



Webex Meetings

WebEx Meetings Information for Parents and Students

WebEx Meetings is the Department of Education's videoconferencing solution that the school will be using during Remote Learning with students.

Preparation for using WebEx

In preparation for using WebEx Meetings, we recommend the following actions by families to be ready.

If using an iPad or tablet device

Download the 'WebEx Meetings' app from the App Store or Google Play Store.

If using a school owned iPad, this app should already be there. If not, 5/6 students can download from the 'Self Service' app.

If using a laptop or desktop computer

WebEx can be used in a web browser or via a Desktop app. You can download '**Webex Meetings**' using the following link: <https://www.webex.com/downloads.html/>

- If prompted, ensure access to video camera and microphone have been allowed on your device.

Accessing WebEx for Video Conferencing

There are no logins required for **WebEx Meetings** for students. Teachers will send a link to scheduled meetings on Google Classroom and to parents via Compass.

Students **only need click the link provided**, which takes them to **meeting page**. If you don't have the app download, it may prompt you to download. However, there is an option to use within the browser as well.

Here it will ask for two details:

- a name, we recommend just your child's first name
- an email address, you are able to make an email address up for this (eg. red@red.com)

Controls that can be accessed by participants during a meeting



- A. **Mute/Unmute:** Select to mute or unmute the microphone.
- B. **Start/Stop Video:** Select to start or stop sharing video.
- C. **Share Content:** Select to share the screen, applications, files or whiteboard.
- D. **Participants:** Select to view a list of attendees.
- E. **Chats:** Select to open the Chat tool.
- F. **More Options:** Select to access more options including Notes, Polling, and Lock Meeting.
- G. **Leave or End Meeting:** Select to leave or end the meeting.

Additional Information for Parent/Student

Tips and Tricks

- Ensure access to video camera and microphone have been allowed on your device.
- Use headphones that have a microphone to help reduce background noise.
- Find a quiet space to use WebEx to reduce background noise. Be mindful of your background area.
- Mute your microphone when you are not talking.
- In order to see more people in the class, WebEx works best on a computer or laptop. We would suggest to avoid using mobile phones for this where possible, as the limited size of the screen can limit interaction.
- Students cannot enter an online meeting until their teacher has commenced the meeting.
- When a teacher ends a meeting, the meeting ends for all students.
- Teachers can mute and unmute student microphones.
- If internet connection is limited, students can turn their video off and use audio only.
- If students 'drop out' of a meeting, they can re-join using the link as long as the meeting is still running.

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