

Special Assignment - Slack and Zoom

20 points

Assignment Description. Since we are moving to an all-digital platform for our coursework due to the COVID-19 social distancing requirement, this assignment is intended to help you get up and running with the needed programs and setups that we will be using for the rest of the semester. Many of you have already completed the initial steps of this assignment, so it should be fairly easy if you have already connected to the Slack instance.

Assignment Instructions.

1. First, review an introductory Slack tutorial [here](#). The tutorials will help you understand some of the basic features of Slack and how to do some of the things we will be doing for the semester.
2. Click on the invite that I posted in the Beachboard news article to connect to our instance. Use your student email address to create the account and connect to the instance. Optionally (but **highly** recommended, download the Slack desktop application from [here](https://slack.com/downloads): <https://slack.com/downloads>). The application will give you greater access to the Slack features than the web service. If you also want to install it on your mobile devices, Slack offers both iOS and Android apps which are also very fully-featured.
3. If you have followed the directions carefully, you should now have a Slack account and be connected to our Slack instance (CSULB-CECS-Giacalone). Make sure that you see the following channels in your Slack instance (*#announcements*, *#general-chat*, *#labtime*, and a few other optional channels). *#announcements*, *#labtime*, and your class-specific channel are **required** channels that everyone needs to stay connected to. The others are optional but might be useful or interesting for you.
4. Ensure that your username is your **full name with proper spelling**. We're practicing being in a professional organization here, so let's treat it like one. Funny or amusing profile pics are okay, though, as long as they are at least PG-13. :-)
5. You probably do not have access to your class-specific channel yet (since the link is actually broken), so send a PM to either myself (*@Anthony Giacalone*) or my TA (*@Sagar Wadhwa*) with the class that you are in (CECS-?), and we will add you to your class channel.
6. I want you now to set up your notifications properly. Slack can be a great tool for productivity and team communication, but with its default settings, it can get quite spammy at times. Click on the *#newsfeed* channel, and right-click the channel. Select the option to "Mute *#newsfeed*" so that it doesn't drive you crazy. Feel free to change your preferences with other channels as well, but you will be responsible for having access to any required channels and being able to receive notifications in a timely manner.
7. Send a message in *#general-chat* to say hi to your classmates. Respond to someone else also (let's be nice to each other!). Maybe ask a question or start a conversation. Something to show that you can effectively use the service to chat.
8. PM a friend on the platform. If you don't have a friend (I'm sorry...) then try and make one. :-)

9. Next, log in to your SSO account at CSULB and create a Zoom account using your student email address. Download the relevant software for your desktop/laptop from Zoom's website. Zoom also has a mobile app if you want to use it on your phone/tablet.
10. In *#labtime*, I have an open Zoom conference that I have created. Select "Join" in the conference. The conference will probably be empty (or muted at the very least) so you don't have to say anything--just make sure that you have the ability to connect to it and test out your microphone. You may leave the conference once you test out your mic.
11. Once you have completed these steps, send a message in *#labtime* saying that you have completed the assignment. I or Sagar will give you credit for the assignment (assuming all steps are done) based on the time you post in this channel.
12. Sit back and enjoy a beverage of your choice. You just earned some easy points!

Deliverables. This assignment has a **hard deadline** of Tuesday, March 17, 2020 at 11:59 PM. Any assignments submitted after this deadline will receive **zero** points. I am being strict on this deadline because of the urgency of getting up and running with a remote workplace so we can carry on our class sessions. Please PM me or my TA, Sagar Wadhwa on Slack if you are having trouble getting this set up and running (or, alternatively, ask in the *#labtime* channel for help from your peers if we are not available).