

System Analysis and Design Lab, Week 1

Activity 1.2 Slack

Overview

In this activity you will create a Slack channel for your group within the Slack organisation provided for the lab. Your group will use your channel to gain experience communicating in different ways and sharing information. You will then be ready to extend your skills with Slack later for assignment work and integration with other tools and practices.

Purpose: To develop some experience using the online communication tool Slack.

Activities: Join a Slack team for the unit.

Create a channel for your particular lab and group number. Use the public slack channel to communicate with your group using a number of different features.

Time: This task should be completed in your first lab class and demonstrated to your lab teacher by the end of the class.

Resources: See online resources and slack tutorials.

Feedback: Your lab teacher must know the members of your group. Each group member must demonstrate performing one of the “to do” tasks in the lab. Your lab teacher will suggest possible changes and discuss.

Next: Activity 1.3: Team Scenario Discussion.

Instructions

1. All group members will need to join the Slack team for this lab. Create your own—we need to see you in a team!

- One of the team member will create a workspace by signing up using his/her email address.
- You will then need to check your email and follow the confirmation link for your address.
- Once your email address is confirmed you will be able to go back and invite other team members.

Note: Your lab teacher will allocate your group number.

2. Nominate one member of your group to create a channel for your group.
 - You will need to specify a Name for the group – it must be correct!
 - The name must be in the format of `sad_lab-2018-##`. For example, the second group (number 2) of the first lab (lab 1) would be `sad_lab-2018-02`.
 - Also provide some text for the “Purpose”.
3. Your other teammates can now join the channel themselves (via the ChannelList on the left side) or you can Invite them.

It's time to start having a conversation. Talk to members of your group in your channel, and demonstrate the following features. Capture screen shots along the way as evidence of your success.

4. Add emphasis to a word by enclosing with * marks.
 5. Create an indented block of text by using the ">" before it.
 6. Mark one or most posts as a “Starred” item. Then view “Starred Items” by clicking on the “Bookmarks” star icon in the top right corner. Stars make an easy way to create a “to do” list.
 7. Click on the “...” button in the top right corner to “Open Flexpane Menu”, “Your Files”, “Add New File” and first
 - add a code snippet of your choice (with the correct syntax highlighting),
- Hint:** click the + plus icon next to the message field and choose code or text snippet.

- then also upload an example file of your choice.

Hint: Drag and drop a file into Slack, or click the + plus icon next to the message field.

8. Update your profile details ^{to} include any image. This really help people to know who you are!
9. Use the "@" symbol before either a username: (such as @slackbot:) or a keyword like “channel” to create a notify message for the current channel you are in.
10. Use the "#" with a channel name to create a special link to another channel.

Once you have done all these instructions, show your lab teacher. Make sure you keep your document with screen shots as evidence of your success.

Tip: Don't Get Distracted! There is another task to get done in this lab so move on to that as soon as you can. Come back and explore Slack some more once you have that done.