

# Principles for digital tools

- Overcome barriers to adoption by using tools that are currently used by professionals in industry.
- There are some face-to-face interactions that cannot be substituted digitally, for now.
- Minimise adoption fatigue by using the same tools across all subjects in a degree.
- Introduce new students to the digital tools so that they understand the what, why, and how of usage.

# Slack

## #Announcements

Already used professionally by many designers, Slack makes it easy for educators, students, and alumni to keep in touch with each other.

### Key Features

- A specific *#BulletinBoard* channel separates key notices and keeps them easy to find
- Pin or star important notices and set up automatic reminders for deadlines
- Announce new short courses and upcoming public events to students and alumni

### How it works

- Important notices should be posted in a separate channel so they are not drowned in day-to-day chatter
- *@channel* and *@here* commands can be used for very important notifications
- Making Slack the main channel of communication reduces confusion among students and simplifies communication for educators

### CHANNELS

# MoD-Announcements

# Service D-Announcements

# Service D

# Product D

# L'Atelier-SmartCities

📁 Short Course-Adv Para D

tom.l 9. 10:16 AM  
@channel: A reminder to bring in your service safari findings this week

tom.l 9. 10:16 AM  
@channel: The deadline for proposal submissions is tomorrow at midnight.  
UTS Online link: [goo.gl/xjnVGN1](https://goo.gl/xjnVGN1)

# Slack

## Student collaboration

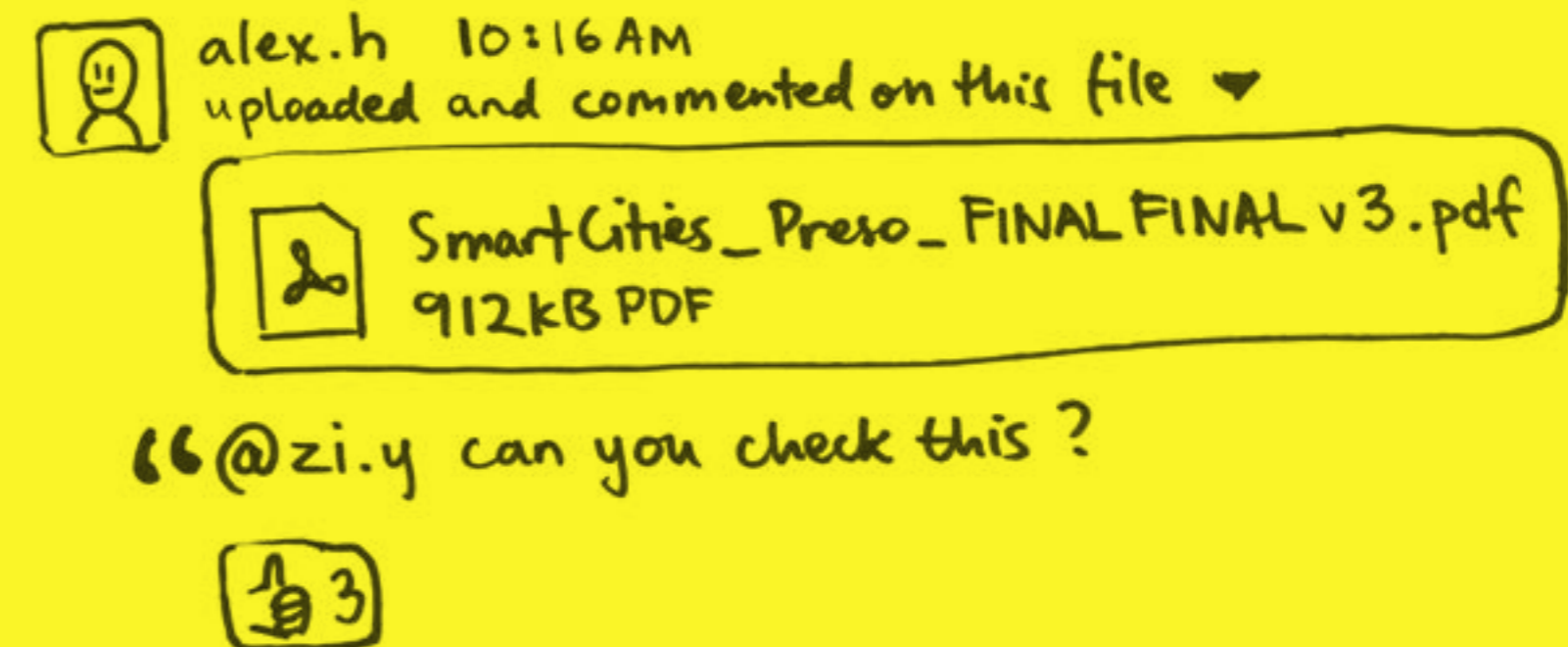
Slack is an instant messaging app designed for easier collaboration. It bridges the gap between email (professional) and instant messenger (casual).

### Key Features

- Encourage collaboration by conveying a sense of digital presence
- Many working designers already use Slack
- Reduce confusion by completely supplanting UTS email, personal/professional email, private instant messenger, and SMS.

### How it works

- Each subject should have its own channel
- Easy file sharing as well as integrations with Dropbox and Google Drive
- Chat history is searchable



# Slack

## Just-in-time outline

Slack's */remind* feature can be used to automatically deliver subject outlines week-to-week. Subject deliverables and assessment criteria can also be communicated at the appropriate time in the semester.

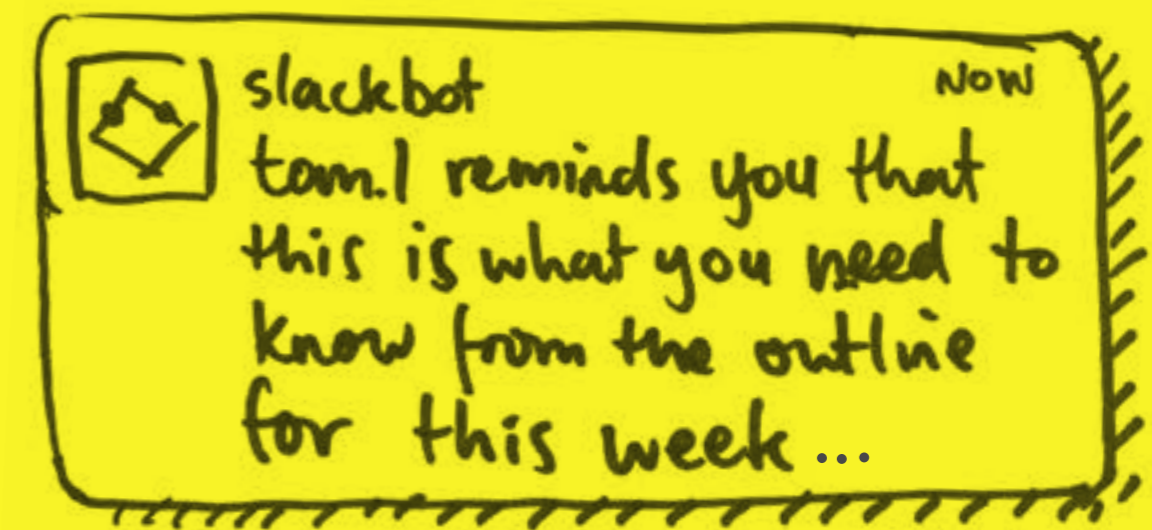
### Key Features

- Break down subject outlines into digestible chunks and minimise the mental overhead for working students
- Free up class time for genuinely valuable discussion and activities

### How it works

- The section of the subject outline that pertains to the coming week is sent 1hr before class begins
- A clear throughline is established that connects class and homework exercises with subject deliverables and outcomes

USED FOR:  
DESIGN STUDIOS + L'ATELIER PROJECTS



# Slack feedback

Date:

Subject:

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What worked well?

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What didn't work so well?

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What do you think could be improved?

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