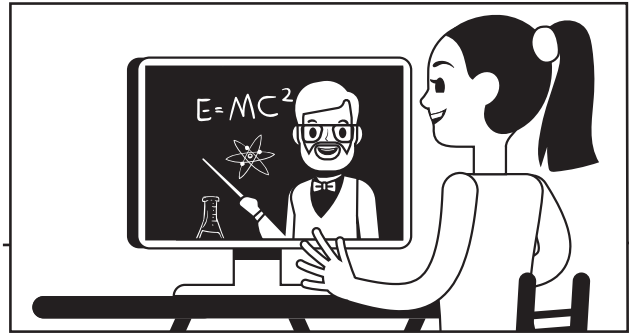# No distance is too far for education, you're only a couple of clicks away.

The days of all students needing to be present and sitting in the same classroom to learn are long gone. With today's technology, students can join exactly the class they need to be in wherever they are.

1. Plan your lesson:

Think about how long your session should last and the best way to include everyone, in-person and/or remote.

2. Send a meeting invitation to all remote students:

The link to join the meeting will be in your students' calendars.

3. Create a class Space:

Add all your students to the Space. Send a welcome message and include simple rules and tips for how your class will communicate in Webex Teams.

4. Plan class pre-work:

Upload reading materials to your Space prior to the lesson and ask discussion questions to get the conversation started.

5. Start your lesson:

Click the link in your email invitation or join from your Webex Teams app and you're good to go! If you're in a classroom with a video device, you can join just by clicking the big green button.

6. Follow up:

Encourage students to add questions to the class Space for further discussion and to get help as they need.

PRO TIPS

Don't forget to use the Reminder Bot, so everyone is on time for your lesson.

Record your lesson and you will have access to it in the future.

Empower and support your students from anywhere by giving them access to resources, assignments and YOU.

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