

# Online courses with zoom – guide for students

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Homepage of the video conferencing system zoom for the University of Freiburg: <https://uni-freiburg.zoom.us>



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**Note on data protection:**

By using Zoom as a video conference tool, data is transferred to the USA. The University of Freiburg cannot guarantee the confidential handling of your personal data by Zoom. In principle, personal data at Zoom is protected by the US EU Privacy Shield. This provides a level of data protection that corresponds to that within the EU.

**Voluntary use:**

The use by instructors and students is voluntary. Students must not be obliged to participate in Zoom sessions. Students can and should participate with an alias of their choice in order to avoid having to disclose their name to Zoom. Registration and creation of an account at Zoom is not required and not intended for students.

Further information on data protection and IT security at Zoom at the University of Freiburg can be found on:

<https://www.rz.uni-freiburg.de/go/zoom>

**Please read this guide completely before participating in live sessions with zoom in your courses. Recording live sessions without the consent of the participants is a criminal offense.**

## Using zoom for lectures and seminars

Under the given circumstances of having to conduct an almost completely digital summer term in the course of the Corona pandemic, video conferencing tools are required in order to implement live sessions. Especially in order to be able to cover many parallel sessions and events with a lot of participants, the University of Freiburg has decided to license the commercial video conferencing solution "Zoom". Zoom offers the possibility of delivering lectures and seminars online with up to 300 students in one session. This document describes a good practice for participating in online lectures and courses.

**For small seminars or tutorials with a maximum of 20-30 participants, lecturers can use the self-hosted server solutions "BigBlueButton" or "Adobe Connect". These are connected to the learning platform ILIAS and can be accessed directly through Course-Login without any further account.**

An overview of the web conference systems can be found in the "Toolbox digital teaching" on ILIAS:

[https://ilias.uni-freiburg.de/goto.php?target=wiki\\_wpage\\_14560\\_1229029](https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_14560_1229029) (german only)

**At the University of Freiburg Zoom is used for 2 course-scenarios during the corona crisis, to guarantee the most data-efficient way possible:**

**Scenario A: Online lecture**

This scenario usually consists of a first part of a lecture given by lecturers. Here you can participate via text chat or poll if the lecturer allows it. Your audio or video feature should not be switched on in this part, alternatively they can be switched off by the instructor. If they choose so, lecturers can record this part. The recording will then only include their audio and slides, optionally the lecturer's camera. The recording should then be made available in ILIAS. In a second part, following the end of the recording, and usually in the round of questions, you can participate via activating your microphone and/or your camera. This depends on the sequence of events (determined by the lecturer).

**Scenario B: Online seminars**

Online seminars via zoom must not be recorded for reasons of student data protection. Online seminars with zoom enable lecturers to use an online room shared with students in course-like teaching scenarios. In these online courses all participants can participate on a voluntary basis via audio and, if desired, also via video. Depending on the procedure (which is determined by the teacher) you have the possibility to show content from your own computer via screen sharing. On a whiteboard or via the commentary function on screen sharing everyone can annotate with simple drawing tools. For group work phases, a seminar can also be divided into so-called breakout rooms, which can be temporarily divided into small groups during the seminar. Lecturers are supported by moderation tools.

**Zoom must not be used for oral online examinations.**

## Comments on data protection

Zoom currently offers a good opportunity to carry out the teachings despite corona measures.

Nevertheless, it is important to point out that ...

- Zoom is a cloud-based service
- (meta-)data are transmitted to servers in the USA, video/audio interaction is bound to european DataCenters by default
- Zoom is modelled to comply to the EU data protection guidelines
- Students can attend lectures and seminars without their own zoom account and registration
- every user decides for himself/herself whether he/she wants to use Zoom
- no user (as with all digital applications) should transmit sensitive data via zoom - neither spoken nor in chat
- If recordings are to be conducted, the participants must be informed in advance. A recording without prior notice to the participants is a criminal offence. The instructions in this guide must be followed.
- The safety information should also be communicated to the students in advance.

Please respect the personal rights of your instructors in this situation just as much as they must respect your personal rights. Instructors themselves decide whether they are willing to offer recordings with their audio and, if necessary, their video and make them available via ILIAS.

**Students are not allowed to film during the live session (screenrecording) or respectively in the lecture hall; misdemeanor can be prosecuted.**

## First steps

Lecturers will provide you a link to each meeting or lecture (e.g. for weekly sessions) with a meeting ID and a corresponding meeting password. Usually the lecturers provide this information in ILIAS or inform you by e-mail (see information on page 5).

## *Participation via browser*

With browsers, participation in zoom meetings or online lectures is also possible without having to install the zoom software. To do so, call up the link provided, assign a name or alias, and enter the room by entering the meeting password. We recommend the browser Chrome or Chromium (OpenSource), as this is where you will have the best experience with the use of camera and sound in the browser.

Download Chromium: <https://www.chromium.org/getting-involved/download-chromium>

To participate with a mobile device (Android/iOS), the app must be installed.

## *Optionally: Installing Client (Laptop/PC) or App*

In order to be able to use all functionalities and participate in all interactive settings, you can also install the Zoom client. You can download it here:

<https://uni-freiburg.zoom.us/download>

Registration with Zoom is not necessary for you as a participant! Also in the client you only enter the meeting ID, an alias and the meeting password to join the session.

Please make sure that you always use the latest version of the Zoom client and update the client occasionally. A major security package has been announced for the end of May. After that only clients of version 5 and higher will work. For further information on downloading the clients, please see

<https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->

## Participating in virtual classroom sessions and zoom meetings

### **The link to the virtual classroom (meeting)**

Lecturers usually provide access information via ILIAS in the form of a link. For security reasons all zoom-meetings have a meeting ID and a meeting password. Therefore, access is only possible via the link and correct password entry or alternatively join a meeting in the zoom client with meeting-ID and password.

Such a link has the form: <https://uni-freiburg.zoom.us/j/9318854884>

Alternatively, you can go to <https://uni-freiburg.zoom.us> and click on "Join" and then enter the meeting ID (number from the link) and the meeting password.

Do not pass on the link, meeting ID and meeting password to anyone else or post them on any public website or social media service. This information must be kept confidential. Violations may result in criminal prosecution.

### **Participation via browser**

If you click on the link the website of Zoom opens.

If the Zoom client is installed, you will be asked if you want to open the room in it; otherwise you can also participate via the browser (see blue arrow and red marking).

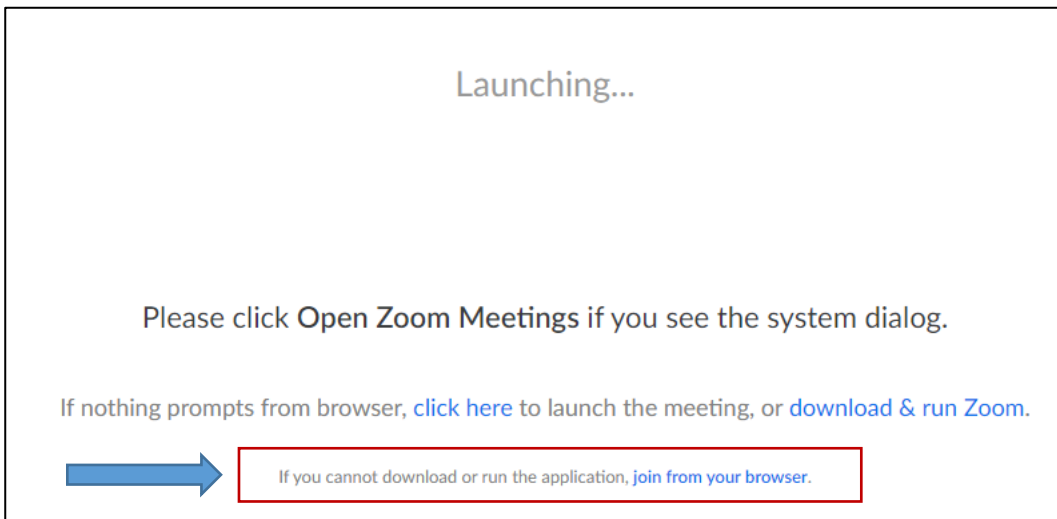


Figure 1: Participation via browser is done via the link "join from your browser"

**Attention Linux users:** When calling the meeting link under Linux, the browser very quickly switches to the download page of the client solutions. A download is not required for Linux users either. Be either quickly (use the link "join via the browser", or set up a bookmark <https://uni-freiburg.zoom.us/> and go directly to the Option "Join" and entering the meeting ID and meeting password.

### Entering your name and ReCaptcha

If you enter the meeting with the browser, you have to confirm a name and the ReCaptcha (fig. 2). Pay attention to your personal data. If you want to, participate with an alias of your choice and not with your clear name. You cannot be obliged to participate with the real name. Please arrange meeting rules with your instructor so that he or she can assign you as an authorized participant.

Figure 2: Opening a meeting, entering a name or alias

## Using Zoom for the first time

The first time you use the client or your browser, you must agree to the Zoom Privacy Policy and Terms of Use (Fig. 3). If you entered via an incognito mode, you would need to provide this confirmation for each meeting.

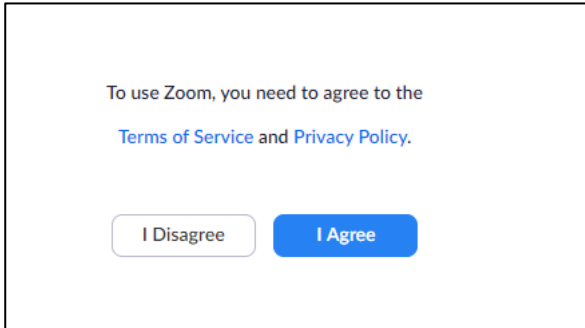


Figure 3: Accepting the terms of use and terms and conditions of Zoom

## Arriving in the virtual meeting room

You have now clicked on the link and agreed to the terms of use and can enter the virtual classroom. Depending on your settings, you may have to wait a little longer because the meeting has not yet started. A meeting will only be started if the lecturer ("host") of the meeting has entered first. He/she must open the meeting (just like a lecture hall or seminar room). In this case it is indicated that the meeting has not started yet (fig. 4). Do not close the browser or app, but rather wait.

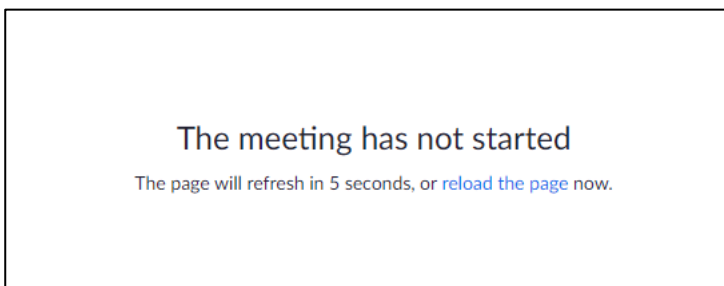


Figure 4: Indication that the meeting has not yet been started by the meeting host.

You will automatically enter the lecture or seminar room as soon as the instructor has started the session. If the instructor is already virtually present, a dialog will appear where you can enter the meeting password.

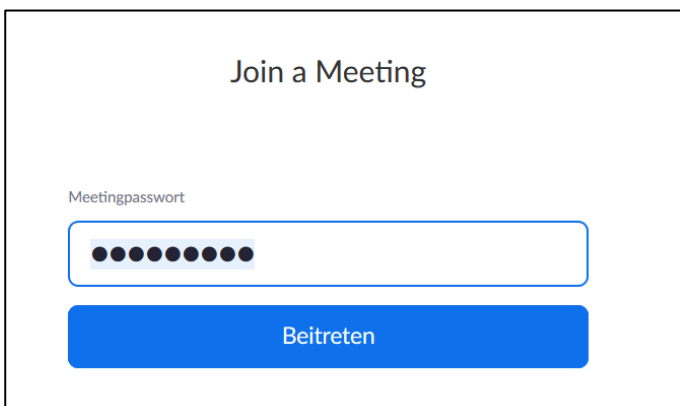


Figure 5: Entering the meeting password

By default, a waiting room is set up so that you are only allowed into the meeting room after the instructor has given their permission (Fig. 6). As soon as the instructor lets you in, you are in the lecture room/meeting.

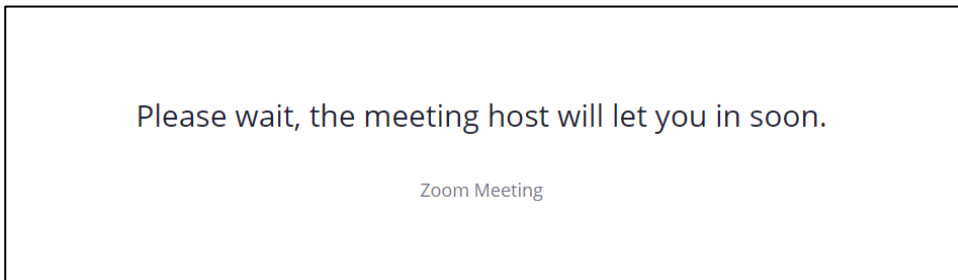


Figure 6: Indication that you are in the meeting waiting room

## Possibilities of interaction during the course

Note: Functions marked with an asterisk \* are only available when using the Zoom application.

### Activate own audio or video

If you want to be seen yourself, you can switch on your camera in the upper or lower control bar (Fig. 7). You can also switch on your microphone there if you want to contribute to the course.

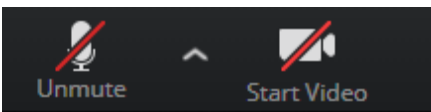


Figure 7: Camera and microphone controls

Especially for large events or poor Internet connection, it is advisable not to switch on the video function so as not to interfere with transmission. The camera and microphone are deactivated if they are crossed out.

If the lecture part is being recorded and you do not agree with a recording of your picture or voice, please make sure by yourself that both your camera and microphone are switched off. An accidentally switched on image transmission is usually not recorded by the technical settings. However, sound transmission via microphone could be recorded. Instructors therefore usually disable the possibility of accidentally switching on the microphone during recording. **Please help and make sure that both are and remain switched off during the recording.**

**The start of a recording is always indicated both acoustically and with a screen message for your approval. If you do not agree to participate in the part of the meeting to be recorded, despite the above-mentioned precautions which should prevent you from being recorded, you can leave the meeting at any time.**

### Ask questions via chat

Open the chat via the balloon in the control panel. A chat window appears on the right side of the screen. This gives you the opportunity to ask questions. Especially for courses that are being recorded, it is important that you use the chat for questions if you do not explicitly agree with the recording of your voice. The chat history is not taken into account in the recording.

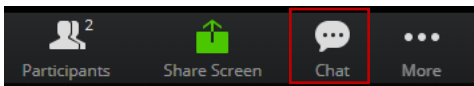


Figure 8: Opening chat windows in the control bar

### Catching the speaker's eye

Often questions arise from the lecture content. You have the possibility to draw attention to your question by a show of hands. Also in interactive lectures, the virtual hand raising allows you to contribute something to the topic. If you participate via Browser, this function is available in Chrome/Chromium only.

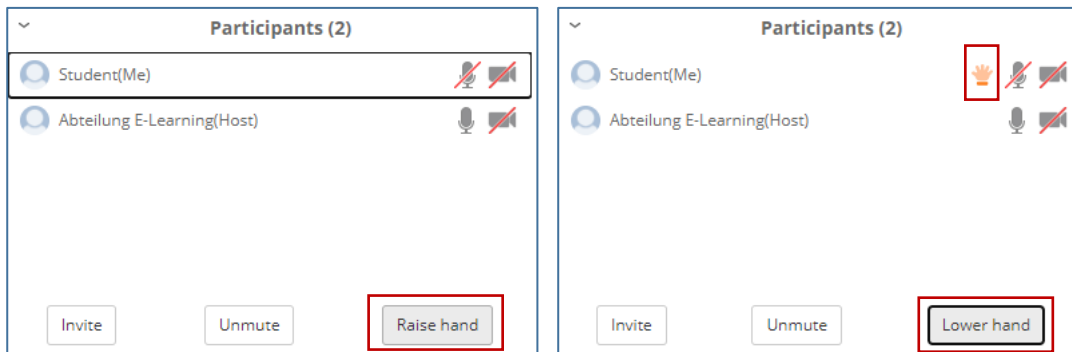


Figure 9: Participants can use the "Raise hand" function in the participants' list to speak. A hand symbol appears behind your name. The instructor will re-sort the participants after they have asked to speak.

### Use commenting function\*

Instructors can share presentations and teaching materials with you. If the commentary function (fig. 10) is activated by the instructor, you have the possibility to mark areas with a pencil or to type in text at the desired position by clicking on it. This allows to annotate PowerPoint slides together.

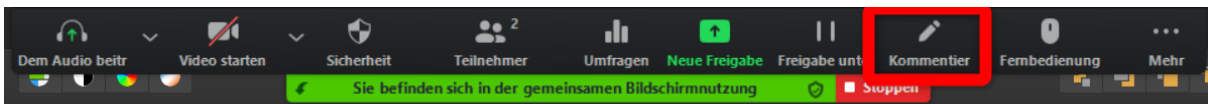


Figure 10: Control bar for comments or annotations during screen sharing

### Start and stop your own screen sharing

Upon request by your supervisor you as a student can also share your own presentations or exercise sheets with everyone else in the course. To do so, you must first request permission from the instructor (host) (click on the green icon "Share Screen" (Fig. 11). With this permission you can select the "Share Screen" icon at the bottom of the control bar.

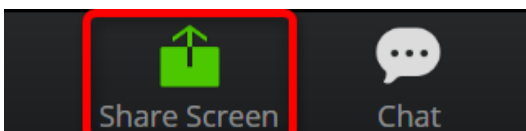


Figure 11: Control bar to activate screen sharing

Please make sure that you have already opened the content you want to share and only release the window that is to be transmitted (e.g. PPT or a specific browser window). Searching takes time. You should also close private chats or email programs before you share them to avoid sharing them accidentally.



### Group work in breakout rooms

For partner or group work, the instructor can assign you to virtual group work rooms - so-called breakout rooms. The activities in breakout rooms cannot be recorded by meeting hosts.

During a group work phase, you have the possibility to request "help" from the instructor. They can then enter the group room at your request. They can also send a message to all groups, which will then appear as a "pop-up message".

As soon as the group work is completed signaled by the instructor or by time control, the group members have 60 seconds to say goodbye. Of course, you can also return to the main room of the virtual lecture hall by clicking on it.

### Participating in surveys

Instructors can run surveys during the session to get a picture of the mood of the participants, interrupt PPT lectures with a question or activate prior knowledge. A multiple-choice question will then appear on the participants' screens, which you can answer.

Note: This function does not work in all browsers. Use Chrome or the Zoom Client if you know that the lecturers are working with surveys in their sessions.

### End of the lecture or seminar

After the time expires, the meeting host ends the online session. Participants are then automatically removed from the room. Please close the browser window or the program or the app.

## Further info and contact details

### Contact

You are welcome to send feedback to [elearning@rz.uni-freiburg.de](mailto:elearning@rz.uni-freiburg.de) or [vk@rz.uni-freiburg.de](mailto:vk@rz.uni-freiburg.de).

### License notice



These instructions for using Zoom to conduct online teaching and training have been modified by the Department of E-Learning at the IT-Services of the University of Freiburg according to the guideline "[Deliver and record online lectures with Zoom](#)" of the Center for Media Learning (ZML) at the Karlsruhe Institute of Technology (KIT) and are licensed under a Creative Commons Attribution 4.0 International License.

### Imprint

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