



## HESI™ Compass®: Getting Started in Slack

### Faculty and Student Guide

This guide will provide the essential information you need to get started with Slack for HESI . Compass. It will include details about joining Slack, setting up your account, navigating the platform, and communicating with peers and faculty.

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## Introduction to Slack

### Slack Overview

Slack is the communication platform you will use to communicate with your HESI Compass Coach. It is separate from the Evolve HESI Compass platform where your course content is located.

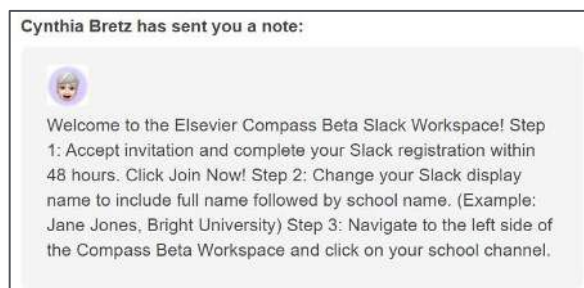
### How to Join Slack

Before you log into your HESI Compass course in Evolve, you must first join Slack. You will receive an invitation to your school's **HESI Compass Slack channel**. The invitation will be sent to your school email address from a sender labelled **Compass Administrator**.

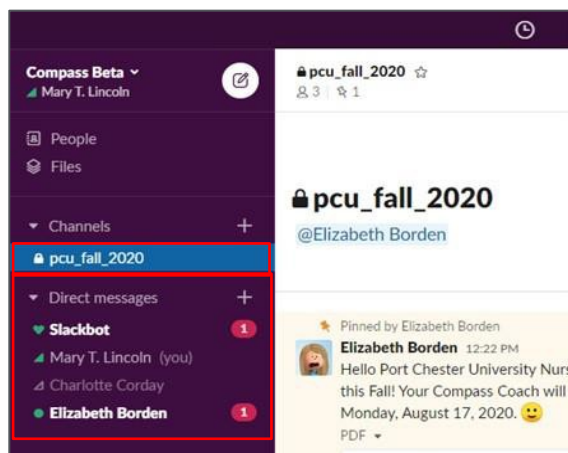
1. Click the **“Join Now”** link in your invitation to get started. You will be prompted to create a password. Once complete, click the **“Create Account”** button to join Slack.

The image shows two side-by-side screenshots. The left screenshot is an email invitation from Slack. The sender is 'Slack' and the recipient is 'Compass Administrator'. The email text says 'Join HESI Compass on Slack' and 'Join now to start collaborating!'. There is a green 'Join Now' button. Below the button, it says 'HESI Compass' and 'Workspace URL: compassbeta.slack.com'. A red arrow points from the 'Join Now' button to the right screenshot. The right screenshot is the Slack registration form. It has a title 'Join the Slack workspace Compass Beta'. There is a 'Full name' field with 'Mary T. Lincoln' entered. Below that is a 'Password (required)' field with a strength indicator showing 'Great'. There is a checkbox for 'It's OK to send me email about the Slack service.' and a green 'Create Account' button. At the bottom, it says 'By continuing, you're agreeing to our User Terms of Service, Privacy Policy, and Cookie Policy.'

2. You will then receive an invite (sent to your school email address) from [notifications@slack.com](mailto:notifications@slack.com).
  - a. If you do not receive the invite, be sure to first check the Junk or Spam folders in your inbox.
  - b. If you are a returning faculty member or repeat HESI Compass Student, you will not receive a new Slack invitation. You will need to log in to your previous Slack account and should gain access to your new course Slack channel on the date your new HESI Compass Course starts. If you do not see your new course Slack channel by the date your compass course starts, please send an email to [HESICompassAdmin@elsevier.com](mailto:HESICompassAdmin@elsevier.com).
3. This invitation will connect you to your school's Slack channel and must be accepted within 48 hours.
4. You will see a note in the invite that explains your next steps.  
**Note:** If you do not receive an invite, please have your school faculty reach out to the HESI Compass Administration Team for assistance.



5. You will see your school's channel in the menu to the left the first time you enter Slack.

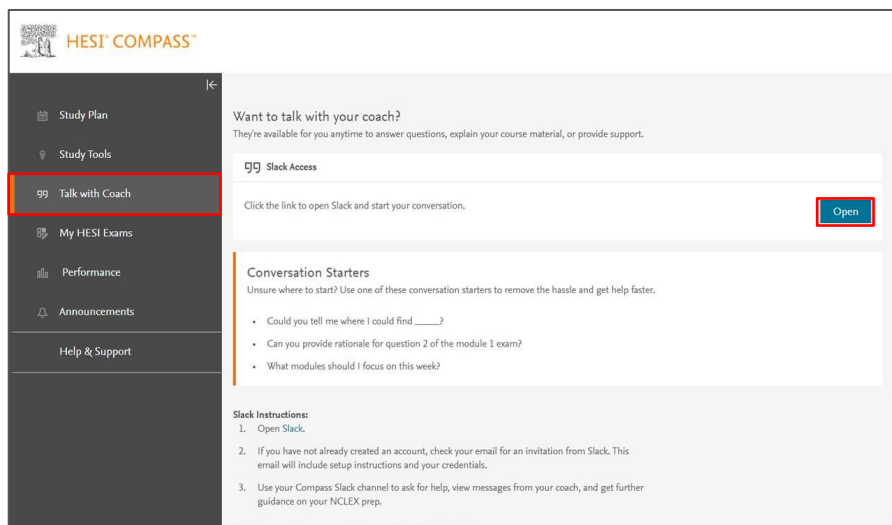


### How to Access Slack via Compass

Once you have joined Slack, you will be able to access it from within your Compass course.

1. Log into your HESI Compass Course.
2. Click **Talk with Coach** in the menu to the left. Here you will find some basic instructions for Slack and an **Open** button to link to Slack. This will link you directly to your school's Compass **channel**.

**Note:** If you access your Compass course on a different computer that is not your regular device, you may be prompted to re-enter your Slack password.

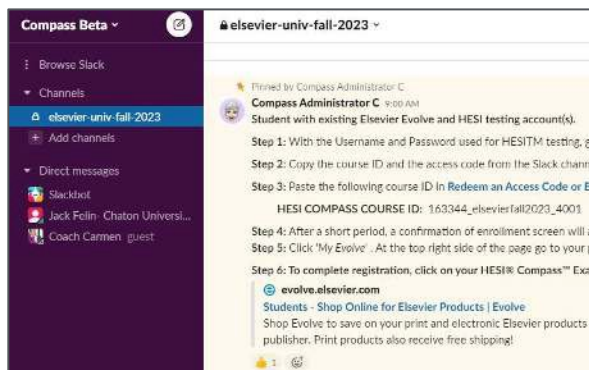


## Platform Navigation

### Group Channel

Within Slack, you will see your school channel listed on the left-hand menu. Think of this as a chat room where you, your classmates, your Compass coach, and your instructors can communicate and stay connected during the course.

Your class/cohort will have their own designated **group channel** (listed in the left column) where your Compass Coach will share announcements, tips, and information. The first post in the group channel explains how to register for HESI Compass on the Evolve website. Please follow these directions closely.



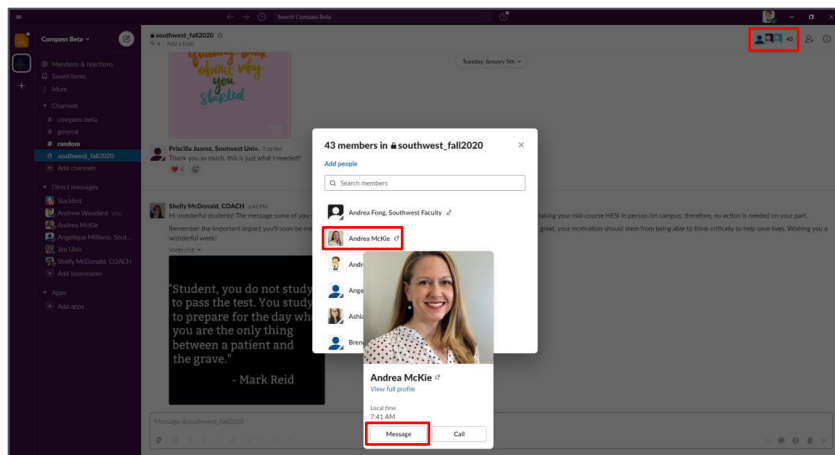
**Note:** Important information regarding your HESI Compass course will be posted here. For example, you will see your HESI Compass course calendar and important testing information.

### Direct Messages

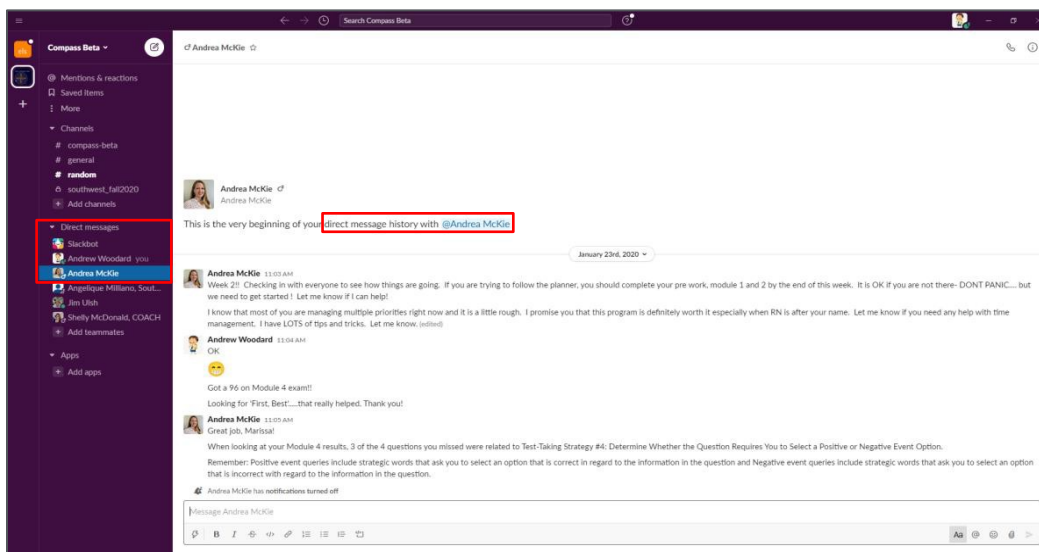
Your direct messages with your coach are private and only viewable by those in the direct message thread. After starting a private thread, you can quickly access that conversation in the future by selecting it from the “Direct Messages” section of the menu to the left.

You can privately message someone directly within your group channel.

1. Click the person icon in the upper-right section of your school’s channel to view the member list of this group.
2. Select the name of the person you want to message. You can find them by using the search function or scrolling through the list.

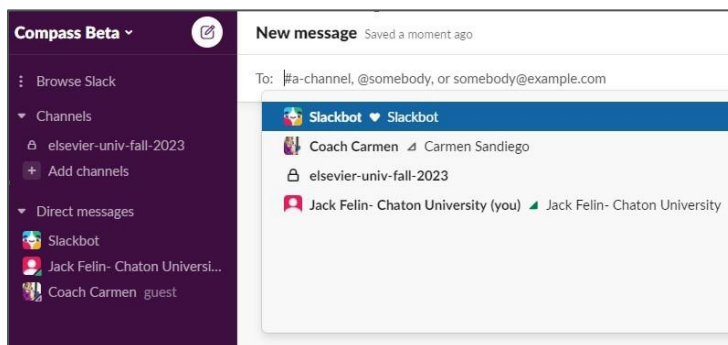


3. Click the message button to open a private direct message. You can discuss your exam scores or any other topics that require a one-on-one conversation in these messages.



You can also start a direct message someone from the navigation menu.

1. Click the pen and paper icon in the upper-left corner of the menu, then enter the person's name in the "To" section and select it from the list.



2. Begin your message in the textbox at the bottom of the screen.



## Desktop and Mobile App

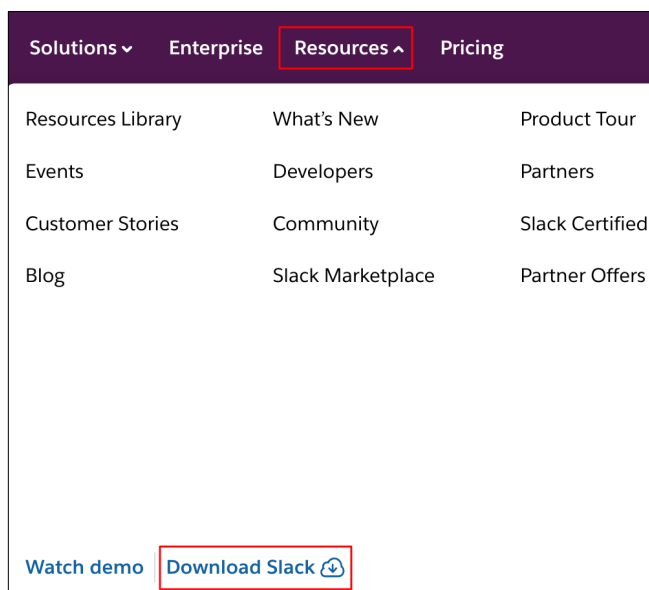
You can also download Slack on your computer or phone. This will help expedite communications and ensure you do not miss important Compass information.

### Desktop

The desktop app version will have a similar layout to the web version, with more effective functionality and direct notifications.

To download the Slack application for Mac and Windows computers:

1. Navigate to [slack.com](https://slack.com).
2. Click the “Resources” tab at the top, then select “Download” from the dropdown list and follow the provided instructions.



### Mobile

Slack is also available for mobile devices (Android and iOS). Your channels and messages will sync across all platforms. We encourage you to download the Slack app to your smartphone to easily stay connected to your Compass course updates on the go.

To download the Slack application for mobile devices:

1. You can begin from the Slack website.
  - a. For Android devices, navigate to <https://slack.com/downloads/android>.
  - b. For iOS devices, navigate to <https://slack.com/downloads/ios>.
2. You can also begin directly from your device's app store.
  - a. For Android devices, search for Slack in the Google Play Store.
  - b. For iOS devices, search for Slack in the Apple App Store.
3. Follow the provided instructions.

## Expectations

Listed below are a few expectations for using Slack to communicate.

1. In the group channel:
  - a. Reply in thread to respond directly to a message.



- b. Add a reaction to indicate you have read a message.



2. Direct message and engage with your coach at least once a week. More is preferred!
3. Ask questions!