

Get on Slack

David Grover, david.grover@park.edu

I use variations on the following instructions to get students connected to a course's shared Slack workspace at the beginning of a semester. These steps and this wording has proved effective in preventing almost all technical difficulties for students, even those quite unfamiliar with software like Slack.

The course represented here is EN207: Professional and Technical Editing, a fully asynchronous, 8-week course. Feel free to adapt these materials for your own use.

Editors aren't merely people who have memorized certain facts from a textbook. In fact, the only way to become a good editor is to get your hands dirty, adding valuable real-world editing experience to whatever it is you learned in a book. And the only way to become a truly talented editor is to combine your book learning and real-world experience with the learning and experiences of other editors.

To enable this necessary sharing, I've set up a shared workspace on [Slack](#). Slack is free software we can use to carry on our discussions. It's like a group text or Facebook chat, but more organized and powerful. And you can run it on your internet browser, desktop, or smartphone (or all three), so it's painless and easy, sending you notifications according to your own preferences.

You need to join our class workspace and set up your account. If you get this done by the end of Unit 1, you'll earn 20 points of extra credit.

Follow these steps:

Step 1

Join our Slack workspace by clicking the link below:

[Click here to join our workspace!](#)

If that link doesn't work, you can also sign up using your park.edu email address by going to <https://en207spring2023.slack.com> and choosing to create an account. If you have problems with this step, contact me as soon as possible.

Step 2

Next, please edit your profile to include a **picture and a name**. These don't necessarily have to be a picture of yourself or your actual name, but please be respectful and thoughtful as you choose an avatar and name for us to know you by online.

Also, please go into the **preferences menu** and change any settings you need to. I recommend setting some Do Not Disturb hours (the default is midnight to 8am, Central Time) and setting the Notifications to what you'd like.

Lastly, **consider downloading the smartphone app (on [Android](#) or [iOS](#)) or [the desktop app](#)** and logging in that way. You may have to revisit the preferences in those apps to get everything arranged how you want it. For example, you might not want to receive any notifications on your smartphone, leaving them to pop up on your laptop when you're working, or vice versa. Please don't turn off all the notifications everywhere, however, or you'll miss important announcements and updates.

Step 3

Once you're all set up, you need to write two messages:

- **First, post a message to the [#random](#) channel** telling us what song you've been listening to on repeat recently (bonus points if you link to a video or audio file of the song!).
- **Second, send me a direct message** (you'll find me as "Dr. G") letting me know that you're on and, if you've chosen a name for yourself other than your real name, what your real name is so I can keep track of who's who.

Accessibility

If you use accessibility software such as a screenreader with your computer, Slack has [information about how their apps best work for you](#). Slack also offers accessible themes built specifically to help those with colorblindness, which you can find in the preferences menu. Please contact me if I can help you make your Slack experience any better or more accessible.