Webex Meeting for Elementary Students with iPads

Learning should be asynchronous & students should not be required to attend Webex meetings at specific times.

Personal Room Meeting Info

Personal Room Meetings are the **easiest** type of meeting because:

1. You can host both single occurrence and recurring meetings.
2. You can log into your Webex account to access your Personal Room URL: (https://gcisd.webex.com/meet/charlie.brown).
3. Students can't join before the meeting starts and during a meeting you can lock your Personal Room. Students wait in a virtual lobby until you admit them. You can also set your Personal Room to lock automatically, with options from zero to twenty minutes after the meeting starts.
4. Each meeting *uses the same Personal Room URL for every meeting*. Your Personal Room URL that you share with students will be in this format (example: https://gcisd.webex.com/meet/charlie.brown). Here is a video from Webex to help you get started!

Source for Types of Webex Meetings

Before the Webex Meeting

Teachers and staff, when you've chosen a day and time to host a Webex meeting with students, communicate with students and families that they will need to complete some quick, simple steps ahead of time. Please share this information with families at least 24 hours in advance so they have the opportunity to be prepared (modify for your class):

To help everything run smoothly for our Webex meeting, we need your help today:

1- Locate the Cisco Webex app on your child's iPad home screen or ask your child to download it from Meraki (apps are listed alphabetically).
2- Once the app has downloaded, please click to open it.
3- The first time you login, you will see a pop-up screen asking you to "Review Terms of Service" and "Review Privacy Statement".
4- After you've reviewed that information, please choose "I Accept." You will now see the Cisco Webex homescreen.
5- You are all done for now! Return to the iPad home screen and close the app by double tapping on the iPad home button and swiping the apps up to close them.

Here is a video walking you through the process. I am anticipating seeing you soon in a Webex meeting soon!

Additional information for families is included below depending on whether you are sharing your Webex link through Seesaw or Google Classroom.

Sharing your link with students

Seesaw
1. Teachers will open their Seesaw account and click on the green plus sign icon. 2. Choose Send Announcement. 3. Suggested wording to include for students/families: a. All students will have the option to participate in a live Webex meeting on _____ (day) at _____ (time). The purpose of this meeting is to _____. If you are unable to attend, we will host another meeting soon. Students will use the URL with my name in it to join our meeting. The URL is only for your student to use and should not be posted on social media. Please open the Webex app on your iPad. Choose Join Meeting, then copy and paste or type the exact URL into the text box. The first time students join a meeting, they will add their first name and email address to join the meeting. 4. Teachers will log into their Webex account. 5. Find and copy your Personal Room Meeting URL (example: https://gcisd.webex.com/meet/charlie.brown) and paste it also into the Seesaw announcement 6. Share the Announcement: Recommended to send to All Students and Family Members.

During the Meeting

- Log into gcisd.webex.com and click Start a Meeting.
- Start the meeting at least 10 minutes before the official start time so any students will see you when they join.
- Greet students as they join.
- Establish procedures with your students for how you want them to participate (Webex Best Practices for Students, Webex Expectations for Elementary Students)

After the Meeting

- To end the meeting you are hosting, click the X icon and choose End Meeting.