

Notion Setup Guide for Pixel Academy

To ensure **efficient project management, lesson planning, and resource sharing**, we will set up **Notion** as the central workspace for **Pixel Academy instructors**. This guide will walk through the **workspace structure, task management, lesson planning, Notion-Slack integration, and automation setup**.

1. Creating the Notion Workspace

1. Go to [Notion](#) and sign up (or log in).
 2. Click "**Create a Workspace**" and name it "**Pixel Academy - Instructors Hub**".
 3. **Invite all instructors** via email and assign roles:
 - **Admins** (Academy leadership & senior instructors) – Full access.
 - **Editors** (Instructors) – Can create, edit, and update tasks.
 - **Viewers** (Observers or external contributors) – Read-only access.
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2. Organizing the Notion Workspace

To maintain **structured project management and lesson planning**, the workspace will include **three main sections**:



Project & Task Management

- **Task Board** (Kanban & Table View)
- **Project Timeline** (Calendar View)
- **Weekly Progress Reports** (Linked Database)



Lesson Planning & Curriculum

- **Syllabus & Curriculum Database**
- **Teaching Resources & Materials**
- **Instructor Notes & Guidelines**



Knowledge Base & Documentation

- **General Academy Policies**
- **Best Practices for Instructors**

- **Student Performance Tracking**
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3. Setting Up the Task Management System

To track tasks and responsibilities, we will **create a Notion database** with multiple **views** for flexibility.


A. Creating the Task Board

1. **Create a new page** → Click **“Database”** → Select **“Table”**.
2. Name it **"Task Board"** and add the following **columns**:

Column Name	Property Type	Description
Task Name	Text	Title of the task.
Assigned To	Person	Instructor responsible.
Status	Select Dropdown	Options: "To-Do", "In Progress", "Needs Review", "Completed".
Priority	Select Dropdown	Options: "Urgent", "Normal", "Low".
Due Date	Date	Task deadline.
Progress Notes	Text	Updates on progress.
Attachments	File Upload	Lesson plans, worksheets, or resources.

B. Creating Different Views for Task Tracking

- **Kanban View** → Drag-and-drop tasks between stages.
- **Table View** → Structured list of all tasks.
- **Calendar View** → Track due dates visually.

 **Outcome:** Instructors can **easily assign, update, and track tasks** for lesson planning and academy projects.

4. Structuring the Lesson Planning System

Each subject will have its **own dedicated page** inside the workspace.

A. Creating Subject Pages

1. **Create a new Notion page** → Name it **"Lesson Plans & Resources"**.
2. Inside this page, create **sub-pages** for each subject:
 - 📌 **Robotics**
 - 📌 **IoT**
 - 📌 **Game Development**

B. Creating a Lesson Plan Database

1. Inside each subject page, create a **database table** named **"Lesson Plans"**.
2. Add the following **columns**:

Column Name	Property Type	Description
Lesson Topic	Text	Name of the lesson.
Instructor	Person	Assigned instructor.
Lesson Date	Date	Scheduled class date.
Learning Objectives	Text	Key takeaways.
Resources	File Upload	PDFs, slides, worksheets.
Student Notes	Text	Instructor reflections and student feedback.

📌 **Outcome:** All lesson plans are **organized, searchable, and easily accessible**.

5. Automating Notion with Slack Integration

To keep **instructors updated on tasks**, we will integrate **Notion with Slack** for **real-time notifications**.

A. Direct Notion-Slack Integration

1. **Go to Slack's App Directory** → Search for **Notion**.
2. Install **Notion-Slack integration**.
3. Select **Notion Task Board** to sync with Slack.
4. Configure **automatic updates to #task-assignments Slack channel** when:
 - A **new task** is created.
 - A **task is updated** or marked **completed**.


 **Outcome:** Instructors receive **real-time Slack notifications** whenever a task is assigned or updated in Notion.

B. Automating Notion Updates Using Zapier

For additional automation, **Zapier** can send Slack messages whenever updates occur in Notion.

Steps to Set Up Notion-Slack Automation in Zapier

1. **Sign in to Zapier** and create an account.
2. Click "**Create a Zap**" and select:
 - **Trigger:** Notion → "When a new task is added or updated."
 - **Action:** Slack → "Send a message in a specific channel."
3. Configure the message format, e.g.,
"**New Task Assigned: {Task Name} to {Instructor}**"
4. Select **#task-assignments** as the Slack channel.
5. Save and activate.

 **Outcome:** Every time a task is added or updated in Notion, an **automatic message** is sent to Slack.

6. Creating Weekly Progress Reports

To track overall progress, we will generate **weekly status reports** inside Notion.

A. Setting Up the Progress Report Page

1. **Create a new Notion page** → Name it "**Weekly Progress Reports**".
2. Inside this page, add a **linked database** from the **Task Board**.
3. Filter the database to show:
 - **Tasks completed this week.**
 - **Pending tasks & overdue assignments.**

B. Automating Slack Updates for Weekly Reports

1. Use Slackbot to schedule reminders: