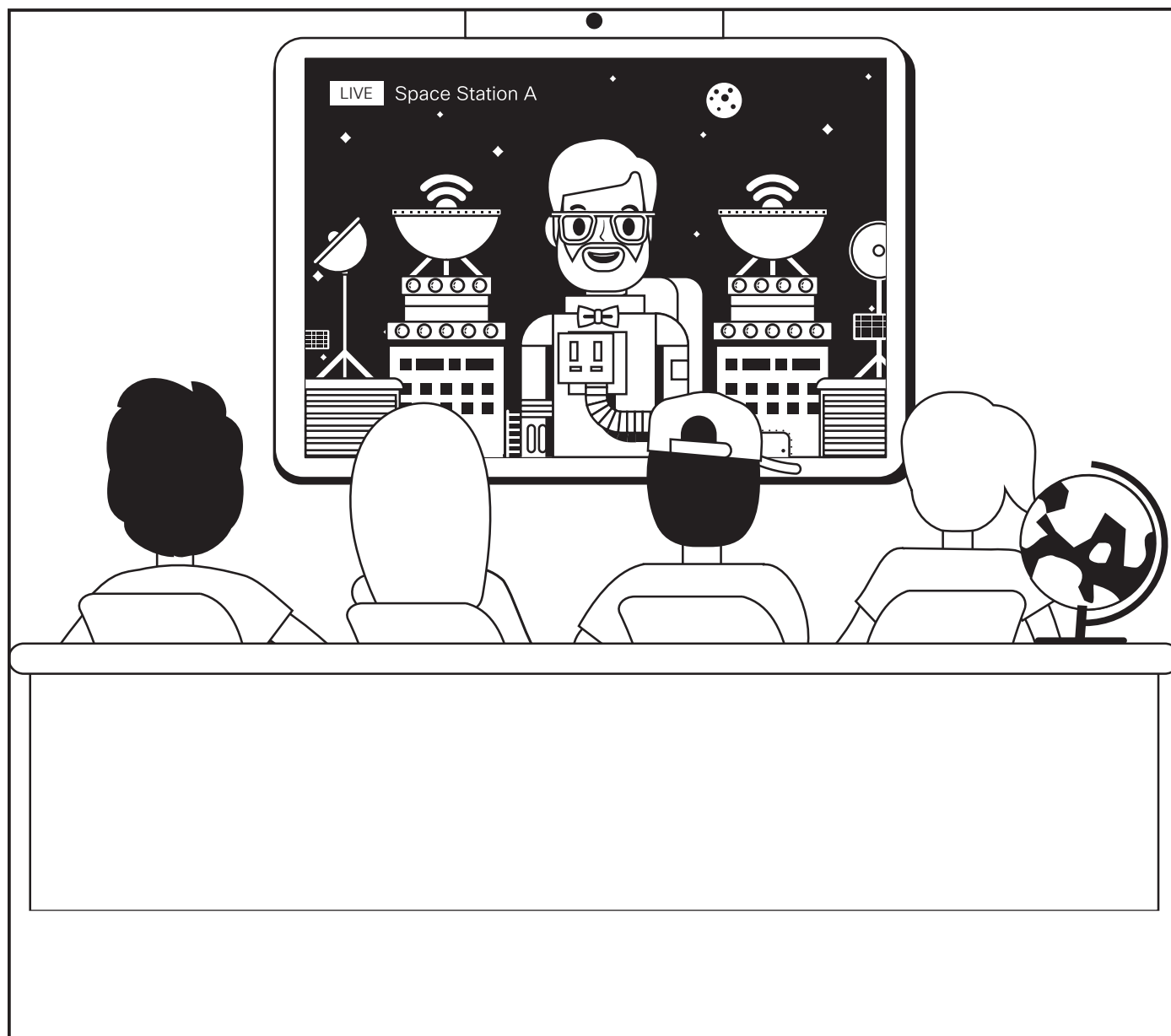


# No hassle field trips. Bring the experts to you (virtually).

Showing students new experiences and expanding minds are always a priority, but sometimes logistics, costs and permission slips can be an obstacle that's too big to overcome.

What if you could take your class on field trips around the world, virtually? With Webex you can meet the experts in the field, get your students enthused, and experience magic, all without leaving the classroom.



## 1. **Plan ahead:**

What topics are you teaching this semester?  
What experiences would benefit the class?

## 2. **Find an expert:**

Arrange for an expert to talk to the class, they could be anywhere in the world.  
Or check out <https://cilc.org/> for inspiration and experts.

*DON'T FORGET: Even the parents of your classroom could be a great speaker!*

## 3. **Send an invite:**

Simply invite your expert to join you and your class in your Webex meeting room (the link to join will stay in their calendar).  
They don't need an account, they can easily join the fun.

## 4. **Prep with your students:**

Take time to discuss what questions they would like to ask the expert and how to take simple notes of the session.

## 5. **Follow up:**

Record a simple video of the class thanking your expert for their time and the great session, then share it!

### PRO TIPS

Remember to record your session so you have it for future reference.

Have students write about their reaction as a quiz to gauge your students' learning.

Where will your virtual field trip take you and your students this year?

**Cisco** Webex

# Digital pen pals: Across town or across the world.

Learning is taken to the next level when students can learn from peers like them from across town, or across the world! Let's try it with Webex.

Partner up with another school to be "digital pen pals" and have a virtual combined classroom for the day, over video. By working as a class to prep your presentation for your pen pal, your students are practicing their presentational skills, too.

## PRO TIP

Make it a regular thing, helping the students form strong bonds. It's simple to create a re-occurring meeting.

### 1. **Find a friend:**

Call up a teacher friend across town or get reconnected with a teacher of a similar subject or grade you met at a conference.

### 2. **Make a plan:**

What's a hot topic for both of your classrooms? What have you learned that's similar or different? What would your students be excited to discuss? Plan who will share what.

### 3. **Send the invite:**

Simply invite the other classroom to join you in your Webex meeting room at a specific date and time (the link to join will stay in their calendar). They don't need an account, they can just join your meeting.

### 4. **Prep with your students:**

Take the time to discuss as a class how you want to present: Present in groups? Ask the other class questions? Play a game?

### 5. **Have some fun!**

Join your virtual combined classroom session! Watch your students thrive creating new relationships and being the "stars" of the classroom for the day. They are going to rock it.

### 6. **Follow up:**

Can you keep the conversation rolling? Include the other class in a Webex space afterwards, so you can share updates, fun pictures, and plan for next time.

Create an immersive learning experience for everyone, and bring your kids outside the classroom, without leaving the door.

# 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.



## 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

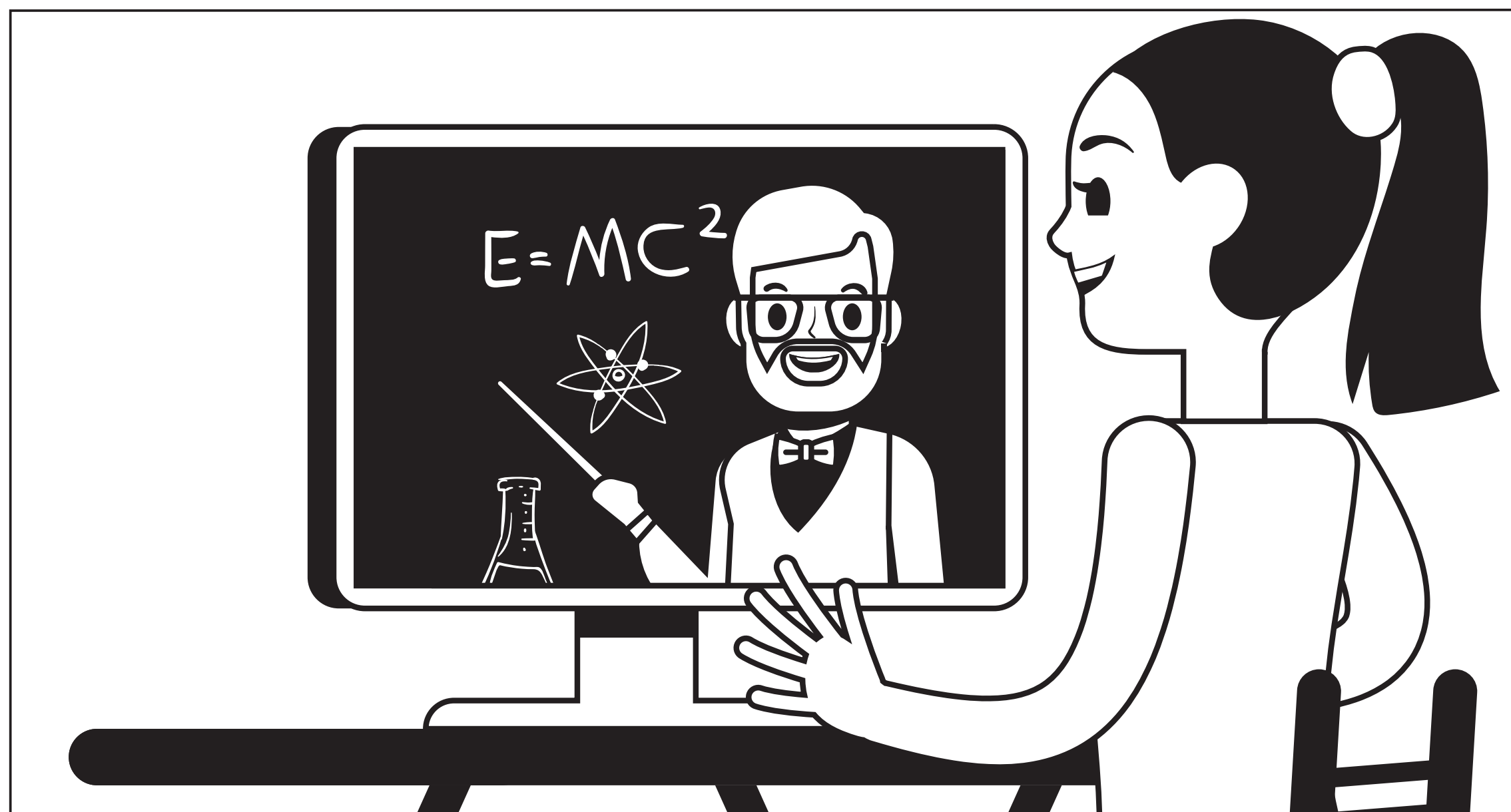
Teach parents and students to include why they want to meet in their requests. This way, you can be prepared going into the meeting!

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.



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.

**Cisco** Webex

# Prepare your students for the magic of remote learning.

You have a class of students but not in the traditional sense, they're all remote and in your Webex virtual classroom. You want to give them the best learning experience you can but worry how to get everyone engaged and comfortable in this new style of learning?

No need to worry. Practice makes perfect. Get your students practicing.

## PRO TIP

If working groups change just simply add or remove students as needed, no need to create new Spaces and lose information, conversations and context.

### 1. **Establish small working groups:**

Split your class into small groups. Create Spaces per group and simply add each student to their working group.

### 2. **Welcome message:**

Create a welcome message and post it in each of the Spaces.

### 3. **The assignment:**

Pose a question or give a challenge to each Space and explain that each working group needs to brainstorm together and come up with three solutions before the next class. Let them know they are supposed to trial Webex to work together.

### 4. **Hints and tips:**

Post some hints and tips to the class on how to get the most out of their group Space. Suggest adding files and research material and @Mentioning each other or you to ensure their message is seen.

### 5. **Practice run:**

Encourage your students to arrange a practice meeting by themselves. This way they practice with Webex and its features, giving them confidence before they present to the class. All they need to do is click the Activity button then the Meet icon to call on the fly.

### 6. **Keep your ear to the ground:**

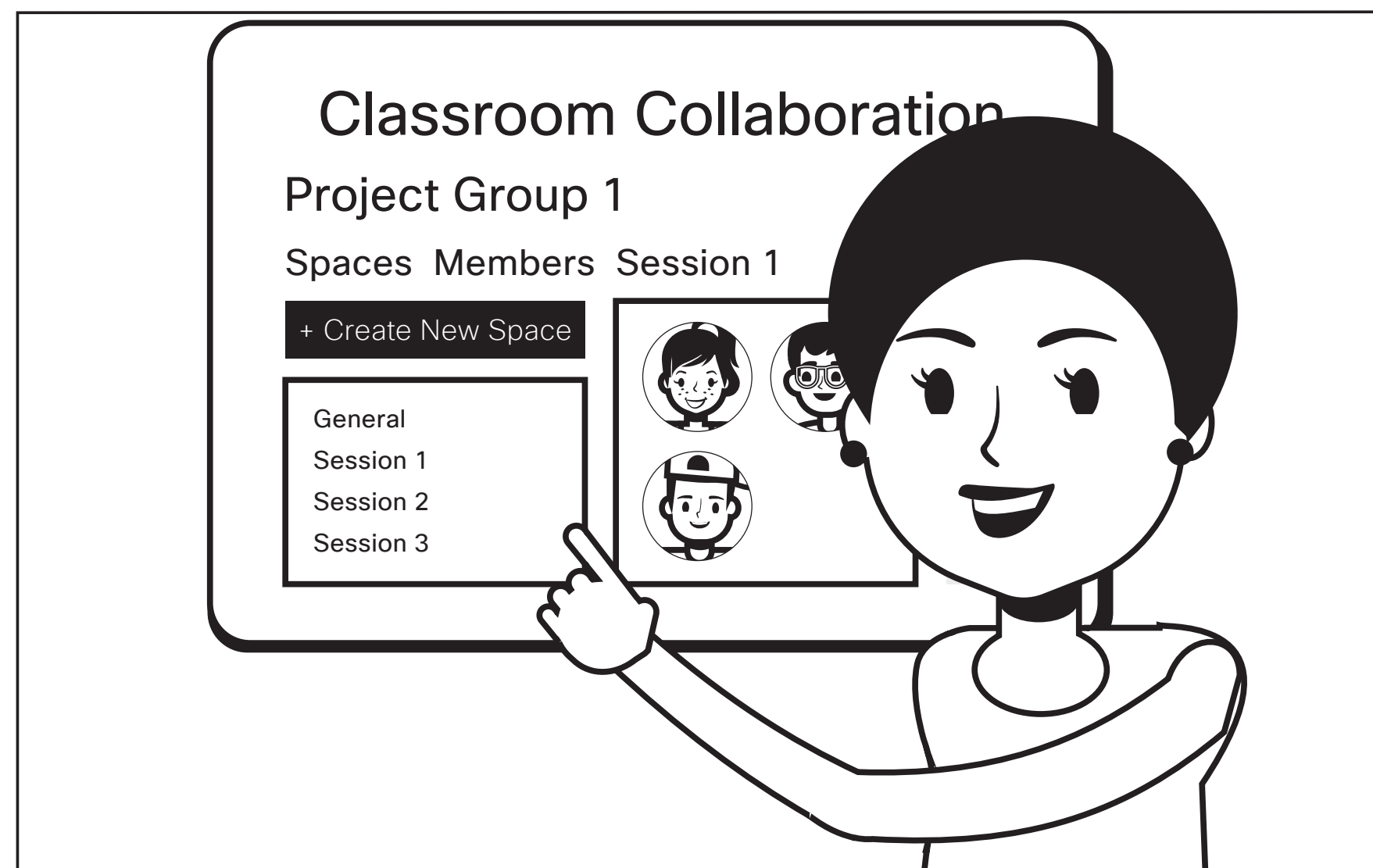
Be sure to check the group Spaces periodically. At a glance you can see if any group or individual is struggling and provide the help that's needed.

The way students receive teaching is changing.  
Let's give them the tools they need to excel.

# Inspire student collaboration in a new way.

Take the stress out of group work for your students by giving them one place they can collaborate any time, no matter where they are. Enter Webex.

By doing group work in a place you're present, you can oversee progress and provide a helping hand when they want it.



## 1. **Make class groups:**

Split up your class into equal size groups, try to mix abilities as much as you can. Ask them to decide on a name for their working group.

## 2. **Create Spaces:**

Create a space for each group. Enter their chosen working group name and add all the members.

## 3. **Welcome message:**

Create a welcome message and post it in each of the Spaces. Post the assignment and include useful information your students will need.

## 4. **Hints and tips:**

Give some hints and tips to the class on how to get the most out of their group. Let them know they can add files and @mention each other or you to ensure their message is seen.

## 5. **Keep your ear to the ground:**

Be sure to check the Spaces periodically. At a glance you can see if any group or individual is struggling and provide the help that's needed.

## 6. **Add or remove members:**

If working groups change just add or remove students as needed, no need to create new Spaces and lose information, conversation and context.

### PRO TIPS

Use @All to get everyone's attention in a space.

Don't be too present in the groups, give your students room to express and collaborate together.

Help is never far away for your students with Webex.

**Cisco** Webex



# Join your faculty meeting from anywhere.

It's not often you miss faculty meetings but sometimes it's unavoidable. Why miss information, and waste time trying to catch up, when you could listen in on your mobile device?

With Webex it's easy to join a meeting from anywhere, on any device, making each meeting more accessible.

Even on days you can't join, the meetings can be recorded for you to watch later.



## **1. Download the app:**

Whether its Webex Meetings or Webex, download the app to your mobile so it's ready when you need it.

## **2. Get ready:**

If joining from your mobile be aware of awkward camera angles and background noise. Remember you can mute yourself, or temporarily turn off your camera to avoid causing a disturbance.

## **3. Ear buds:**

Keep your ear buds handy, for the best quality audio.

## **4. Best practice:**

Request each meeting be recorded, so it can be referred to in the future and the link can be shared with those who missed it.

## **5. Create a Space:**

To continue the conversation after your faculty meetings, use Webex as one place to share links and follow-up messages.

### **PRO TIPS**

Even if you're on mobile, it's still just as easy to see shared documents. Just pinch and zoom to enlarge.