

Zoom usage instructions for students

When using Zoom, data is transferred to the USA. KIT does not operate the service itself and therefore cannot guarantee the confidential handling of your personal data. However, due to its Privacy Shield certification and the standard clauses of the EU Commission concluded with KIT, Zoom Video Communications Inc. is obliged to guarantee a level of data protection corresponding to that of the EU (see the data protection declaration for the use of Zoom at KIT:

<https://my.scc.kit.edu/shib/zoom.php>).

The use of Zoom by lecturers is voluntary. Further information, in particular on the design of data protection and IT security aspects of Zoom at KIT, can be found at <http://www.zml.kit.edu/corona-live-vortrag.php>.

The voluntary nature also applies to students. They may not be forced to participate in Zoom sessions. Students can and should participate with an alias of their choice so that they do not have to disclose their name to Zoom. Registration and creation of an account on Zoom is not intended or necessary for students.

Zoom offers the opportunity to hold lectures and seminars online. This document describes how you as a student can participate in such online lectures or seminars and what options you have for interaction. Alternatively, real-time communication via screen conference is also possible with MS Teams. This option is also available to students. For MS Teams see <http://www.zml.kit.edu/corona-online-seminare.php> and <http://www.scc.kit.edu/dienste/ms-teams.php>.

At KIT, Zoom is used for 2 scenarios during the Corona crisis:

Scenario A: Online lecture. This scenario usually consists of an initial lecture part by lecturers. In this part you can participate with text chat or surveys. Your audio or video should not be switched on in this part. Teachers can optionally record the lecture part and make it available in ILIAS. **If you accidentally activate your camera during the lecture part, everyone will see your video image, but it will not be recorded.** In a second part **after** the end of the recording, you can also get the word via microphone or activate your camera if you wish.

Scenario B: Online seminars are generally not recorded so that more interaction is possible. Online seminars via Zoom may not be recorded for reasons of student data protection. Online seminars with Zoom enable teachers to use an online room in seminar-like teaching scenarios together with students. In these online seminars, all participants can take part on a voluntary basis via audio and, if desired, also via video. Everyone has the opportunity to show content from their own computer via screen sharing. Everyone can annotate with simple drawing tools on a whiteboard or via the comment function on screen sharing. A seminar can also be temporarily divided into small groups for group work phases in so-called breakout rooms during the course. Teachers are supported with moderation tools.

With these procedures, data is used as sparingly as possible.

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Legal notices are marked in red.

Important notes are marked in yellow.

Additional information is marked in blue.

Notes on data protection

Zoom is currently a good way to carry out teaching despite corona measures. Nevertheless, it should be noted that ...

- Zoom is a cloud-based service
- data is transmitted to servers in the USA
- Zoom adheres to the data protection guidelines
- students can and should participate in lectures and seminars without their own Zoom account and registration
- each user decides for themselves whether they want to use Zoom
- no user (as with all digital applications) should transmit sensitive data via Zoom - neither spoken nor in chat.
- participation in online lectures or online seminars must always be voluntary
- you as a participant can also take part without the Zoom app using the browser (Edge or Chrome)
- no webcam or headset is absolutely necessary for participation, usually a loudspeaker and microphone are sufficient
- you can also participate with a mobile device, e.g. smartphone or tablet.

Please also respect the personal rights of your lecturers in this situation, just as they must also respect your personal rights. Teachers decide for themselves whether they are prepared to make recordings of their voice and possibly also their video and make them available via ILIAS.

Recordings made by students by filming or similar are just as prohibited as filming in the lecture hall and can be prosecuted.

First steps

With Chrome or Edge browsers, participation in Zoom meetings or online lectures is also possible without Zoom software. In order to participate with a mobile device, the app must be installed.

Install optional client or app

You can download it here: <https://zoom.us/download>. Further information on downloading the clients can be found at <https://support.zoom.us/hc/de/articles/201362233-Wo-lade-ich-die-neueste-Version-herunter->

For security reasons, it is important to always keep the app up to date.

Virtual lecture or seminar rooms

The link to the virtual lecture hall or virtual seminar room

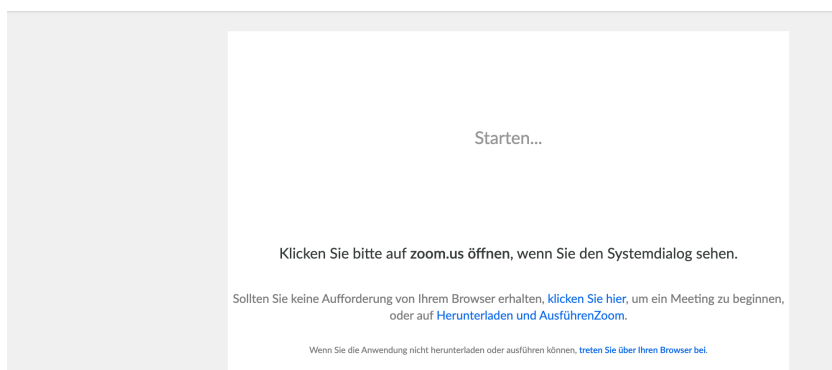
Teachers usually provide you with access information via ILIAS in the form of a link. Such a link has the form: <https://zoom.us/j/829309741?pwd=dU9scWIWZUhPY09RYXpEXQWVBY01Edz09>

For security reasons, KIT virtual rooms each have a meeting ID and password. Therefore, access is only possible via the link or alternatively via the meeting ID and password.

Do not pass on the link or the meeting ID and password to third parties or publish them on websites or social media services. This information must be treated confidentially. Violations may be prosecuted under criminal law.

If you click on the link, the Zoom website will open





If Zoom software is installed, you will be asked whether you want to open the room; otherwise you can also participate via the browser.

For the first time on Zoom

When using Zoom for the first time, you must agree to Zoom's privacy policy and terms of use.

Zur Nutzung von Zoom müssen Sie sich mit
unseren [Nutzungsbedingungen](#) und
[Datenschutzrichtlinien](#) einverstanden
erklären.

Ich stimme nicht zu

Ich stimme zu

Come in, take a seat

You have now clicked on the link and agreed to the terms of use and can enter the virtual lecture hall or seminar room. If it is indicated that the meeting has not yet started, you must wait until the lecturer has entered the room. Until then, you are in a virtual waiting room. Do not close the browser or the app.

Das Meeting hat noch nicht begonnen.
Die Seite wird in 5 Sekunden aktualisiert oder [laden Sie die Seite jetzt neu.](#)

Bitte warten, der Host des Meetings lässt Sie in Kürze eintreten.

This will automatically take you to the lecture or seminar room as soon as the lecturer has started the session.

If the teacher is already virtually present, you will be shown a dialog to enter an alias as a name yourself.

Pay attention to your personal data. Take part with an alias of your choice. You cannot be obliged to participate with a real name.

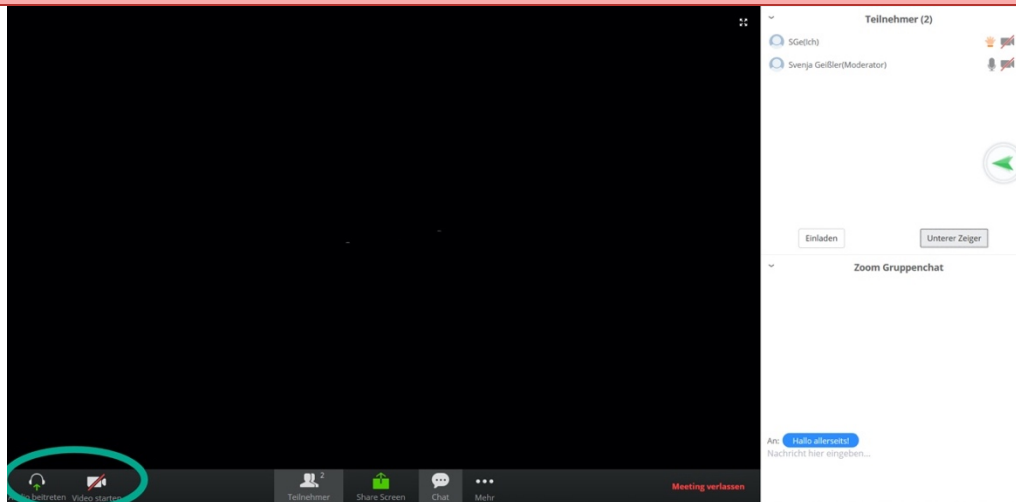
Interaction possibilities during the course

Activate your own audio or video

If you would like to be seen yourself, you can switch on your camera in the lower control bar. You can also switch on your microphone there if you would like to contribute to the course.

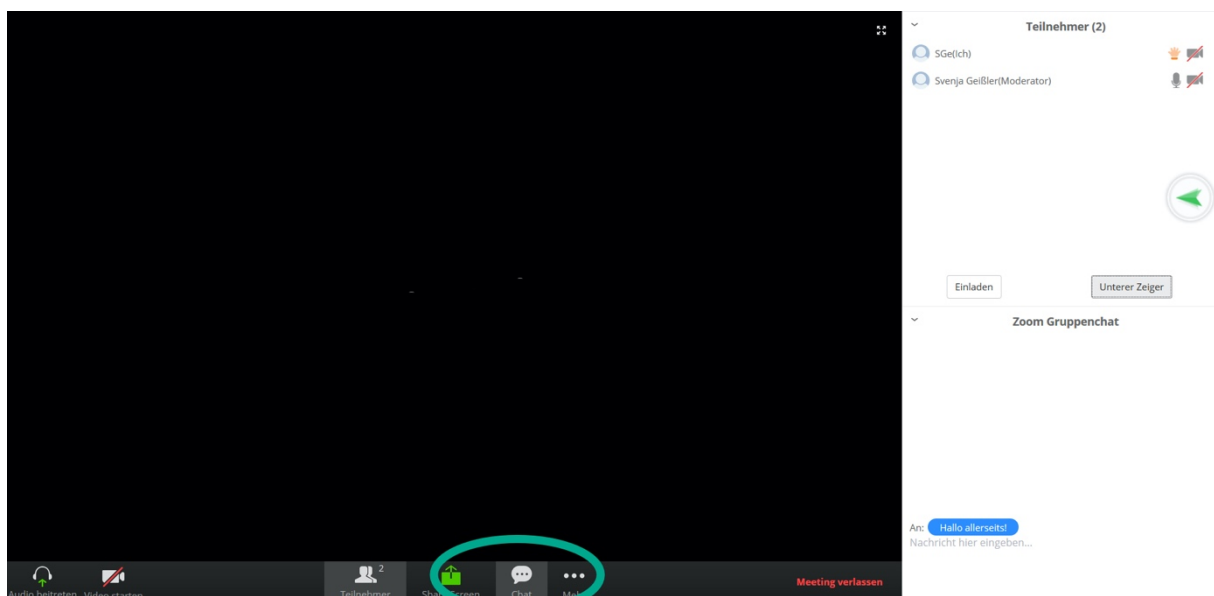
It is advisable not to switch on the video function in favor of the transmission, especially at large events or with a poor Internet connection.

If the course is being recorded and you **do not** agree to your image or voice being recorded, switch off both your camera and your microphone. If the image transmission is accidentally switched on, it is usually not recorded due to the technical settings, but the sound transmission via microphone would also be recorded. Teachers therefore usually deactivate the option to switch on the microphone during the recording. Please help and make sure that both are and remain switched off during the recording.



Ask questions via chat

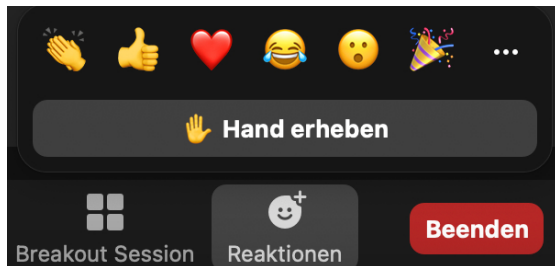
Open the chat on the right-hand side. Below you have the opportunity to ask the teacher questions. It is important that you use the chat to ask questions, especially for courses that are recorded, if you do not expressly agree to your voice being recorded.



Speaking out

Questions often arise from the lecture content. Here you have the opportunity to draw attention to your question by raising your hand.

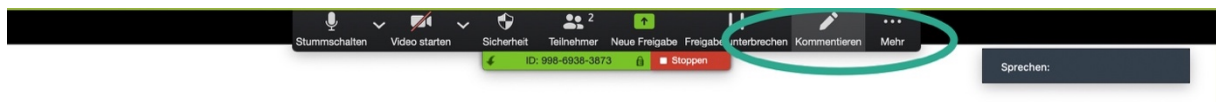
The virtual show of hands also allows you to contribute to the topic during interactive lectures.



When you are called upon, you can switch on your microphone and ask a question. Please lower your hand again afterwards.

Use the comment function

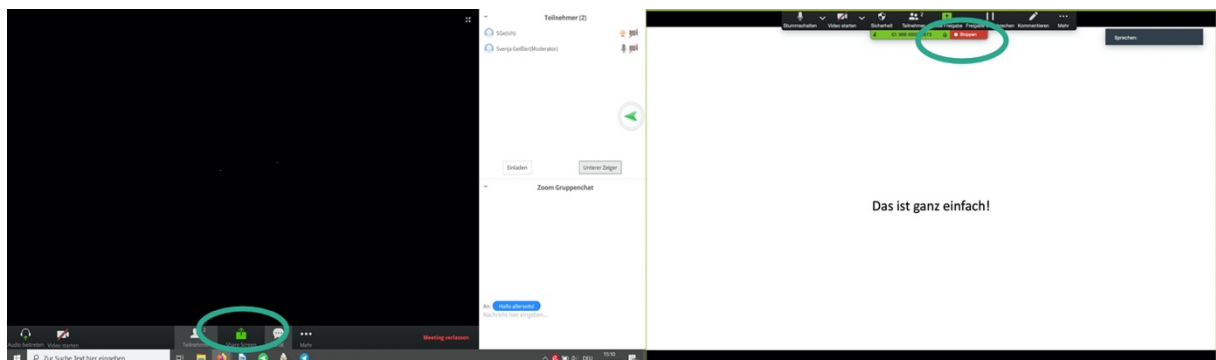
Teachers can share presentations and teaching material with you. If the comment function has not been deactivated, you have the option of marking areas with a pen or typing in text at the desired location.



Start and end your own screen sharing

As a student, you can also share your own presentations or exercise sheets with everyone on request. To do this, you must first request permission from the teacher (host).

Once you have permission, you can select the "Share screen" icon at the bottom of the control bar.



Please make sure that you have already opened the content you want to share. Searching in files takes time.

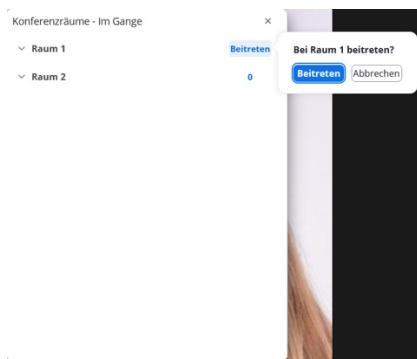
You should also close private chats or e-mail programs beforehand.

Group work in breakout rooms

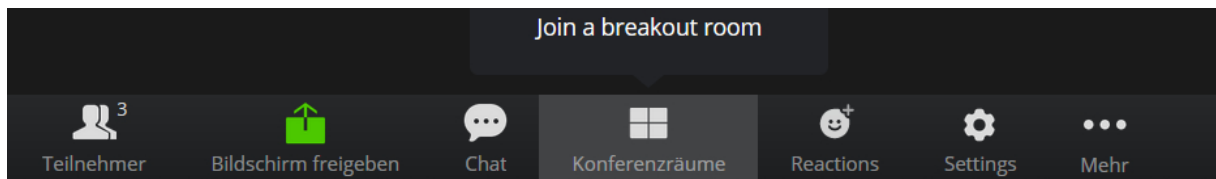
For partner or group work, the lecturers can assign you to virtual group work rooms - so-called breakout rooms.

In this case, please make sure that you go to a suitable room yourself.

The rooms will be displayed and you just need to click on "Join".



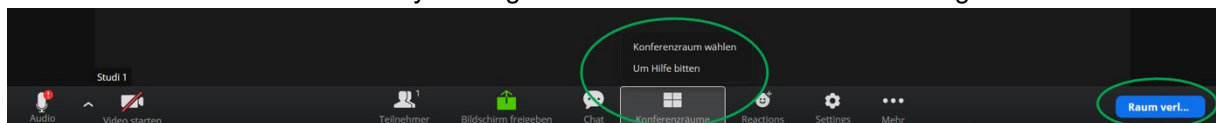
If this option is not displayed due to the screen size, you will find it displayed as four rectangles at the bottom of the menu bar .



The breakouts are not recorded by the lecturers.

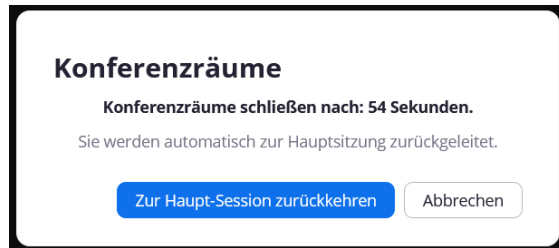
You can ask the lecturers for help at any time. You can also change rooms if you accidentally end up in the wrong room and if the lecturers have enabled this function. enabled, you can change rooms.

You can return to the main room by clicking on the "Leave room" button on the right.



You can use your own digital whiteboard in the breakout rooms. If the lecturers have activated the function, the contents of the whiteboard can also be saved for later use.

As soon as the group work is finished by the teacher, the group members have 60 seconds to say goodbye. Of course, you can also click to return to the virtual lecture hall.



End of the lecture or seminar

Once the time has expired, the teacher will end the online session. You will then be automatically removed from the room and can close the browser window or the program or app.

Infos & Contact

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License notice



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Impressum

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