

Technology Onboarding in Google Classroom

Beginning Your Board Term
2021 Board of Directors

Stream **Classwork** People Grades

Technology Tools

- Secure Your Board Account Due Dec 22, 2020
- Set Up Your Google Account Due Dec 22, 2020
- Access Your Google Calendars Due Dec 22, 2020
- Set Up Your Slack Account Due Dec 22, 2020
- Access and Get to Know Wild Apricot Due Jan 2
- Access Other Technology Tools Due Jan 2

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Secure Your Board Account Due Dec 22, 2020

In the past, cybersecurity and privacy were often low on the list of non-profit priorities – but times have changed. Cyber threats have never been so prevalent and data privacy issues so complex. Metro DC board members have a responsibility to the chapter staff, volunteers, members, and non-members to provide secure IT platforms and ensure user confidentiality.

Tasks:

1. Review Metro DC Cybersecurity Guidelines
2. Set up 2-step verification on your Google Account (Section #6 in Cybersecurity Guidelines)
3. Add recovery information to your Google Account (Section #5 in Cybersecurity Guidelines)

Please feel free to contact Director of Operations and Technology (dir_tech@dcatd.org) if you need assistance.

[View assignment](#)

11 Turned in



Technology Tools



Secure Your Board Account

Due Dec 22, 2020



Set Up Your Google Account

Due Dec 22, 2020



Access Your Google Calendars

Due Dec 22, 2020



Set Up Your Slack Account

Due Dec 22, 2020

Slack is a communication platform that helps board members keep all internal communications in one place.

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Turned in

When should I use Slack vs. Gmail?

- Use Slack for internal board communications
- Use Gmail for board communications with external parties (e.g., chapter members, CoPs leads, volunteers, speakers, vendors, etc.)

Tasks:

1. Review Slack Guidelines
2. Log in to Slack (Section #3 in Slack Guidelines)
3. Change your photo (Section #4 in Slack Guidelines)
4. Join #general-2021 channel and say hello (Section #7 in Slack Guidelines)

Once you start using Slack, you might notice that keeping up with all board communications can be challenging. However, Slack offers a few ways to help you focus and prioritize your attention. We encourage you to return to this guide later on and update your notification preferences (Section # 11 in Slack Guidelines).