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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