Quickguide: Getting Started with SLATE2

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

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
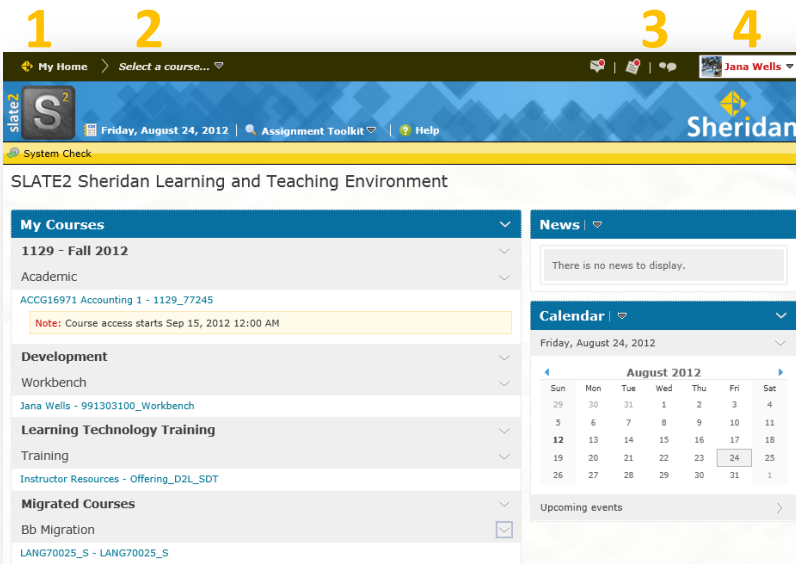
3 **ALERTS:**

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. Under **Learning Technology Training** you will see the Instructor Resource Course as well as any training courses you are enrolled in. Under **BB Migration** you will see courses you taught in SLATE2.

Quick Tip
Upload a picture to your profile!

Jana Wells
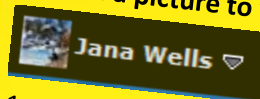
1. From the **Personal Menu** select **Profile**
2. Select **Change Picture**
3. Click **Choose File** and locate the picture you would like to use
4. Click **Upload**
5. Click **Save and Close**

Register for SLATE2 Training

Once logged into SLATE2 you will see a course titled **Instructor Resources** listed under the **Learning Technology Training** heading in the *My Courses* area:
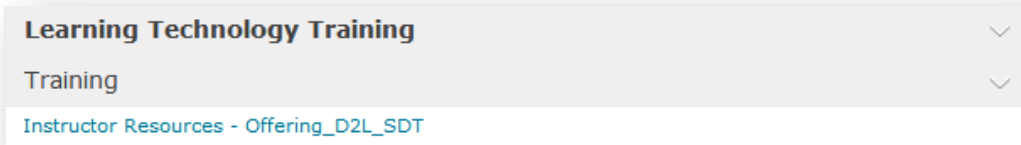
The Instructor Resources course is an open and collaborative environment for faculty, administrators and support staff to share resources and access relevant information focused on; changes and upgrades to the learning environment, new tools and integrations, as well as, training and support resources.

- Click **Content** to view an overview of the available sessions
- Click **Calendar** to view upcoming training sessions.
- Under the **Signup for SLATE2 Training** widget, click on the first link '**Click Here for Information on Training and Registration**' to view information about the Essentials Training Program, as well as, information on how to complete the registration process. Once you have reviewed the presentation click on the second link '**Click Here to Register for Training**' to complete the Registration form.
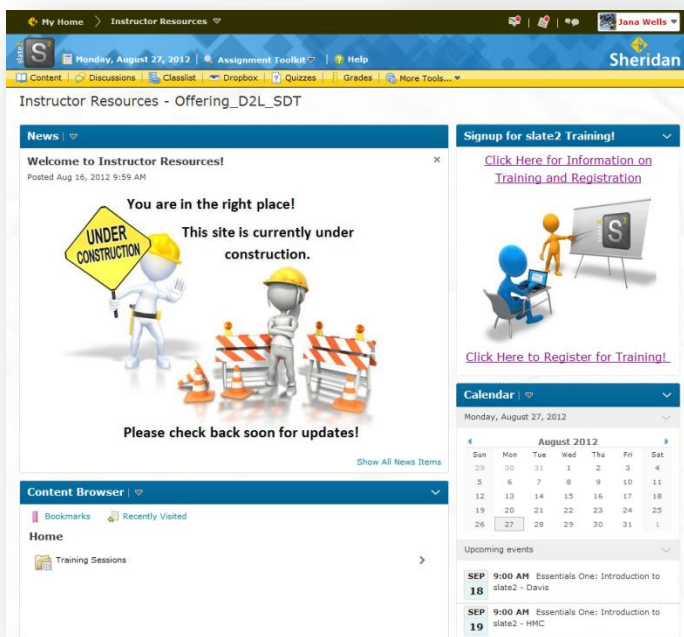
1 **Select the Training Session you want to register for:**

Select E1: Essentials One: Introduction to SLATE2 (Blended) to attend the blended session.

Select E0: Essentials One, Two and Three (Online) to attend the fully online session.

2 **Fill out the Registration Form**

- Select your Job Classification and Faculty from the dropdown lists.
- If you are signing up for Blended Training, select the On-Campus Session you are attending.

3 **Confirm you have registered for the correct session and click Finish**

Allow 48 hours for the Registration to Process. Once processed, you will see the appropriate course appear under the Learning Technology Training heading in the My Courses area. Review the session overview for important information on session outcomes and required resources.