

Wimmera South West Area

User Guide: Accessing Webex Meetings Features

Why?

Best practice in teaching and learning is when learners are engaged in and active participants in the content being delivered.

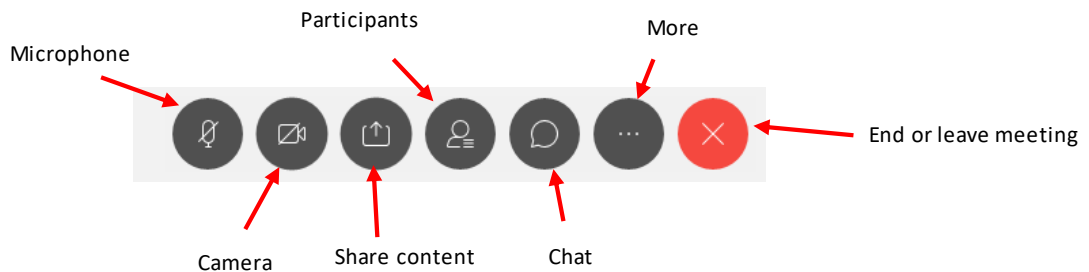
What?

Webex Meetings has numerous features that can be used to engage participants in the teaching and learning process.

How?

STEP 1

Move your mouse to the lower part of the screen and a series of circles will appear.



Microphone

Clicking on the Microphone button mutes and unmutes the microphone. This can also be done by tapping the space bar. The microphone is muted when the icon is orange.

Camera

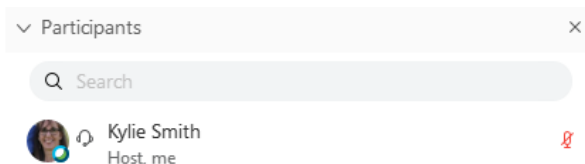
Clicking on the Camera button turns on and off your camera. The camera is off when the icon is orange.

Share content

Clicking on the Share Content button allows participants to share their screens. Participants will need to seek permission to do this.

Participants

Clicking on the Participants button will add the names of participants in the right hand side panel. Icon becomes blue when this is enabled.

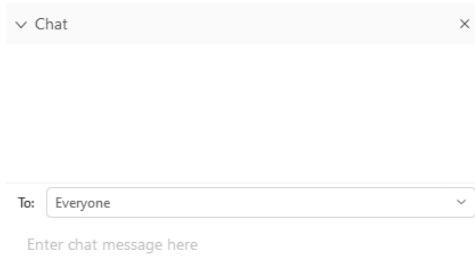


Chat

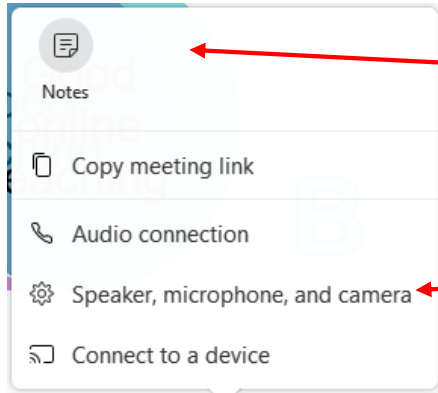
Clicking on the Chat button will add a meeting chat to the right hand side panel. Icon becomes blue when this is enabled. (see *How to use the Chat User Guide help sheet for more information*).

The chat function can be controlled by the teacher and parents should encourage chat that complements their learning.

More



Can choose who the chat goes to depending on the meeting settings



Individuals can add notes about the lesson to the right hand panel. These are only visible for the person who writes them (see *How to use the Panel User Guide help sheet for more information*)

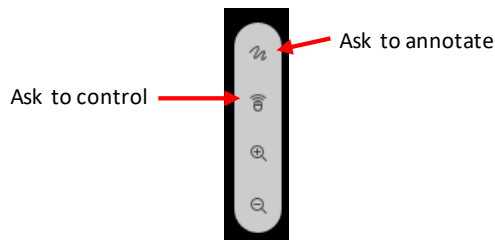
Check audio equipment to ensure it is working

View

Can shift from thumbnail screens at the top, thumbnail screens at the bottom or all thumbnail screens (see *Changing the View in Webex Meetings User Guide for more information*)

Annotate

Participants need permission to annotate or take control on a shared screen. This is sought from the teacher and can be requested by using the button below (see *How to Annotate in Webex Meeting User Guide help sheet for more information*).



Whiteboard

An interactive whiteboard can be shared. The teacher might use this tool and then students will be given permission to annotate. (see *How to Annotate in Webex Meetings User Guide for more information*)

Recording

Classes may be recorded for students to access at a later date. The teacher should discuss this with the class before it is undertaken so students can turn off their cameras.

SUPPORT

This Help Sheet has been prepared by Kylie Smith, Acting Education Improvement Leader.

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