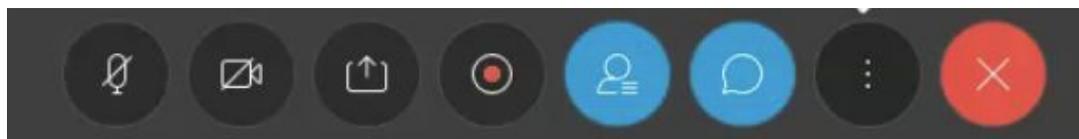


Understanding the 'Webex Meetings' Toolbar

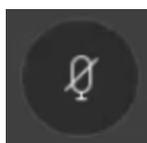


Dear Parents,

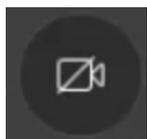
As part of our Remote Learning program, students will be using 'Webex Meetings' to connect with their teachers.

Please see below for the main functions you and your child will need to know, in order to utilise the program effectively.

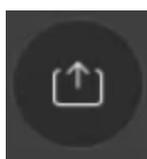
The Toolbar Icons Explained:



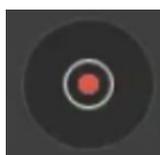
Microphone - When this is red, your child's microphone will be muted. Switch this to grey, in order to speak.



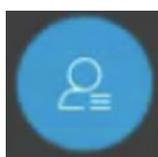
Camera - When the camera is red, it means your child's camera is turned off. Switch to grey if you wish your child's video to be visible to the teacher and classmates.



Share Screen - this allows your child to share their screen or work with the teacher and class. Select this option, then 'Share Screen', to share content.



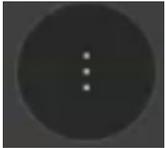
Record - Please DO NOT use this. There is no need for this and it is not permitted to be used during class lessons.



Participants List - If you select this it will turn blue. Then, on the right hand side of the screen, you will see a participant list. This will show all of the members in the current meeting, including the teacher.



Chat - Select this to view and contribute to the class 'chat'. Students will be able to add short text to their classmates and teacher. PLEASE DO NOT USE THIS FEATURE TO WRITE COMMENTS that are NOT educational or a genuine question.



Audio Connections - This tab will allow you to check your Audio and Microphone settings. You should not need to use this option if your device is working correctly. There is also a note taking section too.

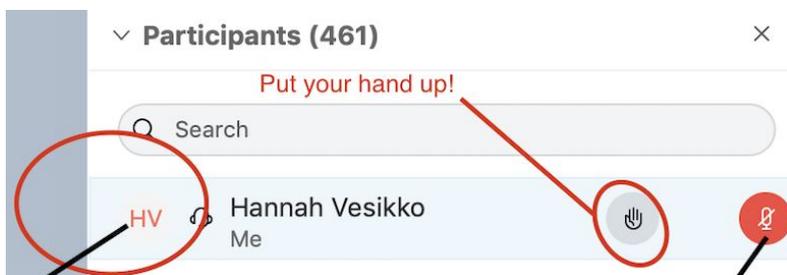


End - Select this icon to 'leave' the meeting.

Participating in a Meeting.

Normally, there are quite a few people in a meeting. Your teacher may 'mute/turn off' all of your microphones when you join. You should have your microphone turned off when you are listening, as this will reduce background noise and people speaking over the teacher.

Next to your child's name, there will be a hand 'emoji'. If you select the 'hand', you will be able to show your teacher that you would like to speak. This will turn blue when you have turned it on. When you have spoken, please turn it back off.



- The toolbar *location* may differ depending on whether you are using a laptop, desktop or tablet. But the icons will still appear the same.

Enjoy the remote learning everyone!

Hannah Vesikko - ICT