



MyClassroom Planner

Short User Guide

A quick reference for teachers and school administrators

Start with Today for the daily overview. Use Planner for lessons, Students for your roster, and Help & Guide whenever you need a reminder.

Daily planning and classroom tools

Today

Your daily starting point

See today's Bible Focus, scheduled lessons, and personal tasks in one place.

- Select Quick Add to create a task.
- Check a task when it is finished.
- Select a scheduled lesson to review or edit it.

Planner

Build the classroom schedule

Plan lessons and classroom events in Week or Month view.

- Select Add or an empty day.
- Enter the date, category, time, recurrence, and optional reminder.
- Use All Day when an event has no specific start time.
- Drag a lesson to another weekday to reschedule it.

Important: Common holiday entries are informational. Confirm closures with the official school calendar. Reminders require the planner to be open.

Students

Maintain your classroom roster

Keep family contacts, private notes, and progress information organized for your classroom.

- Add the student's name and school-year ending date.
- Select a student card to edit information.
- Archive students who are no longer active.

Important: Only enter student information approved by your school.

AI Lesson Helper

Create a thoughtful first draft

Draft activities, weekly plans, worksheets, discussion questions, and teacher messages.

- Choose the kind of help and grade level.
- Enter a topic and useful details.
- Select Create draft, review the result, and copy what you want to use.

Important: Review all facts, scripture references, and wording. Never enter private student information, passwords, medical details, or parent contact information.

Communication and organization

Appointments

Track important conversations

Record conferences, meetings, people, locations, notes, and action items.

- Enter the title, date, time, and participants.
- Choose Only me or All teachers.
- Save the appointment and remove it when it is no longer needed.

Notes

Capture reminders and ideas

Save quick private notes or share useful information with the teaching team.

- Add a title and note text.
- Choose a paper color and visibility.
- Select Save note.

Site Vault

Store website sign-in details

Website details are encrypted on your device before being saved.

- Create or enter your separate vault password.
- Add the website, username, password, and optional private notes.
- Unlock the vault again whenever the app requests it.

Important: The vault password cannot be recovered. An administrator reset permanently deletes that user's encrypted vault contents.

Resources

Keep files and links together

Store classroom photos, worksheets, documents, and trusted outside resources.

- Upload a file or add an outside link.
- Choose private or shared visibility.
- Open, download, or delete items from the Library.

Team communication and administration

Messages

Share staff updates

Post short updates that the teaching team can read inside the planner.

- Write the update in New message.
- Select Post message.
- Use the unread badge to notice new staff updates.

Important: Do not use Messages for emergencies or sensitive student records.

Admin or Account

Manage settings and security

Update your profile, Bible Focus, password, and two-step verification.

- Update the classroom profile and today's Bible Focus.
- Enable two-step verification and store recovery codes securely.
- Administrators can manage users, branding, AI access, and approved security resets.

Good security habits

Use a unique password. Enable two-step verification. Store recovery codes somewhere secure. Sign out on shared devices. Never place API keys, vault passwords, or recovery codes in messages or screenshots.

Need help? Contact your school's MyClassroom Planner administrator. For school policies, privacy requirements, closures, and emergency communication, always follow the school's official procedures.