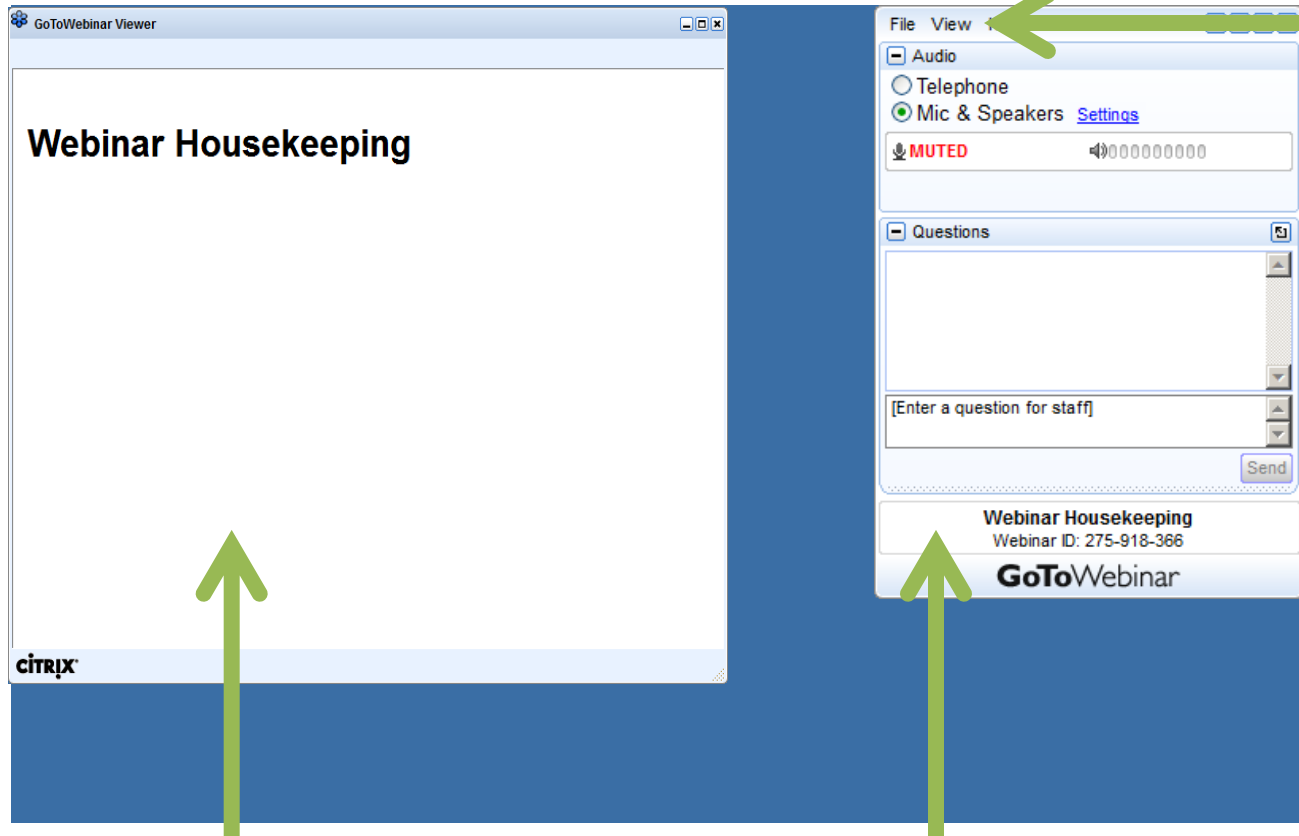


# WEBINAR HOUSEKEEPING TIPS



Your control panel may collapse automatically when you don't use it.

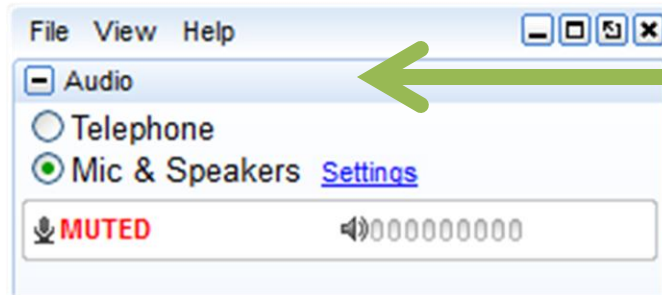
To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

Webinar viewer

Your control panel

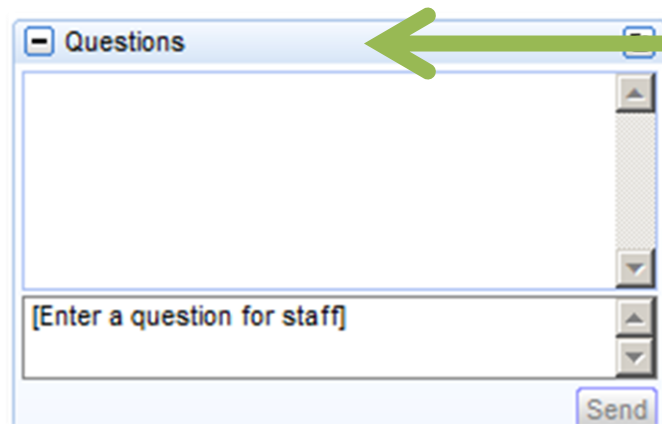


# WEBINAR HOUSEKEEPING TIPS



For audio, we choose “Mic & Speakers”. If you don’t have microphone you can simply listen in. The “Telephone” option is disabled.

**Note: Your audio will be muted during the session.**



You can submit questions and comments via the Questions panel or you can ‘raise your hand’ to be unmuted for verbal questions. There is no option to chat between participants.

**Note: Today’s presentation will be recorded.**

# ABOUT THE PRESENTER



- In the field for over 20 years
- Lately focusing on tech coaching
- Facilitates presentations and workshops on the practical application of digital technology for teaching and learning

**Maria Moriarty**  
**Information Resource Officer at AlphaPlus**  
**[mmoriarty@alphaplus.ca](mailto:mmoriarty@alphaplus.ca)**



# WEBINAR OVERVIEW

“Slack is kind of our national office in the cloud”

- ✓ What is Slack?
- ✓ Quick Tour - How it works
- ✓ Features and benefits
- ✓ How could we use Slack in the adult literacy field?
- ✓ Slack for non profits & Slack for Education
- ✓ Your Feedback



# What is Slack ?

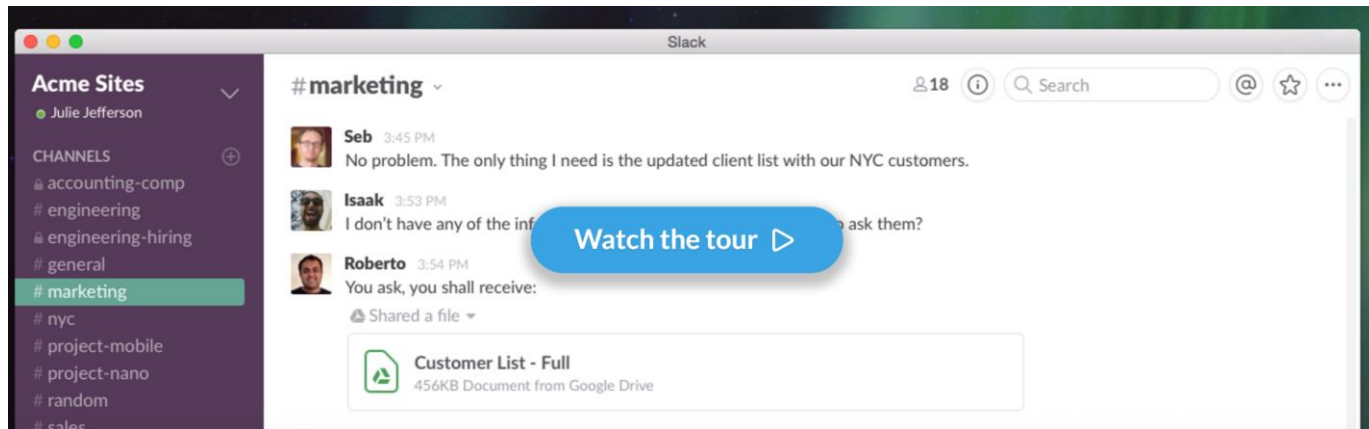
An Instant messaging and collaboration tool

- Public and Private Channels
- Direct Messages
- File sharing
- Notifications
- Search



“

# How Slack Works?



# How Slack Works?

## Channels – Public & Private

- Only Team members can join
- “Star” channels that are important to you

## Notifications

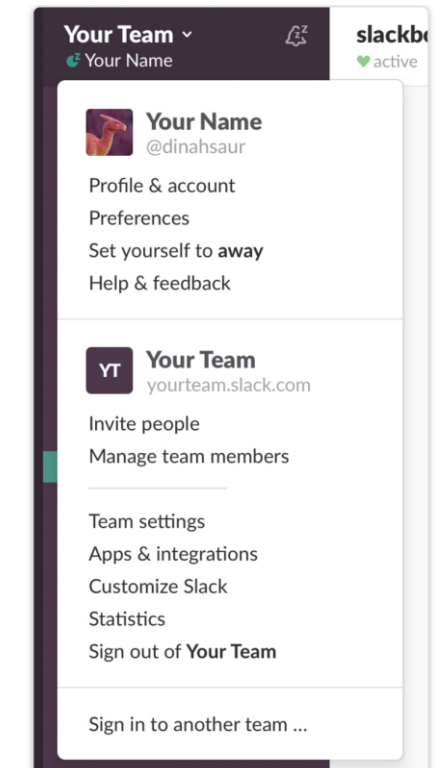
- Choose Desktop, Mobile or email notifications

## Direct Messages

- One-to-one Or up to groups of 8

## Share Files

- Documents, photos, PDFs



# Slack vs. Email

## Slack

Channels (Public, Private)

Message Threads

Members only

For less formal communication  
(within organizations or groups)

## Email

Reply All

Long email chains

Unsolicited messages

For more formal  
communication  
(clients, partners, funders)





# Let's review some of the features ...

- **Free** - Open for everyone
- **Friendly** user interface
- **Easy** asynchronous conversation
- iOS and Android **apps**
- Powerful **customization** abilities
- Excellent **search**



# Integrating Apps in Slack

## Twitter

The Twitter app brings tweets directly into Slack.

## Dropbox

Sharing your Dropbox files in Slack keeps all your team's shared information in one place.

## Soundcloud








Post new tracks, favourite tracks, to a designated Slack Channel



# Integrating Apps in Slack

## Communication

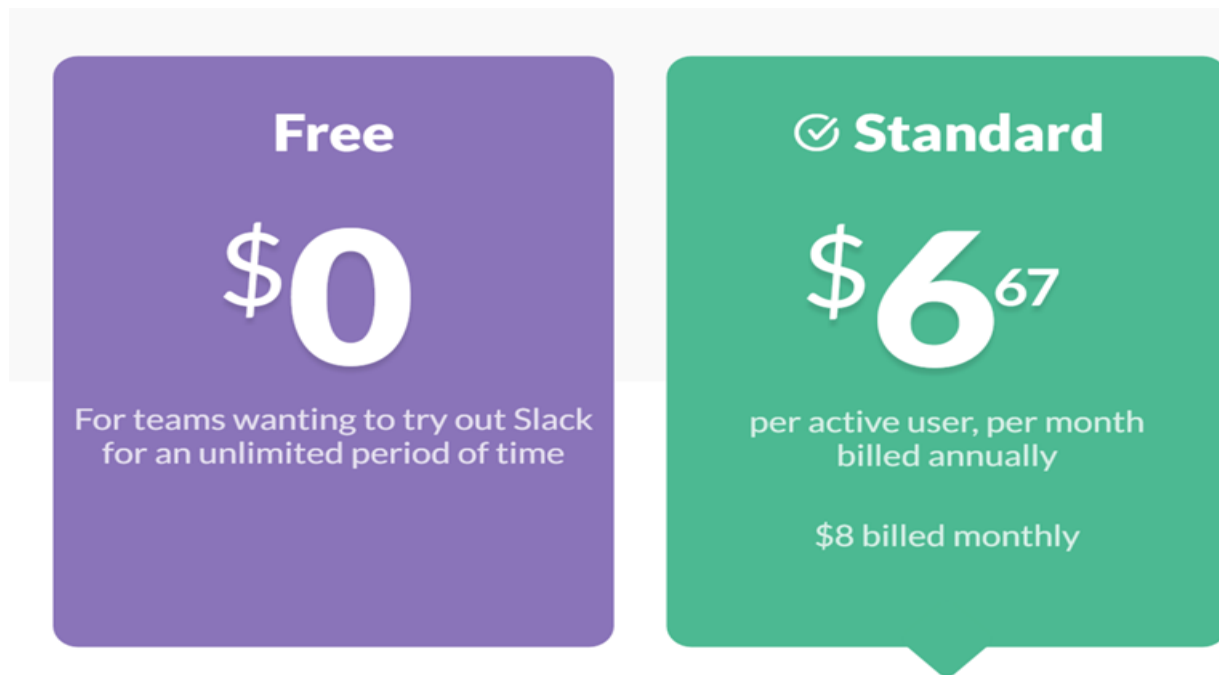
Sort by Popularity ▼

-  **Google+ Hangouts** Bring your conversations to life with free video calls. >
-  **Trello** Collaborate on Trello projects without leaving Slack. >
-  **RSS** Automatically syndicated site content. >
-  **Skype** Start a free group video call with your team. >
-  **appear.in** Video conferences in your browser. >
-  **Screenhero** Screen sharing for collaboration in teams. >
-  **MailChimp** Online email marketing and contact management. >



# Slack is free... but...

“Slack is free to use for as long as you want, for teams of all sizes.”



# Building Community with Slack

## Channels:

**Stay connected** – communicate about what's important in your community. Use to carry on conversations with specific groups within designated channels

## Integrations:

**Get organized** – integrate other communications tools, project management tools etc. Everyone can “see” what's going on

## Direct Messages:

**Private conversations** with peers and colleagues

## Tags:

Use tags to send **special notifications** to a specific colleague in a channel

## File uploads:

**Share Files** - jpegs, pdf's, Office files, and Google Docs may be the most accessible. All documents have their own comment stream; perfect for giving feedback



# Using Slack in the non profit sector

Charities (non profits) in the UK report using Slack for...

- Internal communications
- Project management
- Staying connected in virtual work environments
- Board business

*“The benefits of using Slack is that it is password protected and everything posted, uploaded or shared is only accessible to your Slack team. You can set up channels related to different topics (for example: brand refresh working group) and these channels can be either public, meaning everyone in your team can see it, or private (for example, board meeting minutes) that can only be viewed by a few, invited team members.”*



# Using Slack at AlphaPlus

The screenshot shows a Slack window titled "Slack - AlphaPlus". The interface includes a top menu bar with "File", "Edit", "View", "History", "Window", and "Help". On the left is a sidebar for the workspace "AlphaPlus" with a user "maria" and a list of channels: # closed-out-question, # cloud-backup-paperles, # communications-s... (2 unread), # consulting-coaching, # crm-vtiger, # d2l\_brighspace\_lms, # edu-adult-ed-strat... (1 unread), # engagement-model, # fluidsurvey-shutd... (1 unread), # gamification, # general (selected), # google\_apps, # ipads (4 unread), and # labour-market-agr... (1 unread). A red bar at the bottom of the sidebar indicates "UNREAD MENTIONS".

The main area shows the "#general" channel with 6 members. A message from a user with a profile picture of a person in a blue shirt says: "@everyone: While attending an online meeting I used a pretty cool tool today called UberConference. <https://www.uberconference.com/pricing> It's free for up to 10 users and might be worthwhile to explore. @alan I am not sure how much we pay for using teleconferencing but this might be a good alternative. If you want to have your own assigned phone line the cost is \$10 per month. The link above explains the pricing and features. I was pretty impressed with this tool."

Below the message is a link preview for "UberConference" with the title "UberConference - The Best Free Conference Call" and a description: "UberConference provides a rich visual interface for conference calls. Simple, visual, and free to use, it's audio conferencing done right. Easily set up and join free conference calls, see who is in the conference, who is talking, and use powerful conferencing features." The preview includes the UberConference logo (a blue circle with a white 'U').

At the bottom is a text input field with a plus sign on the left and a smiley face icon on the right, containing the text "Message #general".



# Using Slack at AlphaPlus

*“The grouping by channel makes it easier to follow a conversation, a train of thought than the chat” (GV)*



*“Slack is very useful for diverting topical conversations with a fixed groups or team out of my email overwhelming inbox. It worked better (particularly for things that need to be referred to in the future or by staff away that day/week) than text chat e.g. Hangouts or ICQ, because it allows for separation within the team by topic/subject” (AC)*





# How/why we could use Slack

- **Create discussion groups** organized around issues and topics that are important to literacy programming etc.
- **All communications are secure** – only team members can participate
- **No more email chains** - including the dreaded reply all emails
- **Bring all communication together** around a specific topic,
- **Allow people to to jump in and out of conversations** as needed, rather than being forced into them.
- **Build a culture of collaboration and information sharing** across your region or stream
- **Bridge barriers of time and distance**

What do you think?



# Slack in the classroom?

- Back channel in class?
- Quick file sharing?
- Integrate Apps e.g. Google Drive to support collaboration?
- Group projects?
- Leverage mobile devices in the classroom?
- Communication (between students and between instructor and students)?



# Slack for Non Profits...



*“The Slack for Nonprofits program offers eligible organizations a free upgrade to our Standard plan for teams of up to 250 members.”*



# Slack for Education...



*“Our Slack for Education program offers an 85% discount on our annual plans to eligible groups and institutions...”*





## Takeaways

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- ✓ **Download our apps** for desktop and mobile to get the best Slack experience.
- ✓ **Use public channels** to keep your work transparent. These conversations instantly create a searchable archive of knowledge – like your team's collective brain.
- ✓ **Customize your notifications** so you don't miss anything that's important to you.
- ✓ **Share files** in Slack and others can give you feedback, all in one place.
- ✓ **Explore our App Directory** to start integrating the tools you already use directly into Slack – and discover new apps along the way.



# Your Feedback

<http://fluidsurveys.com/surveys/alphaplus/tech-tuesdays-slack-webinar-feedback/>



UPCOMING WEBINARS

<http://webinars.alphaplus.ca>

