Training Session

This could be one. So, it is one o'clock let's get started with our Zoom presentation today. This is [Slack] basics. Um, we will touch a little bit on maybe some of the more advanced stuff, but there is an actual, separate, more advanced, uh, class that I'll be doing later on. So, this is more of the basics-oriented view and, uh, we'll, uh, we'll, we'll jump in here. This may be review for some and ah, new territory for others. So, I'm just going to assume from ground zero and we'll, we'll work our way into it. Okay. So Slack is a fantastic messaging tool that works on your computer, on your mobile device. Again, phone tablet, um, can give you separate levels of notifications for when meetings come in and allows a lot of rich content to be posted to a team, or a group, or a course, or, you know, a select number of people. So, we'll talk about some of the hierarchy that, that the Slack deals with as far as how messages are handled, how you can get groups and teams together and differentiate some of that. Okay. So, um, we'll also look at when you go, when you go first to sign into Slack, how it treats you, what kind of, what the workspace technology is. Um, so, so Drew, we're going to get into some of the things you're, you're requesting right now in fact. So, the main thing I'm going to do today is share my Slack screen with you. So, you can see a real live view of where all looks like. So, I'll pull that up right now. Here we go. So, this is what my Slack window looks like on my PC. It's the same on a Mac, and obviously a, with your screen real estate, being a different size on a mobile device tends to truncate some things, but we'll get into that. So, I created a, what's called a channel, and let me back up for a second. We have very high-level organizational pieces, um, for the whole college. So, when you join first, join Slack, uh, for a faculty member, we put you into your division workspace. So that's a high-level organizational piece. Um, division one, two, or three, typically, most people know what those divisions, uh, equal out to. Okay. Um, as a Slack admin administrator, myself, I'm able to go in and make sure you have the right workspace assignment. Um, and that just keeps things a little bit contained. So, we don't have a thousand users in one bucket, just kind of separates those buckets out a little bit. So again, for faculty members, it ends up being by division. And so, I can see Drew, you just requested a join division three. That would be where anthropology is, and I'm going to give you an approval right now. If you look on my screen, in fact, I zipped down to, um, the Slack sort of administrator notifications, and I'm going to run down and say yes to your division three. Uh, no need for the others, because we're going to get into how those get shared out. Okay.

So, you now are in the system Drew. Congratulations. So, what that means is here's today's Slack class that I sort of created for demonstration purposes. So, once you get beyond the workspace level, and again, Pomona ITS has our own workspace. And most of the vice-presidential reporting structures have their own workspace, advancements, uh, Dean of the college has their own. Dean of students has their own. And in fact, Pomona students are in their own workspace. Okay? We'll talk about how to share the things you want to share across all of those different buckets, all those

different workspaces. Okay. Um, so once you've kind of sorted out what, what workspace to be in, this all falls under the Pomona College umbrella. We have paid for an enterprise or professional-level version of Slack. So, you don't have to go out and sign up for some freebie version. You have the officially Pomona sanctioned version of Slack. That's what, uh, Drew just did. He went to slack.pomona.edu, got himself signed in using the single sign-on method we use for everything else. And then again, as an administrator, I can go in and make sure he's in the right workspace. So, I've done that already, that for him. So, once you get in your division, so for instance, I, again, being an administrator, I will jump into division three's workspace. You can see, I have different access to different workspaces here. Within that division three, every workspace starts out with a general channel and that little hashtag symbol, that little pound sign means it's a public channel. Anybody in that workspace can join in and see what's going on. So, you can see, I actually use that general channel to post information about documentation.

So, for instance, if you're curious about how to use Slack or how to create channels, I have a nice posted little, a Box link here that has a nice link to all our Slack documentation. Um, I might be posting things about, "Hey, you know, we had an email outage back in September." Well, Slack is another alternate way to get that communication out if email is down. Um, so Slack is really nice. You can run it again on your mobile device, you can be out and about, and we'll get into that. Um, there's also, ah, Slack tips and tricks. So sometimes we'll post things in here about how to get some of the advanced features to work. If you run into trouble with, you know, un-archiving, a channel we'll, we'll describe some of that language here in a little bit. So just to point that out, you have a general channel, um, and then a tips and tricks channel that has that little concentric ring logo. So that concentric ring symbol means that, that channel is now been shared. There's some overlap, it's been, ah, shared across multiple workspaces, and that's how your, uh, generally your channels are going to be. You want to be able to invite anybody you want from anywhere around the college. So, let's get into nuts and bolts for a moment. You start out with your workspace, and you can see mine is, I have a VP. And so, it's all organized that way. And I can see all of the existing channels that we use, and they are a lot, and you'll see, most of them have a little padlock symbol that would indicate it as a private channel. So, we move from public with this little hashtag, a little pound sign, and they move into padlock, which is a private channel. So, a private channel allows you to restrict your audience even further. Public would, would be public per se, within your workspace, within your division, your dean's office, whatever for more general announcement kinds of things.

Then you get into a private channel that's more group, or team, or course specific. So, I actually created my example channel of today's select class. I made it private, so I can invite certain individuals who are attending. And I made sure it was shared out across all the various workspaces. So, I can invite anyone I need to, if you try adding someone from outside your workspace and you haven't shared it out yet, you'll get a little indicator that says this person is not in your workspace. Okay. The PDFs I referenced earlier, um, which I'll be happy to put it in the Zoom chat as well, uh, mentioned how to share that out, but I'll be demoing that live here in just a moment. So, you have, uh, uh, you may have an existing list of channels. I'm going to walk you through how to make one from scratch. Okay. So, a channel, uh, I just took to describe that is literally a, uh, an individual conduit for, for messaging. Rather than using email to blast across the whole department, you can keep it more tailored. So, it's very similar to emailing, let's say five people, and then you have that reply, all thread going back and

forth among everyone. Well, that gets a little messy in email. So, this is more akin to what you would see in a group text or a, uh, another kind of a group messaging app. Okay. You may be familiar with WhatsApp or GroupMe or the things that are very, very similar sort of organizational style. Uh, we'll get, we'll get into that. So, too, ah give you a live example. Uh, Kenzo from ITS is joining me today. He and I are in the Media Services channel. So, if I dive into that, it's a private channel just for Media Services. You have people saying, you know, we post funny pictures, uh, reminders of people saying, "Hey, I'm over here. I need some help," whatever. So, these are messages that have been archived back to the beginning of its creation. So, you can always go back and search for things that have been posted and get that information out. So, something that Slack did, there's a term in computer E's, it's called a backronym, like a backwards created acronym, after the fact. So, uh, the backronym that Slack came up with was searchable, logic, and container for knowledge, I believe is what they called it. So again, they just retroactively called it something clever. Um, but you get a whole history on, what's been posted in that channel. So, think of, think of these individual channels as individual inboxes in your email, individual folders that contain select messages, way better for organization organizing all your, your discussions. So, I'll go back to the example I gave, of my today's, uh, today's Slack class. Okay. And I'm going to use this particular channel as an example Drew has now joined the Slack system. So, I'm going to go in here and I'm going to add him. Okay.

So, Drew just give me a second. I'm going to type your first couple of letters there. There you are. And I click add. Because I already shared that channel out among multiple workspaces, that included division three, that you're in, I was easily, easily able to add you. Um, I could also add, ah, Friederike. I do believe you are in Slack already. So, I'll do the same thing for you briefly. Let's see. Maybe not. No, I'm not. Um, I was on sabbatical this semester. That's why I'm, I, I need, uh, yeah, I, I need this training very badly, but I'm not, I'm not there yet. No worries. Patty is on the call today. She mentioned she had been in here before, so I'll, I'll add her as well. So, you see, I'm just adding names, very easy to find. Um, and so now as I typed this Drew, if you have Slack open in your web browser, which is where you start, you've already been added to the appropriate channel. If you look in your browser where you were trying to add yourself to different workspaces, you should now see, ah, lit up with a big green bar that says open or launch in Slack. You'll see, division three has sort of lit up for you. You might want to refresh your browser window, but you'll see that active. That allows you to dive in. I'll try. Okay. So, if you're already at that window, we were trying to get into a workspace. Um, you should, you should now see where all those, uh, workspaces were listed and the division three should be lit up with a big green bar saying launch in Slack. So that's the basic process for getting into Slack on the browser and we will cover mobile devices and the actual desktop for Mac or windows, the desktop app that I'm demonstrating right now. There are some features that are only available to the actual app that don't work in the browser, and we'll cover that as well. So, I see green you're talking about. Okay. Um, so are you, are, are you in fact in the system now Drew?

Uh, yes, I am. Great. Can you see the message? I just sent out to that, that channel? Uh, let me, uh, let's see here. Um, if you look for today's Slack class on the left-hand side of your screen. Yep. There you go. Jump into there and you're welcome to type a response just as a, as a live example. Okay. See you soon. Bye. Hello, everybody. Ah, there it is! So, you can see my Slack is showing so-and-so is typing, right? If you're used to an iPhone and, and the messaging system, you see the, the little thought bubble, the dot, dot, dot, similar idea. It'll show you that someone's actually

typing. It's funny Kenzo and I happened to pop on a Slack the other morning, and saw he was writing a message to me. I happened to notice that. I said "hi," and he knew, "Hey, I was just slacking you." I'm like I know, but so we can do that. I can also put fun things in your life rather than just writing back with texts, for instance. And again, that's me. I can hover over your message, Drew, and add a reaction. This is very handy, uh, when trying to gather a response to something. Rather than everybody writing back okay or yes, I see this which can get a little messy. I can literally just click a reaction and say, got it. Well, thumbs up. Very similar to how you might do an, ah, again, a, a text message or something, right? So, when you hover over that message, you can see the number of, of different options, right? And you can see that, you know, Patty is clapping, and I give a thumbs up. You can see who responded with what. Um, among the reactions are there. There's gobs and gobs, is very much similar to the little emojis you would see on your phone. Uh, if you're not sure, type of type a word or phrase, and you'll get something related to, uh, to that, give you a silly cat with, you know, playing the piano or whatever. And so, this really contributes to the fun and more, I would say informal nature of communication, uh, with Slack. Um, email contenders sound a little bit stuffy. You're, you're very much concerned about that paragraph looking just right.

You'll find that Slack is generally a little bit more conversational, maybe a little more stream of consciousness, um, with the ability to go back and edit what you posted or even delete it, something you can't do in email, at least not very easily. So, if I was to write something terrible, terrible, right, I wrote some terrible thing and I realized later, um, that's not exactly, it didn't, it didn't have the tone that I wanted. I can either edit that and make it not terrible and make it great in fact. Okay. It literally does a live edit, and now it shows has been edited, but it shows a live change. And if I say, ah, you know, that was just dumb. I want it, I want to just delete it altogether. Buh-bye that message is gone from the thread. Now you can't delete other people's stuff, right. That's free speech, but you can delete your own. Um, and so there's been many times where I, I'm a little bit fastidious about my typing. So, if I see a blatant typo in there, I'll generally fix it just because I'm that way you don't have to, again, it's more like texting if you put an LOL instead of whatever, whatever, just fix it. Right. Um, but this is a nice feature where you can, you can correct something you've put out there. Uh, you can also, among the other options, you can reply in a thread. And so now this becomes very interesting, and I think convenient for a discussion thread perhaps in your class, in your team, in your, in your channel that needs to take place on the side. So, when I click reply in thread, it starts literally a little slide, side conversation. And you can say this thread, and there again, I typo it. I'll just fix it cause I'm OCD about that. This thread is about, and we'll just say a topic X, right? You may have to tell me X, Y, and Z, uh, on your discussion in class or something. Right? So, I, I put in this thread is now about topic X. You'll notice what happens now. It shows that, there's a thread exists. It'll say view that thread.

There's been one reply. And if you actually click into there, for those of you joining in live, Pat and Drew, and whatever, try typing over here on the side, something related to topic X, could be just anything, you know, just you throw it over there. What you'll notice though, is that it counts up all the replies, all the content, and anybody on that channel can dive into that thread either in real-time or later if they're interested in what that conversation topic was. So, it literally keeps that. If I close that down, that view, it literally keeps it sort of tucked away outside the main channel of conversation, but I can always dive right back into that, you know, that channel and reply to my, to, to that topic over there. Okay. So just one thing is really interesting that kind of breaks up the discussion. If you're familiar with Zoom and some of the breakout rooms, this is sort

of a similar concept. You can make that discussion happen on, on the side, and you can even say, um, "Hey, you know, Bobby Sue and Jim let's have you talk about topic X over in the thread." And you would literally just, just put that, you know. Uh, person, A, B, C use threads for topic, Y, or Z, whatever, right? And they could throw their conversation over on the side. And now they have sort of a new thread over here with more conversation. Okay. So again, I can dive into any of those. And I can search into any of those. Um, only people who were in these private channels, that would be the four or five of us today. Only those who were in the channel actively can do the search, can do the posting. So, the security slash privacy is just the same as you would have in an email with a very small audience. Only that audience, those recipients are going to see that message. Okay. So that channel now exists. Let's walk through creating a brand new one. Okay. So, I have done, sorry, really quick. I have done a little bit of organization. So, you'll notice a little star here at the top of my channel list. That star shows that I have starred that channel. It's a built-in organizational piece that allows me to have my star and my favorites if you will, of those channels. So, they're right there at the top of my channel list and easy to get to.

And you'll notice I've put myself there. I direct message myself. It's just a private notepad of links to things I don't want to forget. Um, things I want to take from my phone to my computer. I actually use Slack as a conduit. Maybe someone sent me a funny YouTube video link in a text. I put that in Slack so I can watch it on my computer later on the big screen, I just use it as sort of a holding pin, a little bucket, but then the class, channels I'm most concerned with, darts are our building safety folks. I'm involved in that. I keep those at a high level. There's also a low priority, a grouping, for things that are channels I don't, I don't actively get into that often, but I might want to peruse later. Everything else exists in a sort of a generic channels list. And when you go to the plus sign right here, next to the channels, you can either browse for existing channels. So, there might be one that you're curious about, maybe some topic. I could literally browse the channels. And again, you're browsing within channels of your workspace. These are public channels that exist or private that have been shared across or shared into your workspace. And now I can literally just browse through, okay, classroom team. I'm already on it, Client Services already on it, but a lot of these, are other, you know, other topics within ITS that we're interested in: Data Management, Data Science, so forth, and so on. Right? If I don't find the channel that interests me or it's one that I know I'm going to create, I just click create channel. It assumes public initially. That's what the little hashtag or pound sign would indicate. So, I'm going to call this something really clever, like mytestchannel. Okay. You can give it a better description if you like, but the channel title itself, there's no spaces. There's no fancy formatting. It's very, just simple, to the point. Okay. Uh, and I can get more elaborate. This is my test. And again, I'm in, I'm not worried about that. This is my test. I'm twittering this test channel, uh, for fun. Okay. Now right off the bat, I know this is going to be a private channel where I only want to invite certain individuals. That's going to be a closed team if you will. So, I'll make that private. That adds a little padlock right here. Do not worry about clicking this share outside Pomona college. That is doable, but we don't recommend using this particular method. Okay. We'll show you how to do that in just a second, because you may be interested in sharing a channel with a cross-registered student. Who's not part of the Pomona system? We can, we can show you how to add a guest who goes to Pitzer, or even outside the 5C, and some collaborator you're working with at another university. You can add them to your specific channels as a, as a freebie guest. Okay? So, I'm just going to skip that sharing button and click create. We'll remind you the PDF library I

shared out earlier, all of this is spelled out step-by-step, but it's always good to see a visual. Nothing else I'm going to do here. I'm not ready to add people yet. I'm just going to say, skip for now.

So now this channel exists, and it's literally called mytestchannel. I'm going to give it a star just so I can scroll up and find it a little easier. I'm going to throw it up here under mytestchannel. And I'm also going to notice that thread from the other channel, from the today's Slack class, is still showing over here. Public can look back, so if you had a question. Public can, actually a public channel you can go back in earlier posts as well, a public or private, whoever happens to be, have access to that channel, can always search back to the beginning of time when that channel was first created. Okay. So now I'm going to go into mytestchannel. And again, that's where I have a blank slate right now. I am the only person on this channel. And so, before I started inviting people who would potentially be outside of ITS, that was my goal for this particular description here, I'm going to go to the little info button here at the top right. And go to the little information panel. That breaks out more things I can do with this channel. We looked at adding people, for instance. Um, we'll get into pinning things, et cetera, but now I want to go into the more button and go to additional options, more, additional options. And this allows me here now to get into adding other workspaces. So that's the, that's the key to making sure that the channel you create is invitable or that the people are invitable who are outside of your little bubble, your, your little bucket. Okay. I find it most convenient to simply add all workspaces. This doesn't make the channel public. This doesn't mean everybody can see your things. It just means that everyone is potentially invitable I by you on a one-to-one basis. Okay. So, I'm going to review that change and they say, yep, I'm going to help you with that and save. So, notice now the, mytestchannel, give it a couple of seconds.

That little concentric ring symbol is now present. That shows me I can now start sharing this channel with people outside my native workspace. And so there again, I can now click add, and again, I'll pick Drew for an example, and I'll pick Patty for an example. Okay. Now I've added the two of you that channel, and there's nothing else you have to do. That channel will literally mysteriously show up in your Slack channel list, much like the today's Slack class did. Mytestchannel will simply magically start to appear within seconds. Okay. There's no refresh having to do. And now I can see Patty is typing. She's clearly in there, um, having a great time. Okay. If there's something that I want to make, uh, particularly for this new channel, I'll use the example of a course you're putting together, and Drew in this case, this is something that you were interested in potentially. I could make this class, let's say anthro101, generic title, right? You could put a Box link or other link to the, uh, to the course syllabus. I'm just, this is a placeholder. This will be a real link for you, Box link to the course syllabus. You would then hover over that message. And one of the more actions you can do, it says pin to the channel. The little thumbtack will appear at the top of your channel description, at the very top here where the star was. That little thumbtack indicates there are pinned items and how many. And then within that info button over here, you can see there's a pinned section. This keeps your course syllabus or other pertinent information about that channel readily available for easy, easy reference. Even if this was six months ago, that pinned message will appear front and center. Okay. Very similar to what, ah, Twitter has. You can pin a tweet to your, to your system to make sure that, that tweet is always, always visible. Same idea here, you just pin that message. Okay. Pinned by me, et cetera. So, this just gives you an idea of some of the things that you can do.

Now. Of course, I mentioned Slack, ah, can, can transmit, and receive rich media. So, pictures, videos, actual documents, PDFs, Word, et cetera.

So, you can take a document. Um, it could be a shortcut or something. It could be a picture of something. Um, I have some very generic data I could throw in here. If you click the little, uh, the little paperclip symbol, it's just like attaching a file to an email. Well, then it'll bring up my native, my operating system, browser, you know, file browser system, Windows Explorer on windows. It's the little finder window on, on Mac. And I'm going to find a very innocuous, uh, picture that I have been using for one of my, uh, Zoom backgrounds. Let's see if I can find that really quick. Okay. Here we go. So, I, I found a nice little profile pic of myself that I, that I have you been using for, you know, Slack and Zoom, and other things. And I can throw that in. Had I had it readily available on my desktop, I could've just dragged it in. So again, the same thing works for PDFs, for documents, or whatever. I could just throw a picture in. And so, this is what makes it again, a nice interactive kind of thing. You could upload a, a video file from your phone. Um, I use the example of darts a moment ago, the building safety folks. Um, when I'm out and about on campus, which y'all remember, remember when we were on campus, it's been a while, or in the future when we are, um, if I happen to notice some safety hazard, I take a picture of it and I put it into the darts general. I say, "Hey, FYI." And I might, I might actually put the little at symbol so I can write at and tag someone's name. I might mention them, right? So, I might say, uh, at Drew. So, this is probably sort of, kind of gets your attention. Hey, Drew, uh, saw this in Han today and it might've been, um, you know, some hazard, some whatever it was. And then what happens is drew gets a little, a little ding, if you will, a little, a little flag, uh, that gets his attention. This is particularly relevant when you change the level of announcements or the, uh, excuse me, the, the notifications between either the desktop app or the mobile version, you can have different notifications. So, I'll give you an example. When I'm on campus and we're helping support Media Services events, and we're doing a setup for something, um, I want my phone with, which has, you know, Slack on it. Any, any messages that come through to that Media Services channel. I want to know about that in real-time. It could be a change of schedule. It could be a change of venue. I want to know that information right away. So, on my phone, I tell it always alerts me when a message comes into that particular channel, just make the phone's alert system, go off, ding, blur, whatever. Right? But even, even my smartwatch is going to vibrate. Okay. Um, other channels, I don't need that rapid response, instant notification. So, I, I don't have those as always tell me things. There's also options for, if my name is dropped. If someone ats me, they're clearly trying to get my attention. Notify me. Okay. No matter what channel it's in.

So those levels of notifications exist within Slack. Um, in, in fact, if I click on my little profile pick here at the top, top little window, top area of Slack, I get the, the ability to change all my preferences, including notification settings. So, if I'm on vacation, I can set myself as away. I can snooze notifications if I'm at lunch, I can just snooze. Early on in our, in our online life, when things are shutting down, I was getting Slack messages all the time. Everyone needed help with everything. Right? I need a laptop. How do I, how does VPN work? What do I do? What's a web camera? How do I do all this? Right? So, I would typically have to go in and just snooze it for an hour at lunch, just to get a little, a little clarity, a little peace. Right? But then it lights up again, or I can set a schedule. So, this is what I've done. I've gone in and say only light up my notifications weekdays from eight to five, basically when I'm on the clock. Now, if I have the app open, I'll still see a message came in. So, when someone Slacks me, but it's not going to set off all the bells and whistles. Right? So again, it gives you a little bit of separation

of work, life, home, life balance. Right. Um, so I've done that schedule and I really liked that, that thing. And I can also go in and say here again, direct messages. So, if someone DMS me, which we're going to get into in a second, mentions, so they put at Matthew Walker, or I can even specify certain keywords if it's, you know, some red flag kind of a thing that I need to know about. And I can also say, use different settings from my mobile devices. I often do that when I'm on campus. So even if my desktop app wouldn't light, light out, I really want to know on my mobile device, if it's again about an event or a place I need to be okay. I just want to point that out. That's all available within your preferences for notifications. Okay. So, there's my picture. If I decide, eh, you know what, that, wasn't a great picture. I'm going to delete that. Well, guess what? I just delete it. It's gone. It'll take it out of the channel. Okay. Likewise, if this is no longer relevant, I might take this out. Okay. The message I wrote to, to Drew. Okay. So that's a little bit about the, the content you can do. And again, if I decide to drag a PDF in here or a Word document or whatever, you can look at it directly inside Slack, or you can choose a little download button and open it later for, for full viewing or editing. Um, so again, if you decide, you want to throw your syllabus as a PDF, straight into the channel, and then pin that well, that's a great idea. Okay. You could do that. Or you could just pin that link either way, whatever you're comfortable doing. Um, at least that way someone can go back and say, oh, what was the syllabus? They could click that search button, type the word syllabus. And it would come up in that channel. Okay. So, this search button right here on the, on the top, just says search Pomona college, right? Which just means any channel you have access to; you can search inside. If it's a private channel and you're not invited, you won't see it, it won't search within that channel, which makes sense. And by the way, let's say you create that channel as public and later on decide, ah, you know what, this, this is really more of a tailored thing I want to keep private. You can convert that to private, but you can't go the other way.

You can't take a private channel and make it public, because then that would disclose that private conversation to a larger audience, defeating the whole purpose of a private channel. Okay. So, you would just either archive the channel that's equivalent to deleting. It kind of sucks it away for months, you know, for months before really getting blown away, uh, and just creating, create a new channel that you want public. Okay. So, here's something I searched on recently. I was looking for a particular link that my colleague Robert had sent me. So, I say it's from, at Robert concerning about something, the portal. And I got those results. I can say, only look in this channel. So, I want to search in the darts channel. I get a, a history now of recent messages that were sent there. You can see that, uh, I posted some images. I posted a PDF, uh, inside that channel. And here's what PDFs look like. It just renders it like a full page. So, you can see how PDFs get rendered, or you can download that for full-blown, you know, opening in an Acrobat pro or whatever. Okay. So, let's give you an idea that documents you, post messages you put in there are easily searchable months, you know, in the past, all the way back to the beginning of that channel. Okay. So, I know I'm, we're drinking from the fire hose today. This is a lot of information. Um, but I did want to talk about a couple of fun things you can do with Slack as well. And we use this all the time within ITS right? We have a general channel, and a lot of it's just, "Hey, good morning. How was your weekend? Nice to see ya." So, we'll, we'll just throw in a nice message about, "Hey, you know, hope everyone had a nice Thanksgiving," just the social kinds of stuff that we like to do, because we can't see each other like we used to. Um, we, there's also a fun tool built into Slack for sending giphs. Okay. So, if you're not familiar, giph is like the little, the little moving pictures and things, um, and you can type the word

Giphy. So, the way Slack handles these is you put a little forward slash symbol. And that means I want to use one of the built-in functions. And there are many, many of them for doing things as, as, as obvious as, you know, collapsing the continent of a channel, throwing in a fun Giphy. Um, there's other admins for looking at your Outlook calendar. So, if you wanted to see what was on your, on your calendar today, you can, you can type slash O, cal. There are all these little tools and, and little add-ins that you can put in there. Now Giphy is just one that's fun. And if I, if I type the word slash Giphy, I type, I type of keyword or phrase. It gives me a list of what it thinks are relevant, little fun images that I can shuffle through and find them, find your favorite one that kind of looks kind of fun. Oh yeah. Okay. So, you just find one that seems relevant, and you just send it off. So now the whole channel can enjoy your sense of humor. Okay. And if this gets to be a little much, and people are going nuts with it, as people tend to do with new fun things that are shining, um, I could put in a search phrase like enough. Right? And I'll get like, yeah. Oh boy, there we go. As your channel starts to fill up with all of this stuff. Right? I don't know about you, but let's say I had Slack over another window. That movement, that, that moving picture drives me crazy in my peripheral vision.

So, you either hit the little triangle next to the post and it literally collapses. It collapses those things. Right? Oh, good. Drew, Drew threw one in. Right. That's awesome. But I, if, if I didn't wanna have to do this a hundred times and click a bunch of things, guess what? Slash collapse. It collapses all those files and just, they're still there, but it's sort of tucked them away. If I want to go see what Drew posted later, I click this little triangle and it opens back up again. Okay. So that sort of thing has these extra little bits and pieces in there that make this is a really useful tool. I could likewise type the word, expand, and guess what I get? All that stuff right back. But because of my ADD, I will type the word collapse and, ah, silence all those pictures. So, there's, there's loads and loads of things. And if you literally just type the forward-slash symbol, you start getting a whole host of a list of browsable list of things you can do. Some of which are related to specific add-ins and tools or apps that we've included in our workspace. Okay. So, you can, uh, anything from the Giphy thing, I showed you to polls that you can send out. So, every morning I'll give you a live example. Every morning, my director Joe sends out a poll to our team just to find out who's on campus and who is working from home that day. So, his poll is very straightforward. I am today working from home online, maybe I'm out six. I mark myself offline. This poll comes out every day. Now I should point out this is a page feature. Some of these things that give you a freebie two-week period, 30-day period, but do cost some money. Others are completely free and don't cost a dime. So, you know, your mileage may vary, but this is a useful enough tool that you've ponied up some dollars for it. A lot of the other integrations though are completely free. So now if I, if I zap back up to my list here under the more button, under all the things I can do is a button called apps. So now you can see there's a ton of apps. I mentioned the Outlook calendar.

I mentioned Giphy. There are nice integrations for Zoom. So right from within Slack, you can type slash Zoom and type in a topic. And it creates a Zoom meeting on that day and puts it on your calendar. Just amazing stuff, right? There's a whole host of integrations with other systems that we already use on campus, like Box. Um, the, the list goes on and on. You're welcome to, to, to fly through this list of apps and find one that, you know, suits your needs, uh, or go to the app directory here. And it takes you out to this, to the, the Slack website with about a thousand of these things. Okay. Um, another live example, there are folks within the math department or other, other things that might be discipline-specific who want to use certain mathematical notation, much

like a tech does, um, on the math side, that's T-E-K, right? For doing formulas and equations and so forth. Well, there's a mathematical notation TEK equivalent for Slack. So, you can send out that advanced stuff, or if you're into stats, or other things that you want to throw in there, if you're in econ, whatever. Um, so a lot of those things are tailored to your channel or your workspace that may pertain only to your discipline. So, I point that out, this stuff gets into a little bit of the weeds, and I do cover this in my more advanced class of Slack, but just wanted to point out that there's a ton of things that you can integrate into the Slack system that makes things really convenient. So, I'll give you another example, just really quick. Um, if I go to my channel and you can see some of the things I've put in here, nothing super-secret, I got some COVID results, negative. Yay. You know that I wanted to look on my computer, uh, serial numbers of things I use all the time. Just, just, just, just my, my, my notepad to myself. I could type this, command slash OCal, that's my Outlook calendar. And I just say, yeah, you know, show me anything from today and defaults to my, uh, events that I have for today. Okay. So, update my notifications, all the different things I can do. So, if I slash OCal today, we have a list, events that are going on in my life. Oh, look I had a staff meeting this morning and here's our Slack class going on right now. It went to my calendar, pulled those things out, and showed me right within Slack. So again, just a convenient feature. Could I go to my calendar? Of course. Um, but one thing I like about this particular integration is I get a one minute before the event alert in Slack. So, if I've walked away from my computer and I'm in the kitchen grabbing a snack, I'll get a Slack message saying, don't forget that thing starting because I probably snoozed all my calendar alerts. And I probably she, you know, said, "Oh, I got it. I'll go back." I tend to be forgetful. I get that last-minute reminder about things. I personally find that really helpful. So don't miss out on stuff. So again, just, just an example of the kinds of things you can do. It's a very powerful tool. I think of Slack as being sort of a Swiss army knife of communication outlets, where you can kind of get all the different little pieces in there. And, um, one other thing I'll talk about besides channels, and I meant to mention this, direct messages. So now we're talking more about, uh, more akin to what you would get if you text someone or you're in a small text chain, perhaps. You can create a direct message that is individualized to a single, in an individual, again, like a direct message in Instagram or Twitter, or a text message. It's just between the two of you. And I use that all the time, for direct communication, or an impromptu group discussion.

I'll let you and do a little peek into my life here. Um, there's four of us within ITS that live within a few miles of each other that enjoy bike riding. In fact, we would ride to campus often back in the day. Well, about once a week, we still like to go riding. And those of us who go to campus once in a blue moon, I'll go all the way and they'll go about halfway and turn around. So, the four of us have a little group message going about biking schedules and things. And something that I've found to keep from getting flat tires on my bike all the time, you know, and there's various things. We could post our ride and here's the circuit I took today. So, none of this is super-secret. That's why I'm showing it to you. But, um, you know, it's still, there's still a private discussion within the four of us. Okay? So those, those DMS can come up. The alert looks like this. Here's Joe, sent me a direct message a couple of minutes ago. Um, I'll respond to him in a moment, but it shows you how many messages you have either in that direct message or again, in that channel. So, the notifications are, are, are there to show me on the new thing to do. All right. So, I believe I've touched on some of the highlights. One more I meant to mention before I, I sort of opened this up for any random questions. I have a number of things that I have saved that I sent out to others or were

given, were sent to me. So, here's a, here's a great example. There's a saved section over here with a little bookmark on it. If I wanted to save this particular message that I sent about these little, little, you know, thorn stoppers for a bike, there's a little save button, like a bookmark, and I can push the save button. And that puts it into my saved items over here on the left. So, I've saved a number of things. Okay. So, there's that one I just did, or I can go backward a little bit. And what do you know? There's that link that I send out to folks often, right? All the time I'm sending this link out to remind folks about how to get to those resources for Slack. And in fact, I'm pasting that into the Zoom chat right now. So, you're welcome to grab that and perhaps bookmark that for the future, uh, our documentation for how do we use Slack, which includes a PDF that says Slack set up for faculty. Really, it applies to anyone, but I was using it for a whole lot of faculty. And initially, that gives you a nice workflow diagram of creating a channel. Is it public or private? Do you want it to add someone to your channel? Do they exist outside of the college? Which I promise we're going to cover all those things. And then since I often forget who is in what division well share enough, there's Drew and Andrew division three, reminder to me to make sure people are in the right spot, in the right bucket. Right? Um, along with some instructions, I've been given, all kinds of things I want to just save for later. I put that in my own personal bucket. So now I promised I would show you how to share channel to someone who doesn't even go to Pomona, outside the system altogether. All right. So, I'm going to go back to mytestchannel. Here we are.

I've demonstrated how I can add people who are within the Pomona, you know, ecosystem really easily. I hadn't done Kenzo in here yet, but again, just type the person's name. There, they show up. Boom, add them in. If you want to share this with someone who's not part of Pomona, let me demonstrate how that works. And again, this is covered in the PDF, but it's worth looking into. Click your top-level workspace label. So, in my case, it says ITS, yours would say division something or other. Okay. You click that and you say, I want to invite people to my area, to my workspace. So, I would say invite people to Pomona ITS. And now we get into some of the terminology. In your case, you'll be choosing multi-channel guest. Members we don't need, they can sign themselves up, right, cause they're from Pomona. Multi-channel guests speaks for itself. You may have a, let's say a Pitzer student who's enrolled in potentially more than one Pomona class. For any of the 5C, 7C really, students or faculty, we recommend using multi-channel guest. For the potential later, they might be enrolled in another course. This just makes it super easy for another professor to simply say, add. Once they've already been invited and they accepted the invitation to your channel, now they can simply be added like I did for a Pomona person. They can just be added to one of your other channels or anybody else's channel, just makes it really super easy. The single-channel guest is there for someone who is likely outside the Claremont Colleges altogether, and really only has a very singular focus on your channel. Okay? So that single-channel guest exists, and it says this account type is free. It doesn't count against Pomona College's; overall license count like multi-channel guests does. We're fine with consortium folks being multi-channel. We have enough licenses for our cross-reg, but if it's someone completely outside the consortium, we suggest using single-channel guest. Again, if it's a collaborator you're working with, with your course, et cetera. Okay. Uh, going back to my, my darts example, our building safety folks, I have a single channel guest who is our third-party consultant, our, our safety coordinator, um, person. Okay. Um, he's one of our contractors. So single-channel guests, if they're completely outside the Claremont Colleges, and go multi-channel if they're inside. So, I'll choose

multichannel and I'm going to choose, you know, joestudent@pitzer.edu. Okay. So, there's their name. There's their email. Um, by the way, could you simply copy and paste this information from your course roster?

Of course. And in fact, if you were clever, what you would do is you would take that Excel spreadsheet that you get. You can, you can get a dump of that, uh, from the portal, right? You go to your course page, instructor, get your roster out as an Excel file. You can sort your Excel file by email address. That keeps all the Pomona edu's together and then puts the Pitzer's on the, uh, other cross regs down below. You can select the entire column of Pomona student addresses and paste them into that ad box I showed you earlier. So, if I was adding an individual that's already in the Pomona system like I did for Patty and Drew and so forth, I would just need to paste that whole line of addresses in the toolbox. You can add your entire course in one click. Here, you can copy and paste your cross reg students, again, out of your roster, directly into here for as many as you need. I'll choose five as a random example. Copy-paste, copy-paste, just get them all in here. And then because they are multi-channel guests, you can then select which, with, which channel or channels specifically that you want them to have access to. So, I put the name in the email, the name. And I'm going to choose mytestchannel. Start typing the name of one of your channels. It'll pop up. And it, that specifies. Now the line is blinking, meaning you could add another channel to this multi-channel guest. If you had chosen single-channel guest, you'd have one option. And that's it, like it sounds. Now very important. Click a time limit. Don't choose seven days if it's going to be a course, right? Don't even choose 30 days. Make sure that's enough time for that student to have access to your course discussion for the entirety of the, of the term.

So, what I recommend is, go custom. And in the, in the case of what we, we just wrapped up. Right? This, this fall semester is now over. I could have put, oh, December 4th, let's say. That was the last day of finals or extend it out a little further. If you want, if you want to discuss grades, or I don't know. Throw in throw in the last day of the month, whatever you want to put. Okay? But make it something that seems reasonable towards the end of that semester. And you're good to go. Okay. Otherwise, it will expire their account prematurely if you set seven, 30, 60 days. And we've had that happen for folks who just, who just kind of clicked through, didn't really pay attention. Okay. I would now click invite those guests. That's it. Everybody who I put their email address in here, is now going to get a little invite link so that generic Pitzer student is going to get a little link in their email. They click it, they're invited into the Slack system on Pomona's side. They create their own password. Their login is just that email address and then they create their own password. And then they get in, they're a guest in our system. Okay. Now I promise as we're wrapping this up, Drew, I know you want to talk about how to get this on your phone. Okay. So, um, I'm going to back out of this. When you go to slack.pomona.edu, that's how you first get in there and get yourself set up for all your, your, your initial access. But you can also go to do a simple Google search for Slack download, super simple. Right? You'll get a link that shows you how to download the actual desktop app for your Windows or your Mac computer. When you download that app, the first time you go to sign in, it's going to say, oh, here's your various options for how to sign into this. You want to choose the option that says single sign-on. It's simple as that. And again, I've mentioned that in the PDF library that I shared out. Okay. And then you'll also see a note that says, oh, I need to put in this particular name, happens to be pomonacollege.enterprise.slack.com. Okay?

Don't worry about writing that down. It's in the PDF I shared with you, but that's what you put in at the very high level, when you first sign into the phone app or the computer app. And that recognizes that as, oh, you're a Pomona person, and it gives you the single sign-on option. Okay? An app for that for Slack? Yes. So, on your, on your iOS device, you'd go to the usual Apple store in the app store and just type in Slack. And you'll see the little Slack logo. Okay. Likewise on an Android. It's just the, my Google Play, type in Slack. When you first go to sign in, it's going to want to know who you're a part of. Okay? What organization you're a part of. And that's where you put in. And again, I'm gonna, I'm gonna, I'm gonna write this out very explicitly in the chat. You put in Pomona college. Now I'm typing it in two places. Now that's fine. I'll put it in both. In fact, I'll just, I'll put it in the chat. If I meant to put it. One word. Pomona College, no space, dot enterprise. And it assumes the slack.com ending. Okay. But I'm just going to put it here in the chat, uh, for, for posterity. Okay. So that is the very top-level thing to put in when you first sign into the app, whether it be desktop or mobile device. Put in that string. Then it says, oh, you're a Pomona. Would you like to use the, the, the CAS, the single sign-on option? And you say yes, I would. Okay? And you log in, like you would, right with your usernamename@pomonaedu just like it is for the portal and every, every other system. And at that point, it reflects anything you already have access to, all your channels, all your messages. It's all, it's all there because this is all, you know, this all lives in the cloud. Okay. All right. I've been talking a lot. You're probably tired of listening. I'm going to shut up for a second and ask any questions you want in the remaining moments we have.

Hi Matt. This is George Boris. How are you doing? Um, I've just been contacted by AAUP of Claremont Colleges, that they use Slack a lot. I haven't used Slack, so I will go on Slack. And I have your address now, the address. Do I have to contact them, or do they contact me in terms of creating the channel or both? If, if the channel is going to be, uh, created, uh, outside Pomona College. So, this a part of the Claremont system, right? Yeah. AUPP is part of the Claremont Colleges. Um, the person who was sort of running that show, they just need to invite you, much like I demonstrated for inviting a non-Pomona person. They simply invite you in that same fashion. They would send to you a link that would get you into their Slack system. Okay, good. Okay, good. So, um, and again, you'll notice that in my Slack window, I have a number of these little workspaces over here on the left. Uh, these all happen to be Pomona-based, but I'm also on my work Slack instance. I've added some things where I am part of a 5C committee. And so, they invited me to join that system. And it just shows up as another entry over here on the left side of Slack. You'll have your Pomona bucket, then you'll have your AAUP Claremont bucket to, to look into it, but you can operate it all within one app. Okay. And so, I go right off Google, I go to slack.pomona.edu. That's right. Find up in my division and so forth. And then, right. That would be your first step of getting into the Pomona system.

And then as far as AAUP, or really anything where you're going to give me a part of something outside Pomona, they simply invite you. Okay, good. Yeah. Yeah. Um, on courses, um, Sakai forums, I don't get a lot of responses to, so I'm thinking, well, is Slack, um, something I could use for quarters discussion outside of the class?

Absolutely. And it's a fantastic tool. And I'll tell you again... Okay, that's what I hear. And I'll tell you that students are already using Slack. So, they're used to it, right. Even before Pomona really kicked in, into overdrive and using Slack, we found that they were, people were using it on their own. We had research students working with their faculty members over the summer. They went out and created their own little Slack

thing that the freebie version for those little discussions. So, they're, they're used to this kind of tool. And again, it's also because it runs on a phone, they're used to seeing notifications on their phone. They are far more likely to respond to a Slack message, than something they have to log into in Sakai on a computer. Out and about whatever, phones are ever-present. And they're always on the person pretty much.

Right. Is that true of Sakai blog as well? I would say so. I don't have a lot of experience with that. Yeah, I don't either. I would say anything, anything to do with Slack, where it, or sorry, with, ah, Sakai that it really operates best on a computer screen where you're not going to have as much of a real-time reaction to things. Okay. Okay. Okay. Well, good. I, I'll try, uh, uh, thinking about that in terms of, as you said, attaching the, the class list to this is the sort of mechanism. Okay. Okay. Thanks for that.

One other thing I meant to mention, um, and, you know, Friederike go ahead.

Sorry, I'm just, um, to follow up on what, um, George, what you just said. Um, I was wondering since I wasn't here this semester, if, if some, um, colleagues have decided to sort of use this instead of Sakai, more or less, because it seems so much more accessible and still you can do a lot of the things that you can do on Sakai or is, do a lot of people sort of use a dual system, or how has it worked best for our colleagues?

I can answer that based on feedback I've heard from other professors is that the Slack discussion has become the primary conduit for that. Not the only one. So, there may be, there may be times where you want to post other things in Sakai. Well, guess what? You can put a link to your Sakai blog or information or resource in Slack. Slack becomes the entry point to get to those other things, but a bulk of the conversation that's happening within Slack. That's been my experience.

Okay. Yeah. Thank you.

Nothing prevents you from using email or other things. And of course, initially, you're going to email your class and say, "Hey, everyone, get into Slack. If you don't already have access to the system." And, you know, again, that PDF library that I linked out and you could send one of those PDFs that specifically says how to get students signed up in Slack. Right? So, if they're, if they're new to it or are, those, all that, those resources are there to help you get in. So yeah, Drew, I'm gonna, I'm gonna put that, uh, that string we just talked about here in the channel, just sort of visually, so you can see it. Um, but again, I want to point out that this is, if I go back to my saved items and I go back to that link of Slack documents, that's going to open in my browser. So, you're not going to see this for a second. This link will take me to a little FAQ page and talks about where to get the downloads for the app itself, what Slack even is. And that string is listed there as well, but happy to put it in multiple places. By the way, the back button is a lifesaver. When you're jumping around different channels back and forward is much like your browser. You can go back and forth through different channels, uh, or, or, or even, ah, direct messages. And I find that super helpful. All right, anybody else want the last word? Alright. And the last word is mine. Thank you for joining me today. I am going to stop the sharing and I'll end the recording and, uh, thank everyone for your kind attention. Hope you have a great day.