

Netiquette for online teaching

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Teaching and learning in online scenarios is new and unfamiliar. To make sure that everything still works, here are a few basic tips.



General: Treat your fellow students and teachers in a friendly and respectful manner. Many things are new and not everything will work out right away, or there may be new pitfalls and obstacles during the semester. Be tolerant with the mistakes of others.



In ILIAS: You can upload a picture of yourself and allow your clear name to be displayed to make the learning room a little more personal.



When using forums (in ILIAS) or chats (in MS teams)

- Use the answer button to group related conversations and provide clarity.
- Keep it short.
- Before you send messages: Proofread. Did you express yourself misunderstandably or does your message leave a lot of room for interpretation? Read the message with the eyes of the recipient.



When using MS Teams and Zoom

- For events that are broadcast live online: be punctual so that you don't miss any content or other important information.
- Do not make your own recordings of events. The teacher owns all rights to the picture and will make the recordings available to you via ILIAS or other channels if they agree to share the recording.
- During the lecture part and if the teacher has announced that he/she will record the event: generally switch off your camera or microphone if you do not want to be part of the recording.
- Switch off your microphone also if you are not making a contribution. In this way you can avoid the transmission of background noise that may occur unintentionally.
- In seminars you can participate with your camera switched on to make the seminar more personal. However, if transmission problems occur, it may be useful to switch off the camera.
- Take an active part in what is happening: the integrated chat functions in particular allow you to ask questions or participate in discussions. For teachers, the lack of student presence is an unfamiliar situation in which non-verbal communication does not draw attention to discrepancies.
- Stay as attentive and work as concentrated as you would if you were present at a lecture.



Digital teaching material: In this exceptional situation, teachers provide digital teaching material with great commitment and a great deal of personal effort to make online study possible. Many of those who have not previously recorded, for example, do so now. In

return, please respect the copyright and personal rights of the teachers. The teaching material is provided by teachers in a closed room. It may only be used within this online course. The material is made available exclusively for the students' own use in the context of teaching and learning. Any form of unsolicited redistribution or other types of use is expressly prohibited.

And finally: Some of these hints are of course valid in the same way or in an adapted way when we meet again one day at a physical lecture or seminar. 😊

Information & Contact

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