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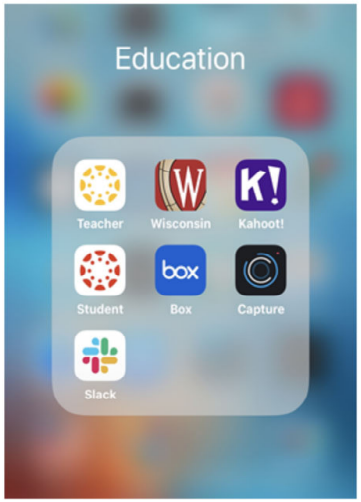
SCHOOL OF BUSINESS
UNIVERSITY OF WISCONSIN–MADISON
TOGETHER FORWARD

ERDMAN CENTER *for*
OPERATIONS & TECHNOLOGY
MANAGEMENT

Class of 2022 Orientation

August, 2020

Steve Boeder, Kyle Roth



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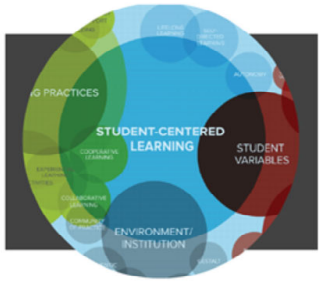
CANVAS



The Learning Platform that Helps Great Education Happen

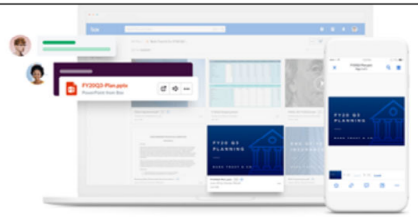
Open, intuitive, and born in the cloud, Canvas streamlines all the digital tools and content that teachers and students love, for a simpler and more connected learning experience.

slack

Slack is where work happens

Slack is a collaboration hub, where the right people and the right information come together, helping everyone get work done.

box



Simplify how you work

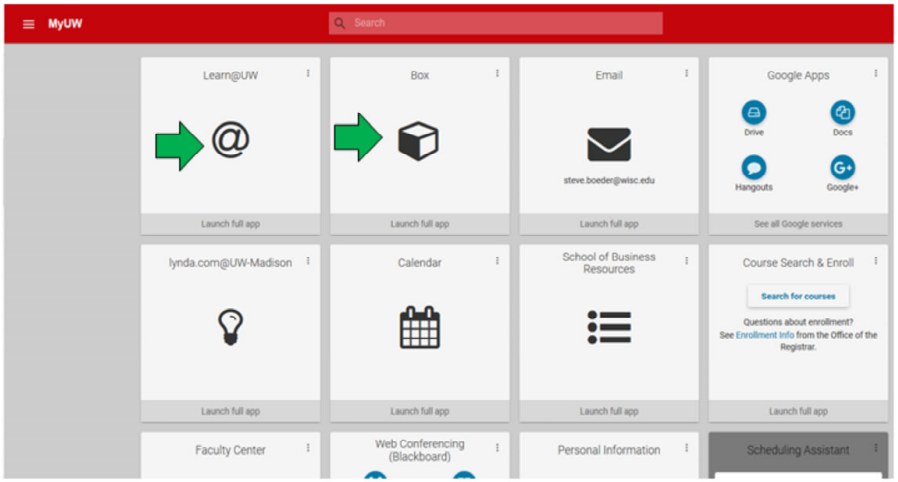
One platform for secure content management, workflow, and collaboration

Student Apps: Box, Canvas, Slack

Accessing

- Web - my.wisc.edu
- https://uwmadison.app.box.com
- https://canvas.wisc.edu/
- https://slack.com/signin
- Phone apps are available

https://my.wisc.edu



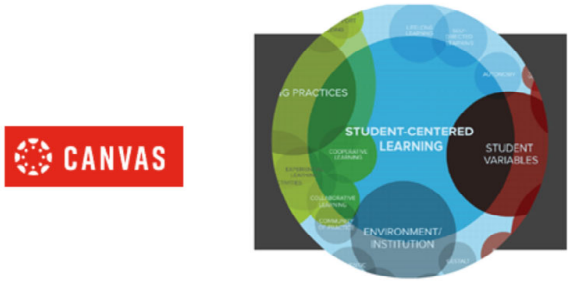
Use the links noted in the slide to connect to Canvas, Box, and Slack

Phone apps are also available

Student media tool – Canvas

- Canvas
  - Introduction
  - Download and install phone app
  - Accessing from My UW
  - Show
    - Uploading assignments
    - Grades
    - Calendar
    - Shared workspace for groups
    - Notes

Working with Canvas



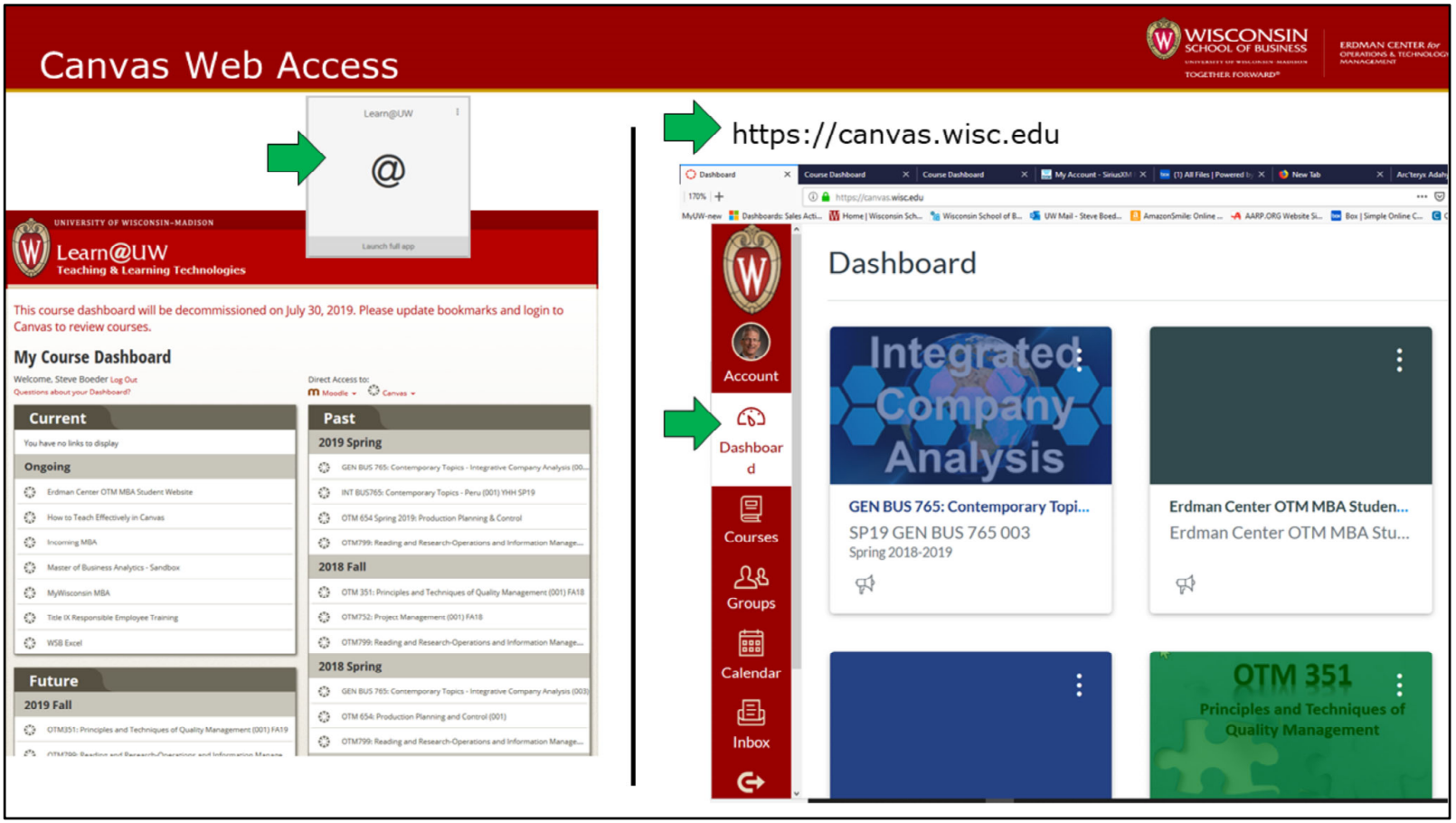
The Learning Platform that Helps Great Education Happen

Open, intuitive, and born in the cloud, Canvas streamlines all the digital tools and content that teachers and students love, for a simpler and more connected learning experience.

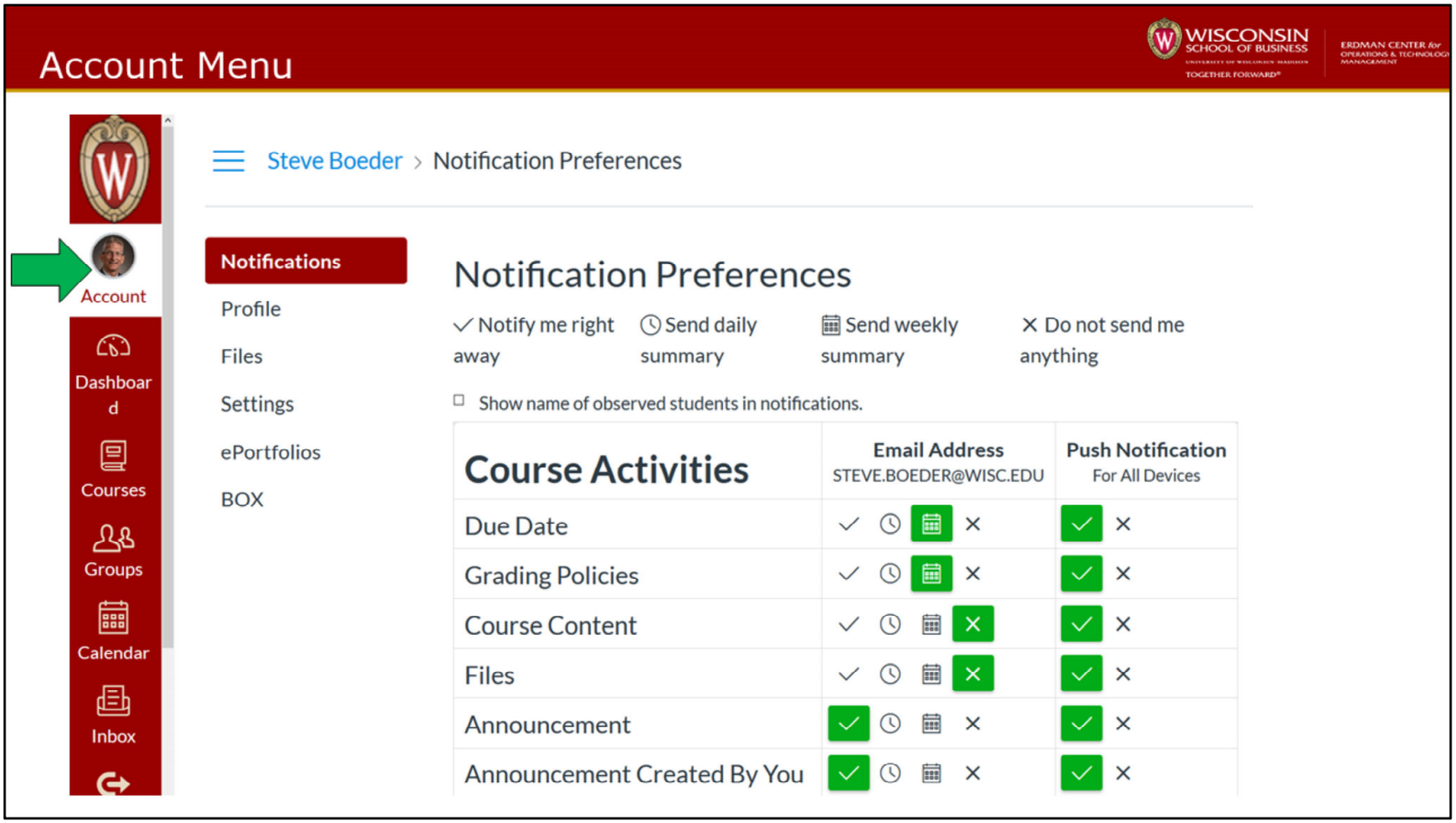
- Calendars for course activities
- Downloading course content
- Uploading assignments
- Viewing grades
- Viewing attendance
- Shared workspace for groups

Canvas is the UW Learning Platform for students to access course/curriculum content

Canvas Web Access

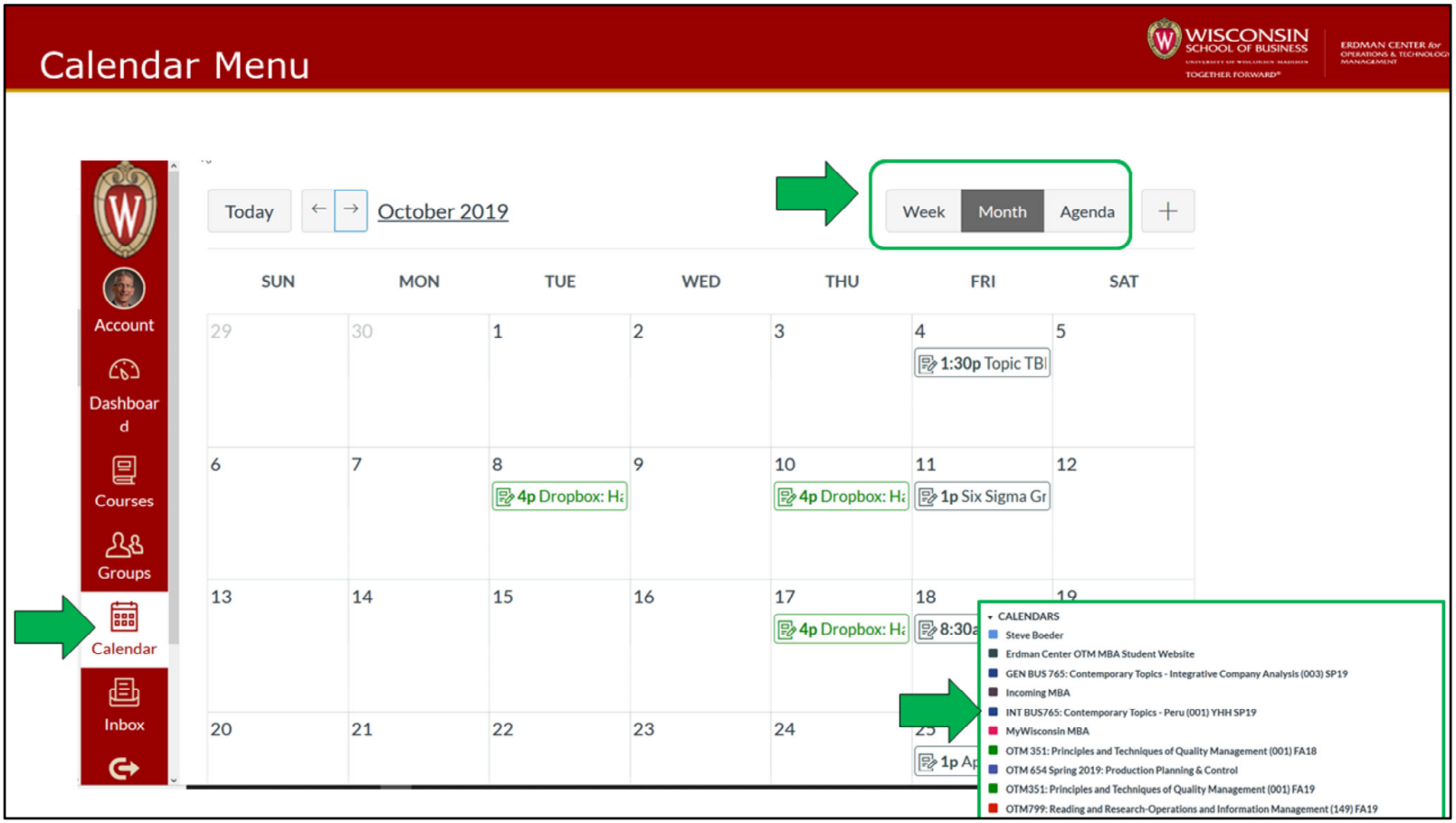


You can access Canvas via your MYUW portal, the Canvas web link or through your Canvas phone/tablet application



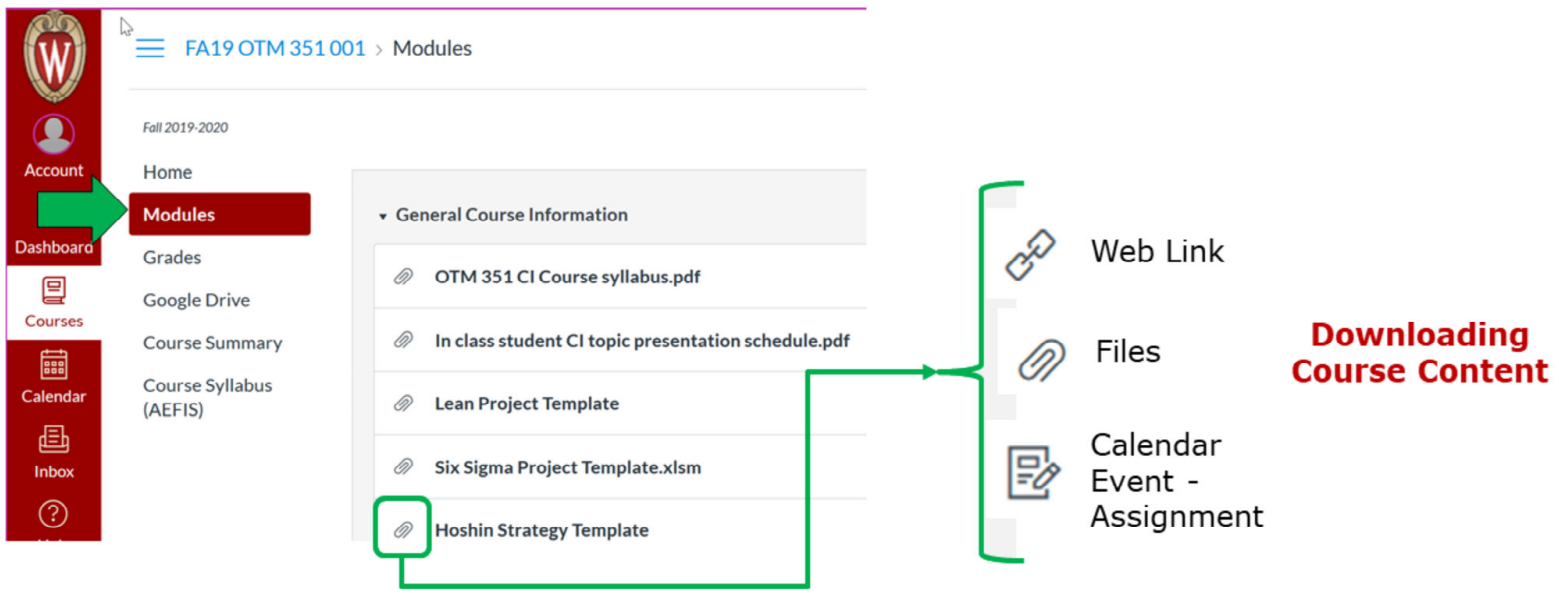
You can customize the notifications you receive through the setup in Canvas.
Select Account, Notifications and then toggle on/off for notifications you wish to receive.

Calendar Menu

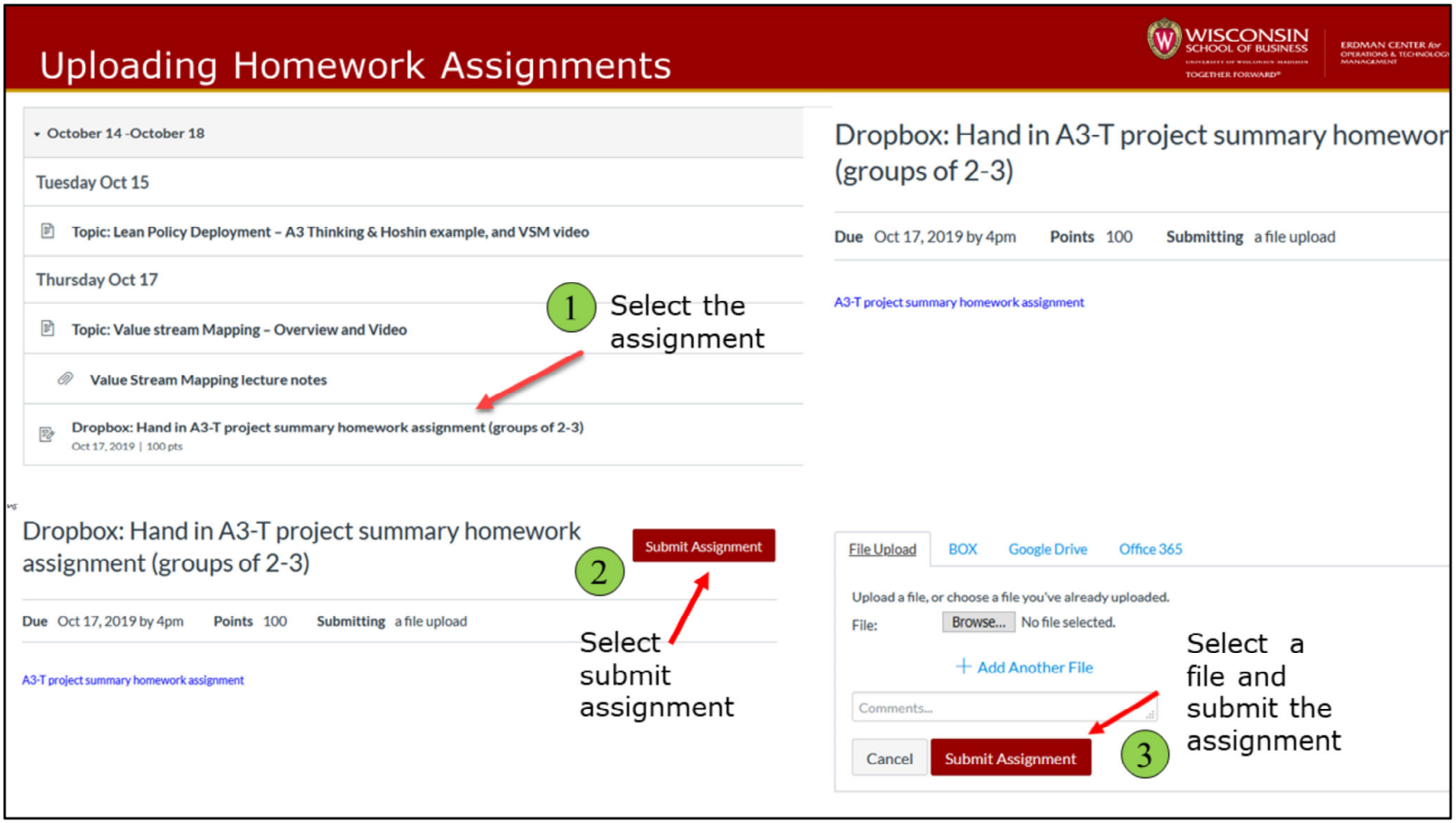


You can link your calendars in Canvas and colors are used to designate the calendar specific to the event.

Module Content Icons



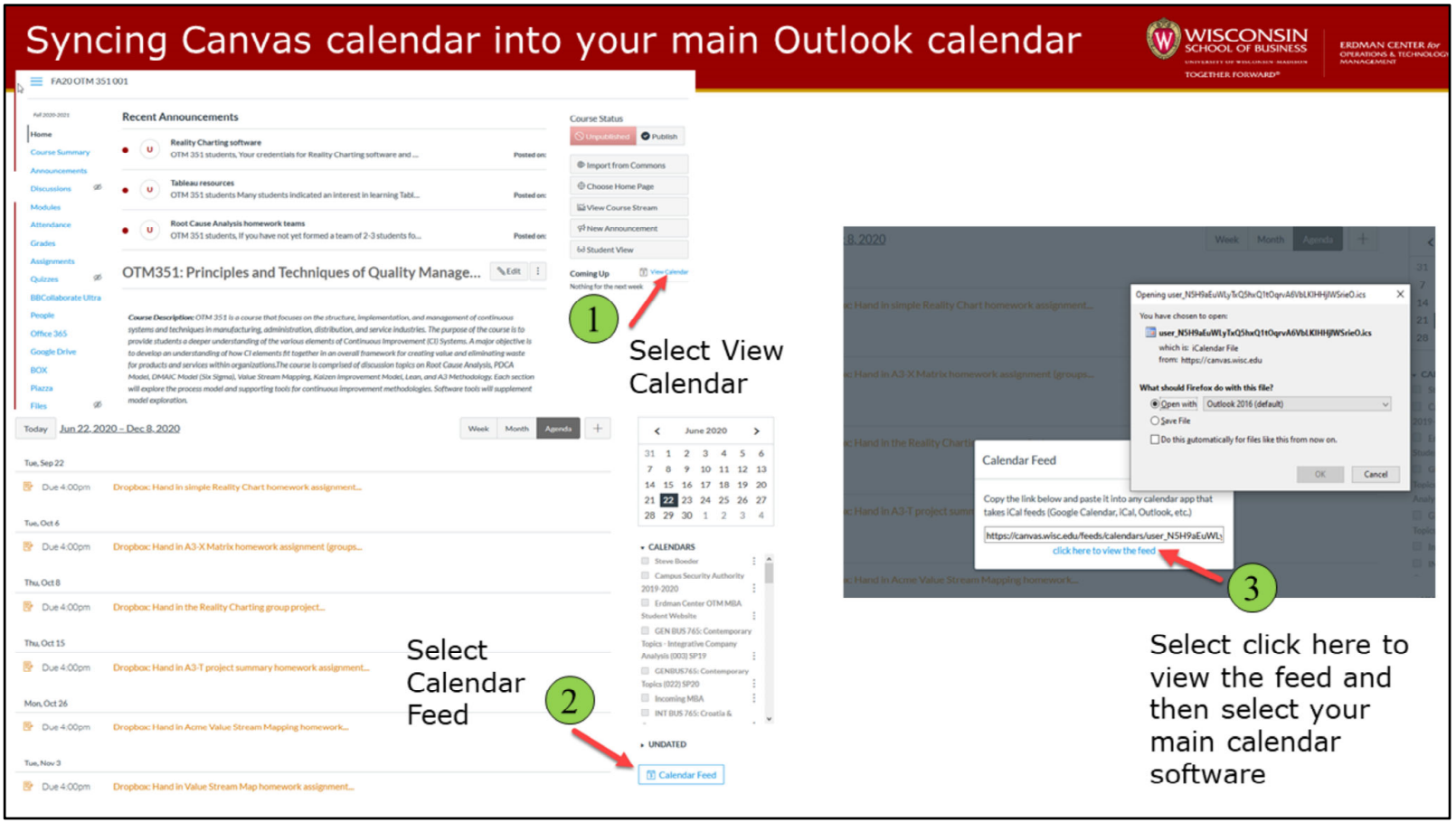
Content in Canvas can be downloaded.
Icons are use to designate the type of content (web link, files, calendar event).



Homework assignment documents can be uploaded for the specific assignment.

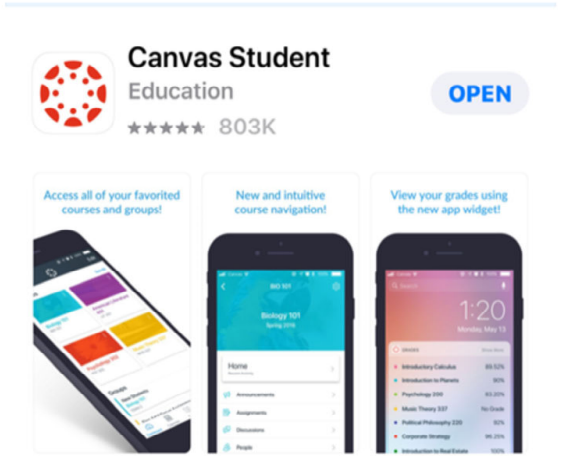
See the steps above to upload your homework submission

Syncing Canvas calendar into your main Outlook calendar



You can feed your calendar assignments into your calendar system by following the three steps noted in the slide

Canvas – Phone App

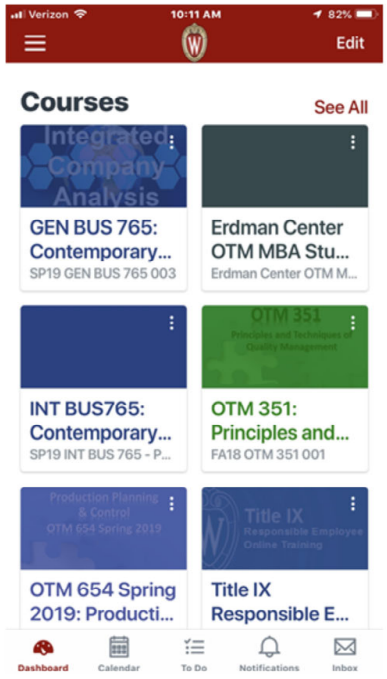


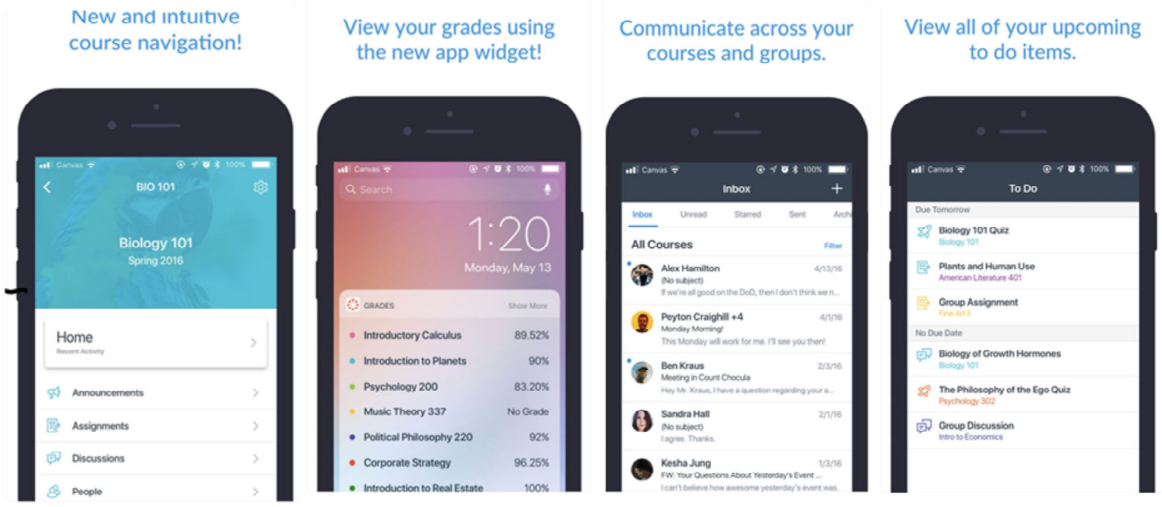
Access your Canvas courses on the go and in the classroom with the Canvas Student mobile app! From any device, students can now:

- View grades and course content
- Submit assignments
- Keep track of course work with to do list and calendar
- Send and receive messages
- Post to discussions
- Watch videos
- Take quizzes
- Receive push notifications for new grades and course updates, and much more!

A Canvas app is available for your phone or tablet

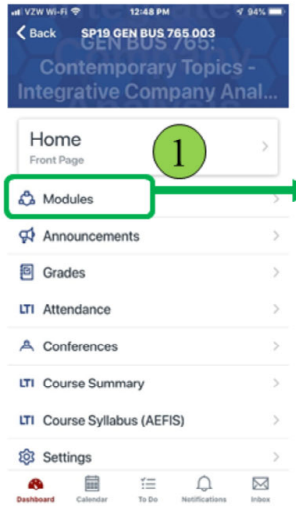
Canvas – Phone App

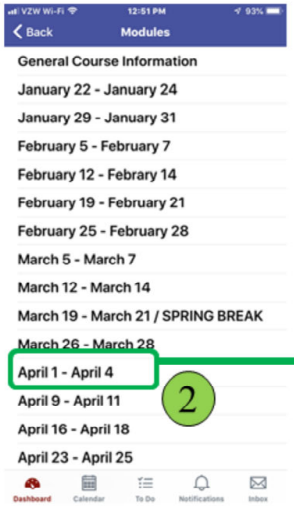


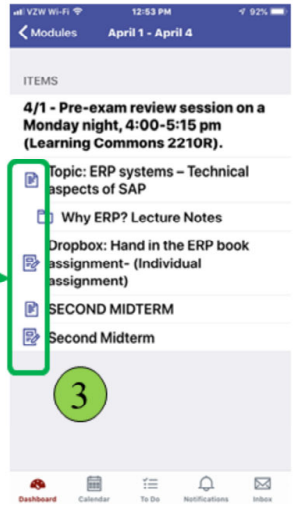


The phone/tablet app has navigation, grades, messages and assignment windows to navigate the course functionality

Canvas Navigation Options – Phone App

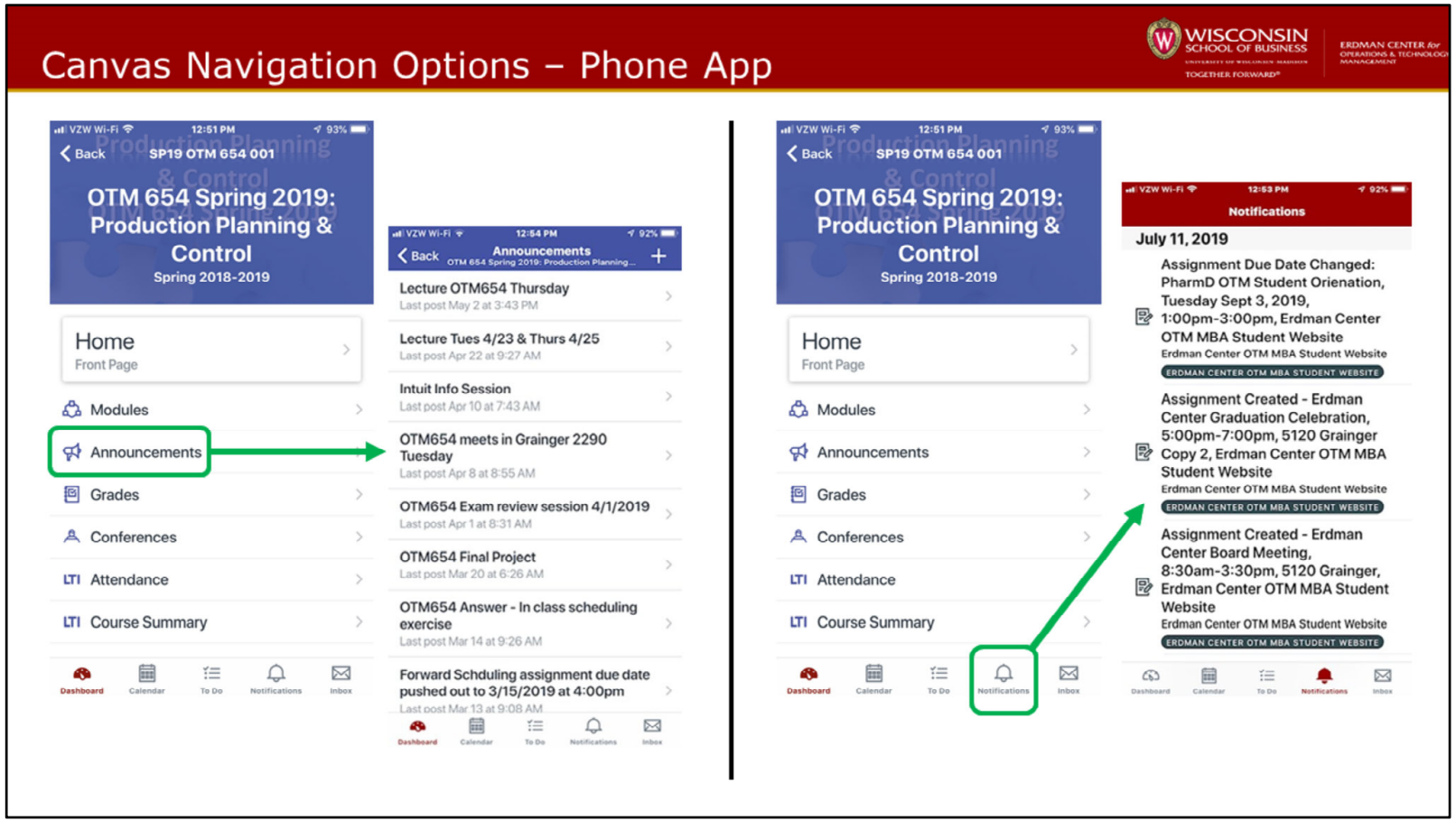






Select Modules to see the course content for specific dates and then select a specific date to see content/

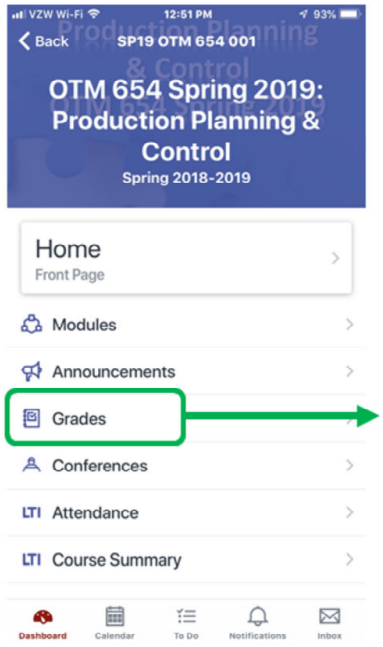
Canvas Navigation Options – Phone App

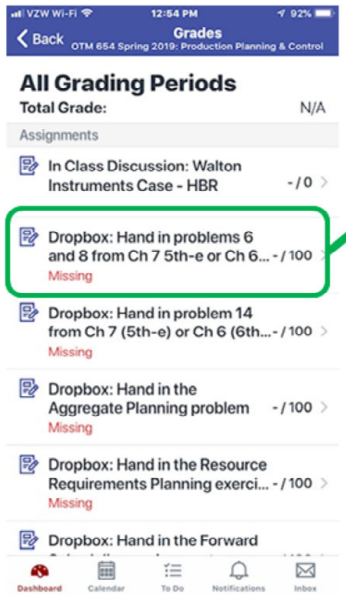


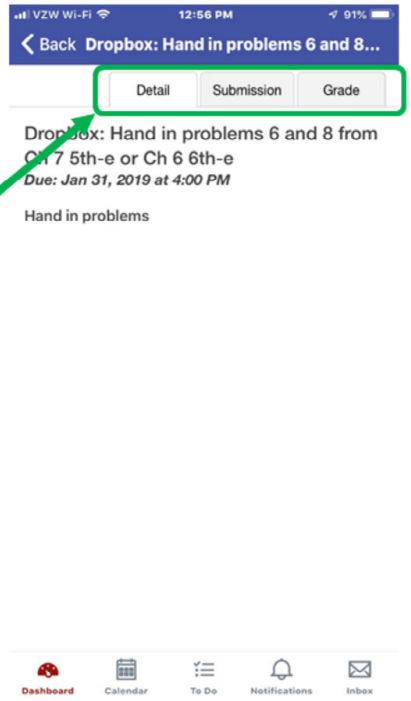
Select the announcement icon to see announcements for your course

Select the notification icon to see notifications for your course

Canvas Grading Features – Phone App







Student media tool –Box

- Box
  - Introduction
  - Download and install phone and desktop/tools apps
  - Accessing from My UW
  - Show
    - Work concurrently
    - Working online
    - Working offline & syncing
    - Version control
    - Large files
    - Settings, user rights
    - Downloading/uploading files
    - Notes
    - Using to stores files remotely
    - Favorites on File Explore and online app

Student Apps: Box

Simplify how you work

One platform for secure content management, workflow, and collaboration

- Working online
- Work concurrently
- Working offline & syncing
- Version control
- Handling large files
- Settings, user rights
- Downloading/uploading files
- Favorites on File Explore and online app
- Notes

Box provides functionality to manage cloud storage of documents that can be personal or shared

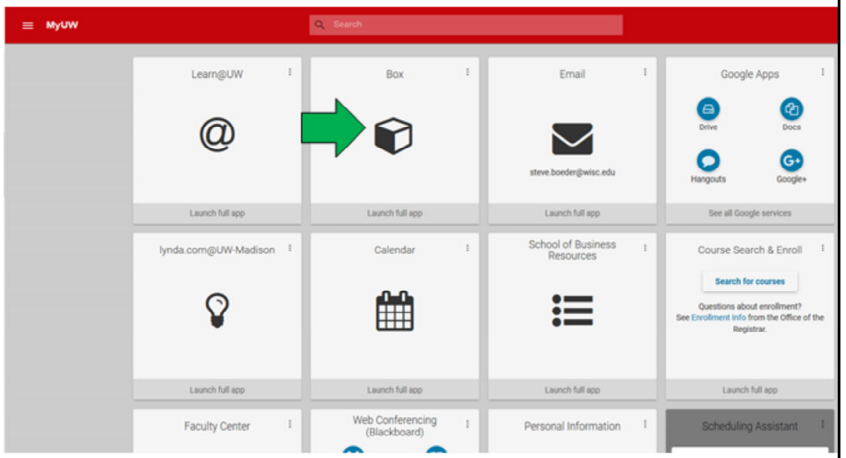
Box is free for UW students

Student Apps: Box

Accessing

- Web - my.wisc.edu
- https://uwmadison.app.box.com
- Phone apps

https://my.wisc.edu



You can access Box in several ways as shown on the slide

There is also a phone/table app

Accessing Box

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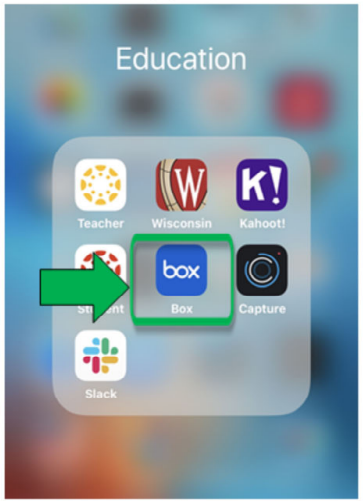
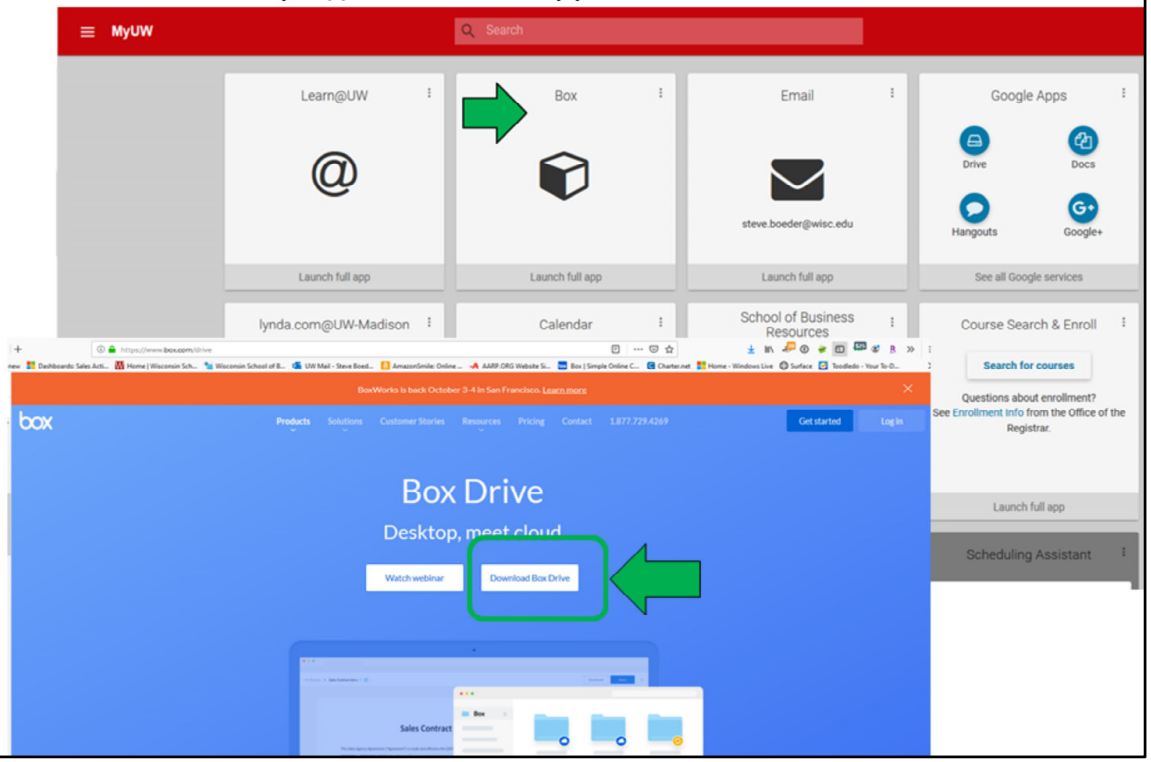
Phone App Access

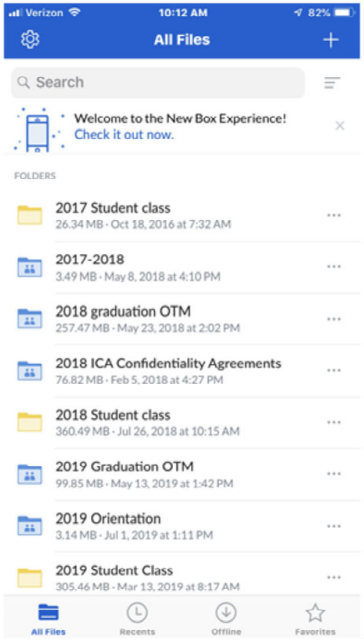


Web Access https://uwmadison.app.box.com



Desktop Application

Box File Management Tool



Box features:

- 10GB of free cloud storage to back up all your docs
- Photo and video upload
- High-quality viewing for 100+ file types, including PDF, · Word, Excel, AI, and PSD
- High-fidelity PowerPoint presentations
- Offline access to files and folders
- Share huge files with just a link - no need for attachments
- Box Notes- for taking notes and working in real time with others
- Add comments to documents to leave feedback
- Real-time search
- Search within PDF, PowerPoint, Excel, Word docs
- File-level encryption and security controls
- Integrations with hundreds of partner apps that let you annotate, e-sign, edit and more

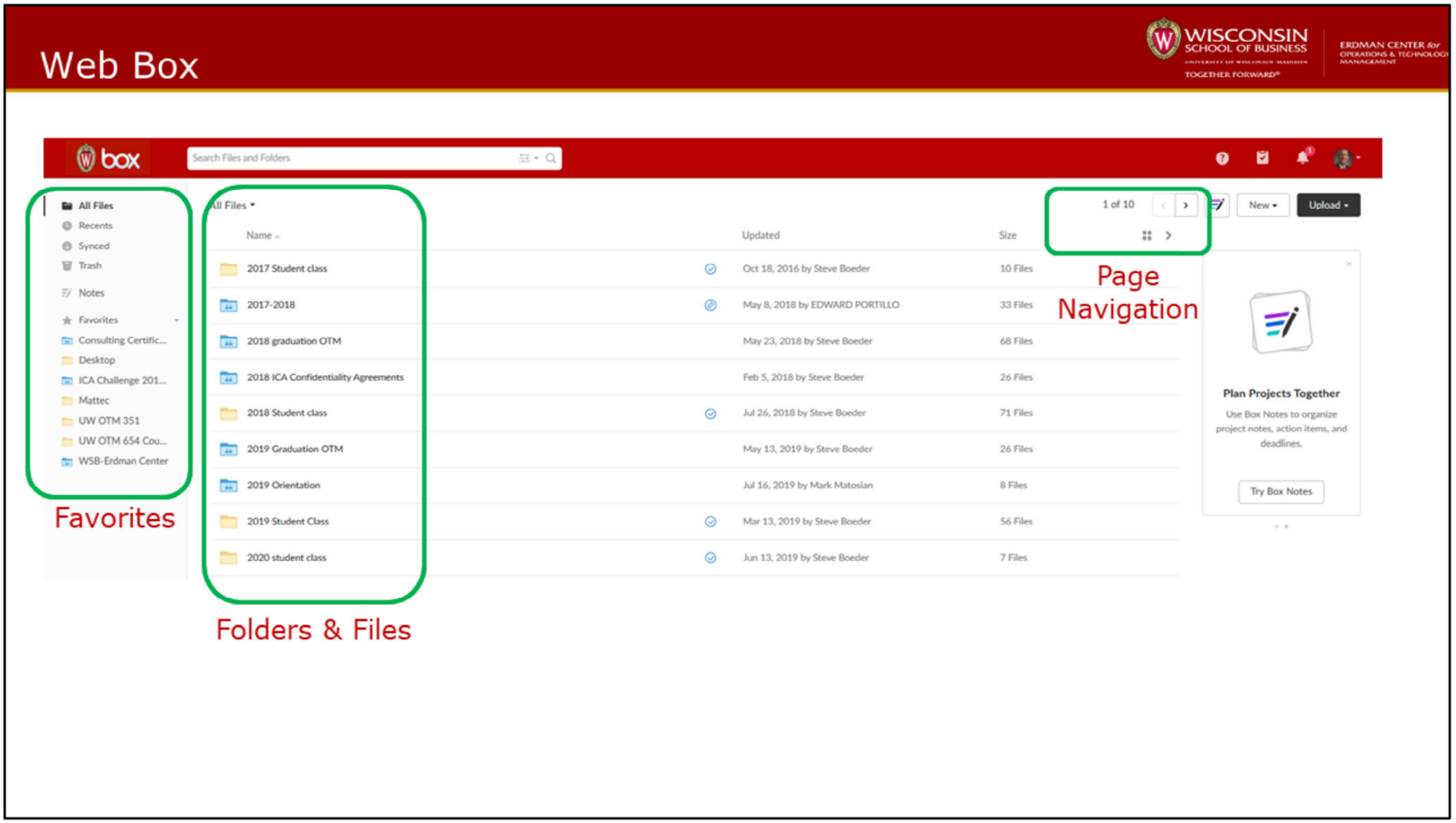
Securely store, manage and share all your files, photos and documents with 10GB of free cloud storage from Box.

With Box, you can easily:

- Have all your files at your fingertips
- Access your files online, from your desktop, and on your iPhone or iPad
- Share important photos, videos, notes and other documents
- Take notes and capture ideas easily on mobile
- Review your latest project and leave feedback on the go
- Stay in sync with your colleagues, friends and family

The features of Box are noted on the slide

Web Box

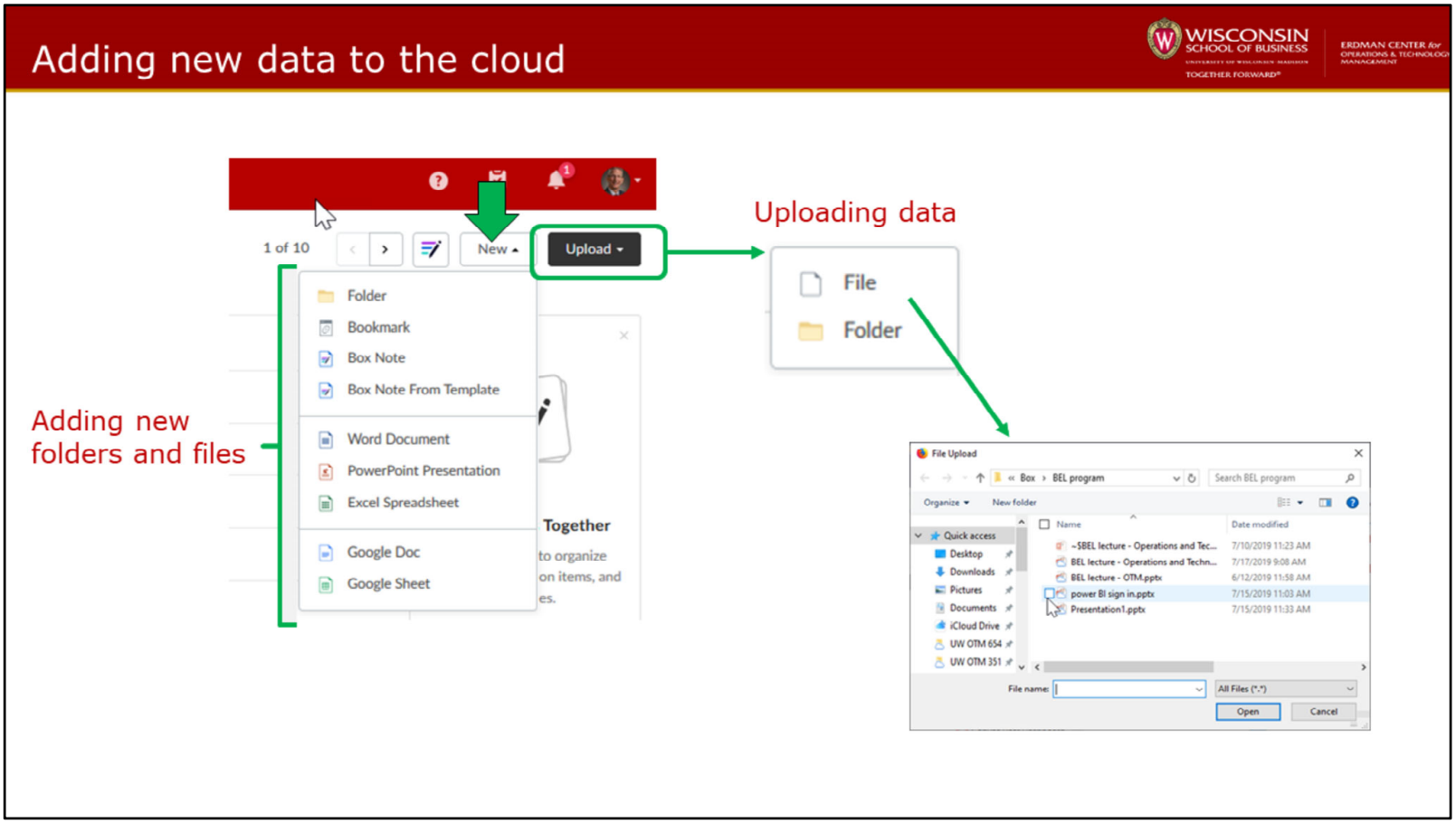


You can set folders that are either private or public. Public folders are assigned to specific users during setup.

You can add favorites to the main menu to easily access your content quickly.

Files/folders can also be stored on your laptop and synced to the cloud.

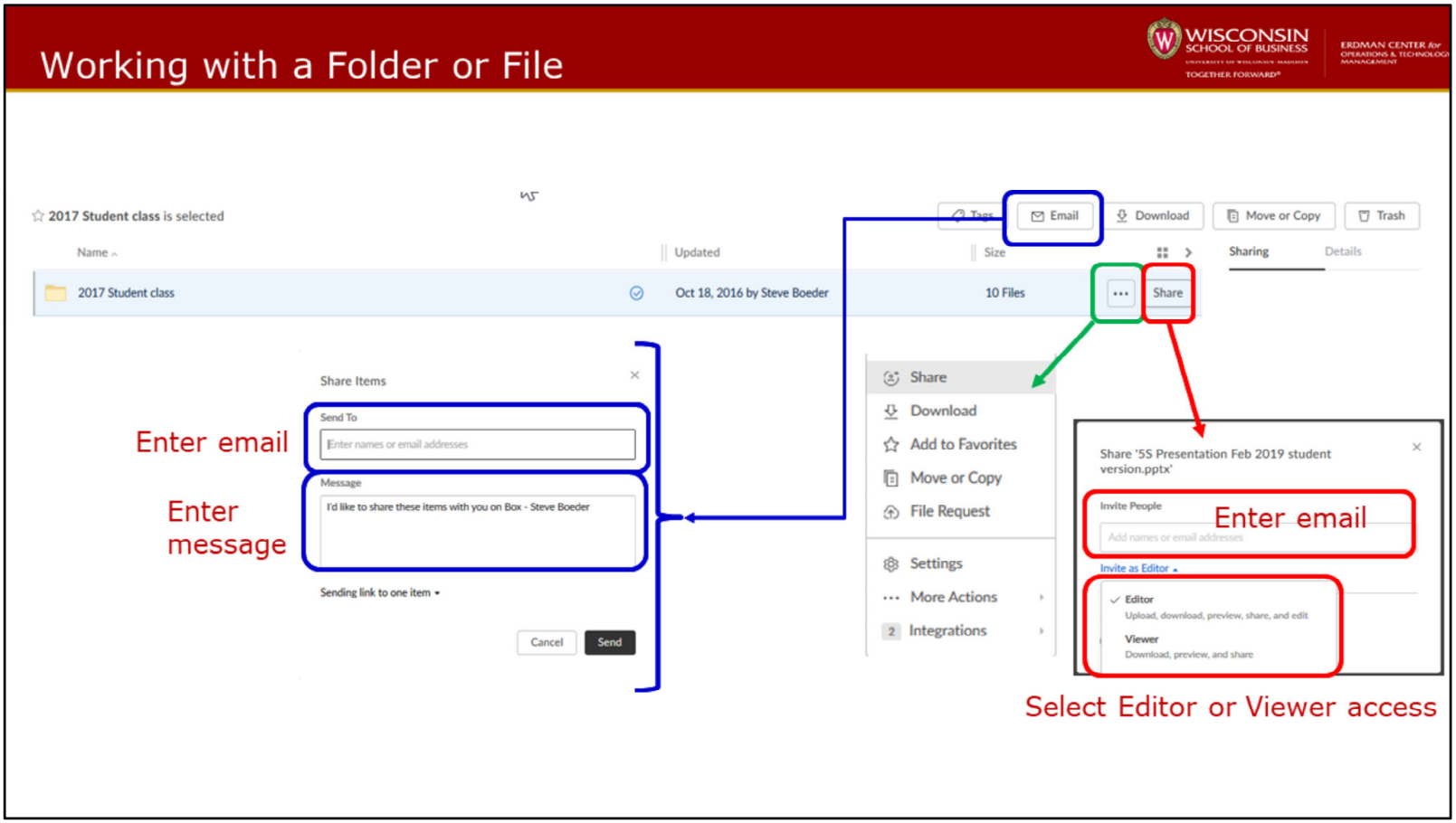
Adding new data to the cloud



New folders can be setup by selecting New and then Folder

Files can be uploaded by selecting upload and then selecting the file you want to upload.

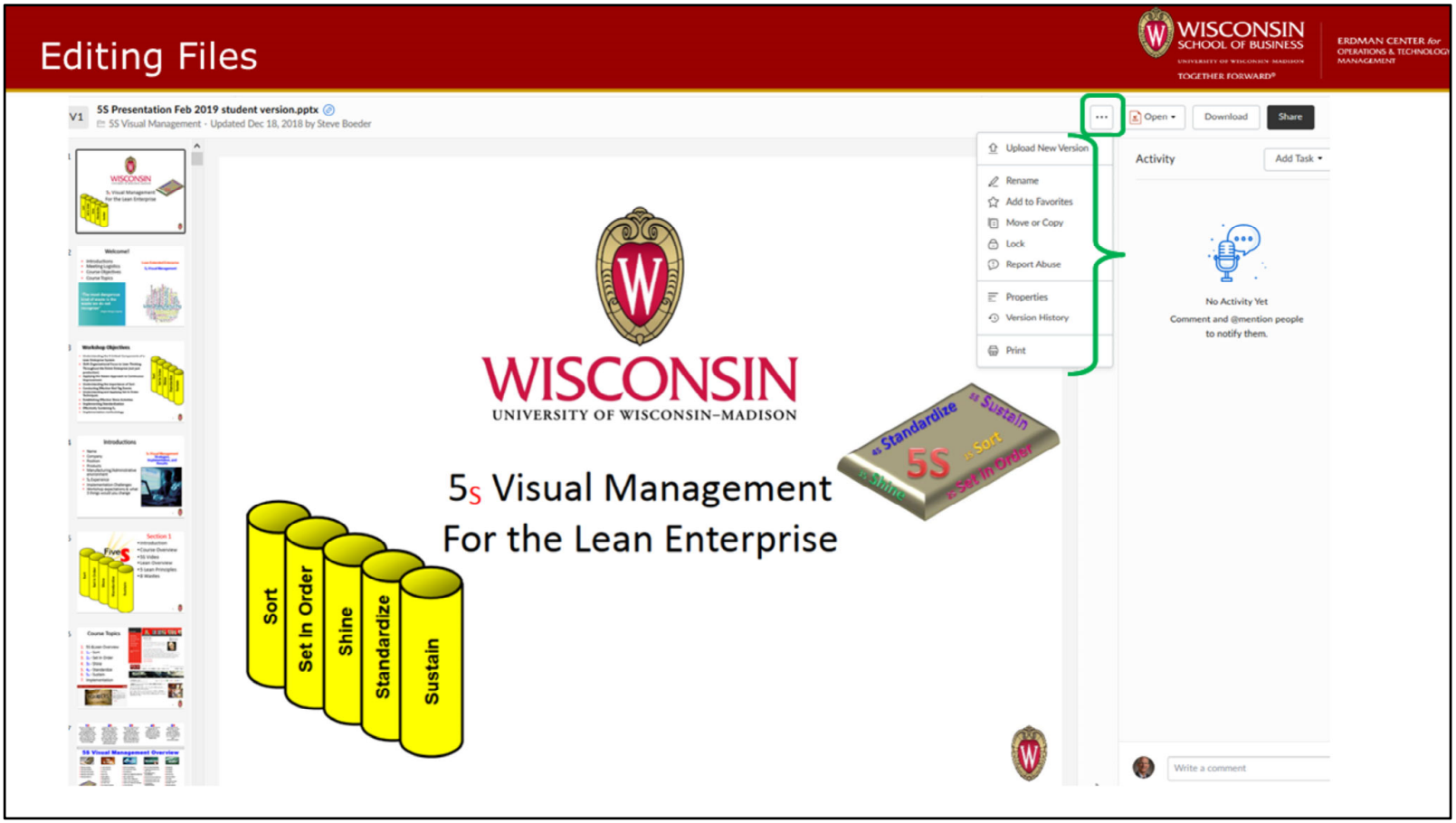
Working with a Folder or File



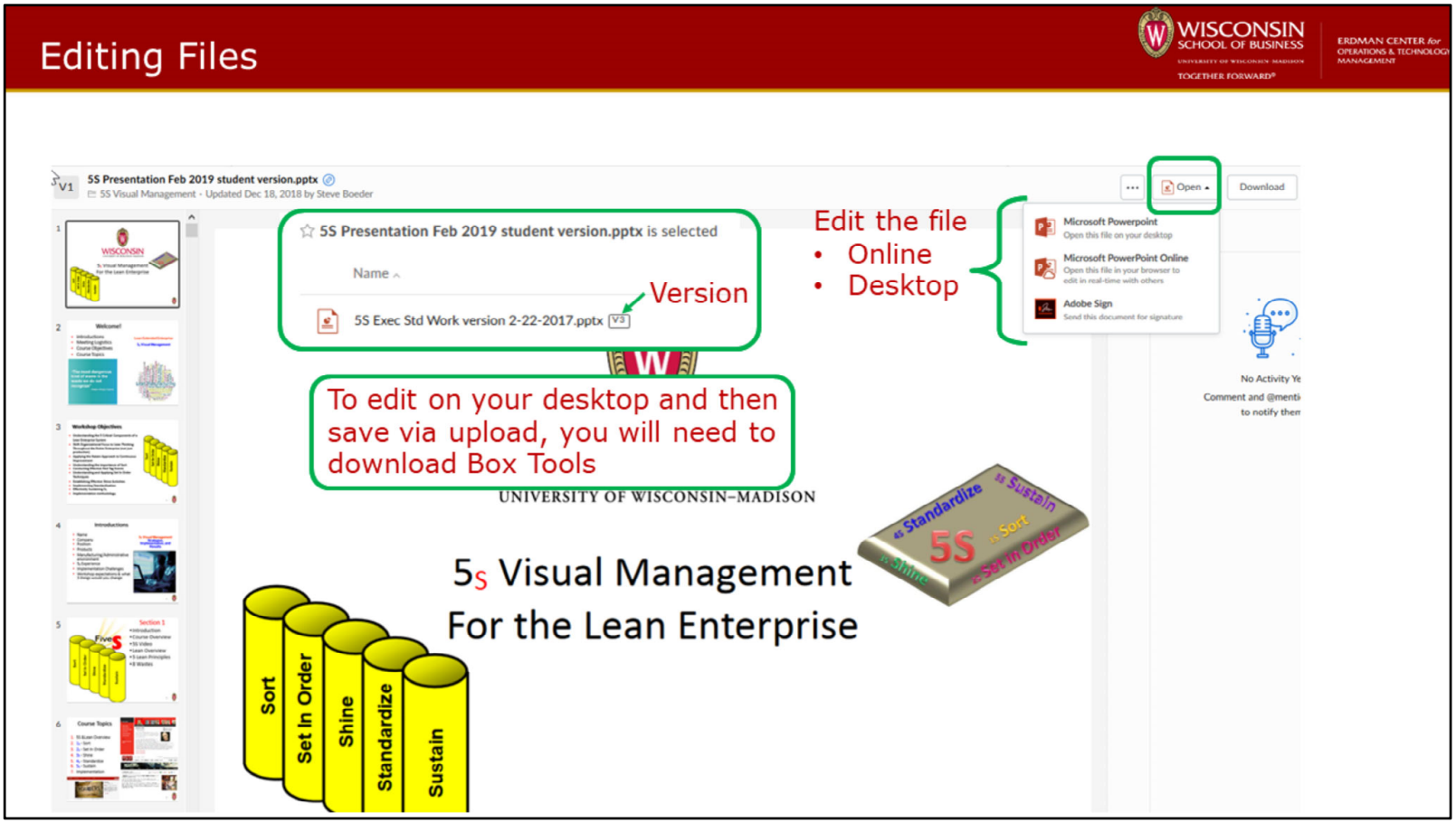
Files can be sent to others by sharing via an email.

When sharing files you can setup rights for sharing the file; view only or allow to edit.

Editing Files



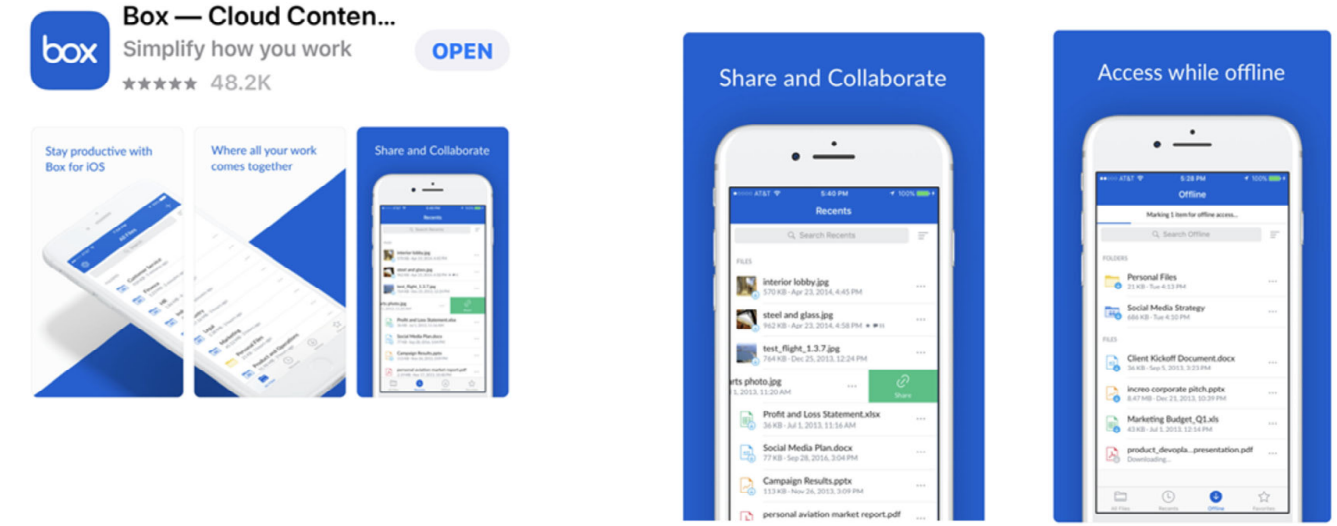
Box supports version control for editing files so that you can track changes made to the files and access previous versions



You can edit the document online within Box or you can download the file to make changes and then save to upload the revised version to Box.

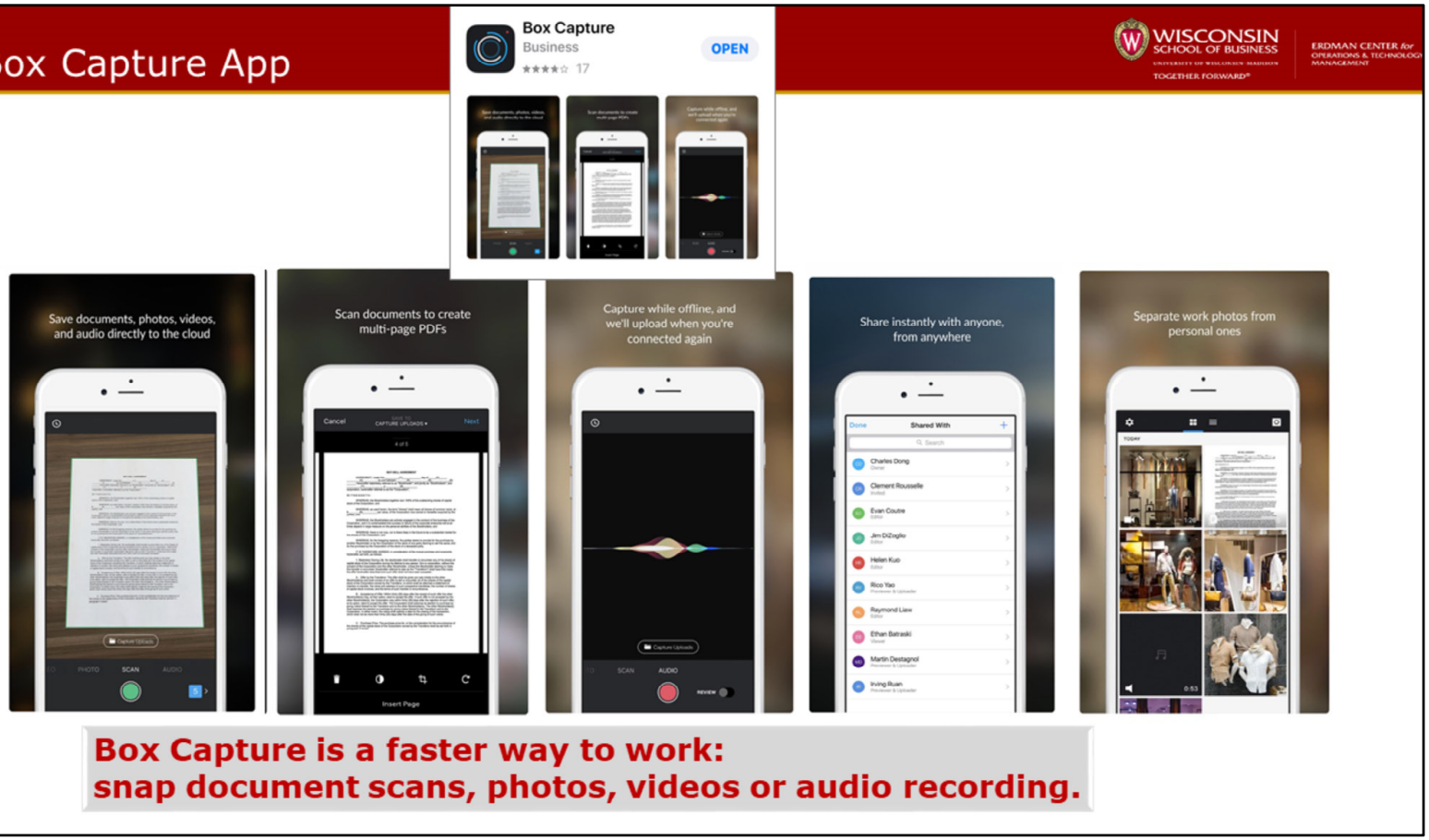
If you plan on downloading files to make changes you will need to download and install Box Tools which allows you to synchronize document changes with the cloud storage of the document.

Box Phone App



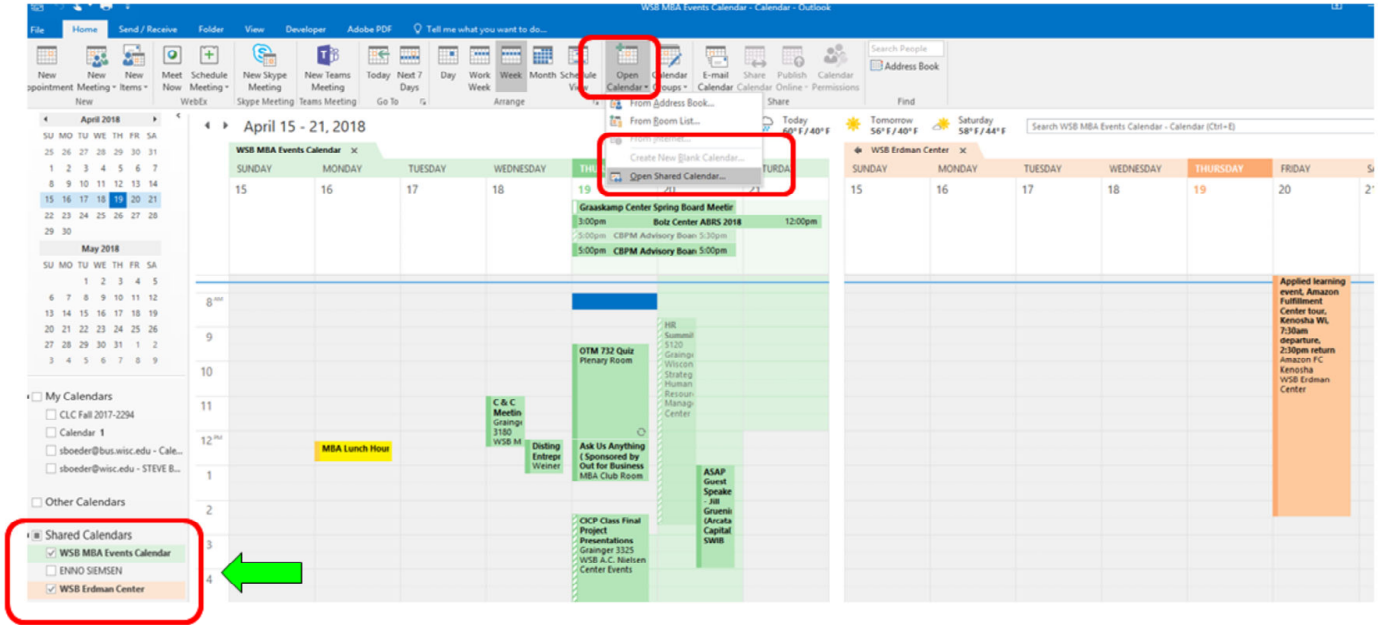
Box provides an app for your phone/tablet

Box Capture App



Another app offered by Box is Box Capture which allows you to manage other file types; scanning, videos and audio.

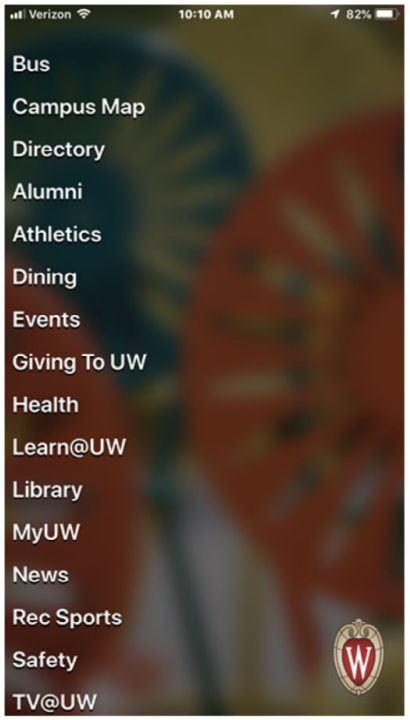
Shared Calendars - Outlook



If you want to synchronize all calendar events you will need to setup Outlook to open a calendar that is shared.

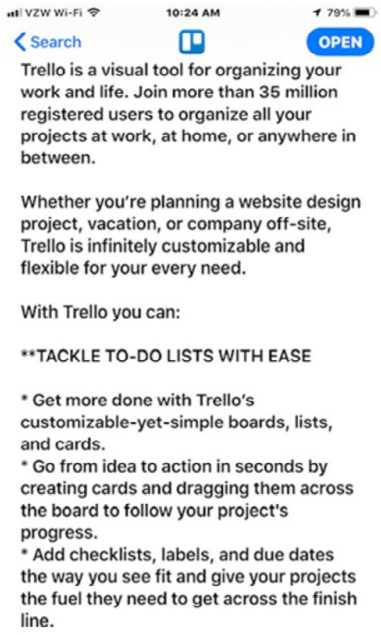
Select Open Calendar menu from the top menu in Outlook and then select Open Shared Calendar. Search for the shared calendar you would want to add and then select it to add to your calendar desktop view. You can toggle on and off shared calendars to customize the view of your main calendar view.

UW Madison Wisconsin App



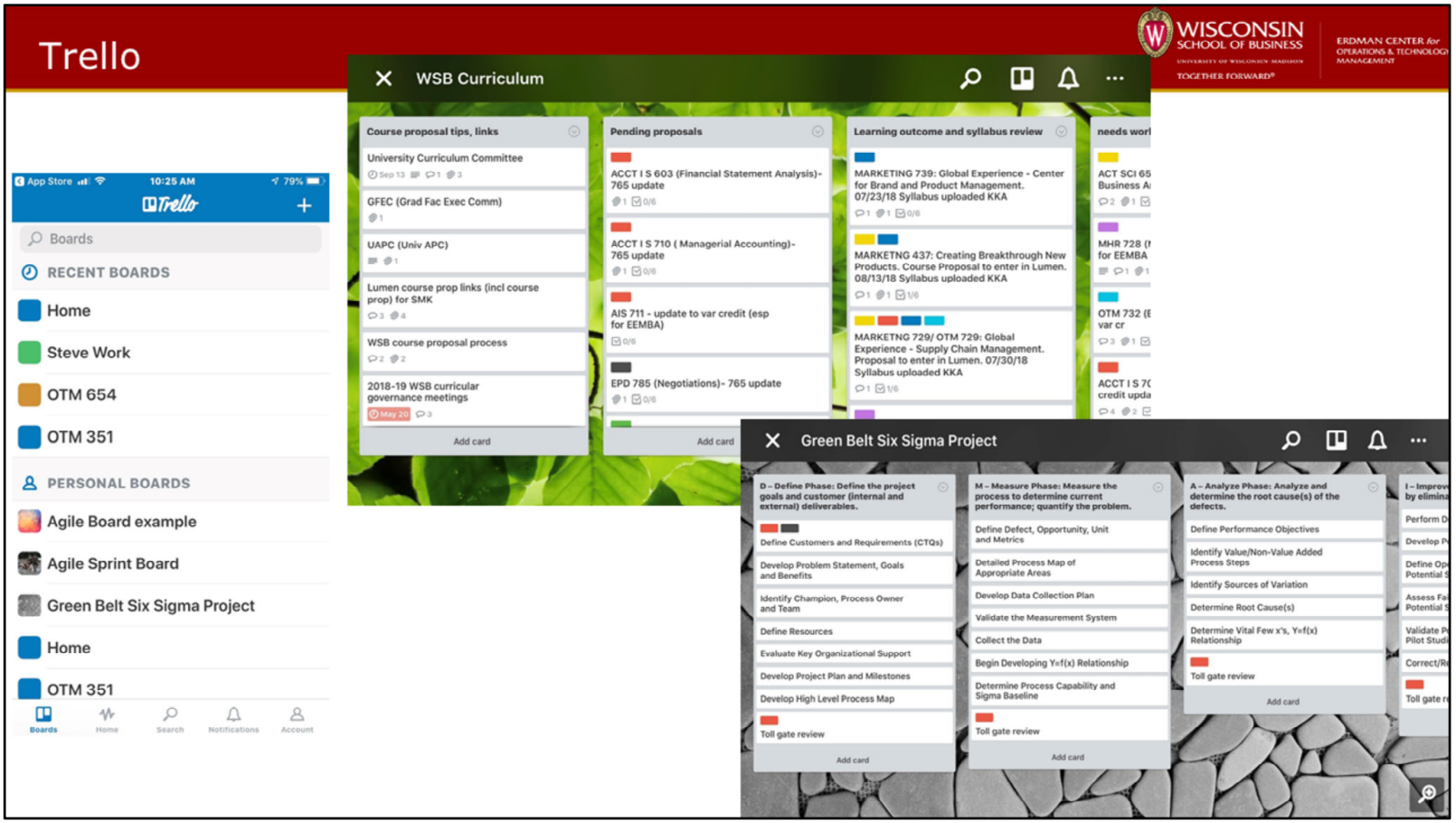
Another useful app is the Wisconsin app that will provide campus information

Trello



For project management a useful app is Trello.

Trello provide various templates for managing activities and projects.



This is an example of a Trello project management template.

Student Media Tool - Slack

- Slack
  - Introduction
  - Download and install phone and desktop apps
  - Show
    - Primary Channels
    - Channel Creation
    - Threads
    - Tagging (@channel)
    - Direct Messages
    - Notification Preferences
    - App integrations
    - File Sharing

Slack - Overview

Slack is where work happens

Slack is a collaboration hub, where the right people and the right information come together, helping everyone get work done.

- Primary Channels
- Channel Creation
- Threads
- Tagging (@channel)
- Direct Messages
- App integrations
- File Sharing
- Notification Preferences
- Profile

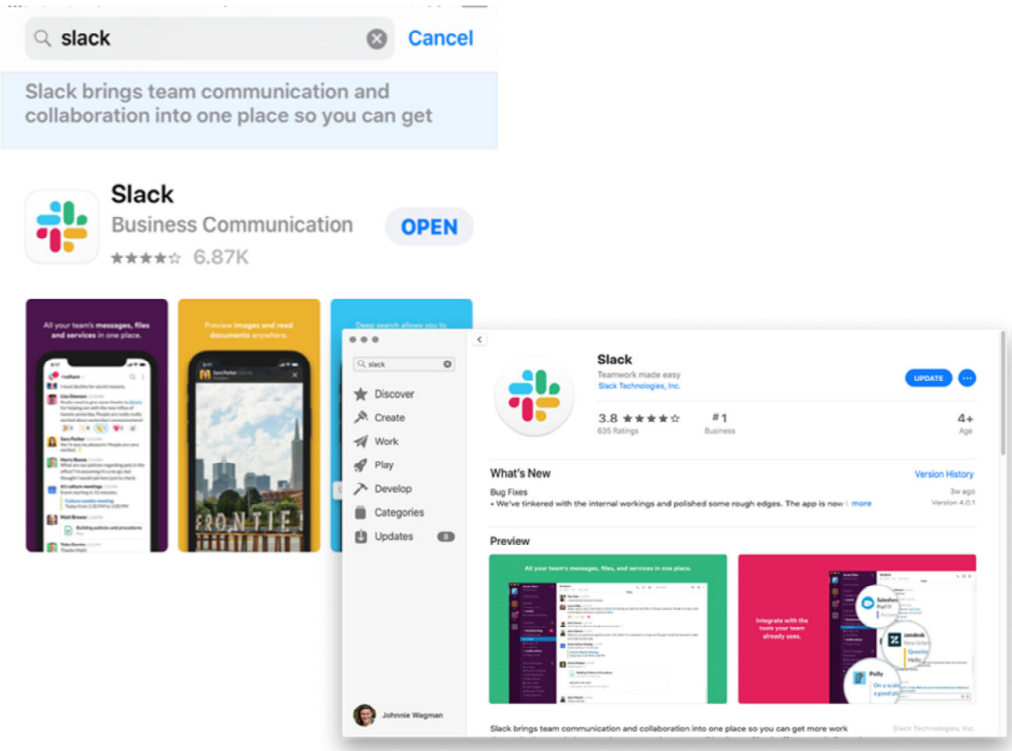
https://slack.com/signin

Workspace: uwftmba

Here is the link to access Slack and locate the UW full time MBA channel

Please note that our free version of Slack has a limited capacity of data and messages. Therefore, after a period of time messages will begin to disappear. Please utilize email for important communication threads and Box for file sharing.

Slack - Phone and Desktop Apps

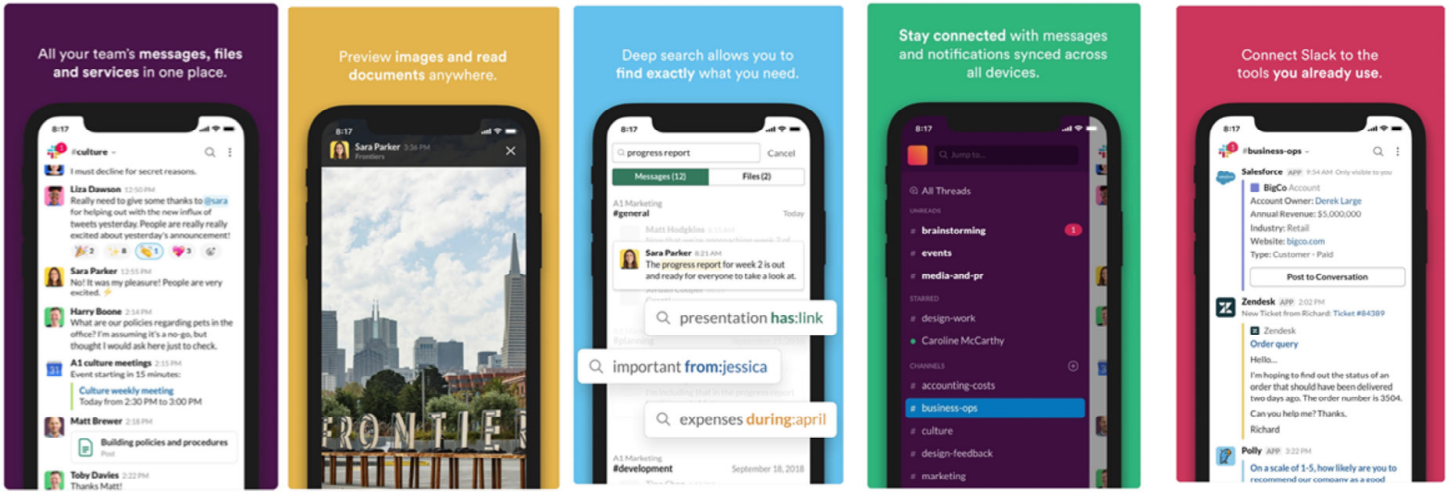


Use Slack to:

- Communicate with your team and organize your conversations by topics, projects, or anything else that matters to your work
- Message or call any person or group within your team
- Share and edit documents and collaborate with the right people all in Slack
- Integrate into your workflow, the tools and services you already use including Google Drive, Salesforce, Dropbox, Asana, Twitter, Zendesk, and more
- Easily search a central knowledge base that automatically indexes and archives your team's past conversations and files
- Customize your notifications so you stay focused on what matters

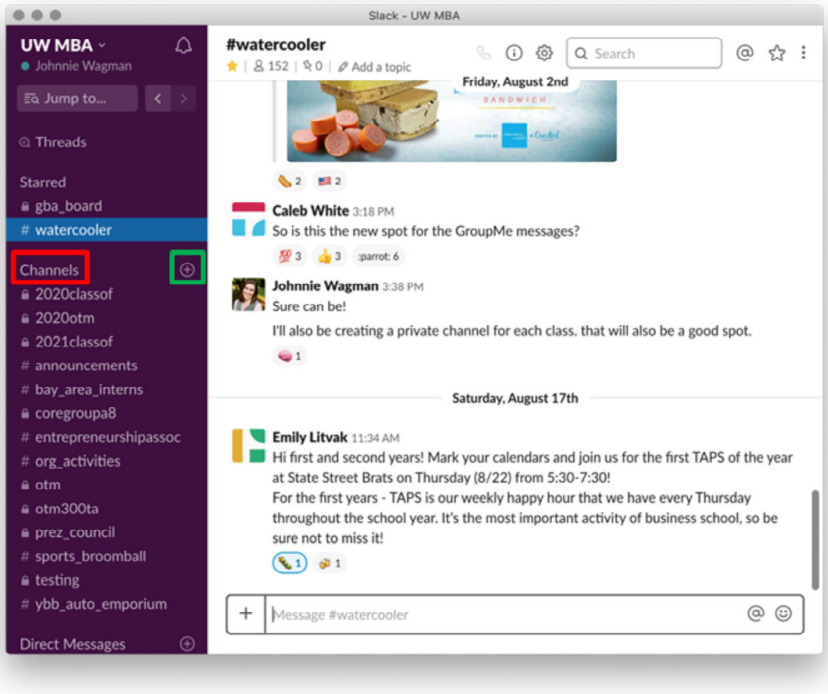
Don't hesitate in utilizing both mobile and desktop Slack applications!

Slack - Features



Slack provides various screen layouts to access information

Slack - Channels



Click "Channels" to search and view existing channels to join.

Click "+" to create a new public or private channel

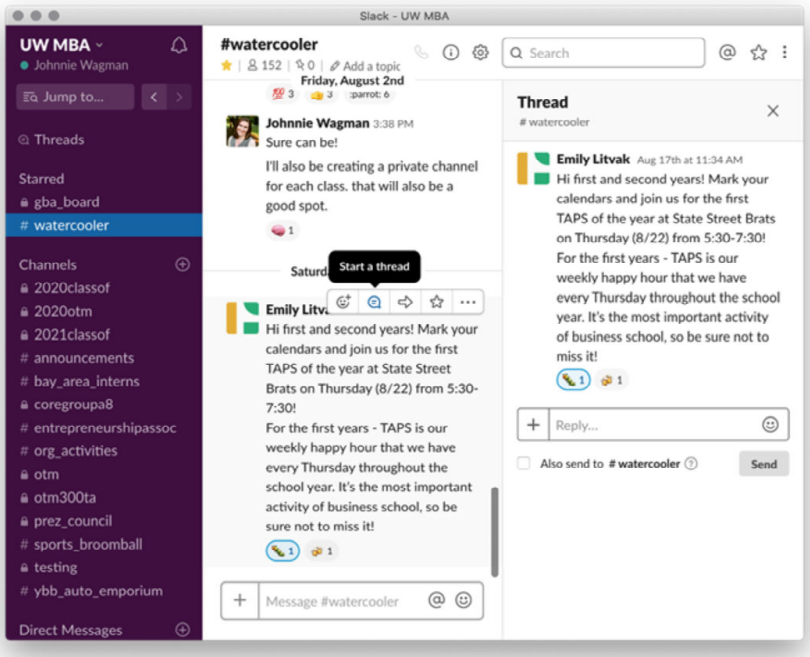
# denotes public channel – anyone can see or join

🔒 denotes a private channel – no one else can see that it exists

Channels are used for specific content for clubs and activities. The channel #announcements will hold important information from the Graduate Business Association (GBA).

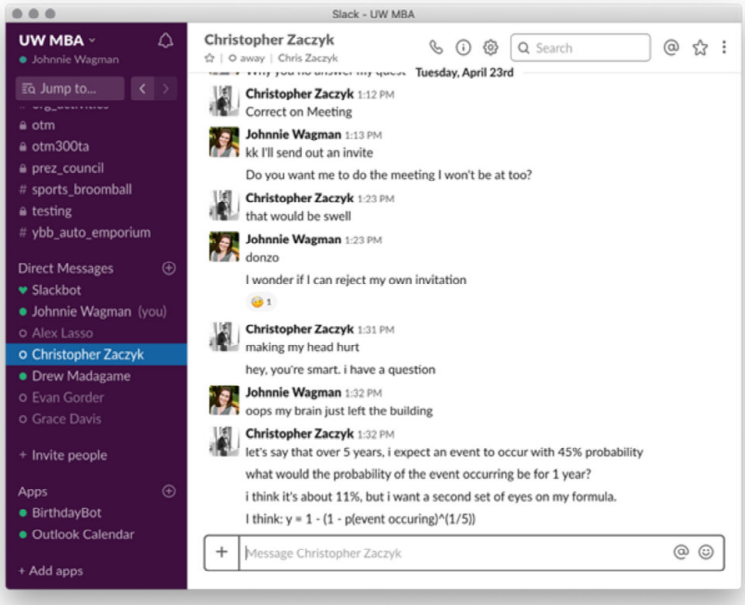
Start a private channel with your core team right away to begin easy communication!

Slack - Threads



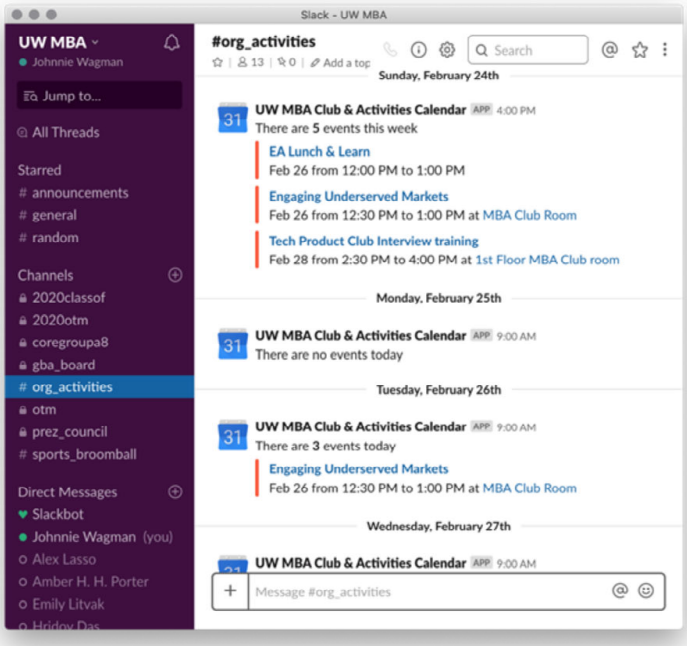
- Hover over a message to start a thread.
- This organizes conversations and allows them to continue without notifying the entire channel.
- The checkbox will post back in the channel if a reply is important to all.

Slack - Direct Messaging and Tagging



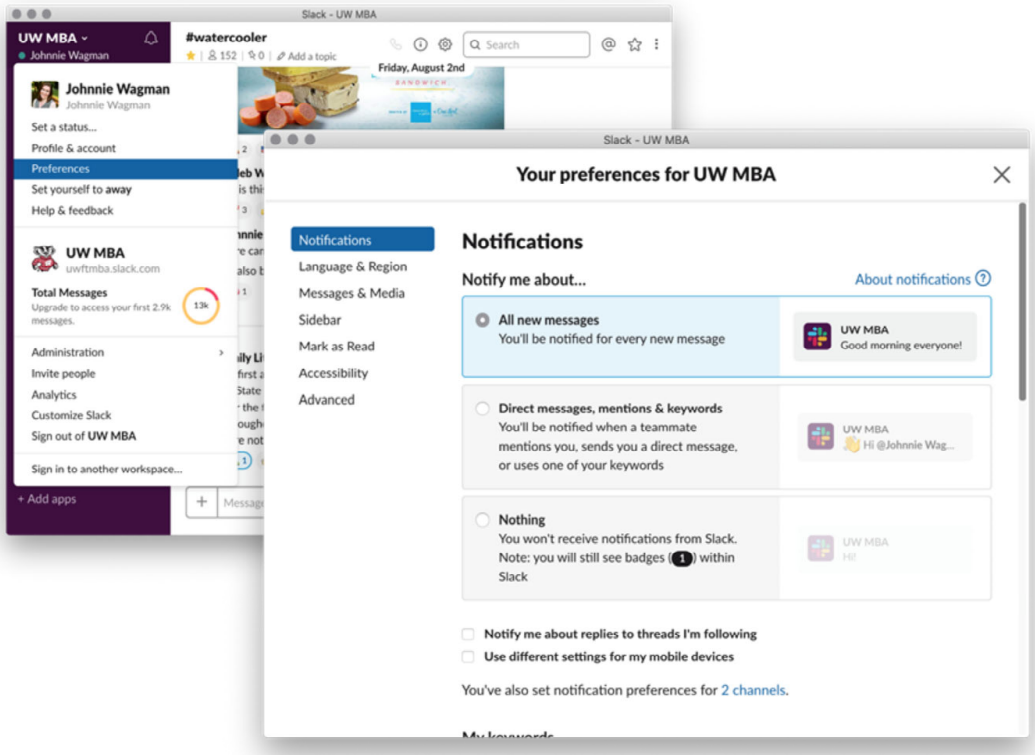
- Similar to channels; + to search/start new DM
- In channels, type @ to tag a specific person
- @channel tags everyone in the channel
- @here tags everyone currently online in the channel
- Use sparingly!!

Slack - App Integrations



- Clubs and activities calendar
- Sync outlook calendar to show as busy/available
- Project management apps

Slack - Notification Preferences

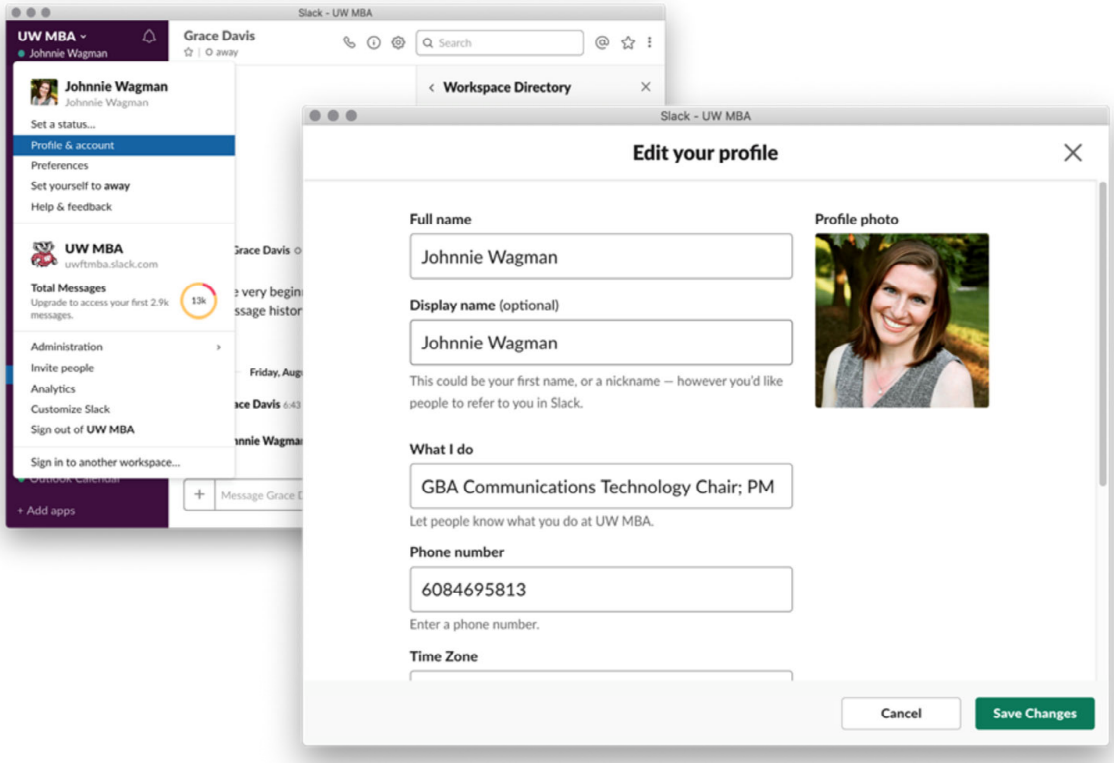


- Set overall and/or channel specific notification settings
- Set keywords
- Do not disturb
- Different settings for mobile and desktop

https://get.slack.help/hc/en-us/articles/201355156-Desktop-notifications

Notification preferences are important in ensuring you're only being notified of the conversations from which you want to be!

Slack - Profile



- Add photo
- The more that's filled out; the better!
- Click a name to view someone's profile

Questions?

For questions you can contact:

- Canvas, Box
  - Steve Boeder, Steve.boeder@wisc.edu
- Slack
  - Kyle Roth, ktroth2@wisc.edu