

Getting started with Pleanóir — a step-by-step guide for teachers

Written for staff at a school with a Pleanóir licence. Allow about 10 minutes for your first document. You can stop and come back at any point — everything saves.

Step 1 — Create your account with the school code

1. Go to **pleanoir.ie** and click **Sign up**.
2. Enter your school email address and choose a password.
3. In the box marked **School licence code**, type the code your school office gave you (for example **SCHOOLNAME2026**). This is what unlocks full access — you will never be asked for card details.
4. Click sign up, then open the confirmation email and click the link in it. (If it has not arrived in a minute or two, check your junk folder.)

Already signed up without the code? Sign in, go to **Account**, and enter the code there instead. Access unlocks straight away.

Step 2 — Tell Pleanóir about your year

You have two ways to do this. Either is fine.

Option A — Quick start (fastest, about 2 minutes)

Straight after signing up you'll see "**Let's make your first document**". Fill in:

- Your name
- Roll number (optional — if you enter it, the school name, county and type fill in for you)
- School name
- County
- School type
- Your class level or levels

Then continue. That's enough to make a real document today.

Option B — Full Year Setup (about 10 minutes, better results)

Go to **Year Setup** to add the fuller picture: pupil numbers, ethos, SET/SNA support, your timetable, programmes you use, books, subject topics and calendar events (school tours, sacraments, holidays, sports days).

The more you enter, the more the plans sound like your own class. Pleanóir only ever uses what you type in — it will not invent a book chapter, a programme name or an event you haven't given it. Anything you leave blank is simply left out.

You can start with Quick start and fill in Year Setup later — nothing is lost.

Step 3 — Add your books and where you're up to

This is the step that makes plans feel accurate, so it's worth five minutes.

1. Add your textbooks in **Year Setup** (name, subject, class level).
2. Open **Book Progress** from the menu. Each book appears as a card.

3. **Paste the book's contents page** into the unit list box — one unit, chapter or story per line, exactly as printed in the book. For example:

Unit 1: Me Féin
Unit 2: Tara's School Concert
Unit 3: Autumn

4. In **Currently on**, type the unit your next plans should cover. Be specific, e.g. **Unit 4: The Solar System, pp. 42–51.**
5. **Tick off** any units the class has already finished. Pleanóir will not re-plan those.
6. Optionally, click into a unit to add its real objectives and activities.
7. Click save.

Keep this page up to date as the year goes on — use **Set as current** to move to the next unit. Your Cúntas Míosúil and Fortnightly Plans always start from whatever is marked current.

Step 4 — Generate your first document

1. Click **New document** (or **Create plan**).
2. Choose the document type. Most people start with **Cúntas Míosúil** (monthly report) or a **Fortnightly Plan**. Others available include Long-Term Plan, Weekly Timetable, Play-Based Learning Plan, Student Support Plan, Classroom Support Plan, Special Class Support Plan, Pupil Profile and Behaviour Support Plan.
3. Pick the month (or the fortnight's start date).
4. Add anything one-off for that period — a tour, a sacrament, a sports day, a substitute week. Optional.
5. Click **Generate**. It takes under a minute; leave the page open.

Step 5 — Check, edit, save and share

- Every heading and box on the document is **editable** — click and type. Your wording is kept exactly as you write it.
- **Download Word** gives you a formatted file to print or email.
- **Share with Principal** creates a clean read-only link you can send by link or email — no sign-in needed at their end.
- **"What this was built from"** at the foot of each document lists exactly which of your entries the plan came from. Useful for a principal or an inspector.
- Older versions stay in **History**, so you can always look back.

Handy to know

- Support plans use **pupil initials only** — never a full name.
- Nothing is invented. If a subject, book or event wasn't entered, it won't appear.
- If your principal asks for LAOS-aligned planning, turn on **Use LAOS headings** in Year Setup. Your documents are then set out under Learning Outcomes, Focus of Learning and Learning Experiences. Only the headings change.
- Stuck on anything? Reply to your school's Pleanóir contact and we'll sort it.