How to use Monday.com

Task Board
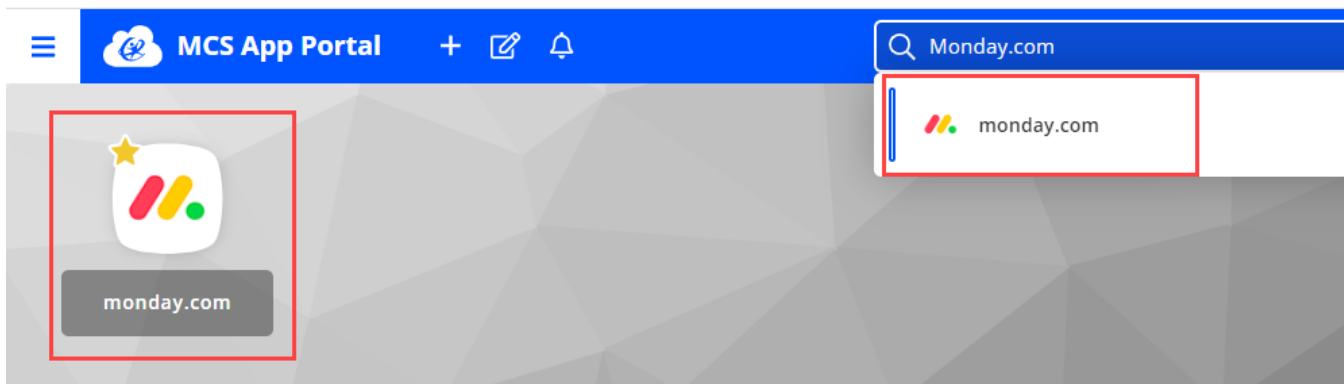
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Login to Monday.com

Depending on the users account, either a team member login or a 'Guest' login, sign into Monday.com using the credentials used to create the Monday.com account.

A app can be found within the MCS App Portal:

If using a 'Guest' login, navigate to modestocityschools.monday.com and take note of the email address that the account was created with. If a 'Guest' login is used, the login email with end in "mcs4kids.com". The password is set up when accepting the invite to create an account.
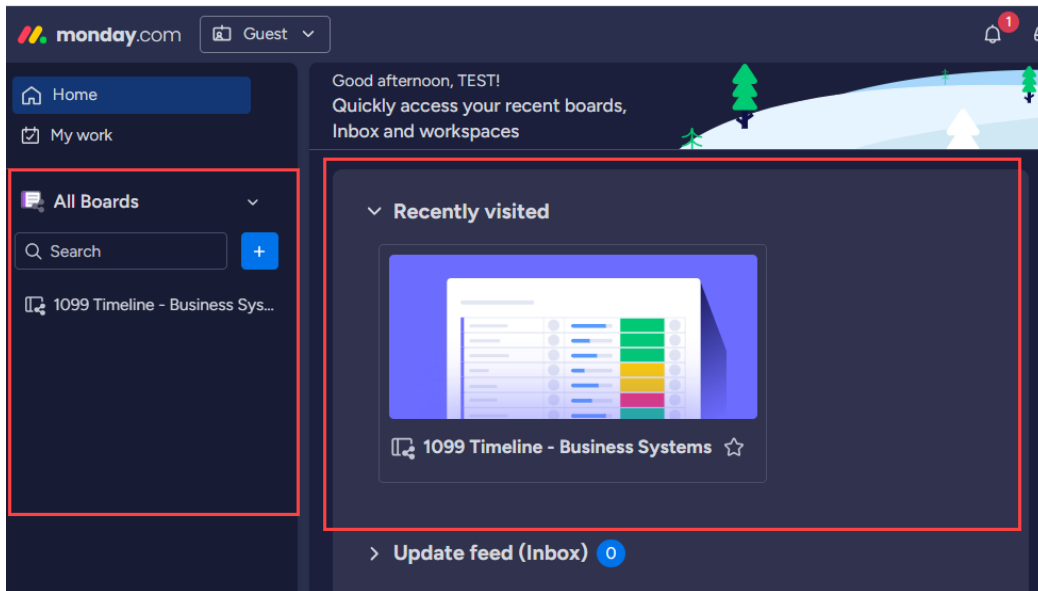
Navigating Through Monday.com

Upon logging in, the default landing screen is called the "Home" page.

From this screen, all task boards that the user is invited to will appear on the left hand side of the screen. A list of recently visited boards will appear in the center of the screen.

To view more details on a specific task board, click on either the name of the board on the left side of the of the screen or clicking the recently visited tile in the center of the screen.

Based on the logged in users invitations, there may be more or less boards available to choose from.

Clicking on "My Work" on the left hand bar will display all tasks that are assigned to the logged in user. This can be useful if the user is part of different boards, this view will allow all tasks to be seen on one page.
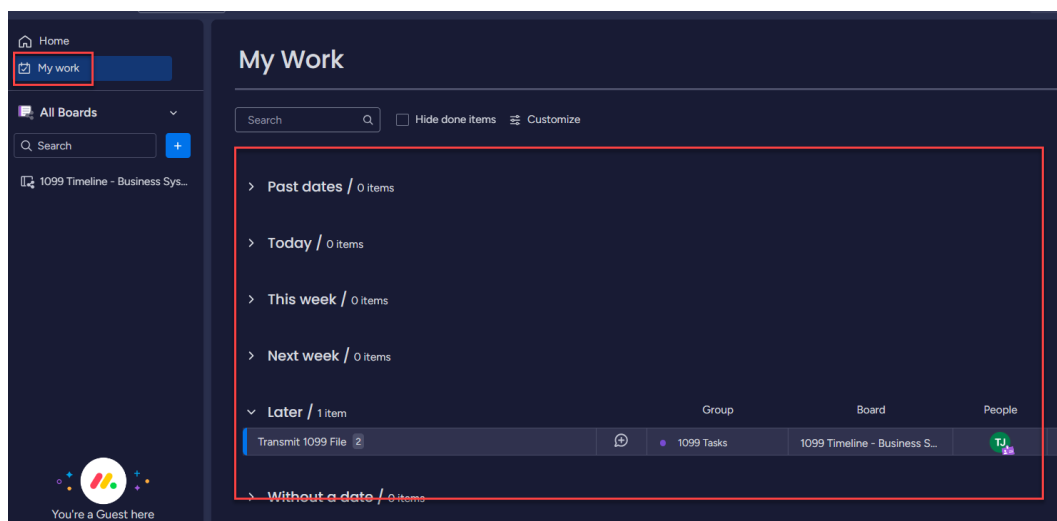
Task Board

Each board the logged in user has access to will have different usages, column, automations and more. No two boards are the same. Below are some basic navigation instructions:

A. Task Name— here is what a task is called or the action that needs to be taken

B. Notes—Clicking the chat bubble icon will allow for notes, images, attachments to be added to a specific tasks.

C. "Assigned To" — This is where a person can be assigned/can assign themselves a task to be responsible for. There can be multiple staff assigned to one task. Important to have as automated notifications will be sent to those assigned to the task.

D. Status — typically a status column showing what step a task in the process is at can be selected.

E. Sub-task — if a task has multiple parts, clicking the drop down arrow next to a task name will allow for sub-tasks to be created. Each sub-task can have their own updates.