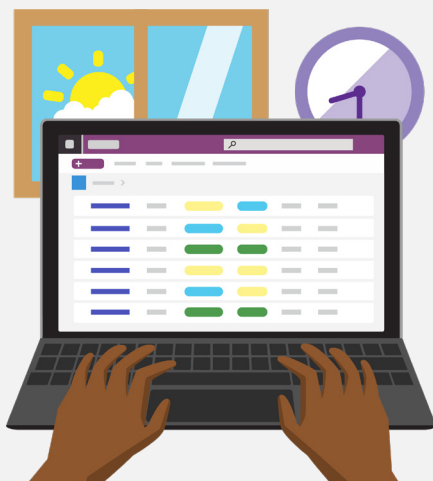




Microsoft Lists

Day in the life – Teacher and students

Laura is a teacher at the Contoso Elementary School, where she teaches two math classes. She is also on the events committee and helps organize school events.



8:30 AM

Happy Monday! Before the school day starts, Laura checks her **personal** “Class Planning” list, where she **keeps track** of lesson plans and class schedule for the two math classes she teaches. Laura sees that she’s teaching Chapter 3 in her math class this week, and it’s her student Erin’s turn to be “Expert of the Week.” Laura clicks on the **attachment** in the list item to review her lesson plan.



11:00 AM

As her math class comes to an end, Laura opens the “Math Class” list on **Microsoft Teams**, a **shared** list her students use to organize class resources and assignments. She reminds students that the Expert of the Week rubric is **attached** to the list and the study guide for the Chapter 3 quiz will be added that evening.

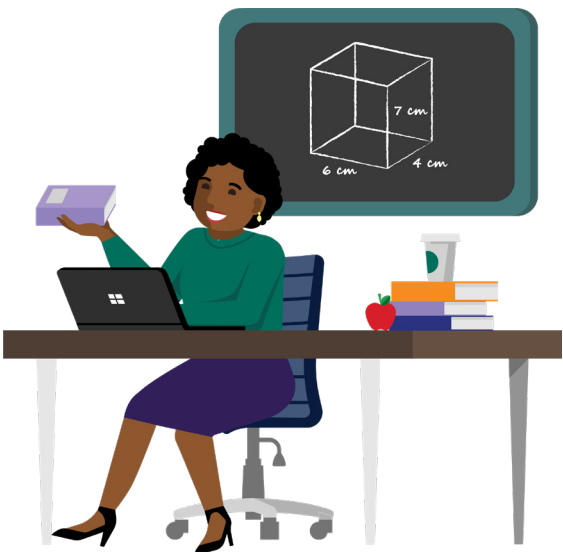
12:00 PM

During her lunch break, Laura checks her email and sees that a new student will be joining her class next month. The email includes the student’s name and contact information. Laura opens her “Class Roster” list, **creates a new item** for the student, and **populates** it with the student’s name, email, home phone, and cell phone.



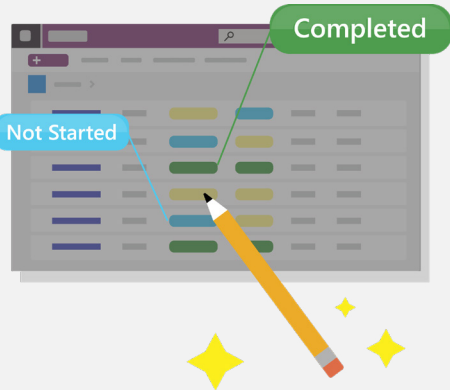
1:00 PM

It’s time for Laura’s other math class. Today, Laura is handing out new textbooks to her students. Laura opens her “Math Textbook” list with each of the textbook IDs (utilizing the **Asset manager template**), and **populates** it with the assigned student name and book condition.



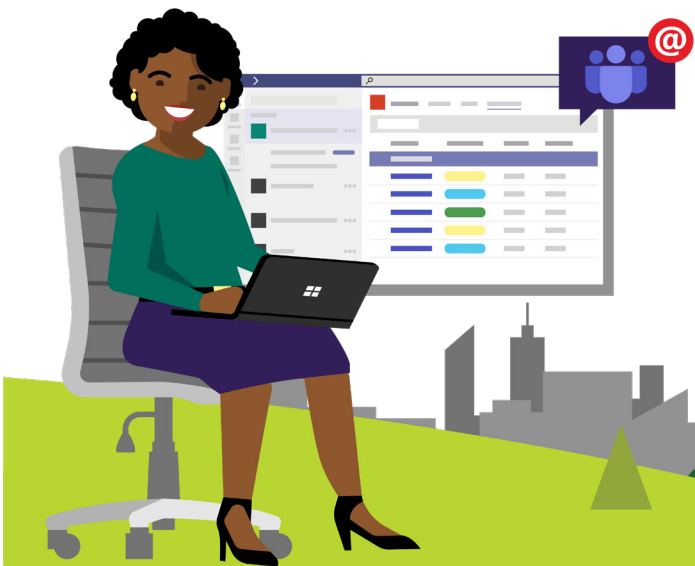
2:00 PM

Laura has a free period and decides to get some **grading** done. She opens her “Chapter 2 Grading” list and starts going through the stack of Chapter 2 homework. With each assignment she finishes, Laura **searches** the student’s name in the list and switches the **progress column** for the item from “Not started” to “Completed”. She also refers to the “**Turned in**” column, where she noted earlier whether each student’s assignment was turned in on time, late, or not at all.



3:30 PM

Laura joins an events committee meeting, and they discuss the upcoming bake sale. The committee uses a list called “Bake Sale”, created from the **Work progress tracker template**, to track planning activities and responsibilities. Laura has the idea for the school’s office admin to help send a flyer to all school parents, and **adds it as a list item** with a **due date** of next week and the admin as the **owner**.



8:00 PM

In the evening, Laura finishes putting the Chapter 3 study guide together and **attaches** the file to the “Chapter 3 Exam” item in her “Math Class” list. This triggers a **Teams notification** to all students in the Teams channel so everyone can review the same document as a link.

