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**QuickTake -
Administrative
Organization with Trello**


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Greetings and welcome to a TICAL QuickTake. My name is Randy Kolset. I have been in education for over 14 years and currently work as a Coordinator of Educational Technology at the Orange County Department of Education.

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Welcome

 Randy Kolset

 Trello

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Technology is an invaluable tool in helping administrators support and organize their educational community. In the next 3 minutes I will introduce you to a tool known as Trello that will help you organize your work and projects.

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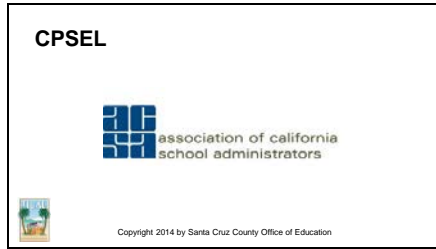
This Quick Take Asks -

- How can I organize my day?
- How can I organize my long term projects?
- How can I collaborate and organize my educational teams?

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As administrators our day is filled with a multitude of tasks to accomplish. These can include phone calls, meetings, and perhaps just picking up the latest treat for the office or lounge. This quick take will show you a tool you can utilize that will help you organize your day, organize long term projects and then pull together groups that can help in completing goals for community projects. This is by no means the only tool but I have found it helpful as I work through State, County, District and Personal projects.

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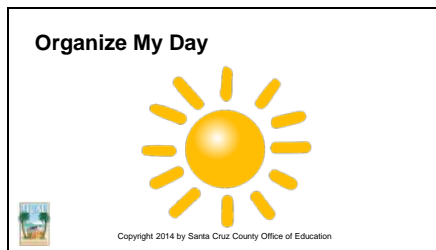
The California Professional Standards for Educational Leaders or CPSEL's, as found on the ACSA site, state that their standards have a "strong commitment to cultural diversity and the use of technology as a powerful tool." The first three standards refer to creating a vision, advocating for improved student learning through design at their school site, and managing safety through organization. The tool we will show today will help you in fulfilling these first three standards if not all of the CPSEL's.

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Trello was introduced to me by a fellow district technology leader that liked the fact you could organize anything, together on any device. It also had a graphical interface that brought simplicity to project management. There is a free version which is what I have been using and what I will show off today. If you begin to upload files and pictures to your projects then you may want to look at the paid version.

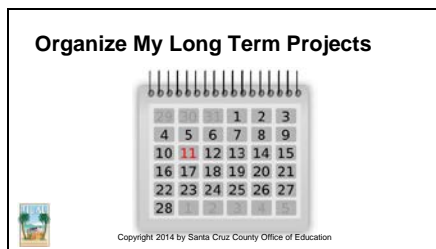
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Once you launch Trello you will see the system is organized into Organizations, Boards and Cards. I have organized my projects in the following way. Organizations are each of the programs or departments that I work with such as my division and statewide groups like the Lead 3.0 conference or TICAL. I then create boards in each of the organizations that breaks down the projects I have to complete. Which is further broken down by the lists that shows my progress in each project. Each list has cards that I assign myself to complete. Each of those cards then has several features such as due dates. I can now go through and start moving items as I complete them by dragging them from the doing list to my done list. Pretty simple and I can be on any device that has the trello app and see where I stand on all my projects. I can also set up notifications so that it reminds me of due dates.

http://www.portical.org/Presentations/quick_takes/index.html#trello

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One of the most difficult parts of working in a leadership role, I have found, is the numerous projects that last over a long period of time. The way I have organized these events is similar to my daily projects but now, because of the graphical interface, I can quickly see where I am over a period of time. I can also setup the interface to that it visually shows me if a task has been taken care in a while or if it is getting “old” and needs to be addressed. I also attach files or my Google Documents that are a part of the projects so that I can also organize the documentation. Again I can drag the items through lists so I can visually see where I am over a period of time on any given project

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When you start working with others on projects that is where Trello begins to be powerful. Because of its simplicity it makes it easy to assign and see where projects are quickly. In my office I have several staff members in different departments that are working on different projects. I can invite people through a simple interface that asks for their email address. Once they have accepted the invitation their initial shows up on a list and I can start assigning them tasks by simply dragging their initial to the card that they are to complete. We both then have the ability to add in comments, documents and due dates to the cards to track progress. So if I were to send a picture to the Trello board all members of that board can then see what needs to be done and then move, comment or archive the items as they are completed.

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Extras

- Connects to Google
- Picture Submission
- Voting
- Stickers



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Here are some extra items that help with convenience.

You can connect your google account to trello which means now all of your google documents can simply be looked up through trello and added to items making them instantly collaborative with your teams.

You can submit a picture so people can see results, requests, and ideas visually.

You can vote on ideas

Finally a fun feature is you can add stickers to cards so you have yet another great way of visually demonstrating progress.

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Learn More



association of california school administrators



Leading Edge Administrator

- <http://www.aasdp.org/certification/>
- <https://trello.com/>
- <http://www.acsa.org/>
- <http://www.acsa.org/MainMenu/Categories/ProfessionalLearning/Credentials/CPSEL.aspx>

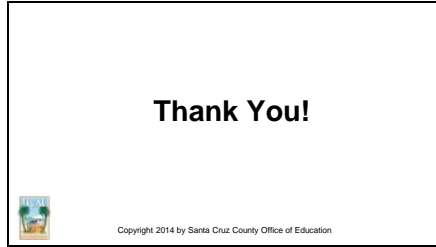


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The best places to learn more about the standards and trello are at the following websites. There are also numerous resources on organizing yourself and building capacity in your staff. The Leading Edge Certification for the Administrator is a great course offered by ACSA, TICAL and your local county offices of education that can help you grow as a leader.

http://www.portical.org/Presentations/quick_takes/index.html#trello

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Thank you for listening in. I hope that as you work through developing visions for your school district you will find this and many of the other tools that TICAL showcases invaluable as you begin your journey in researching the best way to organize your teams.