

Conducting online seminars with Zoom

Zoom offers the possibility to hold lectures and seminars online. This document describes a good procedure and the necessary default settings for holding a seminar with a lot of interaction with students.

Online seminars are generally not recorded so that more interaction with the students is possible. Online seminars via Zoom may not be recorded for reasons of student data protection. Anyone who records people without their consent is liable to prosecution.

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Important notes are marked in yellow.

Additional information is marked in blue.

Planning a seminar

You can log in to the website <https://kit-lecture.zoom.us> with the account associated with the KIT license to plan the seminar.

Zoom is a meeting service. In the following text, the term **meeting** used on the Zoom website will therefore be used **instead of seminar** whenever Zoom settings are involved.

Important settings before planning an online seminar

Some security settings have already been made by the KIT. Some of these settings can be changed, others are locked for data protection reasons.

By clicking on "Settings" (left) you can make basic default settings for your online seminars.

You only need to make these settings once. They apply to all meetings held.

Settings for more interactivity

In the settings in the "Meeting" section, you can also activate the option for polls in the meeting. In the Zoom app, these are sometimes also referred to as polls.

Umfragen

'Umfragen' zu den Kontrollen des Meetings hinzufügen. Dadurch kann der Host die Teilnehmer befragen. ☐



In addition, you can also release the whiteboard function for use by students. Depending on the seminar, the possibility of mutual remote control can also be useful, as can feedback without words.

Whiteboard

Den Teilnehmern erlauben, ein in den Anmerkungstools enthaltenes Whiteboard freizugeben. ☒

☐ Automatisches Speichern der Whiteboard-Inhalte, wenn das Teilen unterbrochen wird



Fernsteuerung

Während der Bildschirmfreigabe kann die freigebende Person andere den freigegebenen Inhalt kontrollieren lassen



Feedback ohne Worte

Teilnehmer an einem Meeting können Feedback ohne Worte abgeben und Meinungen durch Klicken auf die Symbole im Teilnehmerpanel ausdrücken. ☒



If you want to use the breakout rooms, you must also activate them in your profile beforehand. The option of assigning participants to rooms in advance has no function, as students do not participate with an account but with an alias. The assignment must therefore always be made during the seminar.

In Meeting (Erweitert)

Breakout-Raum

Dem Host erlauben, Meetingteilnehmer in separate, kleinere Räume aufzuteilen



☐ Hier kann der Host Teilnehmer bei der Planung den Pausenräumen zuordnen 

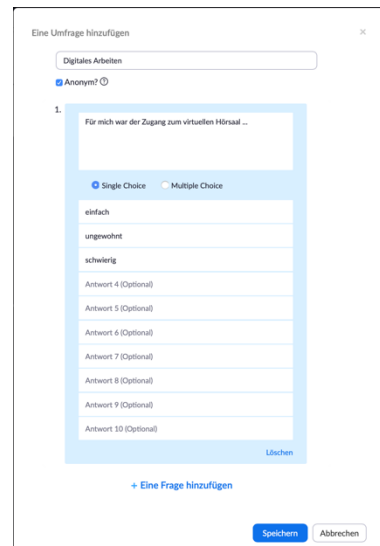
Further preparations for a meeting

Using surveys

You can make the seminar more interactive with surveys (sometimes also called polls). These are short polls that you prepare in advance in the web interface.

In the meeting information of the web interface, you have the option of creating your own surveys for each seminar series in preparation.

In the list of your meetings, click on the name of the meeting of any session:



Mo, 20. Apr (wiederkehrend)
09:30 AM

Mustervorlesung

829-309-741

Beitreten

Beenden

At the bottom of the page you can see surveys that have already been created or you can create new surveys.

Sie haben noch keine Umfrage erstellt.

Hinzufügen

For your first survey, click on "Add".

- Give the survey a title
- The "Anonymous" button only refers to the hiding of users logged in to Zoom. Our students are recommended to work without a Zoom login. Therefore, this usually has no effect.
- You can create single or multiple choice questions.
- Enter the question text and possible answer options.

- You can add further questions at the bottom.
- A survey can thus consist of one or more questions that are to be answered by the participants at one point during the meeting.
- When you are finished, "Save" the survey.
- If you prepare a generic survey with "My answer is: A, B, C, D", you can also work with this tool spontaneously during the seminar on any question.

You can prepare several surveys for different times in the seminar.

Sie haben für dieses Meeting 2 Umfragen erstellt.

| Titel | Gesamtzahl der Fragen | Anonym | |
|---|-----------------------|--------|---|
| ▼ Umfrage 1: Digitales Arbeiten | 1 Frage | Ja | Hinzufügen Bearbeiten Löschen |
| ▼ Umfrage 2: Schwierigkeitsgrad der Vorlesung | 2 Fragen | Nein | Bearbeiten Löschen |

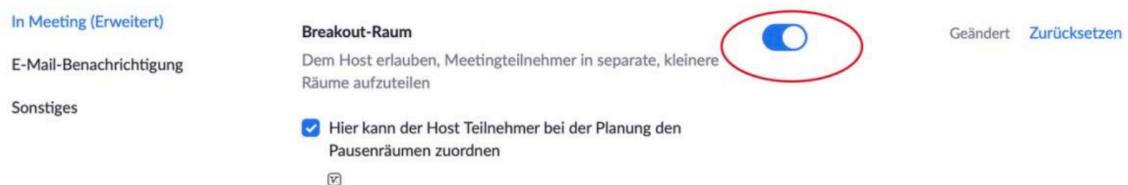
Later in the seminar, you can quickly start the surveys and select from the list of prepared surveys.

For group work: use breakout rooms

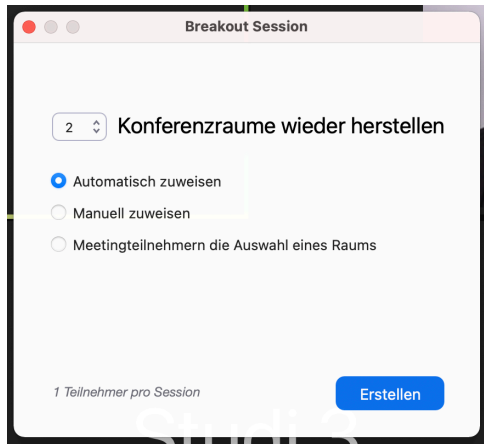
Breakout rooms are ideal for implementing group work phases in online seminars or hybrid seminars. You can schedule 50 breakout rooms per meeting. You can set all participants to be automatically assigned to a breakout room. This is recommended if all groups are discussing the same topic or working on the same task. Otherwise, you can also set the students to go to the respective rooms themselves. This is recommended if different tasks are being worked on or different questions are being discussed. The breakout rooms should then also be named accordingly.

In both cases, the breakout rooms are switched on before the meeting so that they can then be released during the meeting.

They are switched on using the switch under the settings on the left in the menu bar.

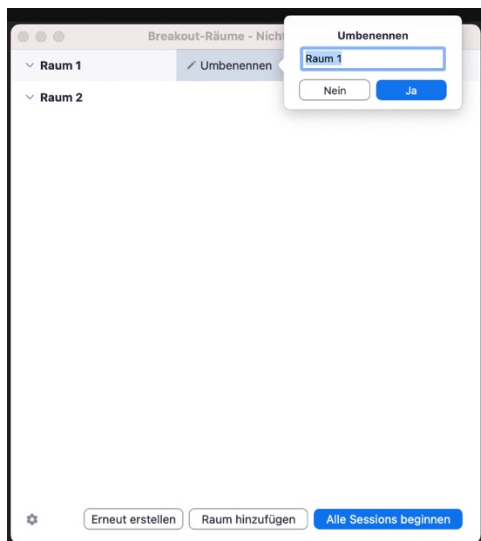


To activate the rooms during the session, click on the "Breakout Session" icon with the squares at the bottom of the menu bar. The following menu then appears.



Here you can now select how many breakout rooms are to be set up (top left) and how the rooms are to be assigned. In the menu, select whether the assignment should be done automatically, whether you or an assistant (co-host/alternative moderator) should do the assignment manually or whether the participants can choose the rooms themselves.

The respective number of rooms then appears. You can rename these rooms as shown in the image.



Then activate the breakout session by clicking on "Start all sessions" at the bottom right.

Use of the whiteboard by students

Zoom offers a digital whiteboard whose use can be defined. All or only hosts can use it. Such an interactive whiteboard is also available in the breakout rooms.

This allows students to add comments, calculations, etc. to the presentation as part of a collaborative work phase.

The whiteboard must be activated before the meeting is created.

To do this, go to the settings of your Zoom account and scroll down to the whiteboard switch. Switch it on.

In Meeting (Grundlagen)

In Meeting (Erweitert)

E-Mail-Benachrichtigung

Sonstiges

Whiteboard

Host und Teilnehmern erlauben, das Whiteboard während eines Meetings zu teilen ☒



Geändert Zurücksetzen

Fernsteuerung

Während der Bildschirmfreigabe kann die freigebende Person andere den freigegebenen Inhalt kontrollieren lassen



Geändert Zurücksetzen

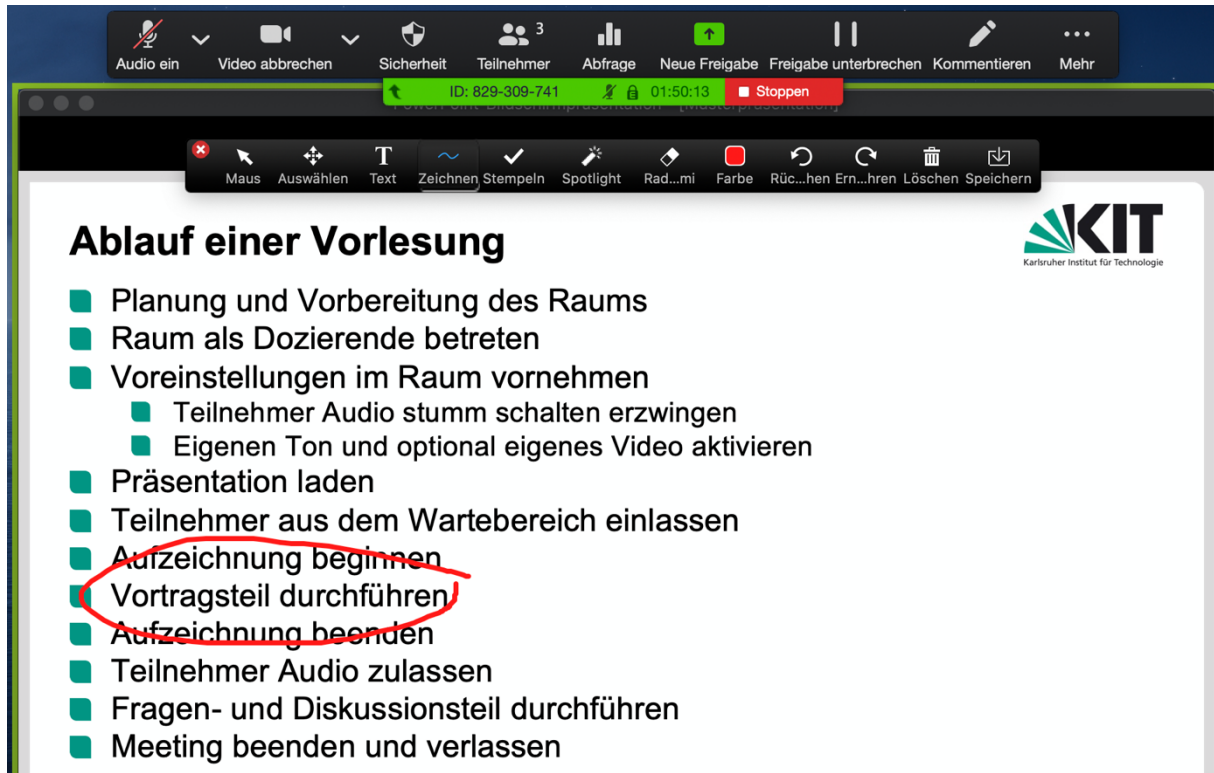
Tips for holding an appointment for the online seminar

At https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation#h_eb8ba928-2a24-41fd-ac1a-57d4d65326a5 you will find further options for sharing the screen, e.g. if you are working with a second screen.

In addition to slides, you can also share the entire screen or the display of other programs.

If you have a second camera, you can start a transmission with a camera that is not your webcam via "Share screen > Advanced > Content from 2nd camera". Alternatively, you can select a different device via "Video settings > Video camera" using the drop-down menu during an ongoing transmission. This is suitable for streaming a math exercise, for example, if you prefer to work with pen and paper or do not have a tablet. To do this, connect the second camera to your PC (e.g. via USB or iOS devices via AirPlay).

In the zoom control bar, you can use the "Annotate" button to highlight something on the slides using various tools. If you click on Annotate, another toolbar opens with various options for highlighting something on the slides.



Ablauf einer Vorlesung

- Planung und Vorbereitung des Raums
- Raum als Dozierende betreten
- Voreinstellungen im Raum vornehmen
 - Teilnehmer Audio stumm schalten erzwingen
 - Eigenen Ton und optional eigenes Video aktivieren
- Präsentation laden
- Teilnehmer aus dem Wartebereich einlassen
- Aufzeichnung beginnen
- **Vortragsteil durchführen**
- Aufzeichnung beenden
- Teilnehmer Audio zulassen
- Fragen- und Diskussionsteil durchführen
- Meeting beenden und verlassen

The annotation tools are described on <https://support.zoom.us/hc/de/articles/201362153-Wie-gebe-ich-meinen-Bildschirm-frei->.

You can also ask students to use this function for more interaction. By default, students can also comment on the shared content, e.g. for questions. You can switch this off in the "More" menu if this causes disruption. To do this, click on **"Deactivate student comments"**. You can allow them again later in the same place if required.

Notes on the breakout rooms

This option must be activated in your Zoom profile beforehand. See the beginning of the document. There is an introductory video from Zoom for this function: Instructions as a video:

https://www.youtube.com/watch?v=j_O7rDILNCM&feature=youtu.be

- You can divide students into small groups manually or automatically. If you have several group phases in a seminar session, you can reuse the division you have already made.
- As soon as you have divided the groups, you can start the group phase for everyone. The students will then be asked to go to the group rooms.
- In the list of participants, you can see whether this person has arrived in the group room by a green dot in front of their name.
- Students can leave the group room at any time and then return to the central seminar room.
- Alternatively, groups can request help from the group room. They will then receive a message and can go to the group room for help.
- You can be available to answer questions in the central seminar room or go to the individual group rooms yourself for support and observation.

- You can send a broadcast message from the central seminar room to all group rooms, e.g. to announce the imminent end of the group phase.
- You can end the group phase at any time. The groups then receive a warning in their room and have 60 seconds to finish. The group room is then closed and the participants are automatically returned to the seminar room.

Infos & Contact

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Impressum

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