Pleanáil

Getting Started User Guide

Your first days of planning in Pleanáil: set up your curriculum, create your long-term plans, build a fortnightly plan, record what you covered and print the Cúntas Míosúil.



For Pleanáil 2.6 · October 2026 · pleanail.ie
Screenshots are from the demo school (Scoil Samplach).
Tá an treoir seo ar fáil as Gaeilge freisin: pleanail.ie/guides

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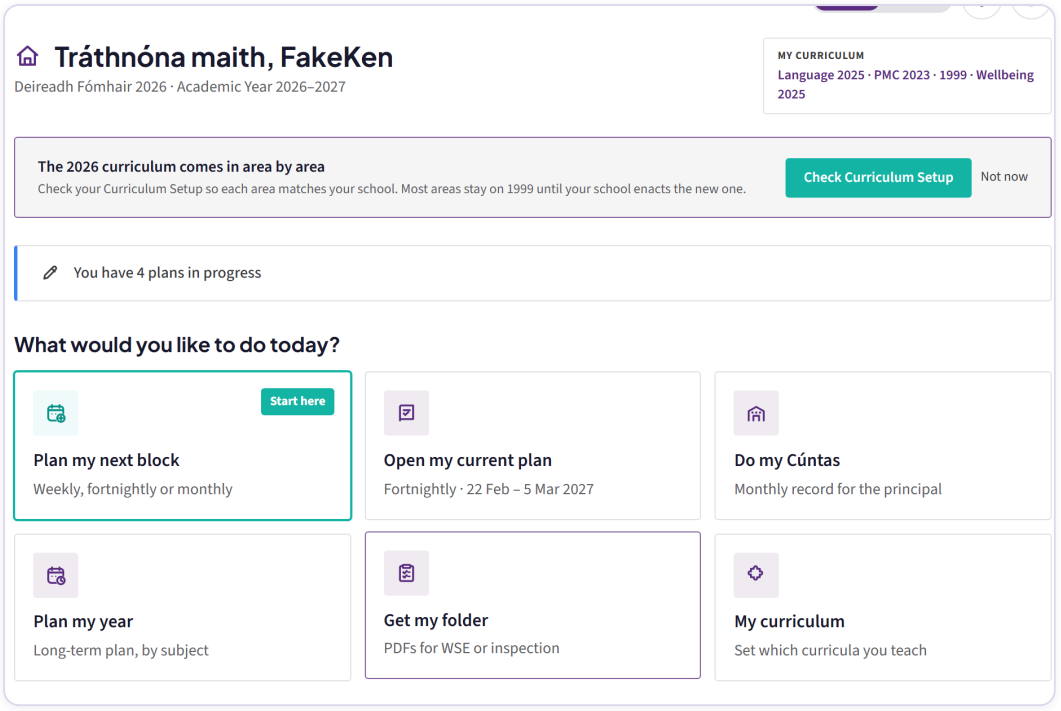
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OVERVIEW

How planning is organised

After you log in, **Home** asks one question: what would you like to do today? Each card is one job, and the one to start with is highlighted.



Home: the planning jobs, with the next sensible step marked "Start here".

- **My Curriculum Setup**: which curriculum version you use for each area. Set this first (How-to 1).
- **My Plans**: everything you create, in five tabs: Weekly, Fortnightly, Monthly, Long Term, and Cúntas Míosúil.
- **Recorded Preparation**: your planning folder, each document as a PDF (How-to 6).
- **School & Branding**: your school's name and crest, printed on your plans.
- **SET Planning** has its own guide: the SET Planning User Guide on pleanail.ie/guides.

The rhythm over a year: set your curriculum once, sketch the year in long-term plans, then plan fortnight by fortnight. When a plan has been taught, mark it **Done**; at the end of each month the Done plans combine into the Cúntas Míosúil.

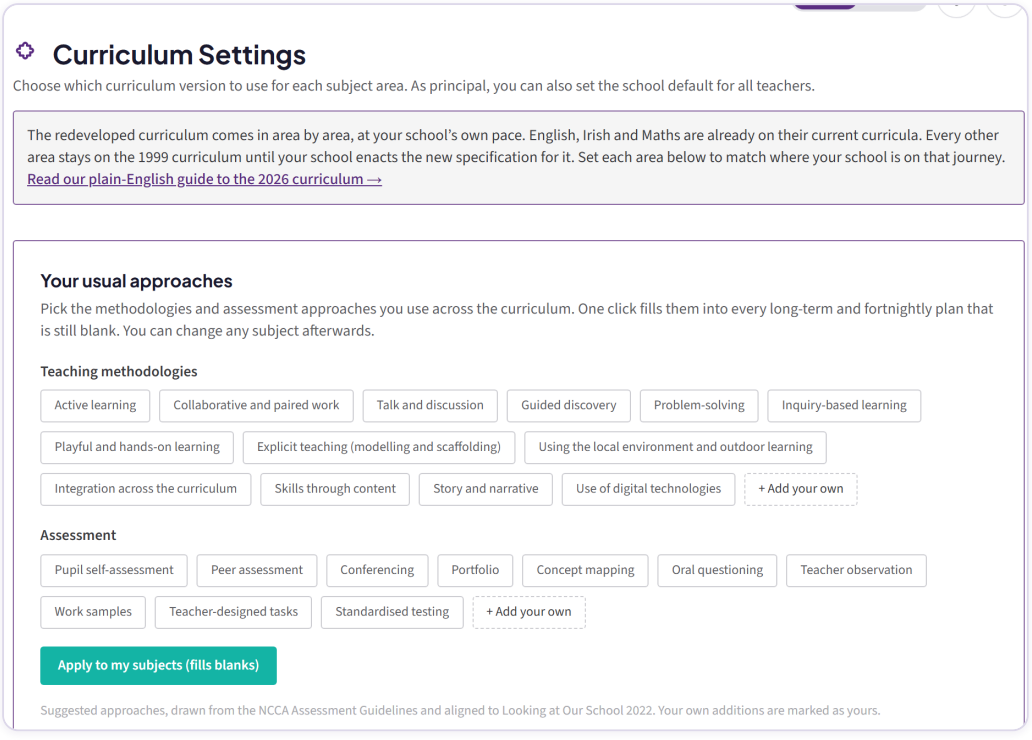
> **English / Gaeilge:** the two buttons at the top right switch the whole app, plans and printouts included, at any time. On a Solo Teacher account your planning is private to you; on a Whole School licence the principal has visibility.

HOW-TO 1

Set up your curriculum

Where: My Curriculum Setup, in the left menu. The page is called Curriculum Settings. **When:** once, before your first plan.

1. Open **My Curriculum Setup**. The redeveloped curriculum arrives area by area: English, Irish and Maths are already on their current curricula, and every other area stays on 1999 until your school enacts the new specification. The setting is per teacher: your own choice overrides any school default, so a solo teacher simply sets each area to match their school.
2. For each area, under **Choose version**, pick the version your school is using. The label beside **Currently using:** shows where the setting came from: your choice, the school default, or the system default.
3. STEM Education and the Patron's Programme are opt-in: press **Enable** if your school uses them.
4. In **Your usual approaches** at the top of the page, tick the teaching methodologies and assessment approaches you normally use, then press **Apply to my subjects (fills blanks)**. Every blank methodology and assessment field on your long-term and fortnightly plans fills in; nothing you have written is overwritten.



Curriculum Settings: Your usual approaches, then one card per curriculum area below.

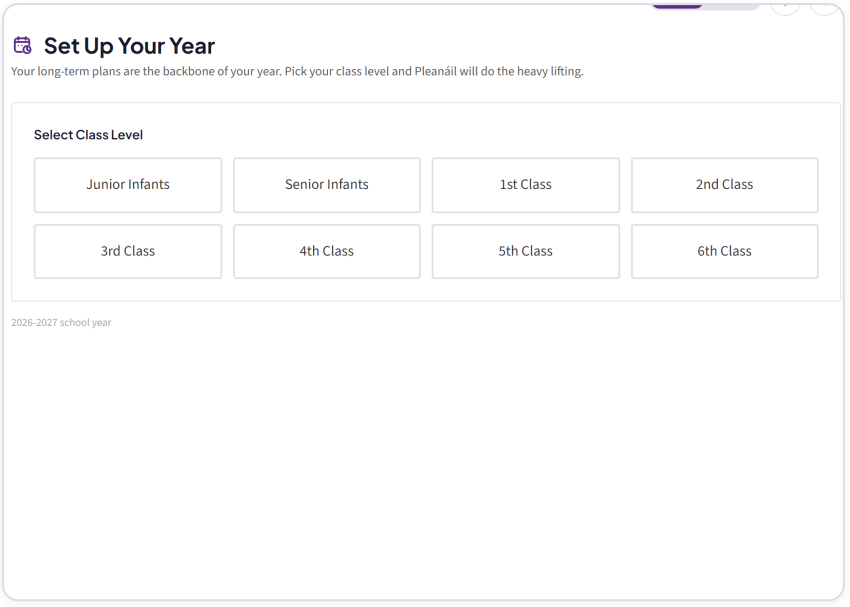
> Your curriculum choice decides which subjects and learning outcomes appear when you build plans. Existing plans keep the curriculum version they were created with.

HOW-TO 2

Create your long-term plans

Where: Home → Plan my year, or My Plans → Long Term. **When:** at the start of the year; they stay editable all year.

1. Under **Select Class Level**, pick your class.
2. If your class shares a stage with another (for example 3rd and 4th), a card offers **"Take 4th Class too? Plan this stage once."** Tick it and one plan covers both. A second card does the same for a combined class across stages.
3. You get one plan per subject. **Quick setup all 8** → creates a draft for every subject with your class level's outcomes as a starting point, or press **Set up** → beside one subject to do it yourself.
4. Inside a subject, tick the outcomes you will prioritise this year. The 2026 guidance favours a focused plan over ticking everything.
5. Fill in the plan details: Aims, Methodologies, Assessment Approaches, Resources, Other Notes. If you applied Your usual approaches (How-to 1), two of these are already filled.
6. Press **Save English Plan** (the button names each subject), then move to the next subject.



The Long-Term Plans overview: stage card at the top, one row per subject below.

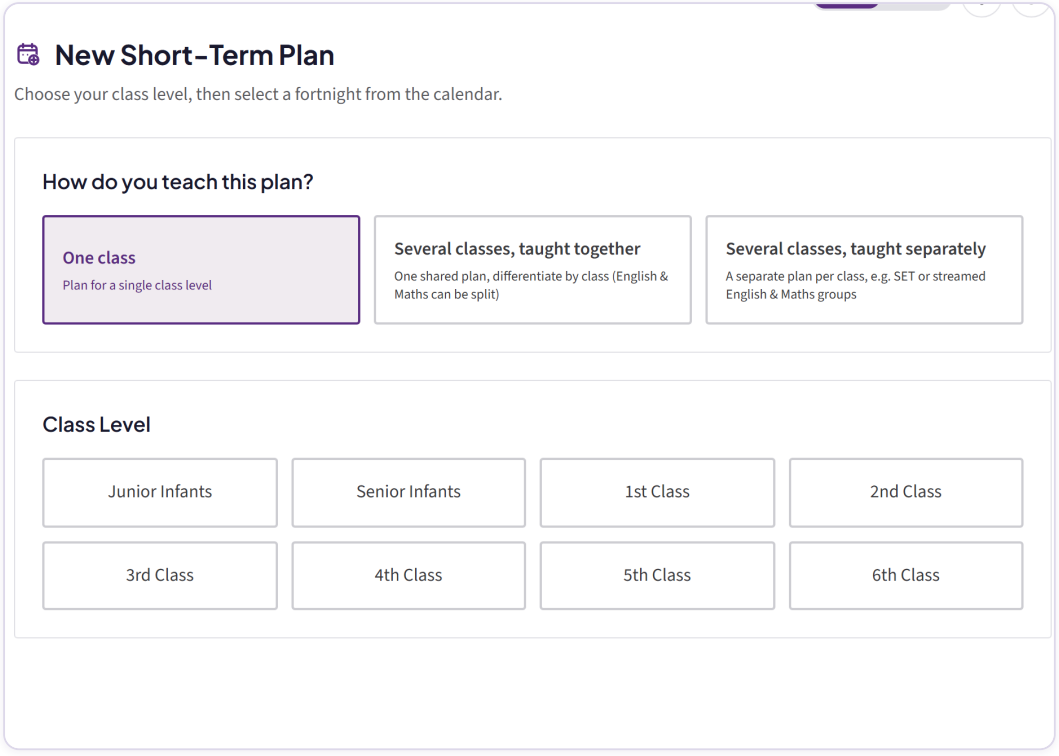
> Long-term plans need a verified email address. If the page asks you to verify, use the link in the email you got at signup.

HOW-TO 3

Create your first fortnightly plan

Where: Home → Plan my next block, or My Plans → + New Fortnightly Plan

1. Under **How do you teach this plan?** choose **One class**. (The other two cards cover multigrade teaching and separate class groups, for example SET.)
2. Pick your **Class Level**. Pleanáil remembers it for next time.
3. Under **Planning Duration**, choose **Weekly**, **Fortnightly** or **Monthly**. Fortnightly suits most teachers; weekly is the rhythm many NQTs use during Droichead.
4. In **Select Fortnight**, click your dates in the calendar. The grid shows the whole school year in terms, and the legend marks each block: Not started, Draft, Complete.
5. Press **Create Plan →**.



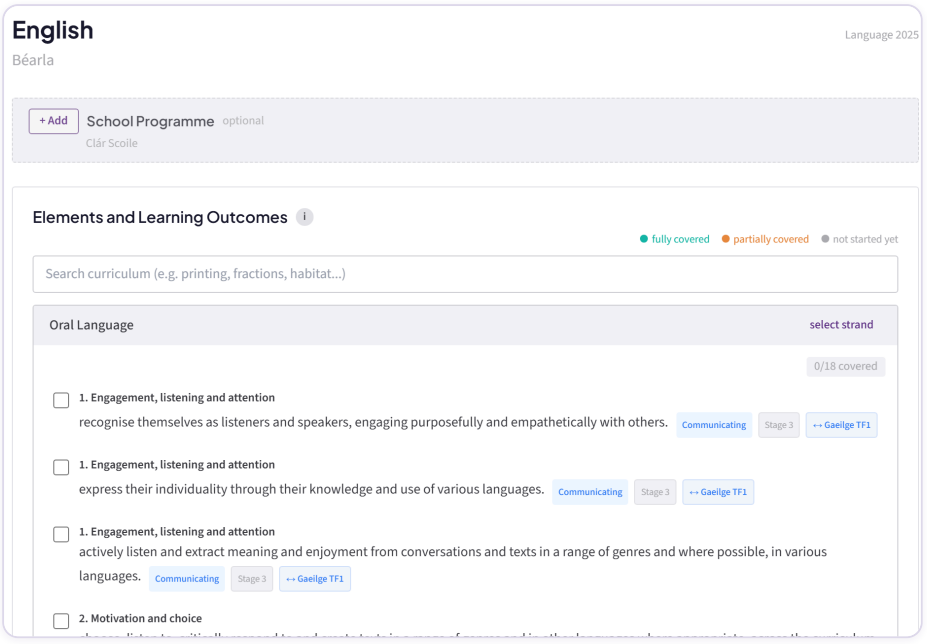
The plan setup: how you teach, class level, duration, then the calendar below.

HOW-TO 4

Add a subject and its learning outcomes

Where: after Create Plan you land on Add Subject; afterwards, press **+ Add Subject** on the plan.

1. Pick a subject card. The versions shown follow your curriculum settings.
2. Under **Strands and Learning Outcomes** (the language subjects say **Elements and Learning Outcomes**), open a strand, then a strand unit, and tick the outcomes you are teaching this fortnight. The search box finds an outcome anywhere in the subject (for example "fractions" or "printing").
3. Fill **Focus of Learning**, **Learning Experiences**, **Assessment** and **Teaching Methodologies**. The suggestion chips enter common wording in one tap, and **+ Add your own** saves your own chips for next time.
4. Press **✓ Save Subject**, then add your next subject. Everything else on the plan saves automatically as you type.



Ticking learning outcomes for English, with the curriculum search box above.

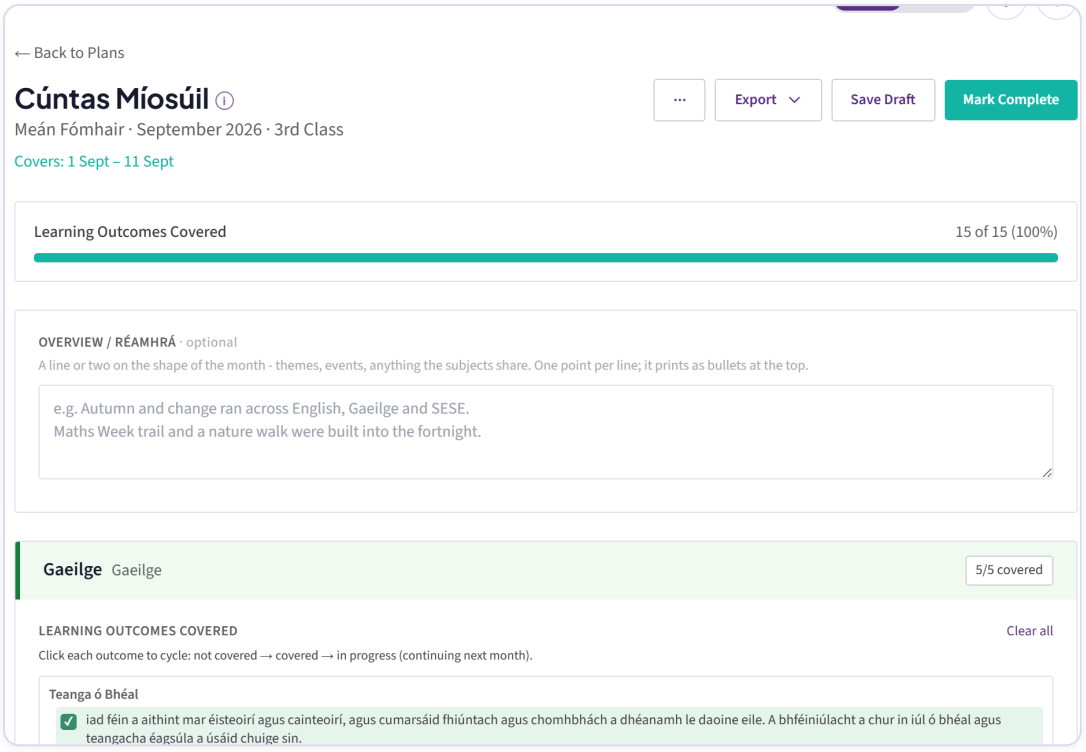
> The coloured dots beside outcomes show your coverage so far this year: fully covered, partially covered, not started yet. They fill in as your Cúntas records build up (How-to 5), so you can see at a glance what the year still needs.

HOW-TO 5

Mark the plan Done and build the Cúntas Míosúil

Where: the plan page, then My Plans → Cúntas Míosúil

1. When a plan has been taught, open it and press the green **Done** button. Only Done plans can go into a Cúntas.
2. Open **My Plans → Cúntas Míosúil** and find **Create Cúntas Míosúil**. Tick all the plans for the month, weekly, fortnightly or monthly, then press **Create Cúntas from 1 plan** (the button counts your ticks).
3. On the record, click each learning outcome to cycle its state: not covered → covered → in progress (continuing next month). "In progress" outcomes carry into next month's Cúntas automatically.
4. Write a line or two in **Work Covered** and **Reflection** for each subject.
5. Press **Save Draft** to come back later, or **Mark Complete** when it is ready, then **Export → PDF** for the folder.



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

HOW-TO 6

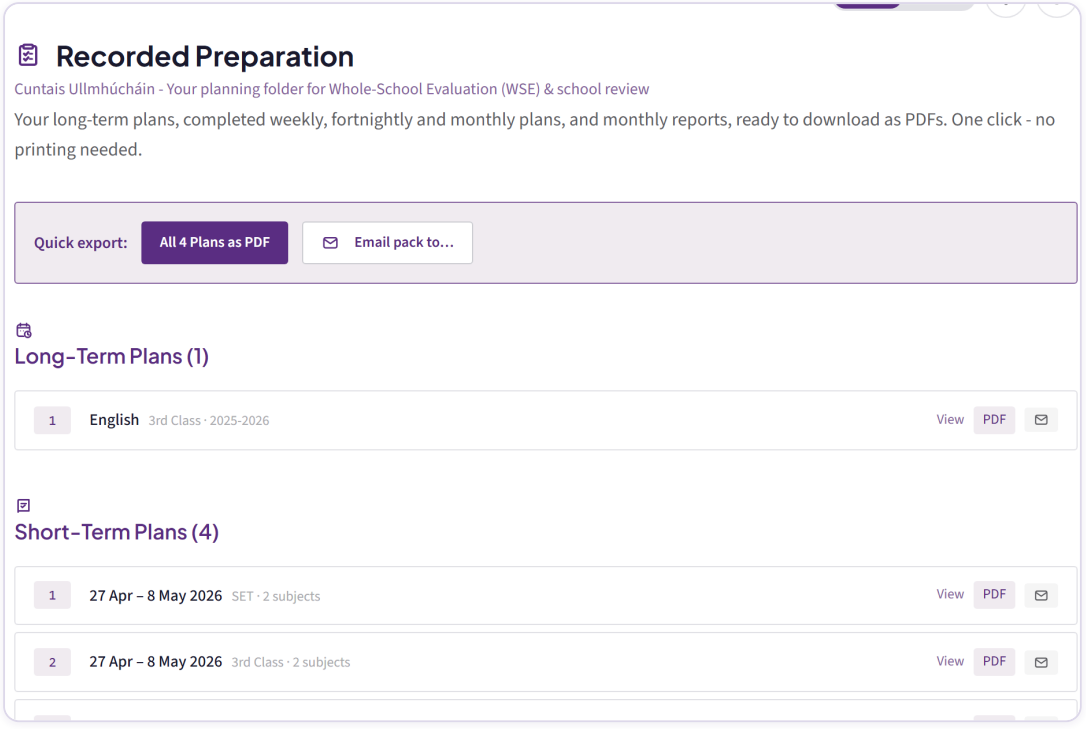
Print, export, and your inspection folder

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

Every plan prints from its own page:

- **Download PDF** saves the finished plan; **Word** exports an editable copy; **Print View** opens the printable page in a new tab.
- When a plan has more than one subject, tick **At a Glance page** to add a one-page subject summary table to the front of the printout.
- Set your school's name and crest once in **School & Branding** and they appear on every printout.

Recorded Preparation is the folder view: your plans, Cúntas records and long-term plans in one place, each with **Download PDF** and **Email PDF**, ready for Whole-School Evaluation, a school review or your principal.



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

REFERENCE

Frequently asked questions

Where is the save button?	Fortnightly plans save automatically as you type; each subject has ✓ **Save Subject**. Long-term plans and the Cúntas have their own buttons: **Save (subject) Plan**, **Save Draft**, **Mark Complete**.
I can't create a long-term plan.	Long-term plans need a verified email address. Use the verification link from your signup email, then try again.
The subjects or outcomes offered look wrong.	The pickers follow **My Curriculum Setup**, area by area (1999 or the redeveloped version). Fix it there. Existing plans keep the version they were created with.
Weekly, fortnightly or monthly: which do I pick?	Whichever your school uses: it is the **Planning Duration** choice on each new plan, not a fixed setting. Weekly is the usual Droichead rhythm for NQTs.
I teach a multigrade class.	On a new plan choose **Several classes, taught together** and tick your class levels: one shared plan, differentiated by class. For long-term plans, same-stage classes (for example 3rd and 4th) are covered by one plan with the stage tick-box.
My plan isn't in the Cúntas 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 on the Cúntas?	Click an outcome to cycle: not covered → covered → in progress. "In progress" means you are continuing it next month, and it carries forward automatically.
My name is missing from printouts.	Home asks for your name when you first sign in; it prints on plan and Cúntas headers. You can add it any time from the prompt on Home.
Can the principal see my planning?	On a Whole School licence, yes. On a Solo Teacher account your planning is private to you.
Can I plan as Gaeilge?	Yes. Use the English / Gaeilge toggle at the top of the app; pages, pickers and printouts follow the language setting.
Something isn't working.	Email **ciaran@pleanail.ie**.