Job Aid
SLIDO Guide for Participants using a Smartphone

Date: June 2022
Version 3.0

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SLIDO Guide for Participants using a Smartphone

A step by step guide on using **SLIDO.** Using SLIDO on a Smartphone during the Personal Track Safety (PTS) session.
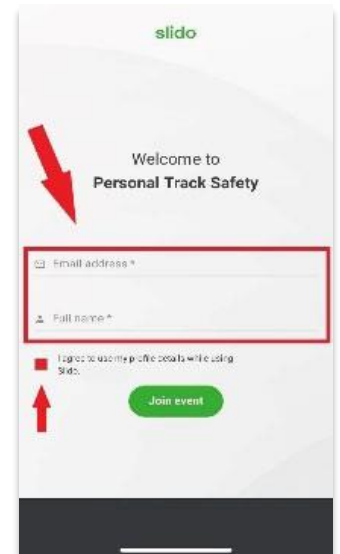
LOGIN OPTIONS

Participants can login to the **SLIDO** program from a Smartphone by following these steps.

Go to **https://www.SLIDO/** from a web browser on the device.
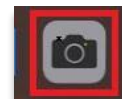Enter the six (6) digit code that will be provided the day of the Personal Track Safety (PTS) session.

Once the code is verified a new screen will appear requiring participants to enter the email address that was used to create the Competence Management System (CMS) profile and the participant's name.
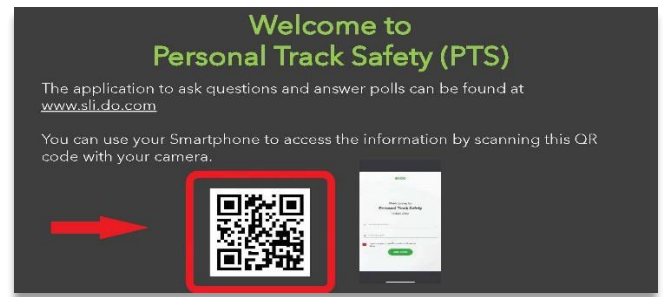
Once completed participants will click *Join event*.

The second login option is to use your smartphone's camera.

From the Personal Track Safety (PTS) presentation title page simply use the camera and scan the image.

Once the code is verified, a new screen will appear requiring participants to enter the email address used to create the Competence Management System (CMS) profile and the 'their name.

Once completed click *Join event*.
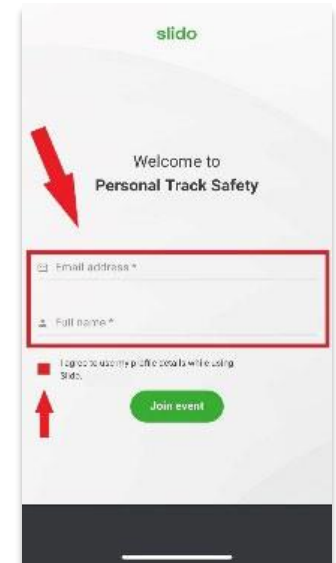
Note: Participants may receive a notification that requires an email authentication.
Participants will check emails (including the "Junk" location) for an email containing the four (4) digit code and add it to the Enter verification code line as shown.
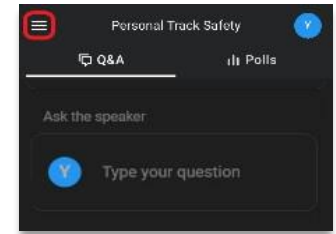*Participants that did not receive the, can request another by* clicking *Resend code.*
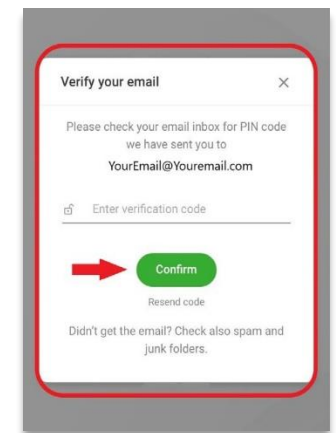
WEBSITE LINKS

This section will provide the steps required to access the content required for the Personal Track Safety (PTS) session.
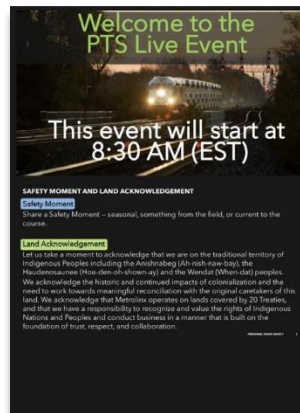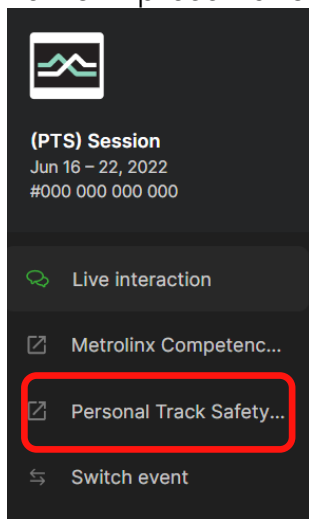
In the top left corner, participants can click, and a drop-down menu will open.


PERSONAL TRACK SAFETY (PTS)

The dropdown menu has the links to the content required for the Personal Track Safety (PTS) session.

Participants will click on *Personal Track Safety* (PTS) and a new screen will open with the PowerPoint presentation.

COMPETENCE MANAGEMENT SYSTEM (CMS) LOGIN

Participants can access the Competence Management System (CMS) through two (2) options. From the main login screen participants can click *OK* and a new screen will open.
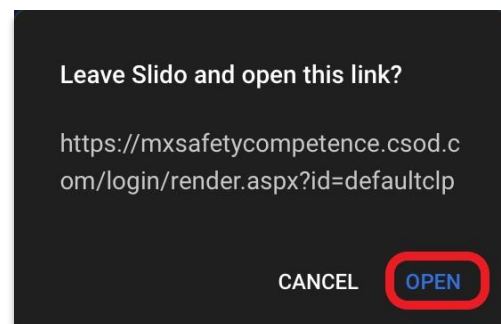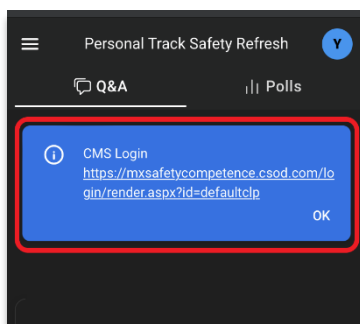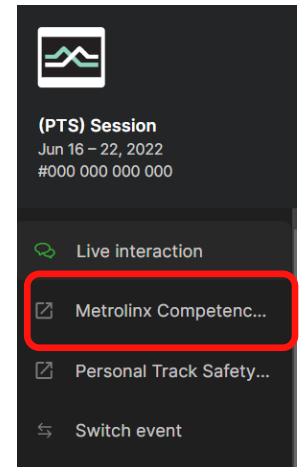
This will open the Competence Management System (CMS) login page.

The second option for participants to access the Competence Management System (CMS) is to

click on the three lines in the top left corner.

This will open the dropdown menu and participants will click *Metrolinx Competence Page*.
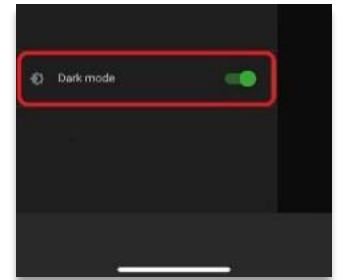
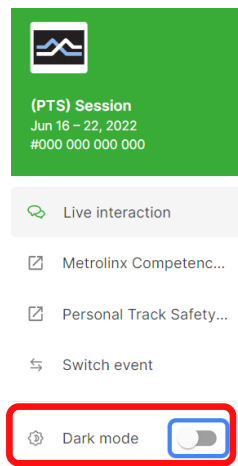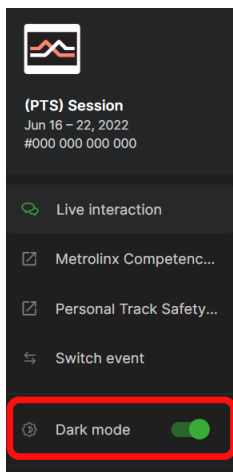This will open the Competence Management System (CMS) login page.

APPEARANCE

Participants will click the three lines in the top left corner.

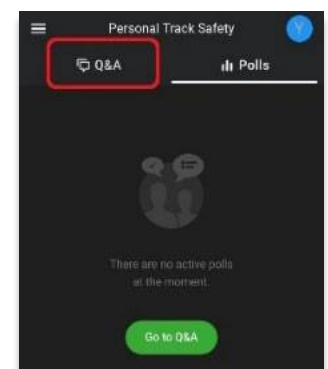This will open the dropdown menu with the option *Dark Mode*

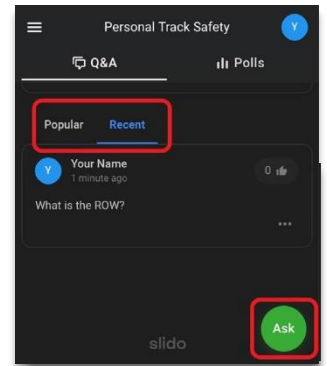Participants can slide the dot to select *Dark* or *Light* mode.

Q&A

Participants can review questions that have been posted by clicking *Q&A* in the top left corner.

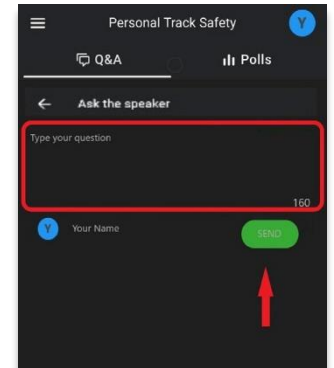This will open the screen with all posted questions.

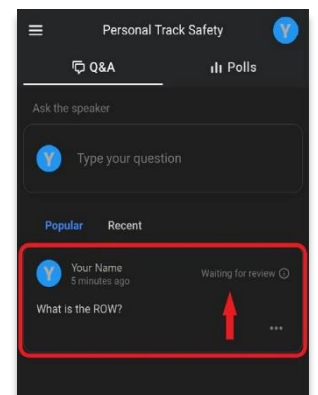Participants can submit questions by clicking *Ask*.

This will open a dialogue box and participants will type the question in it.

Once complete participants will click *Send*.

Note: Participants have a maximum of 160 characters (letters and numbers) for each question.

After submitting a question, it will be reviewed by the Moderator.

This allows the Moderator an opportunity to review the question.
If the question requires a private response it will be sent directly to the participant that submitted the question.
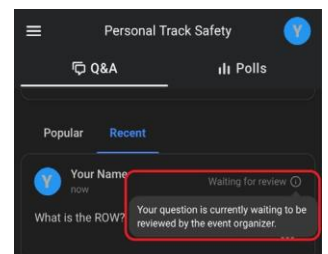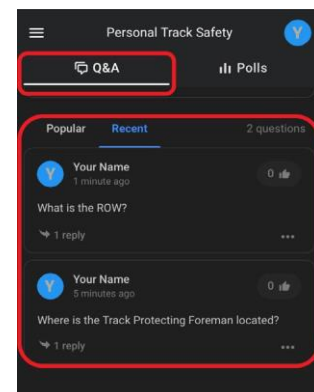
The Moderator will reply to the question and the response will be visible to the participant that submitted the question only.
The moderator will add to the list of *Questions* for view if it will benefit all session participants.

Once the Moderator has responded, the questions will now be in the **Recent** from the **Q&A section**.

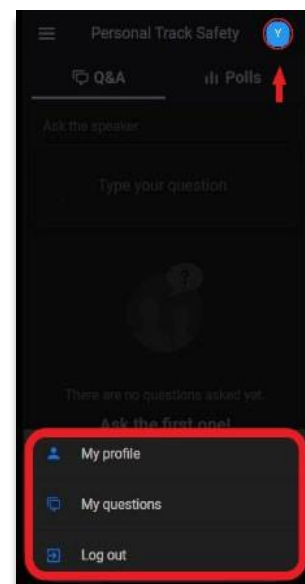Participants can **Like** or **Thumbs Up** a question posted. Click the to like a question.
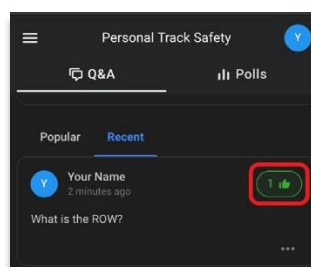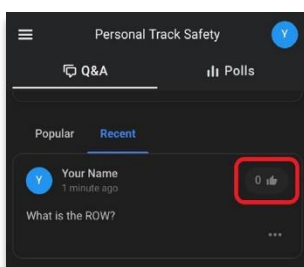
MY PROFILE

Participants can change the *My Profile* options.

Click the in the top right of the screen.

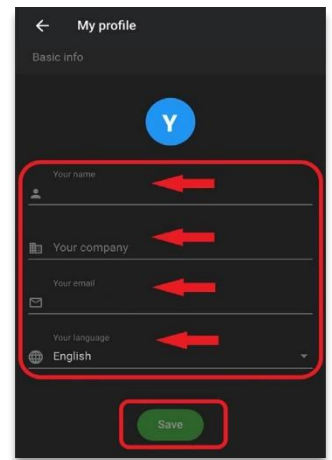This will open a dropdown menu with the options:
- My Profile
- My Questions
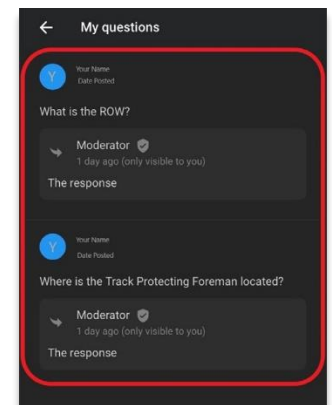- Logout

The options for *My Profile* are:
- *Your name*
- *Your company*
- *Your email*
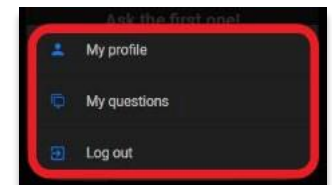- *Your language*

Once completed click *Save*

MY QUESTIONS

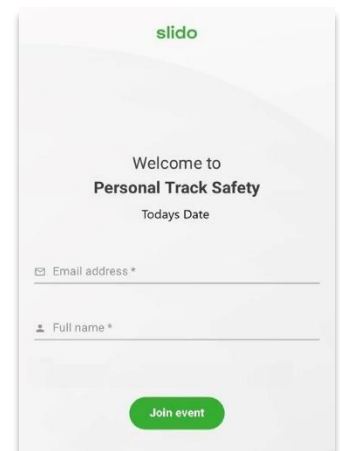Under *My question's* participants submitted questions will be stored in this location

LOG OUT

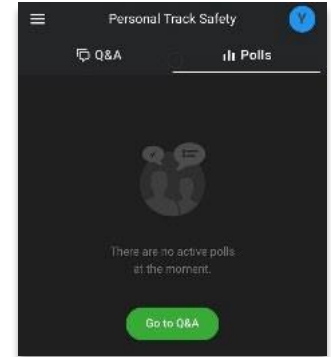Participants can click *Log out* and leave the session.

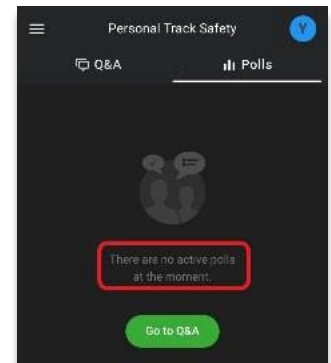Participants can log back in by filling in the information required.

INTERACTIVE POLLS

From the main login page participants can view the Personal Track Safety (PTS) interactve Polls.

There are the no active polls at this moment will appear on screen at the start of the session.
Once the presentation begins, the **Poll** questions will open as they appear on screen.

Once the polls open, participants will have the opportunity to take part. This will allow for a review of topics.
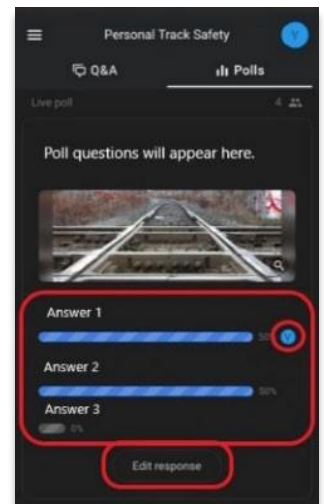The information on the screen includes:
- *The Poll Question*
- *Answer Options*
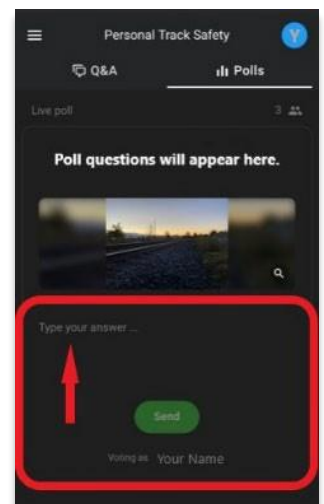- *Your Name*
- *Your Initial*

After reading the question participants must click the correct answer and then click *Send.*
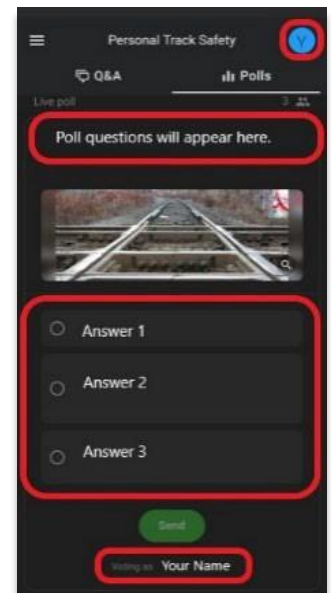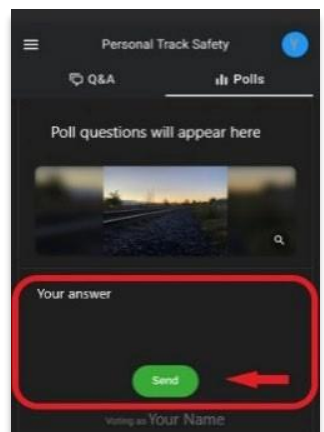
Poll results will appear on the screen and the participants selection will be high lighted. Participants can also edit the response submitted.
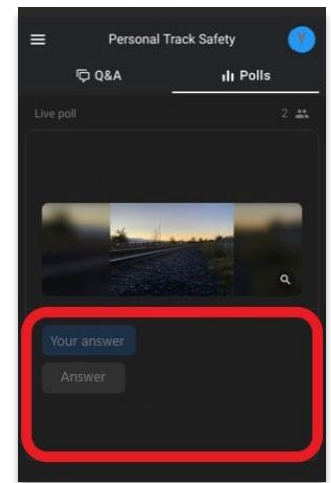

Some of the poll questions are open ended and will require participants to type in a response.
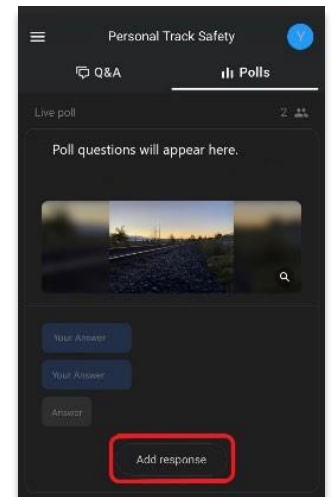

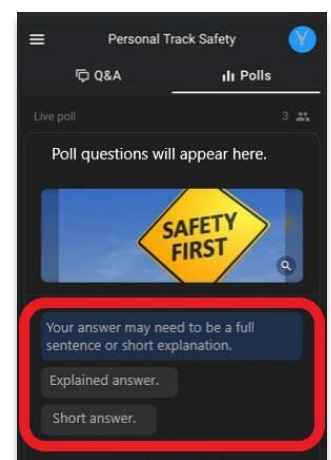Participants will type in a response and click *Send*

The submitted responses will appear on screen.

Some questions will allow or require additional responses from participants.

Some questions require only one (1) answer, that may need to be a full sentence or a short explanation.

Note: If you click on the magnifying glass on the bottom right of the image, it will open the image in a larger format.

ATTENDANCE

Participants' attendance will be captured in SLIDO. Moderator and Facilitator will provide details during the session.