Teachers Using
Webex Meetings

Webex Meetings

Why?	Department of Education and Training (DET) advice is to aim for contact with each student **at least once each day.** In addition, advice includes giving feedback to students and families on student learning progress often and supporting students to engage with each other online. Live Chats help to maintain connections with the teacher, school and classmates to reduce student isolation and increase engagement with learning.
What?	Teachers to meet with students daily in a live stream - where possible as a class to enable and maintain connection between students
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. They can be used for daily check ins, and are very easy to manage with the **"Save as template"** option.
How? **Step 1**	Go to https://eduvic.webex.com Sign in using your edumail (surname.first.initial@edumail.vic.gov.au) or education (first.surname@education.vic.gov.au) account. The Sign In is located in the top right hand corner of the screen. You will enter your TO number and password.
Step 2	You will be directed to your Personal Meeting Room. This is your home screen. Schedule a meeting using the grey button in the middle of the screen. Start a Meeting ⌄ Schedule
Step 3	Give your meeting a name and a new easy password. Both of these must be done. **Example:** Meeting name: Tuesday Week 1 Meeting password: Tuesday
Step 4 Choose the date and time for the meeting to occur and if it is to repeat.	Date and time Tuesday, Mar 31, 2020 10:40 am Duration: 1 hour ⌄ (UTC+11:00) Canberra, Melbourne, Sydney ⌄ ☐ Recurrence
Step 5	Add yourself as the attendee with your email address. The meeting invite will go to your email, and then you can send it out more effectively from your email.
Step 6	Under the *Show advanced options*, choose *Scheduling Options* Show advanced options ⌃ Audio connection options Agenda Scheduling Options
Step 7 Turn off the private chat between participants	Go to *Attendee privileges* and *Edit attendee privileges*. Under this section, unclick the private chat to other participants. Attendee privileges Edit attendee privileges Participate in private chat with: ☑ Host ☑ Presenter ☑ Other participants
Step 8	If this is a meeting template you want to use again, name the template using **"Save as template"** at the bottom of the page. Save it with a name that suits the meeting Eg. Grade 56 Maths (Tip 5/6 won't work. It doesn't like /)
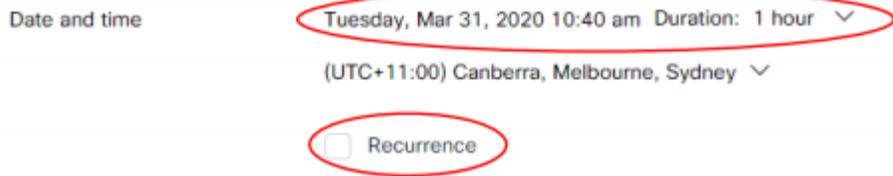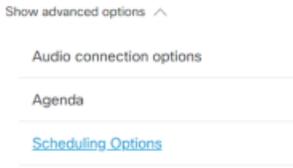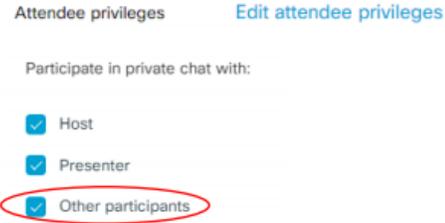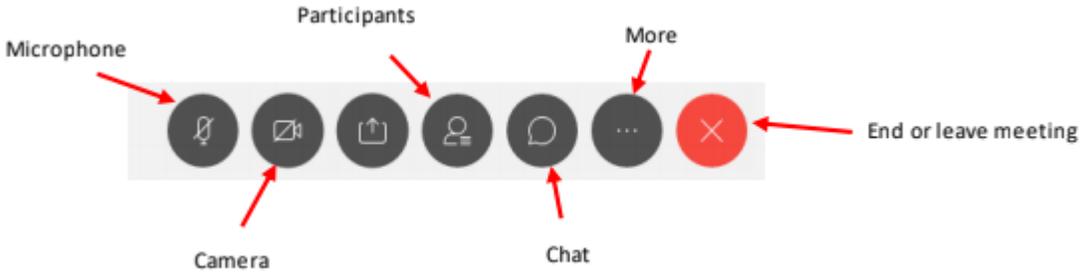
Save the template	The meeting template can be set as a recurring meeting daily or weekly.
Step 9	Click '*Schedule*' at the bottom of the page and the meeting information is sent to the selected email. From here, the meeting information can be sent to those you want in the meeting.
Send link via Seesaw	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
Important	Recording of live classes with students is **not** allowed. Pre-recorded lessons (with no students) can be done and shared with shared.
Webex Features	Move your mouse (or touch the iPad screen) to the lower part of the screen and a series of circles will appear.
Microphone	Mutes and unmutes the microphone. This can also be done by tapping the space bar. The microphone is muted when the icon is orange. You may want students to do this as soon as they enter the meeting. The teacher (host) can mute or unmute participants' microphones.
Camera	Angle your camera to focus on your face and think about what can be seen behind you. The camera is off when the icon is orange.
Participants	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.
Chat	Click on the Chat button. This adds a meeting chat to the right hand side panel. Icon becomes blue when this is enabled.
HINTS for you and students	• 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. • Continue on with other activities whilst waiting for online learning to occur.
Remember	Stay calm and be patient when accessing any new technology. We are all 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.