

Zoom & Slack

The platforms used for the school are Zoom and Slack.

- **Zoom**

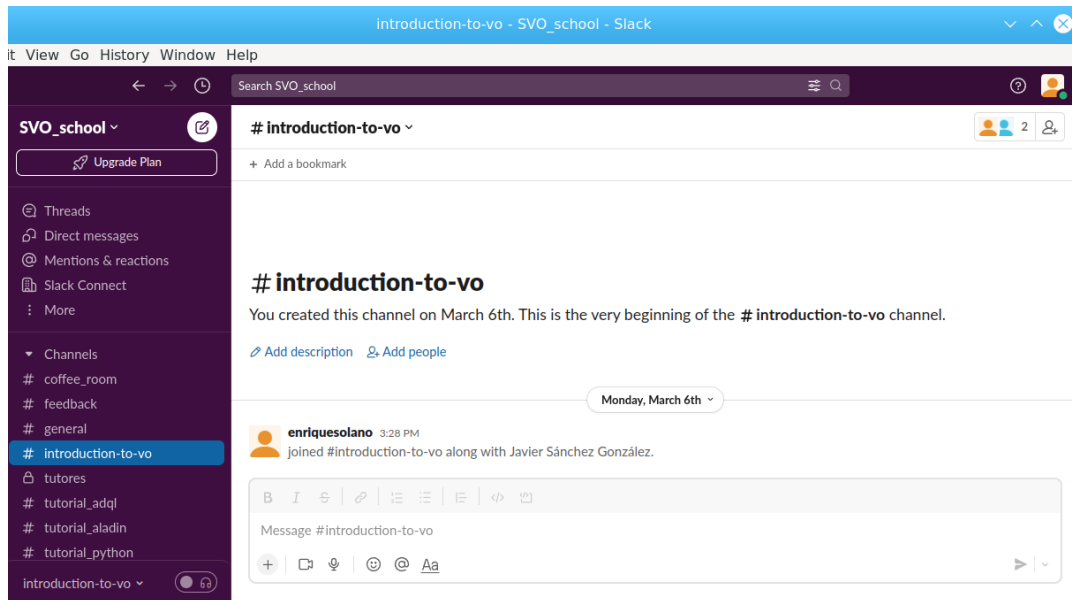
- Install zoom or update it to the latest version (<https://zoom.us/download>). No registration is needed.
- Open a zoom session locally in your machine. A link to the zoom meeting will be sent before the school and will be open 25 minutes before the session starts.
- When starting the session, use your name and surname to identify you.
- Turn your microphone off. Video sharing is optional.
- The sessions will be recorded.
- *The zoom Main room* will be used to follow the tutorials and lectures.

- **Slack**

- We recommend to access the Slack workspace via app (<https://slack.com/intl/es-es/downloads>).
- Registered participants will receive an invitation link via e-mail. This link addresses to a Slack web page which asks for your e-mail account in order to send a confirmation e-mail. This confirmation e-mail contains a code that you will need to introduce back in Slack. Then you will be able to access the workspace.
- There is a general room for announcements, general discussions and concerns about the school.
- There is a channel for each tutorial which contains the pdf of the tutorial and complementary information. These channels will be used for comments/doubts about the tutorials and related demos.
- There is also a "coffee_room" channel created for informal discussion.
- The Slack workspace will remain active indefinitely after the school and will be the recommended way to contact the tutors.

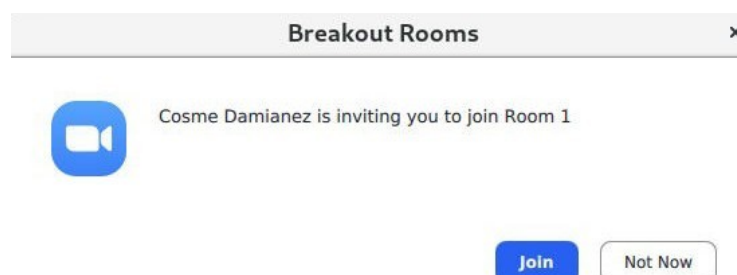
Question management

- All questions will be addressed using the appropriate Slack channel:

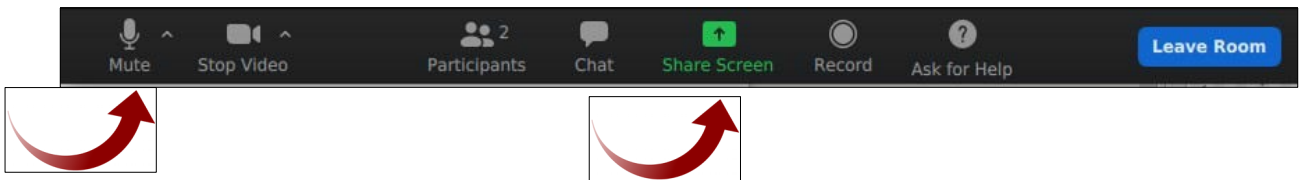


If the question needs special attention, the chairperson will send the participant together with a tutor to a separate breakout room in Zoom so that they can speak and share screen if needed.

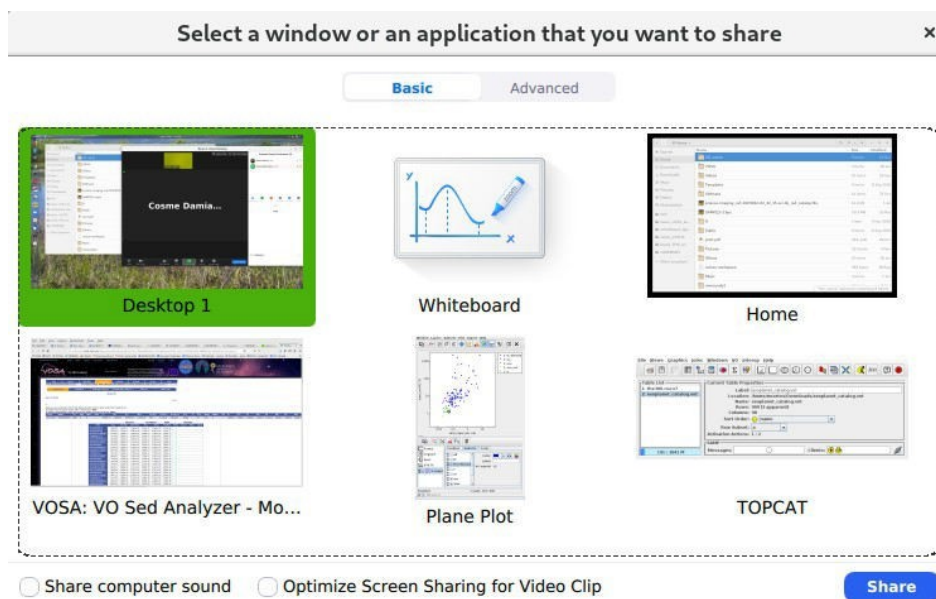
In this case, the participant who asked the question will receive an invitation to join this separate room in Zoom:



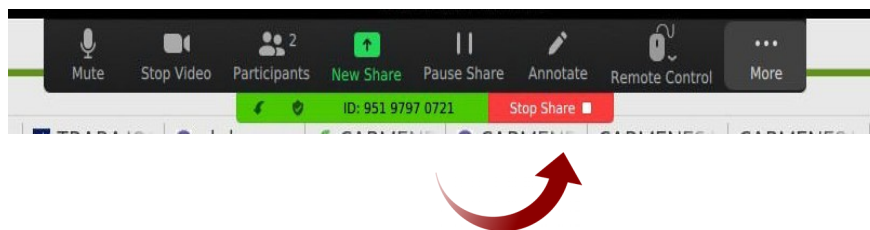
After joining this room, the participant can unmute his/her microphone to talk with the tutor as well as share screen if needed:



There are multiple options when sharing the screen. The participant can share the whole desktop to move across windows, or can only share one of the windows opened at that time:



The participant can stop sharing by clicking the “Stop Share” button on top of the screen, where the control bar will be located:



Once the doubt is solved, the participant will leave the room and automatically join the main room by clicking the “Leave Room” button to the right of the control panel located at the bottom of the main window:

