



## Maximizing Efficiency with Microsoft Planner in Teams

### Overview

Microsoft Planner is a simple, visual way to organize teamwork in Microsoft Teams. Planner is a great solution for facilitating group projects and multi-step curriculum activities. Planner makes it easy for you to organize and assign tasks, share files, chat about what you're working on, and get updates on progress. In this webinar, we will get you started with creating planner tasks in Teams. We will discuss different scenarios to set up planner tasks with students and staff members.

### Webinar Agenda

0:00-00:03- **Welcome**  
(3-minute duration)

00:03-00:10- **Adding Planner to a Teams channel**

- Buckets
- Tasks
- Boards
- Schedules

(7-minute duration)

00:10-00:20- **Adding Tasks to a Plan**

- Labels
- Comments
- Checklists
- Attachments

(10-minute duration)

00:20-00:25- **Planner in Microsoft Office 365**

- Marking Plans as Favorites
- Deleting a Plan

(5-minute duration)

00:25-00:30- **Scenarios for Classroom Application**

(5-minute duration)

00:30- **Closing & Questions**

Resources

[Using Planner with Microsoft Teams](#)