Pleanáil

Multigrade Planning User Guide

One plan for the classes you teach together: whole-group cards, smaller groups when you need them, stage long-term plans, and a Cúntas Míosúil with no double entry.



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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OVERVIEW

One plan, differentiated by class

Teaching two, three or four class levels does not mean writing two, three or four plans. In Pleanáil a multigrade teacher creates **one fortnightly plan** for the whole room, and decides subject by subject how the teaching is actually organised. Each subject takes one of three shapes:

Whole-group card	One card covers every class in the plan: one set of objectives, one differentiation note. The usual choice for History, Geography, Music, PE and most other subjects.
Separate by class	A card per class level. **English and Maths start this way**, matching how most multigrade rooms teach them.
Smaller groups	Something in between: for example Gaeilge for 3rd & 4th together and 5th & 6th together. Available when the plan has three or more classes.

You can mix all three shapes in the same plan, and switch a subject's shape with one tap before you save it. Everything downstream follows automatically: the printout shows each card's class range, and the Cúntas Míosúil shows one line per card rather than repeating every class.

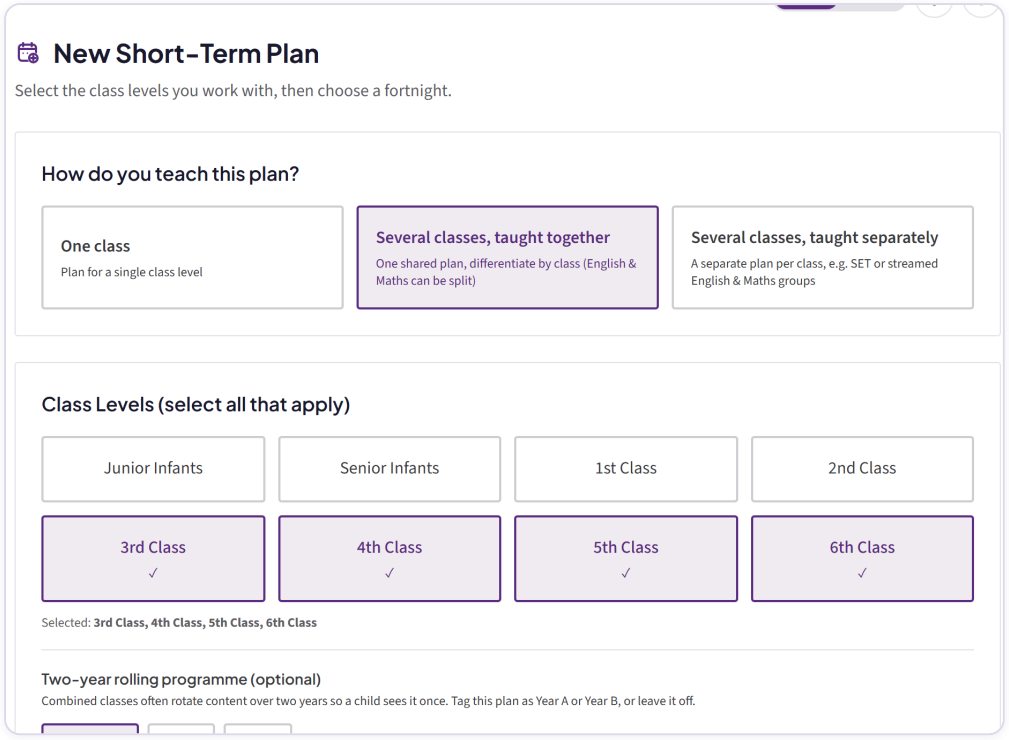
> This guide covers the multigrade specifics. For curriculum setup, building a plan subject by subject, and the planning folder, start with the **Getting Started User Guide** on pleanail.ie/guides.

HOW-TO 1

Start a multigrade plan

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

1. Under **How do you teach this plan?** choose **Several classes, taught together**.
2. Under **Class Levels (select all that apply)**, tick every class in your room, for example 3rd, 4th, 5th and 6th.
3. If your combined class rotates content over two years, tag the plan **Year A** or **Year B** under **Two-year rolling programme**. The tag prints on the plan; leave it off if it is not how you work.
4. Pick your dates in the calendar and press **Create Plan →**. Weekly, fortnightly and monthly durations all work for multigrade plans.



The plan setup: Several classes, taught together, with 3rd to 6th ticked.

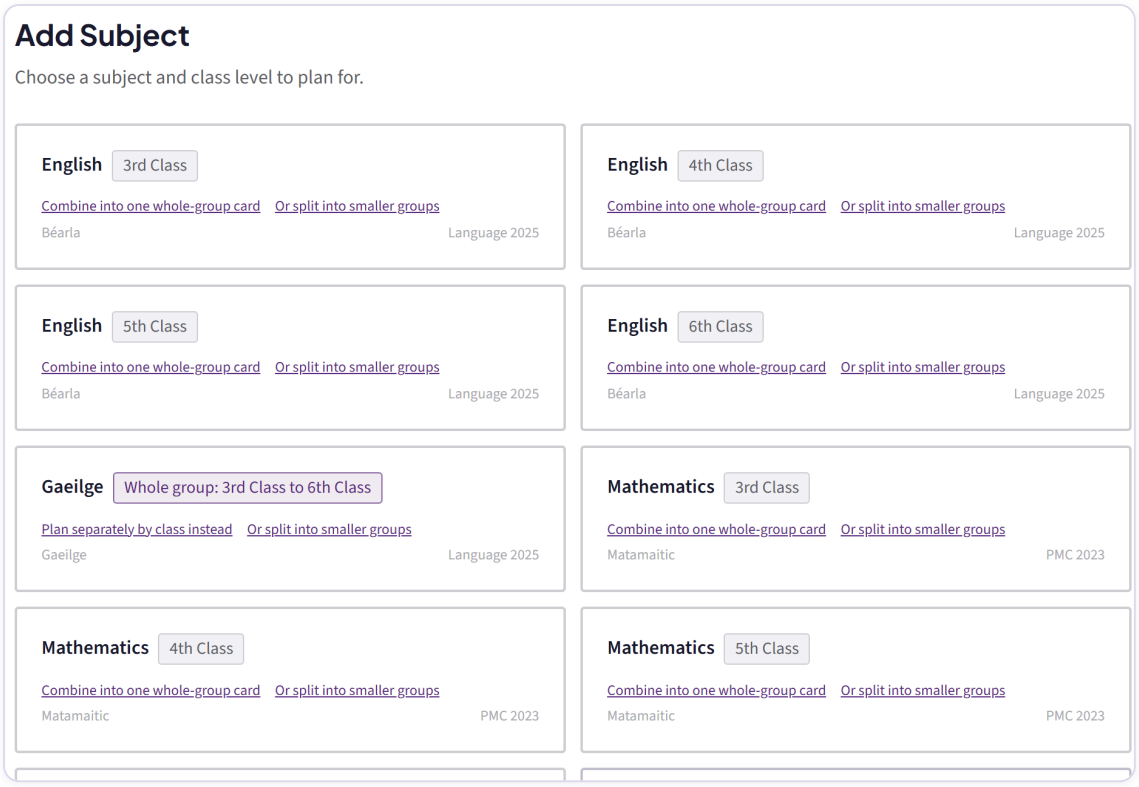
HOW-TO 2

Choose each subject's shape

Where: the Add Subject page, after Create Plan

The subject list reflects your class mix. English and Maths appear once per class level; every other subject appears once, marked **Whole group** with your class range. Two links under each subject switch its shape:

- **Combine into one whole-group card**: merge a per-class subject into one shared card.
- **Plan separately by class instead**: break a whole-group subject into a card per class.
- **Or split into smaller groups**: the third shape, covered in How-to 4.



Add Subject on a 3rd to 6th plan: English per class, Gaeilge as one whole-group card, with the switch links under each subject.

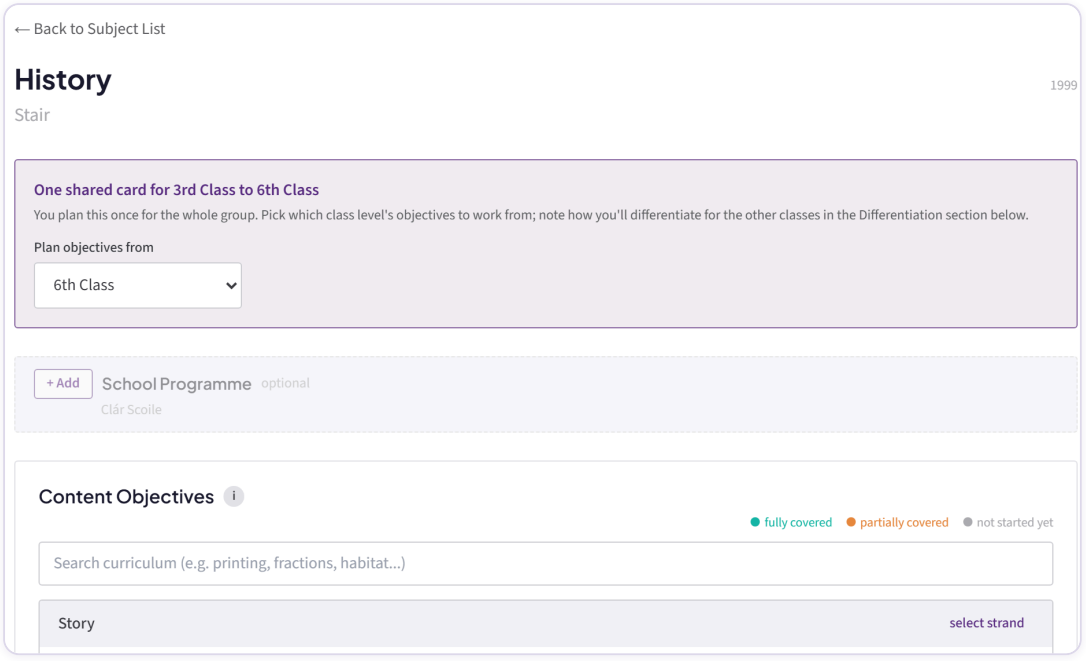
> A subject's shape is set before its card is saved. To change a saved card, remove it from the plan and add the subject again in the shape you want.

HOW-TO 3

Plan a whole-group card

Where: open any subject marked Whole group on the Add Subject page

1. The banner reads **One shared card for 3rd Class to 6th Class** (your own range). Under **Plan objectives from**, pick the class level whose curriculum objectives the card works from. It starts on your most senior class.
2. Tick the objectives you are teaching, exactly as on a single-class plan.
3. In the **Differentiation** section, note how the other classes take the same work. The suggestion chips are built from your actual class mix, so a tap enters a starter like senior classes extend in one go.
4. Press ✓ **Save Subject**. The plan shows one card with the full class range.



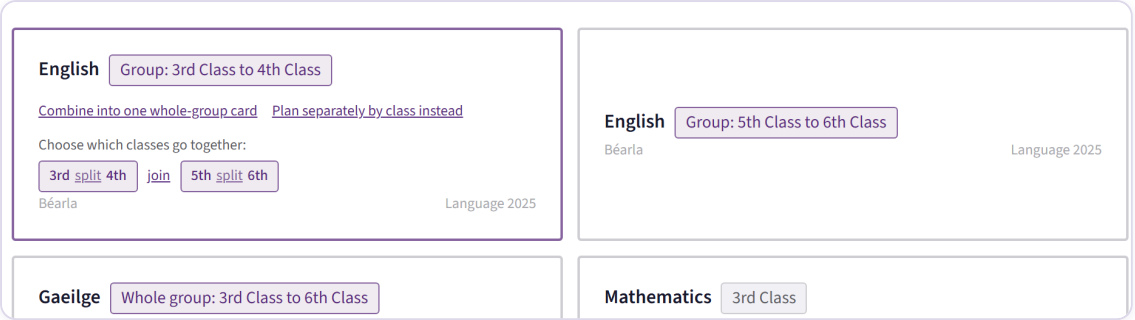
A whole-group History card: one set of objectives for the group, chosen from one class level.

HOW-TO 4

Split a subject into smaller groups

Where: the Add Subject page, on plans with three or more classes

1. Under the subject, press **Or split into smaller groups**.
2. Pleanáil proposes groups along curriculum stages, for example 3rd & 4th and 5th & 6th. Press **split** or **join** between classes until the groups match how you teach. Groups are always neighbouring classes.
3. Open each group's card in turn and plan it like a whole-group card (How-to 3): its own objectives, its own differentiation note.



Choosing which classes go together: English here is planned as 3rd & 4th and 5th & 6th.

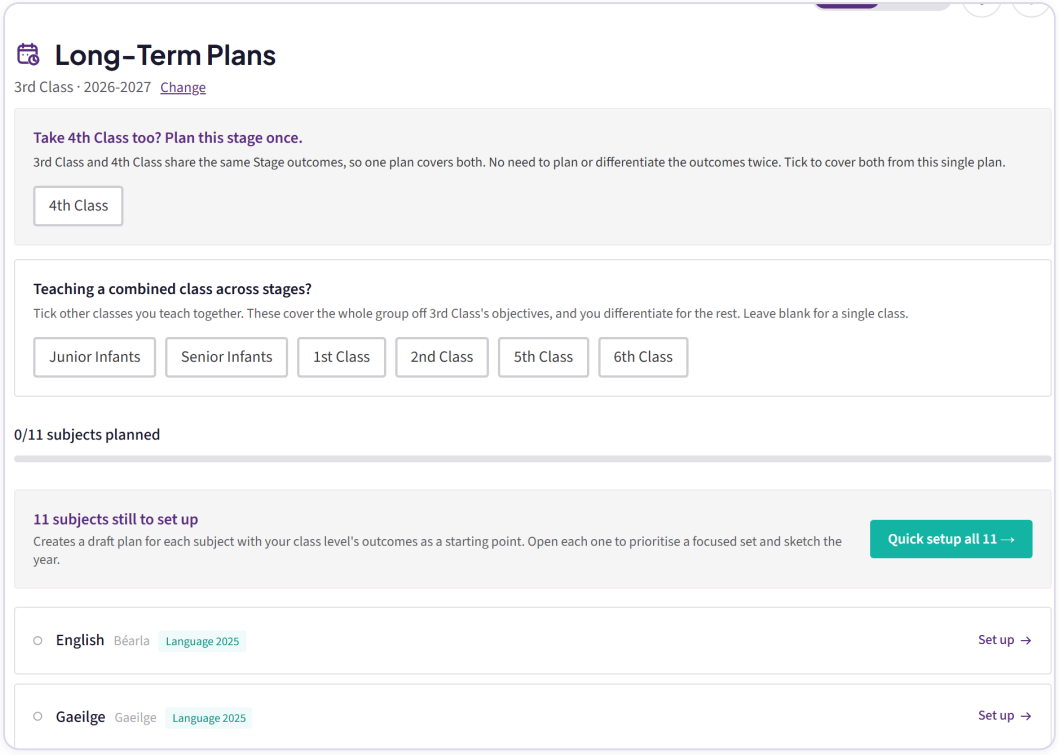
> Each group saves as its own card, so one subject can hold several group cards. Once a group's card is saved the grouping is locked for that subject; remove the card to regroup.

HOW-TO 5

Long-term plans: plan the stage once

Where: Home → Plan my year, or My Plans → Long Term

1. Pick one of your class levels under **Select Class Level**.
2. If you teach both classes of a stage, a card offers: **Take 4th Class too? Plan this stage once.** Both classes share the same Stage outcomes, so tick it and one long-term plan covers both, with nothing planned twice.
3. For a combined class across stages (for example 3rd to 6th), use the second card, **Teaching a combined class across stages?**, and tick the other classes you teach together. The plan covers the whole group from your chosen class's objectives, and you differentiate for the rest.
4. Then proceed subject by subject as normal: **Quick setup all** → or one subject at a time.



Long-Term Plans for 3rd Class: the stage card on top, the combined-class card below it, then the subjects.

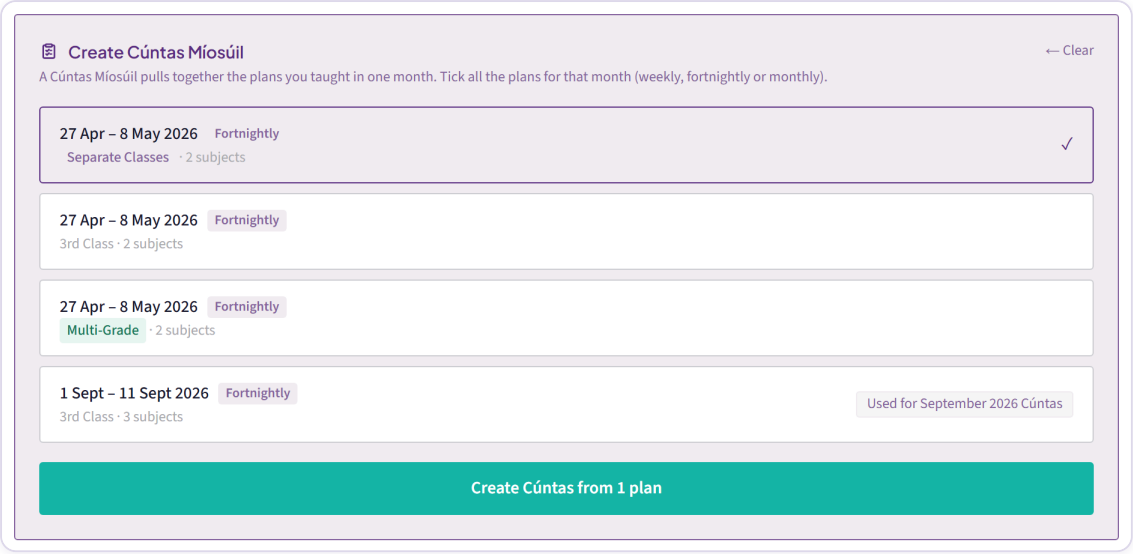
HOW-TO 6

The Cúntas Míosúil and your printouts

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

Nothing extra is asked of a multigrade teacher at the end of the month:

- When the plan has been taught, press **Done**, then tick it in **Create Cúntas Míosúil** like any other plan. It appears with its **Multi-Grade** badge.
- On the Cúntas, each card becomes **one line**: a whole-group History card is one entry for the group, not four copies. Separate-by-class cards keep their own lines per class.
- On the printout, every card shows its class range, for example **3rd Class to 6th Class**, and the Year A/B tag if you set one. One folder document covers the room.



Create Cúntas Míosúil: the month's plans ticked together, the Multi-Grade plan among them.

REFERENCE

Frequently asked questions

Which classes can share one plan?	Any you teach together: tick them all under **Class Levels** when creating the plan, from two classes up to the full eight.
Do English and Maths have to stay separate?	No. They start separate because that is how most multigrade rooms teach them, but **Combine into one whole-group card** merges either of them in one tap.
Which class do a group's objectives come from?	The level you pick under **Plan objectives from** on the card. Plan off that class and note in Differentiation how the others take the same work.
"Or split into smaller groups" is not showing.	It appears when the plan has three or more class levels. With two classes, whole-group or separate covers every arrangement.
Can I change the grouping later?	Before a card is saved, the links switch the shape freely. After saving, remove the card from the plan and add the subject again.
We rotate content over two years.	Tag each plan **Year A** or **Year B** when you create it. The tag prints on the plan and the Cúntas, so the two-year record stays clear.
How does it look when printed?	Each card prints once with its class range in the heading, for example "3rd Class to 6th Class". The At a Glance front page and school crest work as on any plan.
Does the Cúntas repeat every class?	No. One card is one line. Only subjects planned separately by class get a line per class.
And long-term plans?	Same stage: tick the stage card and one plan covers both classes. Across stages: use the combined-class card. How-to 5 shows both.
Something isn't working.	Email **ciaran@pleanail.ie**.