Job Aid
SLIDO Guide for Participants using a computer

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Version 3.0

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## SLIDO GUIDE FOR COMPUTERS

A step by step guide on using SLIDO
Using SLIDO from a computer (PC) during the Personal Track Safety (PTS) session.

LOGIN OPTIONS

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

Go to **https://www.sli.do/** from a web browser on a computer.

Enter the six (6) digit code that will be provided the day of the Personal Track Safety (PTS) session.
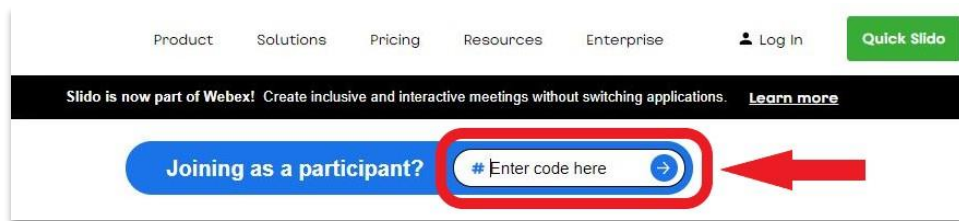

Once the code is verified a new screen will appear requiring participants to enter the email address that was used to create the Competence Management System (CMS) profile and the participant's name.


Once completed participants will click *Join event*.
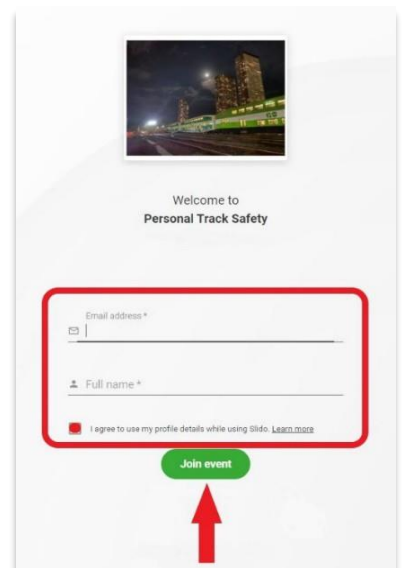
Note: Participants may receive a notification that requires an email authentication.
Participants will check emails (including the "Junk" location) for an email containing the four (4) digit code and add it to the Enter verification code line as shown.
Participants that did not receive the, can request another by clicking Resend code.
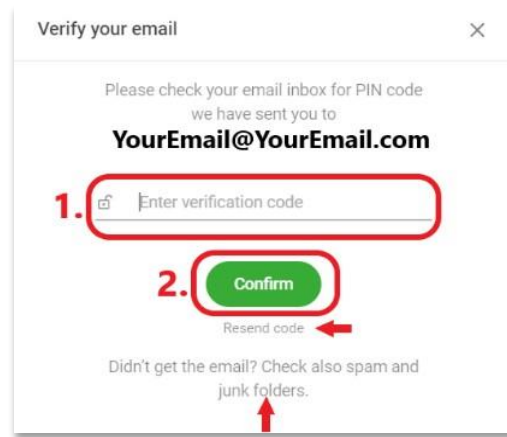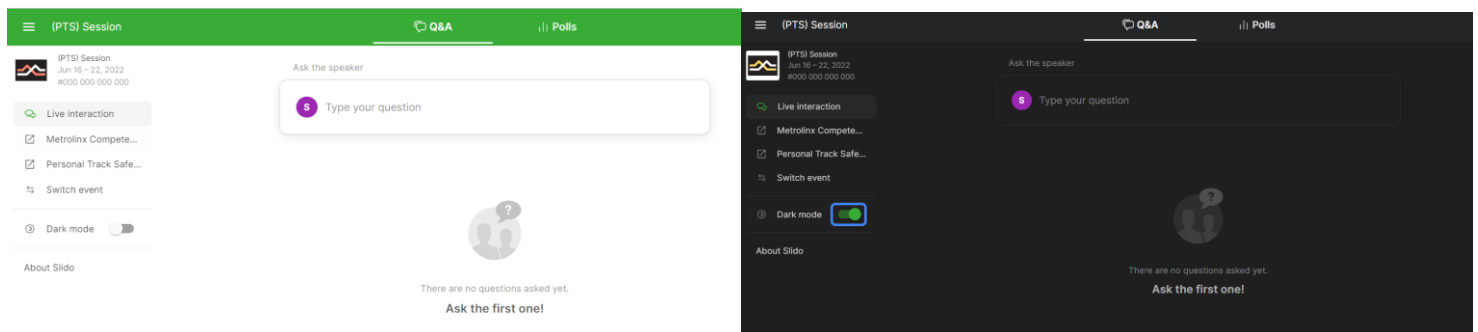
After logging into **SLIDO** this screen will appear.
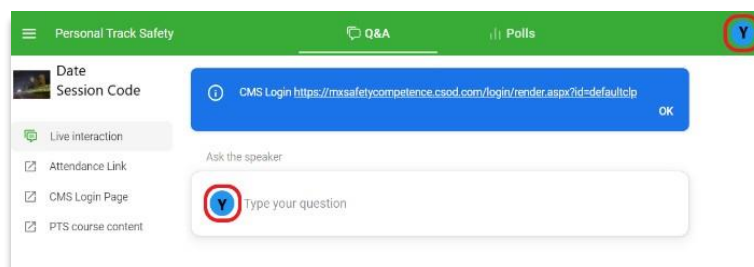
The *NAME* that was entered to register will have the initial in the circled locations *(Mark = M or Vera = V)*.

Participants can set the appearance (colours) of the session to the preferred *Light o Dark* mode.

WEBSITE LINKS

This section will provide the steps required to access the content required for the Personal Track Safety (PTS) session.

Competence Management System (CMS)

Participants can click the link provided and it will open a new dialogue box.
https://mxsafetycompetence.csod.com/login/render.aspx?id=defaultclp
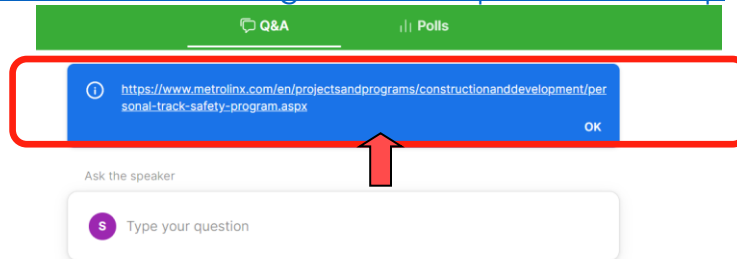
Participants will click *Open* to go to the Competence Management System (CMS) login page.

The second way to access the Competence Management System (CMS) login page is by clicking the

three (3) lines in the top left of the screen.
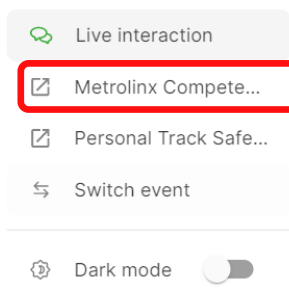
This will allow participants access to the Competence Management System (CMS) login page.
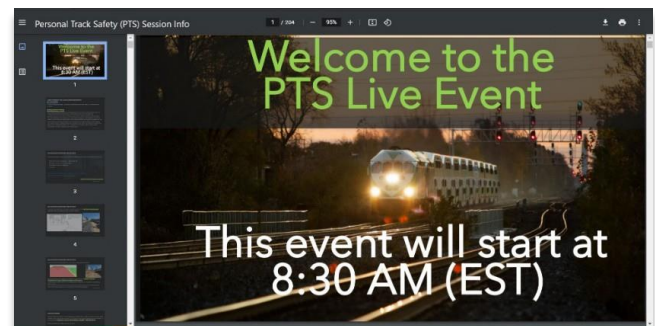

Personal Track Safety (PTS) course content

To access the Personal Track Safety (PTS) session document (PDF) participants will click *PTS course content.*
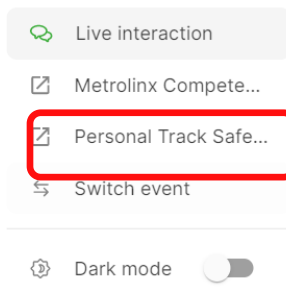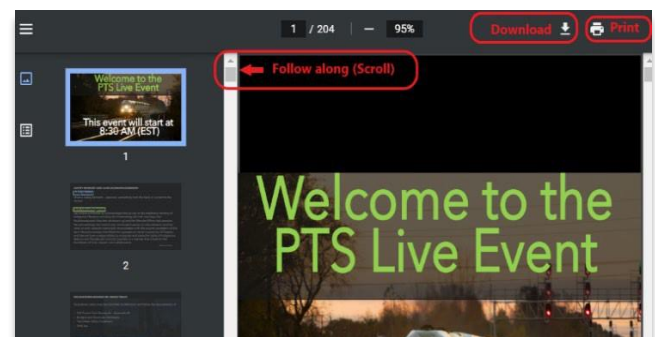

This will open a new page with the PTS course content.

From this page participants can:
- Print the file
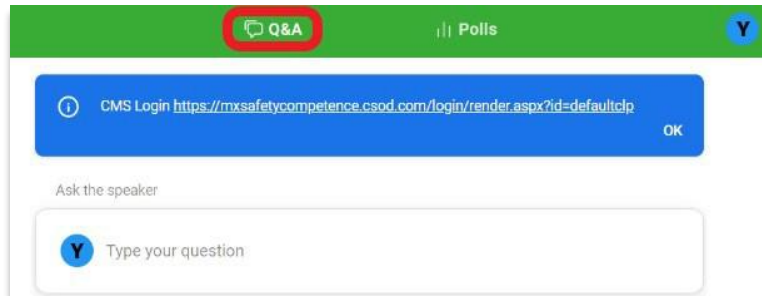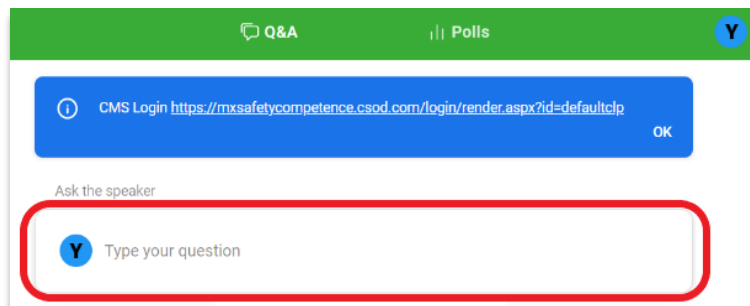- Save the file
- Follow along

Q&A

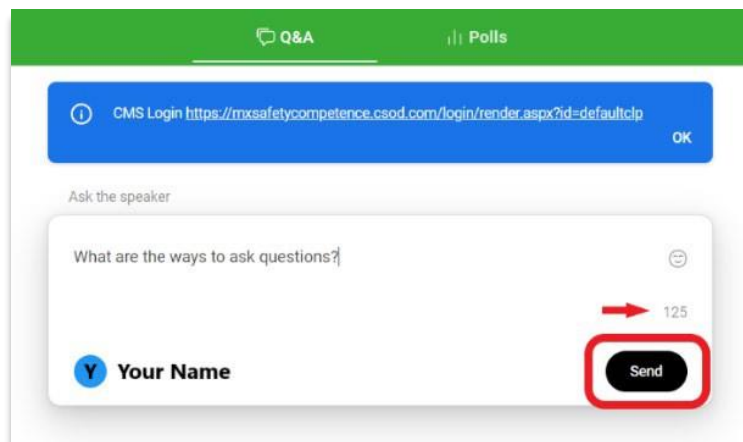Participants can ask questions to the moderator and the facilitator through theSLIDO program.

From the main page inSLIDO participants will have two (2) options to ask questions in the **Q&A** section.

The first option is to click *Type your question*.

A new text box will open. This is where participants can type questions. Participants have 160 (one hundred sixty) characters (letters or numbers) to use for the question.
After typing the question participants must click *Send* to submit.

The second option is to click *Ask* in the bottom right corner.
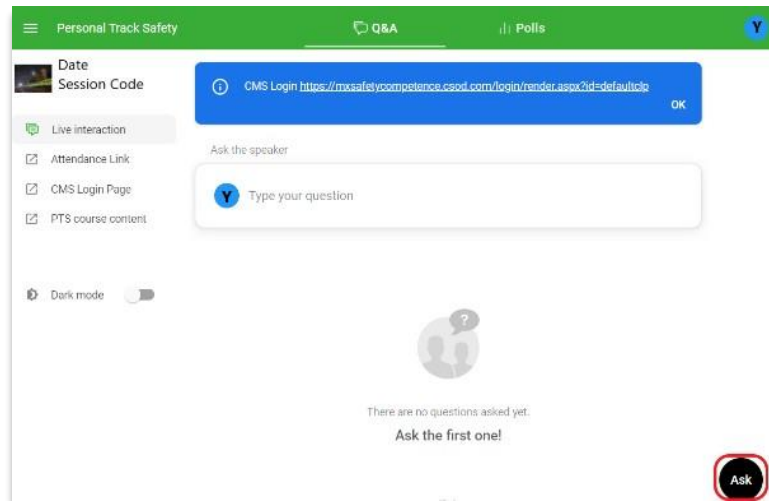
After typing the question participants must click *Send* to submit.
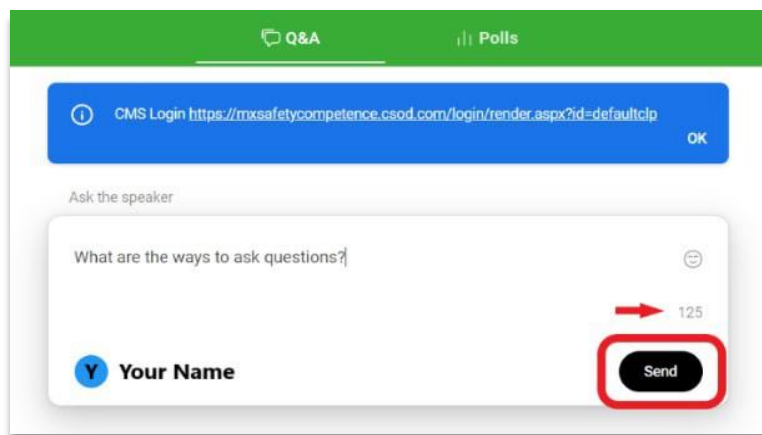
The question will appear on the participants screen and is only visible to the moderator and the participant. It will be reviewed by the moderator.
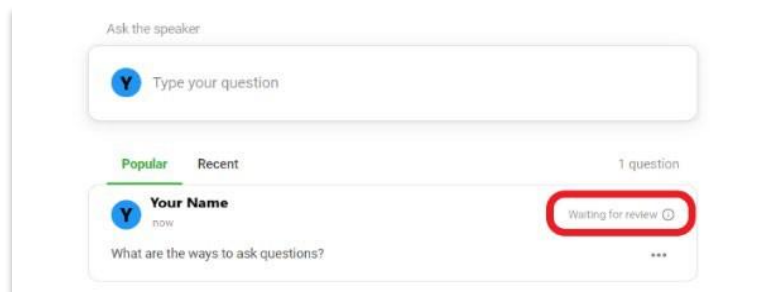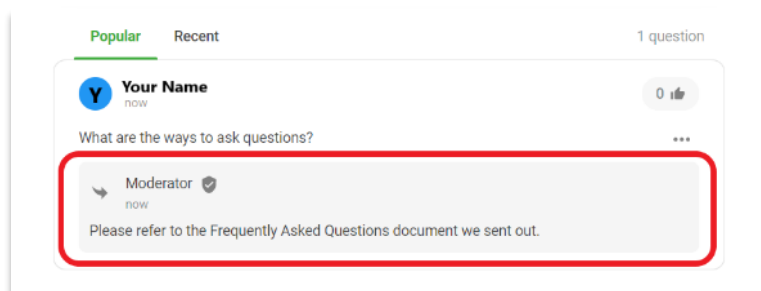
If the response is intended only for the participant who submitted it, a direct response will be sent.
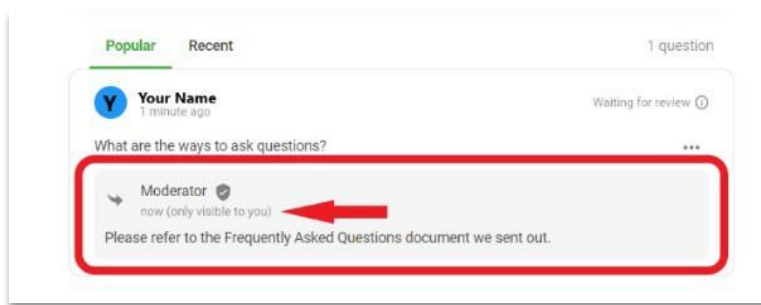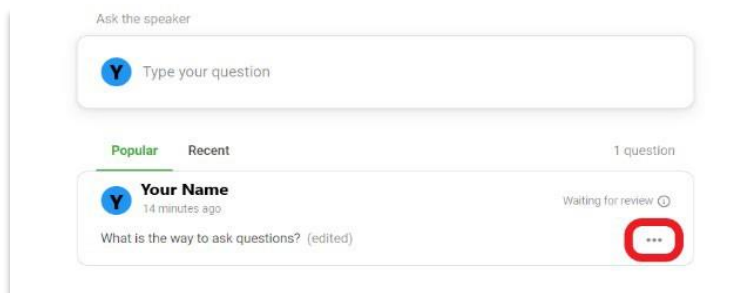

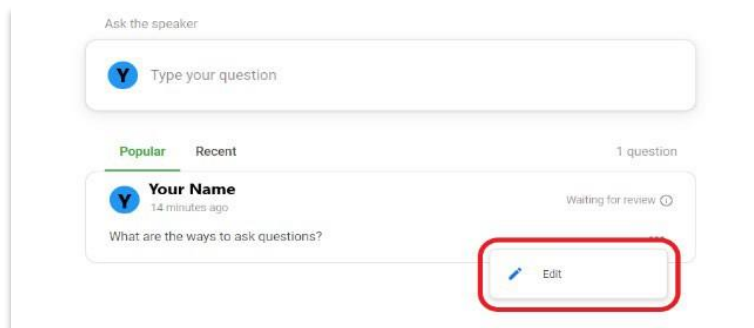If the question is one that will be a benefit to the whole session it will be added for all participants to view.

Participants can edit the questions submitted.

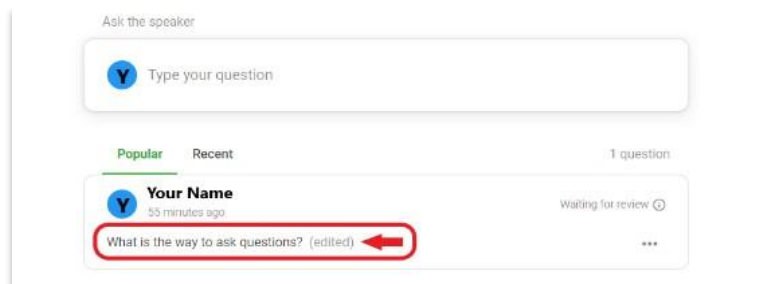Click the three (3) dots ••• .

Then click *Edit*.

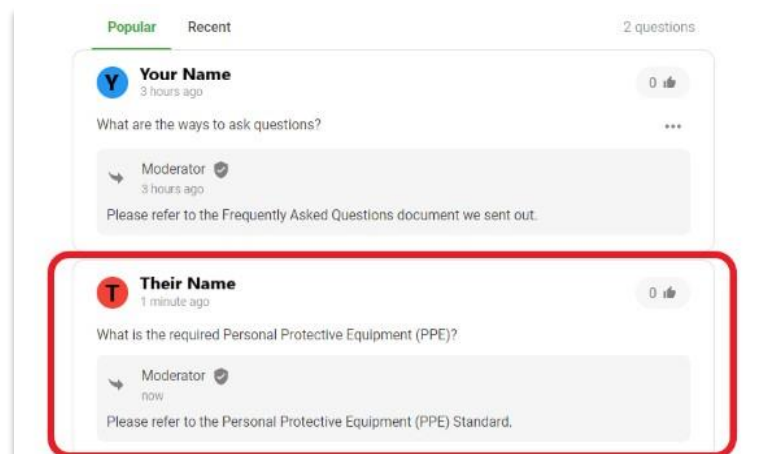The text box will open containing the question participants want to edit.
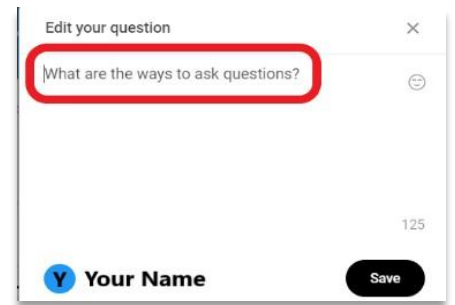
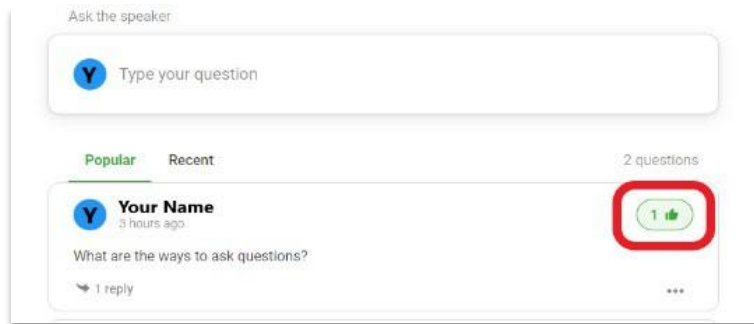After the question is ready to submit participants will click *Save*.
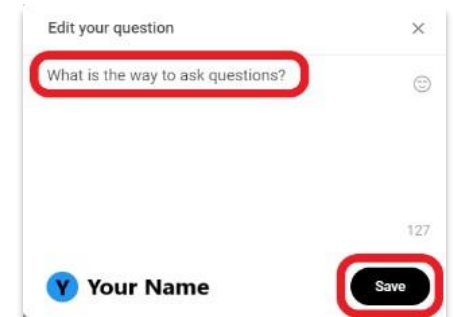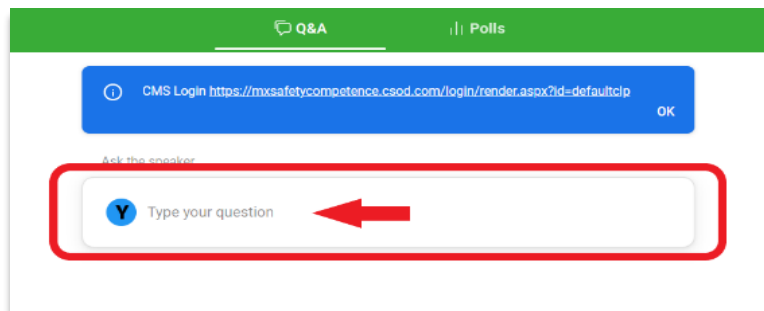

The question will appear in the edited from now.

Participants can also view other questions that have been approved by the moderator.

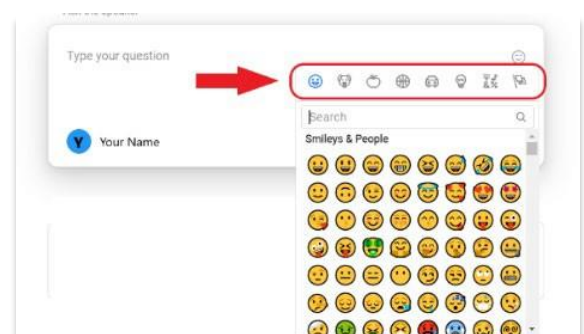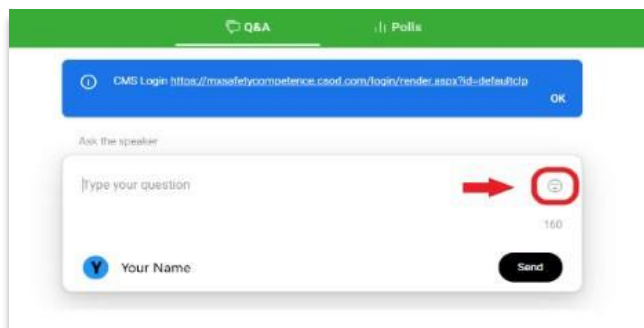There is also the option to *Vote* or *Thumbs Up* a question that has been posted.

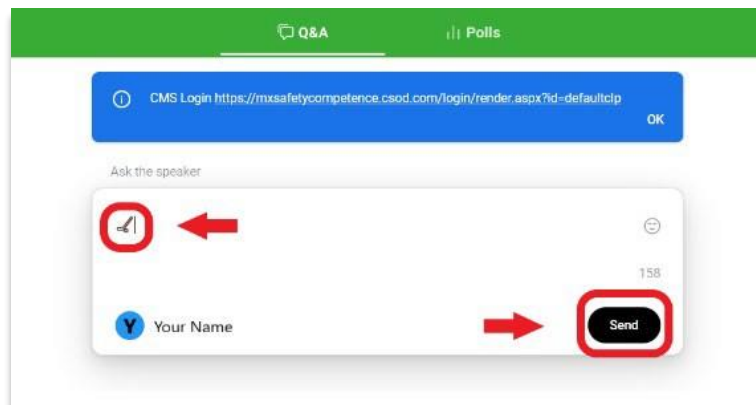Participants have the option to add images. Click *Type your question* from the Q&A.

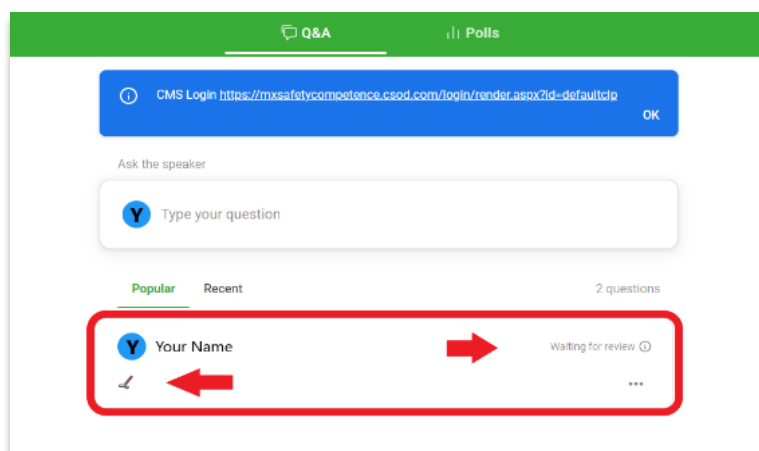Participants can click and can choose from these categories:

- Smileys & People
- Animals & Nature
- Activity
- Travel & Places
- Objects
- Symbols
- Flags

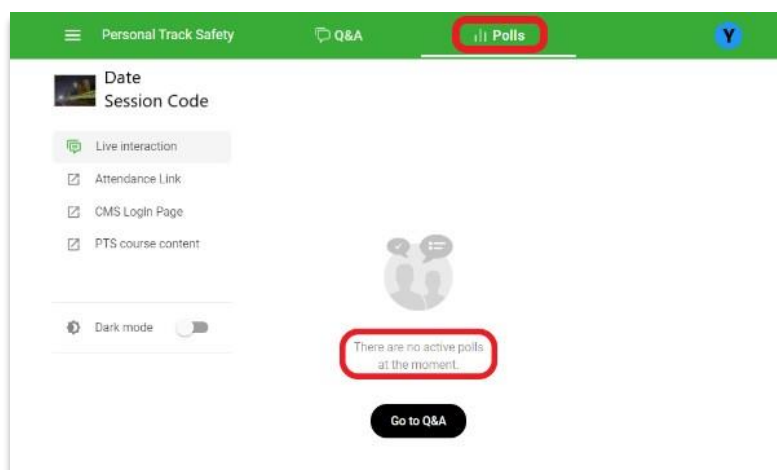After selecting the image participants want to add click *Send*.

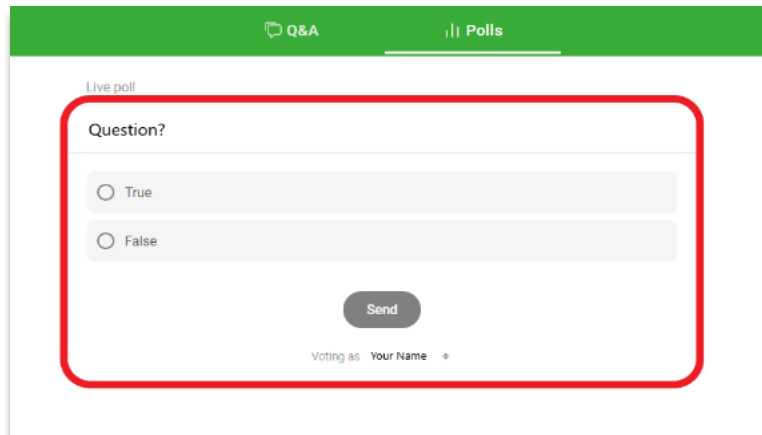Participants can see the image as it is being reviewed.

POLLS

Participants will take part in live polls. Participants can find these in the section beside the **Q&A**. The polls will be open during the session.
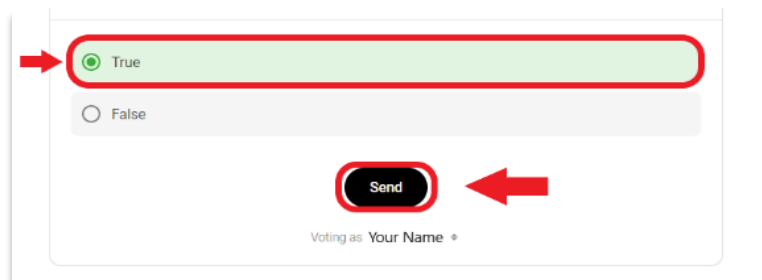
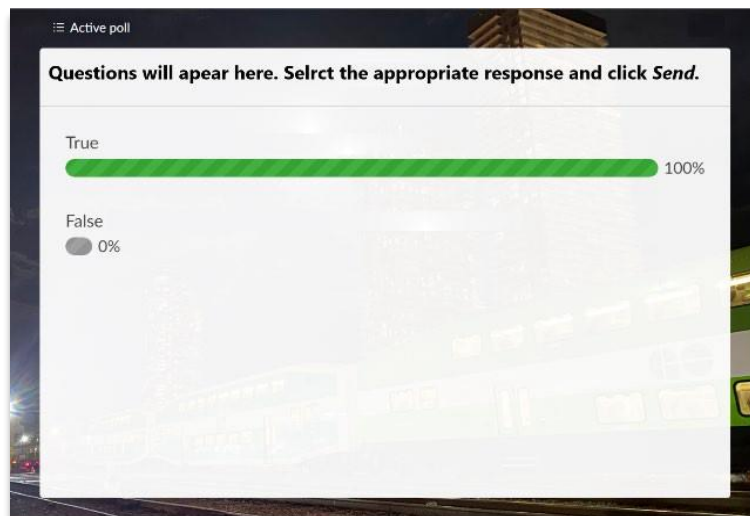When the poll question is opened it will appear on screen like this.

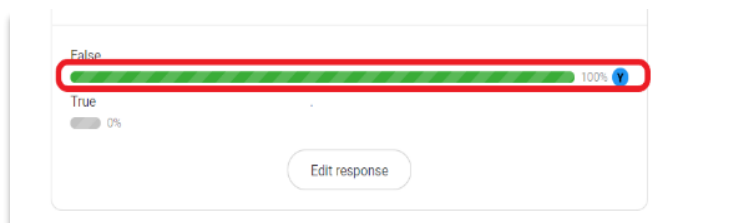Participants will select the correct response and click *Send.*

The results will appear in the Personal Track Safety (PTS) session PowerPoint.
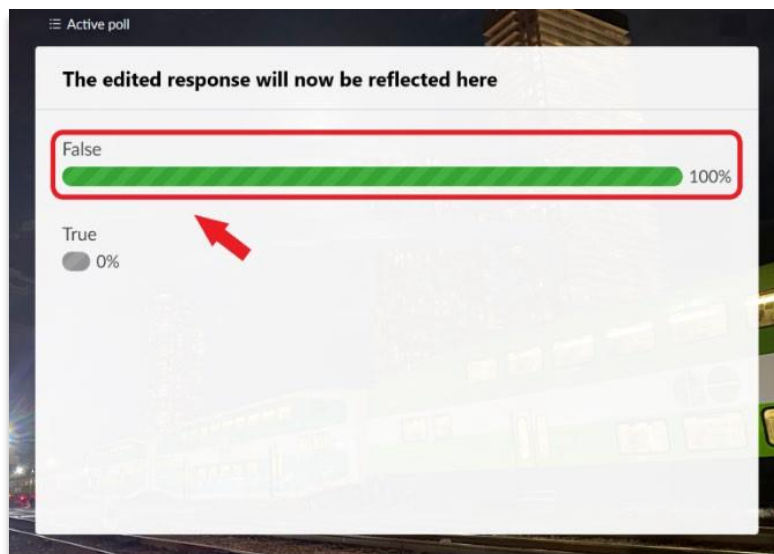
Participants can edit the response selected.
First click *Edit response.*
Then select the answer and click *Send*.
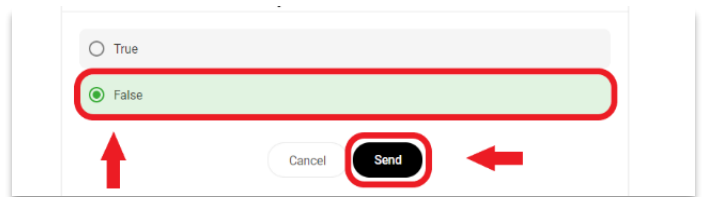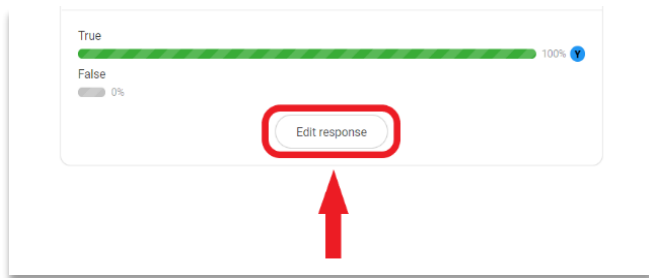
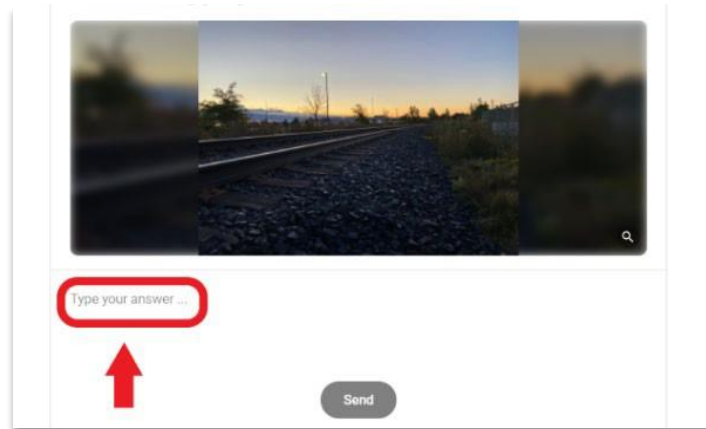The edited response will look like this in theSLIDO program.

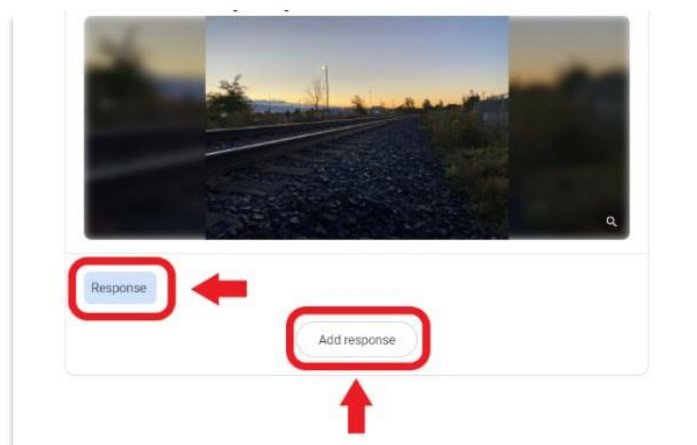The edited response will look like this in the PowerPoint presentation

Some poll questions will require participants to type a response.
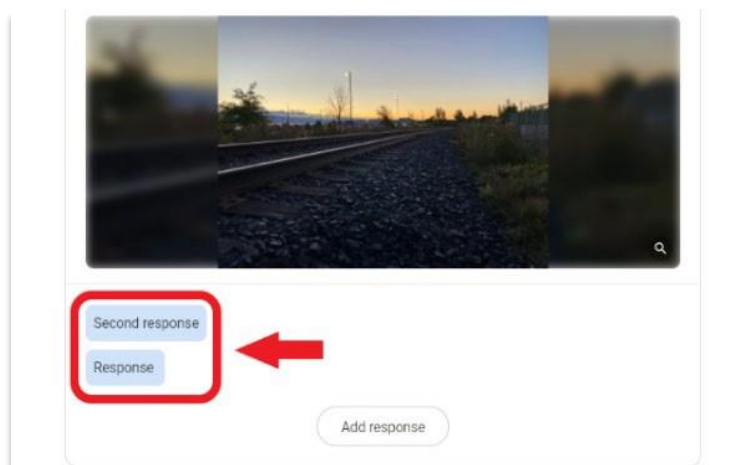Participants will type the response and click *Send.*
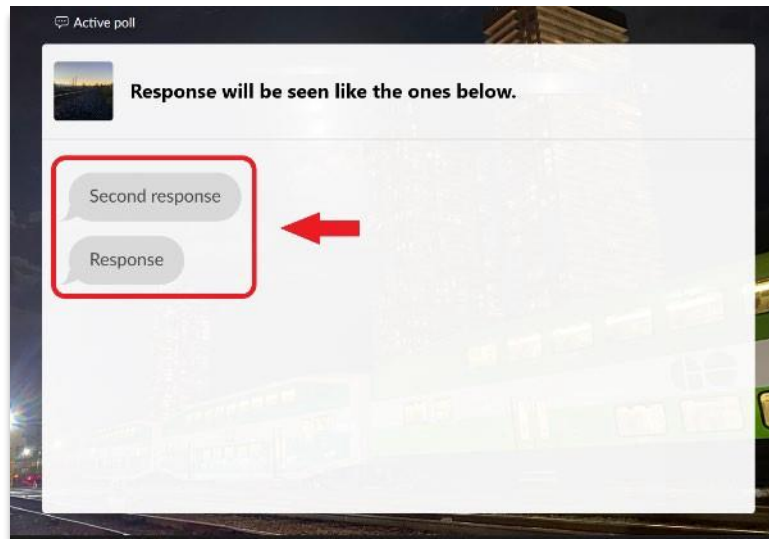

The response will be seen onSLIDO.
Note: Some questions will have the option to Add response.

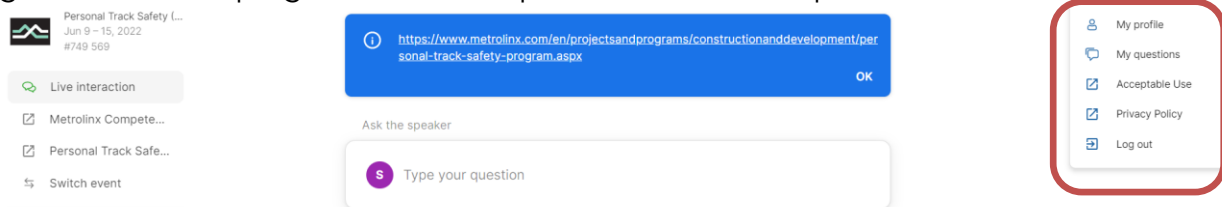The additional responses will be visible inSLIDO.

The responses will be visible in the Personal Track Safety (PTS) PowerPoint.

MY PROFILE

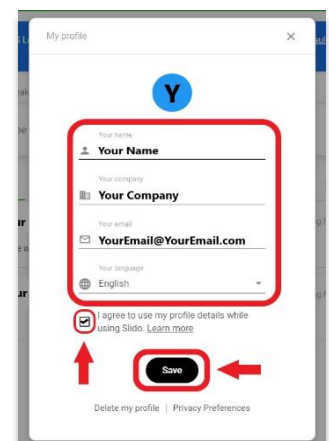Participants can edit the profile options.

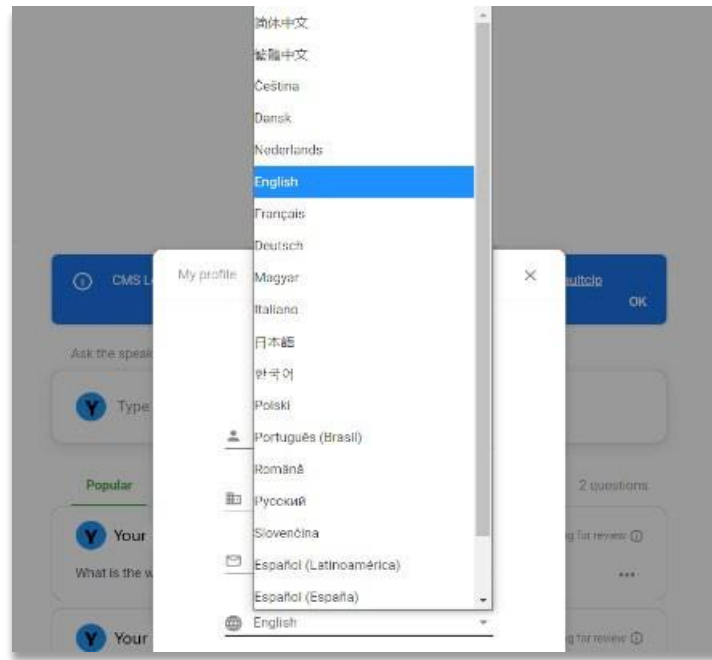Clicking in the top right corner will open another set of options to choose from.

Participants can click *My profile* and edit the following:
- *Your name*
- *Your company*
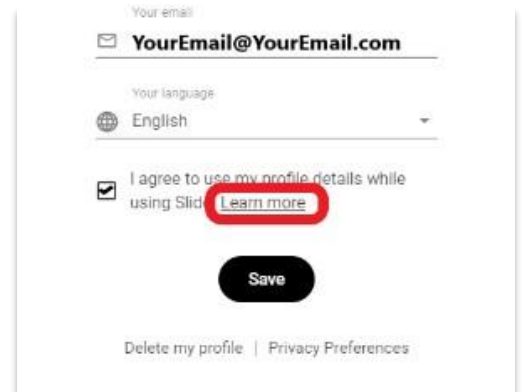- *Your email*
- *Your language*

Participants will type in the information required and click *Send* when complete.
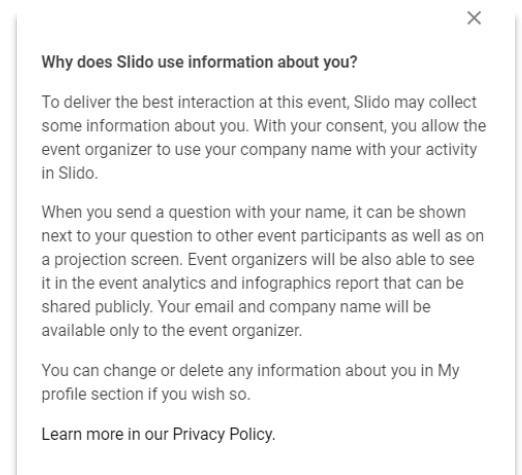
Participants can change the *Language* setting.

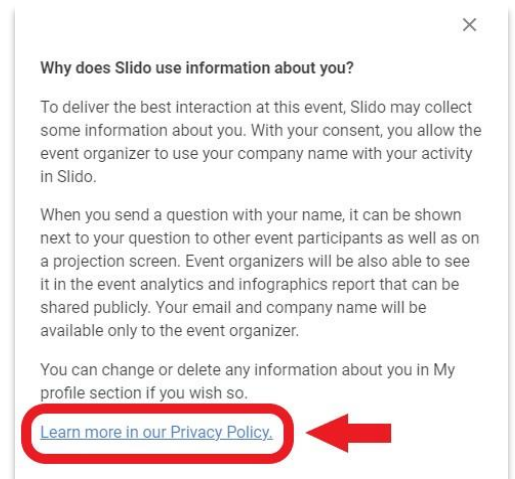Participants can click *Learn more* in the *My profile* section.

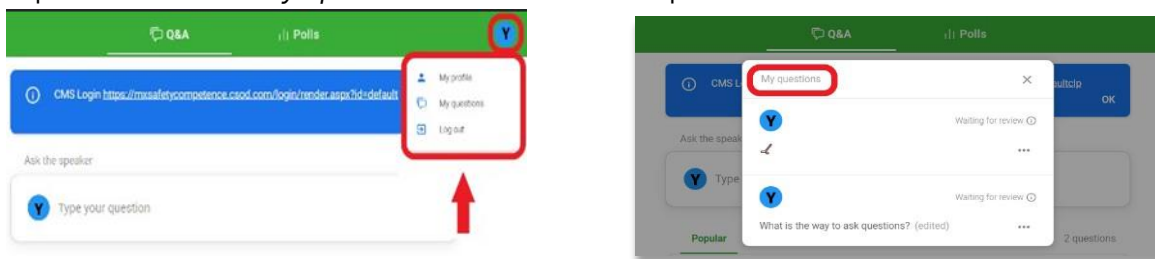A text box will open with more information

The complete *Privacy Policy* can be found by clicking on the link.

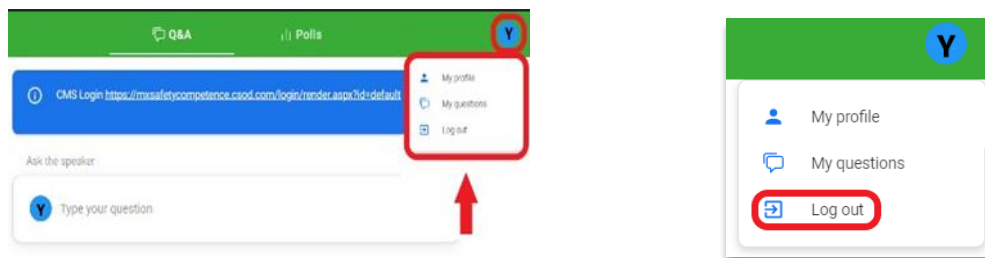https://www.sli.do/terms#privacy-policy

Participants can click *My questions* and view the questions added.

Participants can click *Log out* to leave the current session.

ATTENDANCE

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