



Dear Families

In our efforts to keep students, staff and families connected, and as part of 'Wellbeing Week' we will be launching **'WEBEX MEETINGS'**. **Webex is the videoconferencing solution provided by the Department of Education for all schools. It is a reliable tool designed to help schools stay connected with their students.** We believe that this is a great tool that can support students at home and Department of Education endorsement provides us with peace of mind.

Work behind the scenes to prepare and deliver 70+ school devices to families is now complete and we are hopeful that all families will be able to access this platform. Our staff and students have been refining and tweaking the SEESAW learning tasks and developed their remote instruction and feedback skills over the last few weeks and the opportunity for video conferencing will complement this work.

Now that all of our families have access to devices and internet we feel that the time is now right for us to launch 'Meetings'.

Early next week details about individual teacher availability, conferencing structures and student protocols for using this platform will be published.

We are hoping that we'll be able to continue to connect strongly with our students through Webex Meetings and help alleviate some of the anxieties and stresses that come with remote learning. These feelings extend throughout our community and are being experienced by our staff as well as our students and their families- primarily because we are unable to do what we usually do- provide high quality face to face instruction.

There are bound to be some teething issues as we launch this- there certainly have been for our staff during our trialling of this platform. We hope that any frustration experienced is far outweighed by the chance for our students to see each other in a conference room space. We know that there have been a couple of technology hiccups along the way and have been working closely with our technicians and IT support team to minimise these as we being Webex Meetings.

Webex is the videoconferencing solution that the Department of Education and Training offers all Victorian government schools.

Here are instructions on how to access Webex meetings provided by your Teacher. You may need to ask your parent or carer to help you access them.

1. Your teacher will provide you with a meeting or class number and a meeting password. This will be 9 digits long (e.g. 123 456 789) OR provide you with a link to each meeting via SEESAW
2. Open your internet browser and go to <https://eduvic.webex.com/>
3. Scroll down and click to download the Webex Meetings software. If you are using a iPad/tablet, you will need to go through the App Store. Install the software/app on your device.
4. Open the Webex Meetings app/software. You can sign in as a guest (no account required) or you can sign up using an email account.
5. Enter the meeting number in the 'meeting information' field and press 'Enter'.



6. Enter the password provided by your teacher, and press 'Enter'.
7. Select the 'Join' or 'Join Meeting' button. If you see a pull-down arrow on the button, click the pull-down and ensure 'Use web app' is selected.
8. When prompted, enter your first name and initial of your last name. Enter an email address. If you don't have an email address, you can enter your parent's email address or a made-up email address. Just make sure that you include an @ symbol. This email address will not be displayed when you join the meeting, and you will not receive emails from Webex at this address.
9. Click 'Join Meeting'.
10. The session will start. You might be asked to allow your microphone and camera to be used in the session. Click 'Allow' then press 'Skip' to continue.
11. Start learning with your peers and teachers, just like at school!

Thank you for your support of our students and staff as we all continue to learn and teach remotely. We appreciate that everyone is doing their very best under these extremely challenging circumstances. We are grateful to be part of an amazing school community- students, parents, integration support, cleaners, gardeners, administration staff and teachers.

Take care and stay safe