Trello

GoSkills online course syllabus

Friday, May 17, 2024

Skill level
Beginner

Lessons
37

Accredited by
CPD

Pre-requisites
None

Video duration
2h 26m

Estimated study time
18h 30m for all materials

Instructor
Scott Friesen

Getting Started with Trello

1 Setting up a Trello Account
Follow these simple instructions to set up a Trello account.

2 Editing Your Trello Settings
Learn how to adjust and customize your user settings.

3 Getting to Know the Trello Interface
Get to know the navigation and terminology used within the Trello application.

4 Boards
Recognize how to use boards to create and manage your projects.

5 Lists
Discover how lists can be used and edited within a board.

6 Cards
Find out how cards behave and are utilized with lists.

Editing and Viewing Cards

7 Creating Cards and Descriptions
Create your first card with additional text information.

8 Moving and Copying Cards
Learn how to move and copy cards to other lists and boards.

9 Using Labels
Add labels and customize what they mean for different cards.

10 Using Due Dates
Utilize due dates and calendar reminders for certain cards.

11 Using Checklists
Understand how checklists are created and can be re-purposed for later use.

12 Adding Attachments
Learn about the various files which can be attached directly to a card.

13 Filtering Cards
Get to know how to filter certain cards so you can find the information you want.

14 Searching for Cards
Learn how to use the search bar so you can find the card you're looking for.

15 Archiving Cards
Understand how archiving works and how to retrieve archived cards if necessary.

Collaboration and Team Projects

16 Adding Members to a Board
Learn to invite new or existing users to a board for team collaboration.

17 Adding Members to a Card
Learn the benefits of adding members to a card.

18 Adding Comments to a Card
Learn how to add comments and address specific members within a card.

19 Using Teams
Learn how to create a team and why this can be beneficial.

20 ## Permission Settings

Learn what each permission setting does and how to adjust for different member levels.

Communication and Notifications

21 ## Subscribing to a Card

Understand the benefits of following a card and receiving notifications of card updates.

22 ## Sharing a Card

Learn how to share a card with others and how this helps communication among multiple members.

23 ## Managing Notifications

Get to know the different notifications settings and decide which methods are best for you.

24 ## Forwarding Email to Trello

Learn how to take advantage of emailing messages directly to Trello boards and lists.

25 ## Replying to Comments via Email

Understand the benefits of responding to Trello updates directly from your inbox.

Integrations and Power-Ups

26 ## Enabling the Trello Calendar

Learn how to use the Trello calendar to see all of your cards in an easy to view schedule.

27 ## Integrating with Cloud Storage Services

Get the file sharing services you already use integrated with Trello so you can include files directly to cards.

28 ## Integrating with Your Personal Calendar

Learn how to have your Trello cards appear on your own calendar with iCalendar.

29 ## Adding Custom Fields

Understand the benefits of adding custom fields to your card.

30 ## Adding Voting Buttons

Learn how to use voting buttons so others can share their opinion or feedback on certain cards.

31 Adding Card Repeater

Have cards that you use frequently re-appear at specific times.

Trello Board Examples

32 Sales Funnel

Learn how to create a simple sales funnel and turn your prospective clients into paying customers.

33 Personal Projects and To-Do List

Learn how to manage all of your personal tasks and projects within a Trello board.

34 New Hire Onboarding

Learn how HR teams can utilize Trello to ensure new employees have a fantastic experience when first joining an organization.

35 Product Development

Learn how to manage the life cycle of a product or service within Trello.

36 Vacation Planning

Learn how to plan your next vacation and make sure you don't forget anything on your trip.

37 Home Renovation

Learn how to organize a home renovation project so that new kitchen can become a reality.

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