YEARWORKS
QUICK START GUIDE

MAKE YOUR YEAR WORK.

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1. Welcome to YearWorks

YearWorks helps you plan the school year you actually have. It uses your real calendar, teaching days, course, and starting point to build a realistic path toward the AP Exam.

When your year changes, YearWorks can plan the rest of the year from where you are. You stay in control. Nothing changes until you approve it.

2. Build your year

Sign in. Then choose **Start a New Year**. The Welcome page asks **How would you like to get started?** and shows four planning pathways. You choose a pathway before any course setup.

- **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.

The steps below are for **Plan an AP Course**.

- **Choose your course.** In the **Plan an AP Course** card, search **Courses currently available** and pick one course. Then choose **Start from the beginning** or **Pick up from where I am now**. Additional years need YearWorks Premium.
- **Bring in your school calendar.** Use **Upload** for a PDF or photo, **Link** for a district calendar page, or **By hand** to enter the first and last day of school and paste days off. YearWorks shows you what it found before placing any lessons.
- **Does this look like your year?** Check the first and last day. For each date, answer *Do students attend class on this date?* Add anything that is missing. When it looks right, press **These dates are right**.
- **Where does the course really begin?** Confirm when content starts and the AP Exam date. If class is already underway, choose **Join a year already in progress**, then **Choose the next lesson you need to teach** and the day you take the class over. Semester courses also ask for **Full year**, **First semester**, or **Second semester**. Once your year is built, Start & Exam is locked so your placed lessons stay put.

- **A little about how you teach.** Choose **Traditional Monday-Friday**, **A/B block schedule**, **Custom rotation**, or **Weekly period schedule (modified block)**, then press **Confirm this schedule**. YearWorks counts your real time in standard periods, so a long block counts as two periods. Open **Preview my year** (some courses read **Preview my course**) to see the proposal, then press **Build my year**.
- **How would you like to start your year?** Choose **Plan my year for me** or **Build Your Own**. See section 4.

3. Review time before the exam

Review is placed on eligible class dates before the AP Exam, or on or before the last day of a semester course. YearWorks shows it 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.

AP World History, AP U.S. History, and AP European History let you adjust review with **Review time before the exam**, within the range the course allows. The other courses use a fixed review allocation.

4. Two ways to start

Plan my year for me. YearWorks builds your pacing from your calendar and schedule, and can recalculate the year ahead whenever your year changes.

Build Your Own. YearWorks still lays out the whole course for you, starting with Lesson 1 on Day 1. From there, you 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. If your calendar cannot hold the recommended plan, YearWorks does not build it and does not quietly cut lessons to make it fit. It tells you, and offers a Build Your Own calendar as the way forward (**Build Your Own is a better fit for this calendar**). You then decide what to shorten, combine, or skip.

5. Your YearWorks calendar

After you build, YearWorks opens **Calendar**. Each teaching day shows the lesson, its date, and what that day is for. Open a lesson to read or print it. With Premium, edit it, move it, mark it taught or share it. On a Build Your Own calendar, creating, editing, deleting and placing lessons is free; see section 6.

Flex Day Bank. Open days the course does not need become **Flex Bank Days**. Choose **Add the flex day** to use one, or **Return it to the bank** to give it back. When your bank is empty, return a flex day before you add one somewhere else.

Removing a lesson. A removed lesson goes to your **Lesson Library**. It is not deleted. If that was the only thing on the 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.

Mark taught. When you finish a lesson, press **Mark taught**. Only you mark lessons taught. Mark taught is not reversed by Undo.

Come back anytime from **My Years**. Approved changes save as you go. Unfinished setup shows **Resume setup**. A finished year shows **Open**.

6. When your year changes

If you chose Plan my year for me: 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 choose **Accept and update my calendar**, **Keep my current calendar**, or **Try another recalculation**.

If you chose Build Your Own: nothing is recalculated or rebuilt for you. You add, place, move, stack, or remove lessons yourself, and only what you change moves. Open a lesson to **Push this and later lessons forward**, **Pull this and later lessons back**, or **Delete & pull back**. Use **Place from My Library** to put a lesson or a whole unit on a date. Creating, editing, deleting and placing are free; moving lessons that are already scheduled needs YearWorks Premium.

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. Afterward, **Undo recalculation** puts the whole change back in one step.

7. A few things to know

- YearWorks plans 10 AP courses. 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. Every course works the same way.
- YearWorks follows each course's own lesson order. It does not rearrange your curriculum for you.
- Adding a lesson does not change the plan until you choose **Save lesson**.

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.

9. Need help?

Open **Help** in YearWorks, or write through **Contact YearWorks** at yearworks.app/contact. You can also email hello@yearworks.app. A person reads every message.

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