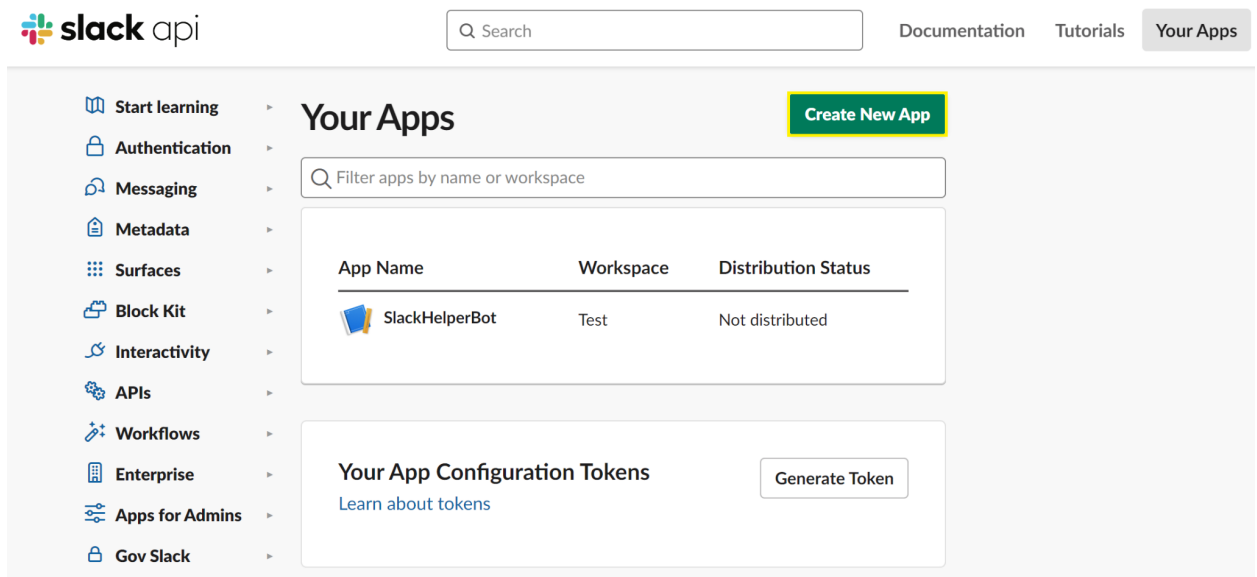
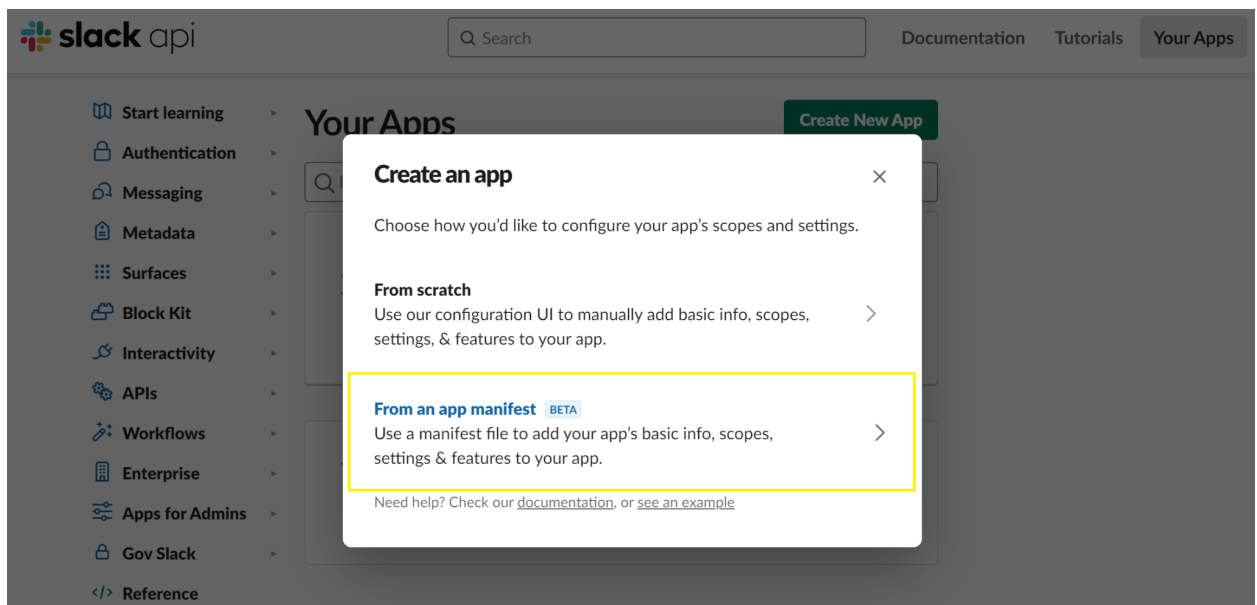


Setting up a Slack app and getting an API key:

1. Create an app by visiting: <https://api.slack.com/apps/> and pressing Create New App on the top right corner



2. Select "From a Manifest" on the app creation screen



3. Ensure "YMAL" is selected, then copy the contents of SlackManifest.txt in the root of this repo to the text box

Enter app manifest below BETA



This is your app's manifest containing basic info, scopes, settings, and features. For help on how this works, you can check out our [documentation](#) or check out a few [examples](#).

YAML

JSON

```
1 _metadata:
2   major_version: 1
3   minor_version: 1
4 display_information:
5   name: SlackHelperBot
6   description: An app to help manage Students and Classes
7   background_color: "#d982b5"
8 oauth_config:
9   scopes:
10    user:
11      - channels:write
12      - channels:read
13      - groups:read
14      - groups:write
```

Step 2 of 3

Back

Next

4. Continue following the dialog box. When done select "Basic Information" on the top left, the press "Install to Workspace" in the center of the screen

The screenshot shows the Slack API interface for an app named 'SlackHelperBot'. On the left, a sidebar contains 'Settings' and 'Features' sections. Under 'Settings', 'Basic Information' is highlighted. The main content area is titled 'Basic Information' and includes a sub-header 'Building Apps for Slack' with a brief instruction. Below this are three expandable sections: 'Add features and functionality' (checked), 'Install your app' (expanded), and 'Manage distribution'. The 'Install your app' section contains a yellow button labeled 'Install to Workspace'.

5. Now, select “OAuth and Permissions” on the left of the screen and copy the “User OAuth Token” from the center of the screen. You may see 2 tokens, copy the **User** token, not the **Bot** token. The User token should start with “xoxp-”

The screenshot shows the 'OAuth & Permissions' page for the 'SlackHelperBot' app. The sidebar on the left has 'OAuth & Permissions' highlighted. The main content area includes a section on 'Advanced token security via token rotation' with an 'Opt In' button. Below this is the 'OAuth Tokens for Your Workspace' section, which states that tokens were generated upon installation. It displays a 'User OAuth Token' starting with 'xoxp-' followed by a redacted token string. A 'Reinstall to Workspace' button is located at the bottom of this section.

Save this token, you will pass it into SlackBot

The following is recommended before adding any Students:

1. If you'd like to create "default" channels that all users are automatically entered into, do so now. As Admin when creating a channel you can check "Automatically add anyone who joins".
2. Click the Workspace name and under settings and administrations -> workspace settings: you can change how display names and emails are presented
3. settings and administrations -> workspace settings -> permissions
 - a. Set Messaging to desired rules
 - b. Set Invitations to "require admin approval"
 - c. Set all options in Channel Management to "Workspace Owner Only" or "Workspace Admins and Owners only"
4. Invite only the professors and make them Admins or Owners using this guide:
<https://slack.com/help/articles/218124397-Change-a-members-role>