

Working in Webex



Be dressed appropriately for school.



Mute your microphone unless you are speaking.



Be on time.



Participate – use your microphone, emojis, chat, and annotation tools.



Sign in to Webex using your Department of Education username and password. This is compulsory. Never share your sign in details.



Use chat and annotation tools sensibly.



Turn your webcam on.



Take notes and remember to write down what your next steps are.

Working in Moodle



Never share your log in details.



Complete the activities and tasks set by your teacher.



Choose a school-appropriate profile picture – a head and shoulders image or avatar is fine.



When working in shared-activities (forums, wikis, blogs etc), be polite – think about what you write or record.



Do not share personal contact details/social media tags.



Seek help if you get stuck with your work, or if something doesn't seem to be working properly.



Remember that Moodle activity is monitored.