

Trello Guidelines for Team Admins

Trello is a product designed to manage projects and can help organise any of your tasks. Information and Digital Services are currently investigating best practice use for Trello at Flinders University. Once Trello Business Class (enterprise version) licensing is available, IDS will release further guidance and training to support your use of Trello.

In the meantime, please refer to the guidance below to ensure your Teams and Boards are being used securely.



Admin icon

How is visibility different by Boards?

Boards are insecure by default and allow members to invite members.

Public

Designed for **public communication**. Disable for use at Flinders University.

Team-visible

Designed for **internal collaboration** work. Recommended to enable for all team members.

Private

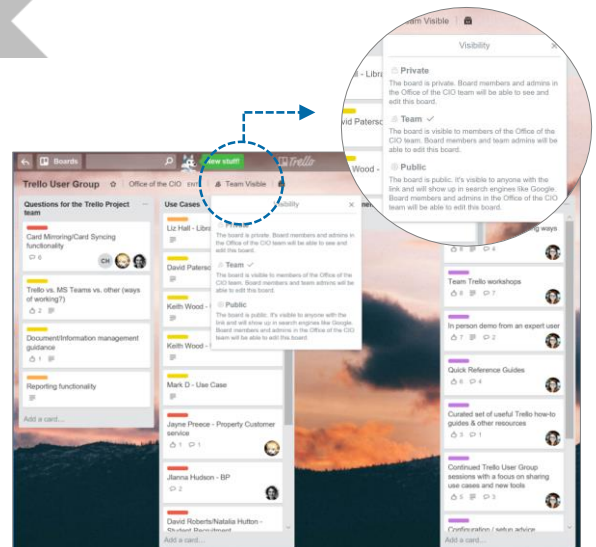
Designed for **individual work**. Recommended to enable for all team members.

What's important as a Team Admin?

#1 | Set appropriate visibility when creating new boards

- Board Admins should ensure their Teams and Boards are set to Private, rather than Public. (Public Boards are indexed by Google – the Internet never forgets!).
- Don't use Trello to capture tasks and sensitive University information including attachments classified as Highly Confidential.

<https://help.trello.com/article/789-changing-the-visibility-of-a-board-to-public-private-or-team>

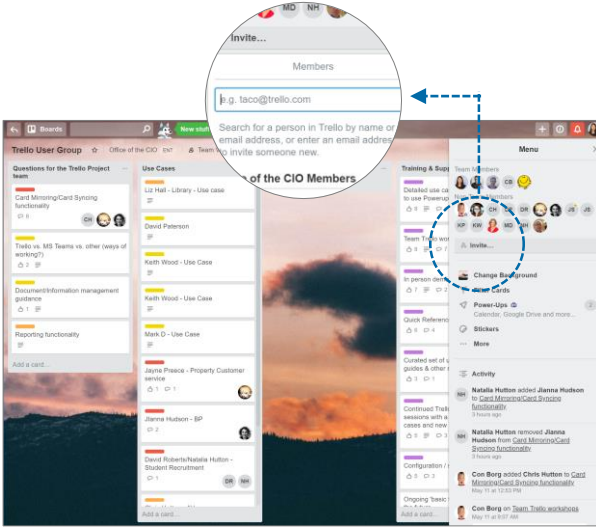


Have questions?

If you are not able to find answers from help links, please send an email to trellosupport@flinders.edu.au



More help available at: <https://help.trello.com/>



#2 | Invite new members using Flinders email addresses



Team Admins can add members to specific boards, but should only add members with an **@flinders.edu.au** email address.



Don't Invite new members who do not have an **@flinders.edu.au** account name.

**When you search for user names in Invite field, you are searching from all Trello users worldwide. This is why specifying the member using the university address is important.*

#3 | Disable new member invite features by your team members



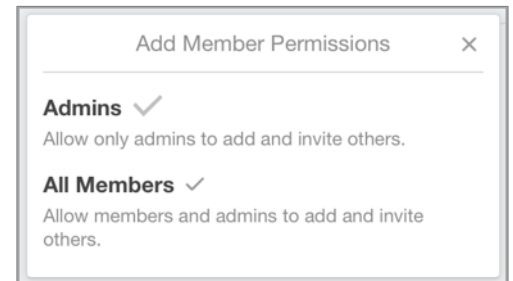
Board Admins should restrict the ability to add and invite new members for team members. This will ensure that only Admins can invite new members.



Don't allow any team or board members to invite other users.



<https://help.trello.com/article/791-changing-permissions-on-a-board>



What to keep in mind when using Power-Ups?

Customising your team board by integrating apps you use with your team by Power-Ups feature is a good way to enhance your project workflow. This feature is available from the Power-Ups button on the boards sidebar or the menu. (Only one Power-Up is available for the free version.)



Be mindful that some Power-Ups have an associated cost.



Carefully check to ensure the permissions that each Power-Up request contains are justified.



If sharing confidential information with Power-Ups ensure that a security certification is undertaken.



<https://help.trello.com/article/810-enabling-power-ups>

