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INSTRUCTIONS

Fall 2020 Virtual Open House

Faculty/Staff Slate Presentation Instructions

Important Notes:

- You must use a **PC** and **NOT a MAC** device for presentations.
- You must **NOT be logged into Remote Desktop Connection** for presentations. This will cause issues with the audio.
- Please use **google chrome** as the web browser for the presentations.

STEP #1 – Accept Calendar Invite

After you complete the [online RSVP](#) to participate in the Virtual Open House, you will receive a calendar invite from Tom Karanas (Assistant Director of Admissions) with the dates and times you selected to present. This may take up to one week after completion of the online RSVP. Make sure to check your outlook inbox and accept the calendar invite!

STEP #2 – Click Link to Join Presentation

You should join the presentation approximately 10 minutes before the start time to ensure all technology is working properly. You can join the presentation by clicking the link in the outlook calendar invite (example below).

The screenshot shows the Microsoft Outlook interface for a meeting titled "EDUCATION - Virtual Open House". The meeting is scheduled for Wednesday, April 29, 2020, from 3:00 PM to 4:00 PM. The location is a URL: <https://connect.buffalostate.edu/manage/share/control?id=b6f3ecb4-a238-42e1-a92d-70d9e053fe26>. The meeting is categorized as "Required" and has three attendees: Patti, Angela L.; George, Patricia D.; and Loreto, David P. The interface also shows options for "Cancel Meeting", "Forward", "Skype Meeting", "Meeting Notes", "Contact Attendees", "Address Book", "Check Names", "Response Options", "Show As" (set to Busy), "Reminder" (set to None), and "Recurrence".

- April 29 @3:00pm
 - Presenter: George & Patti
 - Moderator: Loreto
 - Link: <https://connect.buffalostate.edu/manage/share/control?id=b6f3ecb4-a238-42e1-a92d-70d9e053fe26>

STEP #3 – Log-in to Slate (You Need Your Cell Phone)

The Admissions Office has already created a slate account for you using your email and cell phone number. The first time you click the link to join the presentation, you will be sent a text message to your cell phone by Slate for verification. Simply enter the code, and you should not have to do this again for future events.

STEP #4 – Broadcast Audio

Once you are logged-in to Slate you will be able to view the presentation. Please note there is a countdown timer at the top right hand side of your screen. Until that timer hits 0, no participants will be able to see or hear anything you are doing. Click the “**broadcast**” button on your screen. Then click the “**Connect**” button. After you click this button, you will see the audio go live on the top left of your screen. When you talk this will be green, and when you are silent this will be red (examples below).

SAMPLE Open House Presentation

The screenshot shows the Slate presentation interface. At the top right, a yellow highlight is placed over the text "Event scheduled to start in 22m 43s" and a "Broadcast" button. Below this, the main presentation area displays a slide with the following text: "COMMUNICATION DEPARTMENT BUFFALO STATE • The State University of New York", "Welcome to the Communication Department!", "Virtual Open House May 2020", and "www.buffalostate.edu". On the left side, there is a chat window with tabs for "Chat", "Questions", and "Participants (1)". The chat window currently shows "No Broadcast Active" and "Type your message and press Enter to send...".

The screenshot shows the "Setup Devices" dialog box. The "Audio" section is set to "Default - Microphone Array (Realtek Audio)". Below this, there is a microphone icon and the text "Microphone input detected." At the bottom of the dialog, there are two buttons: "Connect" (highlighted in yellow) and "Cancel".

SAMPLE Open House Presentation

The screenshot shows the Slate presentation interface with a green audio bar at the top indicating that "Tom Karanas" is speaking. Below the audio bar, there is a chat window with tabs for "Chat", "Questions", and "Participants (1)". The chat window is currently empty. At the bottom left, there is a "Connect" button highlighted in yellow.

STEP #5 – Control Slides

Click the “Control Slides” button at the top right-hand corner of the screen. You will then see all slides appear at the bottom of the screen. To move from slide to slide, simply click on the slide you would like to discuss using your cursor.

SAMPLE Open House Presentation

Event scheduled to start in 15m 53s Broadcast **Control Slides** Settings

Tom Karanas

Chat Questions Participants (1)

COMMUNICATION DEPARTMENT
BUFFALO STATE • The State University of New York

1871
DEDICATED TO EXCELLENCE

www.buffalostate.edu

Welcome to the Communication Department!
Virtual Open House
May 2020

About the Communication Department

Type your message and press Enter to send...

STEP #6 – Conduct Presentation!

You are good to go! You can now welcome everyone to the Virtual Open House Presentation and start! Participants will automatically join the event, and you can see the number of participants by viewing the number in parenthesis on the “**Participants**” tab. Also, participants will have the ability to utilize the “**chat**” feature to ask questions during the presentation. Make sure to check the chat periodically and answer any questions that come in. It is also important to note that an **admissions staff member** will be at your presentation to assist. This staff member will moderate the chat and only let appropriate questions go into the chat (in other words they are there to help filter). The admissions staff member assigned to your presentation will be in the event invite you receive. This individual will also reach out well before the event for a formal training on how to use the Slate platform to conduct the presentation.

SAMPLE Open House Presentation

Tom Karanas

Chat Questions **Participants (1)**

SAMPLE Open House Presentation

Tom Karanas

Chat Questions Participants (1)

Tom Karanas 11:23:10 AM
What jobs have students in the Communication Program worked in after graduating?