Pleanáil

The Cúntas Míosúil User Guide

Your plans become your monthly record: mark each plan Done, build the Cúntas from the month's plans in a couple of clicks, record what was covered, and print it for the folder.



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Screenshots are from the demo school (Scoil Samplach).
Tá an treoir seo ar fáil as Gaeilge freisin: pleanail.ie/guides

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CONTEXT

What's expected

Before the how-to, a short grounding: what the Cúntas Míosúil is, who it is for, and how much is enough.

Where it comes from

Written preparation and a monthly record of progress are part of a national school teacher's work under **Rule 126** of the Rules for National Schools: long-term preparation, short-term preparation, and the monthly progress record, the Cúntas Míosúil.

What it records

NCCA guidance describes the Cúntas as "a record of the children's learning … based upon the learning objectives and outcomes completed within Short-term Plans", with a brief reflection if you choose to add one. Your plans look forward; the Cúntas looks back at what was reached.

How much detail

No document prescribes a format or a length. The 2026 guidance treats the reflection as optional and warns that a lengthy account of content taught is no indicator of effectiveness: the detail lives in your plans, and the Cúntas summarises. A few lines per subject, with the learning outcomes marked, is a complete record. The structure of the Cúntas remains a whole-school decision, so it is worth a conversation with your principal about what your school agrees the month-end record looks like.

The same guidance goes a step further:

> "Where short-term documentation has clearly outlined the learning and the Learning Experiences, it may also be used for the purpose of your Cúntas Míosúil."
>
> Preparation for Learning, Teaching and Assessment: Updated Guidance for all Primary and Special Schools (2026), p. 18

That is the approach this guide describes: a Cúntas built directly from the plans you taught, rather than written out again.

Who sees it

The record is kept in the school: in practice your principal, and an inspector during an inspection. The Guide to Inspection (2016) asks for school documents "in electronic format preferably", so the exported PDF is the expected shape. On a Solo Teacher account your planning stays private to you; you export the PDF and hand it over the way your school does.

OVERVIEW

Your plans become the record

The Cúntas Míosúil is the monthly progress record every teacher keeps. In Pleanáil you never write it from scratch: it is **built from the plans you already taught**. The rhythm, month after month:

1. **Teach from your plans**: weekly, fortnightly or monthly, whichever rhythm you use.
2. **Mark each plan Done** once it has been taught (How-to 1).
3. **Create the Cúntas** at the end of the month: tick the month's plans and Pleanáil combines them, one line per subject card, with every learning outcome you planned carried in (How-to 2).
4. **Record and reflect**: click outcomes to mark them covered or still in progress, add a line of Work Covered and Reflection per subject (How-to 3).
5. **Complete and print** for your folder (How-to 4).

Because the record is built from the planning, the two always agree: no retyping on a Sunday night, no plan saying one thing and the Cúntas another. And the record feeds back: what you mark covered appears as coverage dots the next time you plan, so the year's progress is always in front of you (How-to 5).

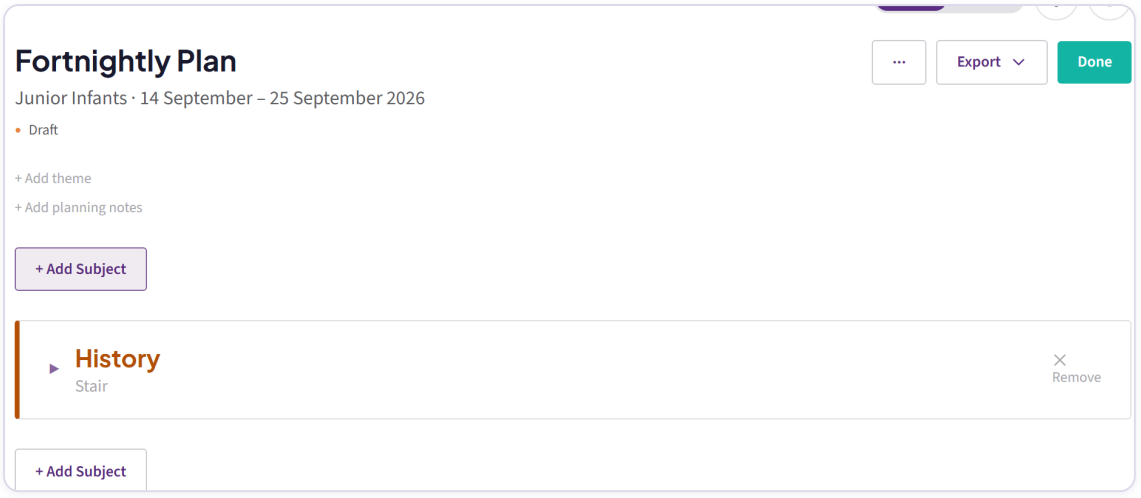
> The Cúntas works the same for every plan type: single class, multigrade, and SET. A whole-group or SET group card becomes one line for the group, not a copy per class.

HOW-TO 1

Mark the plan Done

Where: the top of any plan page. **When:** once the plan has been taught.

1. Open the plan from **My Plans**.
2. Press the green **Done** button in the top corner. The plan's status changes from Draft to Complete.
3. That is the whole job. Only Done plans can go into a Cúntas, so this is what tells Pleanáil "this was taught, it belongs in the month's record".



A fortnightly plan still in Draft: the green Done button sits beside Export.

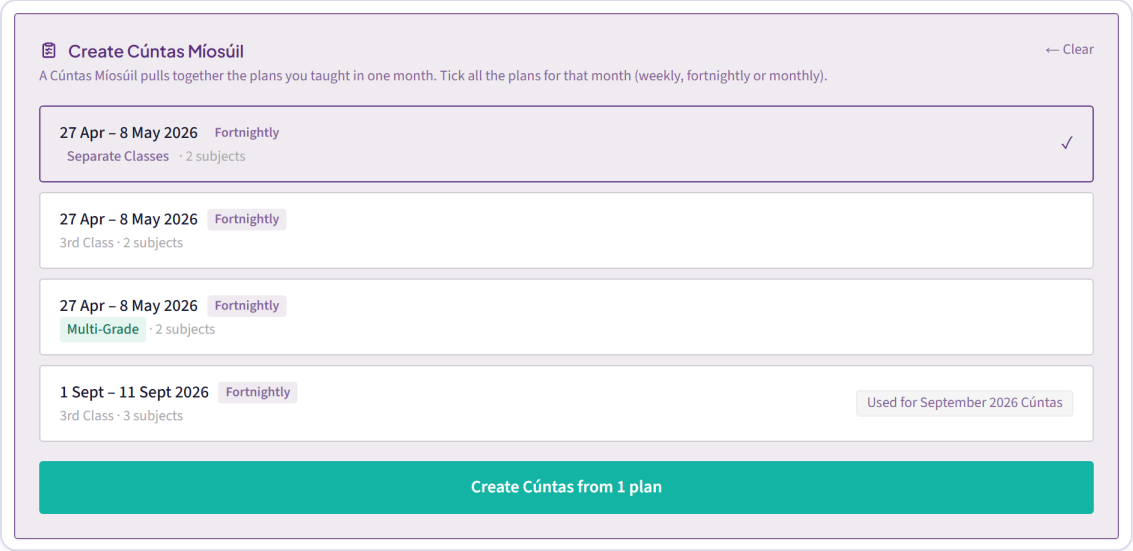
> Changed your mind, or finishing a topic next week? Press **Reopen** on a completed plan and it goes back to Draft. Outcomes you did not get to can simply be marked "in progress" on the Cúntas instead (How-to 3); they carry into next month automatically.

HOW-TO 2

Create the Cúntas from the month's plans

Where: My Plans → Cúntas Míosúil → Create Cúntas Míosúil. **When:** end of the month.

1. Open **My Plans → Cúntas Míosúil**. The **Create Cúntas Míosúil** box lists your Done plans.
2. Tick all the plans for the month: weekly, fortnightly and monthly plans mix freely. Each plan buckets to the school-calendar month it starts in, and a warning appears if your ticks span two months.
3. Plans already in a Cúntas are labelled, for example **Used for September 2026 Cúntas**, so nothing is counted twice.
4. Press **Create Cúntas from 1 plan** (the button counts your ticks). The record opens with one line per subject card and every planned outcome carried in.



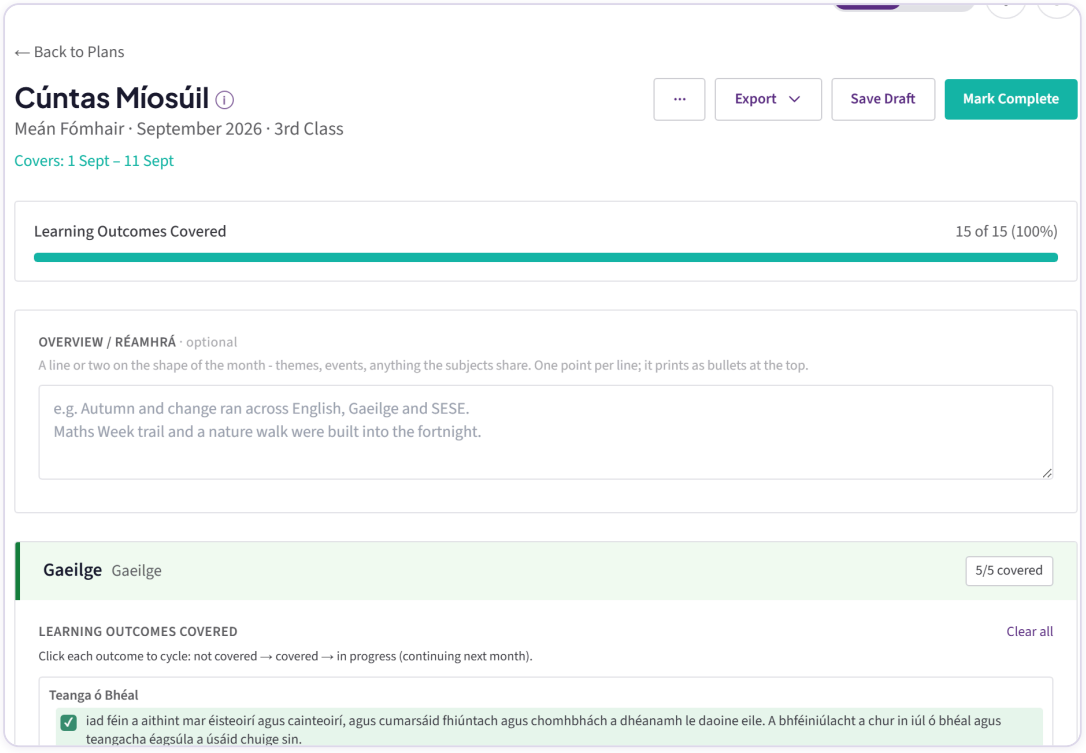
Create Cúntas Míosúil: tick the month's plans; used plans are labelled with their Cúntas.

HOW-TO 3

Record coverage, Work Covered and Reflection

Where: the Cúntas record you just created

1. Click each learning outcome to cycle its state: **not covered → covered → in progress** (continuing next month).
2. "In progress" outcomes carry into next month's Cúntas automatically, so a topic that runs across months never falls out of the record.
3. Write a line or two in **Work Covered** and **Reflection** for each subject. The outcomes carry the detail; these two boxes are for the story of the month.
4. Press **Save Draft** to come back later.



The Cúntas: click outcomes to record covered or in progress, then Work Covered and Reflection below.

> Keep it light. The planning already holds the objectives, experiences and assessment; the Cúntas asks only what was covered and what you noticed. A few minutes per month is the design.

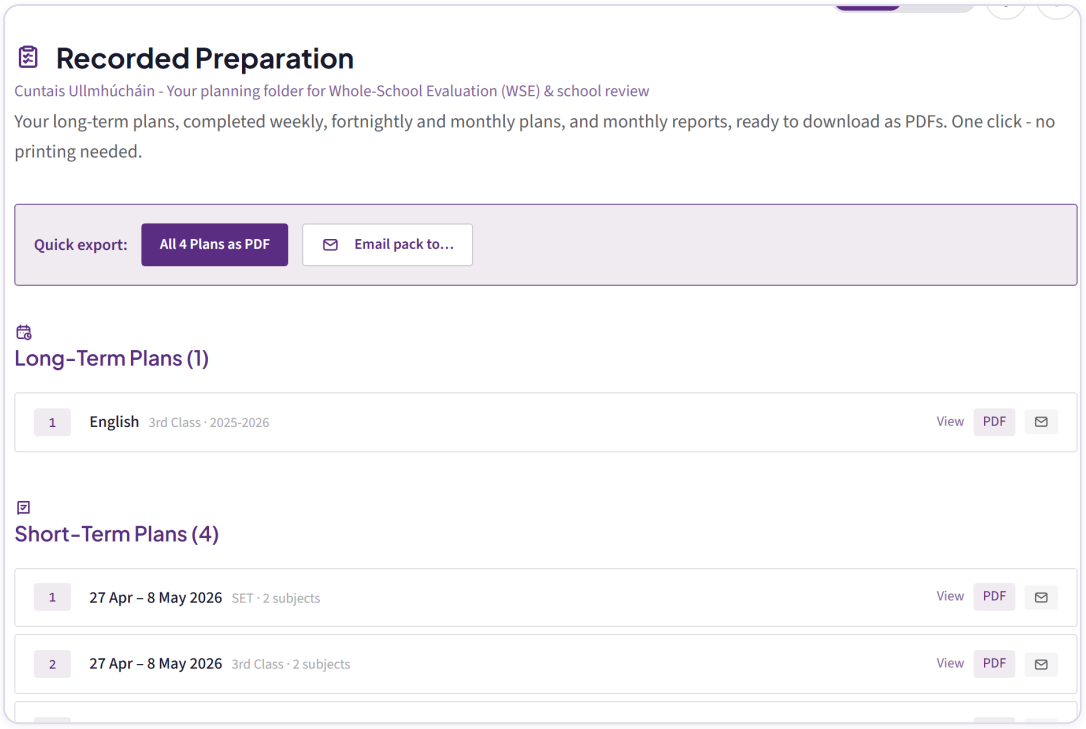
HOW-TO 4

Complete, print and file

Where: the buttons on the Cúntas, and Recorded Preparation in the left menu

1. When the record is ready, press **Mark Complete**.
2. Press **Export → PDF** for the folder copy. Your school's name and crest appear if they are set in **School & Branding**.
3. Need to change something after completing? **Reopen** puts the Cúntas back in draft.

Recorded Preparation keeps the year's records together: every Cúntas, plan and long-term plan as a PDF with **Download PDF** and **Email PDF**, ready for Whole-School Evaluation, a school review or your principal.



Recorded Preparation: the planning folder, exportable document by document.

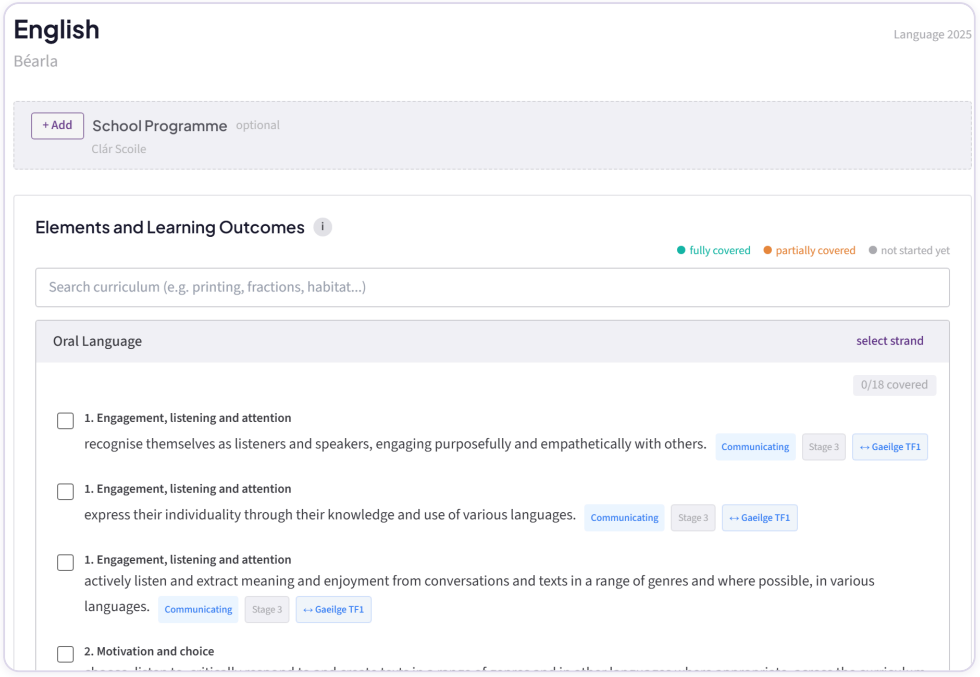
HOW-TO 5

Watch the year build up

Where: automatic, everywhere you pick learning outcomes

Every outcome you mark covered or in progress feeds the year's coverage picture:

- When you build your next plan, coloured dots beside each outcome show **fully covered**, **partially covered** and **not started yet**, so you can see at a glance what the year still needs before you tick anything.
- Subjects show their percentage covered as the records build, month on month.
- By June, the chain is complete and visible: long-term plan → short-term plans → monthly Cúntas records, each month agreeing with the plans it came from.



Picking outcomes for a new plan: the coverage dots come from your Cúntas records.

> This is the quiet payoff of the loop: the more months you record, the more your planning screens tell you. Nothing extra to maintain; it follows from marking coverage each month.

HOW-TO 6

Common fix-ups

Where: the plan page and the My Plans calendar

- **A plan is missing from the Create list.** It has not been marked Done. Open the plan, press the green Done button, and it appears.
- **The dates were wrong all along.** Open the plan and reschedule it to a new block; it buckets to the right month from then on.
- **Two months got mixed.** The Create box warns when ticked plans span months: a Cúntas covers one month, so clear the stray tick.
- **An empty plan is blocking a fortnight.** An abandoned shell shows as **Empty - open to delete** in the calendar: open it and delete it, and the block frees up.
- **The Cúntas is complete but needs an edit.** Press **Reopen** on the Cúntas, fix it, Mark Complete again.
- **A topic spilled into next month.** Nothing to fix: mark its outcomes **in progress** and they carry forward automatically.

> A fortnight plan and a month plan can start on the same date; one no longer blocks the other. Duplicating a plan offers the source plan's period by default.

REFERENCE

Frequently asked questions

Which plans count for a month?	Each plan belongs to the school-calendar month it starts in. Tick all of that month's plans together: weekly, fortnightly and monthly mix freely.
My plan isn't in the Create list.	Only plans marked **Done** appear. Open the plan and press the green Done button once it has been taught.
What do "covered" and "in progress" mean?	Click an outcome to cycle: not covered → covered → in progress. "In progress" means you are continuing it next month, and it carries forward automatically.
Can one plan go into two Cúntas records?	No. A used plan is labelled with its Cúntas, for example "Used for September 2026 Cúntas", and cannot be double-counted.
I teach multigrade / I am a SET.	Group cards become one line for the group. The printout shows each line's class range or group, so the record reads exactly as you teach.
Can I edit after Mark Complete?	Yes: press **Reopen** on the Cúntas, make the change, and Mark Complete again.
Do pictures from my plans print on the Cúntas?	No. Pictures stay on the plan printout; the Cúntas stays a clean written record.
Can the principal see my Cúntas?	On a Whole School licence, yes. On a Solo Teacher account your planning and records are private to you.
Can I keep the Cúntas as Gaeilge?	Yes. The English / Gaeilge toggle at the top of the app switches pages and printouts, Cúntas included.
Something isn't working.	Email **ciaran@pleanail.ie**.