Students: How to access virtual lessons using Connect

We have also made a video tutorial to assist you

1. Log into Connect using your normal username and password that you would use to log onto a school computer.

2. From the class list, click the class you wish to attend

3. Click on **Content** on the left-hand side. You should then see a list of weeks. Click on the current week:

4. Inside you will find all the lessons for that week:

- Content should be broken down into lessons just as it would be at school.
- All relevant instructions, resources, videos, links etc. will be contained in each lesson.
- All you have to do is work through each lesson for that week. This can be done at your own pace during that week. **However, teachers will be timetabled to be live on Webex to give instructions, answer questions etc. Make sure you know when your live class is timetabled**.
- If you miss the live lesson, your teacher may post a link to the video recording of the lesson so you can go back and watch it later.

Students: How to access Webex live lessons

5. In the lessons, you will find instructions from the teacher about what will be covered in the lesson, links to any resources and downloads as well as the Webex live lesson link to open the video conferencing software
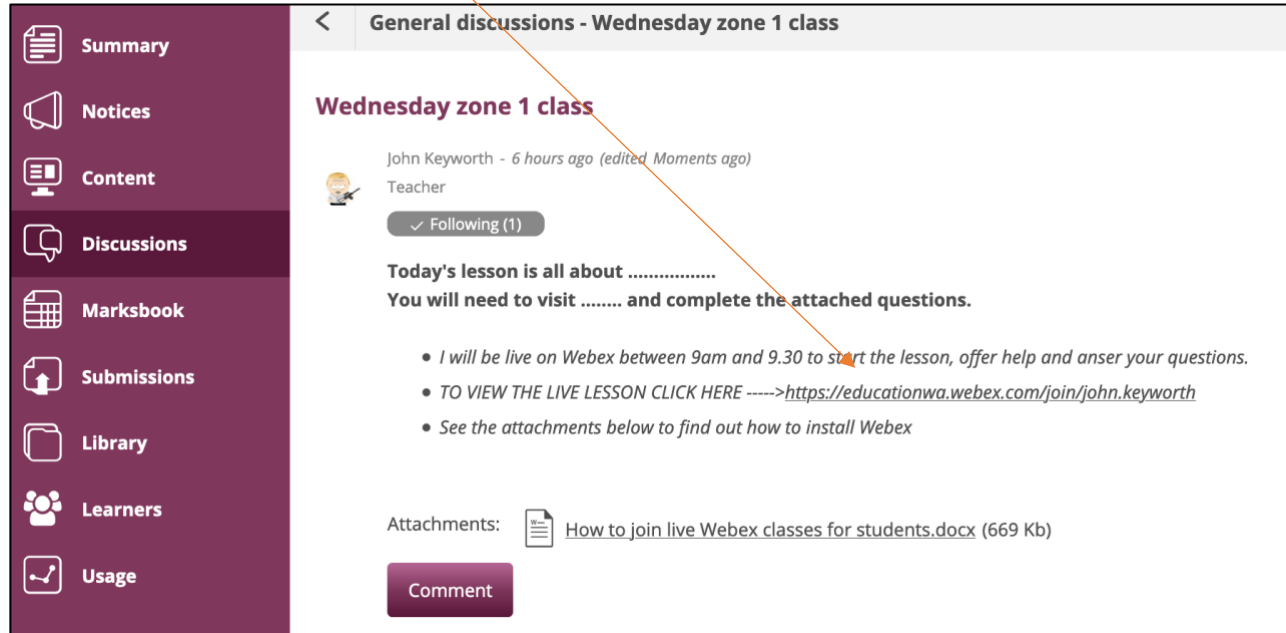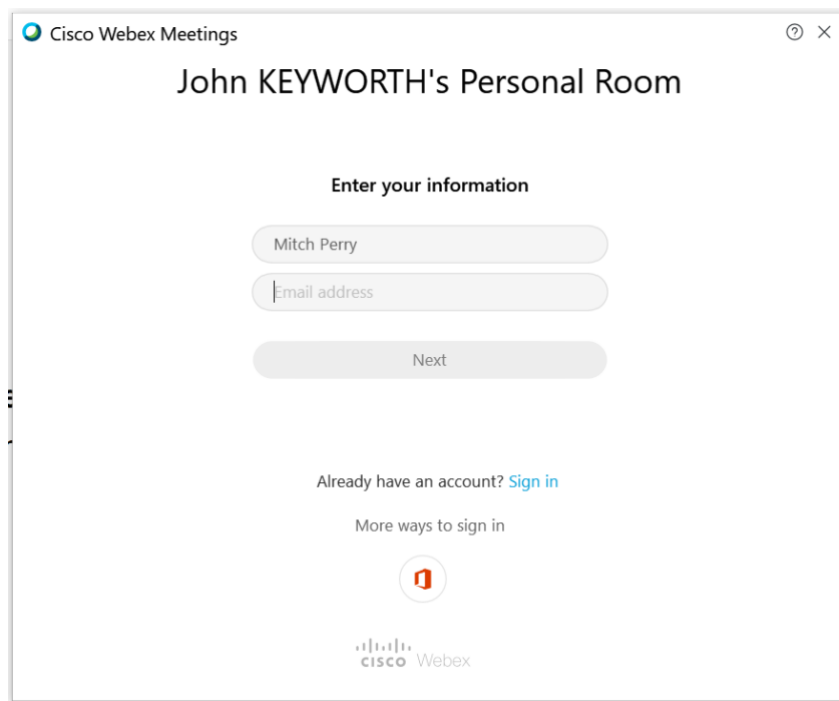
*(In addition to chatting live with your teacher within Webex, you can also post questions in the discussion comments section by pressing the **Comment** button. This can be done at any time, even after the lesson. Your teacher will reply as soon as possible.)*

6. When you click in the Webex live lesson link, the Webex app will begin to install. Click the bottom left hand of the screen to install the .exe file on Windows or run the .pkg file on a Mac.

This also depends on what browser you use – Chrome and Firefox have slightly different installation procedures.
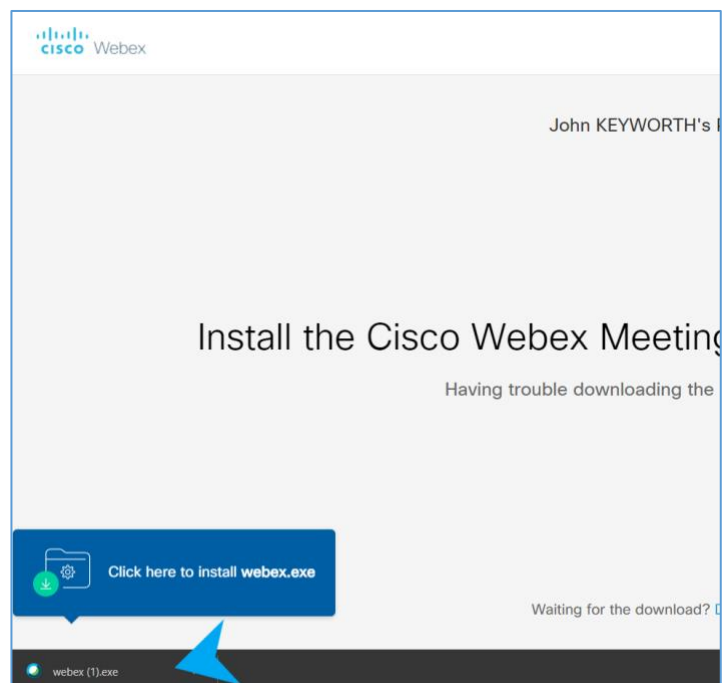
7. Once the Webex app is installed, enter your student email address and then click NEXT. (yourusername@student.education.wa.edu.au)
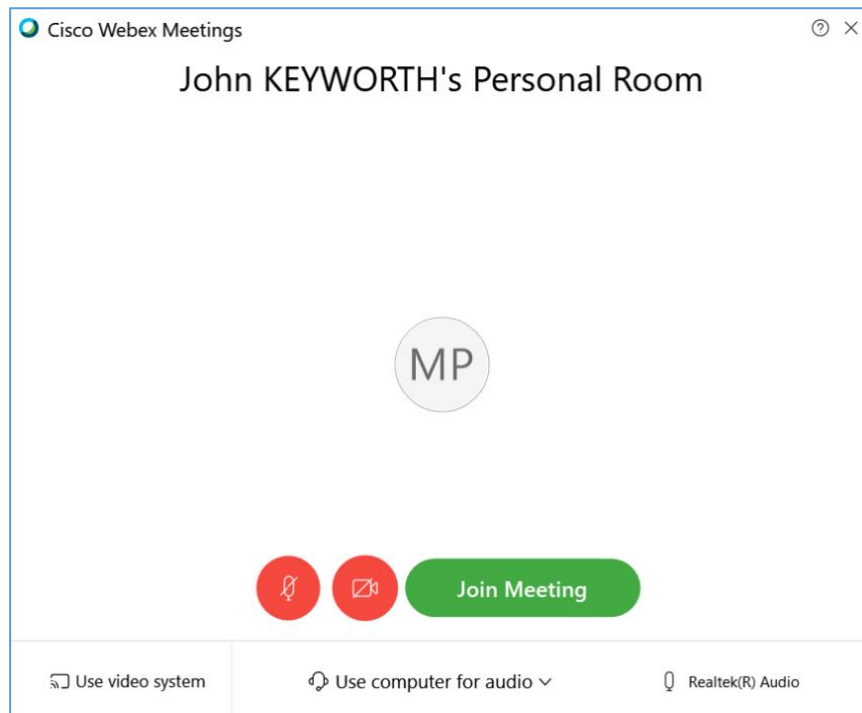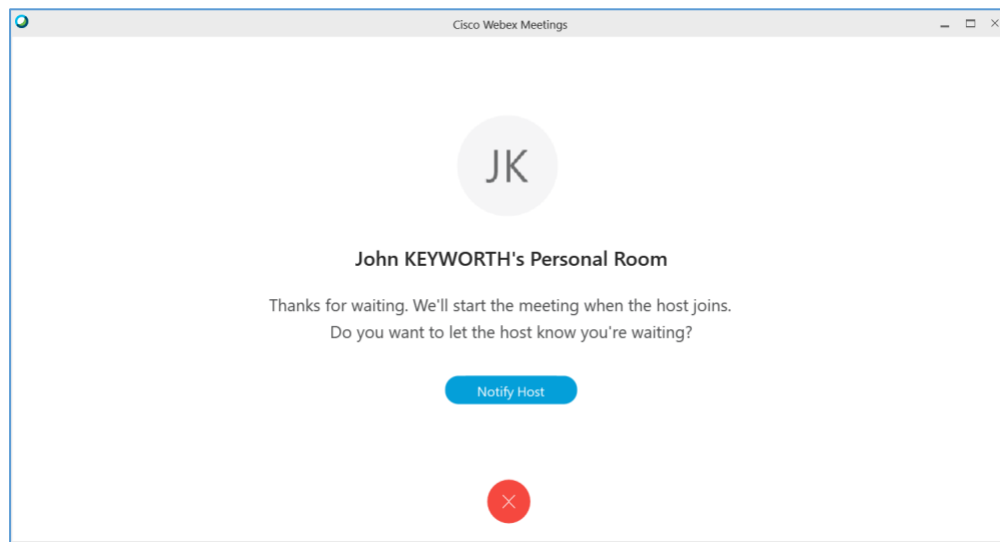

8. Click the **Join Meeting** button.

9. Once you have joined the meeting wait for your teacher to start the class.

10. Once in the class, please follow the instructions of the teacher. Your window will look something like this:
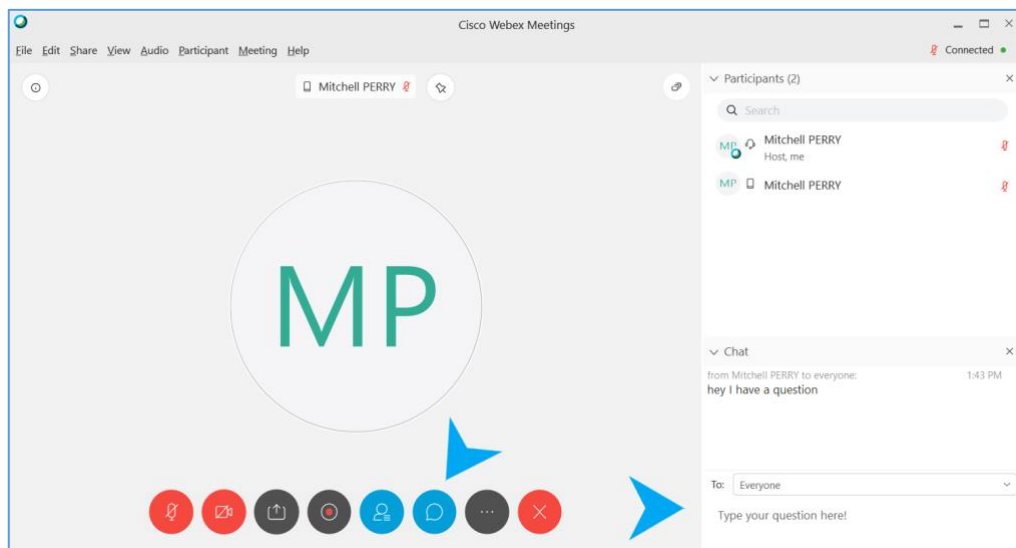
If enabled by the teacher, you can also turn on the Chat window to asks questions (shown here with the blue arrow). You can also mute your mic and turn off your video using the circular buttons at the bottom of your window.

Cisco Webex is also available on iOS and Android mobile phone and tablet devices. Check your relevant app store.

Please note, whilst you are on Webex you are essentially at school. Therefore:

- Appropriate clothing must to be worn. If you are unsure of what this means, then school-appropriate is a safe option.
- You need to ensure a parent or carer is aware that you are using Webex.
- You need to be in a quiet area of your home that is an appropriate working space. The dining room table, or an office desk is fine as long as it is quiet. Remember other people can see you, so your bedroom or bathroom are not appropriate work spaces.
- When you enter an online classroom, please ensure that your microphone is muted. Keep the microphone muted until you are prompted to speak by your teacher or you are invited to unmute. If you have a question, please enter it into the chat. You can enable chat by clicking on the small chat icon at the bottom of the screen.
- Use appropriate behaviour. If you disrupt a lesson, you may be muted – or worse, expelled from the online session.
- Any inappropriate language over chat, any inappropriate talking over microphone, or any inappropriate gestures over video will result in you being expelled from the online session.

Have fun!