

Using Webex Meetings To Support Learning From Home

DET Digital Learning Services Unit email: digital.learning@edumail.vic.gov.au

Using Webex Meetings to Support Learning from Home



All participants have been muted on entry.
Please keep your mic muted unless requested
to share, or during the Q&A session at the
conclusion of the presentation.
Thanks!

01 Getting started with Webex

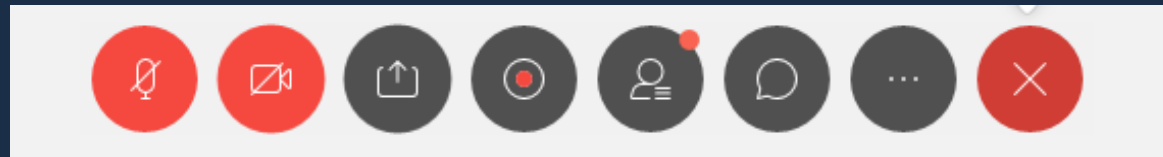
02 Setting up for online learning
success

03 Engaging students in online
learning

The Webex meeting control icons



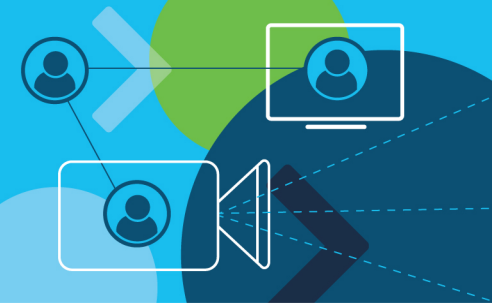
Move your mouse towards the bottom of the screen – the meeting control icon set will appear:



From left to right:


- *Mute icon* – microphone is muted when the icon is red
- *Video camera* – video is on when the icon is red
- *Share content icon* – share your screen, video content, create new whiteboard
- *Record icon* – only available to the host
- *Participant icon* – click to open the participant panel to the right of your screen
- *Chat icon* – select to open the chat panel to the right of the screen
- *More Options icon* – make changes to audio visual settings, lock the meeting, polling...
- *End icon* – select the red icon with the white cross to leave the meeting as a participant or end the meeting if a host


Getting started with Webex





Sign in to eduvic.webex.com



For **eduSTAR**
School Technology Architecture and Resources

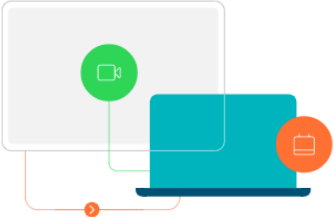


Click to sign in 

Sign In 

Join a Meeting



Enter meeting information



Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download

Webex Personal Room  

Sign into eduvic.webex.com



Enter your email address

Email address

Next

Enter your DET email
then click next

Sign into eduvic.webex.com




The screenshot shows the eduPass login interface. On the left, there is a partially visible form with a blue circular logo and the text "Enter you". Below this, there is a text input field labeled "Email address" and a blue button. An orange arrow points from this area towards the main login form on the right.

The main login form has a blue header with the "VICTORIA State Government" logo, "Education and Training", and "eduPass" text. Below the header, there is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below this, there are two input fields: "User ID:" with the value "08409803" and "Password:" with masked characters "*****". To the right of the password field are two links: "Reset Forgotten Password" and "Log in". At the bottom of the form, there are links for "Copyright", "Disclaimer", and "Privacy".

Schedule a meeting (class)




For **eduSTAR**
School Technology Architecture and Resources

[Home](#)
[Meetings](#)
[Recordings](#)
[Preferences](#)
[Insights](#)

Enter meeting information to join a meeting ⓘ

English | Classic View | Megan ▾



Megan Van Der Velden's Personal Room





<https://eduvic.webex.com/meet/vandervelden.megan.e>

More ways to join

Schedule


Click schedule to create your meeting (class)

Upcoming Meetings

	9:00 AM - 11:00 AM Mon, 27 Apr	Webex PI organisation for presentation Megan Van Der Velden	Start
	11:00 AM - 12:00 PM Mon, 27 Apr	Daily Digital Learning Services meeting Louise Gregoire	Start
	1:00 PM - 2:00 PM Mon, 27 Apr	CISCO/DET Weekly meeting Megan Van Der Velden	Start
	2:00 PM - 2:30 PM Mon, 27 Apr	Specialist Science and Mathematics Centres Web... Megan Van Der Velden	Start

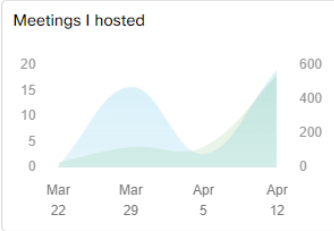
[View all meetings](#)

Recent Personal Rooms



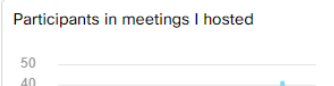
Insights

Meetings I hosted



Date	Meetings Hosted	Participants
Mar 22	0	0
Mar 29	15	400
Apr 5	5	200
Apr 12	20	600

Participants in meetings I hosted



Date	Participants
Mar 22	0
Mar 29	15
Apr 5	5
Apr 12	20

Schedule a meeting (class)



Schedule a Meeting

Meeting templates

Home Group 3A

Schedule for

Myself

Meeting type

Webex Meetings Pro Meeting

* Meeting topic

3A Home Group

* Meeting password

AcKRsv6Wt77

Date and time

Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes

(UTC+10:00) Canberra, Melbourne, Sydney

☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Cancel

Start

Save as template

Give your class a name

Schedule a meeting (class)



Schedule a Meeting

Meeting templates

Home Group 3A

Schedule for

Myself

Meeting type

Webex Meetings Pro Meeting

* Meeting topic

3A Home Group

* Meeting password

AcKRsv6Wt77



Change the password

Date and time

Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes

(UTC+10:00) Canberra, Melbourne, Sydney

☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Cancel

Start

Save as template

Schedule a meeting (class)



Schedule a Meeting

Meeting templates Home Group 3A

Schedule for Myself

Meeting type Webex Meetings Pro Meeting

* Meeting topic 3A Home Group

* Meeting password AcKRsv6Wt77

Date and time Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes

<

Apr 2020

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Time

9 : 15

Duration

0 hours 30 minutes

Done

Attendees

Show advanced options

Cancel

Start

Select the date, time and duration

Schedule a meeting (class)



Set up recurring classes if
desired

Date and time Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes ▾

(UTC+10:00) Canberra, Melbourne, Sydney ▾

☒ Recurrence

Recurrence pattern Weekly ▾

Recurrence on Every 1 week(s)

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Ending

☒ No end date

☐ Ending 27/04/2020 ▾

☐ After 10 meetings

Schedule a meeting (class)



Date and time Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes ▾
(UTC+10:00) Canberra, Melbourne, Sydney ▾

☒ Recurrence

Recurrence pattern Weekly ▾

Recurrence on Every ☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Ending ☒ No end date ☐ Ending 27/04/2020 ▾ ☐ After 10 meetings

Select the recurrence pattern

Schedule a meeting (class)



Schedule a Meeting

Meeting templates

Home Group 3A

Schedule for

Myself

Meeting type

Webex Meetings Pro Meeting

* Meeting topic

3A Home Group

* Meeting password

AcKRsv6Wt77

Date and time

Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes

(UTC+10:00) Canberra, Melbourne, Sydney

☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Cancel

Start

Save as template

If you have email addresses, enter them here

Add alternate host



Schedule a Meeting

Meeting templates Home Group 3A

Schedule for

Meeting type

* Meeting topic

* Meeting password

Date and time Monday, 27 Apr, 2020 9:15 am Duration: 30 minutes
(UTC+10:00) Canberra, Melbourne, Sydney

Attendees

Separate email addresses with a comma or semicolon



Samantha Cunningham



Show advanced options

Add a colleague's email address then select person icon to add as alternate host icon will change colour to blue

Select meeting settings



[Show advanced options](#) ^

Audio connection options ^

Audio connection type Webex Audio v

☒ Display global call-in number to attendees

Entry and exit tone ⓘ No Tone ^

Agenda

Meeting agenda

Scheduling Options v

Cancel Start [Save as template](#)

Choose your desired entry and exit tone

Customise your meeting



Scheduling Options

Require account ⓘ

☐ Require attendees to have an account on this site in order to join this meeting

Alternate host

☐ Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording

☐ Automatically start recording when the meeting starts

Exclude password

☐ Exclude password from email invitation

Join before host

☐ Attendees can join meeting minutes before start time

☐ Attendees can connect to audio before start time

Registration ⓘ

☒ None

☐ Require attendee registration

Meeting options

[Edit meeting options](#)

Attendee privileges

[Edit attendee privileges](#)

Cancel

Save

Save as template

Customise your meeting



Meeting options

Select options that you want participants to have when meeting begins:

- ☒ Chat
- ☒ Video
- ☒ Notes
 - ☒ Allow all participants to take notes
 - ☐ Single note taker
- ☒ Enable closed captioning
- ☒ File transfer
- ☒ Enable UCF rich media for attendees

Cancel

OK

Attendee privileges

Select privileges that you want attendees to have when meeting begins:

- ☐ Save
- ☐ Print
- ☐ Annotate
- ☒ View participant list
- ☐ View thumbnails
- ☐ Control application, web browser or desktop remotely
- ☐ View any document
- ☐ View any page
- ☐ Contact operator privately

Participate in private chat with:

- ☒ Host
- ☐ Presenter
- ☐ Other participants

Cancel

OK

Create a template



Scheduling Options

Require account ⓘ

☐ Require attendees to have an account on this site in order to join this meeting

Alternate host

☒ Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording

☐ Automatically start recording when the meeting starts

Exclude password

☐ Exclude password from email invitation

Join before host

☐ Attendees can join meeting minutes before start time
☐ Attendees can connect to audio before start time

Registration ⓘ

☒ None
☐ Require attendee registration

Meeting options

[Edit meeting options](#)

Attendee privileges

[Edit attendee privileges](#)

Cancel

Schedule

Save as template

Save as template for future use

Generate meeting information



Scheduling Options

Require account ☐ Require attendees to have an account on this site in order to join this meeting

Alternate host ☒ Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording ☐ Automatically start recording when the meeting starts

Exclude password ☐ Exclude password from email invitation

Join before host ☐ Attendees can join meeting 5 minutes before start time
☐ Attendees can connect to audio before start time

Registration ☒ None
☐ Require attendee registration

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

[Cancel](#) [Schedule](#)

Click schedule to create meeting details

3A Home Group

Hosted by Megan Van Der Velden

11:15 AM - 12:15 PM | Monday, 27 Apr 2020 | (UTC+10:00) Canberra, Melbourne, Sydney

[Start Meeting](#)

Meeting Information

Meeting link: <https://eduvic.webex.com/eduvic/j.php?MTID=m7eb1eac6e70ad249c813841fbc321aef>

Meeting number: 875 152 713

Password: 3805mv

Host key: 139700

More ways to join

Join by video system Dial 875152713@eduvic.webex.com
You can also dial 210.4.202.4 and enter your meeting number.

Join by phone +61-3-8593-9167 Australia Toll (Melbourne)

Access code: 875 152 713

[Global call-in numbers](#)

Don't copy and paste the host key

Generate meeting information



3A Home Group

Hosted by Megan Van Der Velden

11:15 AM - 12:15 PM | Monday, 27 Apr 2020 | (UTC+10:00) Canberra, Melbourne, Sydney

Start Meeting

Meeting Information

Meeting link:

Meeting number:

Password:

Host key:

More ways to join

Join by video system

Join by phone



Click to copy details

3A Home Group

Hosted by

Monday, 27 Apr, 2020 11:15 am | 1 hour | (UTC+10:00) Canberra, Melbourne, Sydney

Meeting number: 875 152 713

Password: 3805mv

<https://eduvic.webex.com/eduvic/j.php?MTID=m7eb1eac6e70ad2a9c813841fbc321aef>

Join by phone

+61-3-8593-9167 Australia Toll (Melbourne)

Access code: 875 152 713

Share meeting information



3A Home Group

Hosted by

Monday, 27 Apr, 2020 11:15 am | 1 hour | (UTC+10:00) Canberra, Melbourne, Sydney

Meeting number: 875 152 713

Password: 3805mv

<https://eduvic.webex.com/eduvic/j.php?MTID=m7eb1eac6e70ad2a9c813841fbc321aef>

Join by phone

+61-3-8593-9167 Australia Toll (Melbourne)

Access code: 875 152 713

Create your own join
button – hyperlink to a
shape

Click to join

Create a QR
Code Log in



Share meeting information



Remember:

- Anyone with the meeting details will have access to your meeting
- Email your meeting details where possible
- Share meeting details through a password protected platform
- Remind your students/parents to keep the details in a safe, secure place and to not share the details with anyone else
- Keep a close eye on attendees as they join your meeting:
 - Lock your meeting after it has started – you can admit latecomers if necessary
 - Expel any unidentified participants

Setting up for online learning success



01

Protocols for videoconferencing



02

Safety and security



03

Audio visual management



Protocols for videoconferencing



- Whole school approach
- Student voice
- Communication channels
- What makes a safe and effective teaching and learning environment?
- Discuss and model effective strategies and study habits

Protocols for videoconferencing



Videoconferencing Protocols

- We will be using Webex for videoconferences with students.
- Teachers will email the link to sessions to parents/carers the day before.
- Classroom teachers can be contacted by email or on Seesaw. In an emergency, please phone the school office.
- Students who cannot participate in videoconferences will be contacted by phone at least twice per week.

When on a videoconference:



Follow our school expectations about behaviour and language.



Demonstrate our school values of 'safe, responsible and ready to learn' at all times.



Keep your information safe and private. Have a blank wall behind you when on camera, and put away anything that can identify you.



If you need help, contact your teacher via email or Seesaw. You can ask questions during our videoconference, or ask a grown up to call school and speak to a teacher.



Wear appropriate clothing. Save your PJs for PJ Day in May!



Your bed is for sleeping, not videoconferencing! Join us for lessons from your lounge room or family room.



Eat and drink after your videoconference lesson has finished.



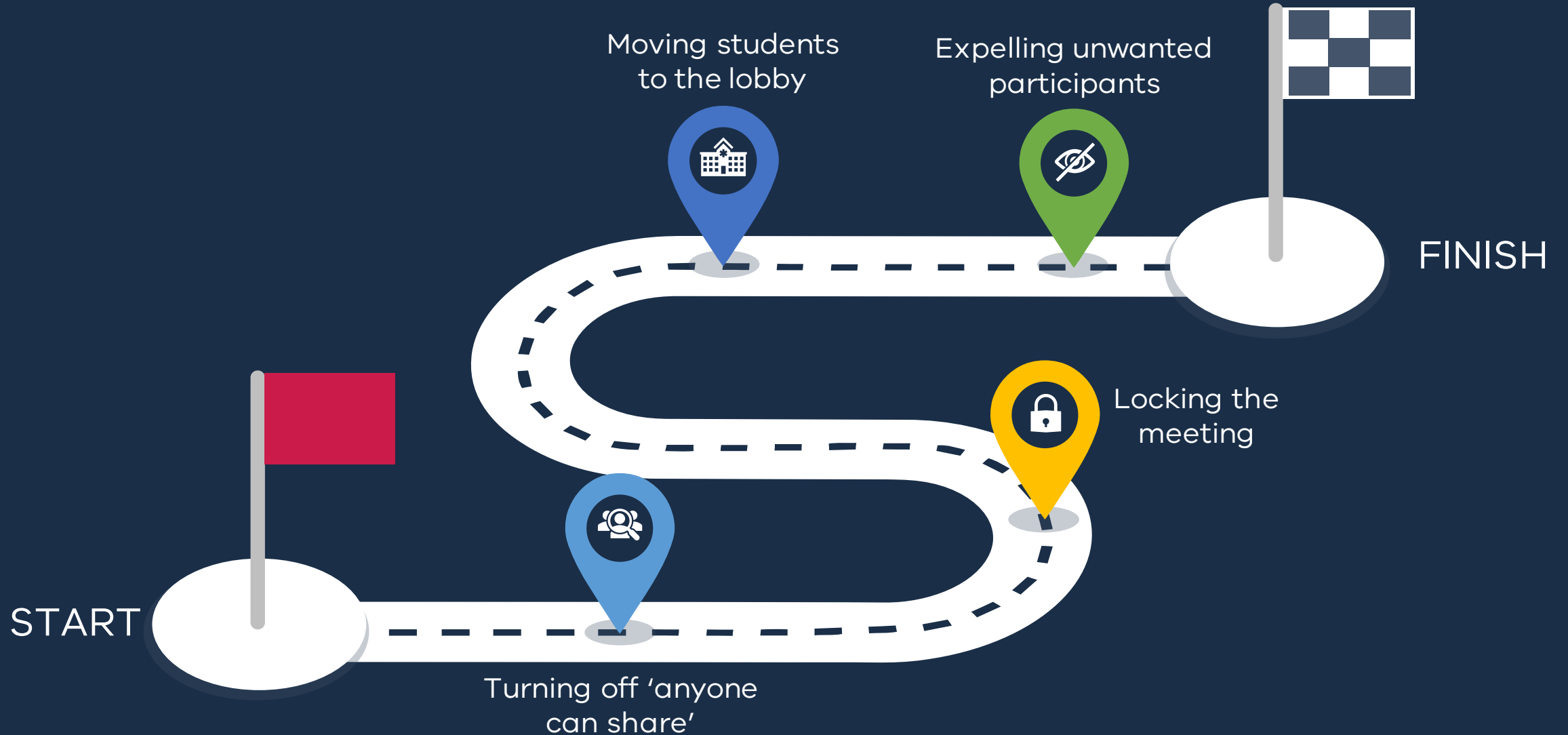
Only you should be in our lessons. Your family and pets can join us for Friday Fun hour from 2 – 3 pm.



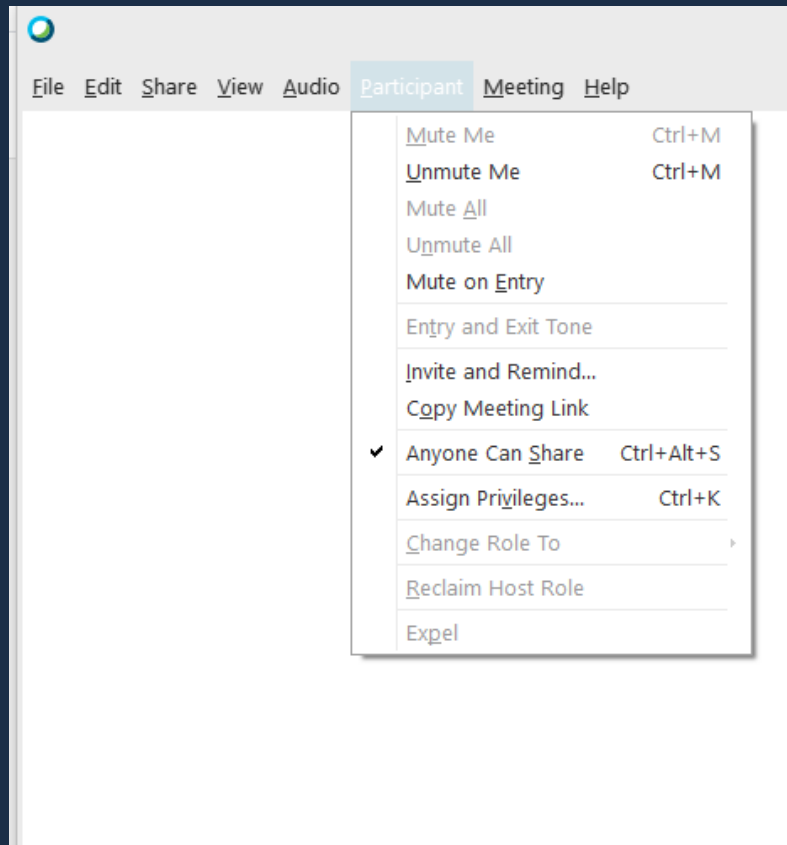
Education
and Training

Published 27th April 2020

Safety and Security



Turning off 'Anyone can Share'



Manage what is shown to your students

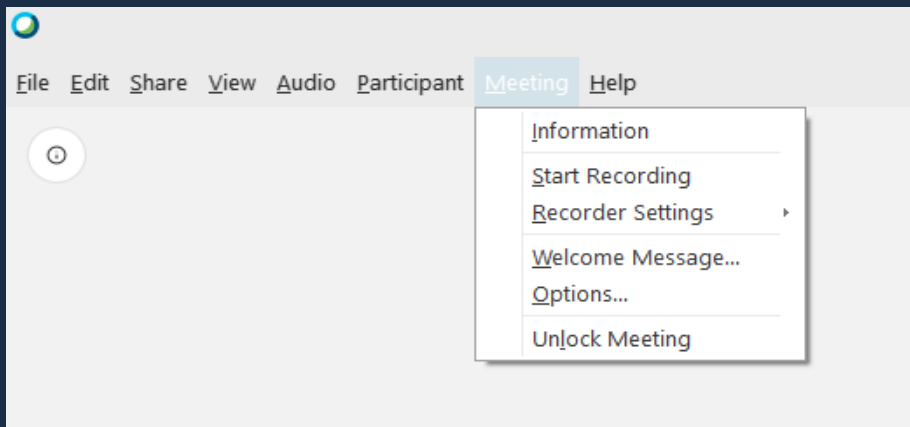
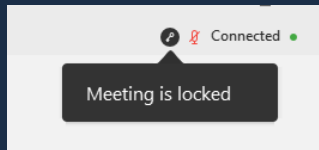
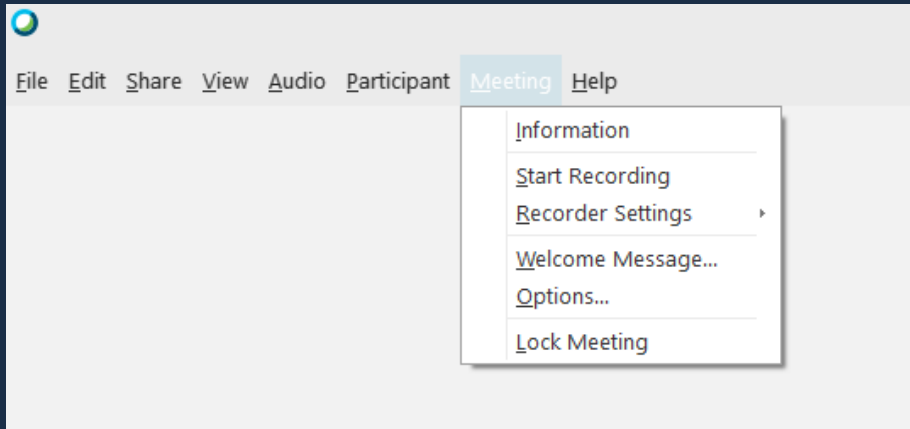
- Click the 'Participant' tab in the menu
- De-select the 'Anyone can share' button
- Use *Ctrl-Alt-S* to toggle on and off
- Provide permission to individuals to share

Locking the meeting



Prevent unwanted participants from entering your meeting

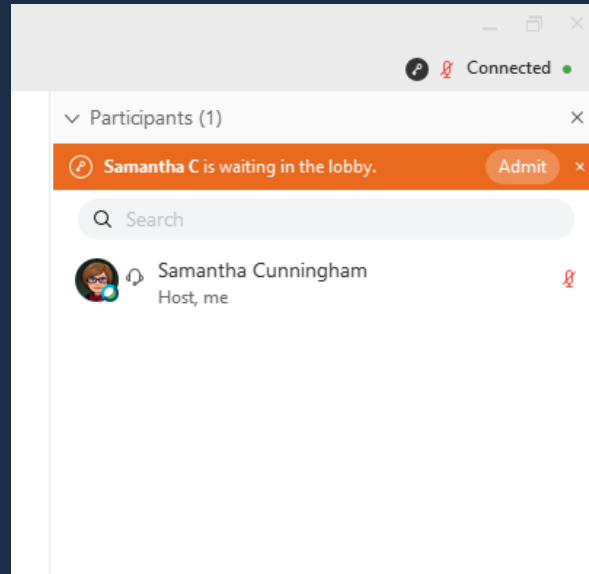
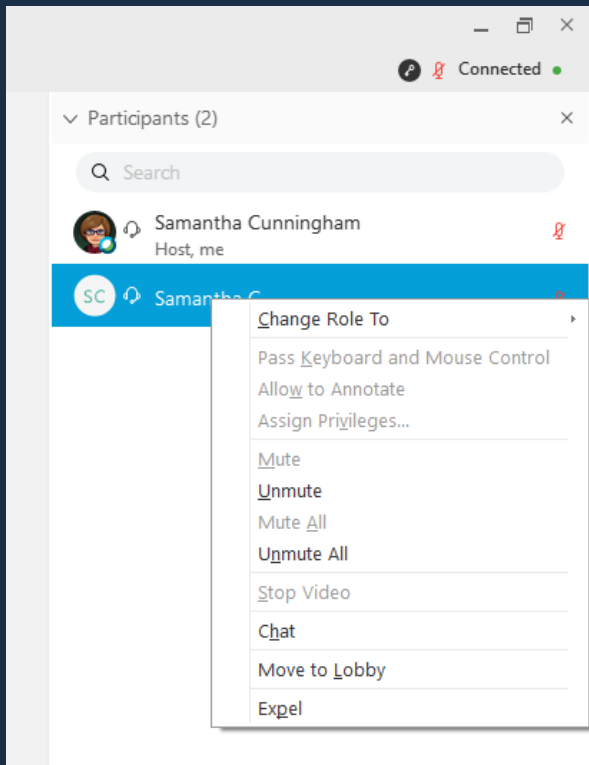
- Click the 'Meeting' tab in the menu
- Select 'Lock Meeting'
- Select 'Unlock Meeting' to reopen the meeting; or
- Click the 'Additional Options' button in meeting controls
- Select 'Lock Meeting'



Moving students to the lobby

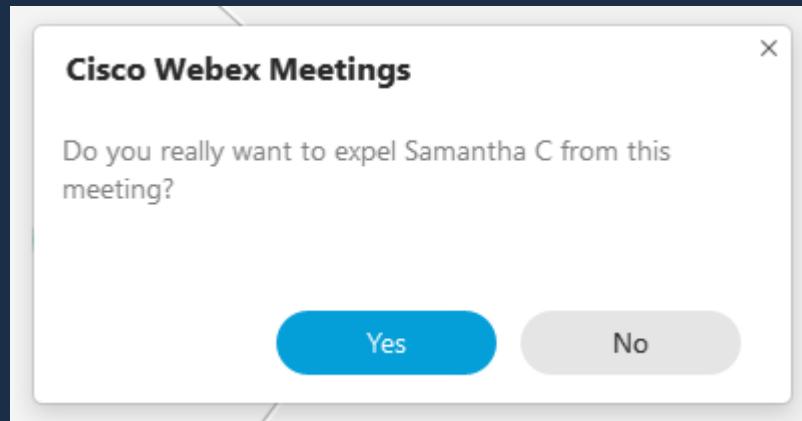
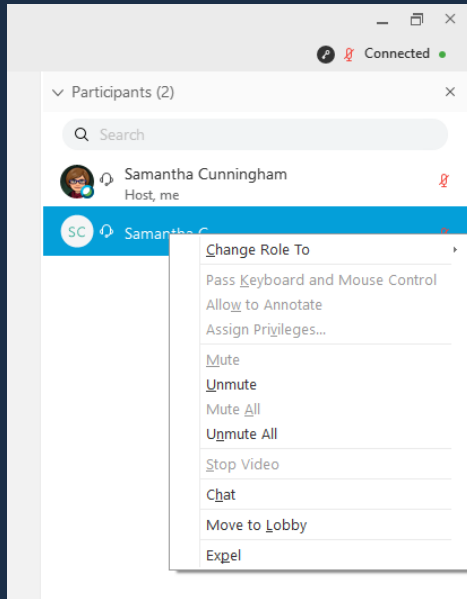


Temporarily remove students from your meeting



- Open the participants list using the participant button
- Right click on the student's name
- Select 'Move to Lobby'
- Click 'Admit' to return the student to the meeting

Expelling unwanted participants



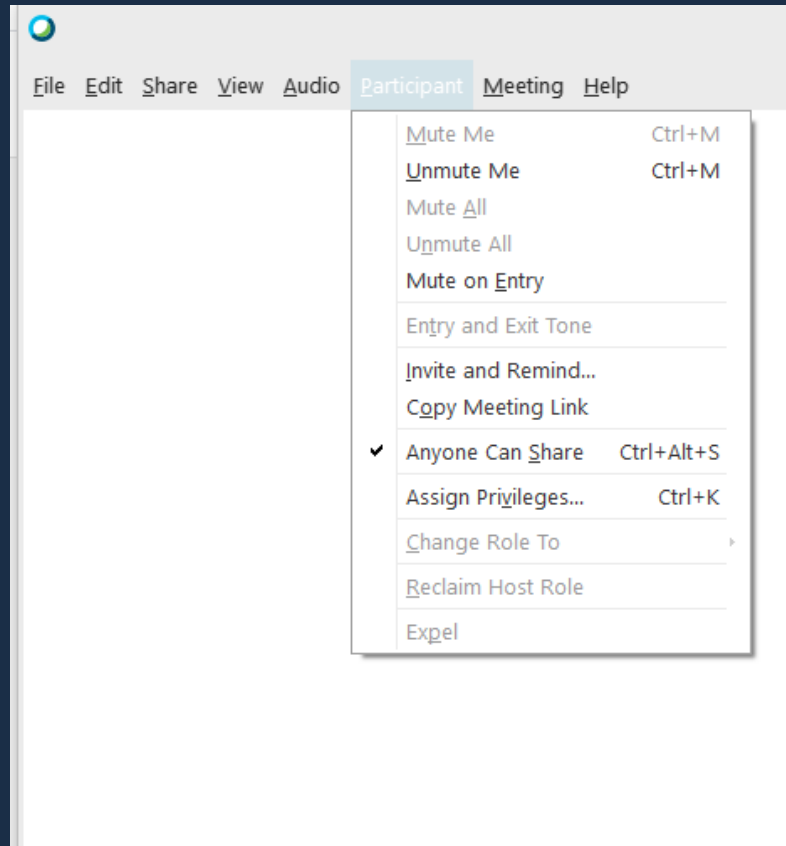
Permanently remove participants from your meeting

- Open the participants list using the participant button
- Right click on the student's name
- Select 'Expel'
- Select 'Yes' from the pop-up
- Lock the meeting to prevent an expelled student re-entering
- Report to Cisco using help menu and IT Service Desk

Audio visual management



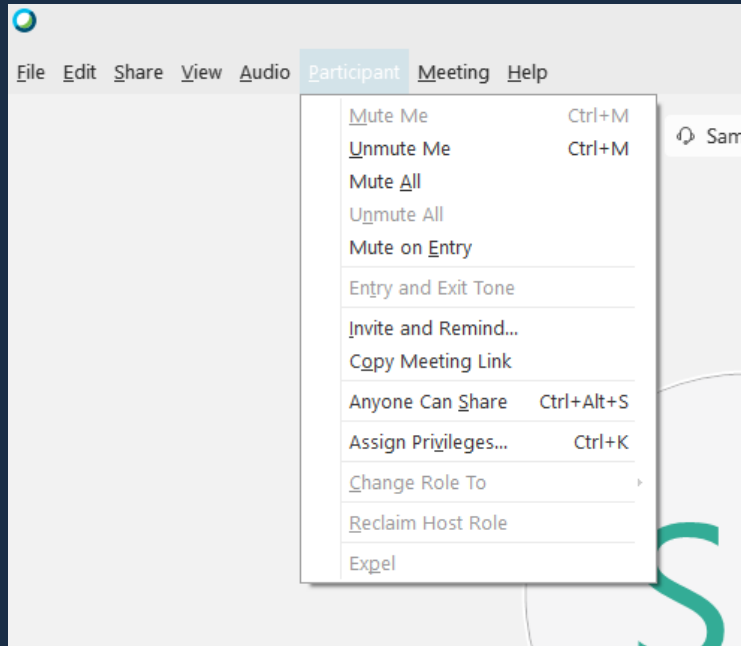
Mute all on entry



Mute all participants when they enter the meeting.

- Start your meeting
- Click the 'Participant' tab in the menu
- Select 'Mute on Entry'
- Deselect 'Mute on Entry' to turn off

Mute all



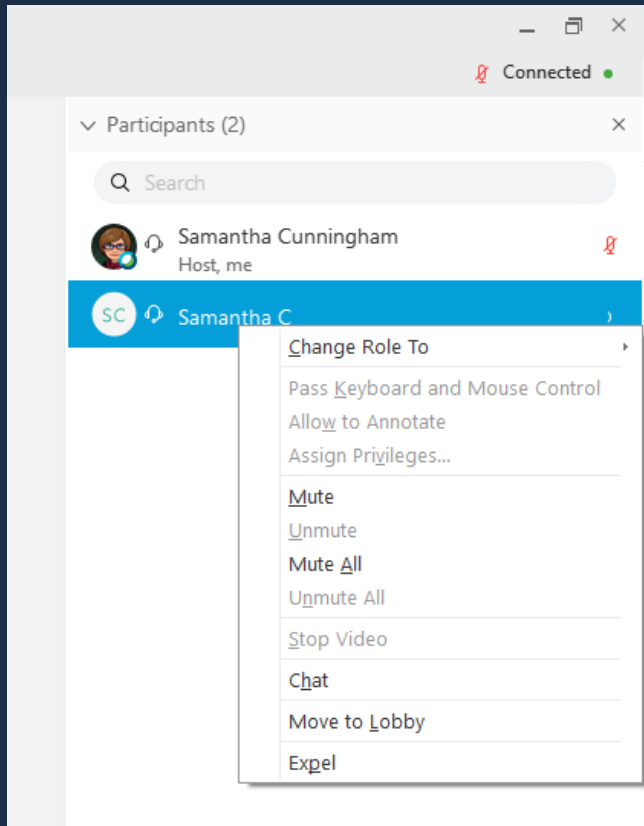
Mute all students who have unmuted during the meeting

- Click the 'Participant' tab in the menu
- Select 'Mute All'
- Select 'Unmute all' to allow all students to speak

Mute individuals



Mute and unmute individual students

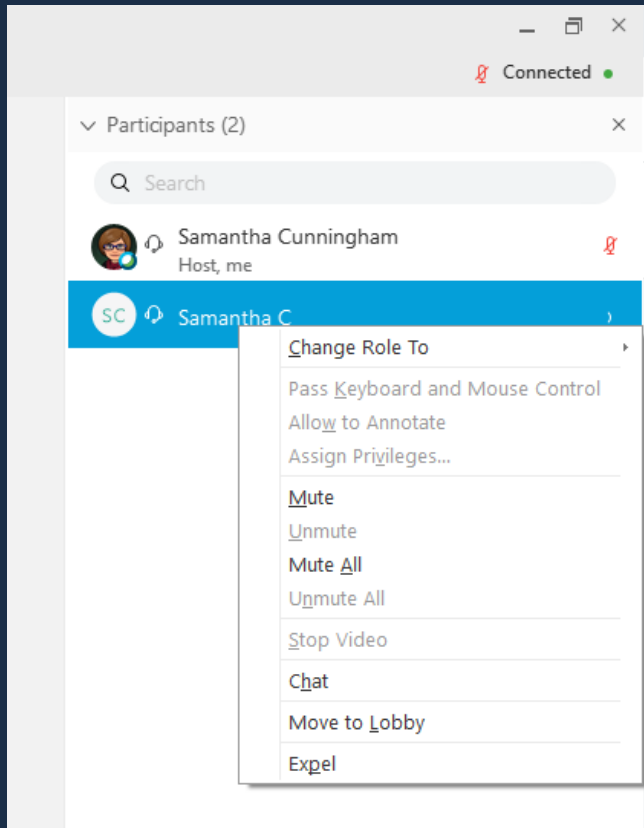


- Open the participants list using the participant button
- Right click on the student's name
- Select 'Mute' to mute their mic
- Select 'Unmute' to allow them to speak; or
- Click the mic icon next to their name

Turn off individual video



Turn off video for individual students

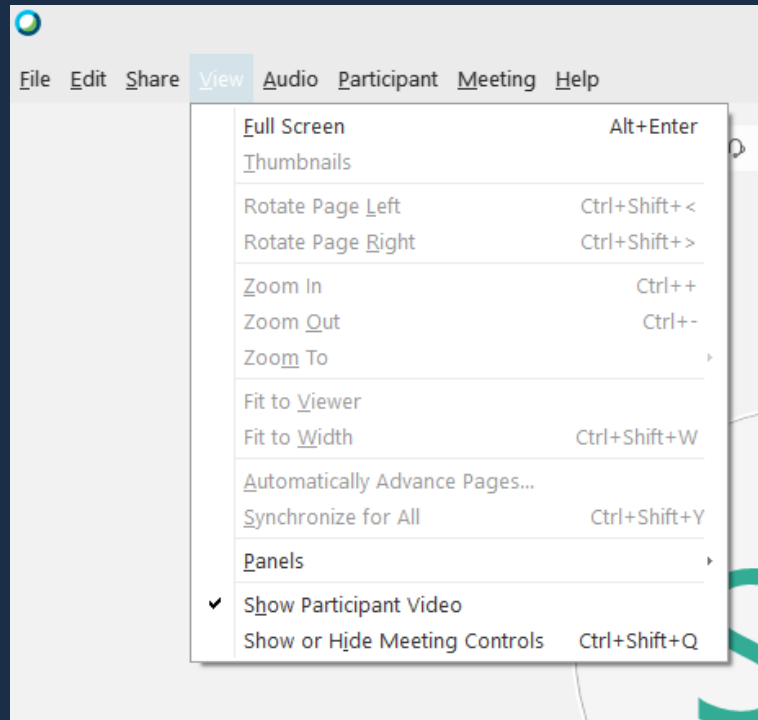


- Open the participants list using the participant button
- Right click on the student's name
- Select 'Stop Video' to stop their video feed; or
- Click the video icon next to their name

Turn off video for all students



Toggle video feed on and off from all students



- Click the 'View' tab in the menu
- De-select 'Show Participant Video' to disable video feed from all students
- Select 'Show Participant Video' to show video feed from all students

Additional meeting controls



Meeting Options

General Content Sharing Import Mode

Select meeting options:

- ☒ Allow all participants to turn on video
- ☒ Chat
- ☒ Notes
 - ☒ Allow all participants to make notes
 - ☐ Single notes taker
- ☒ File Transfer
- ☒ Enable UCF rich media for attendee
- ☐ Enable Closed Captioning

OK Apply Cancel

From the top menu select
Meeting > Options

Make your selections to turn on
or off participant privileges

Engaging Students

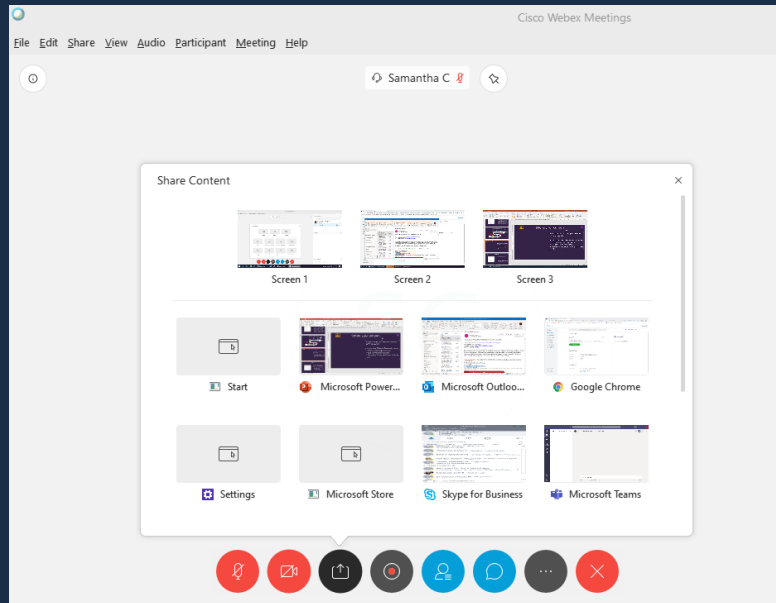


Sharing your screen

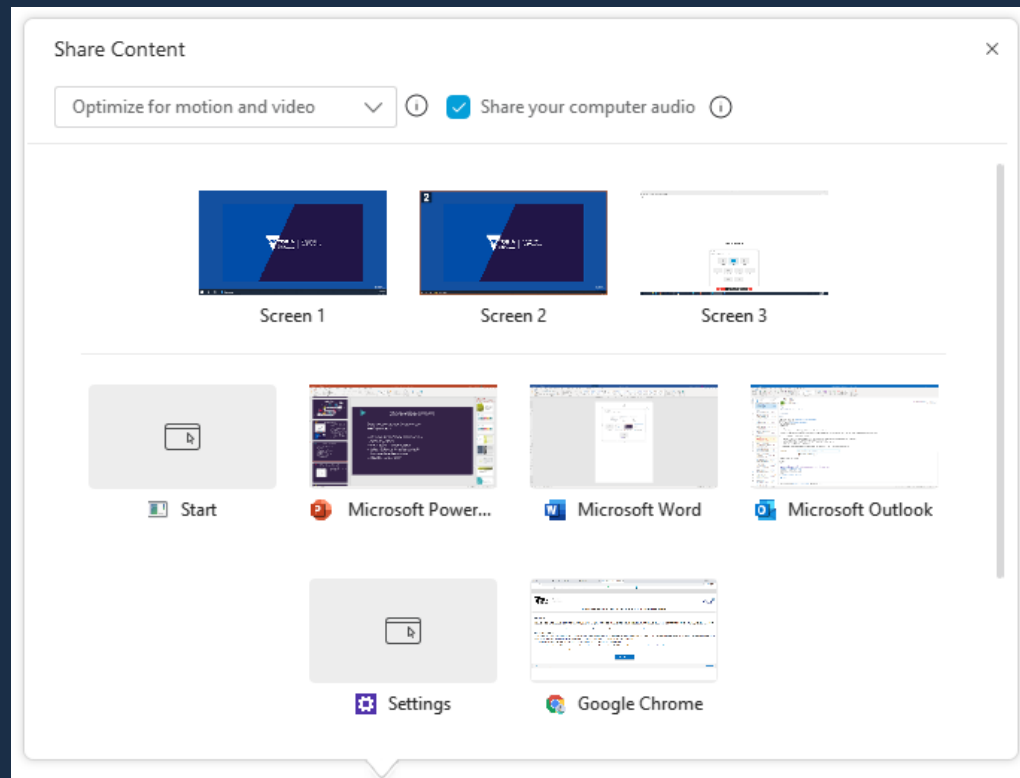


Share content from your screen with students

- Click the 'Share Contents' icon in the meeting controls
- Select which screen you would like to share
- Share controls will appear at the top of the screen you are sharing
- Click 'Stop Sharing' to stop sharing your screen



Sharing video content



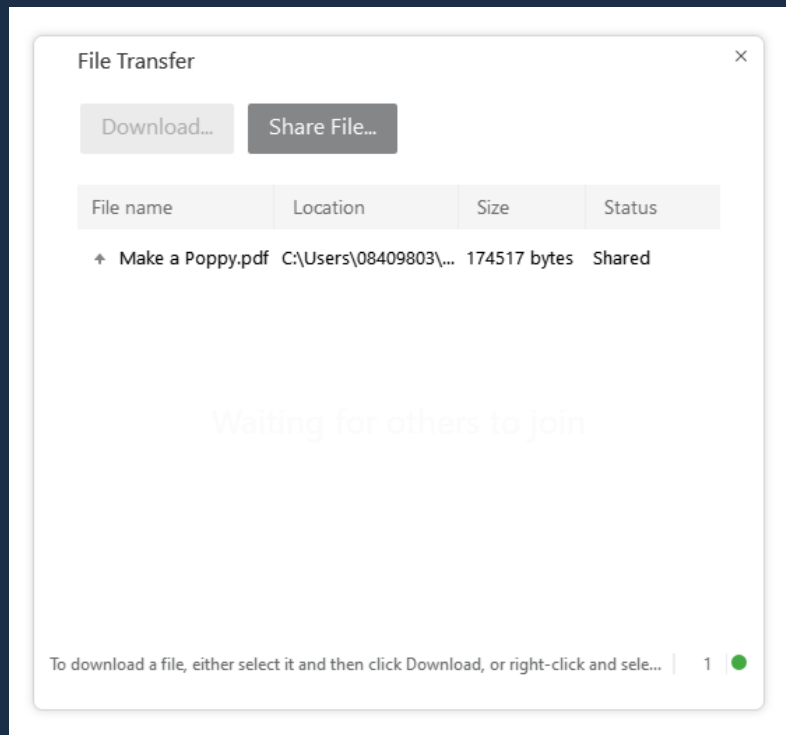
Share video content and optimise your display for video

- Click the 'Share Contents' icon in the meeting controls
- Select video content to share
- Select 'Optimise for video content' from the drop down menu
- Play the video content

Transferring files



Transfer files from your computer for your students to download

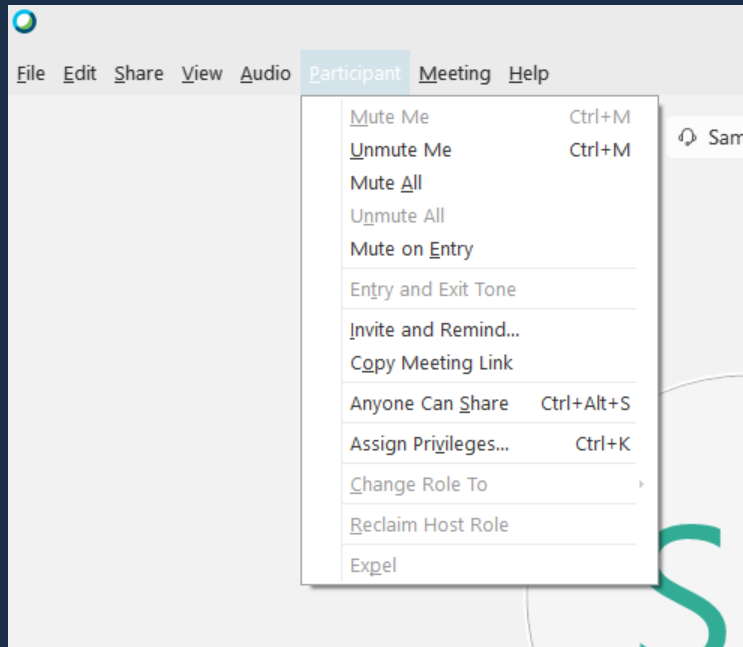


- Select File from the menu bar
- Transfer
- Choose the file that you want to share with your students
- Students click on download to download the file to their device

Invite students to share their screen

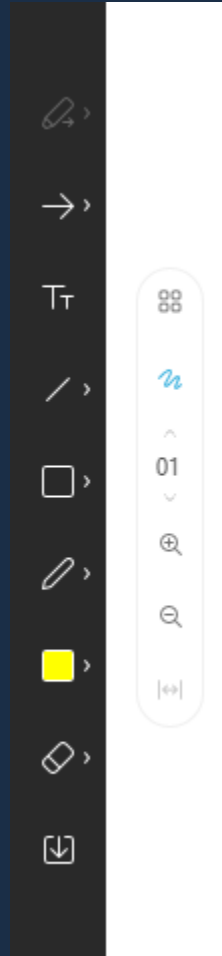
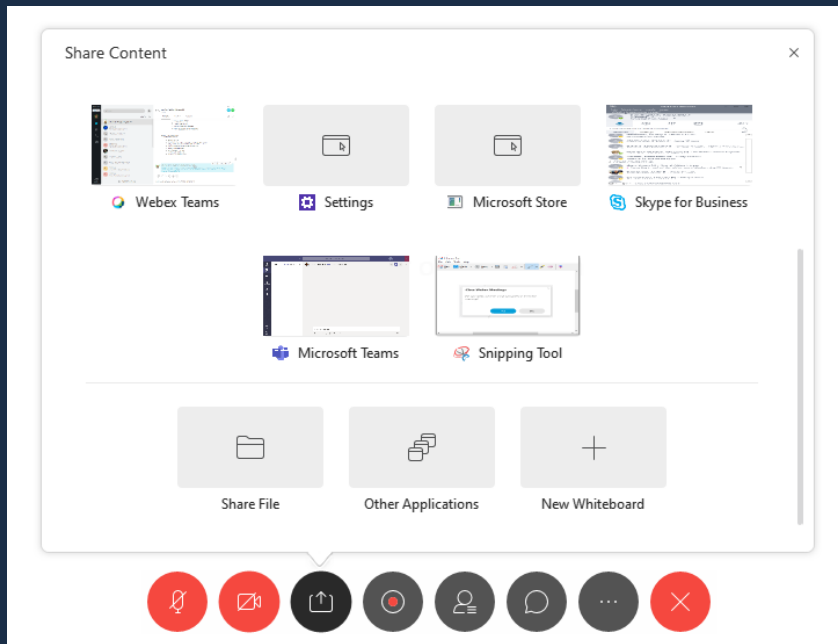


Invite all students to share their screen with the class



- Click the 'Participant' tab and select 'Anyone can Share' to enable all student to share
- Right click on a student's name and change their role to presenter to enable individuals to share

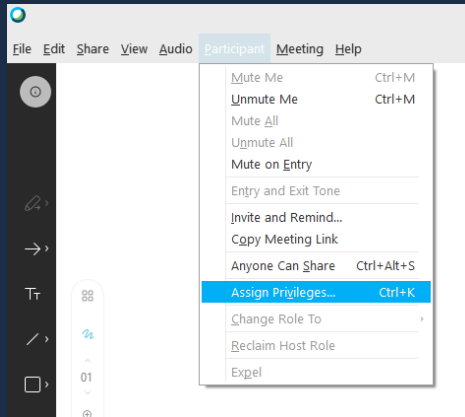
Using a whiteboard



Sharing a whiteboard

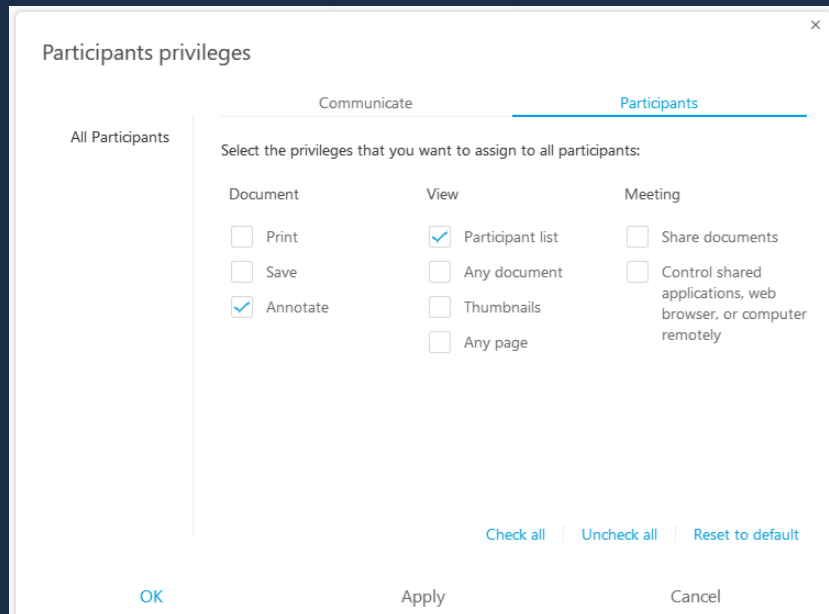
- Click the 'Share Contents' icon in the meeting controls
- Scroll to the bottom and select 'New Whiteboard'
- Controls will appear on the left of the screen

Using a whiteboard

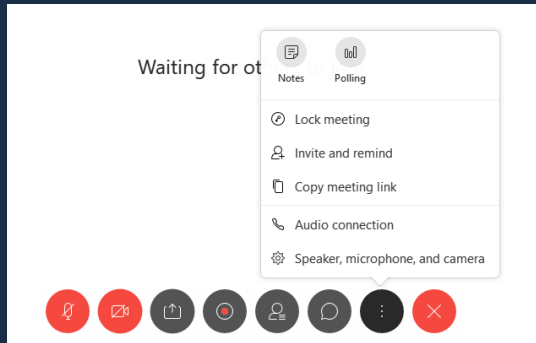


Annotating a whiteboard

- Click the 'Participant' tab in the menu bar
- Select 'Assign Privileges'
- Tick the 'Annotate' box in the Participants menu and click 'OK'
- Students will be able to annotate the whiteboard
- Click File>Save to save the whiteboard when finished.



Creating polls



▼ Polling

Poll Questions:

Question

Type: Multiple choice - Single Answer

New Change Type

Answer

Add

☐ Record individual responses

Clear All Options... Open Poll

Creating polls

- Click the 'More Options' button in the meeting controls
- Select 'Polling' – a poll creation window will open
- Select the type of question and select 'New'
- Create your poll question
- Tick 'Record individual responses' if required
- Select 'Options' if a timer is required

Sharing polls



Question

Type: Multiple choice - Single Answer

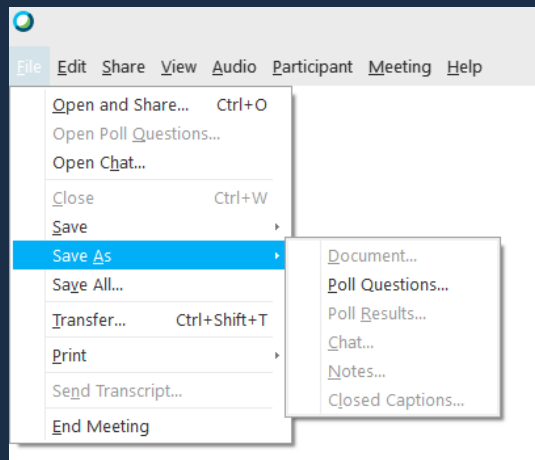
New Change Type

Answer

Add

☒ Record individual responses

Clear All Options... Open Poll



▼ Polling

Poll in progress:

Questions	Results	Bar Graph
1. What day is it today?		
A. Monday	0/0 (0%)	
B. Tuesday	0/0 (0%)	
C. Wednesday	0/0 (0%)	
D. Thursday	0/0 (0%)	
E. Friday	0/0 (0%)	
No Answer	0/0 (0%)	

Polling status

Not started	...	0/0 (0%)
In progress	...	0/0 (0%)
Finished	...	0/0 (0%)

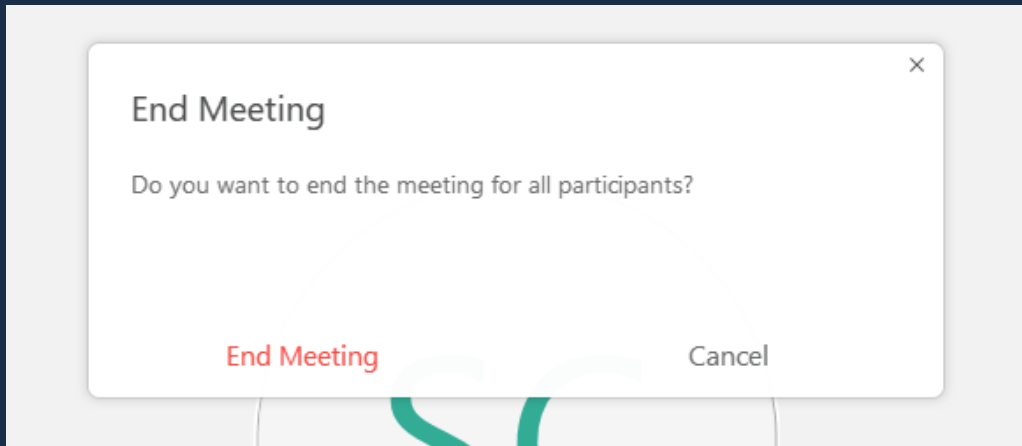
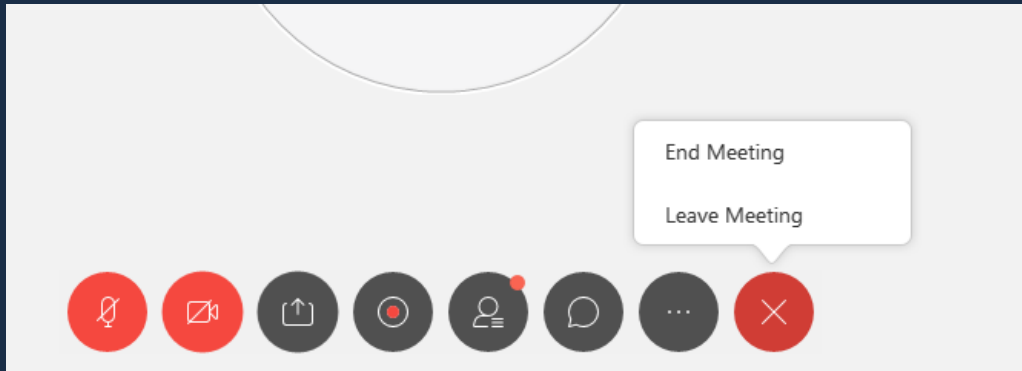
Remaining time: 3:50 Time limit: 5:00

New Poll Edit Questions Close Poll

Share polls with your students

- When your poll is ready, click the 'Open Poll' button
- A panel will open which shows the questions and responses
- You can manually close by pressing the 'Close Poll' button
- The poll will close automatically if a timer was set
- Save the data using File>Save As>Poll Questions

Ending your Webex session



Ending your session

- When you have completed your videoconference, click on the X button in the controls
- Select and confirm 'End Meeting' to complete the meeting and close it to all participants
- Selecting 'Leave Meeting' will pass host control to another participant and should not be selected.

Contact us



If you have any questions or need any further support, please email us on digital.learning@edumail.vic.gov.au

There are a range of resources for Webex available on FUSE:
<https://fuse.education.vic.gov.au/Pages/webexathome>



Thank you! Q&A Session



Thanks for your participation in this session. We would love any feedback about what you found helpful and what else we can include in these introductory sessions for using Webex to support Learning from Home.

We will be providing more advanced professional learning in the use of digital tools to support and enhance Learning from Home over the next few weeks. Look out for more information on the Bastow training calendar and on the new Arc platform which will be available next week.



Participants are welcome to remain online with us for a Q&A session. Feel free to ask any questions in chat or via mic. Please be respectful of others.
Thanks!