

# Discord Handout

Joining the class Discord server is required. We will be using Discord to communicate with students, host office hours, and distribute handouts and other information. Discord is free software that you can download and run on a computer or a mobile device. This handout contains some basic info about Discord and there will be a channel on the school Discord server if you need additional help.

If you've never used Discord, follow this tutorial to create your account: <https://support.discord.com/hc/en-us/articles/360033931551-Getting-Started>

If you'd like to customize your profile, follow this tutorial: <https://support.discord.com/hc/en-us/articles/360035491151>

## Chat Channels (#)

We will set up a number of channels on the class discord server. Once you have access to the server, they will be on the left and start with a #. Note: some of the channels will be for announcements only and the chat bar at the bottom will be disabled. When you have a question for the instructors or your classmates, choose the appropriate channel on the left and then once selected, type your question or comment in the message box at the bottom. You can also upload images and files, use emojis, etc. Discord shows the newest messages at the bottom of the screen and the oldest at the top. When new messages have been posted, they are indicated by a small black half circle just to the left of a channel name. When entering the channel, a red bar containing the date is placed where the new message(s) begin.

## Voice Channels / Office Hours

Discord also has voice channels, which function like an internal Zoom session if you are on a device with a microphone (a camera is optional). The school server voice channels will be at the end of the channel list. We will have a General Voice Chat where you can drop-in and converse with other students or you could arrange specific meetup times and topics.

Each instructor also has a voice channel that they will use for Office Hours and other appointments. When you sign up for an office hours slot, we'll let you know which instructor your appointment is with. Click on their office channel at the appropriate time (pay attention to timezones!), unmute, turn your video on and you're ready to go. Please respect the privacy of Office channels and only enter if you have an appointment.

## **Pinned Messages**

Discord shows oldest messages at the top and the newest messages at the bottom. This is the opposite of Facebook. As a result, pinned messages may work differently than you are used to. We will be pinning links to each classes' handouts and homework folder within the various class channels. To see the pinned messages for a channel from a desktop, click into the channel. and then click the pin icon at the very top of the screen. On a mobile app, you would click into the channel, then click the channel name at the top of the screen, and choose pins.

## **Direct Messages (DMs)**

Generally we prefer questions about class and homework to be posted to the public channels as many others may have your same question and benefit from seeing our reply. However, if you need to contact an instructor or another student privately, Discord allows any user of a shared server to DM any other user on that server. Keep in mind that the Code of Conduct still applies to DMs.

On a desktop, when you are in our Discord server you should see a righthand column showing the members of the server. Find the appropriate name, click on it, and in the box that pops up you can message them. From a mobile app, click into one of the channels and then look for a person icon at the top right. Click that to get the member list. Once you've started a DM channel with a user, you can access your conversation from the DM icon in the top left corner of your app, above the server icon.

You can also hold private group chats, but only if you have first friended each other.

See <https://support.discord.com/hc/en-us/articles/218344397-How-do-I-add-my-friend-to-my-friends-list->

