Education K12 email copy

Subject line: Transition to virtual learning with Webex.

Dear [class],

Schools and higher education institutions are facing unprecedented needs to rethink physical classrooms, due to circumstances resulting from COVID-19 (coronavirus disease). We have made the decision to provide technology to enable students to attend class virtually – on Cisco Webex.  
   
Cisco Webex is a videoconferencing technology that you can use to join a class and see your teacher, the content they are sharing, and interact with class mates – from any device at home. Your teacher will teach as usual, but over video – including sharing content and whiteboarding via their computer screen. They may adapt class exercises to fit a virtual environment. Participation will be key to the success of our virtual classroom, so you’re encouraged to unmute yourself in order to comment and ask questions.  

With Webex Teams messaging, working together on group projects and studying as a team under the supervision of your teacher now becomes possible virtually, after school hours.  
  
With your guardian, set up your home to be a “virtual classroom friendly” environment. If possible, find a space at home with a power source, a table with room for a laptop and papers, good lighting, a comfortable place to sit in relatively quiet surroundings. You will also need Wi-Fi connection. In addition, we strongly recommend headphones – both to help you from being distracted by background noise at home, and also to allow your teacher and fellow students to hear you clearly when you’re participating in class discussion.   
  
You’ll find tools to get students started with Webex, guides for your parents, and resources to learn more about Webex at <https://www.webex.com/webexremoteedu>.  
    
For questions, reach out to your teacher to learn more.  
   
[Email Signature]