

Microsoft Lists empowers teachers, students, and administrations to track and organize information intelligently.



There is a lot of information to keep track of in the education space. As our world becomes more intertwined with technology and remote learning takes the forefront, there are more ways that technology can be used to enhance the classroom experience. From intelligent tools to help teachers and students get organized, to innovative ways to collaborate and learn, the landscape of education is changing rapidly.

Microsoft Lists helps you optimize your productivity and save time by managing your information closely, critical for modernizing your classroom.

Stay Organized

Organize and track information for class, projects, and administrative work in one central hub.

Promote Collaboration

Collaborate live in the Lists app or add a list to your Microsoft Teams channel.

Unlock Creativity

Lists handles project management so you and your students can focus on learning.

Track what matters most with Microsoft Lists

- Create and share lists that help you track projects, student information, lesson plans, events, and assets
- Easily start a list from ready-made templates
- Customize lists to fit your needs by editing formatting to highlight important data
- Add others to list items and set alerts for upcoming deadlines
- Fully integrated with Microsoft Teams for easy collaboration
- Backed by enterprise-ready security as part of Microsoft 365



Teachers

- Help students organize their assignments and collaborate on group projects
 - Create lists for your classes in the Lists app or class Teams channel to lay out assignments, exams, resources, and materials
 - Plan class schedule, lesson plans, and assignments and attach files to list items to stay organized
 - Manage student information with Microsoft-backed security
 - Toggle between views like grid and calendar to stay on track of schedule
 - Manage borrowing and maintenance of classroom assets
-



Students

- Track assignments, projects, and study topics
 - Use formatting and notifications to prioritize assignments and track deadlines
 - Create shared lists and divide responsibilities among group members
 - Attach files and deliverables to list items to keep everything in one place
 - Collaborate on lists in group Teams channels
 - Access the Lists app on mobile to work on the go
-



Administrators

- Manage initiatives across groups and coworkers with shared Lists
 - Share list items with stakeholders and set up notifications
 - Manage staff hiring and event planning with ready-made templates
 - Track evaluations and incident reports and analyze results
 - Organize staff information in one central location
 - Plan academic schedule and view in Calendar view
-

Other Collaboration Tools

Microsoft Teams for classes, meetings, assignments, files, and collaboration

OneNote for classroom organization and digital notebook

OneDrive for file sharing and collaboration

Planner for managing personal and group tasks