SIDE Supervisor Guide to facilitating big screen Webex lessons
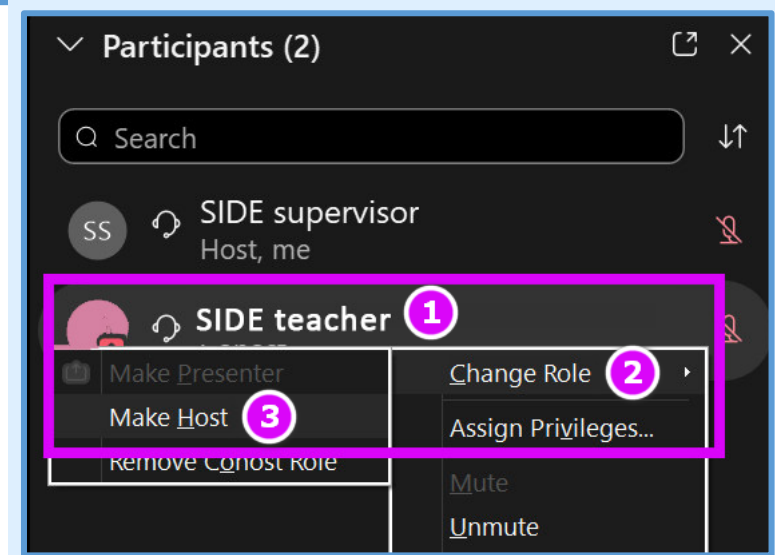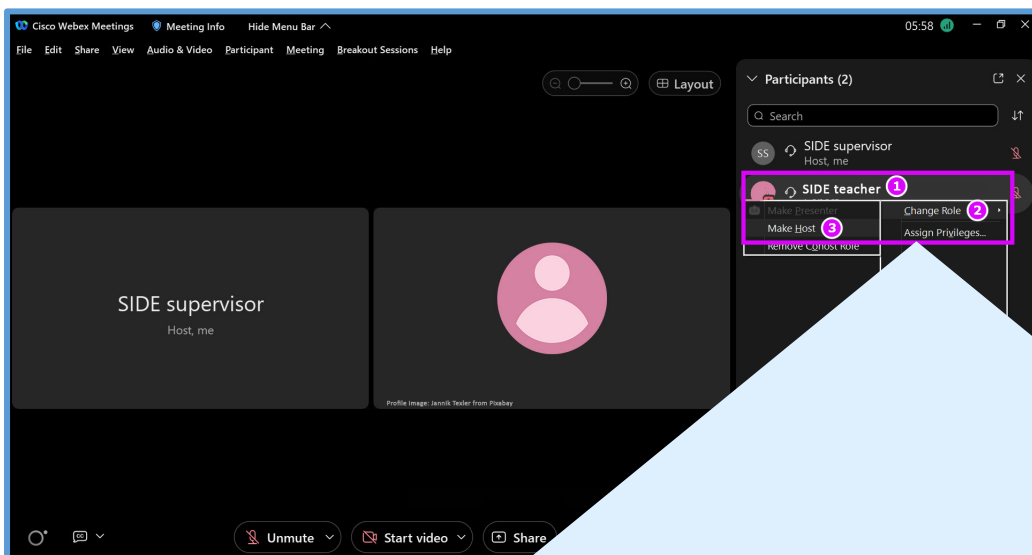
Big Screen classes involve whole classes viewing a Webex lesson via one screen, such as a TV or interactive whiteboard. In this scenario, the SIDE supervisor, or a student, signs in to the lesson on behalf of the class. This helpsheet outlines some ideas to managing the Webex interface to optimise student viewing.

Changing roles

DoE supervisors may find themselves being assigned the **Host** (teacher) role if they happen to sign in to a Webex lesson <u>before</u> the SIDE teacher. Once the SIDE teacher joins the lesson, the Host role may automatically be switched, the teacher can reclaim the Host role, or they may ask you to pass the role back to them.

To pass the Host role back to the SIDE teacher:

1. Right click on the SIDE teacher's name.
2. Hover over **Change role** in the drop-down menu that appears.
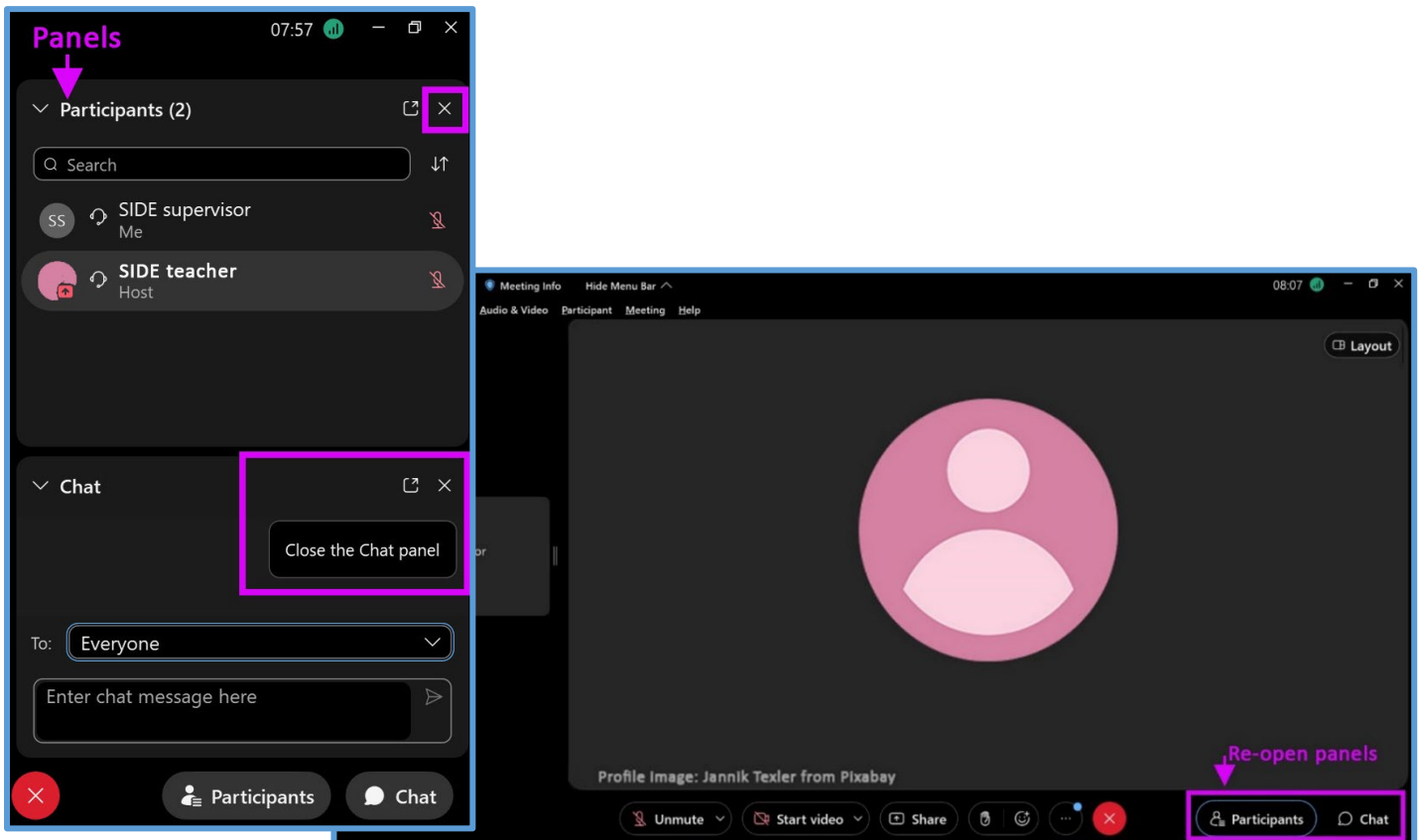3. Click **Make Host**.

Managing the Webex layout

There are several ways to optimise the view for students sharing one big screen during Webex lessons. This includes removing unused items from view and maximising shared content or videos.
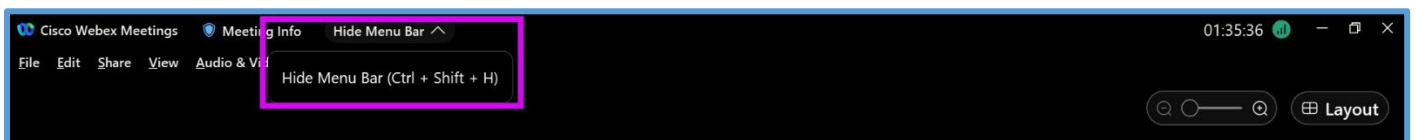
Closing unused panels

For shared screens, the chat and participants panels may not be needed. To maximise the Webex display, close and open these panels as needed, using the cross within each panel and the buttons on the task bar at the bottom of the interface.

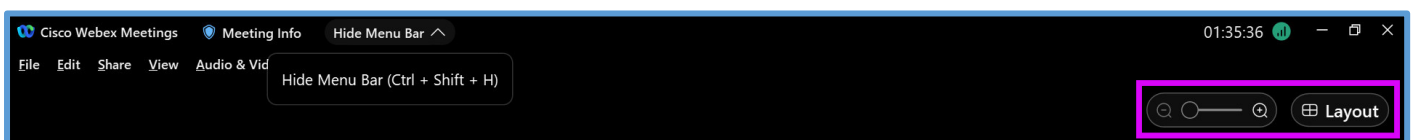Profile Image: Jannik Texler from Pixabay

Changing the layout

Users can manage the layout of the Webex interface individually. SIDE teachers may do this on a supervisor's behalf during Big Screen classes, but it is easier and more effective if supervisors manage the interface according to what students see and their needs. How you change the layout will depend on whether content is being shared or not.

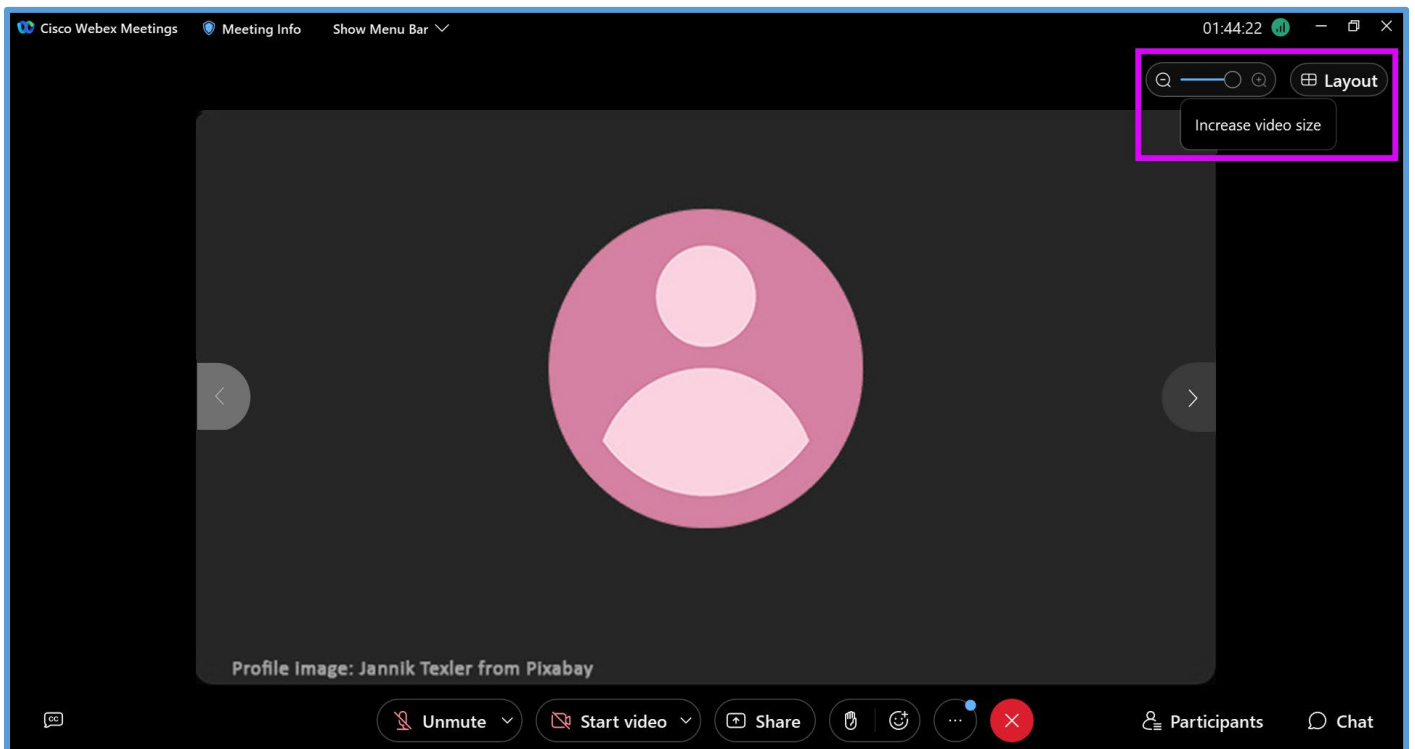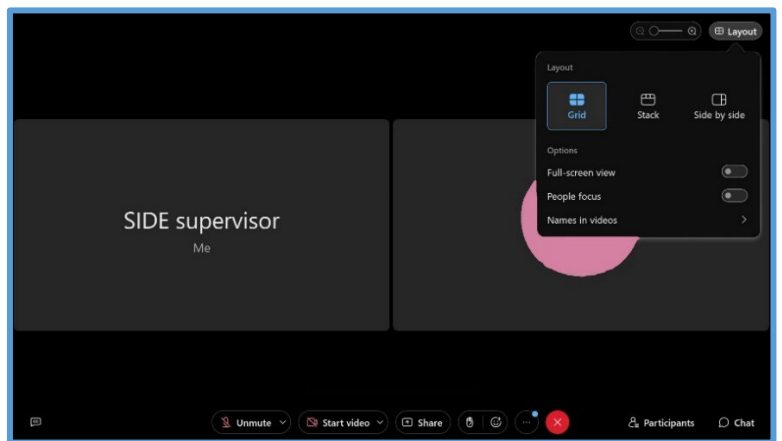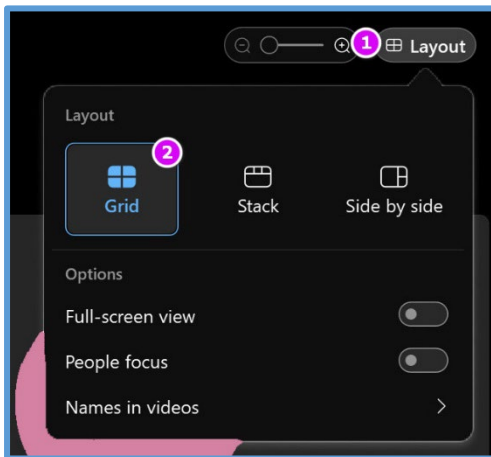The first step to maximising your view of the Webex interface, is by hiding your menu bar at the very top:

Next, use the **layout** menu to change the size of the webcams. You may need to move your mouse over the Webex interface to make it visible:
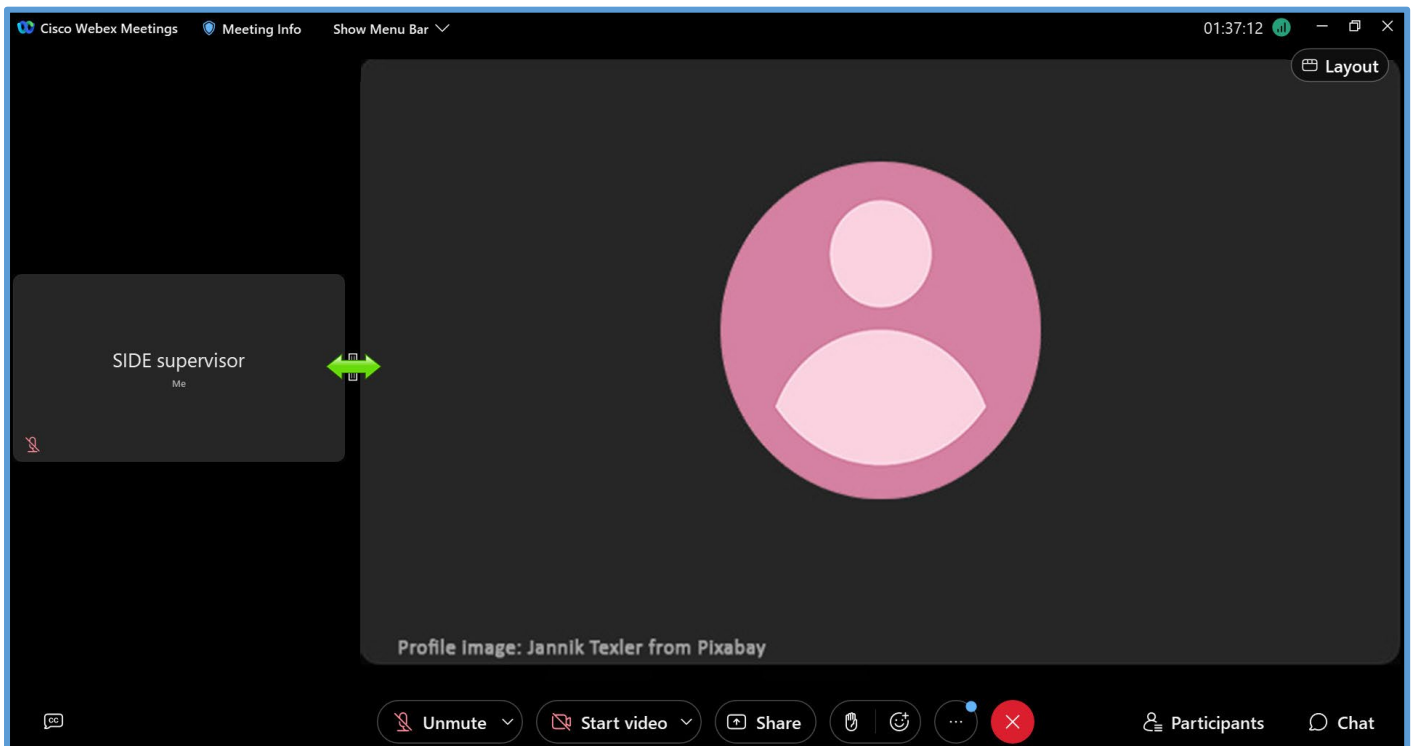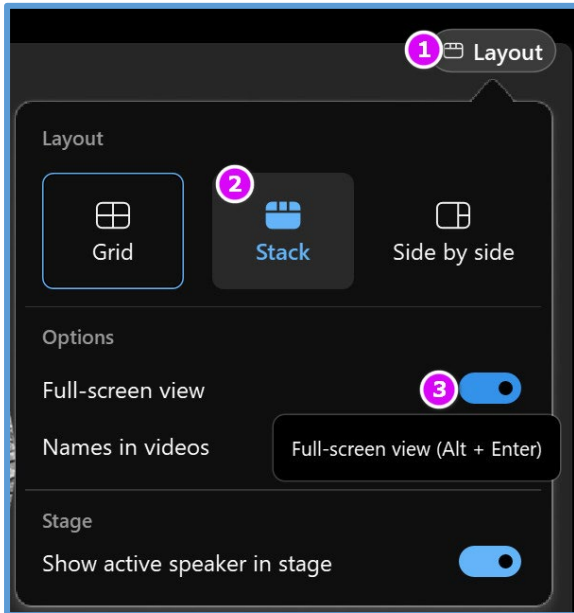
🧑‍🤝‍🧑 Changing the layout – webcams only

If the SIDE teacher has not shared any content and only the cameras are being used, you can change the layout via:

1. **Grid view:** Click the **layout** button and select **Grid**. If there are only 2 cameras in the session, they will be displayed side-by-side. If you do not need to see your own camera (ie the students), you can then zoom in on the SIDE teacher's camera, using the zoom function. Your camera will disappear from view.
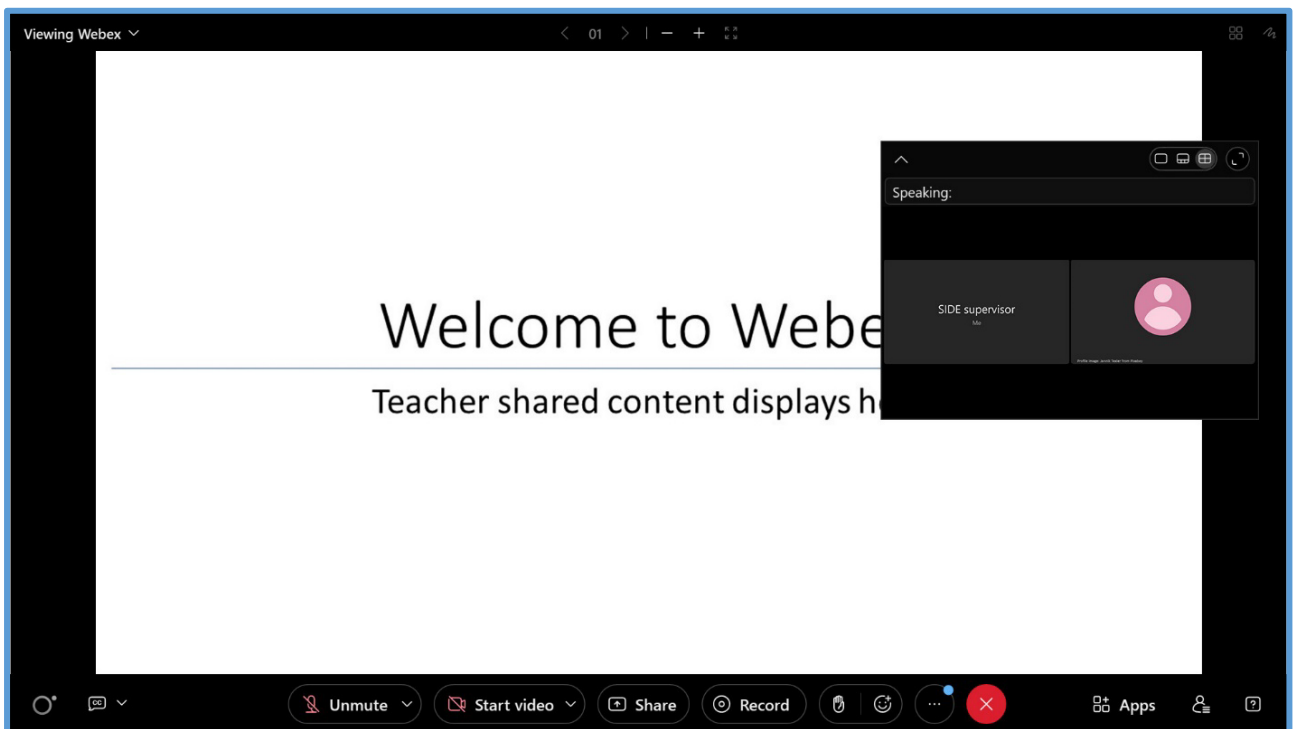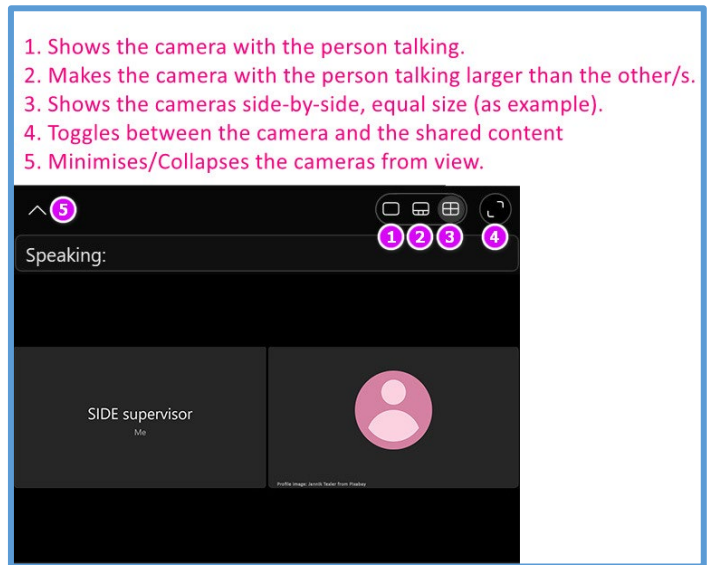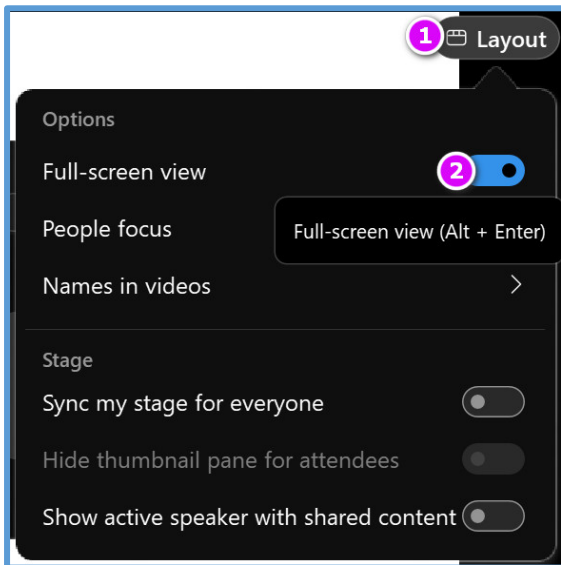
2. **Stack view:** Click on the **layout** button and select **Stack**. If there are only 2 cameras in the session, they will be displayed side-by-side, just like in the Grid view. You can then hover over the centre of the cameras and slide the cameras to the left or to the right, enlarging the one you wish to focus on. Toggle the **Full-screen view** on to simplify your interface even more.

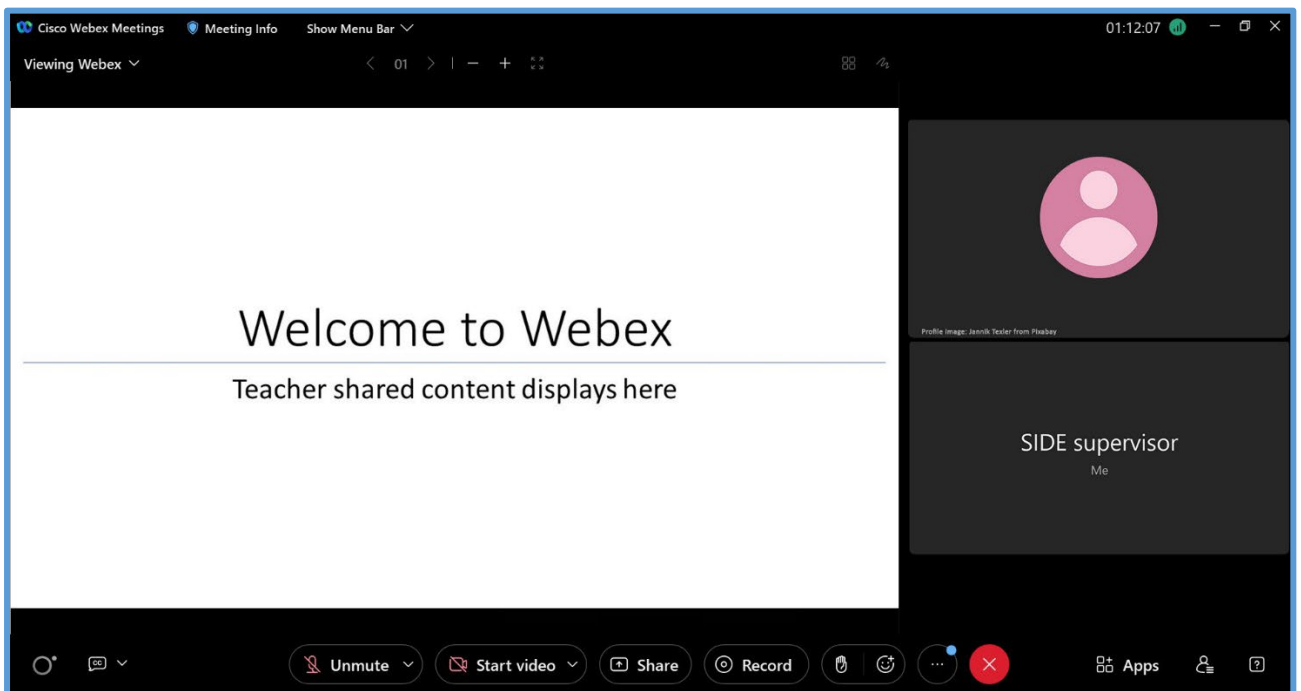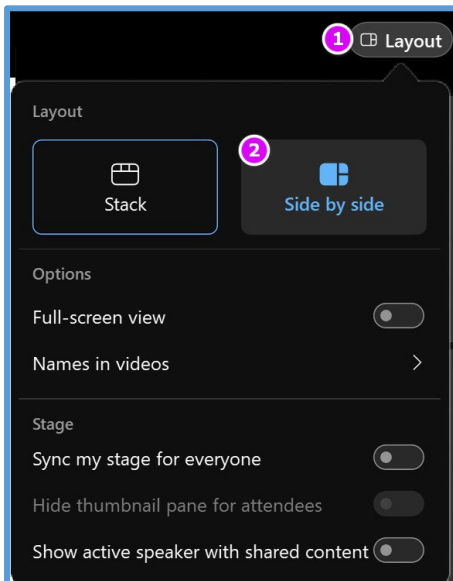Profile Image: Jannik Texler from Pixabay

Changing the layout – with shared content

If the SIDE teacher has shared content, it will display in the centre of the Webex interface. You can change the layout of the shared content and cameras in several ways, depending on need.
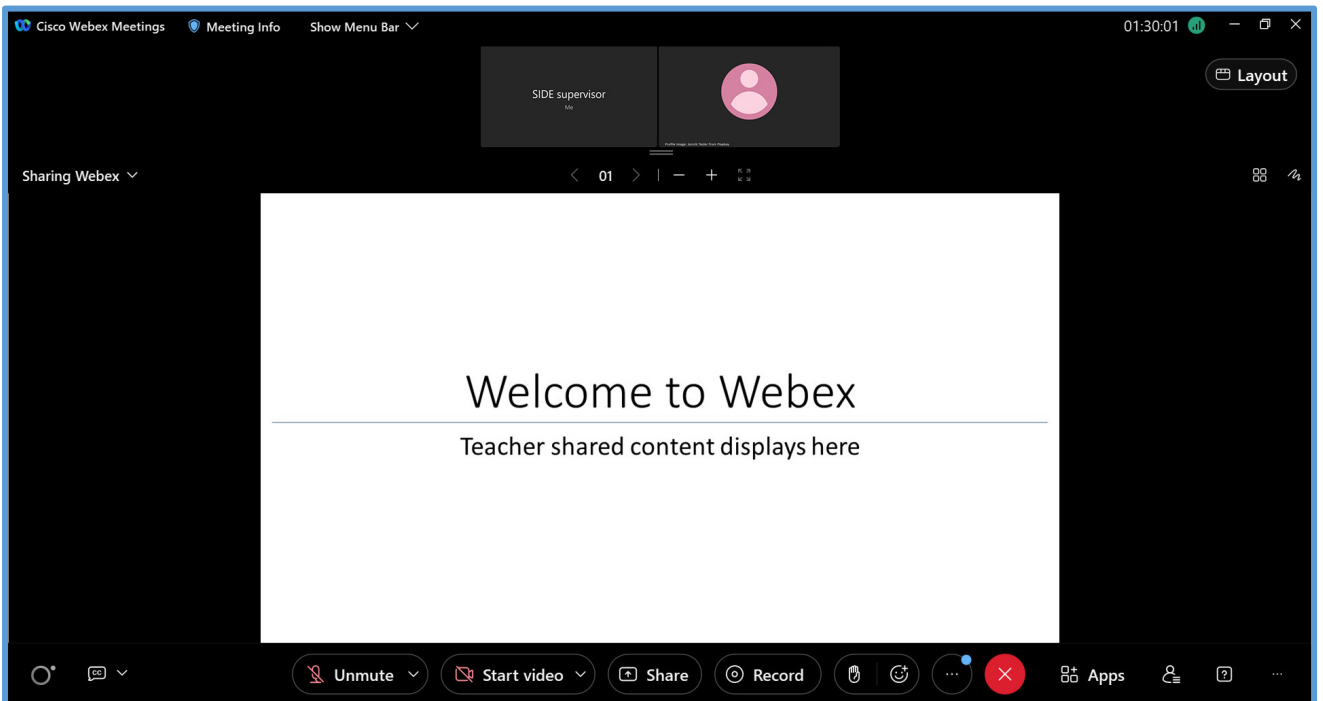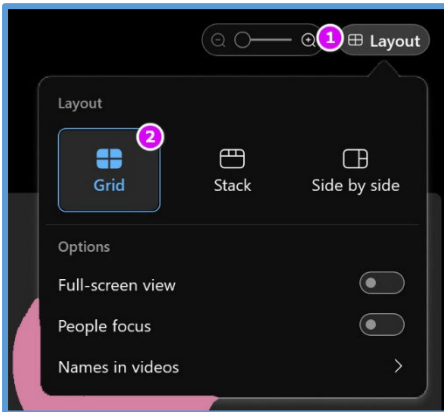
1. **Full screen**: If only the content is needed (may be text or a video), you can simply toggle your view to Full screen. Click on the **Layout** button and toggle **Full screen** on. The shared content will be displayed large, and your cameras will be moved to a pop-out window. Use the escape (Esc) key to exit full screen at any time.

1. Shows the camera with the person talking.
2. Makes the camera with the person talking larger than the other/s.
3. Shows the cameras side-by-side, equal size (as example).
4. Toggles between the camera and the shared content
5. Minimises/Collapses the cameras from view.

2. **Side-by-side** view: Click on the **Layout** button and change the layout to **side-by-side**. You will then see the shared content (text/image or video) with web cameras being displayed to the side.
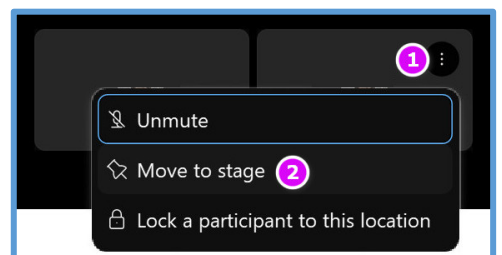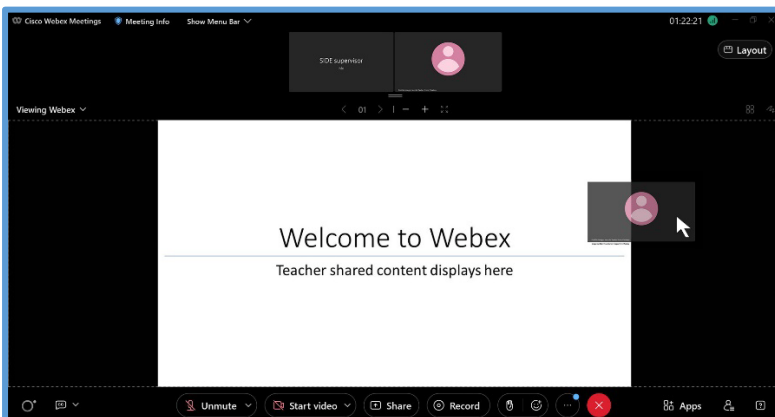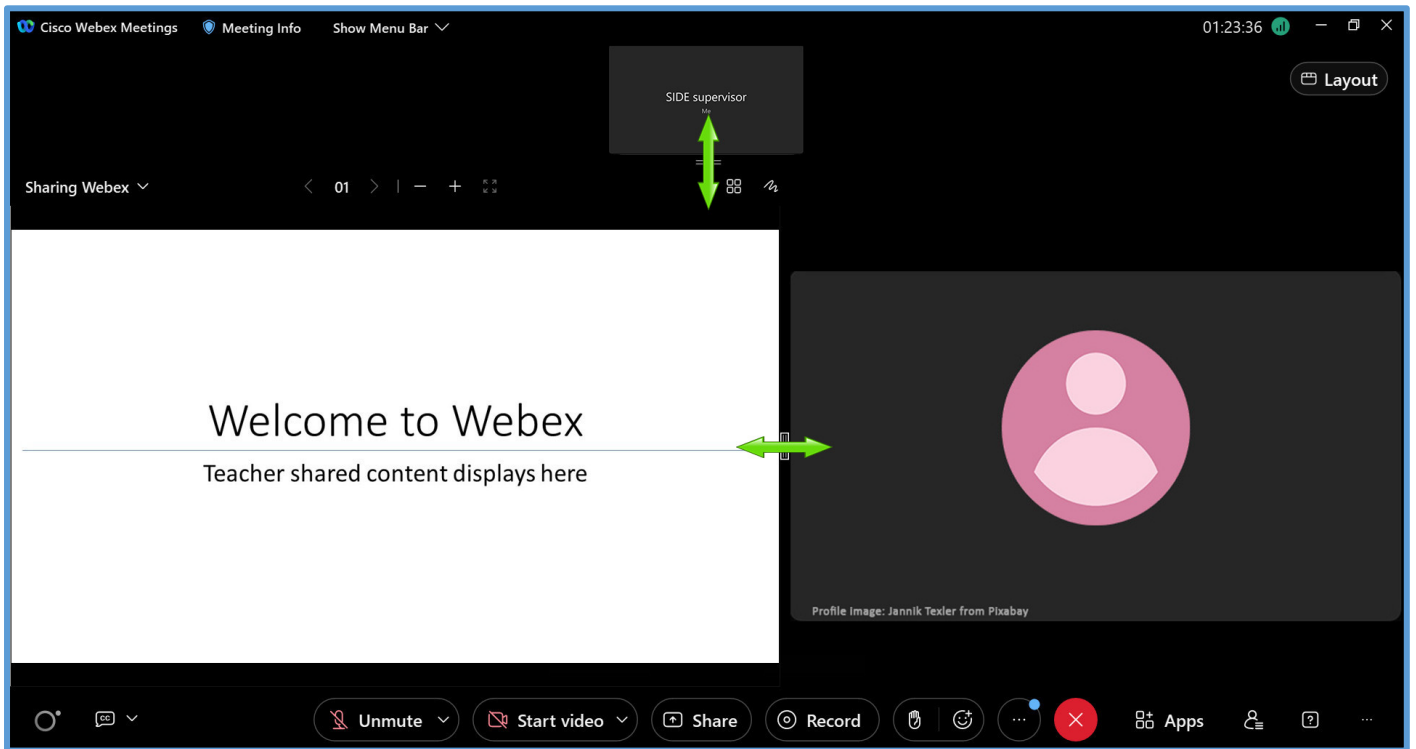
3. **Stack view**: Click on the **Layout** button and change the layout to **Grid**. You will then see the shared content (text/image or video) with web cameras being displayed at the top.

If you wish to see one camera larger, you can:

a. **drag and drop** the camera next to the shared content

b. hover over a camera, click on the three dots that appear and select **move to stage**.

For maximum viewing, you can move both cameras to the stage, using the above steps before switching the **Layout** to **Full screen**.