

YEARWORKS

FEATURE LIBRARY

Use this when you want a straight answer. Every feature below is in YearWorks today, and the names match what you will see on screen.

Build your year

Start a New Year

What it does: Opens course selection so you can begin a saved plan.

Why it matters: Each course gets its own year, so your plans stay separate.

How to use it: Choose **Start a New Year**. The page asks **What are you teaching?** Pick a course under **Available now** and press **Continue**.

Available courses

What it does: Shows the AP courses YearWorks can plan now, and which ones are still ahead.

Why it matters: You only start a plan YearWorks can actually build.

How to use it: Choose from **Available now**. Full year only: AP World History: Modern, AP U.S. History, AP European History, and AP African American Studies. Full year, first semester, or second semester: AP Human Geography, AP U.S. Government and Politics, AP Macroeconomics, AP Microeconomics, AP Psychology, and AP Comparative Government and Politics.

Availability / limitations: Every course uses the same setup, calendar, and planning tools. Semester choices appear only for the six semester courses.

Build my year

What it does: Places the course onto your accepted teaching days and opens Calendar.

Why it matters: You get a practical first draft for the year ahead.

How to use it: Finish School calendar, Review dates, Start & Exam, and How you teach. Press **Confirm this schedule**. Optionally open the preview, then press **Build my year**.

How would you like to start your year?

What it does: Lets you choose how much of the planning YearWorks does after the first build.

Why it matters: Some teachers want YearWorks to keep the pacing current. Others want to arrange the calendar themselves.

How to use it: Choose **Plan my year for me** to have YearWorks build your pacing and recalculate the year ahead whenever your year changes. Choose **Build a teacher-controlled calendar** to have YearWorks lay out the whole course from Lesson 1 on Day 1, then rearrange it yourself. Extra capacity goes into your Flex Day Bank, and review stays anchored to the exam or the end of the semester.

When the calendar is too short

What it does: Stops a recommended plan that will not fit, instead of cutting lessons on its own.

Why it matters: Deciding what to shorten, combine, or skip is a teaching decision. It belongs to you.

How to use it: If your calendar cannot hold the recommended plan, YearWorks explains why and offers a teacher-controlled calendar as the way forward (**A teacher-controlled calendar is a better fit for this calendar**). Nothing is built until you choose.

Start & Exam lock

What it does: Locks Start & Exam once your year is built.

Why it matters: Changing the start date of a built plan would not move your placed lessons, so YearWorks does not let it look like it would.

How to use it: To plan from where your class is now, use **Recalculate the year ahead** or **Rebuild the remaining year** on Calendar.

Preview the proposed year

What it does: Shows the proposed plan before anything is saved as built.

Why it matters: You can see how the year fits together before you commit to it.

How to use it: On How you teach, press **Preview my year**. In some courses the button reads **Preview my course**.

Your real school calendar

Upload a calendar

What it does: Reads a district calendar file and lists the dates it found.

Why it matters: Your plan should follow the year your school actually runs.

How to use it: On **Bring in your school calendar**, choose **Upload**. Drop a PDF, screenshot, or photo (up to 12 MB).

Provide a calendar link

What it does: Reads a public district calendar page.

Why it matters: You can start from the calendar your school already publishes.

How to use it: Choose **Link**, paste the page address, and press **Read this calendar**. For a PDF link, download the file and use Upload.

Enter dates by hand

What it does: Lets you type first day, last day, and days off.

Why it matters: You can still build your year without a clean file or link.

How to use it: Choose **By hand**. Enter **First day of school** and **Last day of school**. Optionally paste days off. Press **Use these dates**.

Review dates

What it does: Lets you correct the calendar and mark which days students attend class.

Why it matters: A missed holiday or wrong last day can throw off the whole year.

How to use it: On **Does this look like your year?**, edit first and last day, answer *Do students attend class on this date?*, and use **Add a date** if something is missing. Press **These dates are right**.

Course pacing

How the class meets

What it does: Counts teaching time from your real meeting pattern.

Why it matters: A block day is not the same as a regular period, and your plan needs to account for that.

How to use it: On **How you teach**, choose **Traditional Monday-Friday**, **A/B block schedule**, **Custom rotation**, or **Weekly period schedule (modified block)**. Then press **Confirm this schedule**.

Availability / limitations: YearWorks counts your real time in standard periods, so a long block counts as two periods. YearWorks will not place lessons until the schedule is confirmed.

Semester courses

What it does: Plans a semester course as a full year, first semester, or second semester.

Why it matters: Some schools finish these courses in one term. The plan should stop where the course stops.

How to use it: On **Start & Exam**, choose **Full year**, **First semester**, or **Second semester**.

Availability / limitations: This choice appears for AP Human Geography, AP U.S. Government and Politics, AP Macroeconomics, AP Microeconomics, AP Psychology, and AP Comparative Government and Politics. A first-semester course ends on the last day that course meets. The May exam stays recorded, but nothing is planned after that last day. Full-year and second-semester plans still work backward from the exam.

Extra time for units

What it does: Gives named units first claim on flexible days already in the calendar.

Why it matters: Some units need more room. You decide which ones.

How to use it: On How you teach, under **Where would you like to invest your flexible days?**, press **Add extra time** on a unit.

Availability / limitations: Extra time comes from the Flex Day Bank. Protected exam review is not taken for this.

Review time before the exam

What it does: Protects review time on eligible class dates before the AP Exam, or on or before the last day of a semester course.

Why it matters: The last days of the course should stay open for review, not leftover content.

How to use it: On How you teach, see **Review time before the exam**. YearWorks shows review two ways: the number of **class days** you will spend reviewing, and the number of **standard periods** those days hold. On a block schedule, one review class day can hold two standard periods.

Availability / limitations: AP World History, AP U.S. History, and AP European History let you adjust review within the range the course allows. The other courses use a fixed review allocation.

Your YearWorks calendar

Calendar

What it does: Shows the built year by day: lessons, reviews, assessments, and flex days. Each teaching day can hold one or more lessons, with the date and what that day is for.

Why it matters: This is the plan you will actually teach from.

How to use it: After you build, YearWorks opens **Calendar**. You can also open it from the menu once a year is built.

Mark taught

What it does: Records that a lesson has been taught.

Why it matters: YearWorks needs to know what you have already taught before it recalculates.

How to use it: Open the day or lesson and press **Mark taught**. Only you mark lessons taught. YearWorks never does it for you.

Availability / limitations: Mark taught is not reversed by Undo.

Flex Day Bank

What it does: Holds the open days your course does not need.

Why it matters: Spare days are yours to spend: catch up, go deeper, or win back lost time.

How to use it: On Calendar, choose **Add the flex day** to use one, or **Return it to the bank** to give it back.

Availability / limitations: When your bank is empty, return a flex day before you add one somewhere else.

Lock this day in place

What it does: Keeps a day exactly where it is.

Why it matters: Some days cannot move: a lab, a field trip, a common assessment.

How to use it: Open the lesson and choose **Lock this day in place**. Choose **Unlock this day** to release it. Locked days stay put through recalculation and rebuild.

Lessons and scheduling

Edit a lesson

What it does: Lets you change the lesson for this plan, including learning objectives and success criteria.

Why it matters: The official course is the starting point. You know what your class needs.

How to use it: Open a lesson on Calendar. You will see the lesson, its date, and what that day is for. Your changes apply to this plan only. They do not change the course for other years.

Add a lesson

What it does: Creates a new lesson only after you save it.

Why it matters: Simply opening the editor should not change your year.

How to use it: Choose **Add a lesson** on a day. Nothing is created until you press **Save lesson**.

Move or stack a lesson

What it does: Asks how a lesson should fit when a day already has one.

Why it matters: Two lessons can share a day, or the sequence can move forward. You decide which works best.

How to use it: Move a lesson onto an occupied day. Choose **Stack on this day** to keep both, in the order you set, or **Shift** to slide the sequence to the next open teaching day. Nothing moves until you choose.

Lesson Library

What it does: Holds lessons that do not have a date yet, including lessons moved off the calendar.

Why it matters: Work you still want should not disappear just because it no longer has a date.

How to use it: Open **Lesson Library** from the menu, or use **Save a copy to Lesson Library** from a lesson. Library lessons do not count toward days left to teach.

Remove from plan

What it does: Takes a lesson off the calendar and moves it to the Lesson Library. Other days do not move.

Why it matters: You can take a lesson off the year without losing the work you put into it.

How to use it: Open the lesson and choose **Remove from plan**.

Availability / limitations: A lesson already marked taught stays on the plan. If the removed lesson was the only thing on that day, the day becomes a Flex Bank Day. On a longer block, removing one lesson can open one period while other lessons stay scheduled that day. YearWorks tells you exactly what is now open. Nothing else moves.

When the year changes

Recalculate the year ahead

What it does: On a plan built with **Plan my year for me**, proposes a revised path from where you are now through the rest of the course.

Why it matters: Lost days, snow, assemblies, and getting behind should not force you to rebuild the year by hand.

How to use it: On Calendar, press **Recalculate the year ahead**. Answer **Where are you today?** by choosing the lesson you are teaching today. Earlier lessons you have not marked taught are set aside: they stay in your plan, are not deleted, and are not marked taught. Check **Review this recalculation**, then press **Accept and update my calendar**, **Keep my current calendar**, or **Try another recalculation**.

Availability / limitations: Recalculation keeps taught lessons, locked days, lessons you created, moved, or stacked, Flex Bank Days you placed, your Lesson Library, and AP Review where they are. If there is not enough room, YearWorks asks you to choose how to make room instead of forcing a plan that will not fit.

Rebuild the remaining year

What it does: On a teacher-controlled calendar, lays out the rest of the course again from the lesson you are teaching today.

Why it matters: You can get a fresh layout for the rest of the year without losing the choices you already made.

How to use it: On Calendar, press **Rebuild the remaining year**. Answer **Where are you today?** Earlier lessons keep their dates and are not marked taught. Check **Preview this rebuild**, then press **Confirm rebuild**.

Availability / limitations: Rebuild keeps the same protected work as recalculation: taught lessons, locked days, lessons you created, moved, or stacked, Flex Bank Days you placed, your Lesson Library, and AP Review.

Undo

What it does: Reverses your most recent undoable change in one step.

Why it matters: You can try a change without losing the year you had.

How to use it: When there is something to undo, **Undo** appears on Calendar. After a recalculation or rebuild it reads **Undo recalculation** or **Undo rebuild** and puts the whole change back at once. After a calendar move or stack, **Undo** reverses that change. It still works after you reload.

Availability / limitations: Mark taught is not reversed by Undo.

Starting midyear

Join a year already in progress

What it does: Starts the plan at the next lesson you need to teach, on the day you take the class over.

Why it matters: You should not have to recreate a year you already taught.

How to use it: On Start & Exam, under **Where are you starting?**, choose **Join a year already in progress**. Set **First lesson YearWorks should plan** and **The day you take the class over**.

Teacher control

Nothing changes until you approve it

What it does: Keeps calendar intake, the first build, and recalculation as proposals until you accept them.

Why it matters: YearWorks can suggest a path. You decide whether that path becomes the year.

How to use it: Look for the approval step: **These dates are right**, **Build my year**, **Accept and update my calendar**, or **Confirm rebuild**.

Save, resume, print or export

Save and resume

What it does: Keeps your work as you go and lets you pick it up later.

Why it matters: Setup and teaching happen over time, not in one sitting.

How to use it: Open **My Years**. Unfinished plans show **Resume setup**. Built years show **Open**. You can also return to School Calendar, Review Dates, Start & Exam, or How You Teach from the menu.

Print calendar

What it does: Prints the year calendar or saves it as a PDF.

Why it matters: Sometimes you need the year on paper or in a file you can share.

How to use it: On Calendar, press **Print calendar**, then **Print / save as PDF**.

Share or export a lesson

What it does: Copies, prints, or exports one lesson, and can send it to Google Classroom.

Why it matters: Your plan lives in YearWorks, but the lesson still needs to reach the place you teach from.

How to use it: Open a lesson and choose **Share or export**. You can **Copy lesson to clipboard**, **Print / save as PDF**, **Export lesson file**, or **Send to Google Classroom**.

Availability / limitations: Google Classroom is the school system YearWorks connects to today.

Founding Access

Founding Access dates

What it does: Gives Founding teachers free access from October 1 at 12:01 AM through October 7 at 11:59 PM Central.

Why it matters: You can build and use a real plan, and tell us what works and what does not.

How to use it: Sign in with the email you used to join the Founding list.

Availability / limitations: After October 7, you can still open and read your plans and calendars. Editing after that requires a subscription you choose. You are not automatically enrolled in a paid subscription or charged after the trial. Planned pricing: \$0.99 for the first month, then \$5.99 per month or \$39 per year. Monthly is the default choice.

Help and support

Help

What it does: Answers how YearWorks behaves today: midyear start, recalculation, adding lessons, undo, and the Lesson Library.

Why it matters: You can check how something works without guessing.

How to use it: Open **Help** in the menu, or go to yearworks.app/help.

Contact YearWorks

What it does: Sends a question, a calendar problem, a bug, feedback, or a privacy request to a person.

Why it matters: When Help is not enough, a person reads what you send.

How to use it: Open **Contact YearWorks** at yearworks.app/contact, or email hello@yearworks.app.