

# Webex in the Classroom Best Practices

Utilizing Webex in the classroom may seem like a daunting challenge but these best practices will help you excel in Webex and making sure you are prepared to teach.

## Tips to design a virtual course

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Getting started	Designing the course shell with faculty
<ul style="list-style-type: none"><li>• Become an expert on using Webex in your LMS. Practice using it in your daily communications.</li><li>• Know what features work best for different classroom needs.</li><li>• Know how the student experience will differ.</li><li>• Document and share faculty success stories helping them learn the art of the possible.</li></ul>	<ul style="list-style-type: none"><li>• Ask faculty how they teach their classes today, thinking about how it could work virtually. Attend one of their classes.</li><li>• Teaching online takes longer, so you must cut content from in-person, to be self-learned in advance. Prioritize the "need to knows" vs the "nice to haves".</li><li>• Include everyone! If mixed online/in-person class, play to the majority, but be mindful.</li><li>• Encourage students by acknowledging questions and praising inputs.</li><li>• Understand the educational needs of their students and prepare accordingly.</li><li>• Play to your classes unique learning styles. Check out these extra resources, to put you on your 'A' game.</li></ul>

**Students will be less likely to speak out loud at first.**

**Students need interaction every 5 minutes to reduce multitasking.**

**Encourage your students to read, or watch a video, on the subject as pre-work, before the next class.**

## Before Entering the Classroom

### 1. Plan your lesson:

*Think about* how long your session should last and the best way to include everyone, in-person, and/or remote. If you have students rotating in and out of in-person classes and create a separate attendance list depending on who you expect per class so you can send out invites for remote students.

### 2. Send a meeting invitation to all remote students:

The link to join the meeting will be in your students' emails and can be added to their calendars. Scheduled meetings will show up in your calendar also! *When scheduling, think about* setting up reoccurring meetings if you plan to have repeating sessions throughout the semester. This way they will appear each day you hold class in your students' emails or calendars as well as your calendar.

### 3. Plan class pre-work:

Upload reading materials to your LMS prior to the lesson and ask discussion questions to get the conversation started. If you have any worksheets or documents that students would receive in-person, make sure to send those or post them to Canvas or Blackboard prior to your class.

### 4. Set remote student expectations:

Students who are remote should be told and held accountable to the standards you set as you would have in a regular classroom. Ask yourself, how should students communicate during class? Webex offers options like voice communication, text chat, and the ability for students to raise their hands virtually. How can students participate to earn credit? When should students join the session for class? Is video from participants necessary? Setting expectations like these before classes start will help your students to be prepared for class.

- Video:** A common misconception is that video is necessary to hold virtual classes. In practice, this often causes more challenges than it solves. Yes, video can allow the Professor to see if their students are attentive, but other ways like polls, discussions, and group work can be used to determine attentiveness and participation. These often provide better metrics and are easier on bandwidth usage for those with slower connections.

## The old way vs the new way



Face to face lesson	Virtual classroom friendly
Does anyone have any questions?	Come off mute if you have questions or post in chat.
Here's a physical handout.	Post documents to <b>Canvas or Blackboard</b>
Does everyone understand this concept?	Have people anonymously circle yes or no on the whiteboard.
Raise your hand to share an example...	Please type examples in the chat.
Tell, tell, tell.	Let them watch you write out instructions live in class, for maximum attention.
Discuss in small groups, then share with the class.	Discuss in small Spaces and come back to share with the class.

## Entering the Classroom

### 1. Setup Early:

If possible, arrive early to class and get all your materials in order. Are you doing screen shares? If so, get those documents or applications open and ready for your lesson. Login to Webex either via the **Cisco Webex Meetings** app on the Podium or via the web using your preferred browser. If you scheduled your class, launch the session early! If not, make sure you send out either an email or post in Canvas or Blackboard the link to the Meeting. Use this time to make sure the camera and microphone settings are set the way you want them for your class. Students can then also join early. Ask the first few students who join to confirm that they can hear and/or see you.

### 2. Meeting Controls:

As the host for Webex Sessions, you have the power to control what your students can and cannot do. Do not be afraid to **Mute All** participants if necessary. This is great if students are unfamiliar with Webex or are in noisy environments out of their control. You also have the ability to **Lock Meeting** in Webex, and this is *recommended* to prevent any potential unwanted guests from coming in. The Host will be notified of anyone who comes in later, and you can choose to let them into the meeting or not. If you desire, you can remove the chat option temporarily or entirely from your session to limit distractions. **Recording** the session is also a great idea as you can then post the session later for review for those that may have missed or as an additional study material.

### 3. Encourage Participation:

Ask students to participate as much as possible. Use discussions, polls, breakout sessions (*Webex Training specific*), and chat to ask and confirm understanding. Students can also be given Presenter roles and can present on prepared topics or assignments.

### 4. Clearly Communicate:

One of the most important things to remember when teaching virtually is your communication matters as much as the students. Clearly enunciate your words and make sure to speak at a clear, loud volume, and when asking a question, make sure you repeat it clearly so that those who are remote can hear and respond. If you plan on moving around with the room, make sure to face the camera and microphone as much as possible to ensure sound is picked up clearly. If you use a physical teaching aid like a blackboard, whiteboard, or projection screen, it is recommended that you take a photo or provide a copy of what you write, draw., or show on those mediums as

they may not be clearly visible by the camera. If you are teaching in a hybrid fashion with some in-person and remote students, you can even ask for a volunteer to record what is written on the whiteboard or blackboard to show those online. That person may also be able to help manage any questions that may come up in chat from the remote students. Work with your students to find a comfortable teaching approach.

# Remote learning turned interactive

Virtual classrooms mean more students have access to the subjects they need. The quality of learning shouldn't suffer because a class is online. Webex allows students to join lectures wherever they are and be part of the continuing conversation.



**PRO TIP**  
Record your lessons so students have access when they need it.

## 1. Plan your lesson

Plan how you will make your course material interactive while virtual. Plan participation and virtual games.

## 2. Create a class Space

Add all your students to the Space. Send a welcome message and include simple rules and tips on how to get the most out of Webex.

## 3. Share

Upload reading materials to your Space prior to the lesson and get the conversation started.

## 4. Schedule your virtual classes

Create reoccurring meetings and send your invitation out. The link to join the meeting will be in your students' calendars.

## 5. Start your lesson

Click the link in your email invite, join directly from your LMS or even your Webex app and you're good to go!

## 6. Follow up

Encourage students to add questions to the Space for further discussion and brainstorming.

Empower and support your students with access to resources, assignments, and YOU.

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