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).

- 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).

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.

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 as 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.