


## Planning an event using Microsoft Planner

<b>MS365 Tool:</b> Microsoft Planner 	<b>Activity Description:</b> Many end of school year events happen in June. They can include field trips, graduations, school dance, picnics, and virtual events!
<b>Subject:</b> Global Competencies	<b>Learning Objectives:</b> <i>Students will be able to...</i> <ul style="list-style-type: none"> <li>• Use Planner to plan all the steps of an event happening before the end of the school year.</li> <li>• Assign tasks to peers.</li> <li>• Track the progression of the project.</li> <li>• Sort and prioritize tasks, and set deadlines.</li> </ul>

<b>Before the Lesson:</b> <ul style="list-style-type: none"> <li>• Ensure that Planner is available using your Office 365 Education Account (for students and teachers).</li> <li>• Using Appendix A, think of an event that you would like your students to plan. <b>Option A:</b> Students could work on a proposal and each create a plan, then you could choose the best plan. <b>Option B:</b> The whole class could work on planning one event. In this case, you could have a group discussion and display Planner on your Interactive White Board or while sharing your screen in Microsoft Teams.</li> </ul>
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<b>Introduction:</b> <ul style="list-style-type: none"> <li>• Explain the purpose of learning how to use Planner efficiently             <ul style="list-style-type: none"> <li>○ <i>Easily plan an event with multiple people ensuring that everyone is on track and respects deadlines.</i></li> </ul> </li> <li>• Explain the lesson objective             <ul style="list-style-type: none"> <li>○ <i>In this lesson, you will be using Planner to organize an event before the end of the school year. You will have to think of all the tasks and sub-tasks that need to be performed to make the event happen. Then you will need to think of who is the best person to perform each task. You will have to set reasonable deadlines keeping in mind that some tasks need to be performed before other tasks (e.g., we need to know where we are going on our field trip before book a bus, we need to know how many people will be attending our virtual event before choosing an online platform).</i></li> </ul> </li> </ul>
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<b>Activity:</b> <ul style="list-style-type: none"> <li>• Ask students to log into their Office 365 Education Account and click on the Planner app.</li> <li>• Inform students of the event chosen for this activity (use Appendix A for inspiration). Students should start their planning by clicking +New Plan and naming it.</li> <li>• Ask students to start determining the big categories of tasks to be accomplished (e.g., Food, Transportation, Facilities, Publicity, Entertainment). Students should aim for at least two categories and no more than 10. These categories are called “buckets” in Planner. They can click on “Add new bucket”             <p style="text-align: center;"><i>PAUSE to allow students to add their buckets to Planner.</i></p> </li> <li>• Encourage students to start adding tasks in each of the buckets by clicking +Add task. They can first create the task, name it, add a due date then assign it to one person or more (by entering their name or e-mail).</li> <li>• Students should then move the tasks in the appropriate bucket.</li> <li>• They can also click on the tasks to change some details such as the start date (not all tasks will start immediately), the priority and notes. They can also colour code them with labels. In the checklist portion, they can even add subtasks (e.g., a task could be to buy the ingredients and the checklist could include everything that needs to be purchased).             <p style="text-align: center;"><i>PAUSE to allow students to create all their tasks and sub-tasks</i></p> </li> </ul>
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<b>Closing:</b> <ul style="list-style-type: none"> <li>• Encourage students to use the charts to see how the projects is coming along as well as the calendar to see the big picture.</li> </ul>
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<b>Assessment:</b> <ul style="list-style-type: none"> <li>• Use of the tool: <i>Did the student efficiently use Planner to determine the steps required to organize the event and assign tasks to the appropriate people.</i></li> <li>• Planning: <i>How effectively did students segment the project in tasks and subtasks?</i></li> </ul>
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## **Ideas for an End of School Year Event**

*These events could be virtual or in-person*

- Field Trip
- Community Dinner
- Showcase
- Art Gallery
- Science Fair
- Sporting Event
- School Dance
- Fundraiser
- Graduation Ceremonies
- Picnic
- Talent Show
- Play
- Comedy Club
- eSport Event
- Chess Tournament
- Escape Room
- Bake Sale
- Book Sale
- Treasure Hunt
- Carnival
- Fun Fair
- Olympiads
- Fashion Show
- Awards Night
- BBQ