

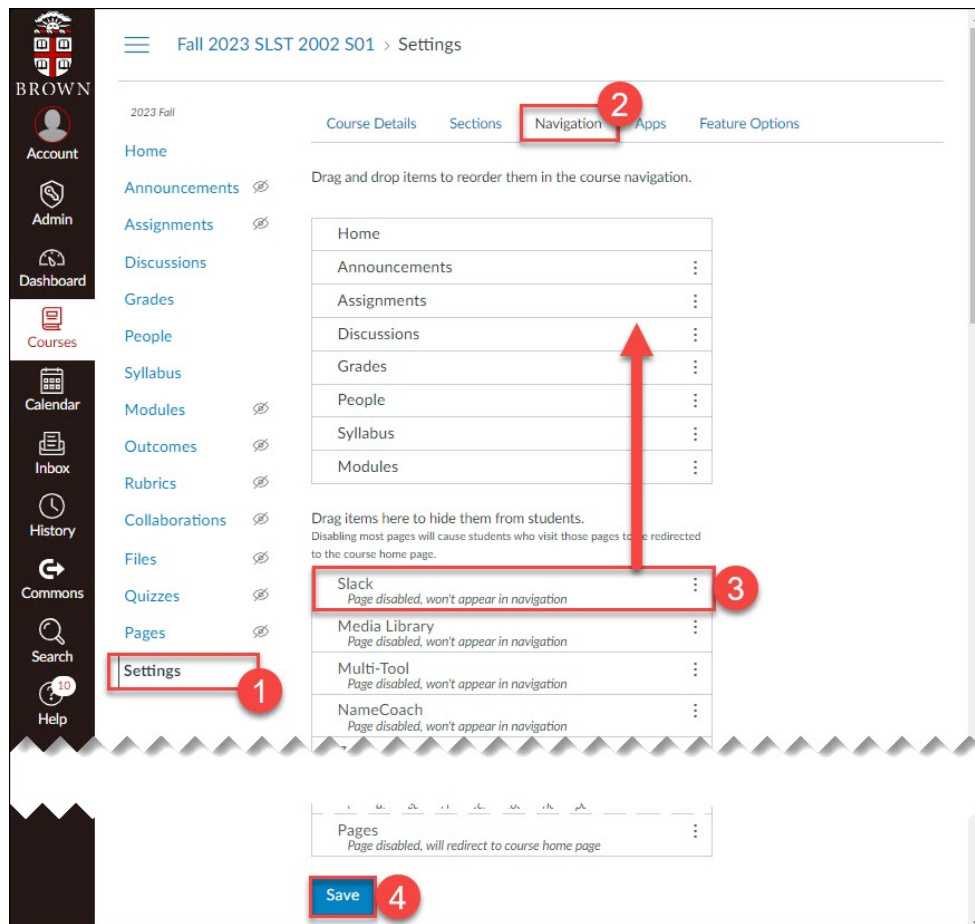
## How to create a Slack Course Workspace

Timberley Barber - 2023-08-31 - Comments (0) - Slack Course Workspaces

NOTE: Only users with the role of Teacher or TA in a Canvas academic course site can create an associated Slack Course Workspace.

### STEP 1: Add Slack to your Canvas course navigation menu

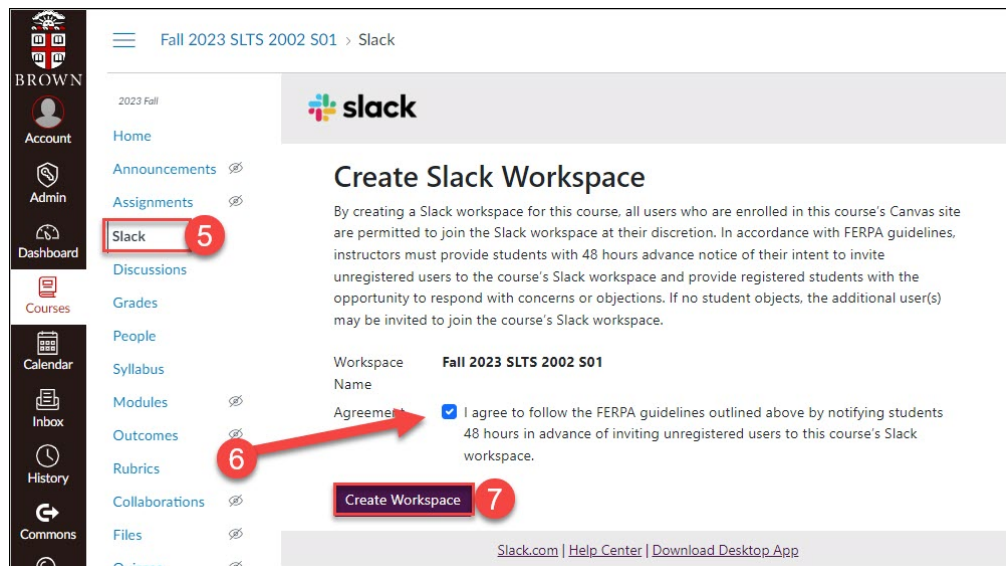
1. Go to your Canvas course.
2. Click on the **Settings button [1]**.
3. Click on the **Navigation tab [2]**.
4. The next screen is split into 2 sections, the upper section displays all tools that are already turned on and appear in your course navigation menu; the lower section shows all tools that are available, but not enabled.
5. Find the **Slack item [3]** in the lower section of the page and drag it to the upper section.
6. Scroll to the bottom of the page and click the **Save button [4]**.
7. Refresh your page to see the new item added to your course navigation menu.



## Step 2: Create your Slack Workspace

NOTE: Any user with the role of Teacher or TA in a Canvas course site can initiate the Slack Course Workspace. Until the Slack Course Workspace is created by a Teacher or TA, all other users will see an error message saying that the Workspace does not exist yet.

1. Click on the **Slack button [5]** in your Canvas course navigation menu.
2. Read through the FERPA information. Select the **acknowledgement checkbox [6]** and then click the **Create Workspace button [7]**.



- Once the Workspace is generated, you can open the Workspace by either clicking on either **Slack Desktop App\*** or **Slack Web App [8]**.



\* If you would like to use the Desktop App on your device but do not have it installed yet, you can click the "Download Desktop App" link found below the login buttons.

NOTE: Once you have created and joined the Slack Course Workspace, you can access your Workspace directly through either the Desktop App, Web App, from the [Brown University Slack Portal](#) or you can always return to the Canvas course site and click the Slack button to open it in the Web App.

#### Resources

- [Slack Course Workspaces \(via Canvas\)](#)
- [How to create a Slack Course Workspace](#)
- [How to join a Slack Course Workspace](#)
- [Canvas / Slack Course Workspace Role Mapping](#)
- [Slack Course Workspace Permissions](#)
- [Adding Other Members to a Slack Course Workspace](#)
- [Slack Course Workspaces and FERPA](#)
- [Slack Course Workspace Recommendations, Tips & Tricks](#)
- [Slack Help Center](#)

#### Need Additional Help?

- For help with Canvas, please contact [dld@brown.edu](mailto:dld@brown.edu).

- For help with using Slack, please contact [Brown's OIT Service Center](#).

#### Related Content

- [Set Up a Slack Workspace](#)
- [Request or Create a Slack Workspace](#)
- [Slack Course Workspaces \(via Canvas\)](#)