Quickguide: Getting Started with SLATE2

Logging in | **Navigating and Accessing Your Courses**

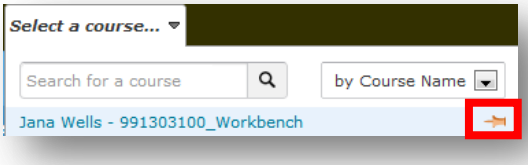
Sheridan's Learning and Teaching Environment (SLATE2) delivers our online learning experience to the Sheridan community. This online environment provides a rich tool set to share curricular content, facilitate communication, enable collaboration and support our entire spectrum of learning opportunities.

Logging into SLATE2

1. Open a Web Browser and enter the following URL: https://slate.sheridancollege.ca/
2. All Sheridan users have been assigned a network login and password. Use these credentials to login to SLATE2. If you are experiencing problems logging in contact the helpdesk.
3. We recommend you perform a system check to ensure your computer contains the supported system and software requirements used in SLATE2. Once logged in click on System Check

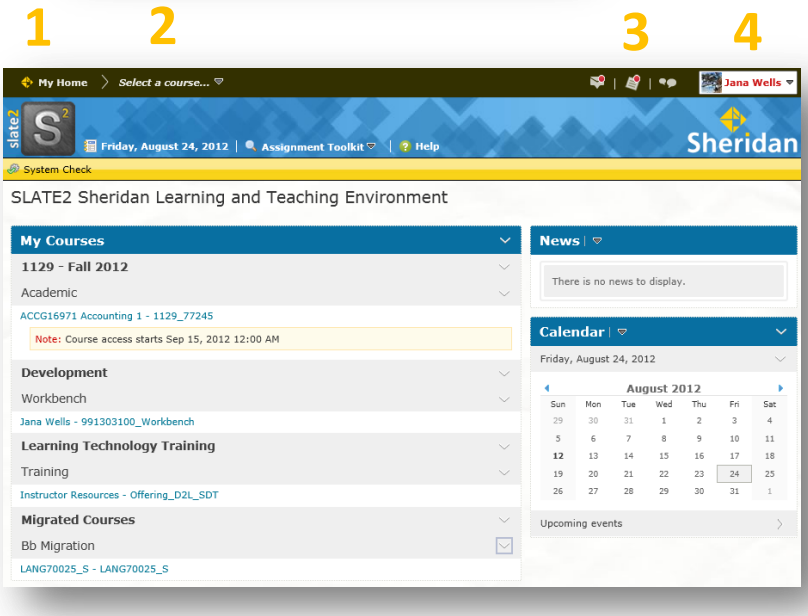
Start Navigating and Access Your Courses

1 **My Home:** is your starting point inside of SLATE2. Clicking on My Home will return you to this landing page.



2 **Course Selector:** Your courses are listed here and you can sort them by course name or by date last accessed. To access the course you want from the course selector click on the course name or, click **load more courses** to expand the course list or use the Search field to find your course

Pinning your Courses: You can select specific courses from the course selector and pin them to the top of the list for easier navigation.



3 **ALERTS:**

Message alerts Email and pager messages.

Update alerts New and updated news posts; upcoming dropbox end dates; released and updated grades; and upcoming quiz end dates.

Chatter alerts New discussion posts in forums, topics, and specific message threads you subscribed to.

If you have unread alerts, a red circle appears on the appropriate alert icon.

4 **Personal Menu:** The personal menu contains links to your profile, notification options, account settings, and logout. Click your name to open the personal menu.

My Courses: Your courses are also listed in the 'My Courses' widget. Under the **Academic heading** you will find all the course offerings you are listed as an instructor in. Under **Development** you will see a workbench. This course offering is personal to you and can be used for development work.

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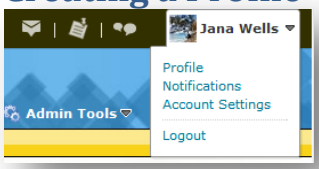
Creating a Profile | Setting Notification Preferences | Setting Account Preferences

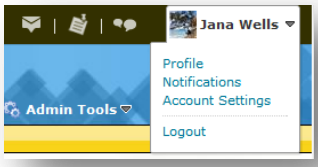
Creating a Profile



Creating a profile is optional, but uploading a picture is a great way to greet your students. You could use a picture of yourself or a cartoon image.

- Select Profile from the personal menu
- Click Change Picture
- Click Choose File and locate the image you want to add. Click Open. Click Upload.

Setting Notification Preferences



The notifications tool enables you to receive instant notifications about course activity or, subscribe to a summary or activity for each course.

- Select Notifications from the personal menu

Setup and email an contact method

1. Click Enable email notifications
2. Select 'Use system email' or 'use custom email'. If you select custom email, enter your email address.
3. Click Save

Subscribe to instant notifications

1. Under the **Instant Notifications** heading select the box beside each tool you want to receive instant notifications for:
   - Receive email notifications
   - Receive mobile notifications

Setup a mobile contact method

1. Click Register your mobile
2. Select your country, mobile carrier and enter your mobile number.
3. Click Save
4. After you receive a registration confirmation code on your mobile device, enter it in the **Confirmation Code** field. Click **Confirm.**

Subscribe to a summary of activity

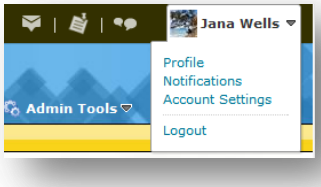
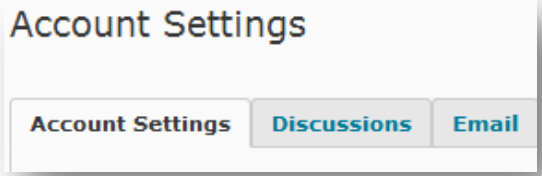
1. Select the delivery frequency from the **How often?** Dropdown.
2. Select when you want to receive notifications from the **At what time?** Dropdown.

Exclude courses from notifications

1. Click Manage my course exclusions
2. Click the ✕ icon beside each course you want to receive notifications from, or click Exclude All Courses. Click Close

Setting Account Preferences

Use the Account Settings tool to customize and manage your personal preferences including your; online status, accessibility options, language and region and discussion settings.



- Select Account Settings from the personal menu personal menu.
- The Account Settings tab allows you to adjust default settings such as; font, dialogue, HTML Editor, Video, Local and Language and Time Zone settings. It also allows you to adjust your online setting which is set to Appear Online by default.
- The discussions tab allows you to adjust settings related to the way the discussion tool displays forums and topics by default.
- The email tab allows you to adjust settings including tracking activity for sent messages and creating an email signature to append to sent emails.