

# Approaches: Managing your Writing Work with



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# What is Trello?



**Trello is the free, flexible, and visual way to organize anything with anyone.**

Drop the lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects. Trello lets you see everything about your project in a single glance.

[Sign Up - It's Free.](#)

[Log in...](#)

# Features

Free Online Management Software

Web, Phone and Tablet versions

Visual and Moveable Interface

Capacity to attach documents and images

Public, Private, Shareable, Linkable

# Trello's Visual Metaphors

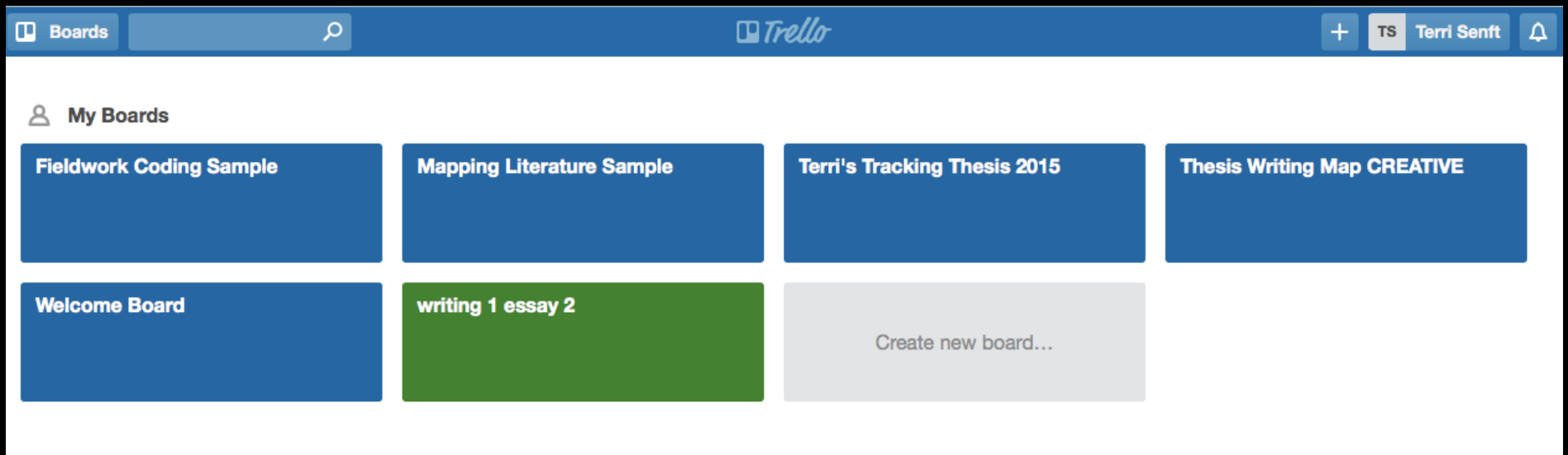
multiple bulletin boards (**boards**)

each containing multiple rows (**lists**)

of multiple index cards (**cards**)

# Example Boards

Boards are for large projects.  
You can create boards to help plan papers, thesis projects,  
literature reviews, fieldwork, or large creative projects.



# Cards & Lists

Each board is made up of **cards**.

Cards can represent tasks, parts of a project, or anything else

All cards can be dragged, copied, and otherwise manipulated

Cards are often arranged into **lists**

# Sample Cards & Lists

The image shows a screenshot of a Trello board titled "Fieldwork Coding Sample". The board is organized into four columns, each representing a list. The lists are titled "Interviews", "Locations", "Images", and "Connect to Theme 2". Each list contains several cards with text. Three yellow callout bubbles are overlaid on the image:

- A callout bubble pointing to the board title "Fieldwork Coding Sample" with the text: "This is the title of the Board".
- A callout bubble pointing to the list title "Images" with the text: "This is the title of the list".
- A callout bubble pointing to a card in the "Connect to Theme 2" list with the text: "This is a card in the list".

The board interface includes a top navigation bar with "Boards", a search icon, the Trello logo, and user information "TS Terri Senft". The board title "Fieldwork Coding Sample" is followed by a star icon and "Public". A "Show Menu" link is visible in the top right corner of the board area.

Interviews	Locations	Images	Connect to Theme 2
List of interviewees	Locales you visited	List of images (and where you found them)	Condensed Description of this theme from rationale
Questions	What were you trying to assess?	Things you were looking for	Condensed version of lit on this theme from your reader report
Transcripts	Things that matched your expectations	Things that matched your expectations	Fieldwork agreeing with lit
Thing you expected that were said	Things that diverged from expectations	Things that diverged from expectations	Fieldwork deviating from lit
Points of divergence	Visual/sonic/navigational themes or metaphors you noted	Prevalent visual themes/metaphors	Misc.
Prevalent metaphors	Key moments of experience you want to focus on	Key images you want to focus on	Misc.
Critical quotations			
Add a card...	Add a card...	Add a card...	Add a card...

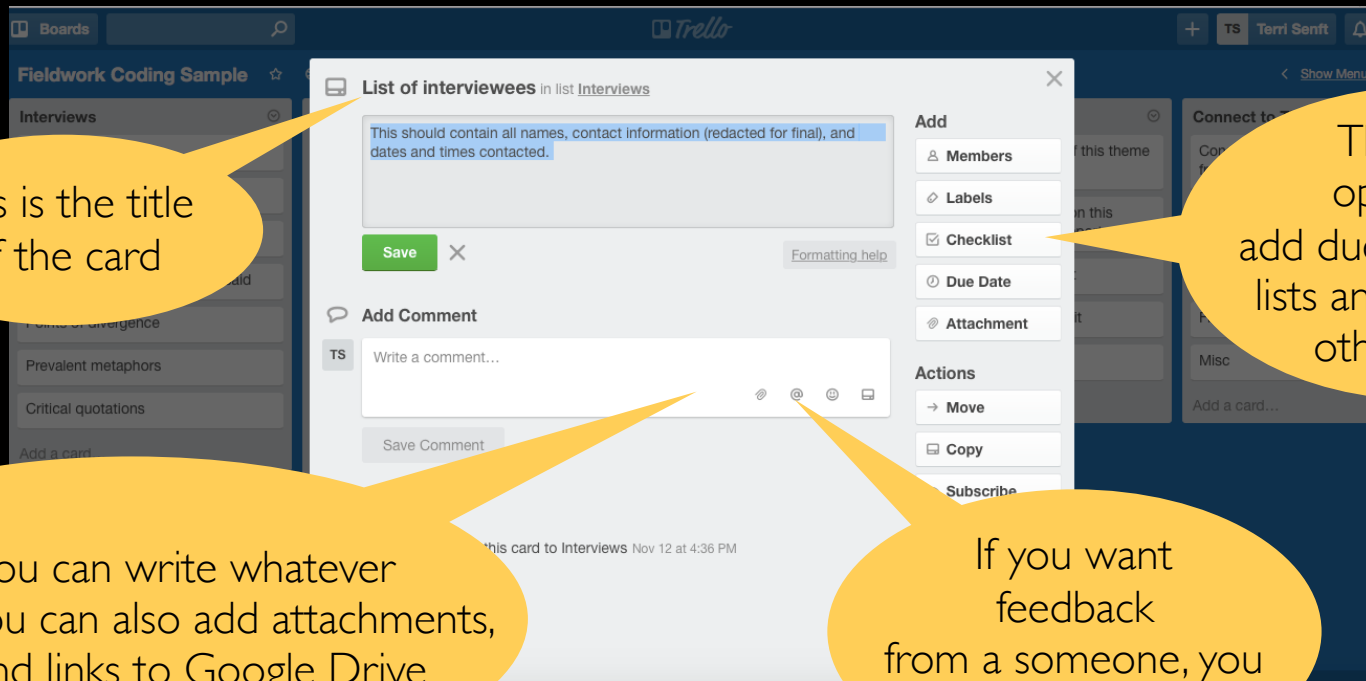
# The “Back” of Each Card

This is the title of the card

Here you can write whatever you'd like. You can also add attachments, images and links to Google Drive

There are options to add due dates, check lists and share with others, here.

If you want feedback from a someone, you can @ them





# Sample Syllabus Board

You can even lay out an entire syllabus in Trello

The screenshot shows a Trello board titled "Terri Approaches 2016" with a private setting. The board is organized into five columns:

- Class Topic:** Contains five cards for "Class 1: Introduction" (Jan 25), "Class 2: Your Topics" (Jan 27), "Class 3: Your Questions" (Feb 1), "Class 4: Your Lenses" (Feb 3), and "Class 5: Your Objects/Cases & Popular Source Searches" (Feb 8).
- Reading to be Done for Today:** Contains five cards: "Read the Syllabus" (Jan 27), "Your Topics (brief written lecture)" (Jan 27), "Forming Your Questions (short written lecture)" (Feb 1), "Your Lenses (short written lecture)" (Feb 3), and "Your Objects (Short written lecture)" (Feb 8).
- Writing to be Done for Today:** Contains five cards: "Assignment: Your Topics" (Jan 27), "Assignment : Your Questions" (Feb 1), "Assignment: Your Lenses" (Feb 3), "Assignment: Your Objects using Popular Sources" (Feb 8), and "Assignment: Your Scholarly Searches" (Feb 8).
- Creating to be Done for Today:** Contains three cards: "Selfie Intro Assignment" (Jan 27), "Assignment: Make a Video Intro" (Feb 17), and "Assignment: Visually demonstrate a concept or vocab term from your reading" (Apr 4).
- Digital Tools Instruction:** Contains three cards: "Tools Lecture: Using Evernote, Pocket & RefME" (Feb 8), "Using the Evernote Web clipper & Shared Files" (Feb 17), and "Using Trello to construct syllabi" (Apr 18).

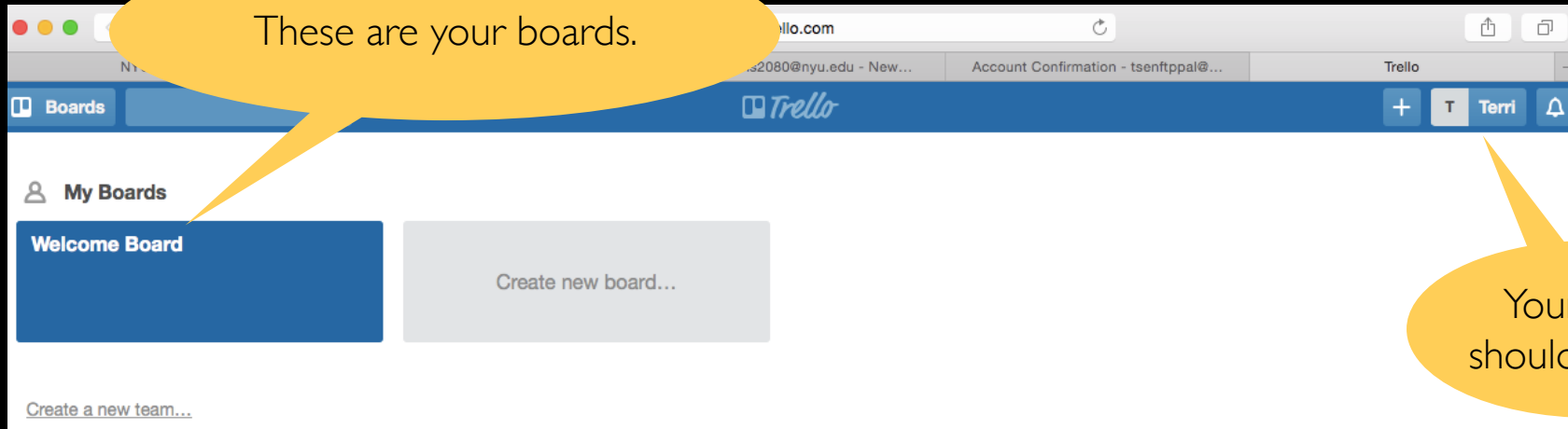
Each card includes a colored progress bar and a date indicator. The board interface includes a search bar, a "Boards" tab, and user information for "Terri Senft".

# Getting Started

**Make your account on [www.trello.com](http://www.trello.com)  
Verify your email address**

**You should be taken to a page  
that looks like this:**

# Your personal page



On the upper right hand section of the page, you should see your user name.

On the left hand side of the page, you should see your boards. Right now you will only have a welcome board.

# Copying a board

Next, you'll learn how to copy  
one of my  
**pre-existing boards**  
to your page  
to **use as a template**  
for your own work.

# Step 1: Choose your Boards

Available Right now:

## **1. Intellectual Autobiography Template**

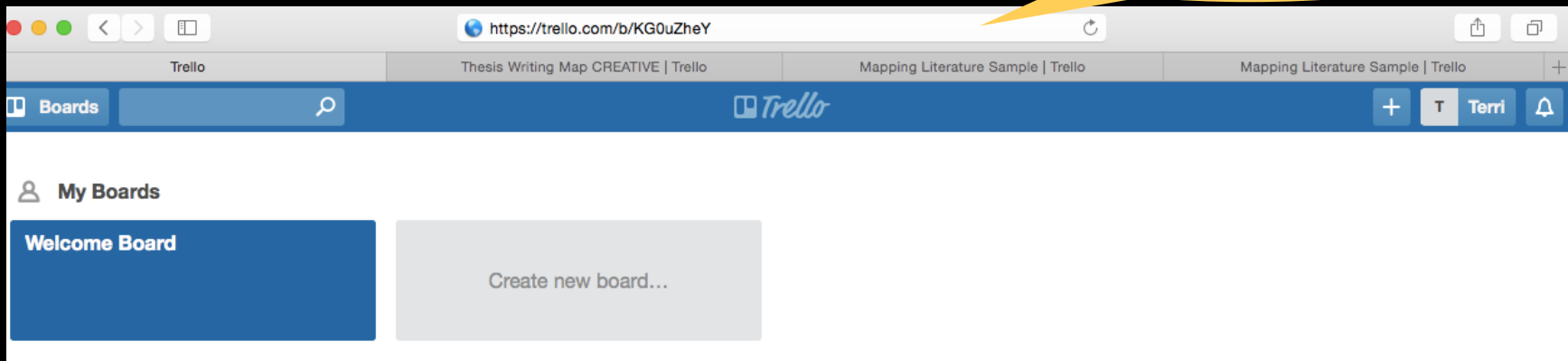
<https://trello.com/b/JUm22FgZ/approaches-intellectual-autobiography>

Available soon:

2. Reader Report Template
3. Close Read Template
4. Personalized syllabus Template

# Step 2 :Copy/Paste

paste URL here!



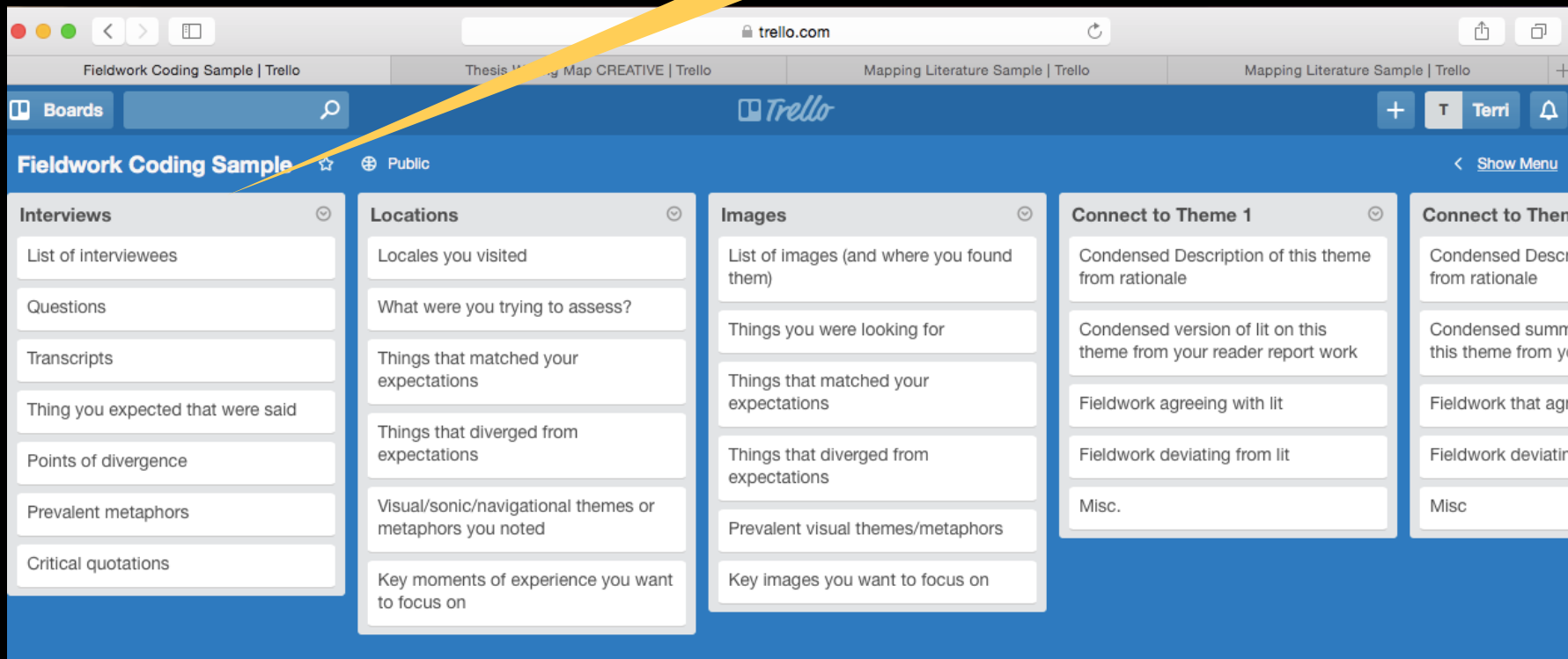
Copy the URL of the Board you'd like to use and while you are on Trello, paste that URL into your browser bar, as in the example above.

Hit "enter" and you should reach a page with the Sample Board you want, as in the next slide.

# Step 3: See new Board

## Note:

Your page might look different than this. What matters is if you have the title you wanted. Be sure to check for that in the area pointed out, here.



The screenshot shows a Trello board interface. The browser address bar is at the top, showing 'trello.com'. The board title is 'Fieldwork Coding Sample' and it is set to 'Public'. The board is organized into several columns:

- Interviews:** List of interviewees, Questions, Transcripts, Thing you expected that were said, Points of divergence, Prevalent metaphors, Critical quotations.
- Locations:** Locales you visited, What were you trying to assess?, Things that matched your expectations, Things that diverged from expectations, Visual/sonic/navigational themes or metaphors you noted, Key moments of experience you want to focus on.
- Images:** List of images (and where you found them), Things you were looking for, Things that matched your expectations, Things that diverged from expectations, Prevalent visual themes/metaphors, Key images you want to focus on.
- Connect to Theme 1:** Condensed Description of this theme from rationale, Condensed version of lit on this theme from your reader report work, Fieldwork agreeing with lit, Fieldwork deviating from lit, Misc.
- Connect to Theme 2:** Condensed Description of this theme from rationale, Condensed summary of lit on this theme from your reader report work, Fieldwork that agrees with lit, Fieldwork deviating from lit, Misc.

# Step 4: Copy Board

**Next, you are going to want to make a clean copy of this board for your own use.**

**To do this, you'll follow the steps on the next slides.**

Note re. privacy: Although the sample boards are publicly viewable, anything you copy to your Trello site will be private by default, unless you change the settings later (which you might want to do to share with other editors or Terri.)

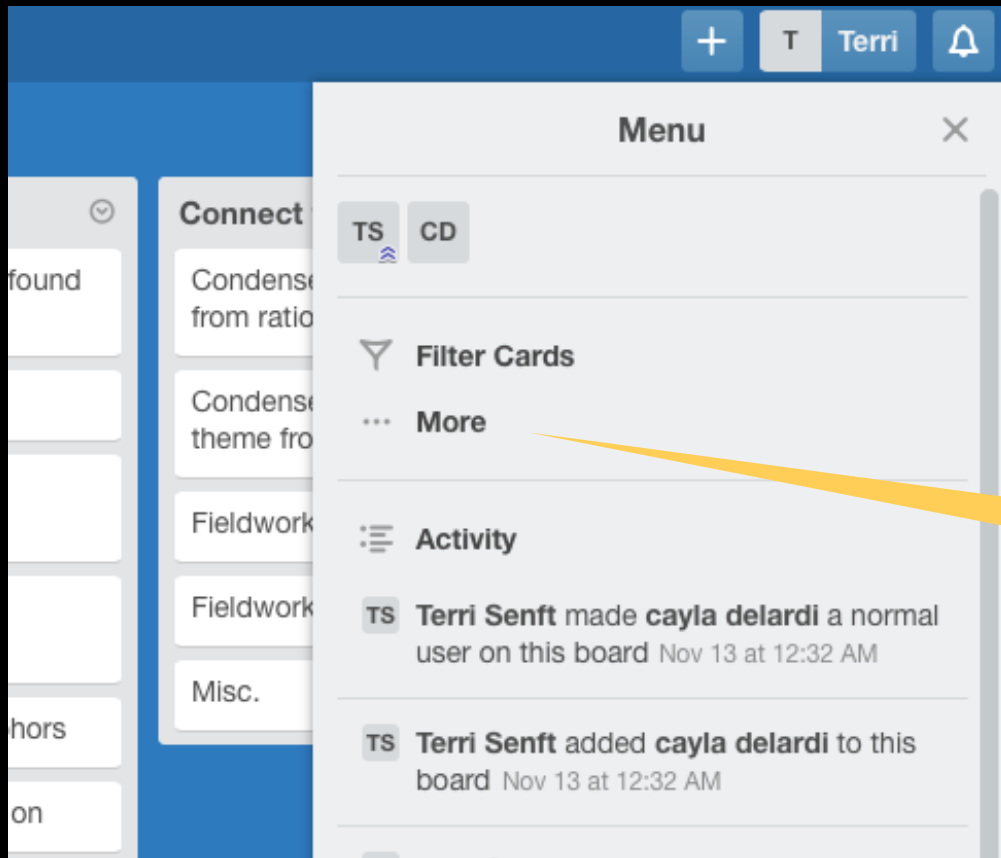


# Step 4a: Show Menu

The screenshot shows a Trello board interface. At the top, there are browser tabs for 'Fieldwork Coding Sample | Trello', 'Thesis Writing Map CREATIVE | Trello', and 'Mapping Literature Sample | Trello'. The main board area is titled 'Fieldwork Coding Sample' and is set to 'Public'. It contains five columns: 'Interviews', 'Locations', 'Images', 'Connect to Theme 1', and 'Connect to Theme 2'. Each column has a list of items. In the top right corner of the board, there is a link labeled 'Show Menu' with a left-pointing arrow. A yellow callout bubble points to this link.

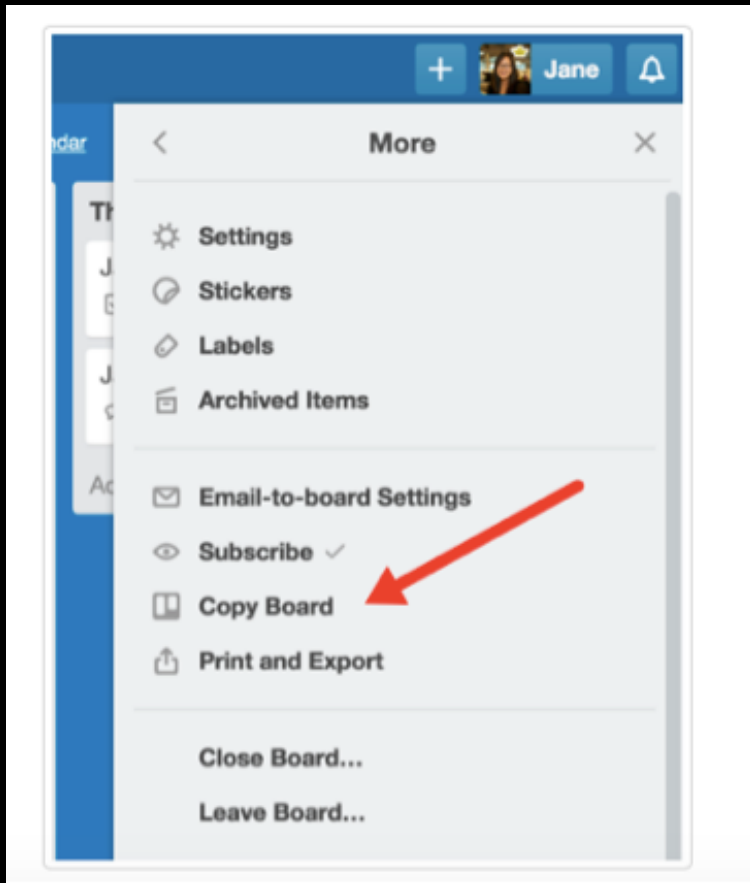
If you look closely at the top right section of your screen, you will see the words “Show Menu.” You need to click on this link to open a pop up window.

# Step 4b: More



You should be looking at a menu that looks like this. From here, click **“MORE”**

# Step 4c: Copy Board



You should now be looking at a menu like this. From here, click “copy board”

# Step 4d: Rename Board

The screenshot shows the Trello interface with a board titled "Fieldwork Coding Sample". The board is divided into four columns: "Interviews", "Locations", "Images", and "Connect". The "Interviews" column contains items like "List of interviewees", "Questions", "Transcripts", "Thing you expected that were said", "Points of divergence", "Prevalent metaphors", and "Critical quotations". The "Locations" column contains "Locales you visited", "What were you trying to assess?", "Things that matched your expectations", and "Things that diverged from expectations". The "Images" column contains "List of images (and where you found them)", "Things you were looking for", and "Things that matched your expectations". The "Connect" column contains "Condense from ratio", "Condense theme from", "Fieldwork", "Fieldwork", and "Misc.". On the right side, there is a "More" menu with options: "Settings", "Labels", "Archived Items", "Subscribe", and "Copy Board". The "Copy Board" dialog box is open, showing a "Title" field with the text "Senft Fieldwork Coding Sample", a "Team" section, and a "Create" button. A yellow callout bubble points to the "Copy Board" dialog box with the following text:

**As soon as you press “Copy Board,” you’ll see a prompt to rename the board you are copying for your own site. I suggest using your last name and keeping the rest of the title, as per the example, here. Be sure to click the green “create” button.**

# Step 4e: See your name?

The image shows a screenshot of a Trello board interface. At the top left, there is a 'Boards' button with a search icon. The board title is 'Senft Fieldwork Coding Sample' and it is marked as 'Private'. The board is divided into several columns: 'Interviews', 'Locations', 'Images', 'Connect to Theme 1', and 'Connect to Them...'. A yellow callout bubble is overlaid on the 'Locations' column, pointing to the 'Boards' button. The bubble contains the text: 'See this title? Your name should be on yours, now. Now we will get you back to the start, by clicking “Boards” at the top left of the screen. Do that now.'

**See this title? Your name should be on yours, now. Now we will get you back to the start, by clicking “Boards” at the top left of the screen. Do that now.**

# Step 5: Back to the Start

The screenshot shows the Trello interface with three boards open at the top: 'Senft Fieldwork Coding Sample | Trello', 'Thesis Writing Map CREATIVE | Trello', and 'Mapping Literature Sample | Trello'. The left sidebar is open, showing a search bar and a list of boards. The 'My Boards' section is highlighted, and a yellow callout bubble points to the board titled 'Senft Fieldwork Coding Sa...'. The main board area shows two columns: 'Locations' and 'Images'. The 'Locations' column has cards for 'Locales you visited', 'What were you trying to assess?', and 'The...'. The 'Images' column has cards for 'List of images (and where you found them)', '...you were looking for', '...your', and 'Key images you want to focus on'. At the bottom of each column is an 'Add a card...' button.

Boards

Find boards by name...

Recent Boards

- Senft Fieldwork Coding Sa...
- Fieldwork Coding Sample
- writing 1 essay 2

My Boards

- Senft Fieldwork Coding Sa...
- Welcome Board

Create new board...

Always keep this menu open.

See closed boards...

Private

Locations

- Locales you visited
- What were you trying to assess?
- The...

Images

- List of images (and where you found them)
- ...you were looking for
- ...your
- Key images you want to focus on

Add a card...

Add a card...

**Take a look at the section marked "My Boards" and make sure you see the title of the Board you copied. That's how you know you've got it to use for your own now.**

# Sharing Material?

Everything on your Trello site is public until you make it otherwise. You can share material with me by taking steps on next slide:

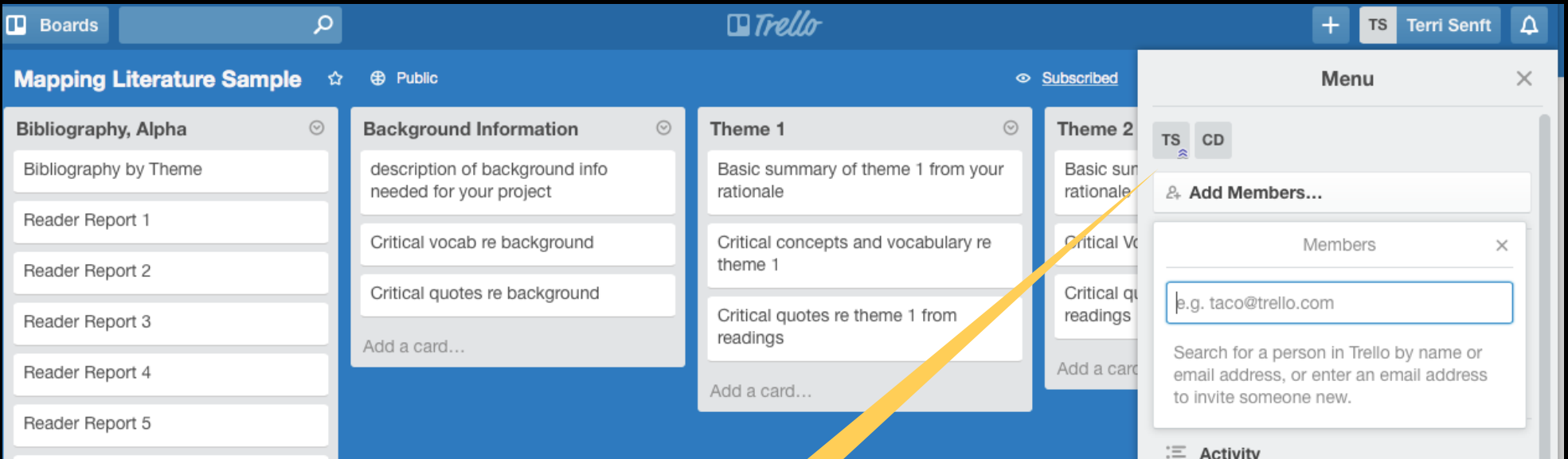
# Step I: Show Menu

The screenshot shows a Trello board interface. At the top, there are browser tabs for 'Fieldwork Coding Sample | Trello', 'Thesis Writing Map CREATIVE | Trello', and 'Mapping Literature Sample | Trello'. The main header includes 'Boards', a search bar, the Trello logo, and a user profile for 'Terri'. The board title is 'Fieldwork Coding Sample' with a star icon and 'Public' status. A yellow callout bubble points to a link labeled 'Show Menu' in the top right corner of the board area. The board contains five columns: 'Interviews', 'Locations', 'Images', 'Connect to Theme 1', and 'Connect to Theme 2'. Each column has a list of items, such as 'List of interviewees', 'Locales you visited', 'List of images (and where you found them)', 'Condensed Description of this theme from rationale', and 'Misc'.

If you look closely at the top right section of your screen, you will see the words “Show Menu.” You need to click on this link to open a pop up window.



# Step 2: Add Members



The screenshot shows a Trello board interface. At the top, there's a navigation bar with 'Boards', a search icon, the Trello logo, and a user profile for 'TS Terri Senft'. The board title is 'Mapping Literature Sample' and it's set to 'Public'. The board is divided into several columns: 'Bibliography, Alpha' (containing 'Bibliography by Theme' and five 'Reader Report' cards), 'Background Information' (containing a description card, two 'Critical' cards, and an 'Add a card...' button), 'Theme 1' (containing a 'Basic summary' card, a 'Critical concepts' card, a 'Critical quotes' card, and an 'Add a card...' button), and 'Theme 2' (containing a 'Basic summary' card, a 'Critical V' card, a 'Critical q' card, and an 'Add a card...' button). A 'Menu' overlay is open on the right side, showing the 'Add Members...' option. Below this, there's a search box with the placeholder text 'e.g. taco@trello.com' and instructions: 'Search for a person in Trello by name or email address, or enter an email address to invite someone new.' The 'Activity' section is partially visible at the bottom of the menu.

**Click “Add Members”  
and the pull down window will prompt  
you for names to add. You can use Trello  
names or email addresses.  
My Trello name is Terri Senft**

# Questions or Thoughts?

Email Terri at  
[terri.senft@nyu.edu](mailto:terri.senft@nyu.edu)