CARDINAL COMPASS

Your family’s lesson plan

A step by step guide to planning up to five subjects, protecting your time off and printing a plan you can use.

Plan. Print. Replan.

Free to use. No account required.



cardinalcompassva.org/lesson-planner/

How to use the lesson planner

Plan up to five subjects, protect your time off, and print a schedule your family can use. This guide walks through a real example: 8 Math lessons and 10 Language Arts lessons, January 4–29, 2027.

Open the planner: cardinalcompassva.org/lesson-planner/

1. Set your teaching window. Start date defaults to today. Set Finish by to your deadline. Both dates count. Total lessons per day, maximum is a combined limit across all subjects, not a limit for each subject.

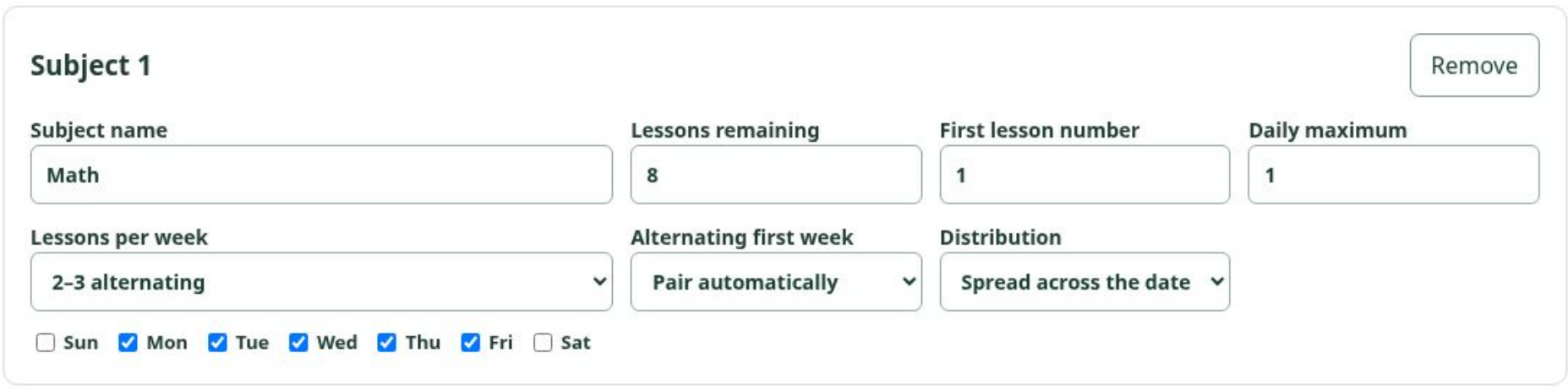


A short spelling lesson and a long lab each count as one lesson. Choose a daily limit that suits your family, not a target you must fill.

Before you begin: Have each course’s remaining lesson count ready. This is a planner, not an attendance or completion tracker. Download an editable copy before closing or refreshing the page.

Add subjects and choose your pace

2. Add your subjects. Use + Add subject, up to five. Each subject has its own lesson count, weekly pace and allowed teaching weekdays.



Lessons remaining is the number still to schedule. **First lesson number** defaults to 1. If you finished lessons 1–22, start at 23 and enter only the remaining count. **Daily maximum** limits this subject on a single day.

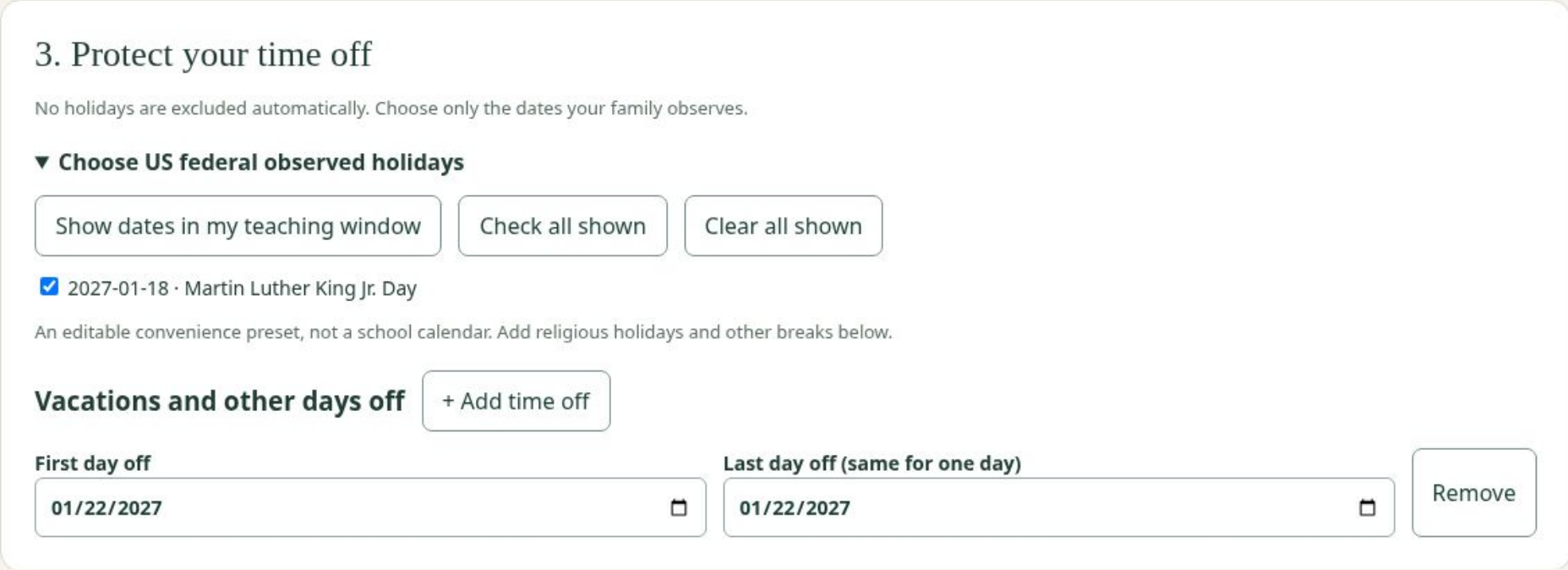
Lessons per week: Choose a fixed number, 2–3 alternating, or Spread to end date. Check only the weekdays you want to teach this subject. Weekends are used only if selected.

Distribution: Spread across the date range balances lessons through your window. Keep pace and finish early favors earlier weeks, within the weekly pace and shared daily limits. Weekly targets are maximums, not guaranteed exact counts.

Use alternating days and protect time off

For Math and Language Arts on opposite days, set both to **2–3 alternating**, **Pair automatically**, Monday–Friday and Daily maximum 1. One uses M/W/F and the other Tu/Th, then they swap next week. You can instead choose Start with 3 for one and Start with 2 for the other.

3. Protect your time off. No holidays are excluded automatically. Open Choose US federal observed holidays, then Show dates in my teaching window. Select your dates or use Check all shown. Add other breaks with + Add time off.



For one day off, enter the same first and last date. For a vacation, both ends of the range are excluded. Holidays skip days; they do not reset the alternating rotation or move a paired subject onto its partner’s day.

Build and inspect the calendar

Select **Build our plan**. Use View to choose Monthly calendar, Lesson list, or Weekly targets & actual plan. Subject lets you show all subjects or only one.



Our example
January 18 and 22 are excluded. They stay empty.

Math and Language Arts remain on opposite days. The next week’s rotation is unchanged.

Check lesson numbers, the finish date and time off before printing.

Fewer remaining lessons can leave lighter weeks or blank teaching days.

Understand weekly targets and limits

Choose **Weekly targets & actual plan** to understand a light or busy week. Normal target is the usual pace. Available cap reflects the allowed slots. Planned is the number actually scheduled.

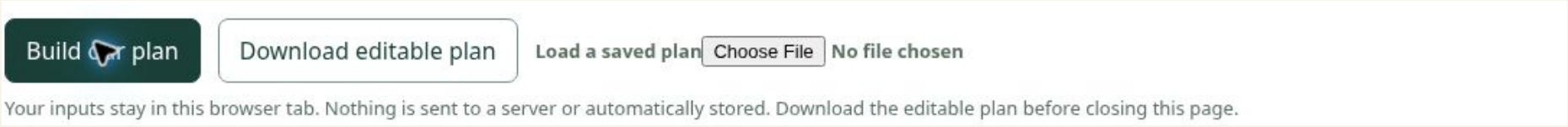
Week of Monday	Subject	Normal target	Available cap	Planned
2027-01-04	Math	3	3	3
2027-01-11	Math	2	2	2
2027-01-18	Math	3	1 (short week)	1
2027-01-25	Math	2	2	2
2027-01-04	Language Arts	2	2	2
2027-01-11	Language Arts	3	3	3
2027-01-18	Language Arts	2	2 (short week)	2
2027-01-25	Language Arts	3	3	3

In the week of January 18, Math normally has three slots, but two are excluded. Its available cap and planned count are both one. Language Arts keeps its two assigned days.

If everything will not fit: Review the weekly pace, teaching weekdays, daily limits and date window. Change only what works for your family and build again. The planner does not silently add weekends, ignore exclusions or extend the deadline. If it warns that spacing is uneven, review the calendar carefully.

Save your settings and print your plan

Keep an editable copy. Select Download editable plan. Save the downloaded JSON file somewhere you can find it. It holds your settings, not a printable calendar. Use Load a saved plan to reopen it, then Build our plan to calculate the schedule.



Keep a printable copy. Choose the View and Subject you want, then use the planner's own Print / Save as PDF button. Select your printer or PDF destination in the print dialog and check the preview. Browser labels may differ.



Replan later. Load your saved settings, move the start date, update each subject's remaining count and first lesson number, and check breaks. Build and review again, then download the updated editable plan.

Remember: Changes clear the old result, so rebuild before printing. Entries are not automatically saved. The calculation progress bar is not a schoolwork-completion tracker. Separate plans do not coordinate their combined daily workload.

This guide uses actual screenshots of the live Cardinal Compass planner. Example dates and lesson counts are illustrative, not a required school calendar.