

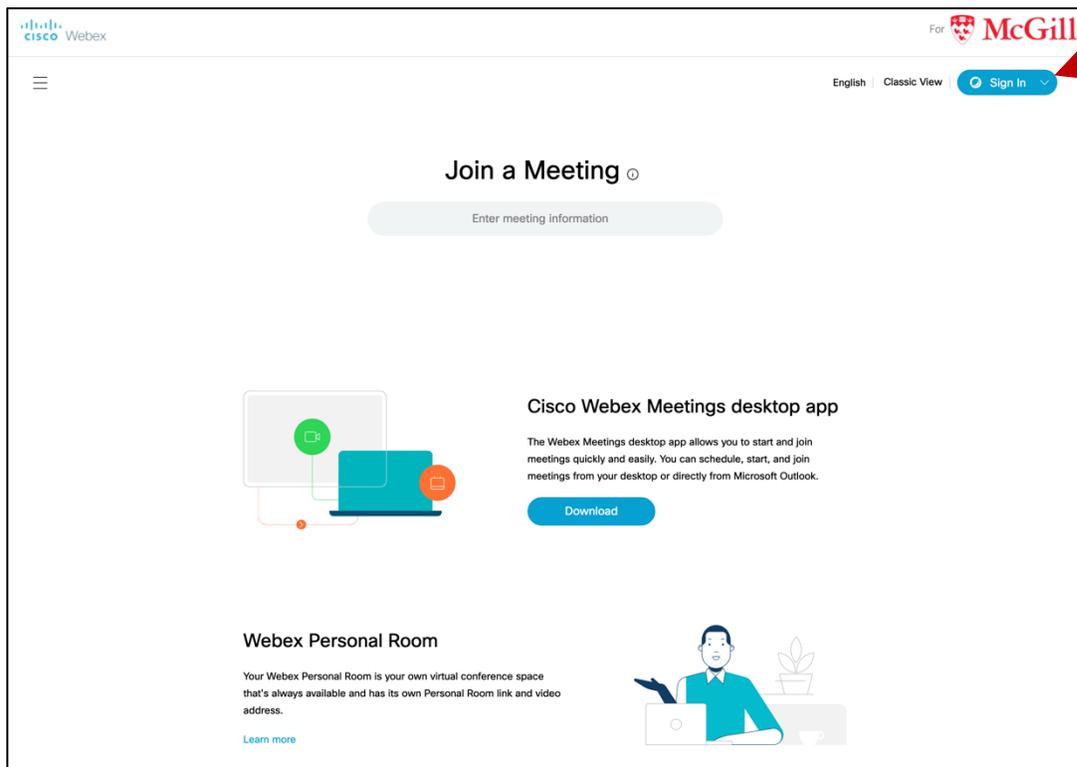


Instructions for Synchronous Observation and Assessment of Teaching Episode using WebEx

We recommend using Webex provided the bandwidth of your internet access in schools will reliably support video streaming. If it does not, we recommend that you record the teaching episode and upload it using a private YouTube setting. Webex does not limit the time of the teaching episode like other platforms such as Zoom but offers similar functionality.

From the web

1. Go to <https://mcgill.webex.com>. Click the Sign in button. Enter your McGill credentials on the sign in page. Once logged in to <https://mcgill.webex.com>, you will be provided with the option to download the [Cisco Webex Meetings desktop app](#), which will allow you to start and join meetings without going to the Webex site.





2. Once you have confirmed the time and date for the observation. You can schedule your teaching episode as a 'meeting' in WebEx.

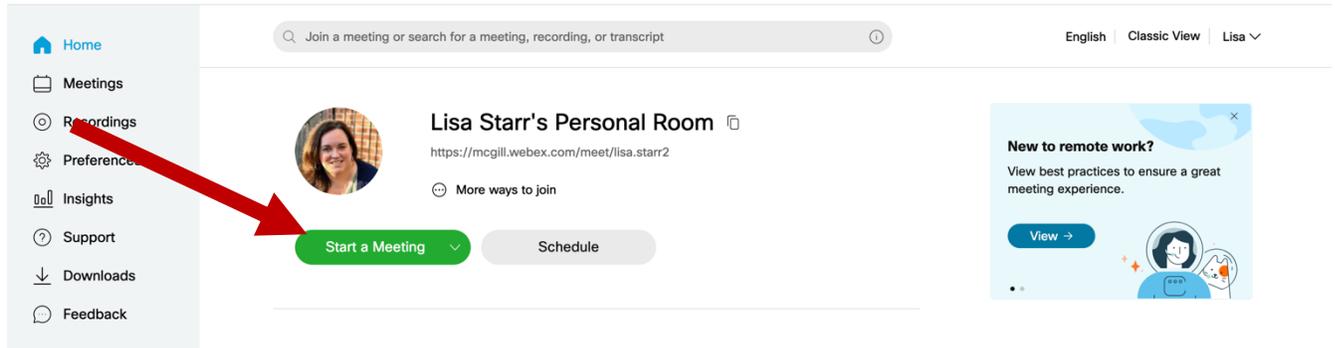
The screenshot shows the 'Schedule a Meeting' page in the WebEx interface. The page includes a search bar at the top, a navigation sidebar on the left, and a main form area. The form fields are as follows:

- Meeting type:** Webex Meetings Pro Meeting
- Meeting topic:** TEACHING EPISODE #1
- Meeting password:** 9dDQpsnx73a
- Date and time:** Thursday, Sep 10, 2020 12:15 pm Duration: 1 hour (UTC-04:00) Eastern Time (US & Canada)
- Attendees:** fieldsupervisor@mcgill.ca

Red arrows and callout boxes highlight the following elements:

- An arrow points from the 'Meeting topic' field to a box containing the text: **INDICATE THAT THIS MEETING IS A TEACHING EPISODE**
- An arrow points from the 'Attendees' field to a box containing the text: **INVITE THE FIELD SUPERVISOR**
- An arrow points from the 'Schedule' button to a box containing the text: **CLICK SCHEDULE**

3. On the day of your teaching episode, test the system before the start of the lesson. Position your web camera to face you as you teach. Ensure that you are also recording using audio. Click Start a Meeting. The first time you use WebEx, you may be prompted to download a software package. Make sure to do this in advance of the teaching episode.



From a mobile app

1. Download the mobile app.
 - [Apple App Store](#) for iOS devices (iPhones, iPads etc.)
 - [Google Play Store](#) for Android devices
2. Open the app and click the Sign in button.
3. Enter your McGill email address and click Next.
4. Select the site mcgill.webex.com
5. You will be taken to the McGill credentials page. Enter your McGill credentials and click Sign in to complete the process.