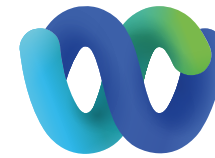


WORKING IN WEBEX



Be dressed appropriately
for school.



Be on time.



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



Turn your webcam on.



Mute your microphone unless
you are speaking.



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



Use chat and annotation
tools sensibly.



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

We acknowledge <https://icons8.com> for serving as a source of inspiration for the images used in this project.

WORKING IN MOODLE



1

Never share your log in details.



2

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



3

Do not share personal contact details/ social media tags.



4

Remember that Moodle activity is monitored.



5

Complete the activities and tasks set by your teacher.



6

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



7

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

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