

# WebEx: Information for families

## What is WebEx?

Webex is a form of video teleconferencing that provides an online meeting space that allows for people to 'virtually meet' with other people. WebEx meetings require a technology device with internet access. Having a camera and microphone function will allow all users to be able to see each other and be able to communicate.

## How will WebEx be used in the event of a school closure?

Classroom Teachers will be using WebEx Meetings to video chat with students. This will be timetabled across the week (see timetable below). Details of meetings (and meeting number) will be included in the **Weekly Timetable** to students, that will be sent out via Connect on Monday morning (prior to 8.30am).

## How will my child access WebEx?

To be able to participate in a WebEx meeting, you will need to ensure that you have installed the software on your personal device. You will only need to download and install it the first time you use it.

### LAPTOP DOWNLOAD:

1. Go to this website <https://www.webex.com/downloads.html/>
2. Download WEBEX for windows
3. On the bottom left of the screen, it will pop up your download.
4. Click on it and follow the prompts to download the software.

### IPAD AND TABLET DOWNLOAD:

1. Go to your App store or Google Play add and search for 'Cisco WebEx Meetings'
2. Download the App



## How will my child (and myself as a parent/guardian) know when a WebEx meeting is?

A meeting link (with the meeting number) will be included in the weekly timetable which will be uploaded via Connect. Please ensure you can access Connect and know when the scheduled meeting is to ensure that you do not miss the meeting.

**NOTE:** The teachers at Burrendah Primary School will be recording WebEx sessions and will be uploading them to the class Connect Library Tab. This is to ensure that all students can access WebEx sessions, even if unable to make the scheduled time.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-9.15am (30 minutes)					
9.20am-9.50am (30 minutes)	Pre Primary	Year 4			Year 3
9.55am - 10:35am (30 minutes)	Year 1				Year 5
10:35am - 10:55am	RECESS	RECESS	RECESS	RECESS	RECESS
10.55am - 11:25am (30 minutes)	Year 2				Year 2
11.30am-12.00pm (30 minutes)	Year 3		Year 6		Year 4
12.05pm -12.35pm (30 minutes)	Year 5				
12:45pm - 1.30pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30pm - 2.00pm (30 minutes)	Year 6				
2.05pm-2.30pm (25 minutes)					
2.35pm - 3.00pm (25 minutes)					

## How does my child join in a WebEx?

A link to the meeting (with the meeting number) will be included in the Weekly Timetable. When your child is ready to join the meeting with their teacher, in the allocated time, you (or your child) will need to do the following...

1. Open the WebEx Meetings software or App
2. You will see an option to **JOIN MEETING**
3. Click on this green tab and type in the teachers meeting number they have included in the weekly planning.
4. Next, you will need to type in an email address and name to join the meeting (students in years Kindy-Year 2, it can be a parent/guardian's email address).
5. Once in the meeting you will need to wait until the teacher has started the meeting.
6. Once the teacher started the meeting, you will automatically join the video call.

## Important: WebEx Meetings Protocols and Expectations



Please read the **WebEx Meetings Protocols and Expectations for Students** before the WebEx meeting. A copy of the **WebEx Meetings Protocols and Expectations for Students** will also be available in the Library Tab of your child's class Connect page. By joining the meeting, you acknowledge that you (and your child) are aware of the WebEx expectations and protocols which promote a safe and respectful online learning environment.