




Using Webex Meetings



Webex Meetings

Why?	Webex is the preferred video conferencing platform for Department of Education and Training users. On this online platform teaching and learning can be similar to classroom instruction. Teachers and students can see, hear and interact with each other.
What?	Teaching and learning can occur on the Webex video conferencing platform using a range of tools and applications. The host of the meeting can access these for the participants.
When?	This will vary based on the year level you are in. We are hoping to increase the number of Webex class meetings as time goes by. Check in with your teacher for dates and times.
How?	As the student, make sure you have all the equipment needed for the lesson prior to logging on. This may be items such as: pens, pencils, paper, calculator, whiteboard, whiteboard markers, etc. Your teacher will let you know this in advance.
Log in via email	<p>Log onto the meeting at the scheduled time using the information provided by the teacher. It may look like this:</p> <p>Locate the email sent from the host with the meeting details. Click on the green 'Join meeting' button</p> <p>Kylie Smith invites you to join this Webex meeting.</p> <p>Meeting number (access code): 578 871 569 Meeting password: SEwYCANP523</p> <p>Thursday, 2 April 2020 3:45 pm (UTC+11:00) Canberra, Melbourne, Sydney 1 hr</p> 
Log in via Seesaw link	<p>Go onto Seesaw- announcements Copy link and paste into your internet browser (Chrome works well) It may look a bit like this: https://eduvic.webex.com/eduvic/j.php?MTID=md976ca19b3912992c</p>

Features	<p>Move your mouse (or touch the iPad screen) to the lower part of the screen and a series of circles will appear.</p> 
Microphone	<p>Mutes and unmutes the microphone. This can also be done by tapping the space bar. The microphone is muted when the icon is orange. Mute your microphone when you enter the meeting and only unmute when you want to speak. The teacher (host) can mute or unmute participants' microphones as well.</p>
Camera	<p>Angle your camera to focus on your face and think about what can be seen behind you. Make sure other people know when you are online so they don't interrupt you. Turn on and off the camera. The camera is off when the icon is orange.</p>
Participants	<p>Click on the Participants button. Names of participants will appear in the right hand side panel in alphabetical order. Icon becomes blue when this is enabled. The person logged on will appear first, then the host. Participants can raise or lower their hand virtually using the hand icon.</p> 
Chat	<p>Click on the Chat button. This adds a meeting chat to the right hand side panel. Icon becomes blue when this is enabled.</p>
HINTS	<p>Participants can ask questions in this space.</p> <ul style="list-style-type: none"> • Raise your hand if you wish to speak. This could be done with the hand icon or your actual hand. • Use a headset with a microphone if possible. • Connect in an open space that can be supervised – not in a bedroom. • If your Internet connection is poor, use only the audio and turn off your camera. Use the chat function in the panel to ask questions or raise your hand. • If you are having trouble accessing the meeting, log off and try to re-enter. • Make sure you are able to contact your teacher if you are having technical issues. • Continue on with other activities whilst waiting for online learning to occur.
Remember	<p>Stay calm and be patient when accessing any new technology. Teachers are learning how to deliver classes using this technology as well and mistakes will be made but learnt from. Be positive about the experience and provide constructive feedback to help improve the learning.</p>