

(N)Label for online teaching

1 Introduction

Virtual teaching-learning scenarios require special consideration of the forms of interaction in digital interaction. In order to help you find your way around the online learning environment and avoid possible pitfalls, the most important tips are compiled in this document.


Basically, the following applies: It is imperative that you follow the teachers' instructions on the respective topic.





Not unlike its presence, the University of Applied Sciences takes a valued, courteous and respectful approach to virtual interaction for granted! Contributions or statements that contradict these guidelines are not welcome.

2 Topics in digital cooperation





The relevant topics in digital cooperation are considered chronologically below: What should you pay particular attention to before (2.1), during (2.2) and after the course (2.3)?

2.1 Before the course




Subject	Content
<p>Preparation for participation in a digital event</p> 	<p>In order to avoid stress and to ensure good preparation, you should inform yourself about all dates and deadlines early on and obtain your learning materials (see also Obtaining information/materials). However, it is also important to prepare for participation in a digital event at short notice: Find a room that is as quiet as possible, eat before the event (not during the event!), check your technical equipment, avoid disturbances (e.g. switching off your mobile phone / silent, closing the door) and have your learning materials and documents available for taking notes of the course.</p>

<p>Check technical equipment</p> 	<p>Check your technical equipment in good time before the online appointment, so that there is enough time to solve potential technical or equipment-related problems. It is advisable to use a headset and check the technical function in a trial appointment or by a test run of the corresponding video conference system. Incorrect use of the headset and the use of loudspeakers (without a headset) can lead to unpleasant and disturbing audio problems (e.g. noise, echo). The microphone should also be tested in advance and adjusted accordingly.</p> <p>The video conferencing system generally used at Kaiserslautern University of Applied Sciences is Zoom. "Zoom" is a service of Zoom Video Communications, Inc. which is based in the USA. - You can find the corresponding data protection information at https://www.hs-kl.de/datenschutzerklaerungen/datenschutzinformationen-fuer-die-verwendung-von-zoom</p>
<p>Availability and procurement of information/materials</p> 	<p>Inform yourself early! Obtain all information and materials relevant to the courses in good time (e.g. dates, materials/exercises for preparation, access to registration on platforms used, etc.) Follow the instructions of the teachers (by email, OLAT, in the course, etc.)! Please check your university e-mail box regularly for new messages so that you do not miss any important information.</p>
<p>Punctuality</p> 	<p>Please be punctual so that you do not miss any important content or information and do not delay the start of the lecture. Unless otherwise specified by the lecturers, you should log in a few minutes before the start of the lecture. This gives you the opportunity to check the functionality of your technical equipment.</p>
<p>Visual presence</p> 	<p>You are welcome to use the digital possibilities to be visually present (depending on the availability of hardware and the specifications of the teachers). Using a camera can make the event more lively and personal for everyone and it makes it easier to give feedback. If you have access to a user account in Zoom, you can set up a profile picture appropriate to a university culture in advance. Please ensure neutrality in the background of the profile picture and when using the camera. A ready-made virtual background can also be used.</p>

2.2 During the course

Subject	Content
<p>Surnames and data protection</p> 	<p>Videoconference providers store your registration data. You are therefore free to choose whether you register with your real name (first name and surname) or, for example, with an alias, first name only, Mr./Fr. surname, your data centre identification or even just your initials. However, you should give your name to the teacher via the private chat facility if you are asked. Video conferences are not anonymous rooms! Please also read the teachers' instructions. When choosing your name, please remember that you will be attending official university events.</p> <p>The video conferencing system generally used at Kaiserslautern University of Applied Sciences is Zoom. "Zoom" is a service of Zoom Video Communications, Inc. which is based in the USA. You can find the corresponding data protection information at https://www.hs-kl.de/datenschutzerklaerungen/datenschutzhinformationen-fuer-die-verwendung-von-zoom</p>
<p>Interactivity</p> 	<p>Questions, feedback and contributions can be submitted digitally by means of sound, images (when using a camera) and the chat function. The exact modalities are determined by the teachers. Speeches can be announced by hand signals (via camera or by using the online functions of the corresponding video conference system such as "raise your hand"). Unless otherwise requested by the lecturers, the audio function should be muted when joining the online event as well as during silence to avoid unnecessary noise.</p> <p>If teachers ask for feedback, please respond and get involved. As in the presence, teaching lives from your participation and feedback. So please feel free to participate in what is happening!</p>
<p>Recording of the course</p> 	<p>The recording of the course is the responsibility of the teachers. Not all courses are recorded. Please refer to the information provided by the lecturers. If you object to having recordings made of you, please contact the lecturer directly.</p>
<p>Use of chats</p> 	<p>It is essential that you observe the teacher's instructions when using chats in courses (e.g. purpose). A chat represents a public medium in the lecture and, if applicable, in the recording! Make sure that your contributions are precise, topic-related and appropriately formulated. Read your message again before sending it and check it for possible ambiguities to avoid problems of comprehension and time-consuming questions.</p>

2.3 After the course

Subject	Content
<p data-bbox="199 342 517 416">Pay attention to accessibility</p> 	<p data-bbox="539 342 1390 678">Please ask on the homepage or on the basis of the information-provided by the teachers about the availability (e.g. preferably course, officehours, e-mail). If a specific consultation hour is indicated, then arrange an appointment (if desired) and prepare for this in a structured manner and with your specific concern and/or questions. If the teachers allow time for questions during the course, use this time effectively and get involved. Please note that when contacting us via e-mail, longer response times may be required depending on the number of questions.</p>
<p data-bbox="199 701 517 813">Exchange and communication with other studies</p> 	<p data-bbox="539 701 1390 925">Look for communication channels to other students(e.g. after the lecture). If possible, organise among yourselves so that you - receive all the important information (e.g. even if you miss a-lecture). In addition to the organisational advantages, thisoften develops into a learning group with which you can discuss content and open questions and exchange information.</p>
<p data-bbox="199 981 517 1093">Clarification of open questions about the process</p> 	<p data-bbox="539 981 1390 1238">If you have open questions about the course of a course or the access to materials,first of all ask yourself independently on all existing communication channelswhether information about it has been published (e-mail, homepage, OLAT, etc.). If no information can be found, please clarify the availability of the responsible lecturers (seeAvailability) and preferably ask the assistant or the lecturer.</p>