

Teacher Planner for EFL Teachers

Are you a Middle School EFL Teacher in France?
Then this planner was made for YOU!



- A customizable digital version in three formats!
 - Interactive PDF (desktop), Powerpoint and Google Slides (desktop and mobile devices)
 - Easy to use
 - Easy to customize
 - Easy to print out (if need be)
- An interactive PDF version
 - Easy to fill in
 - Cool features included
 - Digital stickers included



Test it using
our FREE tutorial
and get a free
BTS planner

- A beautiful printable version
 - 16 different color covers
 - 50 different B&W pages to choose from to create yours
 - Some stickers to print out (on specific paper)



Here are some
tips for the PDF
desktop version



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Choose your pages

Make it your own

Please answer a series of questions and your own pages, adapted to your own needs, will magically appear.

Ready? Let's go!

First, let's select your calendars

You will first get a yearly calendar. Which version would better suit your needs? ☐ August-July ☐ September-August

You will also get, automatically, a monthly calendar for each month with one important celebration per week.

[Click to submit your calendar choice](#)

Then, let's prepare your weekly schedules

You need your weekly schedule to be:

☐ similar each week...

- ☐ with 6 blocks a day
- ☐ with 7 blocks a day
- ☐ with 8 blocks a day

☐ different from week A to week B...

- ☐ with 6 blocks a day
- ☐ with 7 blocks a day
- ☐ with 8 blocks a day

** you will be able to name them (week 1, week A ...)

[Click to submit your schedule choice](#)

Now, let's create your classes

How many classes do you have this year?

5 ☐ 6 ☐ 7 ☐ 8 ☐

* Our class lists have 36 students per class.

For each class, you'll get a list, a profile page and a class map and of course the grade & skill book).

[Click to submit your classes choice](#)

... and your curriculums

How many different levels do you teach?

2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

[Click to create curriculums](#)

Do you want some more ?

- ☐ You are also a form tutor
- ☐ You love taking notes (during meetings, PD days or when conferencing with parents)
- ☐ You love mindmapping & coloring
- ☐ You want to track your mood and health
- ☐ You easily lose your passwords ... and favorite sites

[Make your wishes come true](#)

Some more information

Our grade book includes 3 periods for each class (11 grades & 11 skills for each period) plus a recap of the skills for cycle 3 and cycle 4.

Your weekly planning pages will display : 5 days (from Monday to Friday) with Wednesdays afternoons "off". Each day is displayed as a column; it also has an evening block. You will get 36 weeks, one week being a double page. Psssst ;) Some to do lists were automatically added, because who doesn't love to do's, right?!

[Click to start customizing your planner](#)

Choose the pages you need, tick some boxes, click a button or two and let the magic happen!

The first 2 pages are meant to design your planner as you wish.



Make it your own

Complete key pages

You need a title for your planner and your name.
Use the tool Fill in and Sign to help you if need be.

TITLE NAME

You have 6 tabs on your planner. Here are our suggestions.

But you can change the text! [Check your index to help you.](#)

- Calendars: _____
- Plans: _____
- Students' Data: _____
- Grade Book: _____
- Notes & Ideas: _____
- Personal: _____

Click to submit.

Here are some pages you need to complete first and foremost:

- Your yearly calendar: tick the days that require specific attention, your monthly calendars will be automatically updated with a small reminder. Click on your first tab.
- Your weekly schedule: write the days, times and classes you have. Make sure you complete week A and week B on the next page if need be. Click on your second tab.
- Your students' lists: name your classes and add the students' names for each class. Use the first class list for your "form tutor" class. Your grade book, students' profiles and class maps will displayed the names automatically. Click on your third tab.

Here are the tools you will need to use. You can play along on this page to test them.

- ☐ To fill in your planner, you may use the tool Fill and Sign.
- ☐ The best way to enjoy this planner is to set the view to a double page. Click on view, page display, two-page view. You will sometimes need to zoom in! Click on view, zoom.
- ☐ You will be able to draw your classroom! Click on view, tools, comments and open. On the right of the tools ribbon, you have some shapes available. Draw some below.
- ☐ You will be able to add some stickers. Click on view, tools, comments and open. You will see the shape of a stamp. Click on it, choose custom stamps and create. You will import the ones you need from our stack (you can even import them all, but one by one). Then stamp this page!
- ☐ You will be able to draw with a pencil. In your comments tools, choose the pencil (you may even change the color and the thickness).
- ☐ You will be able to record some audio notes too. Click on the paperclip in your comments tools, place the speaker onto the page and start recording!
- ☐ To let Adobe reopen your planner where you left it, click Edit, Preferences, Documents and tick the first box.

Keep up
the
good
work!

Add your name, your title,
your text for the tabs
and dividers

Fill in your yearly calendar,
your weekly schedule and
your students' lists → the
info will auto-populate the
ENTIRE planner for the
whole year.



Enjoy your yearly calendar



2 possible choices:

- Sept to August
- August to July

Tick all the days that
require specific attention

Click the button to jump to
the corresponding month
and add details!



Never forget anything



Your monthly calendars display a minimum of 1 important celebration per week.

The days ticked in the yearly calendar will show a STAR as a reminder!



Fill in your timetable ONCE



6 possible choices:

- Similar schedule each week with 6, 7 or 8 blocks
- Schedule for week A and week B with 6, 7 or 8 blocks

Type in the days, the times and your classes.



Plan your lovely weeks

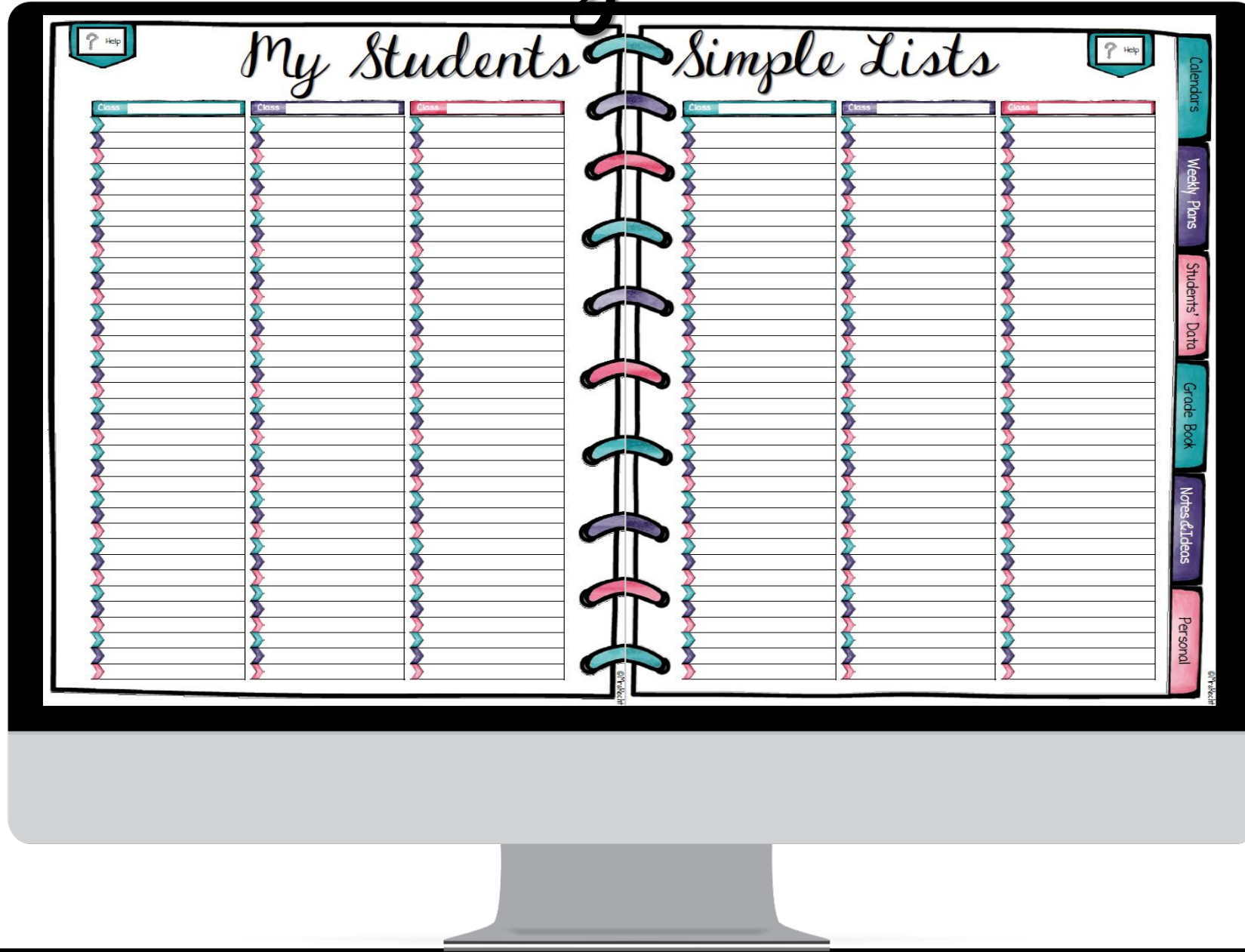


Your weekly plans will automatically display the info entered in your schedule (days and classes)

You also get an after-school block and a quote for each week (that you can customize)



Enter your students' lists



Enter the classes' names
and the students' names
(up to 36 students per
class)

You will just do it ONCE and
for all!



Your students' grades & skills

The image shows a digital notebook interface with two pages. The left page is titled 'My Students' and the right page is titled 'Grades & Skills'. Both pages have a 'Names' header and a grid for recording grades and skills. The right page has a sidebar with tabs for 'Calendars', 'Weekly Plans', 'Students' Data', 'Grade Book', 'Notes & Ideas', and 'Personal'. The notebook is decorated with colorful spiral binding graphics.

Enter the date, the maximum grade (/20 by default but editable) and type 1,2,3 or 4 as a skill result.

Your students' names will already be there, your grades will color automatically as well as the boxes for the tested skills.

We include a detailed list for Cycle 3 and Cycle 4 skills



Plan your month with style



Digitally or manually color
and complete your monthly
mindmaps

Enjoy a motivational
affirmation for the month!



Add some stickers



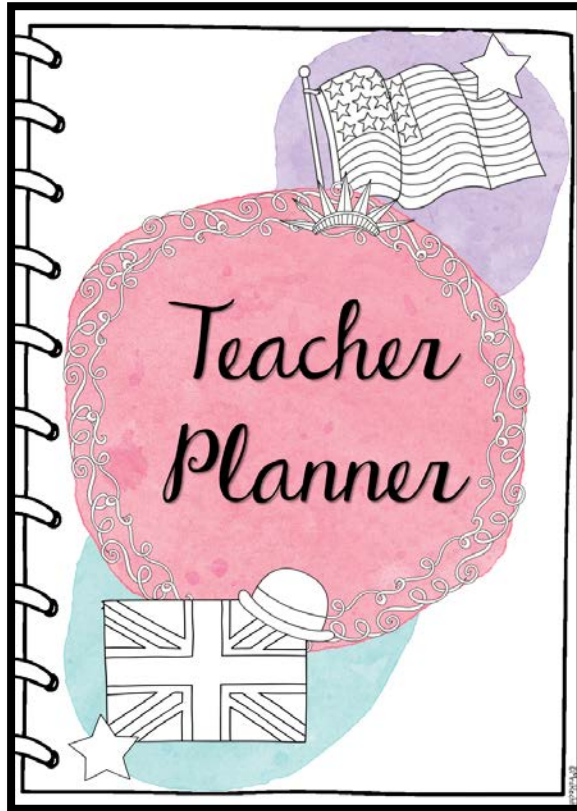
Digitally or manually add some stickers anywhere in your planner

Stickers include students' profiles, moments of the day, types of lessons, specials.

Choose a coverpage

If you want to print it out, you may enjoy one of our 16 coverpages

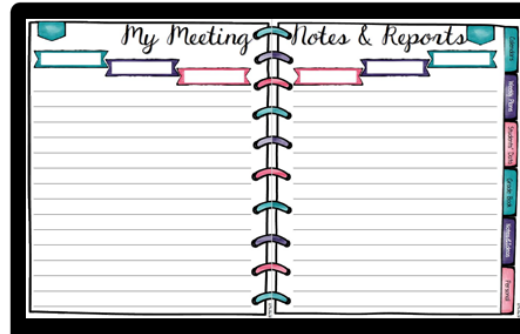
If you want to print it out, the other pages are also offered in B&W to save some ink.



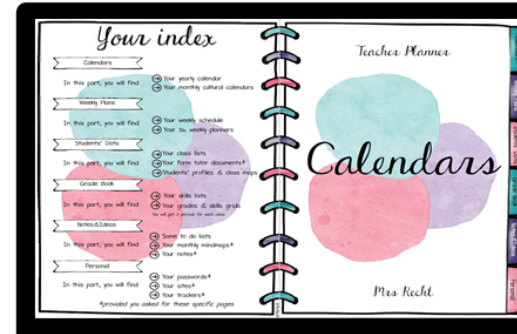
Enjoy many more pages!



Design your class maps



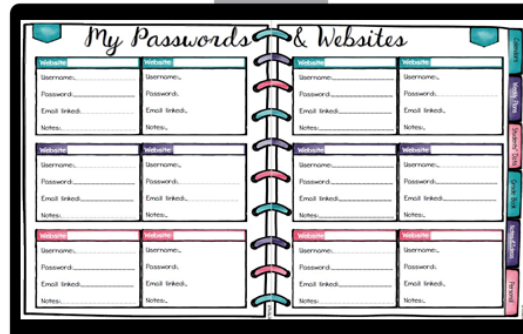
Take notes in meetings



Use your index



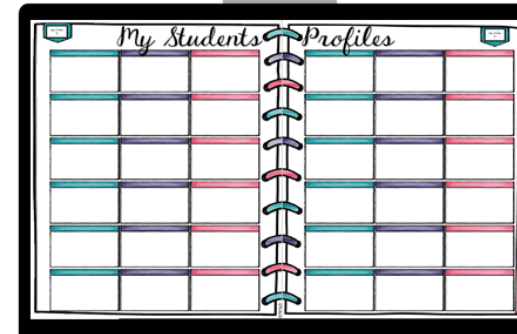
Note down parents' data



Never forget a password



Make PD Days useful



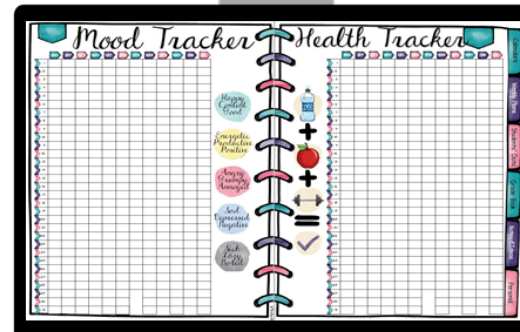
Gather your students' data



List your teaching websites



Check off your to dos



Track your mood and health



Plan your form tutor hours



Design your yearly curriculums

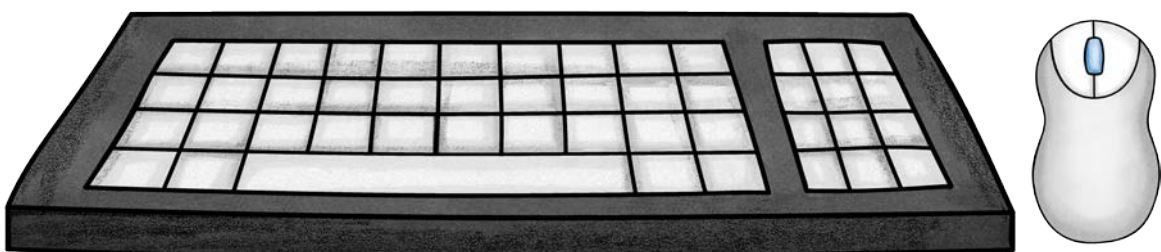
+ 6 pages

NEW



NEW

Here are some tips for the Powerpoint and Slides version



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our FREE tutorial
and get a free
BTS planner



Customize in Powerpoint

NEW

Directions

Let's discover the pages

What you see here is a list of ALL the possibilities offered in the planner. For each type of page, you have one copy of a left page and one copy of a right page.

How to make it YOUR own

1. Select the pages you need (by deleting the double pages you don't want)
2. Then name your parts/dividers/tabs. To go quicker, click Search and replace. Type Part 1 in the search and type your desired title (eg Calendars) in the replace section.
3. Do the same to name your days ;) By default you get Monday, Tuesday, Wednesday, Thursday, Friday.
4. Then duplicate any double page (eg: your weekly planner double page can be duplicated 36 times!) you will need more than one copy of (you can duplicate as many times as you wish AND as many different pages as you need). Just make sure to duplicate a pair of page to get the left and right pages.

How to complete it

1. On each page you have a NON editable background and some EDITABLE textboxes or tables. Type your text in the textboxes as you wish.
2. You can drag and drop stickers from the dividers onto your pages. You will also get some specific directions in the margins.

How to print

You can print any page you want. If you need to print 2 pages per page, saving as a PDF before printing will prove helpful.

You may now delete this page.

Your index

Part 1

→ your text
→ your text
→ your text

Part 2

→ your text
→ your text
→ your text

Part 3

→ your text
→ your text
→ your text

Part 4

→ your text
→ your text
→ your text

Part 5

→ your text
→ your text
→ your text

Part 6

→ your text
→ your text
→ your text

This is your index.
Once you've named your parts and placed your pages as you want, you can list them here and even create hyperlinks!

Choose your slides, duplicate and or remove, change order ... then name your dividers and tabs and you're good to go.

Note that this version includes skills for High School Students in France. You will need to create your own links.

You can use the desktop or mobile Powerpoint App, or even GoodNotes!



Customize in Google Slides

NEW

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Google Slides Version

Each page presented here in Powerpoint is also available in Google Slides.

Here is the list of parts available (Google Slides being limited in size in your Drive)

Click the links and accept to copy the file into your drive. You will be able to edit the files, download them as PDF or even Impress files (but the layout may change a little).

- Covers
- Directions
- Dividers
- Stickers
- Progressions
- Year Calendars
- Month Calendars
- Schedules and weekly plans
- Form Tutor Documents
- Students & Parents' Data
- Grades & Skills
- Mindmaps and Coloring Pages
- Notes
- Personal documents

The two fonts used in Google are
- Dancing Script for the titles
- Quicksand for the rest of the text including tabs

You can use the desktop or mobile Google Slides App, or even GoodNotes!

Click our links' list (provided in the folder), copy the slides into your Google Drive and follow the tips to customize it.

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