

# CHOOSE MATHS = MENTORING

AN **AMSI** SCHOOLS PROJECT

DELIVERED BY



SUPPORTED BY

**BHP** Foundation

## Slack: First Time User's Guide

CHOOSE**MATHS** Mentoring uses Slack to facilitate communication between AMSI, mentors and teachers. It is a powerful organisational tool that allows for easy and quick communication. Slack will help mentors to communicate with the other mentors (and teachers) in their circle, as well as connecting with mentors from other circles to share resources and ideas.

This document will take you through how to use Slack and introduce you to the features you need to take part in CHOOSE**MATHS** Mentoring.

### GETTING STARTED

👉 Prior to beginning mentoring sessions, you will receive an email with a link to join our Slack workspace. Click on this link!

👉 You will be directed to a page in a web browser that will ask you to create a **Name and Password** for Slack. After you have entered these, click '**Create Account**'.

### SLACK CHANNELS

Slack channels are where the conversations happen. Different channels are used for different purposes. You can view all the channels in the left sidebar.

The general channel for all mentors and teachers

This channel has how-to guides and is the place to ask all of your questions about Slack or CHOOSEMATHS

This is a channel specifically for teacher communication

**#general**  
You created this channel on August 30th, 2018. This is the very beginning of the #general channel. Purpose: This channel is for workspace-wide communication and announcements. All members are in this channel. (edit)  
+ Add an app + Add people to this channel

Today

Julia Collins 10:19 AM  
joined #general.

+ Message #general

**About #general**

Channel Details

Purpose  
This channel is for workspace-wide communication and announcements. All members are in this channel.

Created  
Created by you on August 30, 2018

Highlights

Pinned Items

3 Members

Apps

Shared Files

Notification Preferences

☞ When Slack first opens it will show the “general” channel. This channel will be used for announcements and general communication between all mentors and teachers.

☞ The “help” channel can be used to ask any technical questions about Zoom, Slack, child protection, curriculum, etc. It also contains links to ‘how to’ guides.

☞ All mentors and teachers will be added to a specific channel for their mentoring circle. This will have a name associated with circles, e.g. “stonehenge”.

☞ The “teachers” channel is for teachers to communicate among themselves. Mentors are not automatically added to this channel.

☞ You can add additional channels to your homepage by clicking “+ Add a channel” and either choosing from pre-existing channels or creating a new channel. You can create new channels which are either public or private (see below).

## YOUR MENTORING CIRCLE CHANNEL

☞ Mentoring circle channels are **private**, meaning that only the people added to them are able to view messages. All other channels are **public**, meaning that anyone can find and view messages.

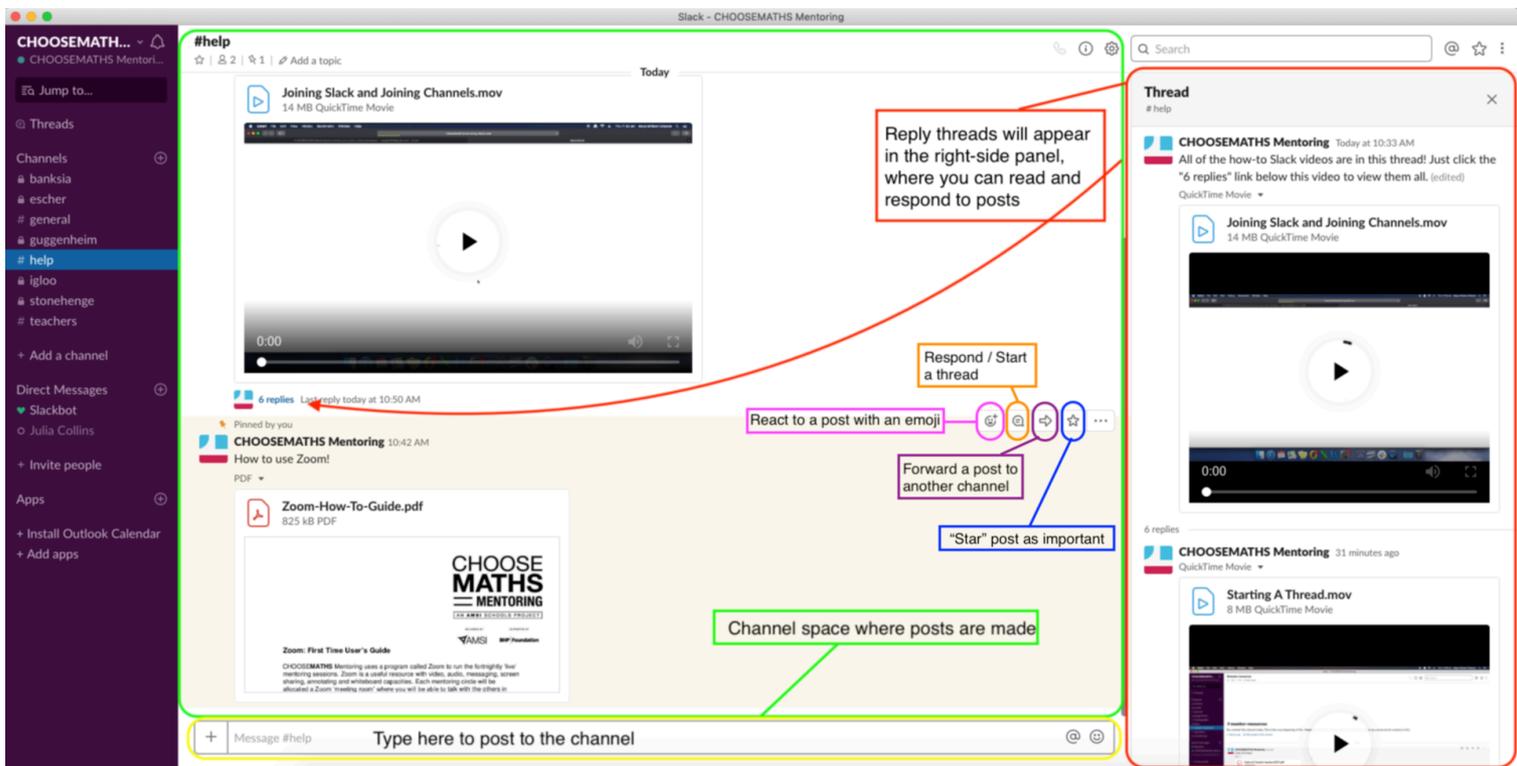
☞ Mentors can use their mentoring circle channel to plan upcoming sessions, share information about what happened at previous sessions, and to communicate with the teacher associated with their circle.

☞ **CHOOSEMATHS** will send you a reminder in your mentoring circle channel 15 minutes before each mentoring session begins, and your Zoom ID will be in the channel description in case you ever forget!

The screenshot shows a Slack interface for a channel named **#guggenheim**. The channel is highlighted in the left sidebar. The channel description reads: "You created this private channel today. This is the very beginning of the #guggenheim channel. Purpose: Communication for Guggenheim mentors (Albert Park College 2)". Below the description, the Zoom ID is listed as "ZOOM ID: 257-981-357". A red arrow points from the text "Your private mentoring circle channel" to the **#guggenheim** channel in the sidebar. Another red arrow points from the text "Your ZOOM ID is always here in case you ever need it" to the Zoom ID in the channel description. The Zoom ID is circled in red.

## SLACK WORKSPACE AND CREATING THREADS

☞ The Slack space you will see on your browser will be comprised of three sections: the left sidebar with the channels, the channel feed, and a thread sidebar. **Threads** are responses to a post in the channel feed.



☞ In the channel feed, you will be able to see any posts made by members of the **CHOOSEMATHS** workspace. If you hover your mouse over a post, you will be able to react to the post, start a thread, forward the post, or mark the post as important.

☞ If a thread has already been started, you can click on the "replies" link under a post to open the thread sidebar. This will stay open even if you click on a different channel.

☞ When reacting to posts or threads, you can share files as well as just typing text. Click the + button on the left of the reply box, then "Add a file from your computer".

## FINAL NOTES

☞ Slack offers a desktop app and a phone app, which you may find easier than viewing Slack in your browser. You can download Slack for Mac, Windows, Android or iOS here: <https://get.slack.help/hc/en-us/sections/360000110123-Download-the-Slack-app>

☞ You can find more information on any of Slack's feature on their website: <https://get.slack.help/hc/en-us>.

☞ **CHOOSEMATHS** mentoring circles are places of respect. Please be mindful of child protection and web safety rules when sharing anything on Slack and make sure that anything you say and share is appropriate and safe. If you are unsure, please contact a member of the **CHOOSEMATHS** team. If you notice anything you think is inappropriate, or feel uncomfortable with what is being shared on Slack, please email [Julia.Collins@amsi.org.au](mailto:Julia.Collins@amsi.org.au) or call 03 8344 6500 as soon as you can.