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 the Welcome page so you can choose a planning pathway before any course setup.

How to use it: Choose **Start a New Year**. The page asks **How would you like to get started?** Choose one pathway:

- **Plan an AP Course** - Available now. Start from an AP course framework.
- **Build My Year** - Available now for teachers with a verified email address, within your Free or Premium limits. Create your own instructional plan with your course, lessons and school calendar. It opens its own setup, not AP course selection.
- **Bring My Year** - Coming soon.
- **Marketplace** - Open to explore. Browse resources and apply to become a creator. Buying resources, uploading resources to sell, creator payouts and adding purchased resources to your calendar are not open yet.

For **Plan an AP Course**, search **Courses currently available** in its card, pick a course, then choose **Start from the beginning** or **Pick up from where I am now**.

Available courses

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

How to use it: Choose from **Courses currently available** in the **Plan an AP Course** card. 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.

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.

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 Your Own** 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.

How to use it: If your calendar cannot hold the recommended plan, YearWorks explains why and offers Build Your Own as the way forward (**Build Your Own 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.

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.

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.

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.

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.

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.

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.

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.

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 - Premium

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

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.

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.

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

Sections

What it does: Plans one course for up to 8 class sections, each with its own schedule and its own lessons on the calendar.

How to use it: During setup, answer **Do you teach this course to more than one section?** and name your sections. On Calendar, choose **All sections** or one section to see its days. Use **Add section** to add another.

Availability / limitations: A course can have at most 8 sections. Sections you set up before your first build are included free. Adding a section after the build needs Premium. Each new section gets its own schedule and the full course; other sections are not changed.

Teacher Decisions

What it does: Collects the calendar's open issues, such as lessons that are not scheduled yet, in one list. Nothing changes until you act.

How to use it: On Calendar, press **Teacher Decisions**. Use an issue's action to fix it, **Ignore** to set it aside, or **Don't remind me again** to stop reminders for the current issues. Ignored issues stay listed under **Ignored**; choose **Show again** to bring one back.

Availability / limitations: Ignoring never deletes lessons. A new issue still reminds you. Your choices save to your account across devices; if that save is unavailable, YearWorks says it saved on this device only.

Mark taught - Premium

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

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 - Premium

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

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 - Premium

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

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.

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.

Availability / limitations: Needs Premium on an AP plan set to **Plan my year for me**. On a Build Your Own calendar it is free in your free year.

Add a lesson

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

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

Availability / limitations: Needs Premium on an AP plan set to **Plan my year for me**. On a Build Your Own calendar it is free in your free year.

Move or stack a lesson - Premium

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

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.

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.

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. Needs Premium on an AP plan set to **Plan my year for me**. On a Build Your Own calendar, removing a lesson to My Library is free in your free year.

When the year changes

Recalculate the year ahead - Premium

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.

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.

Build Your Own calendars

What it does: A Build Your Own calendar never recalculates or rebuilds itself. You add, place, move, stack, or remove lessons, and only what you change moves.

Availability / limitations: Creating, editing, duplicating and deleting lessons, manual Flex days, and placing content from My Library are free. Moving lessons that are already scheduled needs YearWorks Premium.

Push forward, Pull back, and Delete & pull back

What it does: On a Build Your Own calendar, open a lesson and choose **Push this and later lessons forward** or **Pull this and later lessons back**. That lesson and the lessons right after it in the same class section move one class meeting, skipping weekends, holidays and days your class does not meet. The move stops at the next open class day, so work after that day stays where it is. **Delete & pull back** removes a lesson and pulls later lessons back into the open day. **Delete only** removes it and leaves the day open.

Availability / limitations: Moving lessons that are already scheduled needs YearWorks Premium. Taught and locked lessons never move. If a push would run past your last class day, nothing changes and YearWorks tells you why. Pull back works when the class day before is open and not in the past. Official course content you remove goes to My Library and is never lost.

Open class day

What it does: On a Build Your Own calendar, an available class meeting shows as **Open class day**. **Push this and later lessons forward** stops at the next open class day, and **Delete only** leaves the day open.

Availability / limitations: Open class days appear only on Build Your Own calendars. Plans set to **Plan my year for me** show Flex Bank Days instead.

Place from My Library

What it does: Choose **Place from My Library** from the calendar or a lesson. Pick one lesson or a whole unit. **Place on [date]** puts one lesson on that date; **Start on [date]** places a unit one lesson per class meeting from that date. You can also **Select another date** or leave it in My Library.

Availability / limitations: Placing is free. YearWorks places a fresh copy, so the original stays in My Library and you can use it again. Anything that does not fit before your year ends stays in My Library.

Build Your Own summary

What it does: Shows your teaching schedule, class meetings left, scheduled lessons, lessons not yet scheduled, and your countdown. A course you build yourself counts to your final exam date if you gave one, otherwise to your last class day. An AP course counts to the official AP Exam date. Counts use your real school calendar and schedule, not calendar days.

Undo - Premium

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

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.

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.

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.

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.

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.

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.

Free and YearWorks Premium

Free: Set up and build one first year. Keep opening, viewing and printing your saved years. Archive or restore a year and turn off a share link. Archiving or deleting a year does not reset your first-year allowance. On a Build Your Own calendar (Build My Year, or an AP course where you chose Build Your Own), creating, editing, duplicating and deleting lessons, manual Flex days, and placing content from My Library are free in your free year.

YearWorks Premium: Adjust lessons, Mark taught, update a built calendar, use Flex Bank tools, recalculate, rebuild, undo changes or create a share link. Starting another year also needs Premium. On a Build Your Own calendar, the free lesson actions above stay free; moving lessons that are already scheduled needs Premium, and there is no recalculate or rebuild.

Complimentary Premium: From November 14 through December 31, 2026, Premium planning is free for every teacher with a verified email address. No credit card is needed and there is nothing to start. It ends on its own on January 1, 2027, and nothing is charged.

Free trial: Accounts created on or after January 1, 2027 get a 30-day Premium trial automatically, counted from the day the account is created. Verify your email to use it; no card is needed. When it ends, nothing is charged and nothing turns into a paid plan.

Monthly: $4.99/month.

Annual: $39/year. Applicable tax is added; checkout shows the total before payment.

A paid plan only starts when you choose a plan and pay. It renews automatically; cancel anytime in **Plans & billing**. **Manage billing** opens Stripe to update your payment method, view invoices or cancel. Subscriptions are available from January 1, 2027. Premium remains available through your paid period. Afterward, your saved years remain readable and printable on Free. There is no automatic enrollment from Free.

Help and support

Help

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

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.

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

YearWorks Feature Library · Free and Premium · Your real days shape the plan.