

# Virtual Learning with

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## WebEx Teams



## Students using an iPad

# Digital Citizenship Reminders

## Student Expectations


- Students should be dressed in school-appropriate clothing.
- Students are to continue following the LISD Code of Conduct.
- Students should consider their environment and what can be seen during live virtual learning.
- Messages and live virtual learning may be recorded.
- Best practices for participating in live virtual learning:
  - Mute audio and video when entering live session.
  - Mute audio when not speaking (reduces background noise from your home).
  - If possible use a headset with a microphone to help reduce echo/feedback and improves focus.
  - Be a good Digital Citizen and use appropriate, respectful actions.
  - Listen to the educator or individual speaking.
- Students will adhere to the expectation that no communication occurs between the hours of 10:00 p.m. and 8:00 a.m.

## Virtual Learning tools can be monitored by LISD.

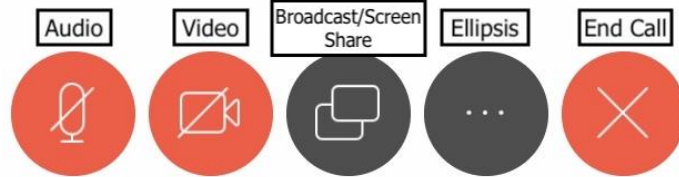
If expectations are not followed, disciplinary consequences could include:

- Suspension of live virtual learning privileges.
- Disciplinary action in accordance with the LISD Student Code of Conduct.

## Term Definitions

- **Ellipsis**- Used to communicate the vertical continuation of a list. 
- **Message**- Send a direct message to your teacher or to others' inside your classroom Space.
- **Meetings**- All live virtual learning meetings you have been invited to will be displayed here.

- **Live Video Controls-**





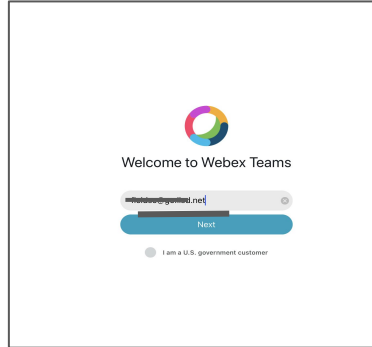
## Sign in to your WebEx Teams App

If you haven't downloaded the  
WebEx Teams app  
[please click here.](#)

# Log into WebEx Teams

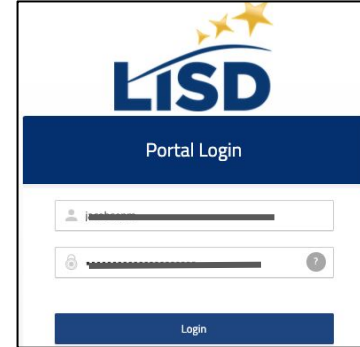


Open the WebEx  
Teams App



Enter your LISD email  
"xxxxx@go.lisd.net"  
then tap "Next"

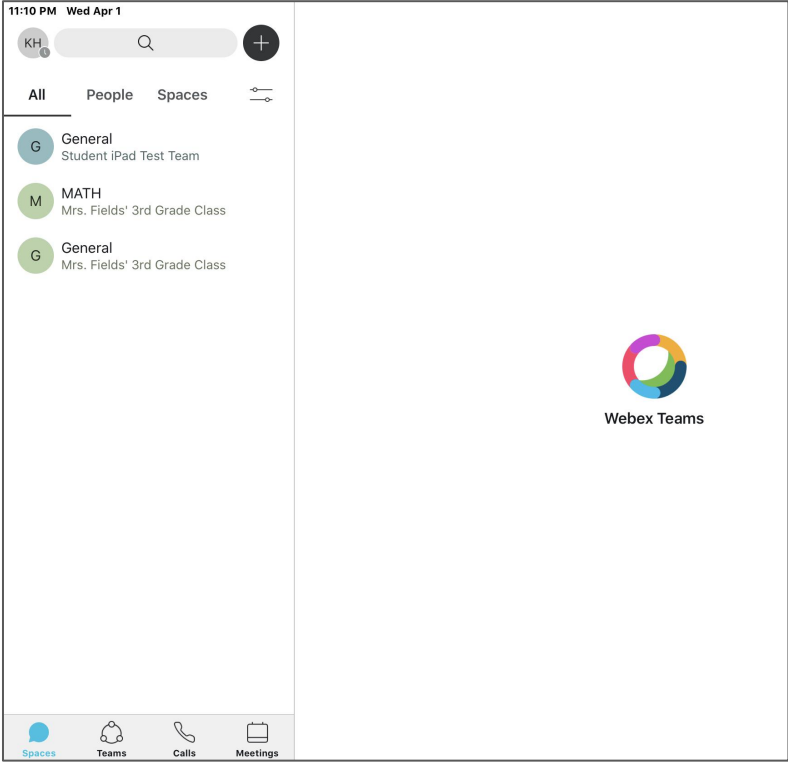
If you don't know your  
LISD email, please  
access from [Skyward](#).



Login to the LISD portal with  
your LISD username and  
Password.  
(same as Learning Hub)

# Welcome to WebEx Teams Home Screen on iPad

You are now in  
WebEx Teams.





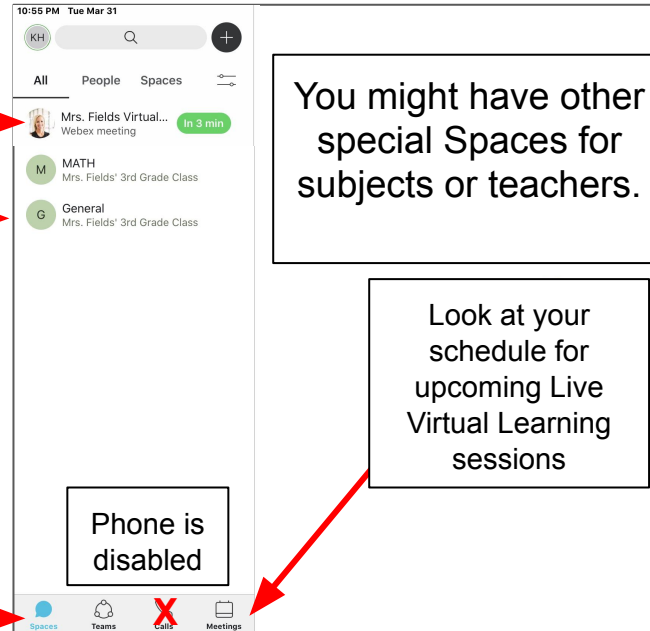
# Learn About WebEx Teams

# Your Classroom Spaces on iPad

This is where we will have our live virtual learning.

General is where you will find your all messages, photos, videos and lessons.

Spaces Tab



You might have other special Spaces for subjects or teachers.

Look at your schedule for upcoming Live Virtual Learning sessions



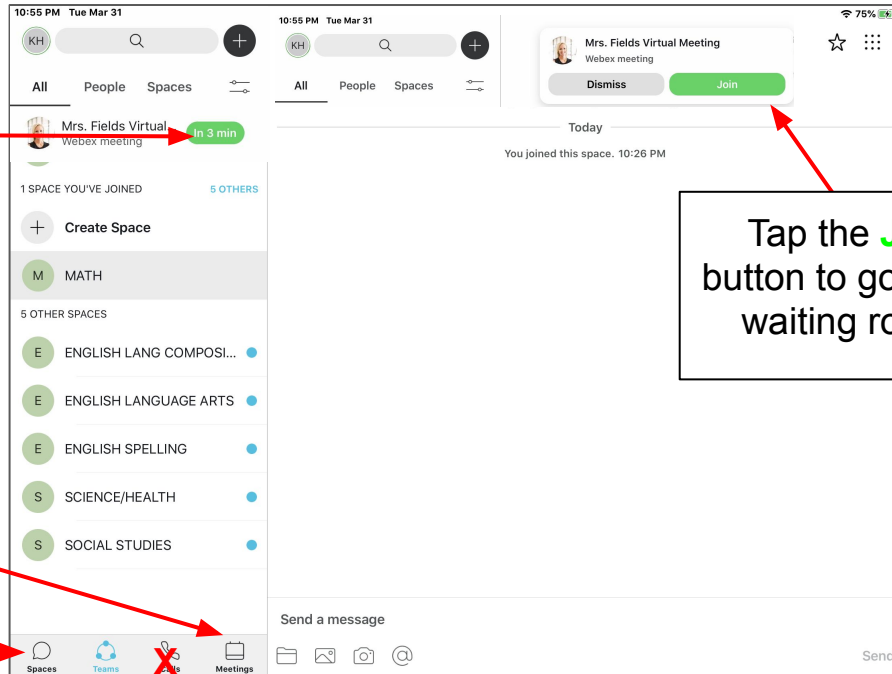


# Join Live Virtual Learning

# Join your Live Virtual Learning Classroom on iPad- Two Ways Option 1

The live virtual learning Space will appear 5 minutes before the scheduled time created by your teacher. You can also click on meetings to see what has already been scheduled.

Spaces Tab



Tap the **Join** button to go to the waiting room.

# Join your Live Virtual Learning Classroom on iPad- Two Ways Option 2

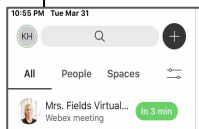
The screenshot displays the Microsoft Teams mobile app interface. At the top, the date is 'Tuesday, Apr 14, 2020'. Below this, there is a meeting card for 'Test 25- Mac and 3 iPads' scheduled for 7:40 PM - 8:40 PM. Another meeting card below it is 'Test Meeting- Recurrence' for 9:00 PM - 9:30 PM. At the bottom of the screen, there is a navigation bar with icons for Spaces, Teams, Calls, and Meetings. A red box labeled '1' highlights the Meetings icon. A large blue 'Join' button is located at the bottom right of the screen, with a red box labeled '3' highlighting it. A red box labeled '2' highlights the meeting card for 'Test 25- Mac and 3 iPads'. Red arrows point from the text box on the right to these three elements.

This is a second option on how students can join:  
1. Click on the Meetings icon (calendar) inside Teams  
2. Tap on the scheduled live virtual learning listed on the left.  
3. The student can also then tap the join button at the bottom.

# Waiting Room for Live Virtual Learning on iPad

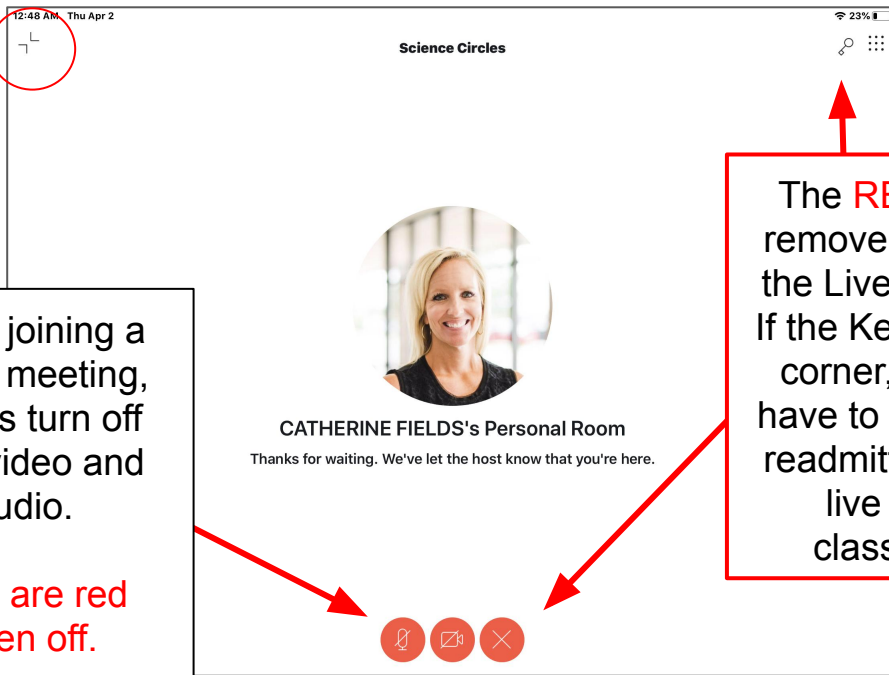
Tap to make screen small during live video broadcast.

To return to the live video classroom, tap the **green timer**.



When joining a virtual meeting, always turn off your video and audio.

They are red when off.



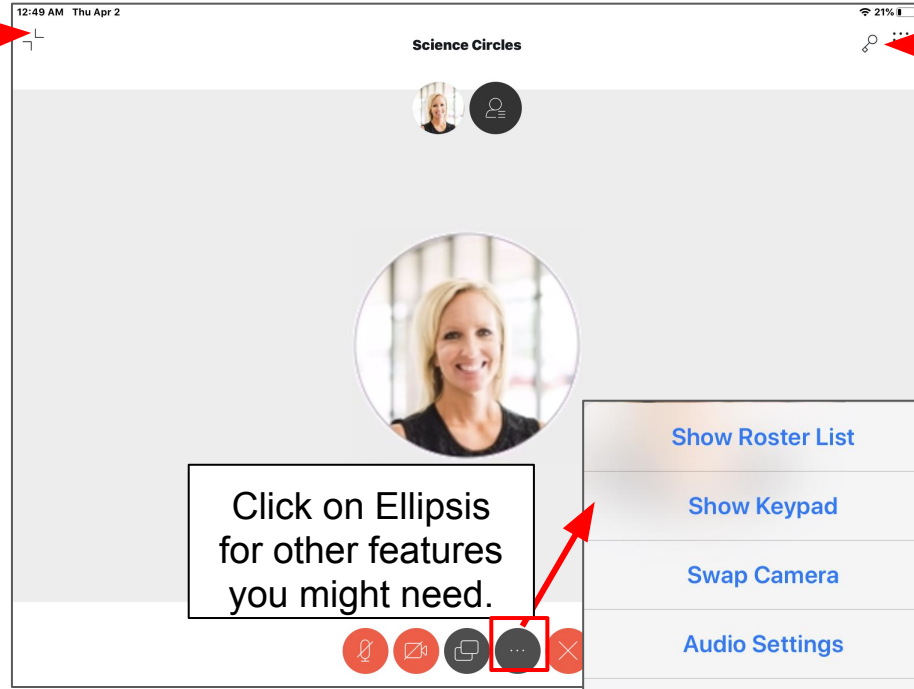
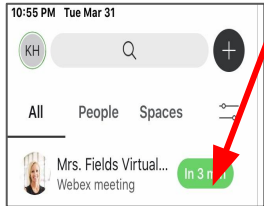
The **RED X** will remove you from the Live meeting. If the Key is in the corner, you will have to wait to be readmitted to the live video classroom.

# Live Video Broadcast Tools on iPad

To return to your messages space, click on the double arrows.

**\*\*Reminder**

To return to the live video classroom, tap the **green timer**.

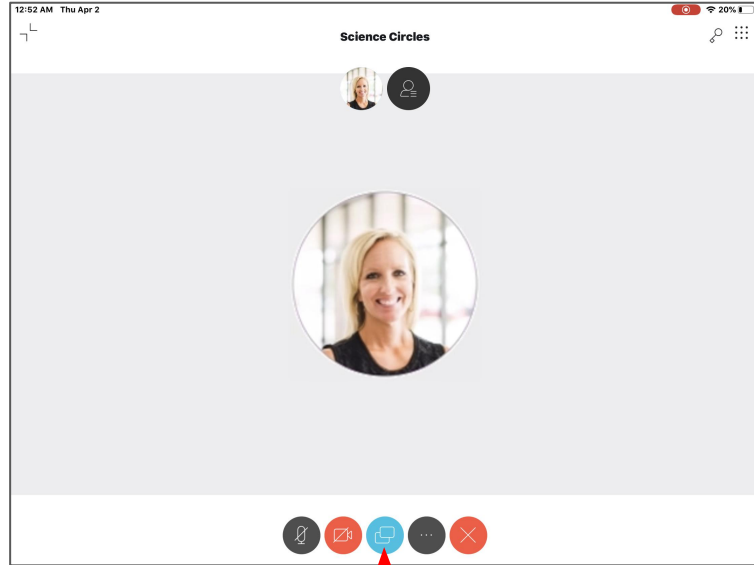


Click on Ellipsis for other features you might need.

- Show Roster List
- Show Keypad
- Swap Camera
- Audio Settings
- Switch to Audio Call

Key shows the Class is locked. If you tap on The **RED X** you will be removed from the room and will have to wait to be added back by the teacher.

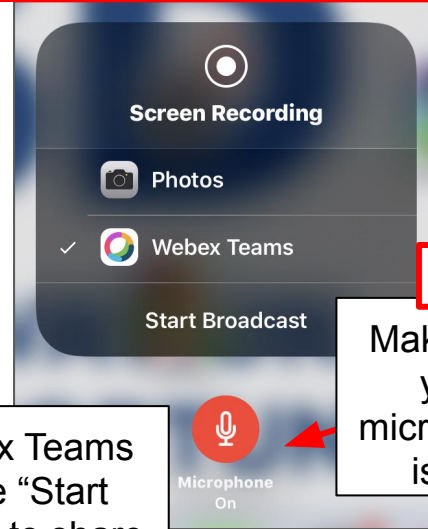
# Teacher Requests to Broadcast/Screen Share Your iPad to the Class



1

Broadcast/Screen Share

Everything on your screen, including notifications, will be recorded. Enable Do Not Disturb to prevent unexpected notifications.



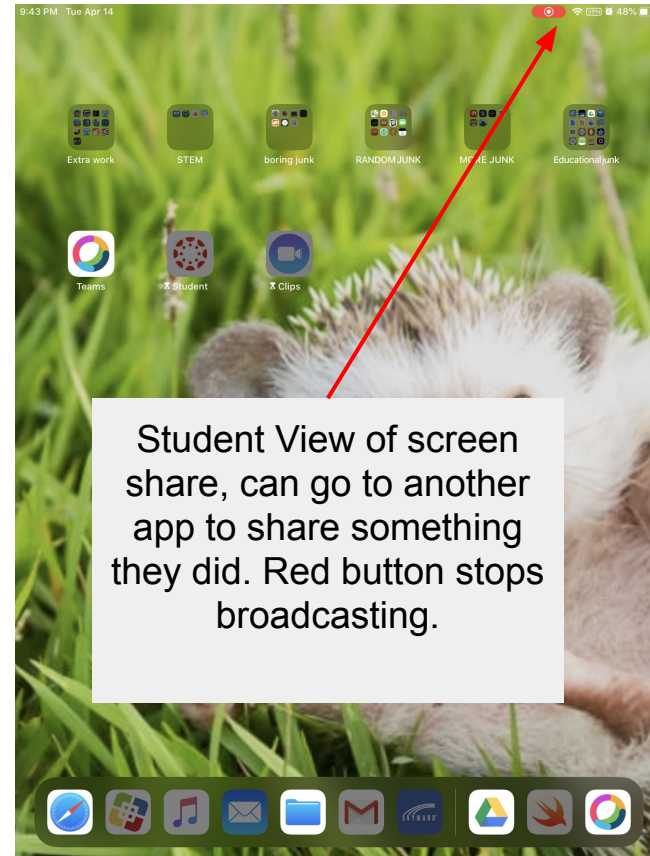
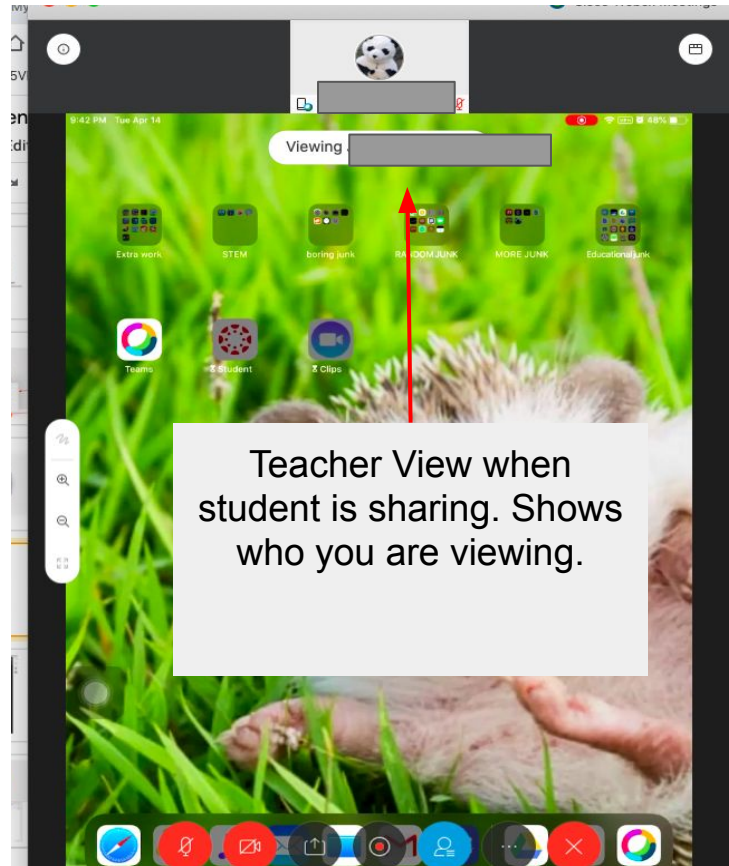
2

Tap Webex Teams then type "Start Broadcast" to share your screen

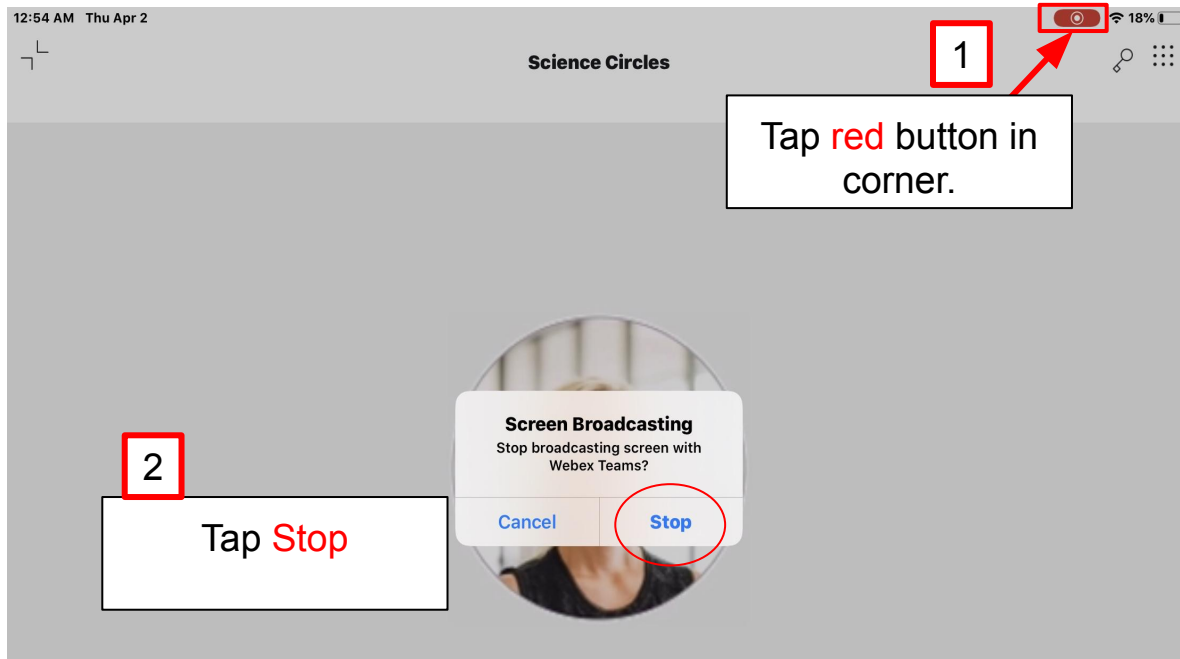
3

Make sure your microphone is on.

# Student Broadcasting/Screen Share View on iPad

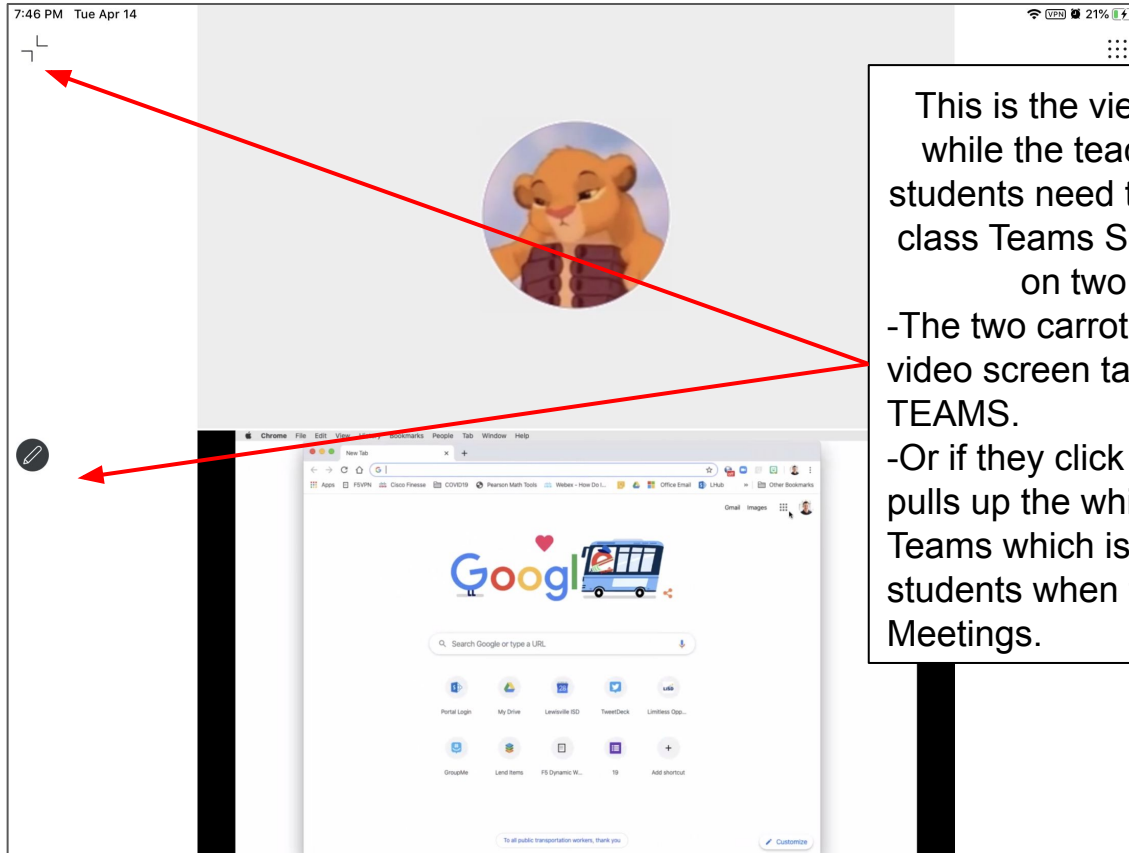


# Stop Broadcasting/Screen Share Your Screen on iPad





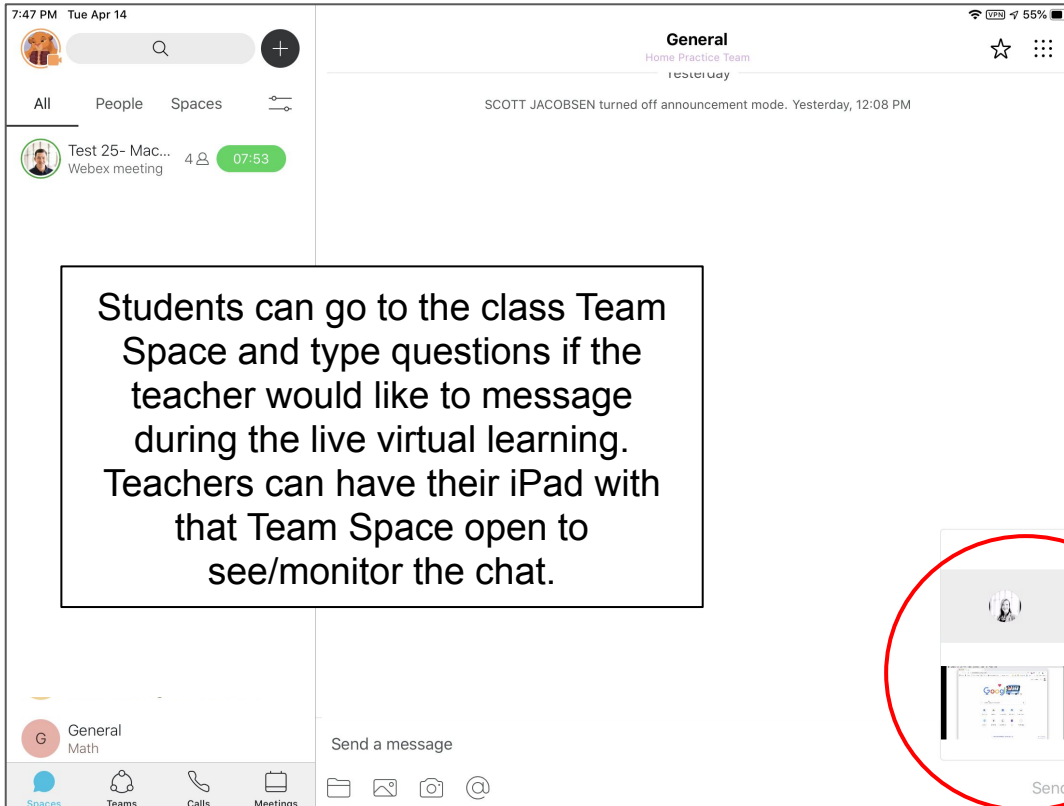
# Student View on iPad while Teacher is Screen Sharing



This is the view students have while the teacher is sharing. If students need to get back to their class Teams Space, they can tap on two locations.

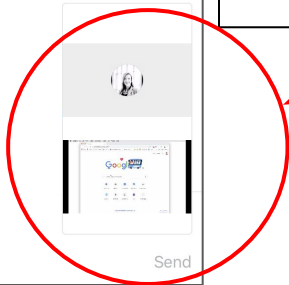
- The two carrots minimize the video screen, taking them back to TEAMS.
- Or if they click on the pencil, it pulls up the whiteboard inside Teams, which is disabled for students when the teacher is in Meetings.

# Student View of Teams while in Live Virtual Learning



Students can go to the class Team Space and type questions if the teacher would like to message during the live virtual learning. Teachers can have their iPad with that Team Space open to see/monitor the chat.

The minimized video window still allows students to see and hear the live virtual learning going on. If Students tap on it to bring it back to full screen

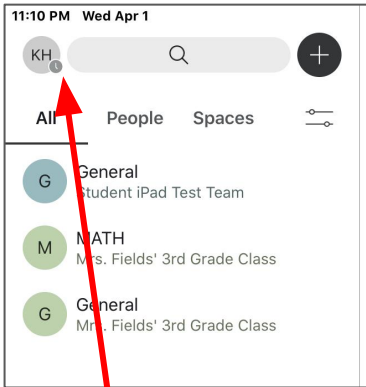


# Sharing an iPad with Multiple Students in a Family

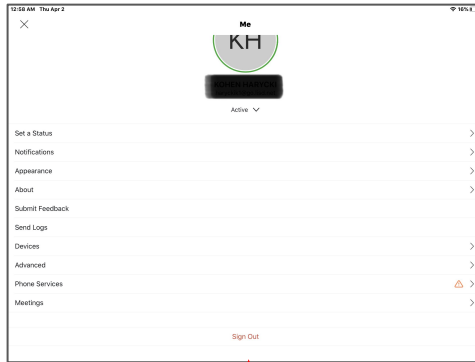
**This is a very important step if sharing a device with siblings.**



# How to Sign out of WebEx Teams on iPad

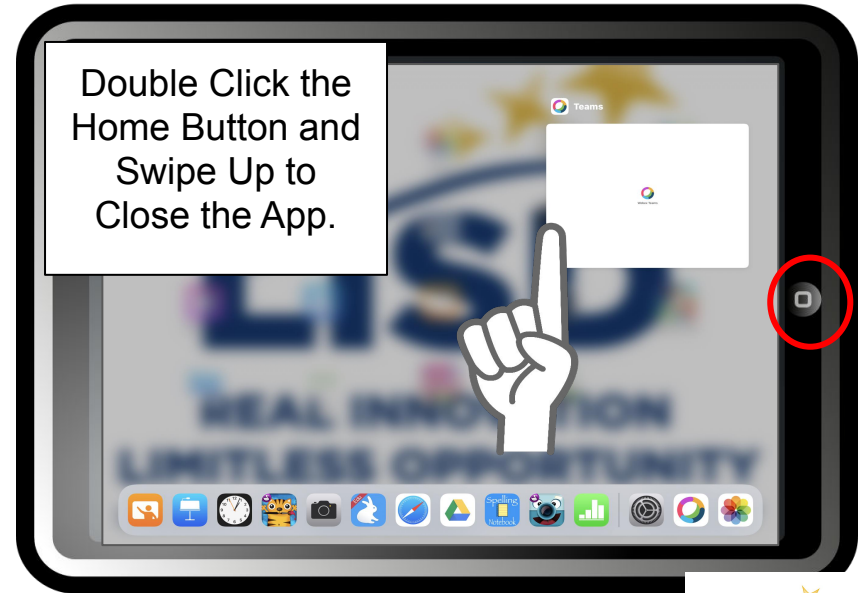


Tap your profile.



Scroll up until you see Sign Out.

Tap Sign Out.

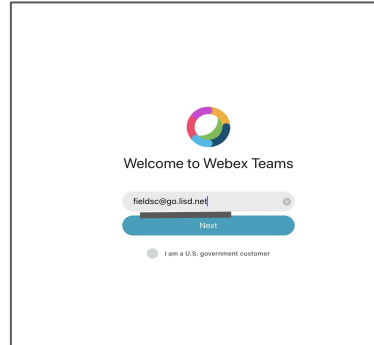


# Sharing an iPad with Multiple Students in a Family

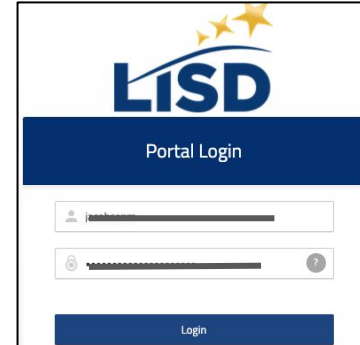
The new student user can log in and see their WebEx Teams



Open the WebEx  
Teams App



Enter your email  
@go.lisd.net  
Tap Start



Login to the LISD portal  
with your LISD username  
and Password.