Introduction to ClickUp

Welcome to Brainbridge Connections! We're excited to have you on board as you embark on your research journey. To help you stay organized and on track, we're using ClickUp. This is a tool that will allow you to manage your research tasks, track your progress, and collaborate with your mentor.

Getting Started with ClickUp

1. Accessing ClickUp

You'll receive an invitation to join the Brainbridge Connections workspace on ClickUp. Follow these steps to get started:

- **Step 1:** Check your email for an invitation to ClickUp. If you don't see it, check your spam folder.
- **Step 2:** Click on the invitation link and sign up for a ClickUp account if you don't already have one.
- **Step 3:** Once signed in, you'll be directed to the Brainbridge Connections workspace.

2. Understanding the ClickUp Workspace

The Brainbridge Connections workspace is organized into different areas to help you manage your research project. Here's a quick overview:

- **Spaces:** These are the main sections within the workspace. Each space may represent a different aspect of the program.
- **Folders:** Within spaces, folders are used to group related tasks and projects. For example, your research project might have its own folder.
    - Each folder resembles one overarching task.
        - These tasks are, Topic Selection, Research Plan Development, Data Collection, Data Analysis, Poster Creation, and Poster Presentation
    - In the "Overview" tab of each folder, there is a guide for each overarching task that you can refer to.
- **Lists:** Inside folders, lists are used to organize tasks. Each list represents a specific phase or milestone of your research project (e.g., Topic Selection, Data Collection).
- **Tasks:** Tasks are the individual steps you need to complete. Each task corresponds to a specific action item in your research process, like "Brainstorm potential research topics" or "Conduct preliminary literature review."

Using ClickUp to Track Your Research Progress

1. Viewing and Completing Tasks

Each phase of your research project is broken down into specific tasks in ClickUp. Here's how to view and complete your tasks:

- **Step 1:** Navigate to your project's folder and select the relevant list (e.g., Topic Selection).
- **Step 2:** Click on a task to view the details, including any instructions, due dates, and attachments.
- **Step 3:** Once you've completed a task, mark it as complete by clicking the checkbox next to the task name.

2. Setting Deadlines

Deadlines are crucial for staying on track with your research. Each task in ClickUp has a due date to help you manage your time effectively.

- **Step 1:** View the due date for each task in the task details.
- **Step 2:** Click on the due date to modify it if needed (consult with your mentor if making changes).
- **Step 3:** Ensure you complete each task by its deadline to stay on schedule.

3. Reporting Challenges and Roadblocks

If you encounter any challenges or roadblocks during your research, you can report them directly in ClickUp. This helps your mentor stay informed and provide assistance as needed.

- **Step 1:** Open the task where you're facing a challenge.
- **Step 2:** Use the "Comments" section to describe the issue you're encountering.
- **Step 3:** Tag your mentor in the comment by typing "@" followed by their name. They'll be notified and can respond with guidance.

Make sure to utilize the resources we have provided you with. Continue to work towards your tasks and meet with your mentors regularly. If you have any questions or roadblocks, don't hesitate to reach out to team@brainbridgeconnection.org!