Tips for training teachers and admins about Webex.

When training your colleagues on getting started with Webex, it's important to start by teaching them the WHY they should be interested in the first place.

Demonstrate what the educational benefits are, show them why students will be more engaged, and how learning this new tool will save them precious time in the long run. Also, you can truthfully address any fears your colleagues may have.

Use the information here to facilitate your own training sessions.

Top tips for training Webex in education:

01. Use your instructional coaches for support. They can show teachers how bringing video into their classrooms will enrich their classroom.

02. Encourage on-site or virtual visits to other teachers' classes who are already using Webex. Find a mentor to share tried and tested advice and tips.

03. When you have a group training together, we suggest partnering teachers up with another teacher, so they have a buddy to learn and practice with.

04. Have your training team create a Space for practicing together e.g. starting a call, sending messages, uploading files etc. It will give them confidence for the real thing, after all practice makes perfect.

05. Encourage use by regularly posting school updates and announcements in Webex and nowhere else.

06. Visit Instructional fairs or events for inspiration.

07. As you have "Rockstar" users emerge, find a way to reward them and let them serve as examples and peer teachers to friends.

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More tips for training Webex in education:

In-person training

If you're planning on delivering an in-person training session, we recommend small groups of less than 12. It's just the right size for a balance of interaction, and lets you help your colleagues individually when needed.

Virtual training

Keep it interactive! Make sure you include activities that require active participation throughout. It doesn't need to be complicated. Even simple activities like "please answer a question in the Webex space" keeps attendees engaged.

Things to cover in your training session:

- [ ] **Start by covering the benefits they'll see in their work and future outcomes.**
- [ ] **Download the Webex Meetings and apps.**
- [ ] **How to set up a Team and all the Spaces underneath.**
- [ ] **How to add members to a Team and Space.**
- [ ] **How to join a meeting.**
- [ ] **How to schedule a meeting.**
- [ ] **How to make a call on the fly.**
- [ ] **How to send a message/upload files/use search.**
- [ ] **How to raise your hand.**
- [ ] **How to use Breakout rooms.**
- [ ] **How to use co-host.**
- [ ] **How to edit content sharing privileges.**

PRO TIP

Set small tasks and give positive feedback while delivering your session! Like "change your profile picture" or "share a gif of how your day is going."

Use this checklist to get started:

- [ ] **Audience:**

Make sure you know who's attending your training, so you can tailor your session to show the benefits important to them.

- [ ] **Preparation:**

Send out instructions with your invitation on how to join your session. Create a space, give it a name like "Webex Training for x" and invite all trainees to the space. Post a welcome message that introduces the space and its purpose. Share any Webex user guides or videos to the space to build up a bank of useful resources. Just before the session, open any slides, applications etc. that you plan on showing. Have your calendar open, so you can show them a calendar invitation when you cover scheduling in Webex . Close any applications that show pop-up notifications.

- [ ] **Background:**

Provide information on why your school has invested in Webex . Set the scene.

- [ ] **Relevancy:**

Come prepared with a few ways Webex can help them achieve their specific goals. In particular, make sure you cover:

· WIFM ("What's in it for me?")

· What features can really help in their class?

- [ ] **Support:**

Be sure everyone knows where they can post for help and who to go to for support after the fact.

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