

# Trello Instructions

## What is Trello and Why use it?

Trello is a great task management app that is used to visually see what is being worked on and who is working on it. This essentially provides you access to accurate information on the project progress whenever you need it. It helps you be more organized.

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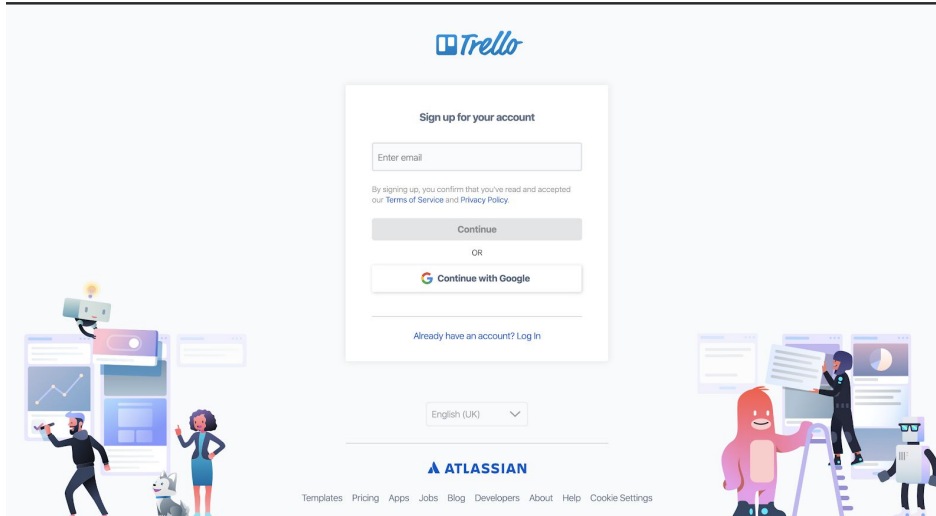
## How to use Trello to create my personal learning plan to finish the course in 1 MONTH ?

**Step 1 :** This is you **see** when you **click on the link** given by **udacity staff**.



**Step 2 :** Click on the **Sign Up for free** if you don't have a Trello account already.

**Step 3 : Sign up** using your **email** address.



The image shows the Trello sign-up page. At the top, the Trello logo is centered. Below it, a white box contains the text "Sign up for your account". Inside this box, there is a text input field labeled "Enter email". Below the input field, there is a line of text: "By signing up, you confirm that you've read and accepted our [Terms of Service](#) and [Privacy Policy](#)." Below this text are two buttons: "Continue" and "Continue with Google". Below the "Continue with Google" button is a link: "Already have an account? Log In". At the bottom of the white box, there is a language selector showing "English (UK)". Below the white box, the Atlassian logo is centered. At the very bottom, there is a horizontal menu with links: "Templates", "Pricing", "Apps", "Jobs", "Blog", "Developers", "About", "Help", and "Cookie Settings". The page is decorated with colorful illustrations of people and robots interacting with digital screens.

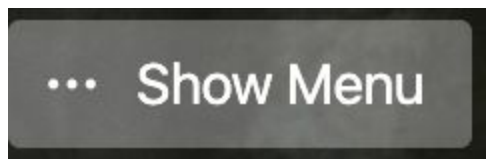
**Step 4 :** Once you have **signed in**, you will be able to see this view :



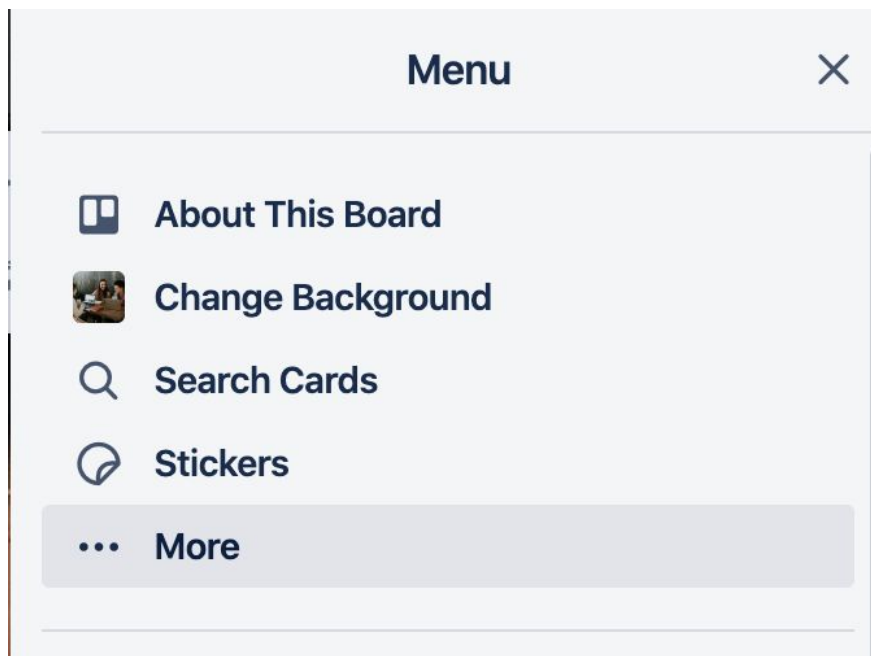
**Step 4 : (IMPORTANT STEP) DON'T MAKE CHANGES TO THE TRELLO BOARD LINK GIVEN BY STAFF WITHOUT COPYING IT TO YOUR PERSONAL BOARD AS ILLUSTRATED IN THE STEPS BELOW. OTHERWISE YOUR PERSONAL CHANGES AND PLANS WILL BE VISIBLE TO EVERYONE.**

**Step 5 : Copy** the given Trello board by staff to your personal board. The screenshots below will help you do it.

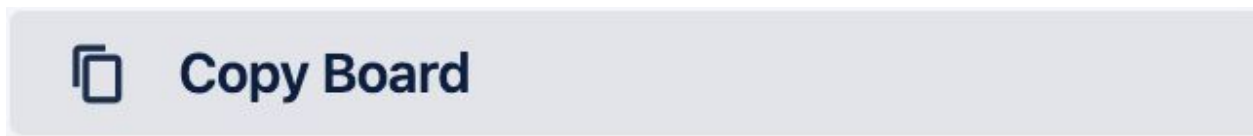
**Step 6 :** Click on **Show Menu** button on the **top right corner** of your screen.



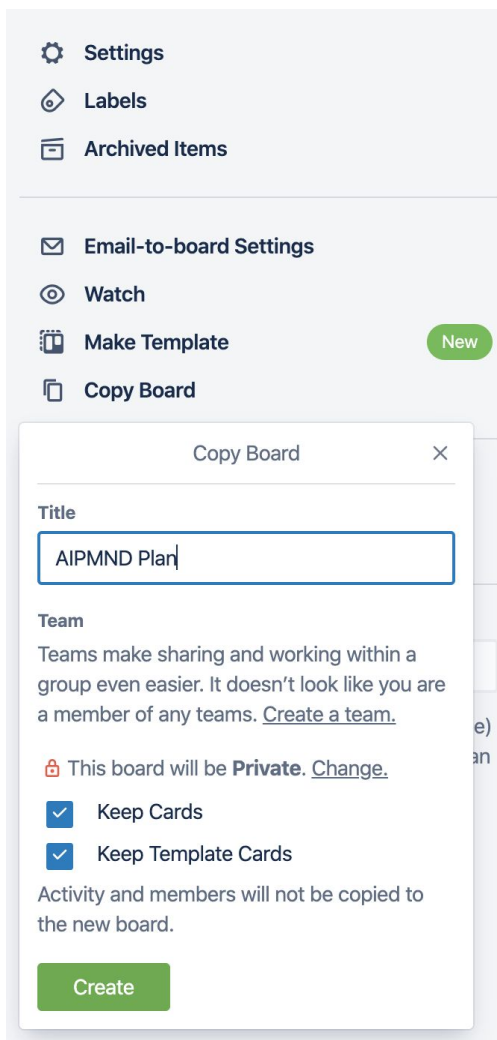
**Step 7 :** Next, **Click** on **More** button :



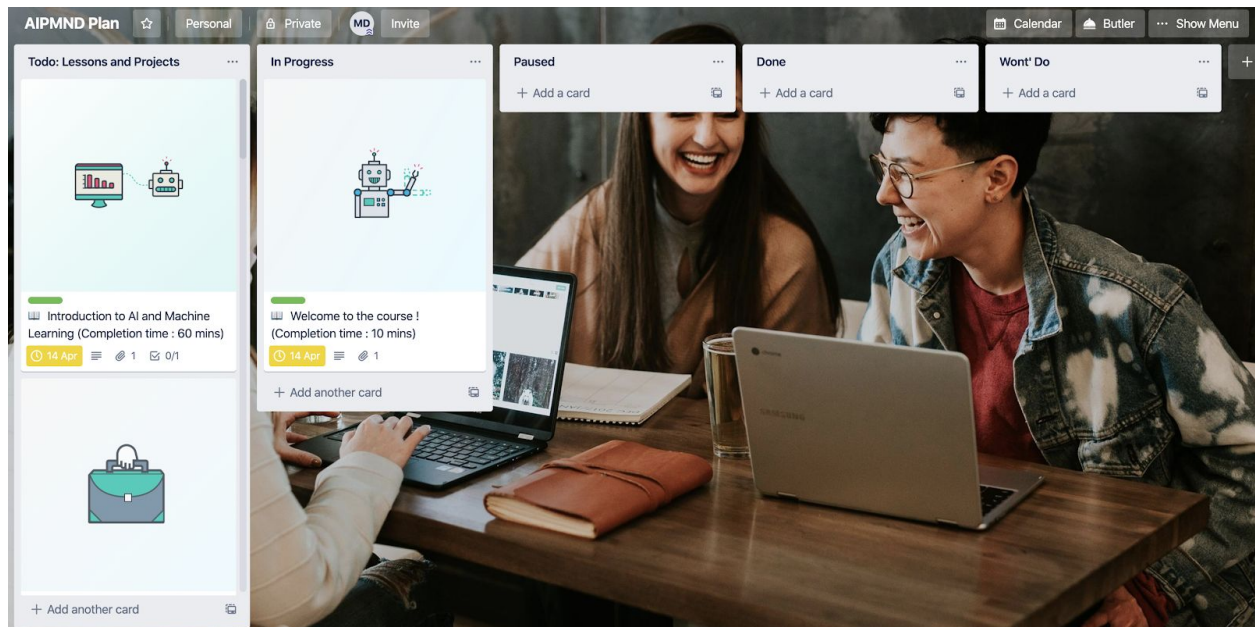
**Step 8 :** Next, Click on **Copy Board** button :



**Step 9 :** Next, give your personal board a preferred title :

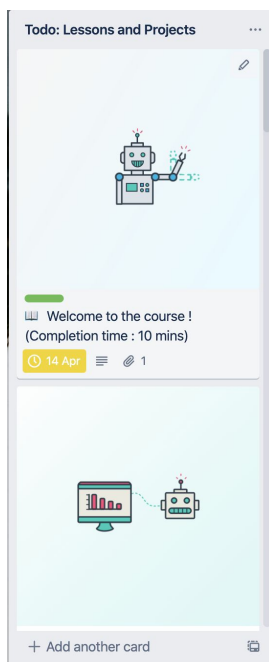


**Step 9** : And finally **click on Create** to get your personal board.



## What does the Trello Board consist of?

1) The **LEFT** side of your screen you has a **To Do** list. It is a **scrollable** list containing cards for the lessons and projects you need to complete in order to complete the course.

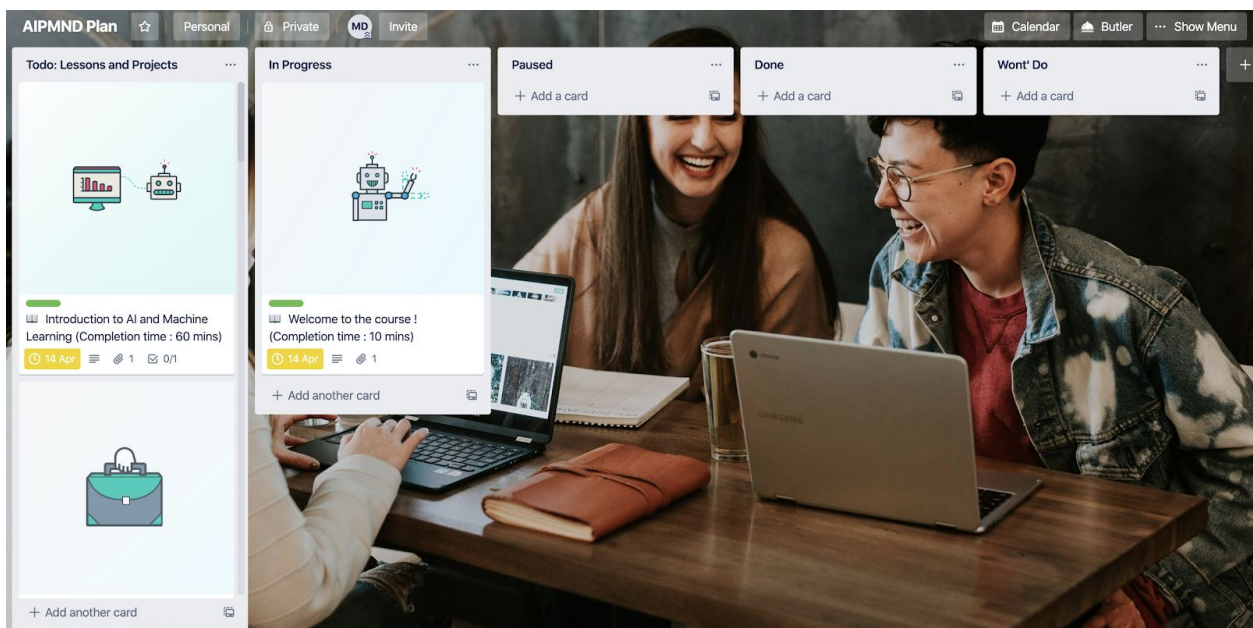




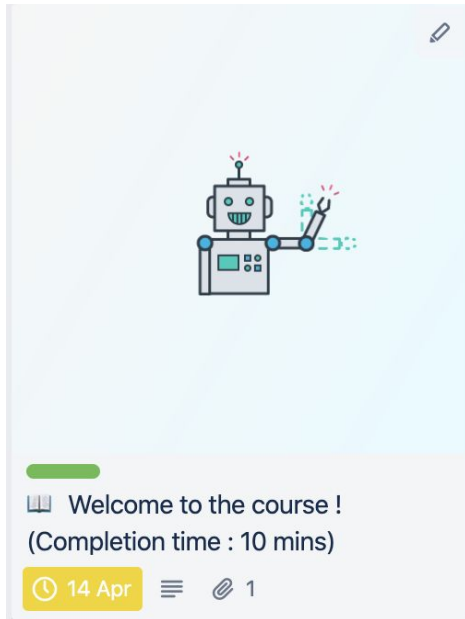
2) The **CENTER** of your screen has four lists :

- In Progress
- Paused
- Done
- Won't Do


You can **drag and drop** cards from your **To Do** list (on LEFT) **under one of the respective 4 lists** as your progress through the course. For instance, if you are studying the first video lesson which is 'Welcome to the course' you can drag and drop it under the **In Progress** list.





Every Card in the To Do list (on your LEFT) has a **due date, title and estimated time required to complete it**.




If you **click on the Card**, you will be able to see a default due date, description about the lesson which the card depicts and the link to your classroom to access the lesson depicted in the card. Some of the cards might also contain a **Checklist** and **Key Concepts covered in the lesson**.







 **Welcome to the course ! (Completion time : 10 mins)**  
in list Todo: Lessons and Projects


LABELS

 ☐ tomorrow at 12:00 **DUE SOON** ▼

ACTIONS


 Watch


 Share

 **Description**

Welcome to this course on AI for Product Managers! Learn about the course structure and resources available to you.

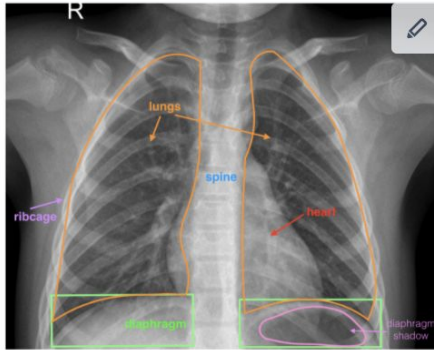
**Classroom link:**  
<https://classroom.udacity.com/nanodegrees/nd088/parts/2bd296b8-9e52-4e4d-ab93-26f74d491427/modules/60be4265-d31b-4dba-a28c-cd264b0dc377/lessons/11b834ef-d92a-49f9-87a6-09af7e800eba/concepts/cc0bdf9e-4ca9-46aa-988e-a2294219ee0d>

 **Attachments**



**01-welcome.png** ↗  
Added 22 Oct 2019 at 13:21

Additionally, which you Click on a card that has **PROJECT** written on it, will also have links to the rubrics you need to meet to complete the project, the classroom link to submit the project and MOST IMPORTANTLY link to **Mentor Help** where you can post all your technical questions regarding the project which will be answered ASAP by Udacity Mentors.



**PROJECT : Create a Medical Image Annotation Job (Completion time : 5 days)**

🕒 23 Apr 📄 2 📧 0/4

**Classroom link :**  
<https://classroom.udacity.com/nanodegrees/nd088/parts/c4b3af94-0d10-4106-a44e-f3015a582b8b/modules/66bec2b6-8cf8-49db-8817-4cade52cccae/lessons/7d6c0167-8f9a-4837-af71-1f50f61d6175/concepts/af8ea55c-5138-4fb1-92f7-f67d98049cd0>

**Attachments**

**Project Files** ⤴  
Added 22 Oct 2019 at 15:46 - [Comment](#) - [Remove](#) - [Edit](#)

**LINK**

**annotated-chest-xray.png** ⤴  
Added 22 Oct 2019 at 15:39 - [Comment](#) - [Delete](#) - [Edit](#)  
[Remove Cover](#)

[Add an attachment](#)

**Checklist** [Delete](#)

0%

- ☐ Read the project description and instruction
- ☐ Create an annotation job on Figure Eight
- ☐ Check your work against the rubric:<https://review.udacity.com/#!/rubrics/2553/view>
- ☐ Discuss any technical questions with a mentor here : <https://knowledge.udacity.com/?nanodegree=nd088&page=1&project=612&rubric=2553>

**Labels**

- ☒ Checklist
- ☐ Due Date
- ☐ Attachment

**POWER-UPS**

[Get Power-Ups](#)

**ACTIONS**

- [→ Move](#)
- [📄 Copy](#)
- [📄 Make Template](#)
- [👁 Watch](#)
- [📁 Archive](#)
- [Share](#)



If you can't complete the lesson/project indicated in the card by the default due date, you just need to change it according to your preferred schedule. You can update it by clicking on the **DUE DATE** button and **Save** your preferences.

Change Due Date

Date

14/4/2020

Time

12:00

Prev

April 2020

Next

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Set Reminder

1 Day Before

Reminders will be sent to all members and watchers of this card.

Save

Remove

Click the "Calendar" button in the board header to open the calendar. To change calendar settings, click "Power-Ups" in the board menu.

DUE DATE

☐ tomorrow at 12:00 **DUE SOON** ▼

If you want to see a **Calendar** view of your lesson plan, just Click on the Calendar button to the top right and you will be able to see this view to plan your schedule better.

