

FRIDAY ASSEMBLY

We are using Webex Events for our Assembly. It uses the same Webex software, however the meeting has a different look:

- Participants can only view the student and adult School leaders rather than the whole school and will not be able to 'chat'.
- The student leaders will run the assembly and will be announcing Student of the Week awards as usual.

When clicking on the link for assembly, you will see a different screen to usual:

The screenshot shows the Cisco Webex interface for an event. On the left, the event status is 'Started' with a green dot. The date and time is 'Wednesday, 10/10/2023 9:10 am' in Australia Eastern Standard Time (Sydney, GMT+10:00). The duration is '1 hour'. The description includes a logo for Dana Street Primary School No. 33, Ballarat, Est. 1957. On the right, the 'Join Event Now' section asks for 'First name', 'Last name', 'Email address', and 'Event password'. There is a 'Join Now' button and a 'Join by browser NEW!' option. At the bottom, there is a link to 'start your event' for hosts. A blue arrow points from the 'Event status: Started' text to the first bullet point in the instructions below. Another blue arrow points from the 'Email address' input field to the second bullet point in the instructions below.

- Check that the event is started (We'll do this from 9:10am)
- Fill out First and last name and an email address e.g. bsmith@dsps.com
- The password should already be in. Leave it undisturbed if already there! If it is not there already, type dsps
- Click Join now.

(You may be asked if you want to install a Webex meeting extension to Chrome. You don't need to do this. If you get that message, scroll right down to the bottom of the page and opt for the temporary app for the meeting. It should take you straight in!)

Thanks

Natalie Toohey

Principal