

0.00
So if you didn't hear this meeting is being recorded. 00:00:06
Sorry, and thank you very much for reminding me. 00:00:11
So we're here to talk about slack what is it, slack at ASU, who can use it slack at ASU, what the common terms are so you kind of 00:00:19
Are familiar when people start throwing things around. You know what they're talking about, or have at least a little bit of an idea, how do I actually access slack and use it. How can I be a model, model slack citizen. This is 00:00:34
Really important. 00:00:35
Because it's a communication tool. And there are some 00:00:41
Rules, but 00:00:43
I will. There are rules around using any kind of communication tool when you're in a public institution 00:00:49
So talk a little bit about that and then how can I get slack on all of my devices because I really want to be connected. I want to know what's going on. I want to have my finger on the pulse of what's happening in the teachers College and across the 00:01:04
Universe, so slack is the equivalent of issues digital campus. It's a collaboration hub that enables real time communications and 00:01:15
Connections in a searchable platform for real time messaging content sharing learning and even more, so you all can read, but I'm going to read these slides. Anyway, just for the fun of it. 00:01:27
So slack is if you can imagine it, it is Arizona State University in a digital for it allows us to connect with people who are not only in the teachers college but all across ASU, so it is 00:01:46
It's a tool that makes a quick connection very easy. It is a tool that allows the kind of captures conversations 00:01:56
And in some of the conversations and 00:02:01
It catalogs that history and you can drop somebody into that space, and they can then pick up from wherever that conversation started. So we'll talk about that. Look at some of the fun things you can do with it. So, who at ASU has access to slack people every working use Slack. 00:02:22
To instantly work together or deeper in developed projects and solve problems for people here at Arizona State University that can use it, students, faculty and staff. 00:02:35

Back what last year, year before some time in history. There were a lot of people that were using slack. But it wasn't a university

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Supported tool wasn't in a slack Enterprise Edition. And so we had some folks at Teachers College that were using it. We had five or six different

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Departments that were using it for their own purposes. And likewise, and other colleges and other departments other units across the university. They were all using it. Some people paying for it. Some people using the free

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There were hundreds of those that were out there and the university began to look at it and say, we've got all these people that are using this tool and it would make sense for us to bring that in and make that an enterprise.

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collaboration tool that that everybody could use it didn't stop just a faculty and staff. They also added students into that and you can use this with Canvas, you can plug it in. So if any of you have any faculty members in here that are or out in Tempe, or in

00:03:43

Poly. If you're interested in using this with Canvas. We're not going to be able to cover that in this session, but I'll point you to some resources and places you can go to learn more about that. But you can plug this directly into Canvas and use it with students.

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So,

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When they brought all of that together University went out and said let's make this an enterprise tool.

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They did that they called it the grid. So the grid is everybody all across ASU in Slack is the main container for all of the conversation that goes on within the tool. There are currently 29,730 active members in the largest workspace.

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At the university, and that is the ASU community so workspace here, and you mentioned that. So the grid is made up of many different workspaces.

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And workspace as kind of another container so grid being the largest container, workspace is being another container.

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And those containers are dedicated spaces for a college

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A course a school, a department.

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Any particular unit that needs to use

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A collaboration space where everybody can get in and talk to one another chat with one another.

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These workspaces can hold many different channels.

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The main grid. 00:05:24

Is currently holding 256 00:05:30

Public channels that doesn't include all of the other private channels that are included within all of slack. So it's a pretty big. It's a big monster that's out there. So we're going to learn. Hopefully, how to attain that and use it to 00:05:45

To its fullest potential a channel, then, is where the conversations take place in specific teams. 00:05:54

So it's a single space for a team to share messages to share tools to share files, it can be either public or private. So public meaning anybody and everybody can join it. Private meaning only a select number of people can join this 00:06:10

This place this this space to have a conversation. Then there are direct messages you guys probably all text one another. You probably all used 00:06:22

Skype, you've probably some of you may have used teams or something like that. 00:06:28

That is where you're reaching out to somebody and you're pinging them and saying, Hey, what do you do about this. What are we going to do it. So one of the one kind of conversation. 00:06:38

So those are called direct messages they are one to one conversations, it's between you and another the DMs work really well for kind of one to one conversations 00:06:52

So in direct messages. You can do a group with up to eight different people. 00:06:59

To have kind of a group discussion. So you do group text. You know what that looks like. And what that is, you add a number of different people in everybody gets the text. The text message that's in that group. And you can all 00:07:15

Converse within that frame of a conversation. If you can 00:07:22

Keep that live and active and and use that for anytime you need to work with a small team to do something that you're working on. 00:07:33

Notifications, and this is probably one of the places where most people get overwhelmed with slack because notifications will 00:07:44

Reach out and ping you when something comes in. Well, if you're in multiple channels you have multiple people that you are direct messaging with 00:07:53

It can absolutely drive you nuts if you have all those notifications turned on to alert you every time something comes in. And there are some things. There are some channels. I don't want to know. 00:08:05

every moment of every day when something's coming in. I just want to go in and check those periodically. So there are ways to set that so don't let that frustrate you. And overwhelm you and get you to a point where you give up and run away.

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So there are ways of identifying what your notifications are and how to set those up. I'll show you. So

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One of the really rich things about slack is all of the communication that you do within Slack becomes searchable for you.

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So across all the channels that you're in, with all these different people in all the different conversations to go

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On within those if there is something that happened at some point in time, you're trying to remember where is that where Did somebody say that

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You can actually go in and do a search and search all of the public channels and also search in your direct messages that you have done and any private channels that you're in, it will show you things that you have

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You have been involved with

00:09:15

And public channels and bring back everything right channels only for those people in those private channels will be able to see the information and search for the information that happened.

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That was shared within there, your direct messages the same way. Only people that are involved in those conversations that make sense so far.

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So the next thing is how do I, how do I access it. Where do I get it, everybody's talking about the slack thing. I don't know what it is or how to get to it and and how to

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Get busy and start using it, well slack at ASU, you can get to it using your browser, you can get to it using an application on your desktop, laptop, whatever you have. You can also add it on your phone, either iOS or Android

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And carry that with you wherever you go so somebody can reach out to you and ping you based on your notifications and you want to do that. You can also set Do Not Disturb and those types of things. So when you're away from work and can be away from work.

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So if you're using the apps on your phone. If you're using it on your

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Well, really wherever you use Slack, it stays in sync. So it's not like you have to update one and the other, it's all in sync. You know, all presidents to you all the conversations that you've had. You can go back and find them.

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So it's synchronized and allows you to use whatever particular tool and device, that you want to use

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So what I'm going to do in just a moment is take us out to slack and kind of show us around and get a feel for what is out there. Before we do that, is there. Are there any questions or any, anything you want to know about before we go forward.

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Alright, you're anxious to get in so let's let's go and see you see if we can make this thing work. Ah, and I did a bad, bad, bad, bad right

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Click on this link, it was

00:11:27

Asu.enterprise.slack.com

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That takes me out to the web version of slack and I'm choosing to go there because I haven't set up all of my workspaces, and all of my channels and everything else. There are some on here that we'll be able to see

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It takes me to a place, it's going to ask me to login. I've already logged in on this computer so it recognized my ASURITE ID.

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And it logged me in. So the way to do this is when you click on that link. It's going to present you with an option to do you want to go into slack, you would select that and then it's going to ask you to login with your ASURITE credentials, your login with that and it'll bring you

00:12:18

There's a

00:12:20

Yes.

Tempe - 402k

00:12:21

Can we go back to that logging is thing when you have a second. I don't know if now is the right time to ask

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But maybe if there's time at the end. Can you help us along in

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Absolutely. Thank you.

Rick Baker

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So, yeah. So remind me of that when we get to the end.

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But really write this down. It is ASU.edu/Slack

Tempe - 402k

00:12:46

ASU.edu forward slash slack

Rick Baker

00:12:55

We need to make sure that we're getting in under the ASU into the ASU grid.

00:13:02

And there are some things that we want to be careful of. So thanks for bringing that up.

00:13:08

If you're not, if it's not asking you to login with your ASURITE credentials or if it doesn't take you on if you're already logged in with your ASURITE credentials, then you're probably in the wrong space.

Tempe - 402k

00:13:20

I'm just getting

00:13:22

Sign into your workspace. Use your workspace URL on slack.com

Rick Baker

00:13:28

Alright, so let's take a look at that a little bit later. And we'll figure that out.

00:13:34

So when I come in here. If I figured out the issue that they're having out there. And then I see a number of different workspaces that I have opportunity to join.

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There are some of these that are going to show up for me because their private spaces that you're not going to see, most likely you're going to see these two

00:13:55

Because ASUcommunity everybody within ASU is added to that through the admin services and so because you're a member of the ASU community.

00:14:08

It add you to the ASU Slack community as well, so that number that I told you earlier 29,738 came from that.

00:14:18

MLFTC Connect is the one that is specific to the teachers college and the one we're going to go into for the purposes of this training.

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But if I scroll down, I can browse through 256 other workspaces that are in the university.

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To see if there's anything in there that is of interest to me or I can search if I don't want to look through every one of those 256 if there's one specifically that I need to find that as a public channel that I need to join then I would search for it to try to find that

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Correct me if I'm wrong. These are workspaces, though not channels. Correct. That is correct. These are work work spaces that contain multiple channels.

Tempe - 402k

00:15:06

Who has the permission or authority to create a new workspace.

Rick Baker

00:15:12

You can create private workspaces. We'll talk about that in a little bit.

00:15:17

Excuse me. No, we can't create our own workspaces.

00:15:22
There are pathways and methods to do that but contact either Kelly awry and we can help you.

00:15:30
Get those requested and get those setup for

Tempe - 402k

00:15:32
Okay, thank you.

Rick Baker

00:15:34
Any of those workspaces interested with require permission to join

00:15:38
The ones that are public do not require permission. There are some that are private

00:15:44
There are many out there that are private that you won't see there, so it's

00:15:52
You can go in and check it out and see if you want to join it.

00:15:57
Thank you for the question.

00:16:00
So,

00:16:02
Already when I came in here and asks me slack need your permission to enable desktop notifications.

I'm just going to close that for right now. And then it's going to scream at me instead and saying,
really, we strongly recommend that you do this, I'm going to ask you to ask me later.

00:16:20
And so we can come back to that. You can choose to allow it. In fact, I would suggest you go ahead

and do that because that's your computer, asking you, if it's okay to do that. It'll do that same thing
on your phones. Well,

00:16:36
So just going to kind of run down some of things in call these out to you.

00:16:42
We can

00:16:44
I'm imagining that most of you have seen some of this. This is the pain in which you're going to see

most of the conversation take place.

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This is where

00:16:56
People will share a post and then

00:17:01
People reply to that respond to it. We'll come back and talk a little bit more about that. In a few
minutes

00:17:11
This identifies the MLFT connect this identifies the workspace that I'm currently in and

Likely beneath that, it reminds me who I am. 00:17:19

And over here to the right hand side is indicating that I'm in a meeting. Other people will see that across slack so that they'll know that I'll have a calendar icon next to my name. 00:17:22

So they'll know that I'm in a meeting or something is going on. And I'm not available. 00:17:38

Jump to so I can do a quick search to find certain things to jump to and get to. If I wanted to find a channel or to find a conversation that's going to use that 00:17:44

Click on that and do some some searching through. All Unreads. 00:17:56

That is not on typically by default is something that I've turned on, because I've got numerous workspaces. And I've got a lot of different channels within those. This will show me all of my unread items in one place I can click that and all of them will come up over in this space. 00:18:03

I'll show you how to turn that on for you a little bit 00:18:22

Threads. This is also something that's available threads are conversations that you 00:18:26

That you can get into will share a little bit more about those in a moment. And you'll see kind of why that would be interesting and helpful to have. 00:18:36

These are the channels that I have right now I'm on the 00:18:46

Within the MLFTC workspace. These are the channels that I have available to me. I'm currently in general. 00:18:51

That it has a hashtag like this that means it's a public channel that has a lock that means it's a private channel so 00:18:58

Just kind of a way of knowing your way around. If I really like a particular channel and I want to kind of have it above the rest of things. So to help me reduce some of the noise I can click on this. 00:19:08

I can star 00:19:31

I can star a channel. 00:19:34

Yes, it is. Thank you. If I star this channel, it's going to move it up here under my star channels and I can do that for all the channels. I'm most interested in. And the ones that I most want to follow. Thank you. 00:19:37

I'm going to unstar that if I have multiple star I can 00:19:50

Use that star to to pull that up as well. I can bounce between these and kind of see what's going on. 00:19:55

00:20:02
I'm looking down here. And notice, this one is kind of highlighted, it's bolded, so that means that there's been some activity in the shoutouts someone go down and see what's going on.

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I clicked on shout out, it indicates to me that there are two new messages I can dismiss that I can go in and see what's going on. So Kevin made a post

00:20:28
And

00:20:30
Important information. And there are a number of people that are reacting to that post so you can hover over this and see that Ana, Marissa and Jody are all celebrating this are clapping. Notice it says skin tone 2 you can actually

00:20:48
Be race specific with this. If you wish to show the kind of skin tone that you that you have

00:20:59
Gave it a thumbs up and others are celebrating that with a Ta-Da and you're wondering how did they get those where they get them from you can click on this reaction to add a reaction and you can

00:21:15
You can choose any of these these handy reactions checkmark is really good for hey, I've seen this, and I'm good with it, heart is hey, I love this is really great.

00:21:26
I'm watching this, or hey, I'm going to come back. I'm looking at this, but I don't have time to get to it right now. I'll come back to that later. And this really makes me happy. So those are all kind of cool things.

00:21:43
Something else that you might want to do if you wanted to respond directly to Kevin's

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Post, you can do a thread. So you could come in here and

00:21:55
Create a thread reply directly to that.

00:22:01
I'm not thinking about this. So I don't really want to post something because this will go live.

00:22:07
But I could

00:22:09
I could respond directly to whatever he was saying, and it would fit up underneath here very nicely and it would show my face and a number of other people that might be responding to that in the different replies that they had

00:22:27
So rather than responding in this manner.

00:22:33
It as a

00:22:36
As a thread as threaded reply and it's nicely tucked up and you can go in and look at those and then under the threads. I could click on that and show me all the different threads that have been involved.

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Are more unread below, and that is probably in some of my direct message. Oh, that's in some of my organizational channels which is the next thing. So I have all these channels within

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MLM, etc. And then I've got these wonderful channels within the organization. This is all the ASU and the other channels that I belong to this is

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Only some of them. I have some others and other workspaces. These are ones that actually kind of fold up under here nicely because added another way

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There are direct messages that I can direct message different people and thankfully I don't have any of those showing right now but

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The yellow button here identifies if they're active. If it's empty that means that they're away and it looks like the Paul Willett is out sick today. So he went in and under his profile was able to set that he is out.

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Sick. And then there are some apps that I have added in I've added an Outlook Calendar, and there's a nifty tool is called slack foundry

00:24:02

That I've added in Slack Foundry is a training tool. If you want a tour of slack. You can use that. So you can go in and add that in to your slack. So you can kind of play around with that and have slack walk around and show you

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Any quick questions about any of the information that I've shared with you so far about these items.

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I'm assuming in order to see the calendar by your name, you first have to add the outlook app.

00:24:35

Yes. So to see the calendar by my name, and we need to add the Outlook app. So if you're wondering, well, why don't fit. Why doesn't slack know that I'm in a meeting and why didn't it tell everybody that because maybe you haven't added outlook to your

00:24:52

To slack. So there are different apps that you can add. We'll talk about that. Yes, on the

Unknown Speaker

00:25:00

On the outlook as far as showing that you're in a meeting how specific is it

Rick Baker

00:25:09

It will not just show that

00:25:12

During

00:25:20

Your meeting.

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This is showing me in a meeting from the Outlook calendar app that's me. So, and by the way I do communicate with myself. And this is something you probably want to do occasionally if you if you have notes and things that you want to
00:25:41

Share with people.
00:25:43

But you want to know what it's going to look like before you post it, you can post it to yourself first see what it's going to look like.
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And see how it's going to behave. And I think I did that up here, sometime before
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So do you have a message with a lot of strange different formatting, send it as a direct message to yourself to make sure
00:26:07

And everything's fine, so I wanted to see how it's going to behave
00:26:13

So I sent that message to myself just to see what it would look like. And these are different ways.
00:26:20

Of doing some things. So I wanted to see
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But this gives you a note.
00:26:26

Just space you can drop messages. You can do a list of things you want to do that day. Make a list of things for yourself. Keep links and files handy. So that's kind of a nice thing to have.
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And it does remind you that you do need to supply both sides of the conversation.
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What else
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Under this top
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Where it has a little drop down under MLFT connect. If I click on that. I can set my status. So this is currently I'm in a meeting, but I could also I could clear that status out
00:27:16

And I could go back in and
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I can set my status, I can say that I'm out sick today I'm community I vacationing I'm working remotely. So it's a nice tool to use to let people know
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Kind of that you're away. So in on Outlook, it would be they'd have to send me an email to find out that I'm gone. If I did it here. If I click on vacationing than they would know in Slack that hey, he's on vacation is probably not going to get to this so I can choose somebody else to ask this question to.
00:27:53

For myself back in a meeting.
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Also in that one thing that we've learned in our department is when you set those statuses. You can also put the to and from date you can customize it as well. Yeah.
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So if you're going to return from vacation on a state, you can just type that in that bar and say you're returning on a specific date. Thank you for that note.

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So there are other things like profile and account. You're wondering kind of tricky. This picture in there. Well, you go to that option of profile and cap and you open that up and get my ugly face and it won't be mine. You'll have just an opportunity to upload your picture and

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By editing your profile.

00:28:40

And upload an image there.

00:28:44

There are some things in here that you can manage other things you cannot just be careful about what you do. Let me make sure it's truthful.

00:28:53

But there are many other things that you can put in here. If you have a Twitter account that is used for work purposes. You can put that in there. Be careful about putting personal things on here.

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Remember, this is a work account and anything that you add to this or put in this is fair game for public record. So keep that in mind. Try to reiterate that throughout this

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So there are different options and things that I can do in here. I can view all files that I posted. I can set myself away. I can copy my member ID, though. I don't know why I'd do that

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Account Settings viewing preferences, I should look at those.

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And that is where I have my so I clicked on viewing my preferences. I can go in and look at my notifications. I can enable desktop notifications here if I wanted to.

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And I can ask it to notify me about replies to threads I'm following I can use different settings from my mobile device, which I do definitely want to do because I don't want to hear it on my phone. And then hear it on my computer.

00:30:08

All those simultaneously, but just far enough apart that it irritates me

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And then I can set what I want it to do all new messages, direct messages, mentions and keywords or nothing at all.

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So there are some channels and some workspaces that you don't want to hear anything from so I'm at the workspace level.

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You know, I'm doing this notification setup and within this workspace. This is what I've chosen to do, direct messages mentions and keywords, but chose nothing at all. And it would just highlight

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And show me in bold which things have

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Activity.

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If I wanted to put some keywords that anytime. If somebody mentions this, I want to know about. So if somebody is mentioning
00:31:04

A website. I want to know, anytime they mentioned what the word website, it would ping me and let me know somebody has mentioned that keyword, so I can put however many
00:31:18

Items I want in here.
00:31:21

And they're not case sensitive, use commas to separate those keywords in put whatever you want.
00:31:29

If you want that, you don't have to put anything in those
00:31:33

You can also set up Do Not Disturb which you may really like to do. And I have this set to automatically disable notifications from
00:31:45

In that's set with mountain time and you can change that time, if you so choose.
00:31:52

You can do some things with sound and appearance. I'm not going to go deeply into these
00:31:58

Right, you can always mute all sound from slack. If you wish to do that.
00:32:04

But
00:32:07

This one is something that you might want to think about doing is, if I'm not active on my desktop. If you're waiting for something you really
00:32:14

Are waiting for somebody ping us about something so send me an email notifications or ping me on my mobile device. After two minutes in. There are multiple different settings for that. How long you want to wait. Okay.
00:32:30

Go over here and click on this x that's going to get me out of that, click on this x and get me out of that as well.
00:32:39

Again under MLFTC connect. I can set myself away or number of different other things that I can do in here.
00:32:49

I can switch workspaces, and go to any of these others workspaces that I'm a member up
00:32:54

I can sign into another workspace, if I needed to. But if you do that, it's going to take you outside of the ASU
00:33:03

Enterprise and go into other workspaces. So if you're in the ASU enterprise, you're going to do switch to workspace, or if you're using this one that's to go sign into something else.
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Does that makes sense. Alright.
00:33:23

I want to go back into preferences, real quick.
00:33:27

I do want to look at. We talked 00:33:32

Language and region that's all kind of preset for you so you can change. Some of those things messages and media, this is a look and feel of things is 00:33:42

This how you want it to look. You can change the look and feel of it. 00:33:47

There are some additional options. If you don't like the 12 hour clock. You want the 24 hour clock. So you don't have to try to figure out 00:33:57

What 00:34:00

What 12 am and what 12 pm 00:34:03

Is it's kind of, it helps you know that 00:34:07

You can display color swatches hexadecimal. 00:34:13

Values for different colors and things. So a lot of different things that you can do. You can also set it to bring emails into slack. If you wish to do that. 00:34:28

Then go to sidebar. So you can see the sidebar. 00:34:36

I'm also going to show you some different things that you can do with that currently mine is looking like this when the default color is purple 00:34:53

Watch over on the on the sidebar. I can go to. That's kind of that purple look I can use the Aubergine classic. Or I can use Hoth 00:35:08

Again, all of those different ones. But if I want a customized theme. 00:35:13

And by the way, there are there are so accessible themes that are 00:35:20

Visually sensitive, so that you have difficulty distinguishing 00:35:27

That is 00:35:30

Something you can have, so I'm gonna go back in here and paste back in what I had. 00:35:38

To what feels normal to me. 00:35:42

So you can mess around with those if you want you can really mess it up so 00:35:49

In but you can always come back to one of those the safe programmed ones that are in there. 00:35:58

If you want to turn on items so you can mark them as red, you can 00:36:04

You can set those settings here.

Shortcuts. You can identify those to give you an idea of how to do those accessibility. There are a couple of things in here that I wanted to show 00:36:08

For those of you who just are annoyed by the moving icons and and different things that are in there. You can turn that movement off by allow only animated images. 00:36:17

By disallowing that 00:36:32

By saying you don't want to allow those kinds of images. 00:36:35

We don't see everything. I don't know how they come in. Not exactly sure what it is, but 00:36:40

But if you have trouble with that. That's one way to admit it. 00:36:46

In advanced. There are some different input options. There are some search options and other options that you can go in and look at your leisure. I'll leave that to you. 00:36:52

I gotta catch up on some of my notes. Sure. 00:37:07

So, 00:37:15

When you are in here and you're kind of 00:37:17

Community. Oh, I didn't show the all unread where to turn that on. It's in your preferences and you could turn that on. So you can see all unread so I'm 00:37:21

Just search the preferences, you'll be able to find it. It sticks out, you'll be able to select it, but you can turn that on and be able to see all your unread all your unread messages. 00:37:33

And so if you're in here, communicating. There's a couple of things that people do you notice this app. 00:37:46

And so that mentions her specifically and calls her out. And since her a notification that hey, somebody posted something on Slack that you might want to take a look at or if I want her to see something i would i would do an at mention of her name. If I wanted to at mention 00:37:56

Kelly. I'm not actually going to do it 00:38:15

I could mention Kelly by just starting. I can type in the at symbol. If I start typing her name. 00:38:20

It feeds me a list of people that as I continue to type, it's going to identify folks that might want to choose. So I would select Kelly, it's going to put her 00:38:28

ID, which is her slack ID within the ASU grid and then I would type my message out. 00:38:42

00:38:48

Making sure that Kelly sees whatever I posted. Maybe because I'm posting this in a channel. It's not just for Kelly to see, but I want to make sure that she sees it. If I wanted to reach out directly to Kelly and talk to only Kelly, I would do a direct message to Kelly. That makes sense.

00:39:08

There are other people that there's another option to do an at channel. If you do at channel it notifies everybody in in that particular channel. So let's say that there are 700 people in the deans doings channel but I think we're all added automatically to all these channels. Right.

00:39:34

You can subscribe

00:39:37

So if. So let's say that there's 600 people in there. If I do at Channel. It's going to go out and notify all those people that I posted a message. So you need to use that very judiciously out to choose words that I say

00:39:54

Carefully because you don't want to wake somebody up in the middle of the night if they've got if they haven't set there do not disturb those kinds of things.

00:40:03

For private channels, it may be okay to use that if you want everybody to see it. But if you're a one of these larger kind of community channels doing it at Channel.

00:40:15

Can be annoying and people may call you out for it so

00:40:19

I think and I might be wrong on this, because I've tried to do that within our own department and it wouldn't allow me do that because I'm not an administrator on some of these channels.

00:40:31

And their settings that allow that. So there are settings that you can when it comes to public channels. There are settings that will allow you, that only certain people can post to the channel.

00:40:45

And there are settings that say subscribe everyone to all of the general for allow for people to subscribe itself. Okay. There are a variety of settings that can be done by the admin.

00:40:57

Or the owner. Okay, so if I want to do that and mentioned the at channel I would need the administrator of that channel to give me that permission straighter, the works of the workspace. Okay. Yeah.

00:41:09

The workspace say that okay and then I do have one other question when you were talking about the unreads

00:41:16

I have notifications come through on my phone and my watch. And once they do if I clear on my, on my phone or swipe them.

00:41:25

It does not notify me when I get back to my desktop. So how do I mark it as unread so when I go back even if I clear it on my phone. How do I go back to my desktop.

00:41:37

And see those messages, because it's no longer bolded within the channel so you have to allow yourself to do that within the preferences. Okay, so if you go into preferences.

00:41:51

Go to 00:42:00

You may have to swim through this. Okay. Because I'm not not any that are marked as read. Yeah. 00:42:07

Yes. 00:42:09

Thank you. So this will give you the options. 00:42:14

On how to set those start meeting where I left off and mark the channels read starting at the newest message. 00:42:27

Is 00:42:32

I don't know where the word i but I think you may be able to find it in the more item. 00:42:37

Find that get back to because I 00:42:40

I've done it before that, I don't know why. 00:42:44

I'm here it is. 00:42:47

So if I go to the particular item. If I click on the ellipses. It will allow me to market isn't right. 00:42:58

Okay, well, we can talk further about it because when I once I do it on my phone. It doesn't give me that option to do that on my phone. Okay, so maybe we'll work on that. All right. Thank you. Okay. 00:43:12

So just going back to where I was. 00:43:17

Also there's an option to do at here, which would notify anybody that's currently on a channel. They're actually 00:43:28

They're in that workspace. They're working they're online at the moment, it would notify everybody that is on. So another one that you should use judiciously because you don't want to necessarily interrupt people in their workflow. If it has nothing to do with them 00:43:45

Using the app mentions and you can do multiple at mentions of individuals in a notification just recognize that everybody's going to see that you're at mentioning them. 00:43:57

So, and when Kevin did this. He did that rather nicely did it in line. 00:44:02

And it actually notifies Kareena that he posted that so she needs to see that and also other people can hover over it and see what he's talking about. 00:44:15

Yes. 00:44:17

Are you going to cover direct messages from here. Yeah. So I wanted to send a direct message to Karina from here. Okay, so if you want to do if you're in this space, you want to send a direct message to Karina one way you could do it is

00:44:33
Click on that you can find that pops this up, you can click on message and send her a direct message that have just bring up a dialog and you can begin messaging her

00:44:44
The nice thing about it is when you have had previous conversations with Karina all of those messages. Obviously I've not communicated with Karina via slack before, but if I had all of those messages would be here in line and I would be able to go back in and reference anything

00:45:05
If needed,

00:45:07
By the way, I can just

00:45:15
I can delete messages. If I want to

00:45:19
Or I can delete somebody from my direct messages list. I want to just take them off my direct messages list. I click on that doesn't delete them from anything other than that list.

00:45:30
To bring them back.

00:45:33
Yes, which hides it just hide it basically is what it's done.

00:45:37
So I communicated with a number of different people. These are the most recent ones that I have communicated with those will pop in hold there since Paul is out sick. I can close that one and it just reduces that number. It's not necessarily

00:45:58
If I wanted to, if there's an item i think is really particularly interesting and I want

00:46:06
I want to pin that for everybody to see. I could do that. So there are a couple of those that have been done here going to deans doings there is one that has pin in it pins it for everybody across the channel.

00:46:25
And so all 1334 and have this pin and I can do that by clicking on it and brings it up over here.

00:46:38
And it says,

00:46:41
What that I can do message tells me it was pinned by rich gives some chance having teacher shortage

00:46:49
So,

00:46:51
Riches no longer here, but it's still, it still remains. And that's part of the history

00:46:57
But that's one of the nice things about slack. So let's say that

00:47:02
Somebody new to the college kind of wanted to come in and see, you know, what's been going on College Hall. I wasn't here before I arrived. They could come in here that could scroll up and see all the different things that have been posted

00:47:15

And read all the different articles different things that people have said 00:47:20

If you have a check Slack channel I think really the 00:47:27

Important work in Slack is when you have work groups that are working together and you're conversing with one another. 00:47:35

And you are communicating about the work that you do. 00:47:42

You have an opportunity to not only go back and see what you've posted before what others have posted before, if I was out for a week I can build back and see what was going on in this channel, while I was away. 00:47:56

And kind of get myself back up to speed and kind of catch up with everything if all those conversations happened in email. 00:48:04

I would be having to go around and talk to people and say, hey, what was going on. What did you guys do with this. What'd did you do with that. 00:48:10

I did it all in Slack and it did it within that channel I could do a quick search or I could go back just through the week and I could see so 00:48:18

I can see what happens, starting May 21 so that I can read through all the things that happened between now 00:48:26

And I can catch up. Likewise, if you had a new person who is starting in your team. 00:48:32

And you wanted to give them an idea of the type of work that you do and what all it's been going on and the types of conversations at past 00:48:40

You can drop them into one of those and ask them to go back and look through and just read through and get a feel for some of the conversations that happen, the different things that are going on in the group. 00:48:51

And and kind of get themselves ramped up and up to speed with what it is that you're doing within your team. 00:49:02

So, 00:49:06

Other things you can do. Like we talked a little bit about starting a particular channel that brings it up in the list for me any stars that I do star only for me pins in it for everybody in the group. 00:49:22

We talked a little bit about reactions and adding reactions and saw how people have done that. 00:49:29

In another place, adding reactions is instead of saying, hey, that's great and adding more things that people have to read, but just add a reaction the thumbs up or a love this kind of a thing that that notes that hey, I was looking at this, I saw that in appreciate it.

There are 00:49:49

So using threads is another thing we talked a little bit about doing threads. 00:49:53

And you can 00:49:59

Show. 00:50:01

Me. 00:50:07

Posted thread. 00:50:10

Send that 00:50:25

When you see down here, the one reply and then it's kind of, if I would have replied to that just by typing in down here, it would come down in the bottom of the list. 00:50:30

Would be disassociated with this and nobody would really know what that was talking about. So associate the conversations by using the thread. 00:50:44

And to do that you simply hover and click on reply to thread and just keep going and more people that reply, you'll see it stack up here. 00:50:53

It'll show the number of replies show pictures of people in return. And then you can click on that, it goes out to the thread and you can read that entire thread. 00:51:03

I encourage you to use threads and keep those conversations clustered together, it's a nice way of keeping that all 00:51:14

Like about luncheons. One of the things I alluded to and mentioned to earlier is 00:51:26

About really this is about being a good slack citizen at issue and it is remembering that this is a professional 00:51:32

communication tool and the conversations that we have on here should be professional in nature. 00:51:43

One of the reasons that we say that is because we are in a public institution and as part of a public institution, anything that we do in a communication tool has the potential of becoming or is public record and somebody can request that 00:51:51

We can fight it but it doesn't mean that we will win the battle. So whatever you post in here can be used by others against you, a court of law. So please do remember that. 00:52:09

And and keep it clean. Keep it professional and we we should be in good standing. 00:52:23

I mentioned earlier to DM yourself to proofread something if you have 00:52:32

00:52:37

Something that you have going out. You want everybody to see and you want to make it, make sure it's clean and looks good and presents the way you want it to present

00:52:45

DM it to yourself and or direct message it to yourself so you can see what its gonna look like give yourself an opportunity to fix it up before you send it out to everybody to see

00:52:58

So one of the other things that I saw in every training that I looked at within the university was, remember to exercise good judgment in all communication and the employee code of conduct applies to all communications

00:53:15

Remember that hopefully I punctuated that enough and reminded everybody this is not a place to be flooded into safe things that you don't want to end up on Channel 2 news.

00:53:31

Because the potential is there. So,

00:53:34

I do

00:53:38

Do want to remind you that

00:53:41

Slack really is becoming a knowledge base within the university and it is a place that you can go out and search for things within that ASU community to find answers to things that you are wondering about, so if you have a question, ask it.

00:53:57

By doing the search. And so in searching within the ASU community is probably a really good place to do it if I search within this channel. I could find certain things within the channel.

00:54:14

Doing a

00:54:17

We do a quick search for

00:54:19

Slack. And let's see, well,

00:54:23

So this is from all the channels that I'm a part of and we have Ruvi talking about slack Ruvi is with UTO we've got Yuna, who is with the college solutions, Melissa Bekutis who's within ASU UTO

00:54:38

Samantha Becker, I believe she's in

00:54:44

Well,

00:54:46

So in all of these different channels that I'm a part of its searching through all of those because that's for my membership is and what I I'm able to see

00:54:58

So I'm just going to close that out and clear that slack search out. So you can do that kind of a search, you can find different things that people are talking about

00:55:08

And see different files that have been posted up in different conversations that people have had. So if you have it in the channel. Anybody at ASU can see it.

00:55:17

As long as they're a part of that. 00:55:21

Member of that channel. The other potential of seeing it. If they joined that chatting later. So remember that. 00:55:29

And 00:55:32

I think I've beat that horse to death. 00:55:37

Kind of a rule of thumb is to be kind, be patient with one another as we're kind of learning how to use this and and learning the ins and outs of using slack and also be patient with yourself, because I think that's important. Give yourself some time to acclimate to it. 00:55:55

Get in direct message people play around with with it that way. Direct Message yourself if you're scared to do with anybody else to start with. If you want to slack. 00:56:07

direct message me just to get the hang of it. 00:56:10

To a certain point, I'll do that. And then I'll tell you you're on your own. Go and find somebody else to slack. 00:56:18

Just kidding I will I'll do my best to stay engaged with you. 00:56:23

And some fun with that 00:56:27

Slack in canvas is something that I'm going to jump back over here to 00:56:33

My presentation. 00:56:36

There a couple places. I'm going to suggest you go to for slacking for slack in general 00:56:44

Though I've been showing you on a browser, how to do this. You can download 00:56:51

For your Mac or your PC from these places. 00:56:56

And I'll give you, you'll have access to this later, but there's another place where you can go to get get a link to these 00:57:06

The 00:57:08

So you can get it for your desktop, you can get it for your mobile. If you go to this slack at ASU that you to that ASU.edu 00:57:17

Forward slash slack, you can ever have different things I want to point some of those out quick how tos. I found were really pretty helpful. Kind of cool. It's just a little snippet video 00:57:30

Download slack for desktop or mobile. If you go there and it will show you how to download onto your give you the links to download onto your

00:57:41

desktop or laptop, your mobile devices, etc. There's a link called slack resources in that slack resources there is a training for for instructors on how to use Slack within canvas.

00:57:58

There and also reach out to the LM s UTO LM s team, they may be able to provide some assistance in learning how to use it with arena.

00:58:10

Also look for these channels in Slack, the

00:58:14

Hashtag slack hacks and Slack trainings. Those are both kind of full of information about tips and tricks for using slack with

00:58:26

Within ASU. So I'm going to

00:58:31

Go out to this page Slack ASU, just so you can see what that page looks like nothing magical here, this little video of what slack is but this resources link is a great one to go to and you get a lot of really good

00:58:49

resources and information on

00:58:53

Etiquette and workspace icon templates and different different pieces and things that you can do.

00:59:00

The



Unknown Speaker

00:59:04

Slack



Rick Baker

00:59:11

Do things anyway go through it and peruse that slack at ASU and it gives you some good information all things for downloads the download it, you get it from the downloads.

00:59:25

Questions.

00:59:28

Okay, so I'm looking for some of the newer people. Yes. Are they, they have to have been signed into or is it an HR thing should they be in there and I

00:59:41

Should should be in there.

00:59:45

If you can't find them. You can also browse by their ASURITE, because some people have not come in correctly. Okay. Do you find those send me an email. So I can fix those. And then you can add them by me. Okay.

00:59:58

And we were talking about using this like with our students is that, I mean, ont the ASU community. One is everyone

01:00:08

Else.

01:00:12

Advisors working with students.

01:00:15

So I have not received that question and it has most of the time the

01:00:23

Students can join asu community, they can they can be added, other places.

01:00:31

In MLFTC connect our students workers are in their

01:00:36

Their associated because of their employment

01:00:40

So,

01:00:43

I think, let me do some checking on that to find out as far as advising goes and those types of things. And there's probably an advising group that's out there that we can go into and and check with them and see how they're behaving within that space.

01:00:57

But I think the idea is that we are able to use this with students.

01:01:06

It may be primarily through canvas, but let us do

01:01:11

Yeah. But we're not in canvas, the advisors are

01:01:13

Understood and So let me do some checking in and find out and get that specific question answered

01:01:21

Thank you. Other questions as direct message. Right. Yeah.

01:01:28

I might have missed this, but I'm assuming as soon as you post a thread you can't edit it. You can edit it, you can delete it.

01:01:36

Can be edited and deleted under those dots. Yes.

01:01:42

Somebody has responded to it already is it well.

01:01:46

I can go ahead and show you one such instance in what happens

01:01:53

Is in general, I think.

01:01:57

It will say edited and in parentheses, at the end of it on this one. This message was deleted but the replies remain

Okay, so there was a thread that was going on. 01:02:06

But the message. The original message. Somebody went in and deleted it. And then the replies are sitting out there attached to a conversation that is no longer there. 01:02:10

So I can go back to Gini and to 01:02:22

Karina 01:02:28

Well, this is, yeah, it's sort of say, 01:02:31

So I'm going here. I would be it's Andrea, so I could go and let them know, hey, that message was deleted and that will go in your replies. 01:02:35

And they may come in and notice that at some point. So to get rid of things you just go into that ellipsis. This is something that you have posted it will allow you to 01:02:46

edit it. 01:02:58

Done that multiple times. It's like a spelling error. After I posted 01:03:00

Or as I'm learning. I'm like, all right, the morning needs to be taken off. 01:03:04

Yeah, so that's that's all fair game. So, everyone. Thank you so much. I know that we've run over. 01:03:12

The sharing and 01:03:22

Thank you all very much for joining. If you have questions. I'm Rick baker@ASU.edu email me. You can slack me if you wish. 01:03:24

You can find me on Slack and just ping me there. And we will be sharing this information out later. I do have everybody's email address that signed up if you did not sign up for the session, if you would please, just send me an email, I'll remember to send it out to you about the training. 01:03:36

So thank you all very much. 01:03:57