



ELPID

E-learning Platform
for Innovative
Product Development

TOOL USE GUIDELINES

Tasks by Planner and To Do

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The App Tasks can integrate Kanban-Boards into Microsoft Teams to manage tasks within a team. A Kanban card can have a description of the task, a deadline, as well as checklists and files that can be attached to the card. Each card can be assigned to one or more team members enabling the team to delegate work packages and trace responsibilities.

Students collaborating via MS Teams Tasks can organise project tasks self-sufficiently and share the workload and responsibility transparently.

With the integrated project management tool, students do not have to get used to a new user interface or create an extra account for another service provider.

MS Teams does not allow for multiple tabs or coexisting windows which makes working within the app less user friendly when going back and forth between functions. However, this can be circumnavigated by the “pop-out” function that allows some apps that are pinned to the Teams app bar (left-hand rail) to be opened in a separate window.

With the mobile app students can also benefit from accessing their files, task, communication channels all at once without having to switch apps. The mobile app can additionally be configured to send notifications about the due dates of the respective task.

Notifications are sent explicitly if a task is assigned to the user, not if a task is generated and assigned to other users, which is why educational coaches or supervisors have to manually check tasks regularly to keep up with overall progression.

Overall, Tasks by Planner and To Do is a very helpful extension for MS Teams for project-based courses as students can be made familiar with the app very quickly, can collaborate in teams efficiently and educational supervisors get a good overview of the overall progress and distribution of workload at a single glance.

