Virtual parent and student meetings in the time and place that work for you.

When the end-of-day bell rings, that should be your time to get out of the classroom, and on to your next duty. But with so many parent-teacher conferences and student meetings scheduled, it's hard to get away.

What if you could have meetings anytime, in any place you wanted over a video meeting?

Try using Webex to have a valued face-to-face time, from anywhere you are.

Office Hours
View my Meetings
Availability
S M T W Th F S

1. **Plan your office Hours:**
Pick some time slots to offer as free. You can plan for intervals of 15, 30, 45 or 60 minutes.

2. **Offer your timeslots:**
Let everyone know how to book time with you. When you've decided on a timeslot together, send a calendar invite to your virtual meeting room. You'll both be reminded when to join.

3. **Meet:**
Click the link in your email invite or join from your Webex app and you're both good to go!

4. **Follow up:**
If you need to keep an open line of discussion, create a Webex space to continue the conversation.

PRO TIPS
Teach parents and students to include why they want to meet in their requests. This way, you can be prepared going into the meeting!

Save time and manage your parent/teacher meetings with virtual office hours. It's easy for your students too, just like putting their hand up for help, but virtually.

Cisco Webex

No distance is too far for education, you're only a couple of clicks away.

The days of all students needing to be present and sitting in the same classroom to learn are long gone. With today's technology, students can join exactly the class they need to be in wherever they are.
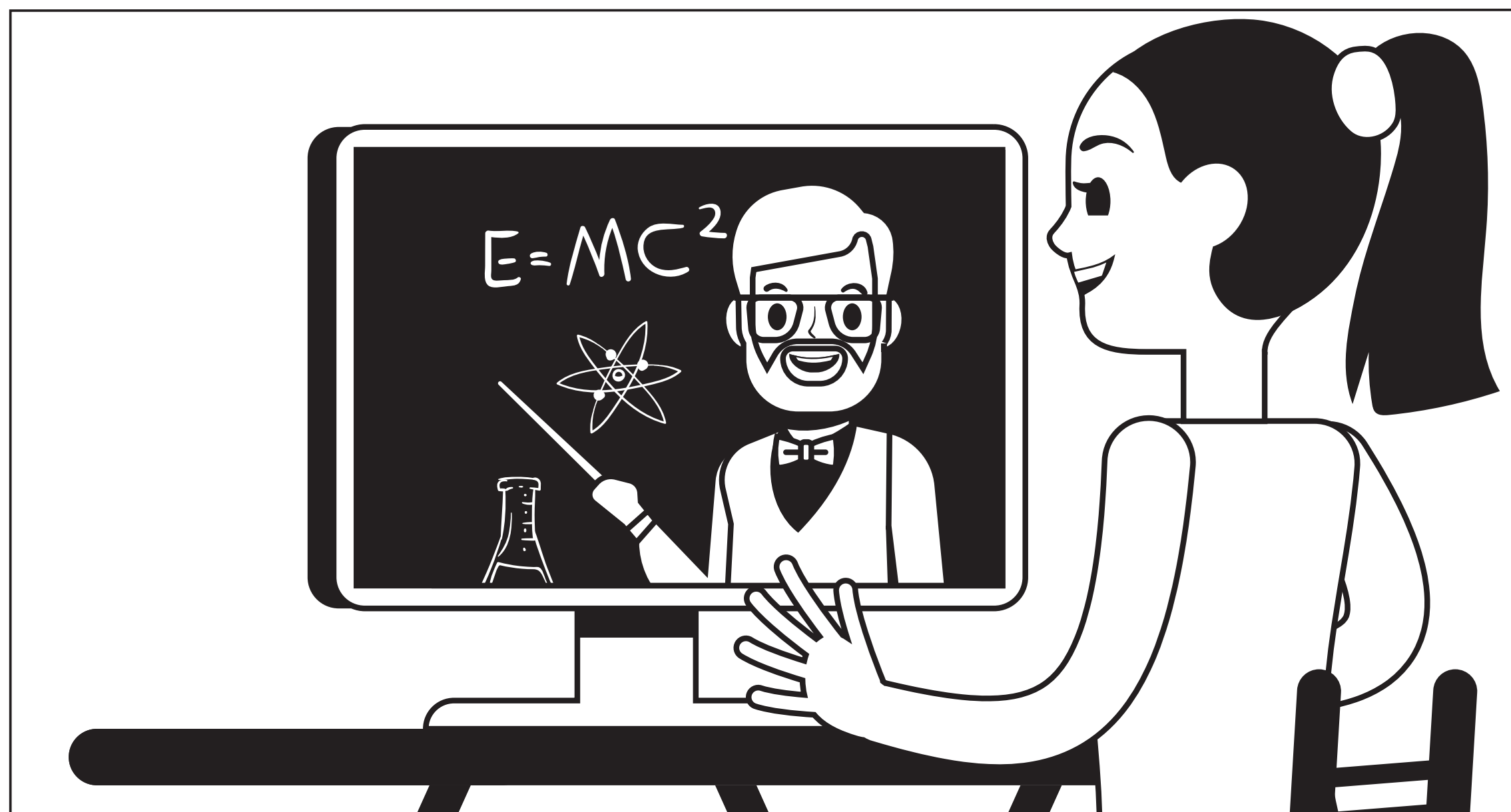
1. **Plan your lesson:**
   Think about how long your session should last and the best way to include everyone, in-person and/or remote.

2. **Send a meeting invitation to all remote students:**
   The link to join the meeting will be in your students' calendars.

3. **Create a class Space:**
   Add all your students to the Space. Send a welcome message and include simple rules and tips for how your class will communicate in Webex.

4. **Plan class pre-work:**
   Upload reading materials to your Space prior to the lesson and ask discussion questions to get the conversation started.

5. **Start your lesson:**
   Click the link in your email invitation or join from your Webex app and you're good to go! If you're in a classroom with a video device, you can join just by clicking the big green button

6. **Use Breakout Rooms for Group Work**
   use breakout rooms for projects, split your class into group discussions.

7. **Follow up:**
   Encourage students to add questions to the class Space for further discussion and to get help as they need.

PRO TIPS
Don't forget to use the Reminder Bot, so everyone is on time for your lesson.
Record your lesson and you will have access to it in the future.

Empower and support your students from anywhere by giving them access to resources, assignments and YOU.

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