

Course Design using Airtable / Zapier / Trello

This documents the technical side to this post - [Designing and planning your online course with Trello](#).

Set up a form requirement	1
Before you start	1
Setting up the Airtable base	2
Setting up the Trello board	2
Populating tabs in Airtable	2
Course ILOs tab	2
Topic ILOs tab	2
Topics tab	2
Trello lists tab	3
Tasks tab	3
Getting data into Airtable using a form	3
Setting up Zapier to move data from Airtable to Trello	4
Trigger	4
Action	4
Turn on Zap	7
Anything else?	7

Set up a form requirement

- A list of members of the team
- Course ILOs, Topic ILOs and topic Titles

Before you start

You will need

- Course ILOs, Topic ILOs and topic Titles
- All members of the team will need a
 - Trello account
 - Airtable account

Setting up the Airtable base

1. Log into your Airtable account
2. Click on the invite link
https://airtable.com/invite/l?inviteId=inv5gukEWoMf07cNH&inviteToken=1d9ee521c9e6c7d6fc6d9c194c6639dfd00438cb79ddc06f2d3b62b29e66a612&utm_source=email
3. The Airtable/Trello Course Design Template UoM base will be added to 'Bases shared with me'
4. The base will be 'read-only' and you will need to make a copy
5. Click on the drop-down arrow and select 'Duplicate base'
6. Don't duplicate records - this will give you a clean workspace
7. Choose the workspace (think of this as a folder) that you want to add the base to (you may want to create a workspace for your team, a programme or a project)
8. Rename the base to the course you are designing and add members of the team to the workspace. You can invite them via email or with a link. You can also specify the permissions here too.

Setting up the Trello board

1. Create a Trello board
2. Invite all members of the team to the board
3. Set up the lists on the board using topic titles

Populating tabs in Airtable

Course ILOs tab

Populate this tab with the Course ILOs

- Unhide all hidden fields
- Add ILO Number
- Add ILO Description
- Course ILO is a formula that combines ILO Number and ILO Description
- Hide ILO Number and Description field
- Add appropriate Blooms level to each Course ILO
- Topic ILOs will automatically pull through to this column

Topic ILOs tab

Populate this tab with the Topic ILOs

- Unhide all hidden fields

- Add ILO Number e.g. 1.1
- Add ILO Description
- Topic ILO is a formula that combines ILO Number and ILO Description
- In the column Course ILO (link Topic ILO to existing Course ILO(s) record), select the Course ILOs that the Topic ILOs relate to
- Course ILO, Tasks, Blooms, Topic and Topic (from Topics) will automatically update
- Hide ILO Number, ILO Description, Course ILO (link Topic ILO to existing Course ILO(s) record), Tasks and Topic

Topics tab

Populate this tab with the Topics

- Unhide all hidden fields
- Add Topic Number
- Add Topic Name
- Topic is a formula that combines Topic Number and Topic Name
- Topic ILOs, Blooms, Tasks and Total Time (h:m) will automatically update
- Hide Topic Number and Topic Name

Trello lists tab

Populate this tab with the Trello list IDs. First you will need to get the ID for each Trello list that you create on your board. This needs to be done on the web version of Trello not the desktop app.

- Add a test card to each list (delete afterwards)
- Click on the test card to open it
- In the URL add .json to the end of it and press enter
- Copy "idList": "600af11078f27877b75e51dc"
- Do this for each list

Then

- Add Trello list IDs to trelloID
- Add corresponding Topic Number

Tasks tab

- Unhide Trello Lists (formula)
- Update the formula with the Trello list IDs
- Hide Trello Lists (formula)
- To reset the autonumber - convert to number then back to autonumber (this will start it again at 1)

Getting data into Airtable using a form

- Share form from Tasks to get the team to input their data into Trello

N.B. Set up a test Task so you can test that the Zap integration works in the next step

Setting up Zapier to move data from Airtable to Trello

If you already have a Zap set up you can copy and change the Airtable base and Trello board - don't forget to refresh

- Click Create Zap
- Name your Zap

Trigger

A trigger is an event that starts your Zap

- Choose app & event
 - Search for Airtable
 - Choose an event = New Record
 - Click Continue
- Choose account
 - Choose an account = Airtable (already connected - can connect a new account at this point)
 - Click Continue
- Set up action
 - Choose the correct Airtable Base
 - Choose Table = Tasks
 - Click Continue
- Test trigger
 - This should pick up the test Task from the previous step
 - Click Continue

Action


An action is an event a Zap performs after it starts

- Choose app & event
 - Search for Trello


- Action event = Create Card
- Click Continue
- Choose account
 - Choose a Trello account (already connected - can connect a new account at this point)
 - Click Continue
- Set up action
 - Choose the Trello board you set up in an earlier step
 - Choose Trello Lists (from Custom tab)
 - Choose Title (from Custom tab)

^ Set up action ✔


Board (required)

 POPH65552 Infection Prevention and Control ⌵

List (required)

 1. Trello Lists: 600af11078f27877b75e51dc ⌵

Name (required)

 1. Title: cdac

- Add Description and link to Custom lists

****Airtable ID:****

****Topic XX:****

****Topic ILO:****

****Course ILO:****

****Content type:****

****Learning Type:****

****Is it an activity:****

****Activity type:****

****Formative feedback method:****

****Content exists:****

****Content / description:****

****Time (approx):****

Description

```
**Airtable ID:** 1. Field ID: 1
**Topic 1. Topic Number: 1 :** 1. Topic: Introduction to...ealth Promotion
**Topic ILO:** 1. Topic Ilo: 1.1 Define health promotion.
**Course ILO:** 1. Course Ilo: A1 Understand h...d applications
**Content type:** 1. Content Type: Text
**Learning Type:** 1. Learning Type: Acquisition
**Is it an activity:** 1. Activity: Yes
**Activity type:** 1. Activity Type: Reading (e.g. journal paper)
**Formative feedback method:** 1. Formative Assessment: Student
**Content exists:** 1. Content Exists: true
**Content / description:** 1. Content: This is a test to delete
**Time (approx):** 1. Time (mins): 60
```

Trello uses [Markdown](#) formatting syntax.

- Select Label (Custom)
- Card position = Bottom

Label

1. Label: sky

Pick a color label to apply to the card.

Custom Labels

Enter text or insert data...

Type names for custom labels (non-existing will be created).

Card Position

Bottom

You can choose a specific number if you want.

- Add checklist name and items (as text)
 - Task is aligned to its learning outcome
 - Task aligns to its content description
 - Appropriate language for academic level used
 - Proof read / listened
 - Copyright information accurately displayed (if applicable)
 - URLs working as expected
 - Media displays / plays as expected

Checklist Name

Acceptance Criteria

Leave this blank if you don't want to add a checklist.

Checklist Items

Task is aligned to its learning outcome



Task aligns to its content description



Appropriate language for academic level used



Proof read / listened



Copyright information accurately displayed (if applicable)



URLs working as expected



Media displays / plays as expected



- Test action
 - Test & Review action and make sure that the card is sent to the board and to the correct list.

Turn on Zap

- When you are happy that the test works, click Turn on Zap

Anything else?

- You will need to rename the labels in Trello with the Learning Type
 - Production
 - Collaboration
 - Investigation
 - Practice
 - Discussion
 - Acquisition

Labels



Search labels...

LABELS

Production



Collaboration



Investigation



Practice



Discussion



Acquisition

