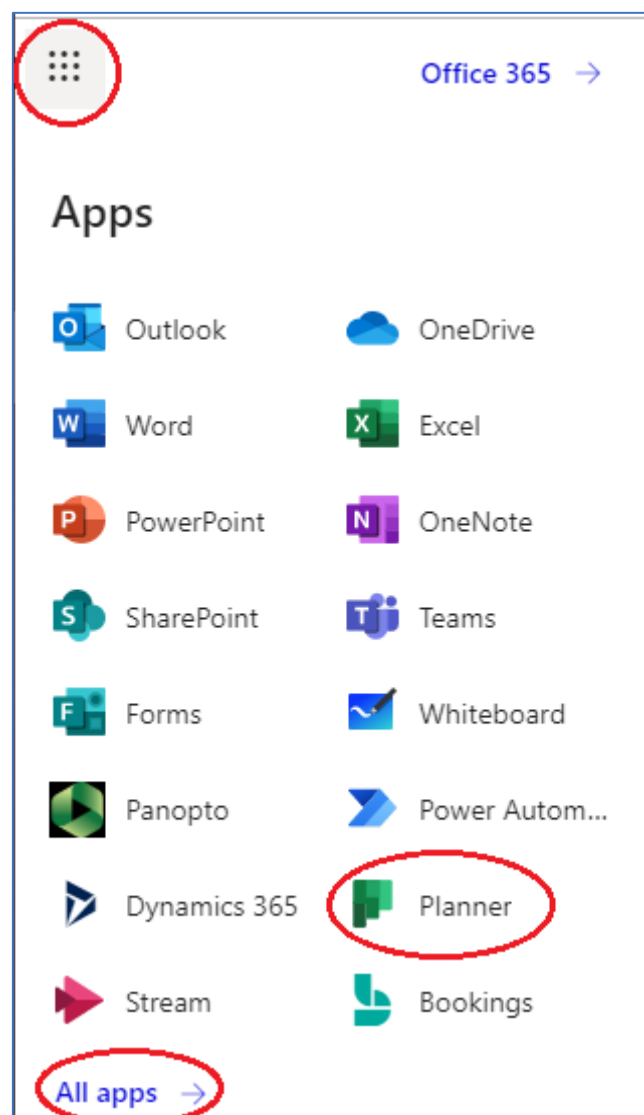# Make your own copy/copies of the ABC Storyboard on Microsoft Planner

A clean copy of the ABC module storyboard has been made available within the Microsoft Planner application so that UL staff who teach can make a copy/copies of it. To get your own copy please follow the steps below.
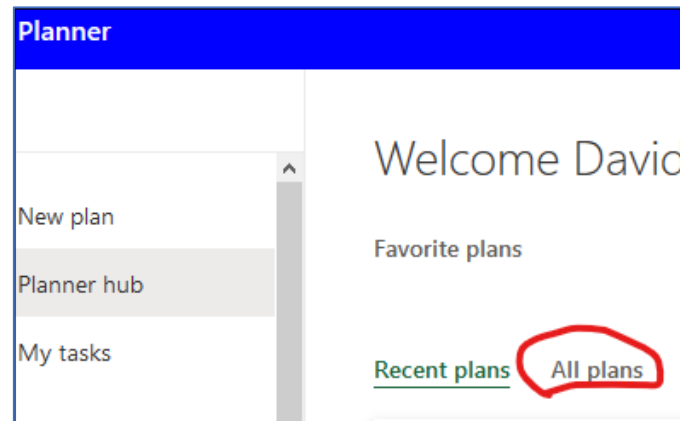
1. Log into your UL Office 365 account (if you aren't already logged into it, navigate to https://portal.office.com on your web browser and sign in using your UL login credentials).

2. Select the grid icon on the upper left-hand side of the screen. If Planner appears in your list of apps here, select it. If not, you will need to browse to **'All apps'**, as shown below.
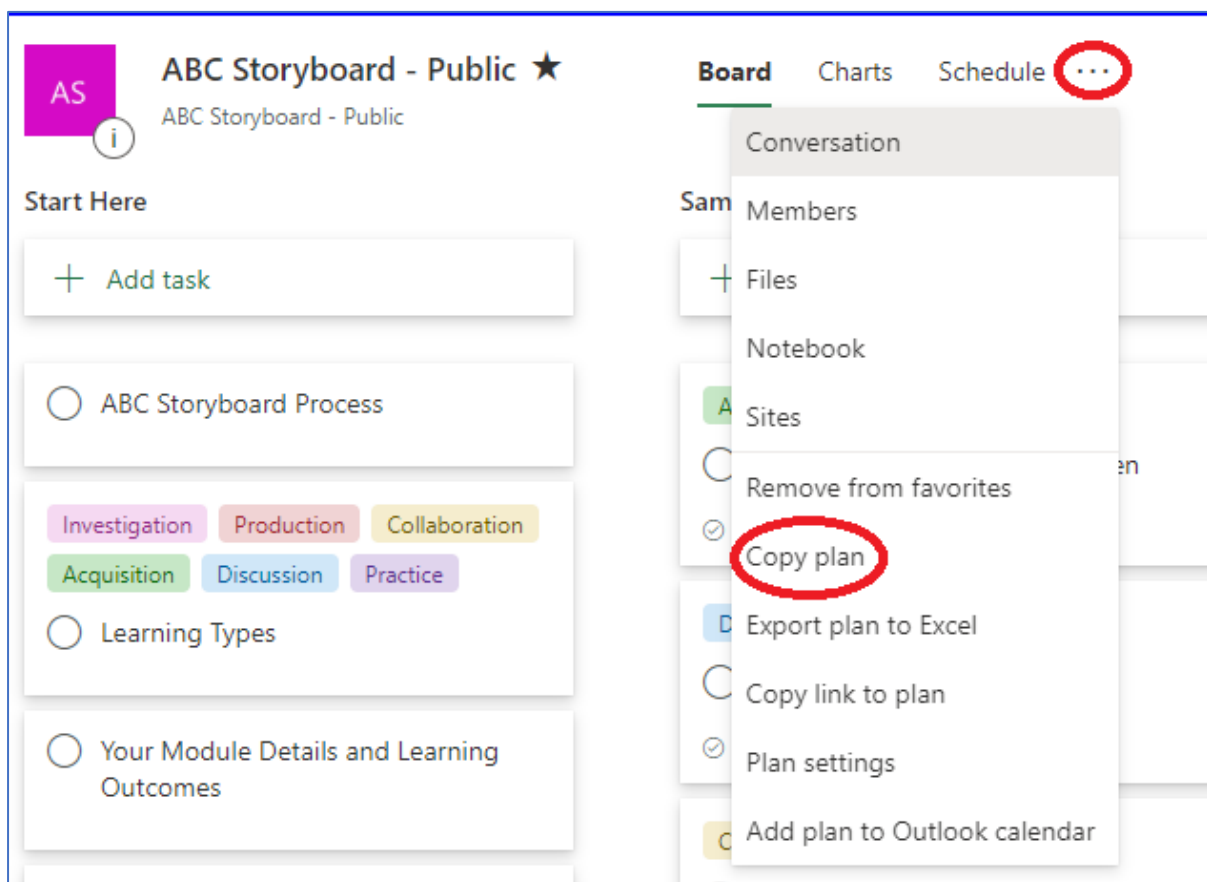

3. Locate or search for the Planner app and select it.

4. In the *Planner hub* area of Planner, select 'All plans'. You should see a public plan called ['ABC Storyboard - Public'](#). Click on it.
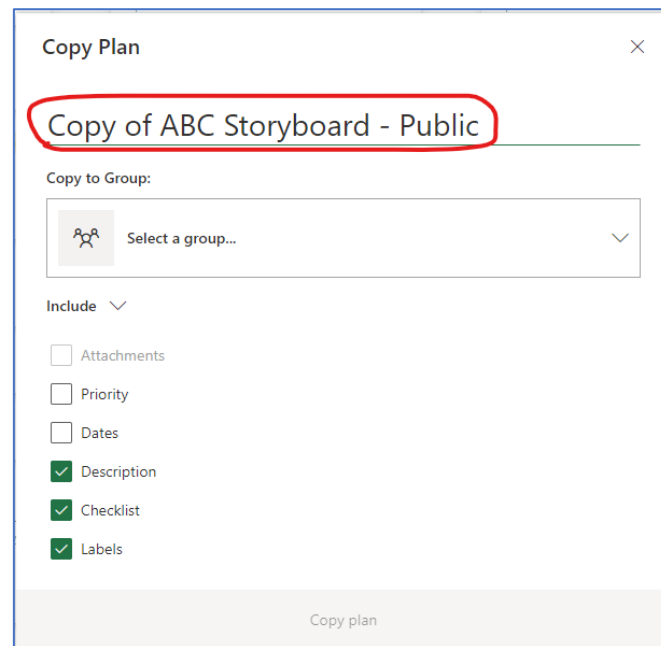
*Please do not edit the public storyboard. It is available to all UL staff for copying purposes.

5. To make your own copy of this storyboard, select the 3 horizontal dots on the main menu at the top of the screen and then choose 'Copy plan'.
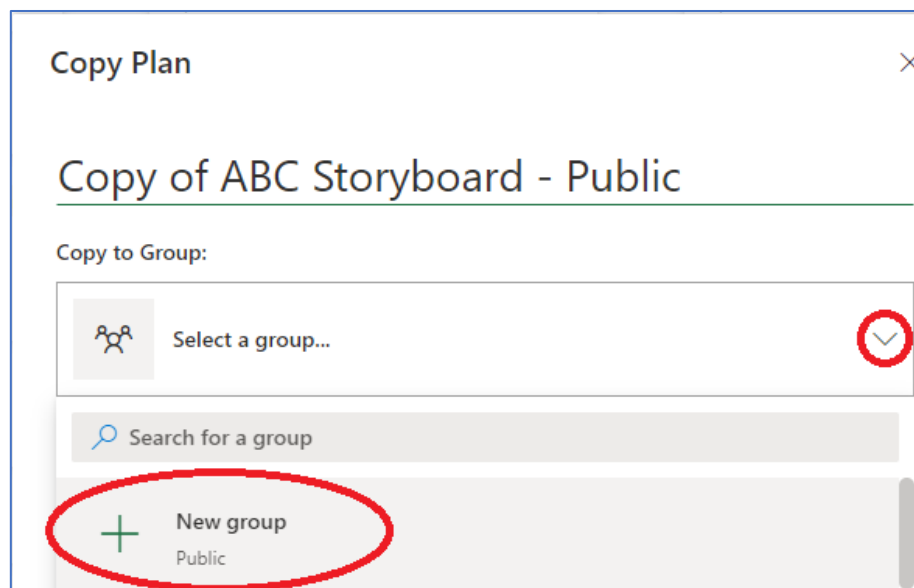
6. In the new window that appears, give your storyboard copy a new title of its own.

7. Next, Planner requires you to 'Copy to Group:'.
    Click on the 'Select a group' drop down menu and select the top option, **New Group.**

    Note: If you already have a Microsoft Team/group set up in advance for this purpose, you can copy to that Team/group from the drop down menu instead of creating a new group.

8. Next, if your initial intention is to take a private copy of this storyboard for your own use, open 'Group options' and choose *Private*. If you want to add other collaborators to your storyboard you can do so after you have made a copy of it.
Beneath the 'Include' options, ensure there are checkmarks next to *Description*, *Checklists*, and *Labels*.

9. Finally, select 'Copy Plan'. Planner may take a few moments to make a copy. Once it has completed, you should be able to access your own copy of the ABC storyboard in your 'Recent plans' area in the Planner app.

Note: As a final step, you may wish to add collaborators so that they have access to your copy of the storyboard - for example, if your module team is using the storyboard to collaboratively design a module. To do this, go to the storyboard you just copied, select the **Members** drop down menu on the upper right hand-side and search for the UL email address of the colleagues you want to add. Click on their names as they appear to add them as members of your storyboard.

You can also remove collaborators from your storyboard in a similar way. Next to each person's name you want to remove select the three horizontal dots and then select 'Remove'.