Toolkit: Get Started with Slack

Slack is an alternative communication platform and an innovative conversation and collaboration tool, Slack encourages communication among colleagues, students, and their peers. This toolkit is an introduction to Slack and demonstrates new possibilities of fostering communication and collaboration skills in your classrooms.

What is Slack?

- Slack is an ASU licensed, enterprise-wide instant messaging tool.
- Slack can be used within departments or added to a course as a workspace.
- Channels can be created based on teams, projects, or even office locations.
- Members of a workspace or organization can join and leave channels as needed.
- Available to all ASU faculty, staff, and students.

Why use Slack?

- Allows students to support each other's learning.
- Course conversations can be organized into topic-based channels.
- Hosts synchronous and asynchronous discussions.
- Allows instructors to transition from email to Slack for course management.
- ASU offers training resources for and technical support if needed.
- Integrates with other apps, such as Google Drive and Zoom.

What is the Canvas Slack Tool?

- Allows instructors to create a Slack workspace directly from their Canvas course
- Automatically synchronizes Canvas course enrollments directly into Slack
- Students can receive grade notifications
- Students can view upcoming assignments in Slack

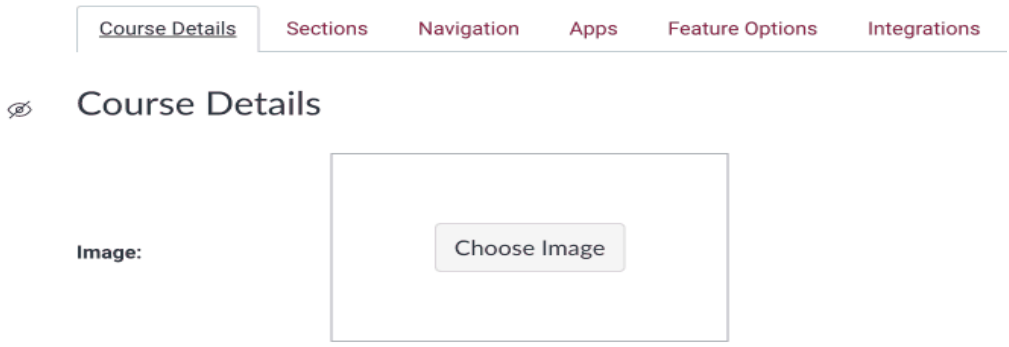
Sign in and Use Slack

1. Navigate to asu.enterprise.slack.com
2. Click the button that says "**Sign in with your ASURITE ID**".
3. Authenticate using Duo Two-Factor Authentication:
    a. When accessing ASU authenticated websites, administrative services via ASU VPN, or ASU email, you will be prompted to complete the 2FA.
4. Access ASU Services:
    a. Complete the Duo authentication process.
    b. Choose whether to remember the device when prompted.
5. Terms and Conditions:
    a. Accept any terms and conditions that appear.
6. Search for Users or Communities:
    a. To find a coworker or the ASU Community, use the search function to look for a coworker's name, email address, or a specific space (e.g., ASU Community).

To see the login process, review the ~1 min video by clicking here.

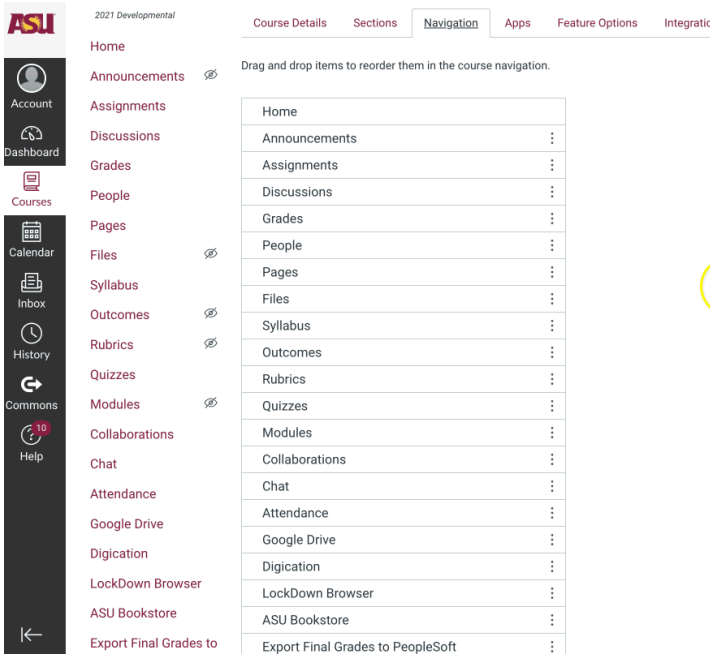
Setting up Slack in Canvas

1. Navigate to the **"Settings"** page on your Canvas course
2. Click on the **Navigation** tab

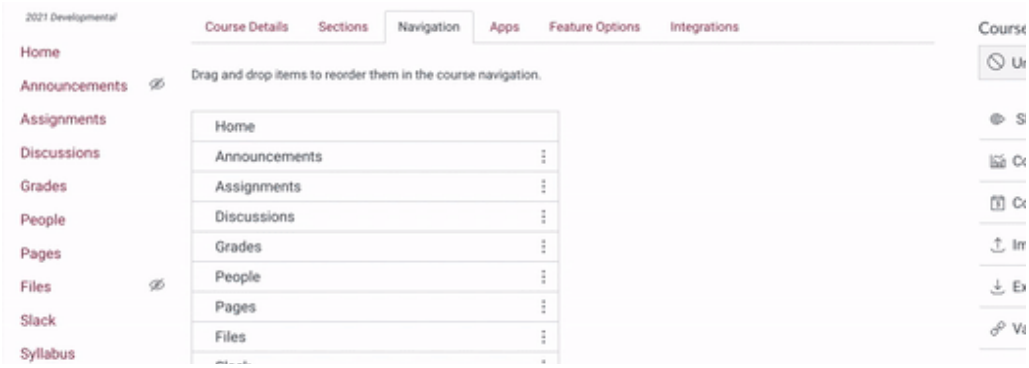


3. Scroll Down to the **"Slack"** tab. Click the three dots to open more options.
4. Click the **"Enable"** button, then click **"Save"**

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5. Click on the **“Slack”** link that is located on the course navigation menu
6. Create Slack Workspace

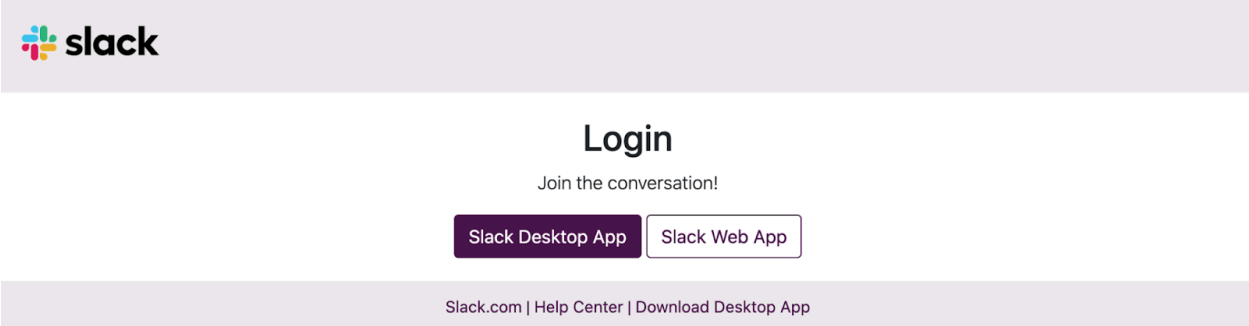


Student Experience

Once a workspace is created, students can access the workspace by clicking on the Slack link where they will be presented with two options: Slack Desktop Applications and Slack Web Application.

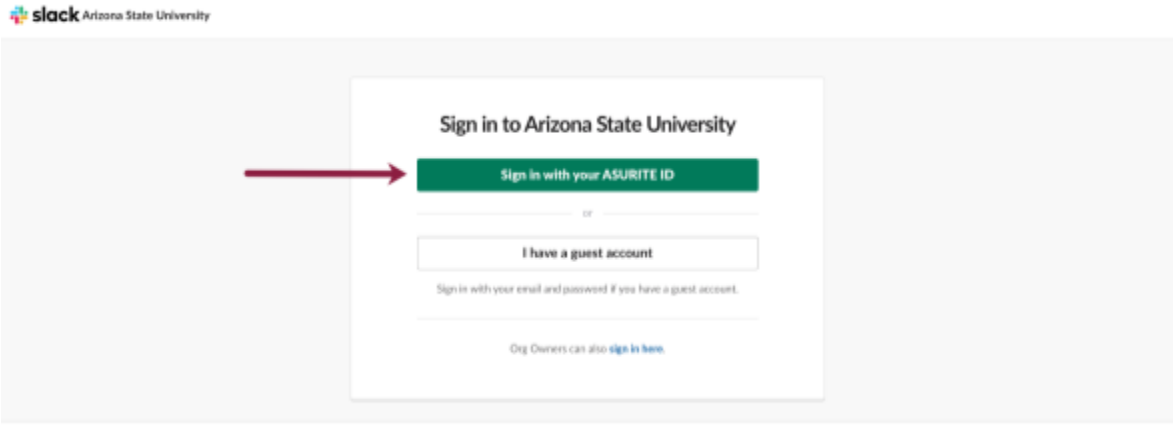
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1. Download and Desktop App:
    1. Download the Slack desktop app
    2. Sign in to your workspace.
    3. Ready for a quick (0:45 sec) tour of Slack? Watch the video by clicking here.

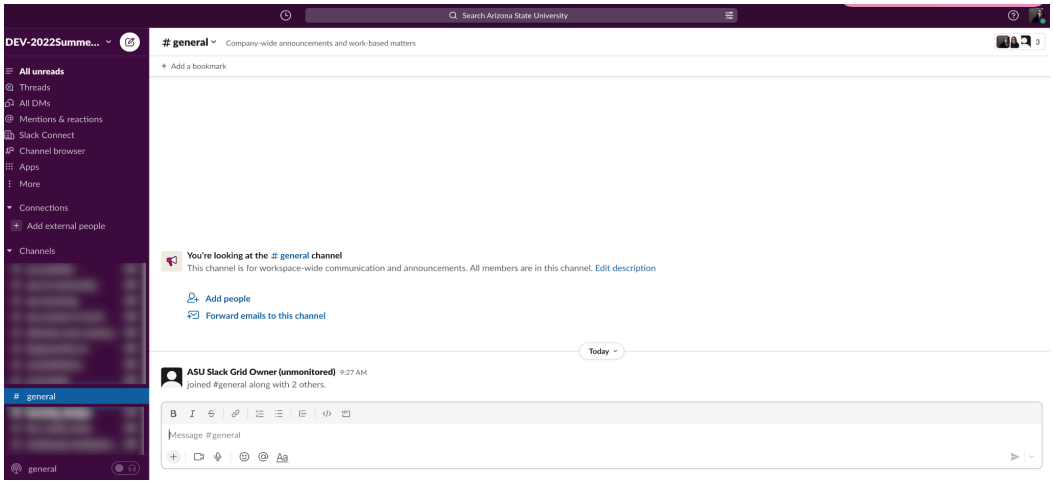


Desktop Applications

If a student has installed the Slack application on their phone or computer. This option will allow them to open the workspace directly on the application.

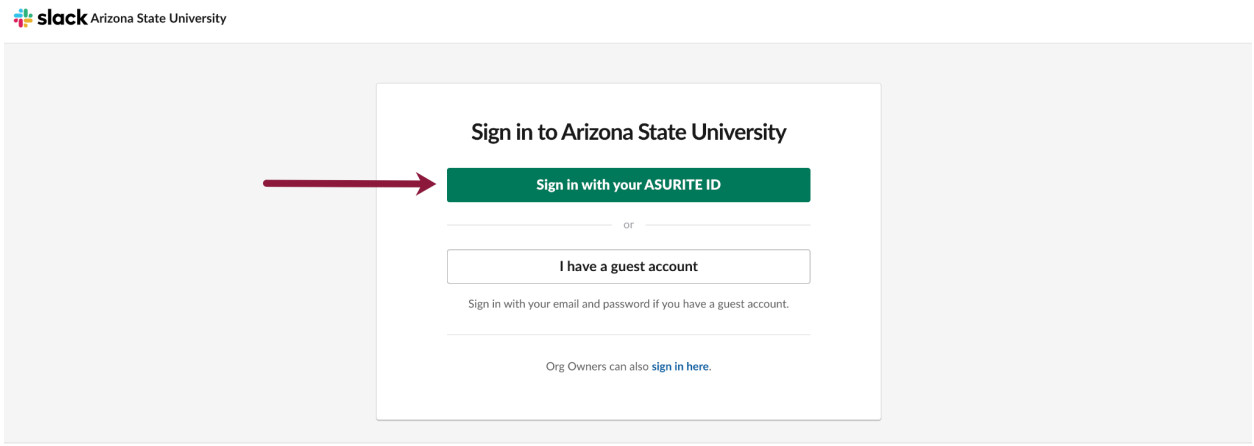


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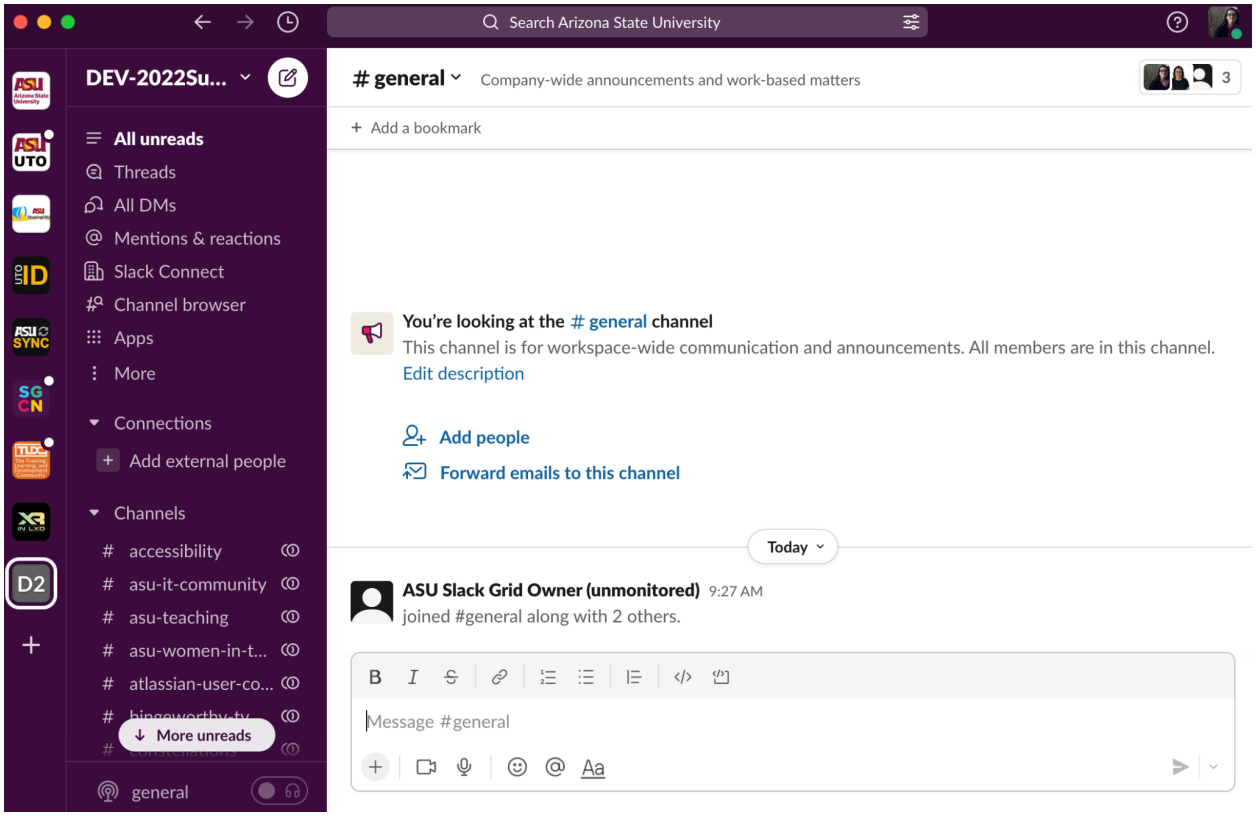


Web Applications

This will open up the Slack workspace on the web browser that is currently being used to view Canvas.



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Using Slack in Your Class

Channel Ideas

- **Introductions** - Have students start class with a place to introduce themselves and build rapport.
- **Announcements** - Set this channel so only the admin (instructor) can post messages. Provide news and updates to class rather than in Canvas.
- **Class Q&A** - Allow students to ask questions relating to class here for others to answer. Students can search in the channel for answers to questions already asked.
- **Direct Messaging** - Remind students about "DMs" for private conversations between student and instructor.

Types of Conversations in Slack for Teaching and Learning

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In an educational setting, Slack provides three types of conversations that enhance collaboration and communication:

Conversation Type	Who Can See/Browse	Who Can Join
Public channels	Entire class/course	Anyone
Private channels	Members only	Invite only
Direct messages (DMs)	Members only	No one

Direct Messages: One-to-One and Group Chats

Direct messages (DMs) are ideal for quick, private conversations between instructors and students or for small group collaborations. One-on-one DMs can be used for feedback or clarifying questions, while group DMs allow small project teams to communicate efficiently. For ongoing discussions or collaborative work, it's better to move the conversation into a channel where it's easier to access and search.

Channels: Organize Course Discussions and Projects

Channels in Slack provide a space for structured conversations around specific topics, courses, or projects. Public channels can be used for class-wide discussions, assignment Q&As, or sharing resources, allowing all students to benefit from the conversation. They promote transparency, letting students review past discussions, view announcements, and participate in collaborative learning activities.

Public Channels: Foster Open Learning and Peer Support

Public channels encourage open, collaborative learning where students can ask questions, share insights, and provide feedback on assignments. These channels are searchable, allowing students to revisit important discussions and find information, such as project guidelines or course announcements, without needing to contact the instructor directly. This fosters a sense of community and peer-to-peer learning within the class.

Private Channels: Create Focused Groups for Projects or Support

Private channels are valuable for smaller, focused groups within a course, such as group projects, study groups, or instructor-led support sessions. These channels allow only invited

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members to view and participate, making them ideal for personalized support, private mentoring, or sensitive discussions like grade consultations.

Setting Up Effective Learning Channels

Instructors can create channels for different purposes, such as a general discussion space, assignment-related channels, or group project spaces. To ensure effective communication, channels should have clear names, a defined purpose (e.g., “Assignment Help”), and relevant files pinned for easy access. This structure helps students stay organized and allows instructors to manage discussions and resources efficiently.

Additional Channels

- **Office hours -** Use the Zoom integration in Slack to quickly and easily start office hours using Zoom.
    - Once installed the following commands can be used within Slack:
        - /zoom Start a meeting
        - /zoom meeting [topic] Start a meeting with topic
        - /zoom join [meeting id/personal link name] Join a meeting using meeting ID/personal link name
        - /zoom join me Join a meeting using your personal meeting ID
        - /zoom call [@contact/phone number] Start a phone call with a contact or a phone number
        - /zoom config Configure your settings for Zoom Meetings in Slack
        - /zoom logout Logout from Zoom on all your Slack channels and direct messages
        - /zoom share Share screen
- **Skills Practice** - Students can practice skills learned in class (e.g. language development) or complete tasks like asynchronous discussions.
- **Opportunities/Events** - Posts about events or opportunities that would add to their learning or experiences related to the class.
- **Extra Resources** - Students and instructors can provide further exploration resources.
- **Feedback/Suggestions** - Provide a space for students to give feedback or additional suggestions on course improvement.

To help students succeed, consider creating channels for:

Assignment QA & Collaboration

Have students ask questions relating to assignments in its own channel for easy filtering and searching. Also allow students to provide ideas to peers having issues starting their work.

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Group Project Collaboration
Create private channels for project groups to collaborate in but the instructor can still monitor. Also allows groups to ask questions specifically to the instructor.

Slack Resources

For all Users:

- Visit "How to use Slack: your quick start guide" for additional screenshots, video tutorials and resources to get started.
- Click here to access the Slack article with step-by-step screenshots and links to additional resources and videos.

For Instructors:

- Teaching with Slack Slide Presentation - (LX Design Resource)
- Slack End-User training - (ASU University Technology Office training)
- Beyond Chat: 10 Smart Ways to Use Slack - Outlines ten practical ways to enhance teamwork and streamline tasks using Slack.
- Slack Resource Library
- Download the desktop app or mobile app
- Slack Help Center - (Slack resource)

For Students:

- Etiquette tips - (Slack resource) This resource offers etiquette tips for using Slack effectively, focusing on reducing notifications and minimizing distractions through best practices for managing channels and direct messages.
- Experience center - (ASU Service and Resource) The Experience Center is ASU's main hub for service and support, offering assistance with technical issues, ID services, financial aid, and more.

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