

DJUSD Student and Family Guide to Webex

To reconnect with your teachers and peers we are using a tool called “Webex.” Webex will allow you to see, hear, and learn with your classes again through video conferencing. DJUSD students do not need Webex accounts. Rather, to join a session, students will enter by typing first and last name and school email. If you are asked to enter an account password to access your meeting, you have encountered an error.

Getting Setup With Webex

1. PC (Windows)

- a. Download and install the [Webex application for Windows](#).
- b. Install the “webexapp.msi” file that was downloaded by selecting the install file.
- c. When you have finished installing the application you can join a webEx session. See “Joining a session” below for more information.

2. Chromebooks

- a. If you are using a DJUSD Chromebook, the setup process has been completed for you.
- b. If you have a personal Chromebook add the [Webex Chrome Extension](#) to Chrome.
- c. Make sure your [Chromebook is updated to the latest version](#).
- d. You can now join your meeting, see “Joining a session” below.

3. Mac

- a. Download and install the [Webex application for Mac](#).
- b. Double click the “Webexapp.dmg” file to begin installation
- c. Continue until installation is complete
- d. When prompted to sign in, select “Use as guest”
- e. Click “Ok” when prompted to give access to the microphone.

4. Mobile

- a. Apple (iOS)
 - i. Visit the App Store on your iPhone or iPad and search for “Cisco Webex Meetings”.
 - ii. Select “Install”
 - iii. Agree to the Terms of Use and allow the app to access your microphone and camera.
 - iv. Enter your name and school email
 - v. Select “Join”
- b. Google (Android)
 - i. Head to the Play Store on your android phone and search “Cisco Webex Meetings”.
 - ii. Select “Install”
 - iii. When you select “Join meeting” through your phone you want to open that link with “Cisco Webex Meetings” and not Chrome or any other app.
 - iv. Agree to the Terms of Use and allow the app to access your microphone and camera. .
 - v. Enter your name and DJUSD email and then join the meeting.

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Joining a Session

There are three ways a teacher can send you an invite.

1. Through your [DJUSD Gmail](#) you will find an email from your teacher or from “Cisco Webex.”
2. Through [Google Classroom](#)
3. Scheduled on your [DJUSD Google Calendar](#)

Joining a Session: Chromebooks

1. Select your “Join Meeting” link
2. The meeting page will appear. You are in your Webex meeting's Lobby. If the "Join Meeting" button is greyed out make sure to select "Call me" at the bottom (under the Join Meeting button), then select "Using computer for audio".
[Note: For troubleshooting you can select "Call me at", "Call in", or "Don't connect to audio".]
3. If the “Join Meeting” button remains grey, it may mean the meeting has not started yet. Refresh your browser closer to your meeting time, and the "Join Meeting" button should turn green.

Joining a Session: Windows and Mac

1. Select your “Join Meeting” link
[Note: If you are asked to use the web or desktop version, select “use desktop”.]
2. The Meeting page will appear. You are in your Webex meeting's Lobby. You can select which audio source you would like to use or continue to the meeting by selecting “Join Meeting”.

Joining a Session: Mobile (iOS and Android)

1. Select your “Join Meeting” link
2. Enter your Name and school email and then join the meeting.
3. If asked how to connect audio, select “Use Internet for audio” or “Call Me”.

Accessibility Features in Webex

- [Keyboard Shortcuts](#)
- Screen reader support: [JAWS](#)
- Visual support
 - High contrast scheme ([Windows](#)).
 - Text size and Zoom functionality ([Windows](#) and [Mac](#)).
- Language support
 - The language of the Cisco Webex Meetings desktop application depends on the Language setting of your computer during the installation. To view the language selected on your computer:
 - For Windows: Go to Control Panel > Clock and Region > Region and then under Format, ensure the selected language is the language in which you would like to install the Desktop App.
 - For Mac: Go to System Preferences > Language & Region, then ensure the selected Preferred language is the language in which you would like to install the Desktop App.



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Frequently Asked Questions

Does my child need extra equipment to use this?

If joining class or messaging from home, students can use any computer or mobile device.

Can we use Webex at home?

Yes! You can join parent-teacher conferences remotely. Students can attend class from home when needed and pre-discussed with your teacher.

Can a teacher see all the conversations?

Yes, all conversations will be accessible by the teacher and administration if needed.

Are all sessions supervised by the teacher?

Yes, all sessions will be monitored by a teacher and/or paraeducator.

Can my child opt-out of a video meeting?

If you have concerns with your child using this technology, please notify your [school's Principal](#).

Is Webex secure?

Yes, the Webex platform offers end to end encryption and meets top security standards.

Who will see my child?

Your teacher and guests are invited directly by your teacher to provide educational support.

Will sessions be recorded?

Yes, sessions may be recorded for students who missed class.

What if I did not want my child's video or image displayed entirely?

You must ensure that your child's web camera is disabled.

If recorded, who will have access?

Only teachers and families directly involved in your child's education will have access to the recording.

What costs are involved for the parents?

There is no cost to your family.