



WISCONSIN
SCHOOL OF BUSINESS

UNIVERSITY OF WISCONSIN-MADISON

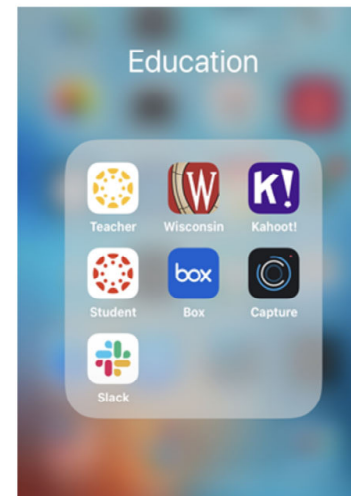
TOGETHER FORWARD

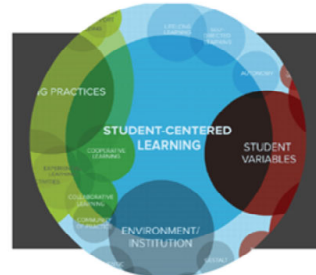
Class of 2022 Orientation

August, 2020

Steve Boeder, Kyle Roth

ERDMAN CENTER for
OPERATIONS & TECHNOLOGY
MANAGEMENT





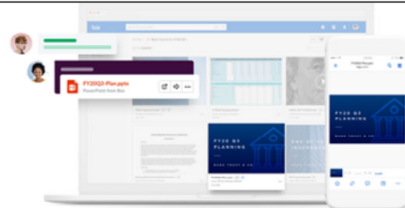
The Learning Platform that Helps Great Education Happen

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 is where work happens

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



Simplify how you work

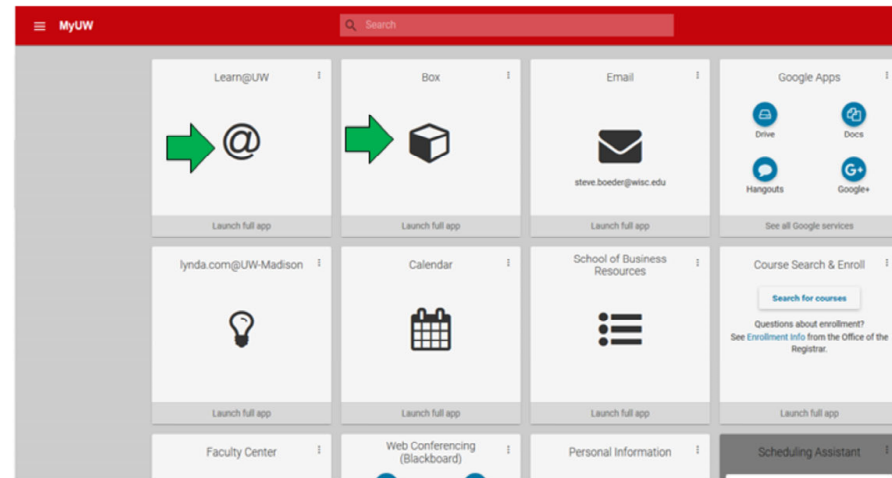
One platform for secure content management, workflow, and collaboration

Student Apps: Box, Canvas, Slack

<https://my.wisc.edu>

Accessing

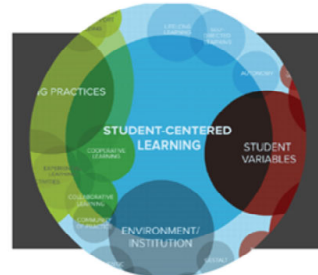
- Web - my.wisc.edu
- <https://uwmadison.app.box.com>
- <https://canvas.wisc.edu/>
- <https://slack.com/signin>
- Phone apps are available



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

Phone apps are also available

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




**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



Learn@UW
Teaching & Learning Technologies

This course dashboard will be decommissioned on July 30, 2019. Please update bookmarks and login to Canvas to review courses.

My Course Dashboard

Welcome, Steve Boeder [Log Out](#)
[Questions about your Dashboard?](#)

Current

You have no links to display

Ongoing

- Erdman Center OTM MBA Student Website
- How to Teach Effectively in Canvas
- Incoming MBA
- Master of Business Analytics - Sandbox
- MyWisconsin MBA
- Title IX Responsible Employee Training
- WSB Excel

Future

2019 Fall

- OTM351: Principles and Techniques of Quality Management (001) FA19
- OTM799: Reading and Research-Operations and Information Management

Past

2019 Spring

- GEN BUS 765: Contemporary Topics - Integrative Company Analysis (001) SP19
- INT BUS765: Contemporary Topics - Peru (001) YHH SP19
- OTM 654 Spring 2019: Production Planning & Control
- OTM799: Reading and Research-Operations and Information Management

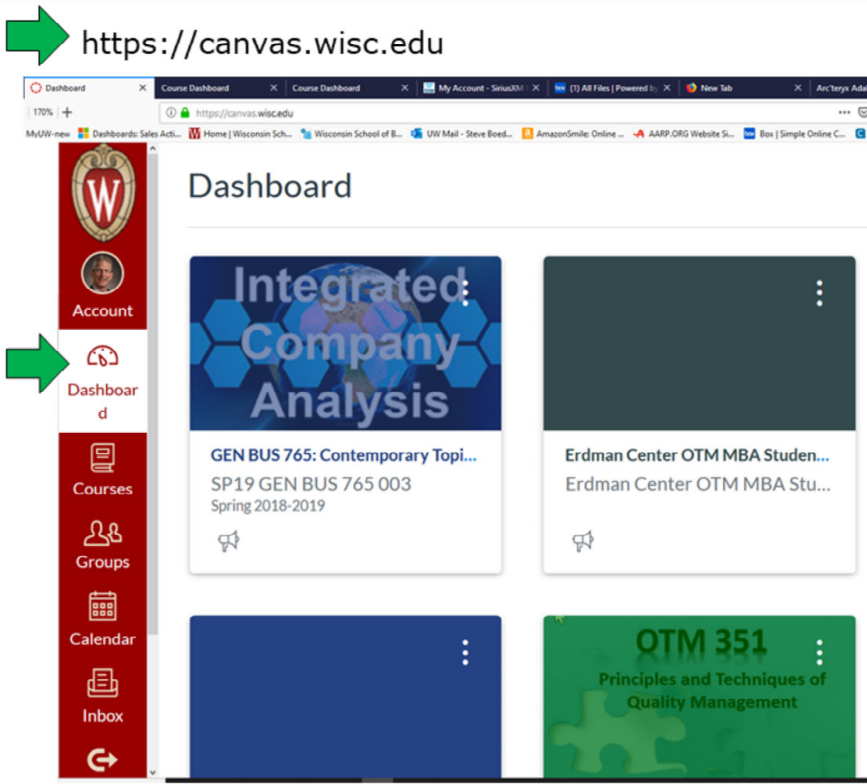
2018 Fall

- OTM 351: Principles and Techniques of Quality Management (001) FA18
- OTM752: Project Management (001) FA18
- OTM799: Reading and Research-Operations and Information Management

2018 Spring

- GEN BUS 765: Contemporary Topics - Integrative Company Analysis (001) SP18
- OTM 654: Production Planning and Control (001)
- OTM799: Reading and Research-Operations and Information Management

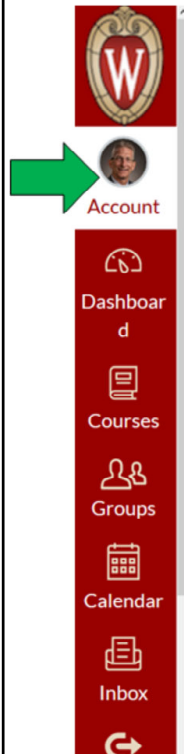
<https://canvas.wisc.edu>



The screenshot shows the Canvas Dashboard with a sidebar menu containing: Account, Dashboard, Courses, Groups, Calendar, and Inbox. The main content area displays course cards for 'Integrated Company Analysis' (GEN BUS 765: Contemporary Topics SP19 GEN BUS 765 003 Spring 2018-2019) and 'OTM 351: Principles and Techniques of Quality Management'.

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

Account Menu



Steve Boeder > Notification Preferences

Notifications

Profile
Files
Settings
ePortfolios
BOX

Notification Preferences

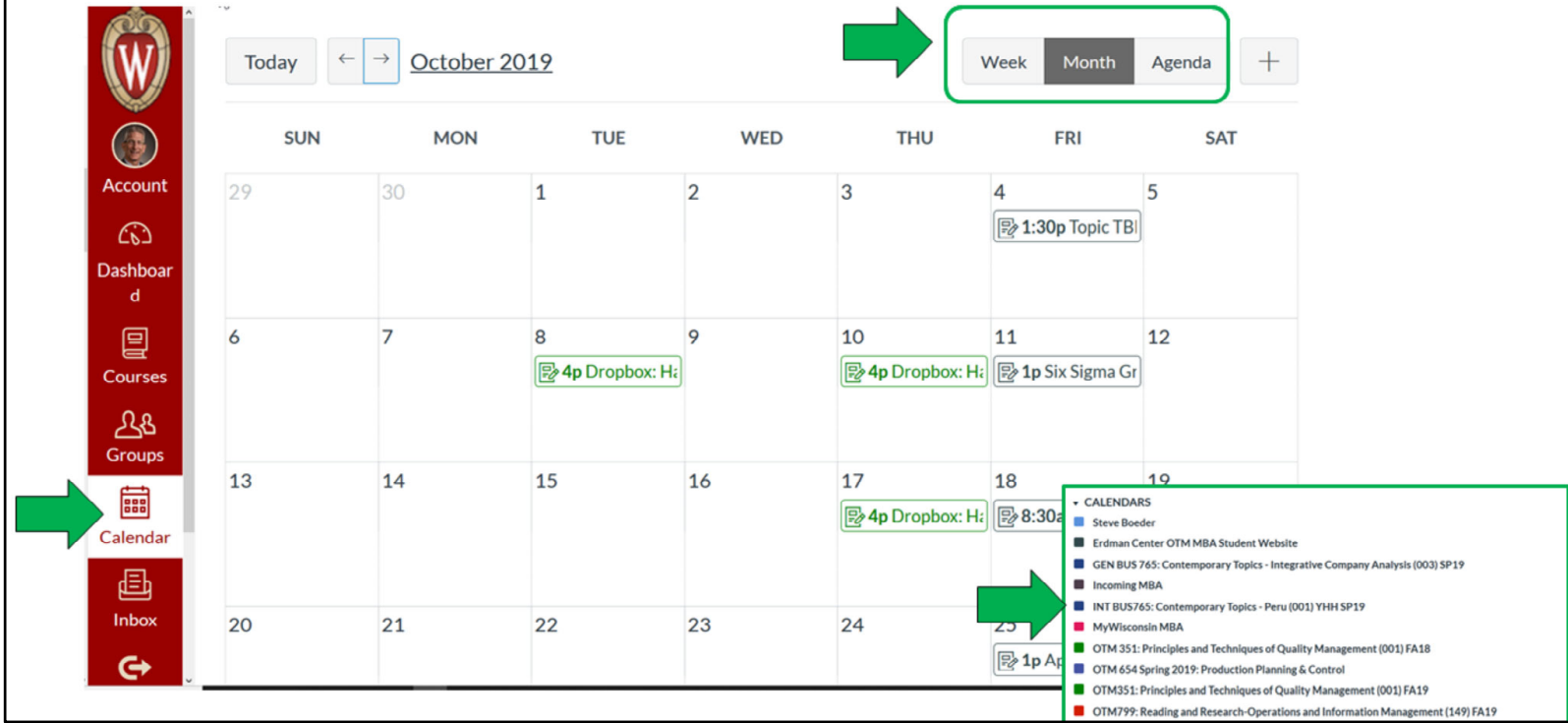
✓ Notify me right away ⌚ Send daily summary 📅 Send weekly summary ✗ Do not send me anything

☐ Show name of observed students in notifications.

Course Activities	Email Address STEVE.BOEDER@WISC.EDU	Push Notification For All Devices
Due Date	✓ ⌚ 📅 ✗	✓ ✗
Grading Policies	✓ ⌚ 📅 ✗	✓ ✗
Course Content	✓ ⌚ 📅 ✗	✓ ✗
Files	✓ ⌚ 📅 ✗	✓ ✗
Announcement	✓ ⌚ 📅 ✗	✓ ✗
Announcement Created By You	✓ ⌚ 📅 ✗	✓ ✗

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.

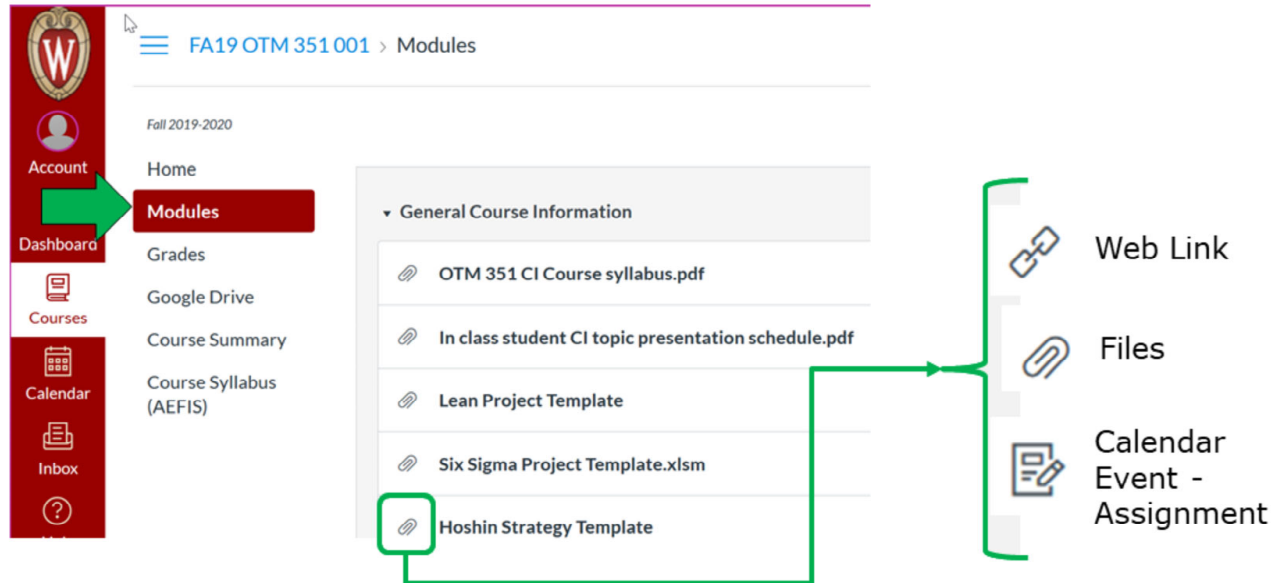
Calendar Menu



The screenshot shows the Canvas LMS interface. On the left is a red sidebar menu with icons for Account, Dashboard, Courses, Groups, Calendar (highlighted with a green arrow), and Inbox. The main area displays a calendar for October 2019. At the top of the calendar, there are navigation buttons: 'Today', a left arrow, a right arrow, and the month 'October 2019'. To the right of these are view toggles: 'Week', 'Month' (selected and highlighted with a green box), and 'Agenda', followed by a '+' button. A green arrow points from the 'Month' button to the calendar grid. The calendar grid shows dates from 29 to 19. Events are listed in colored boxes: '1:30p Topic TB' on Friday the 4th, '4p Dropbox: H' on Tuesday the 8th and Thursday the 10th, '1p Six Sigma Gr' on Friday the 11th, '4p Dropbox: H' on Thursday the 17th, and '8:30a' on Friday the 18th. A green arrow points from the 'Calendar' menu item to the calendar grid. Another green arrow points from the calendar grid to a dropdown menu titled 'CALENDARS'. This menu lists several calendars with corresponding color-coded squares: Steve Boeder (blue), Erdman Center OTM MBA Student Website (dark blue), GEN BUS 765: Contemporary Topics - Integrative Company Analysis (003) SP19 (dark blue), Incoming MBA (dark blue), INT BUS765: Contemporary Topics - Peru (001) YHH SP19 (dark blue), MyWisconsin MBA (red), OTM 351: Principles and Techniques of Quality Management (001) FA18 (green), OTM 654 Spring 2019: Production Planning & Control (green), OTM351: Principles and Techniques of Quality Management (001) FA19 (green), and OTM799: Reading and Research-Operations and Information Management (149) FA19 (orange).

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

Module Content Icons



FA19 OTM 351 001 > Modules

Fall 2019-2020

Home

Modules

Grades

Google Drive

Course Summary

Course Syllabus (AEFIS)

▼ General Course Information

- OTM 351 CI Course syllabus.pdf
- In class student CI topic presentation schedule.pdf
- Lean Project Template
- Six Sigma Project Template.xlsm
- Hoshin Strategy Template

Web Link

Files

Calendar Event - Assignment

**Downloading
Course Content**

Content in Canvas can be downloaded.

Icons are used to designate the type of content (web link, files, calendar event).

Uploading Homework Assignments

October 14 -October 18

Tuesday Oct 15

Topic: Lean Policy Deployment – A3 Thinking & Hoshin example, and VSM video

Thursday Oct 17

Topic: Value stream Mapping – Overview and Video

Value Stream Mapping lecture notes

Dropbox: Hand in A3-T project summary homework assignment (groups of 2-3)

Oct 17, 2019 | 100 pts

Dropbox: Hand in A3-T project summary homework assignment (groups of 2-3)

Due Oct 17, 2019 by 4pm Points 100 Submitting a file upload

A3-T project summary homework assignment

1 Select the assignment

2 Submit Assignment

Select submit assignment

File Upload

BOX Google Drive Office 365

Upload a file, or choose a file you've already uploaded.

File:

BROWSE...

 No file selected.

+ Add Another File

Comments...

Cancel Submit Assignment

3 Select a file and submit the assignment

Homework assignment documents can be uploaded for the specific assignment.

See the steps above to upload your homework submission

10

Syncing Canvas calendar into your main Outlook calendar

1 Select View Calendar

2 Select Calendar Feed

3 Select click here to view the feed and then select your main calendar software

Calendar Feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://canvas.wisc.edu/feeds/calendars/user_NSH9EuWLy

[click here to view the feed](#)

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

Canvas – Phone App

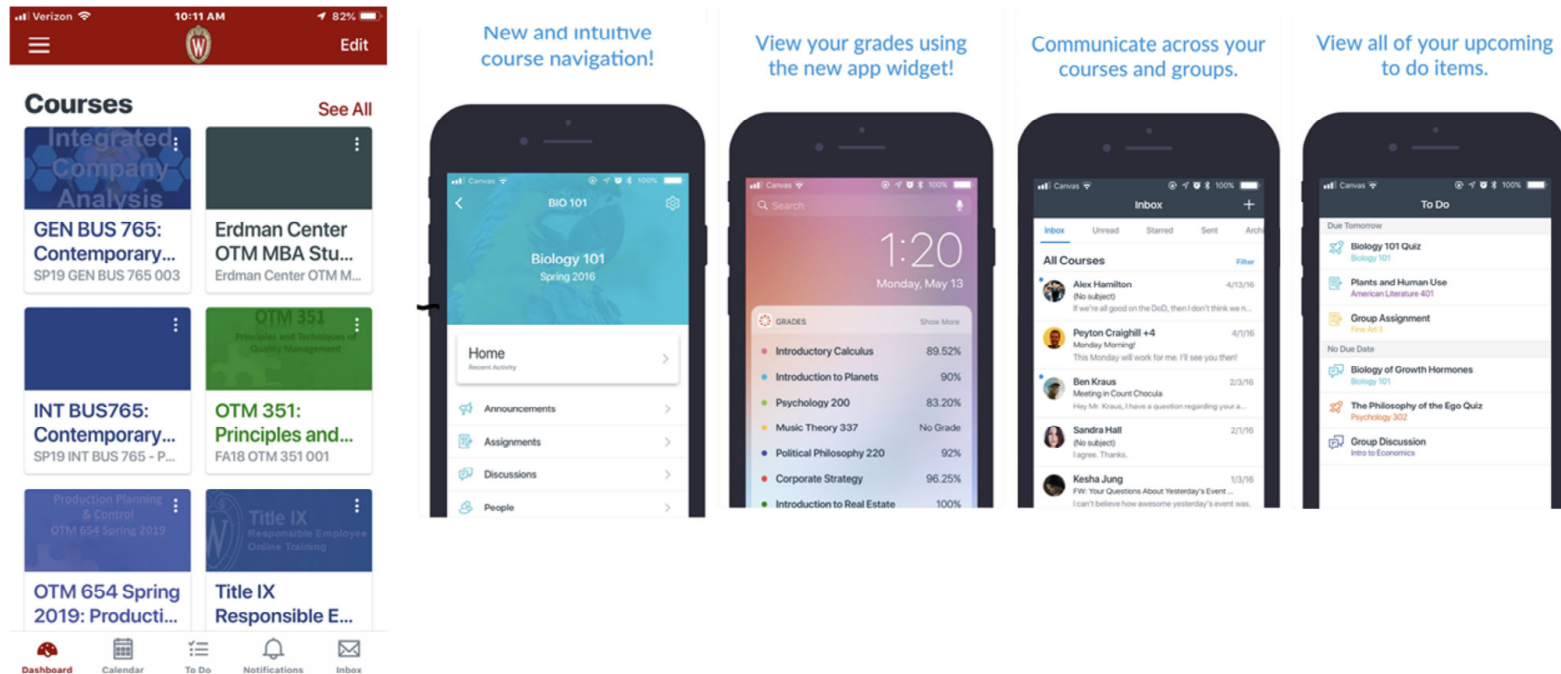


Access your Canvas courses on the go and in the classroom with the Canvas Student mobile app! From any device, students can now:

- 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!

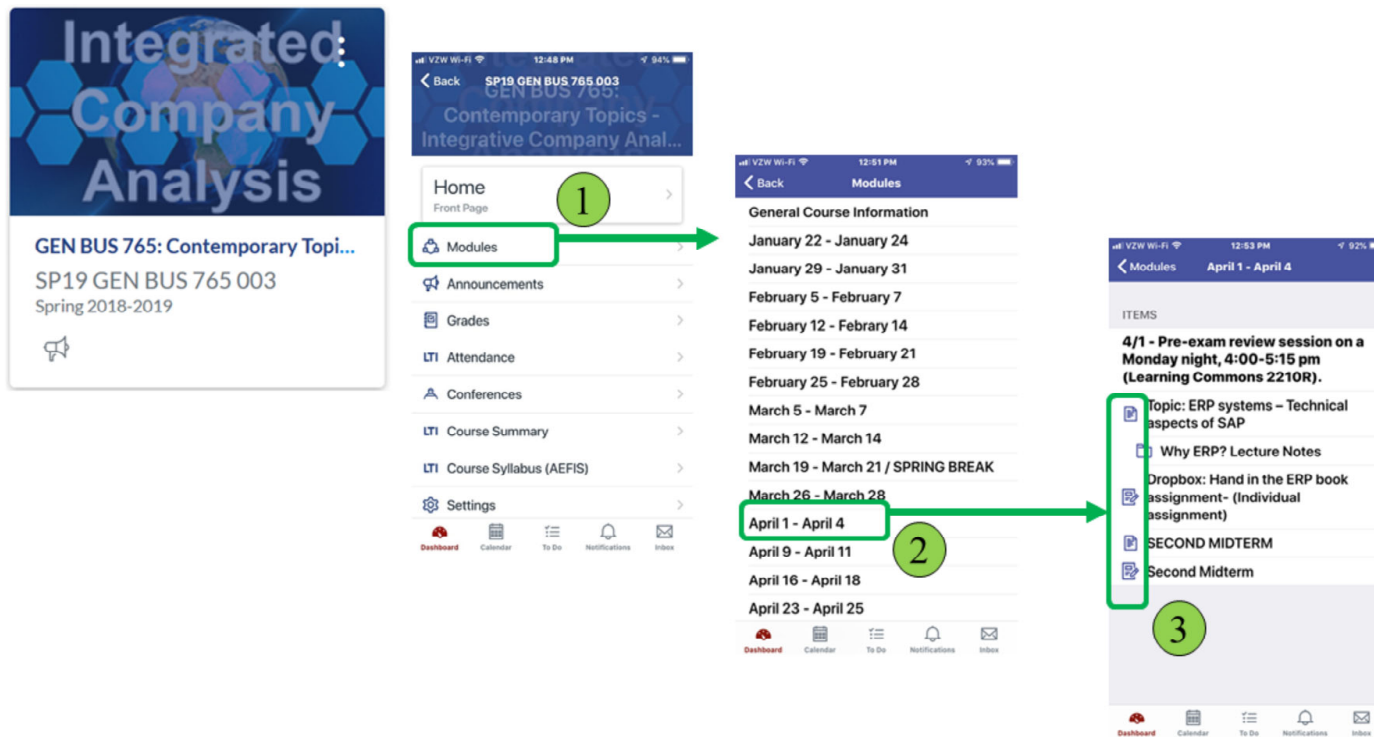
A Canvas app is available for your phone or tablet

Canvas – Phone App



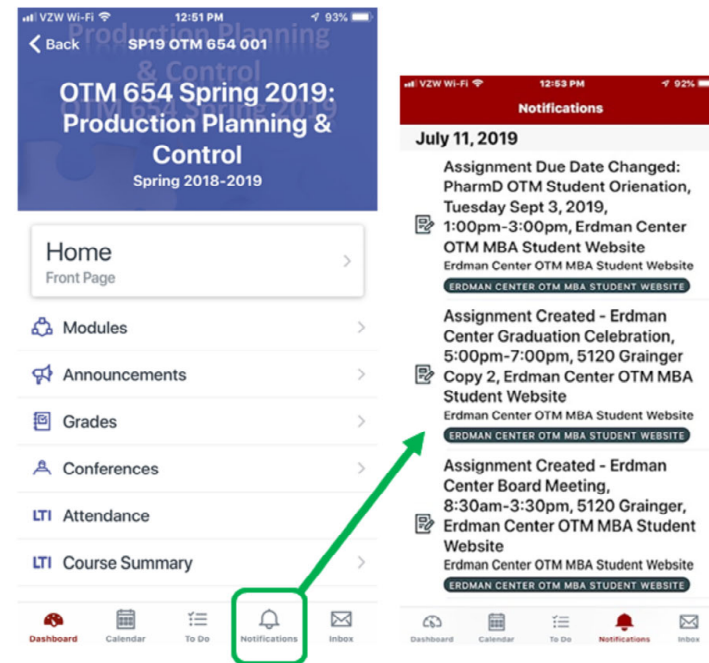
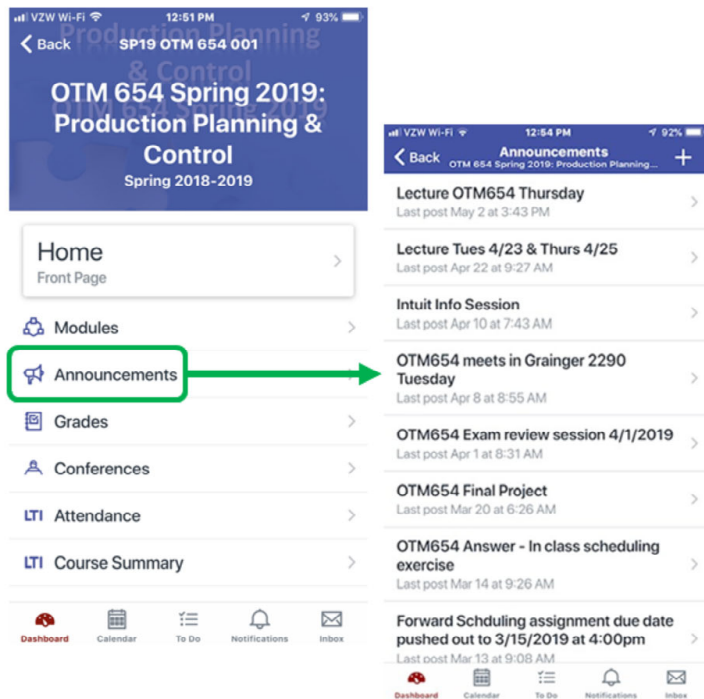
The phone/tablet app has navigation, grades, messages and assignment windows to navigate the course functionality

Canvas Navigation Options – Phone App



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

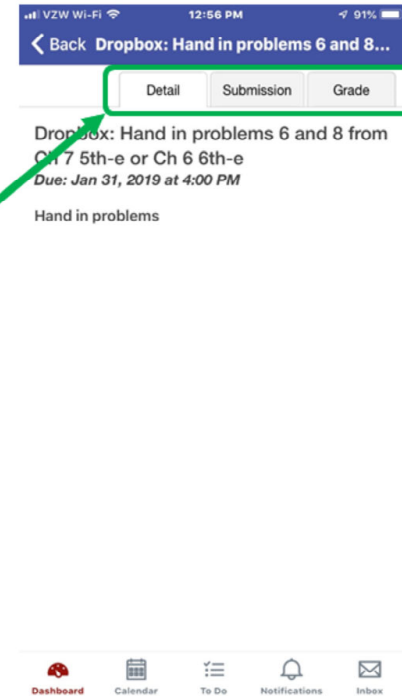
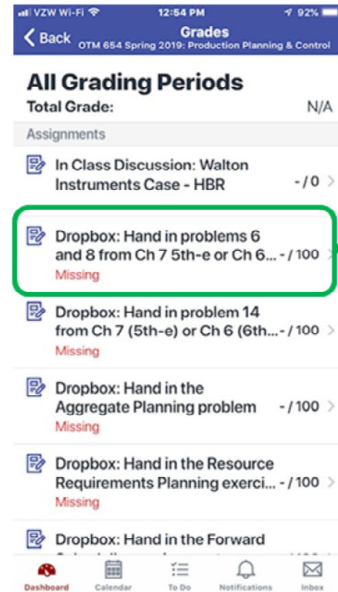
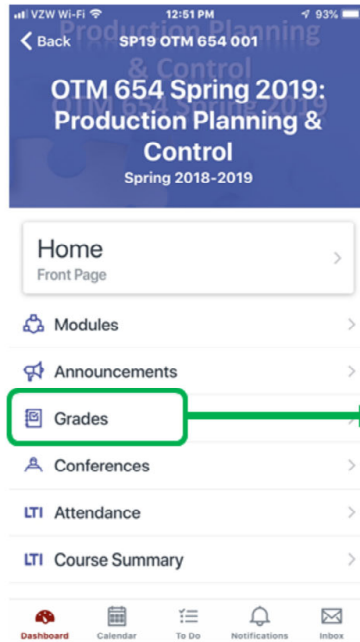
Canvas Navigation Options – Phone App



Select the announcement icon to see announcements for your course

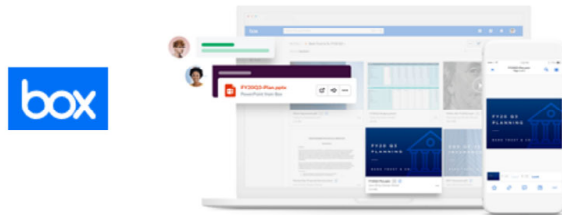
Select the notification icon to see notifications for your course

Canvas Grading Features – Phone App



- 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

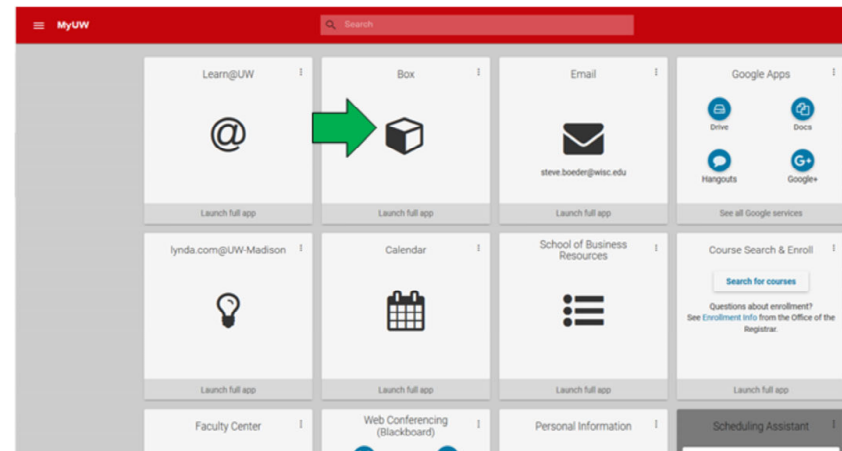
Box is free for UW students

Student Apps: Box

<https://my.wisc.edu>

Accessing

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

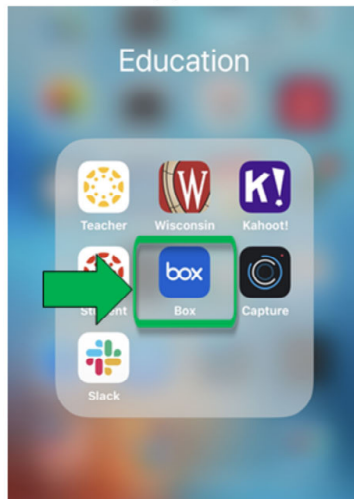


You can access Box in several ways as shown on the slide

There is also a phone/table app

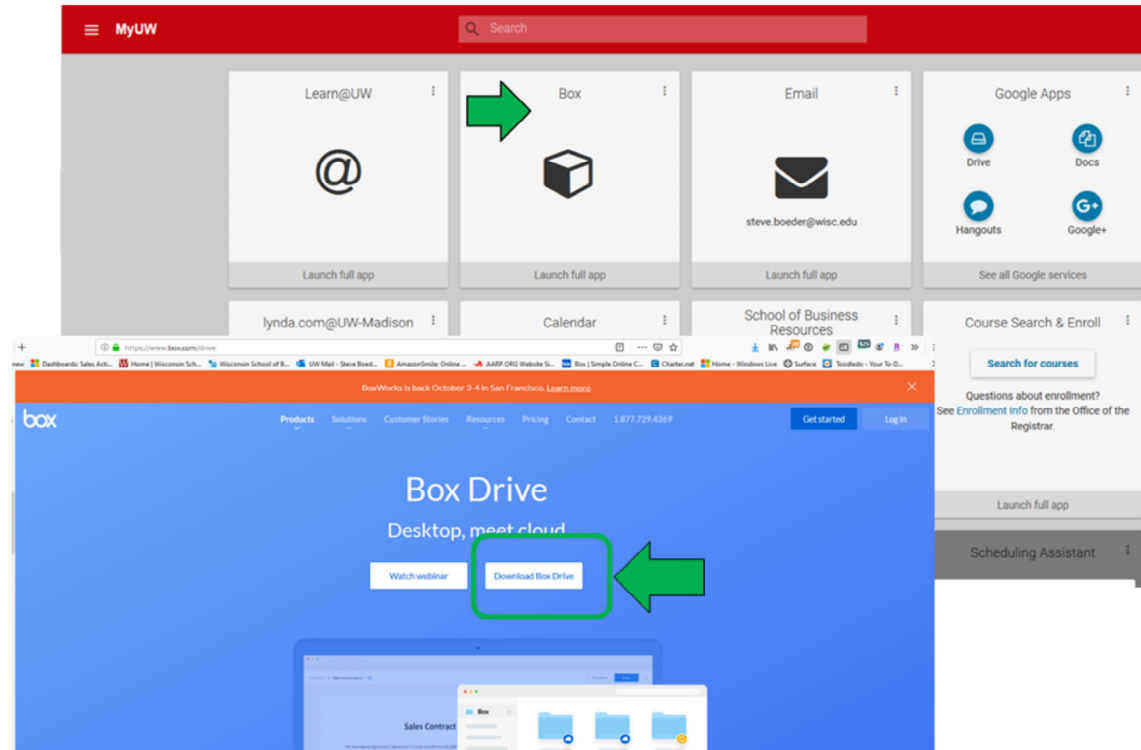
Accessing Box

Phone App Access

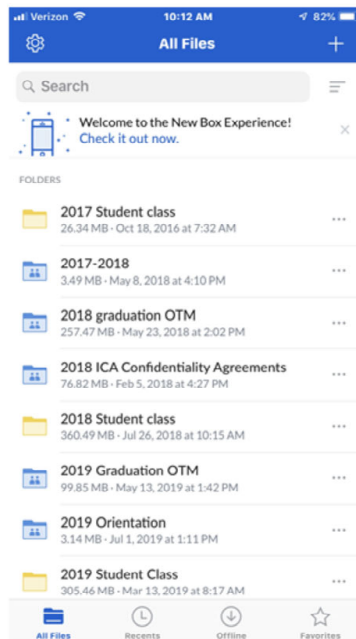


Desktop Application

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



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

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ERDMAN CENTER for

OPERATIONS & TECHNOLOGY

MANAGEMENT

TOGETHER FORWARD®

box

Search Files and Folders

1 of 10

<

>

New

Upload

All Files

Recents

Synced

Trash

Notes

Favorites

Consulting Certific...

Desktop

ICA Challenge 201...

Mattec

UW OTM 351

UW OTM 654 Cou...

WSB-Erdman Center

17 Student class

2017-2018

2018 graduation OTM

2018 ICA Confidentiality Agreements

2018 Student class

2019 Graduation OTM

2019 Orientation

2019 Student Class

2020 student class

Name	Updated	Size
17 Student class	Oct 18, 2016 by Steve Boeder	10 Files
2017-2018	May 8, 2018 by EDWARD PORTILLO	33 Files
2018 graduation OTM	May 23, 2018 by Steve Boeder	68 Files
2018 ICA Confidentiality Agreements	Feb 5, 2018 by Steve Boeder	26 Files
2018 Student class	Jul 26, 2018 by Steve Boeder	71 Files
2019 Graduation OTM	May 13, 2019 by Steve Boeder	26 Files
2019 Orientation	Jul 16, 2019 by Mark Matosian	8 Files
2019 Student Class	Mar 13, 2019 by Steve Boeder	56 Files
2020 student class	Jun 13, 2019 by Steve Boeder	7 Files

Plan Projects Together

Use Box Notes to organize project notes, action items, and deadlines.

Try Box Notes

Favorites

Folders & Files

Page Navigation

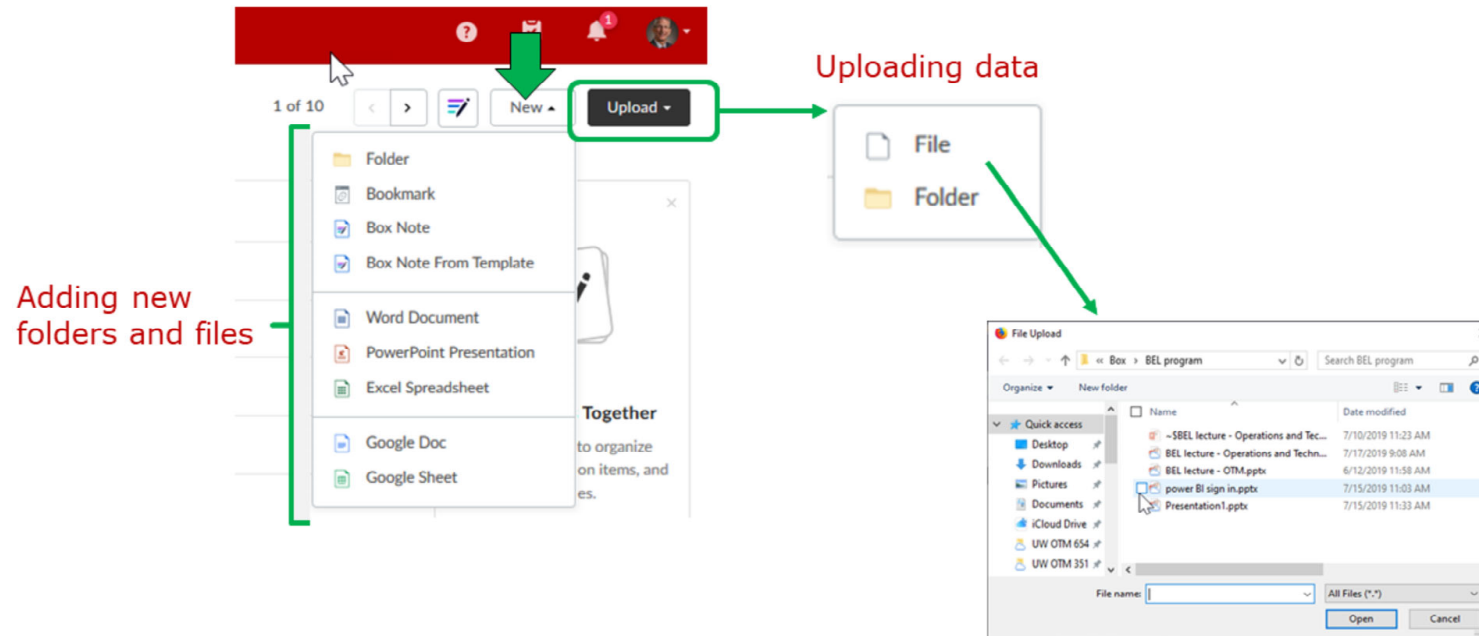
You can set folders that are either private or public. Public folders are assigned to specific users during setup.

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.

22

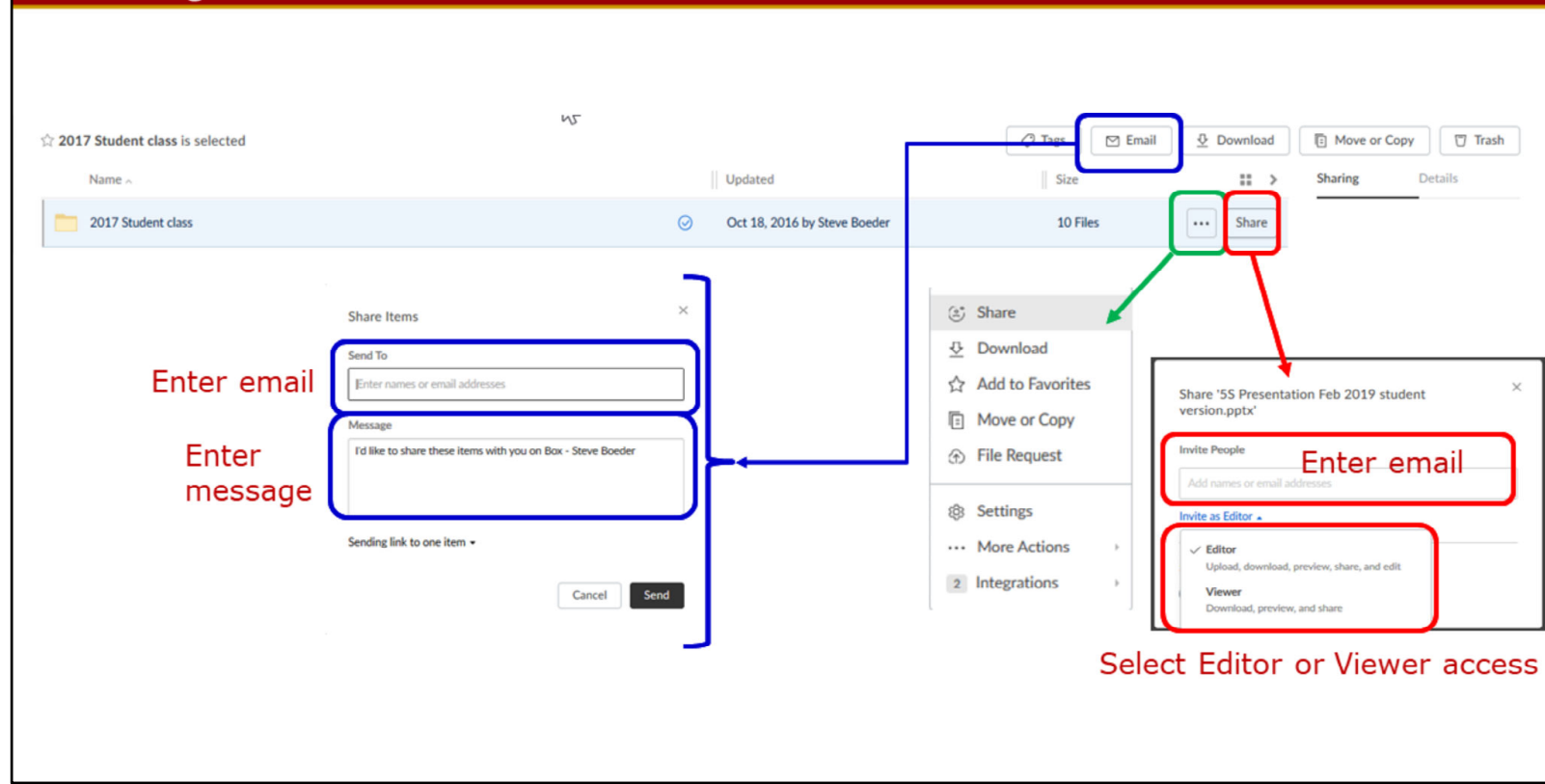
Adding new data to the cloud



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



The screenshot shows a file management interface. At the top, a red header contains the title "Working with a Folder or File" and logos for the University of Wisconsin School of Business and the Erdman Center. Below the header, a file named "2017 Student class" is selected. A toolbar at the top right includes buttons for "Email", "Download", "Move or Copy", and "Trash". A "Share" button is highlighted with a red box. A blue arrow points from the "Share" button to a "Share Items" dialog box. This dialog box has a "Send To" field with the placeholder "Enter names or email addresses" and a "Message" field with the text "I'd like to share these items with you on Box - Steve Boeder". Red text annotations "Enter email" and "Enter message" point to these fields. A "Send" button is at the bottom right of the dialog. Another blue arrow points from the "Share" button to a "Share" dropdown menu. This menu lists options: "Share", "Download", "Add to Favorites", "Move or Copy", "File Request", "Settings", "More Actions", and "Integrations". A red arrow points from the "Share" dropdown to a "Share '55 Presentation Feb 2019 student version.pptx'" dialog box. This dialog box has an "Invite People" field with the placeholder "Add names or email addresses" and a "Select Editor or Viewer access" section. This section has two options: "Editor" (checked) with the description "Upload, download, preview, share, and edit" and "Viewer" with the description "Download, preview, and share". Red text annotations "Enter email" and "Select Editor or Viewer access" point to these elements.

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

The screenshot shows a presentation slide titled "5S Visual Management For the Lean Enterprise" from the University of Wisconsin-Madison. The slide features the university's logo, a 3D block labeled "5S" with the words "Sort", "Set in Order", "Shine", "Standardize", and "Sustain" on its sides, and a diagram of five yellow cylinders representing the 5S process. A context menu is open over the slide, listing options: Upload New Version, Rename, Add to Favorites, Move or Copy, Lock, Report Abuse, Properties, Version History, and Print. A green bracket highlights the "Version History" option. The presentation interface includes a sidebar with a table of contents, a top header with the Wisconsin School of Business logo, and a right sidebar with an "Activity" section.

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5S Visual Management
For the Lean Enterprise

Sort
Set in Order
Shine
Standardize
Sustain

5S

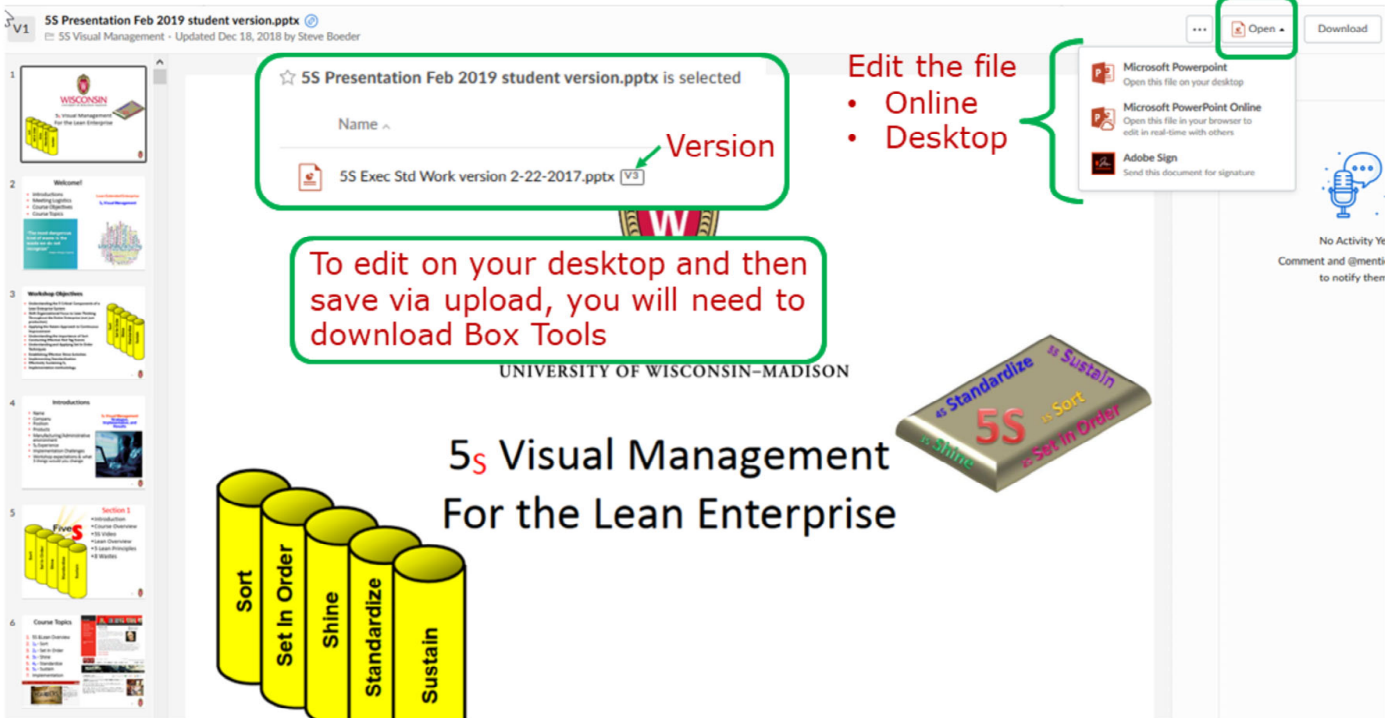
Sort
Set in Order
Shine
Standardize
Sustain

Activity

No Activity Yet
Comment and @mention people to notify them.

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

Editing Files



5S Presentation Feb 2019 student version.pptx is selected

Name ^

Version

5S Exec Std Work version 2-22-2017.pptx v3

To edit on your desktop and then save via upload, you will need to download Box Tools

UNIVERSITY OF WISCONSIN-MADISON

5s Visual Management
For the Lean Enterprise

Sort
Set in Order
Shine
Standardize
Sustain

5S

Standardize
Sort
Shine
Set in Order
Sustain

Open

Download

Microsoft Powerpoint
Open this file on your desktop

Microsoft PowerPoint Online
Open this file in your browser to edit in real-time with others

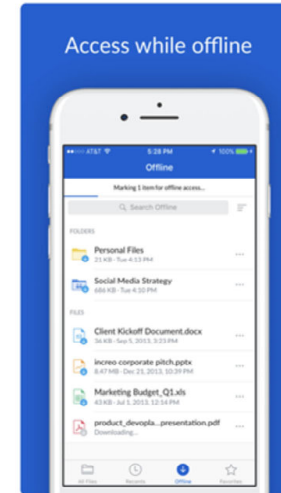
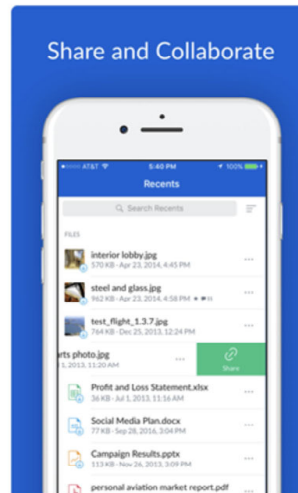
Adobe Sign
Send this document for signature

No Activity Yet
Comment and @mention to notify them

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.

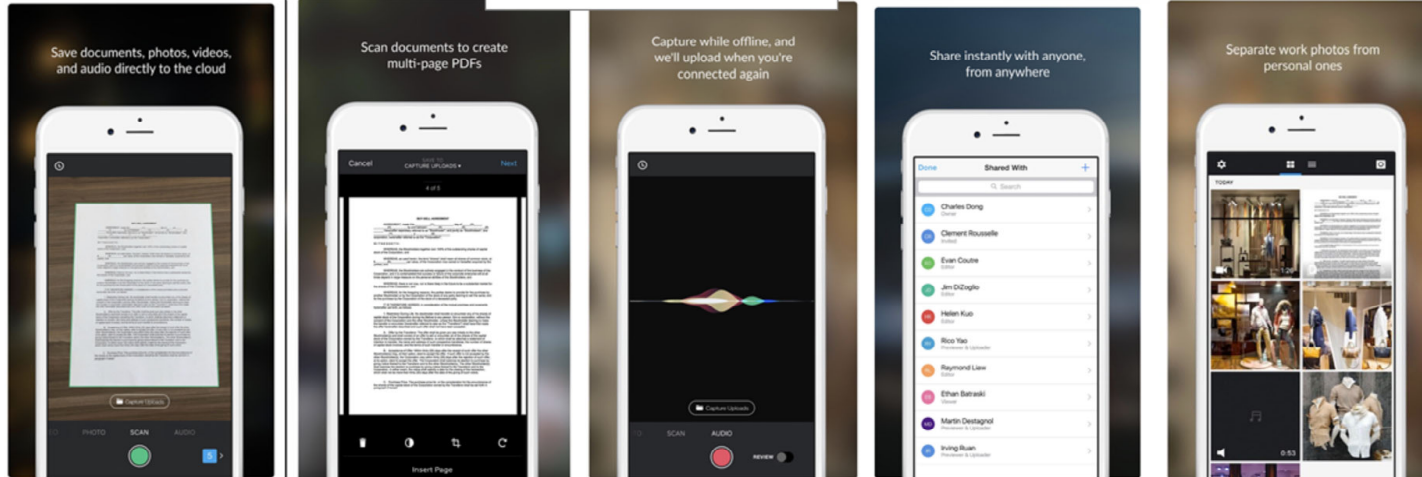
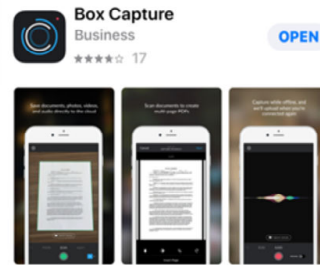
If you plan on downloading files to make changes you will need to download and install Box Tools which allows you to synchronize document changes with the cloud storage of the document.

Box Phone App



Box provides an app for your phone/tablet

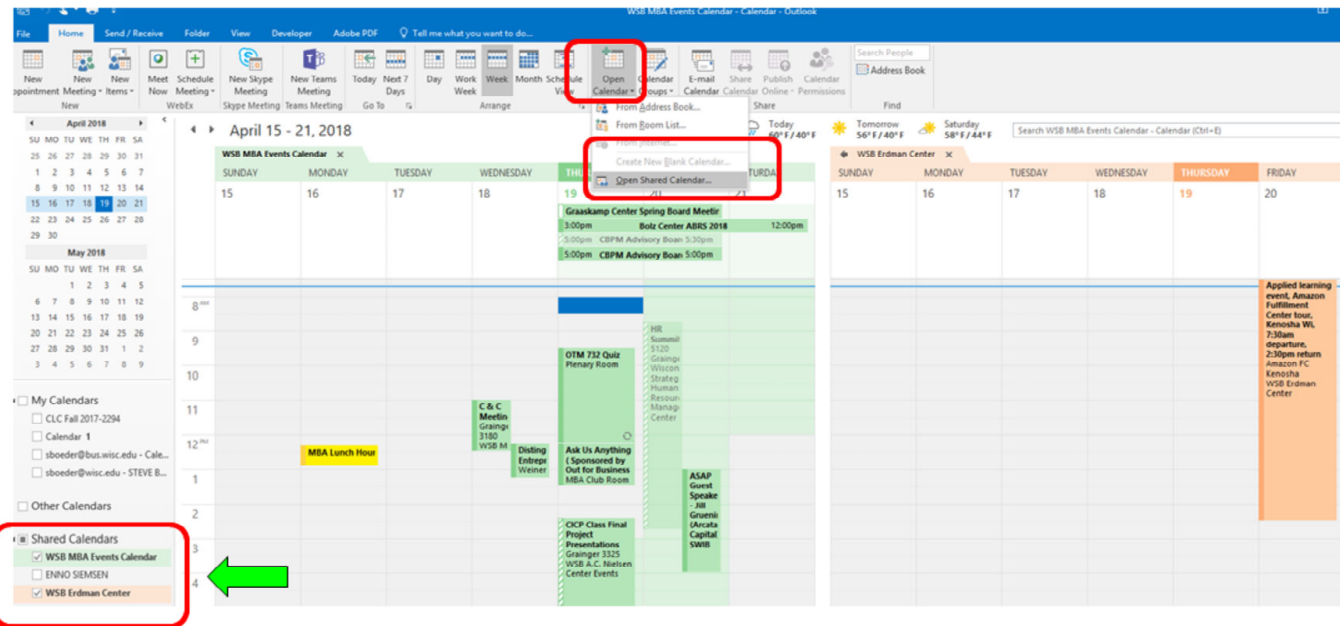
Box Capture App



**Box Capture is a faster way to work:
snap document scans, photos, videos or audio recording.**

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

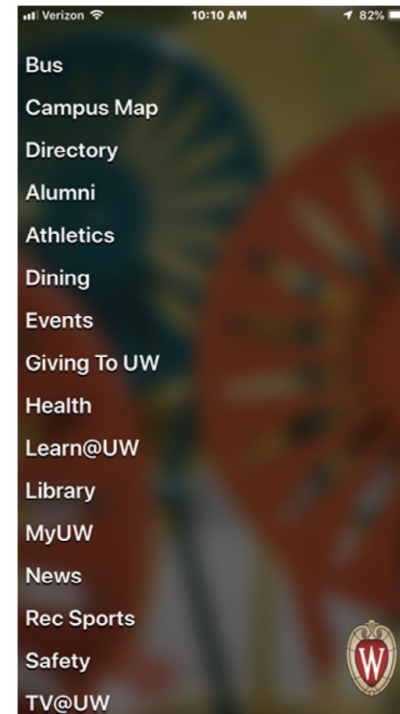
Shared Calendars - Outlook



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 is a visual tool for organizing your work and life. Join more than 35 million registered users to organize all your projects at work, at home, or anywhere in between.

Whether you're planning a website design project, vacation, or company off-site, Trello is infinitely customizable and flexible for your every need.

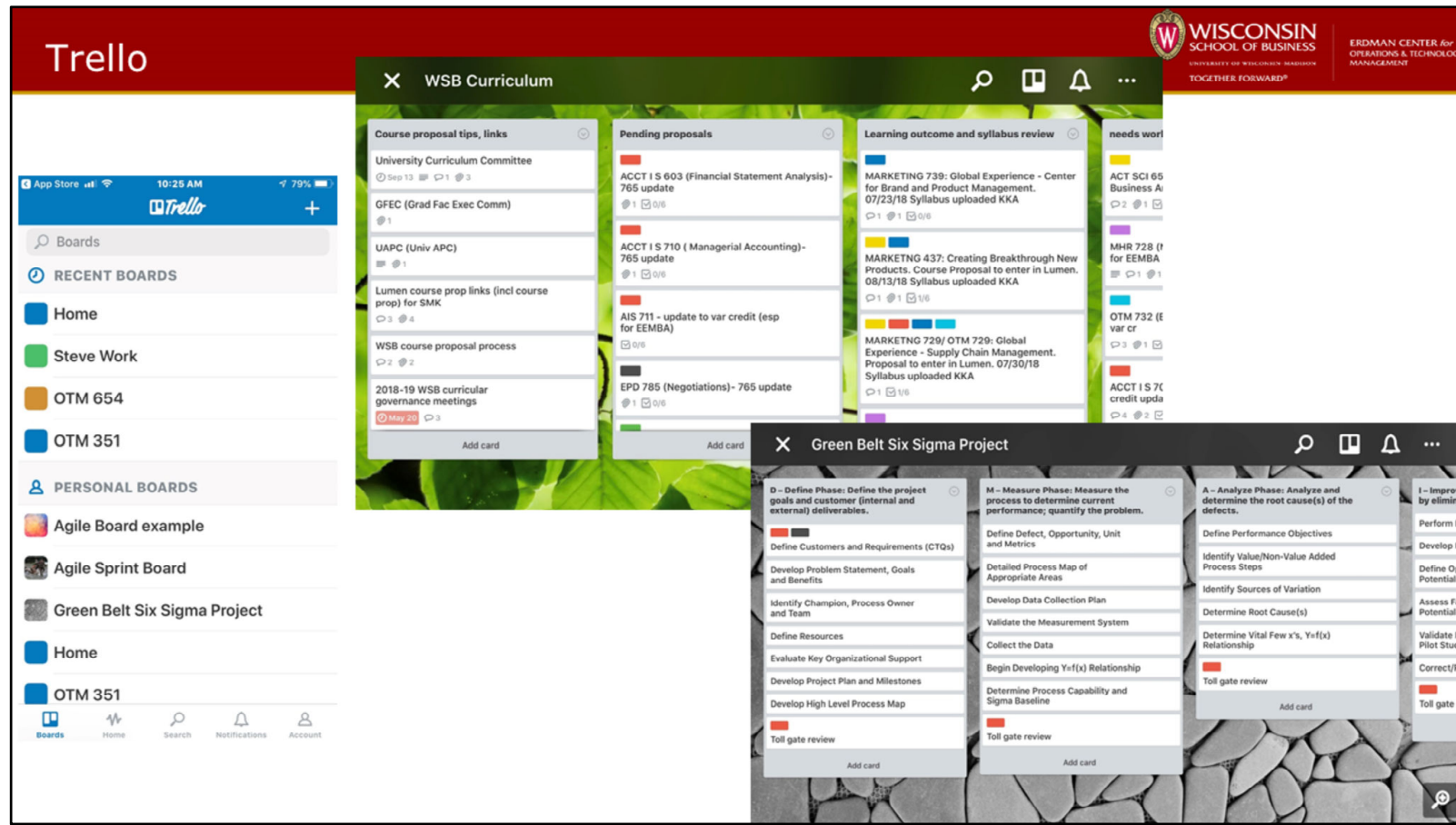
With Trello you can:

****TACKLE TO-DO LISTS WITH EASE**

- * Get more done with Trello's customizable-yet-simple boards, lists, and cards.
- * Go from idea to action in seconds by creating cards and dragging them across the board to follow your project's progress.
- * Add checklists, labels, and due dates the way you see fit and give your projects the fuel they need to get across the finish line.

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.

- 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 is where work happens

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

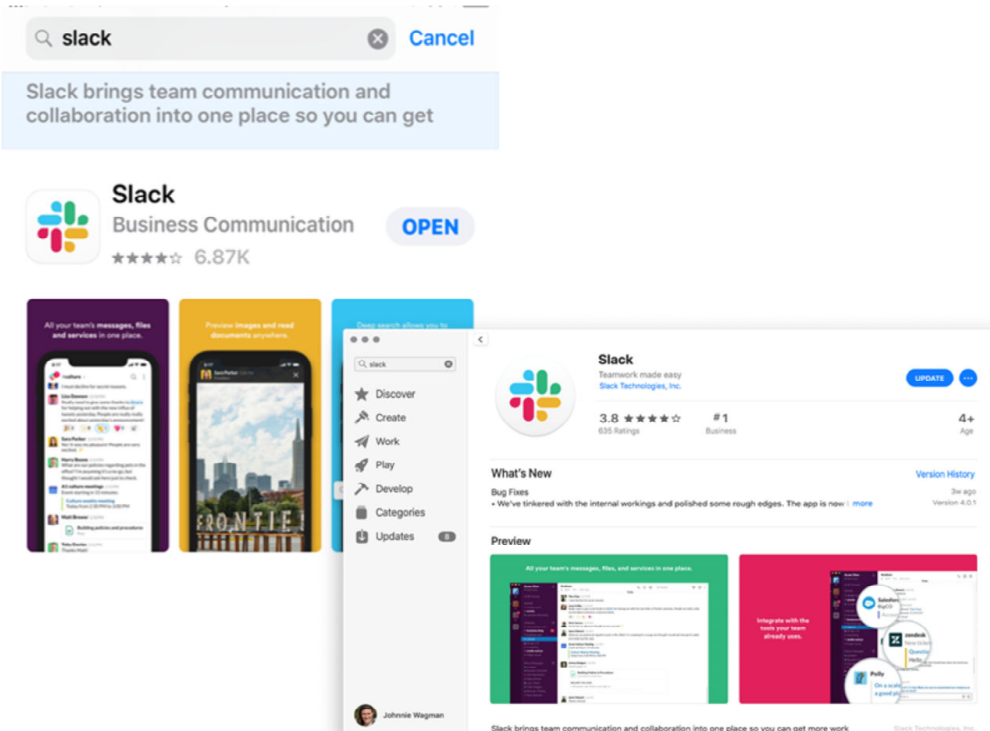
-
- Primary Channels
 - Channel Creation
 - Threads
 - Tagging (@channel)
 - Direct Messages
 - App integrations
 - File Sharing
 - Notification Preferences
 - Profile
-

<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

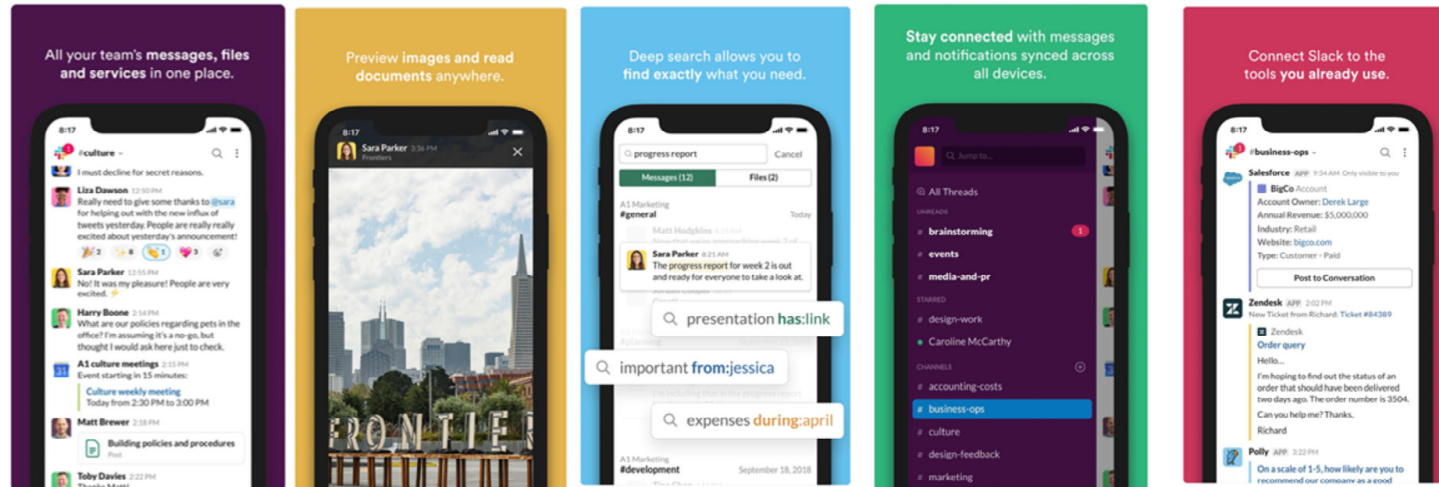


Use Slack to:

- 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

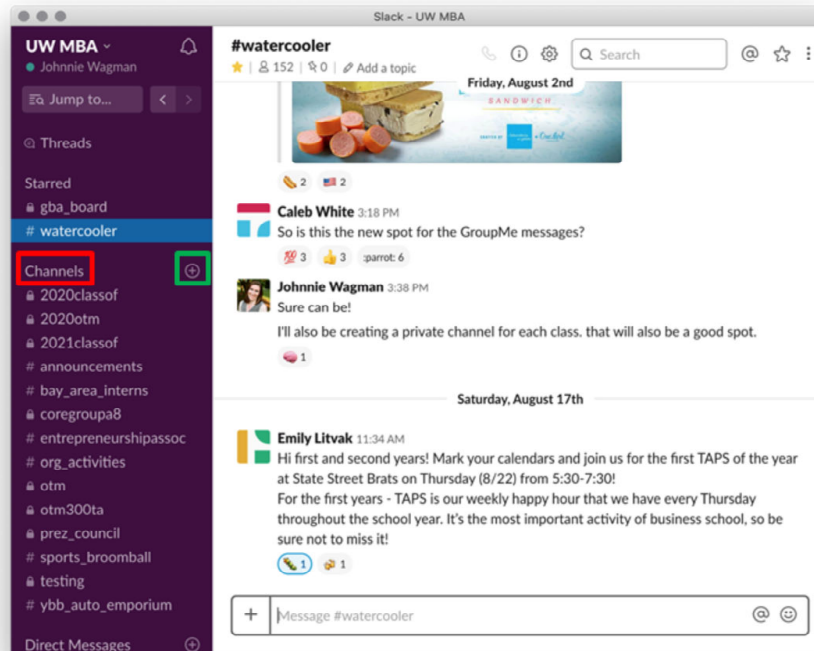
Don't hesitate in utilizing both mobile and desktop Slack applications!

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

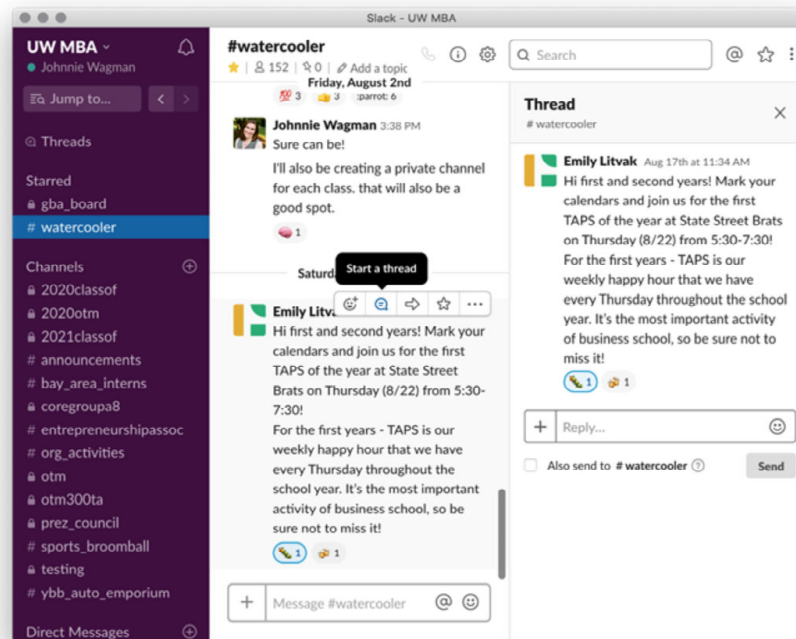
denotes public channel – anyone can see or join

🔒 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).

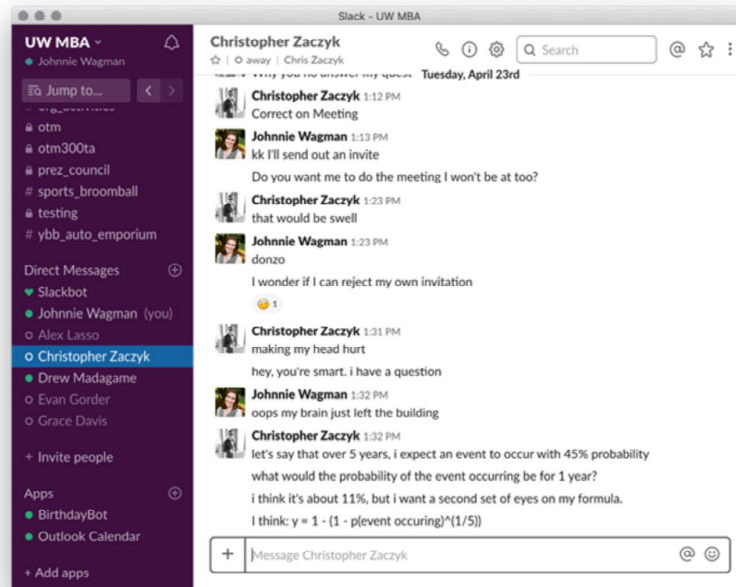
Start a private channel with your core team right away to begin easy communication!

Slack - Threads



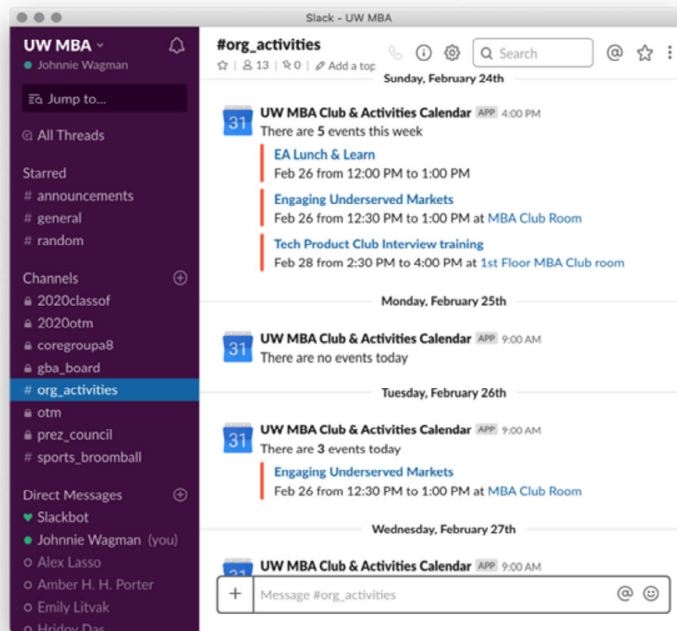
- Hover over a message to start a thread.
- This organizes conversations and allows them to continue without notifying the entire channel.
- The checkbox will post back in the channel if a reply is important to all.

Slack - Direct Messaging and Tagging



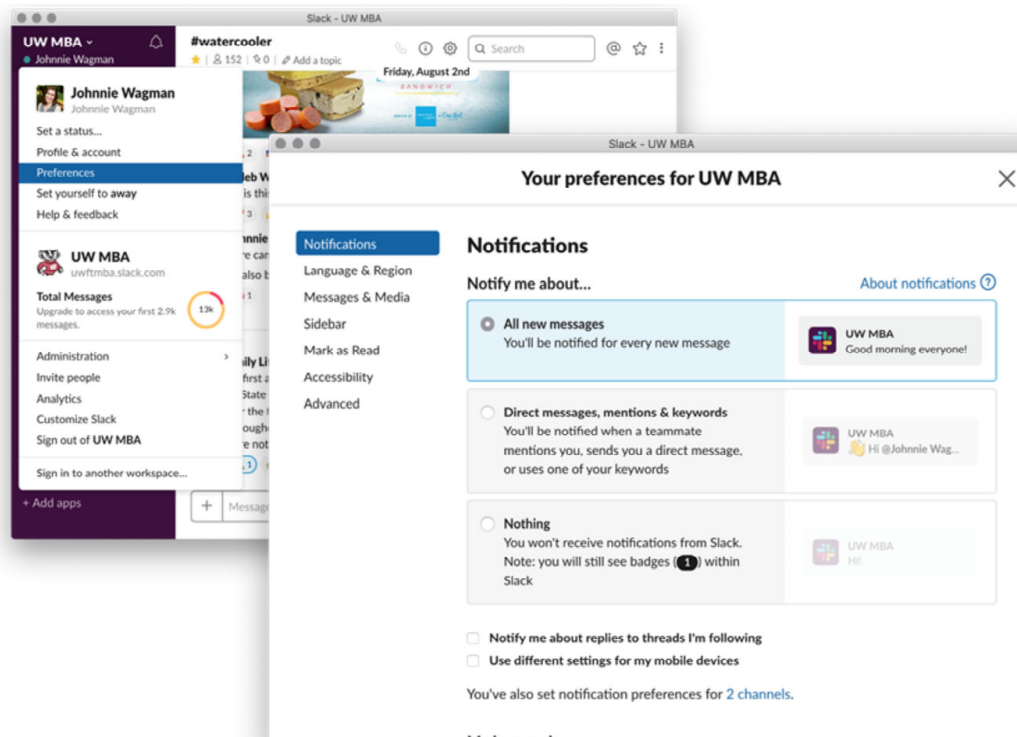
- Similar to channels; + to search/start new DM
- In channels, type @ to tag a specific person
- @channel tags everyone in the channel
- @here tags everyone currently online in the channel
- Use sparingly!!

Slack - App Integrations



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

Slack - Notification Preferences

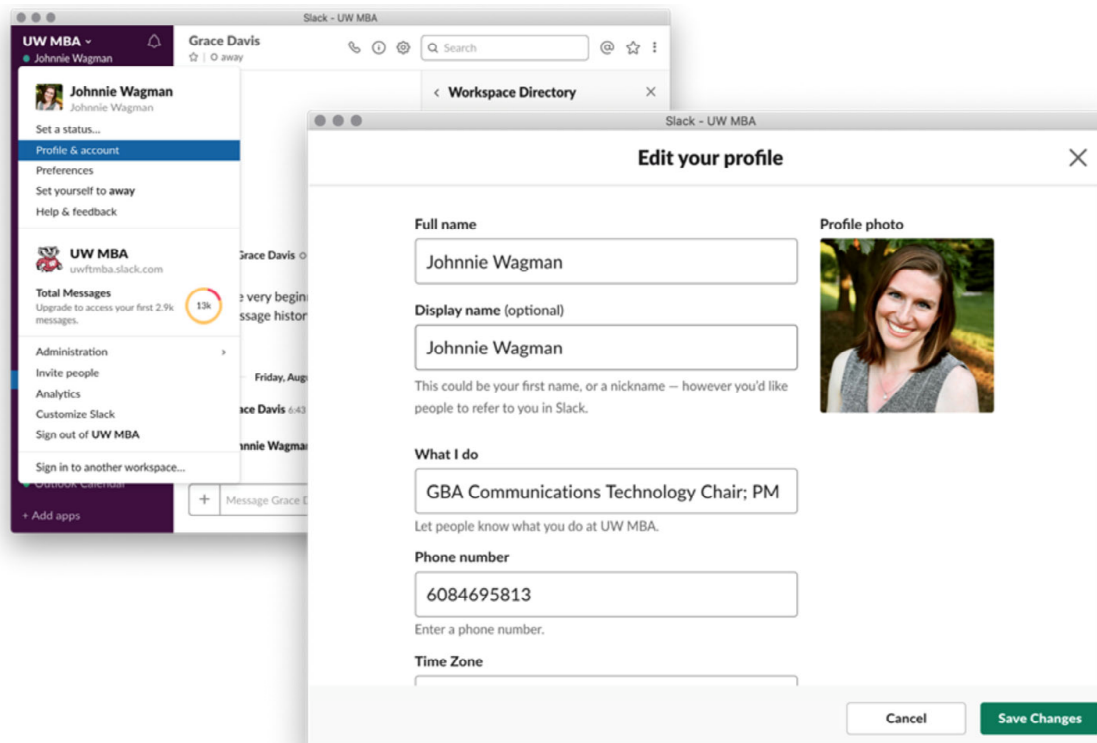


- Set overall and/or channel specific notification settings
- Set keywords
- Do not disturb
- Different settings for mobile and desktop

<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




The screenshot shows the Slack interface for the 'UW MBA' workspace. A modal window titled 'Edit your profile' is open, allowing a user to update their profile information. The modal includes fields for 'Full name', 'Display name (optional)', 'Profile photo', 'What I do', 'Phone number', and 'Time Zone'. The 'Full name' field is filled with 'Johnnie Wagman'. The 'Display name (optional)' field is also filled with 'Johnnie Wagman'. The 'Profile photo' field shows a photo of a woman. The 'What I do' field is filled with 'GBA Communications Technology Chair; PM'. The 'Phone number' field is filled with '6084695813'. The 'Time Zone' field is empty. At the bottom of the modal are 'Cancel' and 'Save Changes' buttons.

Edit your profile

Full name
Johnnie Wagman

Display name (optional)
Johnnie Wagman

Profile photo


What I do
GBA Communications Technology Chair; PM

Let people know what you do at UW MBA.

Phone number
6084695813

Enter a phone number.

Time Zone

Cancel Save Changes

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

For questions you can contact:

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