

Online lectures with Zoom

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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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Introduction

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 for the implementation of live sessions. Especially in order to be able to cover many parallel sessions and events with many participants, the University of Freiburg has decided to license the commercial video conferencing solution "Zoom". Zoom offers the possibility of holding lectures and seminars online with up to 300 students. This document describes a good practice for holding a lecture or a larger seminar with optional recording and enabling interaction with the students.

Zoom can be used at the university of Freiburg for the implementation of courses if a reliable and trouble-free implementation cannot be guaranteed with an information and communication system operated by the university of Freiburg itself or DFNconf. Please note the guideline for the use of ZOOM at the University of Freiburg, as well as the information on data processing:

*Guideline for the use of ZOOM: https://www.rz.uni-freiburg.de/edvcorona-en/vidcon-en/zoom_folder/zoomvk-en
Information about data privacy:
https://www.rz.uni-freiburg.de/services/beschaffung/software/zoom/zoom_datenschutz-en*

An overview of all web conferencing systems for teaching can be found in the "digital teaching toolbox" on ILIAS: https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_19657_1631765&client_id=unifreiburg

*The instructions in this guide must be followed. Please provide the link to the students guide in advance:
<https://www.rz.uni-freiburg.de/go/zoomguideforstudents>*

At the University of Freiburg Zoom is used for 2 course-scenarios¹ 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. Students can participate via text chat or poll if the lecturer allows it. Students' audio or video feature should not be switched on in this part, alternatively they can be switched off by the meeting-host. If they choose so, lecturers can record this part. The recording will then only include the audio of the lecturer 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 seminar-like teaching scenarios. In these online seminars 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

¹ Since 29.01.2021 ZOOM may also be used for proctoring of Online-Exams taken at home. See Szenarios https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_19642_1631765&client_id=unifreiburg

so-called breakout rooms, which can be temporarily divided into small groups during the seminar. Instructors are supported by moderation tools.

For small seminars or tutorials with up to 25 participants we recommend the use of one of our internally hosted server solutions "BigBlueButton" which are connected to the learning platform ILIAS.

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 (german only)

First steps

The following instructions require a successful assignment of a license by the Freiburg University IT Services as well as activation of the account on your part. Furthermore, we assume that the default settings for these accounts are inherited. Private or personal accounts created independently may differ from the options and settings in important aspects.

Zoom is an "online meeting" service. In the following text, the term "meeting" will be used (instead of lecture).

Installation of the Zoom-Client

To hold an online-lecture as a meeting host, the installation and use of the zoom client is recommended. Only by using the zoom client you can use all given functionalities and control the meeting comfortably. *Please make sure that you always use the latest version. Currently **version 5.x** is available.* You download the latest version here: <https://uni-freiburg.zoom.us/download>

A major security package has been announced for the end of May. After that only clients of version 5 and higher will work. For more information about downloading the clients, see <https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->

Students do not need to install the client. They can participate e.g. with the browser Chrome by entering the Link (with passwordhash) or the meeting ID and the meeting password.

You will find the guide for students under the corresponding link. Please place this link to the guide in your ILIAS course so that students will always find the latest version of the guide:

<https://www.rz.uni-freiburg.de/go/onlineteilnahmezoom> (german)

<https://www.rz.uni-freiburg.de/go/zoomguideforstudents> (english)

Configure the settings in your profile

Go to the website <https://uni-freiburg.zoom.us> and log into your zoom-account you have received from the University IT Services.

Important settings before planning an online course

Some security settings have already been configured by the University of Freiburg. You can change some of the settings, but some of them are locked for reasons of data protection. By clicking on "Settings" in your

account profile (left table of contents) you can set basic preferences for your online events. You only need to make these settings once. They apply to all meetings you offer.

Settings for optional recordings (lectures only!)

Recording of parts of lectures (only Voice, Video and presentation!) is recommended to help as many students as possible to participate in study program, so that they can watch the recording if they cannot attend the Live-Lecture. For instance, the students may be prevented by illness from attending the lecture, and this to a greater extent than usual. The recording can be made available to the limited number of participants via ILIAS and can also be deleted at any time.

You have the possibility to record a live session locally (on your computer) or in the cloud (on the zoom server - preferred setting). Please use "cloud recording" and use the following settings to make sure, you do not record anything unintentionally.

For event formats such as lectures, which essentially consist of only a lecture delivered by the lecturer and where the participants do only listen, it is strongly recommended to record on the Zoom Cloud, since you can configure additional settings here, to prevent the gallery view of the connected participants and the chat to be recorded.

The settings shown in Fig. 1 are highly recommended so as to ensure that no personal data of third parties is unintentionally recorded. Therefore, please check your settings carefully and always inform the participants before you actually start a recording - especially about the type of recording and the subsequent use.

The settings for recording in the cloud can be found in the "Recordings" section of the web interface. Configure the settings as shown in the figure and apply them by clicking "Save". The cloud recording must first be activated; it is deactivated by default. If you wish, you can also change the "Recording locally" setting so that only cloud recording is offered as an option in the meeting and you do not accidentally choose the wrong recording method. You can change the settings at any time before scheduling a meeting.

The screenshot shows the Zoom web interface with the 'Recording' tab selected. The 'Recording' section is expanded, showing 'Local recording' (disabled) and 'Cloud recording' (enabled). Under 'Cloud recording', the following options are checked:

- Record active speaker with shared screen
- Record thumbnails when sharing

Other options are unchecked:

- Record gallery view with shared screen
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar
- Add a timestamp to the recording
- Display participants' names in the recording
- Optimize the recording for 3rd party video editor
- Audio transcript
- Save panelist chat to the recording

Figure 1. settings for cloud recording. Please ensure your options for cloud recording are set as shown.

Please note the following regarding settings:

- With "Record active speaker with shared screen" the video image of an optional second speaker is also recorded. This person must of course be informed in advance and must have given his or her consent. If you give the lecture all by yourself, this setting has no effect.
- With "Record thumbnails on release" your video image or profile image will be displayed next to the slides in the recording. Omit this setting if you only want to record the slides.
- You should explicitly choose not to record chat messages and gallery view to avoid accidentally recording other people.

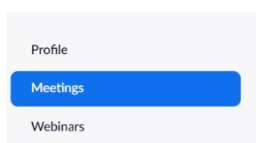
Regardless of the type of recording, all participants in a meeting will be alerted at the start of the recording, both acoustically and by a confirmation message. Participants who do not agree to the recording will be actively asked to leave the meeting.

Attention! When you use "local recording", it is not possible to prevent accidentally activated video images of the students from being recorded, since the "gallery view" is always recorded. In local recordings all switched on videos are visible. If you want to be sure to not use the wrong settings you can deactivate the option of local recordings (see fig 1).

Cloud recordings are only available in the Zoom Cloud via your login (see fig. 1, "Recordings" in the menu on the left) and are automatically deleted after 30 days - make sure you have downloaded and uploaded them to ILIAS before this period expires (see guide p. 22). You can also delete the recording manually at any time before expiry.

Schedule a meeting

To schedule a meeting, a meeting is created in Zoom. For a weekly lecture you do not have to plan each date individually, but can create it as a recurring meeting (see fig. 2).



Upcoming Meetings

Schedule a New Meeting

Click on the "Schedule Meeting" button at the top center of the screen, or in the left menu under "Meetings" → "Schedule New a New Meeting".

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting **Every day, until May 30, 2020, 7 occurrence(s)**

Recurrence

Repeat every day

End date By After occurrences

In the first section (see figure 2) you can label the meeting and plan the slots.

You can create a "Recurring meeting" to generate a Meeting Link and password for weekly events during the semester. If the lecture has several dates in the week at different times, this cannot be pre-set, but you can use and start the meeting at any time outside of the planned slots.

Scroll down for more settings.

Figure 2: Scheduling a meeting, time settings, recurring meeting option

Additional important meeting settings:

- Do not check the box for “Registration”. For reasons of data economy, students should be able to participate with a self-chosen alias without registering at Zoom.
- To avoid "zoom bombing", a "meeting password" is automatically set, which participants are asked to enter before entering the meeting
- In the meeting options, "join before moderator" is not activated by default and a "waiting room" is activated. Thus, students are kept in a waiting room until the meeting host lets them "enter". With the Option “enable join before host” disabled, the meeting room cannot be used for other purposes outside of the lecture and without a guidance.
- As "Alternative Hosts" you can enter other Zoom-Accounts of the University of Freiburg by using the e-mail address; these mail-address must be also registered as a zoom Account in advance. They can start and moderate the event as your substitute even without your presence.
- Save → Link to the meeting is generated.

Figure 3: Scheduling a meeting, settings for implementation

Check meeting settings and send link to the meeting to your participants / provide it on ILIAS

In the next step you will see the access data for the meeting you have just scheduled (Fig. 4).

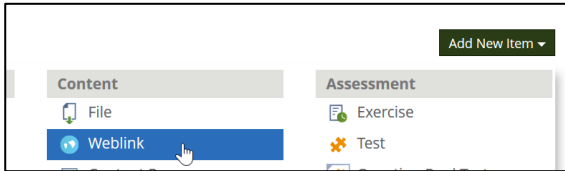
The "Invite Link" can be made available to your students on ILIAS. It is important that you provide the meeting password as well as the link. Both information can be copied to the clipboard with the Option "Copy invitation" so that you can paste them in your ILIAS-course (see next page). Alternatively, you can copy this information into a mail text and send it with "Mail to all members" – function in your ILIAS course room or HISinOne-Lecture.

Link (with Passwordhash), meeting ID and meeting password are to be treated confidentially and be communicated to the addressed group of participants only. Do not put this information publicly on the internet and advise your students not to do so either.

Figure 4: Check meeting settings and send/copy invitation link

Anyone who has the information link and meeting password can participate in the virtual session. If you feel that the meeting password has been leaked, you can edit the meeting again and change the meeting password at any time. In this case please remember to provide your students with the new meeting password in time, e.g. via ILIAS, so that they can continue to attend the lecture.

Inviting students to the lecture – insert Weblink in your ILIAS course



In order to attend the lecture, students need the link to the meeting (see above). You should provide this link at a suitable platform. The recommendation is to do this in the corresponding ILIAS course as a weblink. To do so, choose "Add new Item" and the object type "Weblink" in the ILIAS course. Enter the URL of the zoom meeting and assign a

title to be displayed in the course e.g. reference to the time of the meeting. In the summary you can also enter the meeting password and inform the students with the following note:

"Participation in the virtual session by using zoom is voluntary. Please enter the meeting password: xxxxxxx". See figure 5.

 A screenshot of the ILIAS form for creating a new weblink. The form is titled 'Option 1: Neuen Weblink anlegen'. It has several fields:

- 'Ziel *': A radio button for 'WWW / Internet' is selected. The 'URL' field contains 'https://uni-freiburg.zoom.us/j/626662224443?pwd=MFltNmDH3r4QVjEhFZVz09'.
- 'Innerhalb von ILIAS': A radio button is selected.
- 'Titel des Weblinks *': The field contains 'Vorlesung Einführung in die Literaturwissenschaft (immer mittwochs, 11:15h)'.
- 'Beschreibung': The field contains the text: 'Zur Einwahl in das Zoom-Meeting nutzen Sie bitte obensichenden Link oder die Meeting ID 6266 6222 4443 und das Passwort: Z7ds3zP9!'.

 At the bottom, there is a red asterisk indicating required fields. On the right, there are two buttons: 'Weblink anlegen' and 'Abbrechen'.

Figure 5: Creating a web link in the ILIAS course

The information text for the Link URL is thus only made available to the registered participants centrally via ILIAS. By clicking on "Create web link" you can transfer the link to the course. The link will then be displayed in the course.

Please create a second weblink to the zoom guide for students in your ILIAS course using the same procedure so that they will always find the latest version of the guide:

<https://www.rz.uni-freiburg.de/go/onlineteilnahmezoom> (german)

<https://www.rz.uni-freiburg.de/go/zoomguideforstudents> (english)

By clicking on the meeting link, students can join the zoom meeting either with the zoom client or directly in the browser. In both cases they have to enter the meeting password, see the Guidelines for Students.

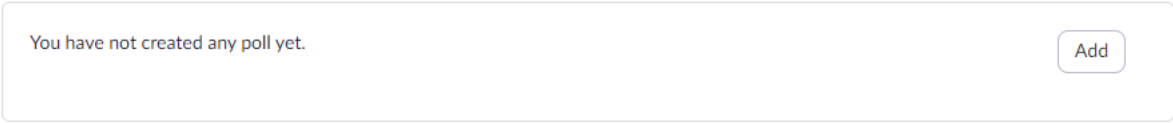
By the way, the description field of your course in the Campus Management System (HisInOne) is not a suitable place to distribute the link to the meeting because of the publicly viewable descriptions. If you do not use ILIAS but an allocation procedure via HISinOne, you can use the "mail to participants" function in HISinOne to send the invitation information to the registered participants (see fig.4).

Further preparation of a meeting

Using surveys

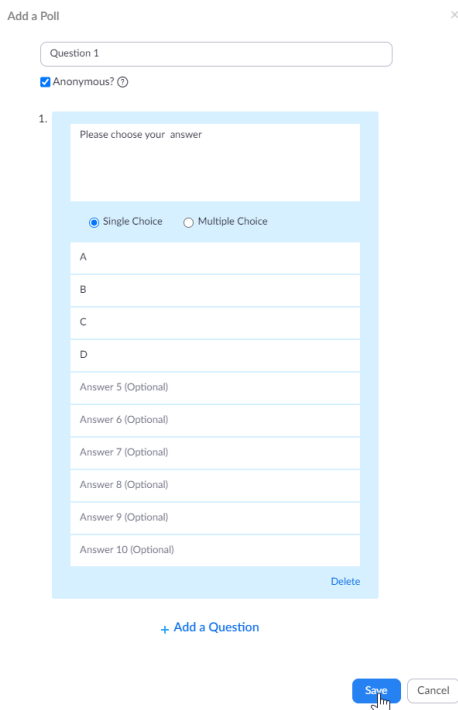
With surveys (or polls), you can make lectures more interactive. These are short polls that you prepare in advance in the web interface.

In the meeting information of the web interface at <https://uni-freiburg.zoom.us> you have the possibility to create your own polls for each planned meeting. In the list of your meetings, click the meeting name of any meeting. At the bottom of the page, you will see already created polls or you can create new polls.



For your first poll click on "Add".

- Give your poll a title.
- The "Anonymous" button only refers to users who are logged in/registered with a Zoom Account. We recommend to our students working without a zoom login at all times. Therefore, this option usually has no effect.
- You can create single or multiple choice questions.
- Enter the question text and possible answer options.
- You can add more questions below.
- A survey can thus consist of one or more questions that are to be answered by the participants at a given time during the meeting.
- When you are finished, "Save" the survey.



You can prepare several surveys for different slots in the lecture.

Figure 6: Add a survey to a scheduled meeting

Hint: If you prepare a generic survey with "Please chose your Answer: A, B, C, D" and store corresponding questions with answer options for A, B, C, D in your PowerPoint slides, you can also work spontaneously with this tool during the lecture on any question and use the same survey several times.

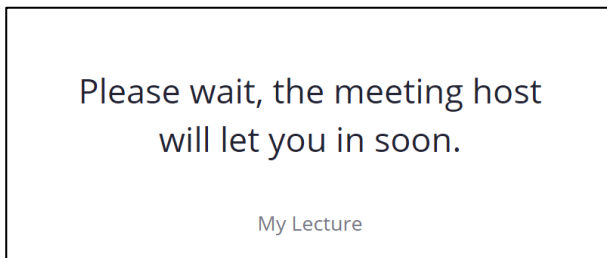
During the live meeting you can access and start the poll in the main menu and choose from the list of prepared poll.

Hold a zoom meeting

Allow about 10 minutes for your own preparation before the meeting.

Start/Enter the meeting via the link from your zoom account (Meetings). If the zoom client is installed on your computer, you will see the link to the meeting scheduled for the current day and can start the meeting directly there. You are then automatically logged in and can enter the meeting room directly.

Students who follow the link at the arranged time and enter the correct password will be gathered in the waiting room:



Typical display in the waiting room for participants

If you call up the link yourself and you will be directed to the waiting room, this means you are not logged in to your zoom Account. Please log in first at <https://uni-freiburg.zoom.us> or in the zoom client and then start the meeting again.

If you start the meeting as a host, the default settings is to use "Computeraudio", which means your Microphone from the Headset is already unmuted. For good audio quality without feedback, we recommend using a headset. Make sure your microphone is turned on, both on Zoom and on your computer and check if the microphone-Icon is reacting on your voice input. Please mute your microphone after this check, until you start the session. Participants will always start muted (unless you change the default settings of your meeting).

Hint: Before your first live session, we strongly recommend that you test your setting (audio + webcam) together with someone who can give you feedback on whether they can hear you well.

Starting your session

Once you start a meeting as a host, you see a window as shown in Figure 7. If a student is already in the waiting room, you will see a message on top of the menu item "Manage Participants". If you are ready to start, let the students enter by clicking "enter" (blue button). You can do that later at any time and leave them in the waiting room while you prepare your meeting.

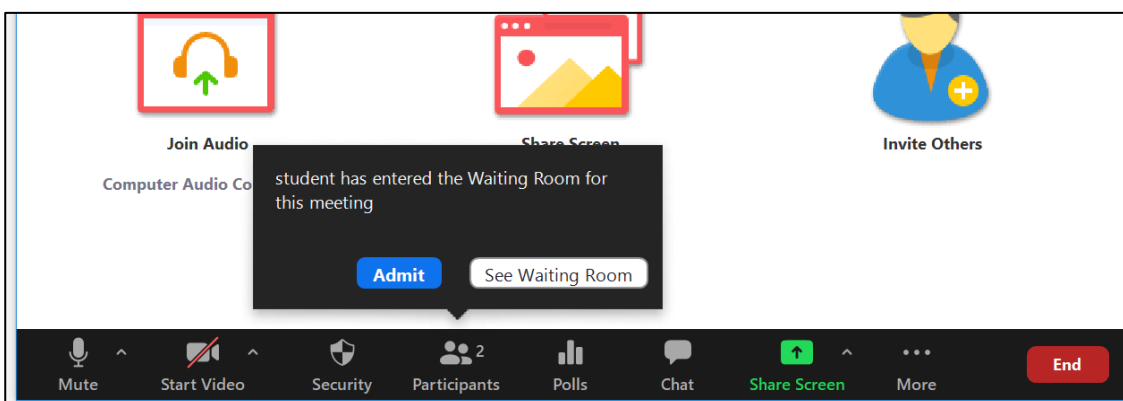


Figure7: The scheduled meeting started as host in the Zoom Client. Choose „Manage Participants” to get access to the list of participants and students waiting in the Waiting room.

The aim of these preparations, while the attending students are still in the waiting room, is to be able to start confidently and to avoid disturbances during the lecture:

Open the list of participants and the waiting room by clicking on "Participants" in the control bar at the bottom of the screen (see fig. 8). If Zoom is in full screen mode, the list of participants is displayed as a separate window. In the list you can see who is already "meeting-participant" and how many participants are waiting in the waiting room.

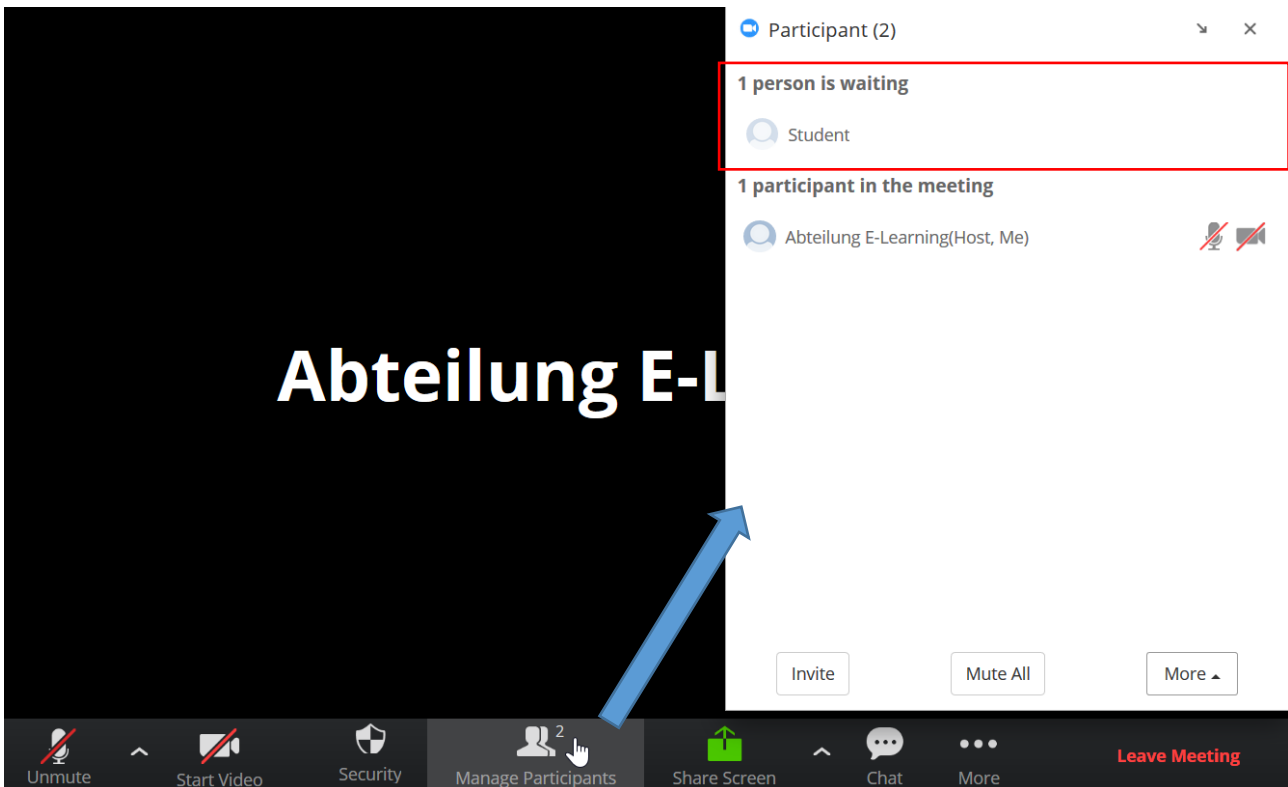
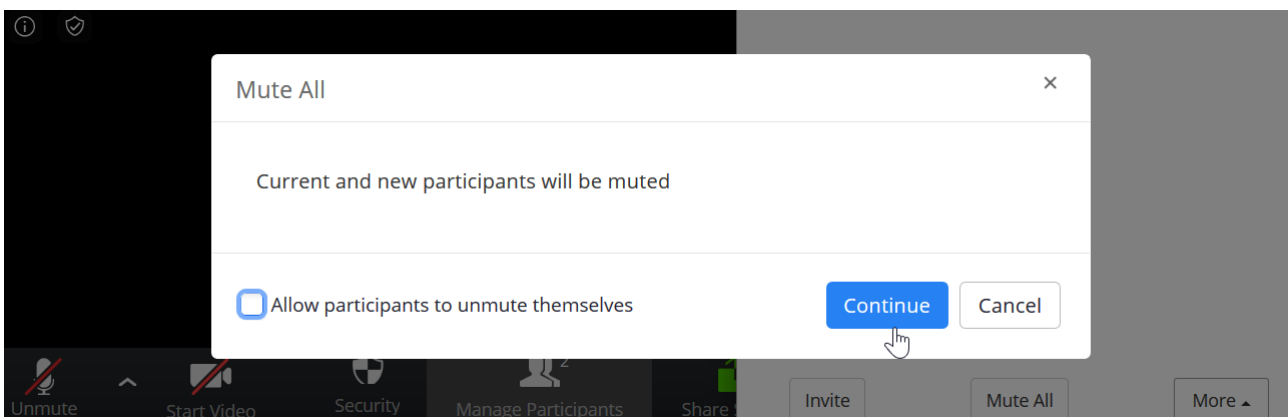


Figure 8: Open your participants' list and waiting room

Note referring to recording a meeting: If you want to record a presentation part of a lecture, click on "Mute all" at the bottom of the participant list (see Figure 8), and a dialog will appear:



Be sure to uncheck the box "Allow participants to unmute themselves". Click on "Continue".

This makes sure, to prevent participants to interrupt the lecture by speech accidentally and to be recorded unintentionally. Please remember to configure the cloud recording options in advance! See **Settings on page 5**.

Next, you should prepare your **presentation** for viewing. An existing PowerPoint or other file (LibreOffice, Keynote, PDF) is opened normally on your computer. To be able to see the controls of Zoom during the presentation, start it in the mode "**View by an individual (window)**". You can make this setting in **PowerPoint under "Slide Show > Set up Slide Show"** (see Fig. 9).

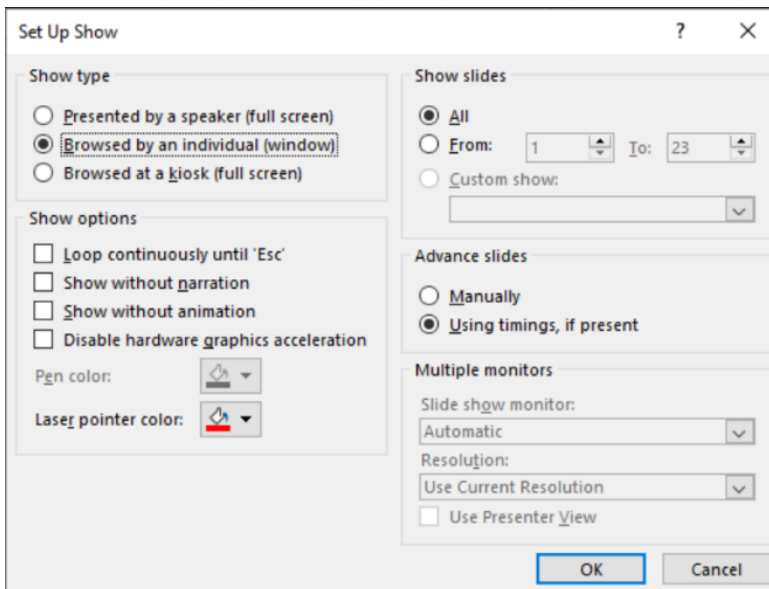
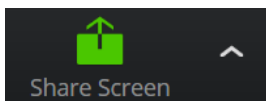


Figure 9: Settings in PPT: Screen presentation view by an individual (window)

After you set the option, start the presentation in PPT as usual. It will now open in a window instead of full screen.

Activate sharing in zoom meeting and transmit presentation



Once you have started your PPT slideshow or any presentation click on "share screen" in the control bar in the bottom of the zoom window.

You will now see a preview of all open windows and other options for sharing the screen. Select the PowerPoint window and click on "Share screen" in the lower right corner of the dialog. The PowerPoint window gets a green frame (see fig. 10). Depending on the settings, the zoom control bar remains at the bottom of the screen, but can also be moved to the top of the screen.

You can stop screen sharing at any time, e.g. to show different content. To do this, click on the red "stop" button at the top navigation bar.

At https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPointPresentation#h_eb8ba928-2a24-41fd-ac1a-57d4d5326a5 you will find further options for sharing the screen, e.g. if you are working with a second screen. Besides slides, you can also share the entire screen or the windows of other programs.

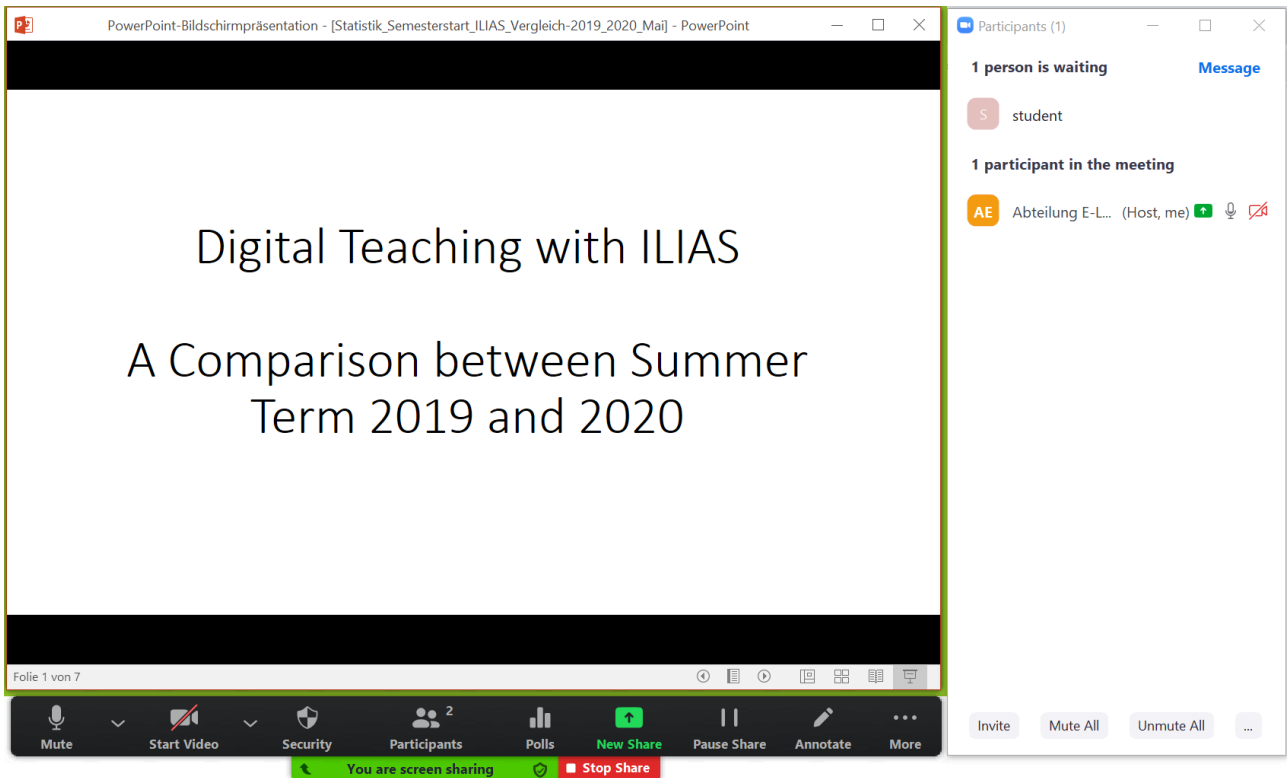


Figure 10: Transmission of a PPT presentation in a window (green frame) using the Zoom client

If you have a second camera, you can use **"Share screen > Advanced > Contents of 2nd camera"** to start a transmission with a camera that is not your webcam, e.g. to transmit a test setup in the lab or a document camera. Alternatively, you can select another device in an ongoing transmission via **"Video settings > Video camera"** by dropping down. This is suitable, for example, for streaming a calculation exercise 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).

For recordings: Disable annotations during screensharing by participants

As a standard, students can also comment on the released content, e.g. for questions, mark something in slides etc. You can switch this off in the "More" menu to avoid disturbances. To do so, click on **'Disable participants annotation'**. You can allow them to annotate later at the same place if necessary.

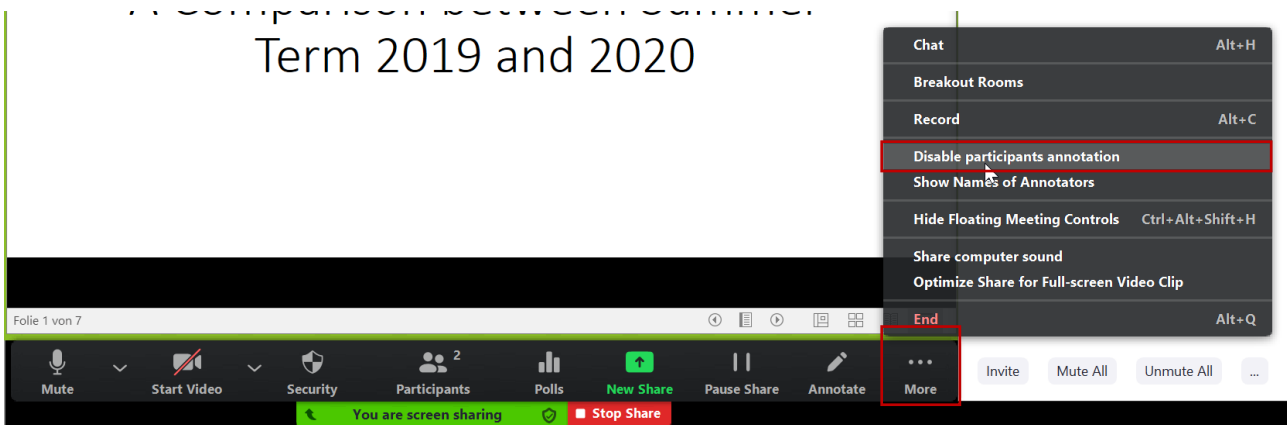
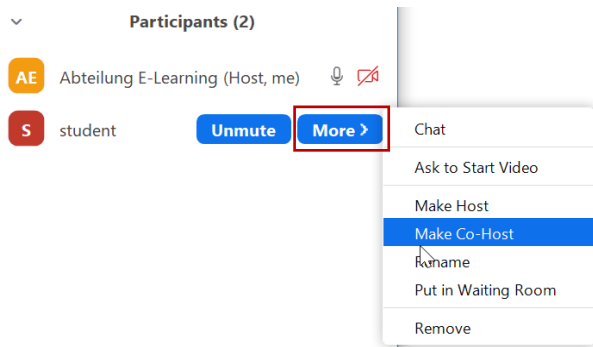


Figure 11: Deactivating annotation by participants

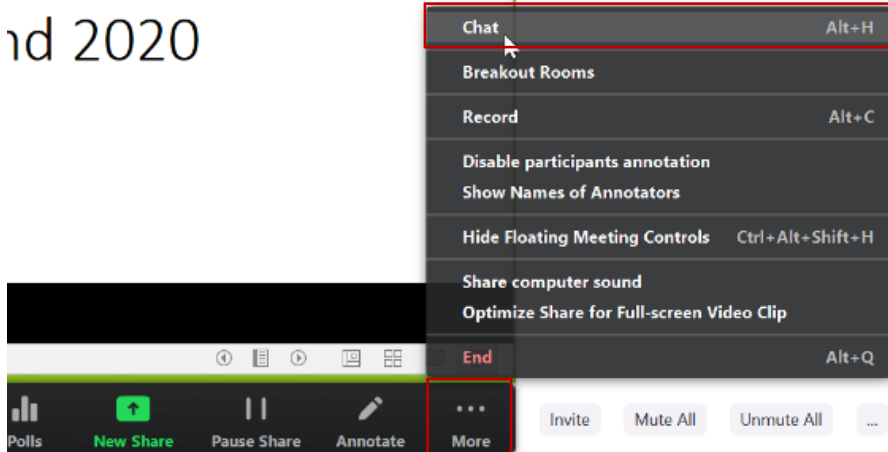


Optionally: If you would like to be supported by another person during the live-session, you can get this person into the room prior to your lecture by clicking on **"Admit"** in the waiting list. If the person is in the room, you can make him or her a **"co-host"** in the participants' list. The co-host then has the same options during the meeting as you as host and assist in moderating the session, for example, switch on audio to moderate questions from the chat window, to bring them into the presentation (and possibly into the recording) without having the students audio on.

A co-host you assist you during your live lecture, without having to be registered with a zoom licence. Co-hosts can only be "upgraded" during the meeting by the host and not be invited in advance.

Attention: Do not use the option "Create host" - this way you **completely** hand over your rights in the meeting to the other person, because there can be only one host in a meeting at the same time. You will not be able to control the meeting yourself any longer (but of course there is also an option "reclaim host" to get the host permissions back again in the "... – menu at the bottom of the participants list).

Activate Live Chat - Window



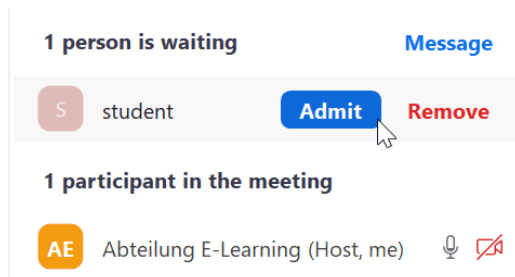
Open the chat window so that you can also see the questions from students during the lecture. This is especially important if you are working without support through a co-host. To do this, click on "Chat" in the zoom control bar.

If screen sharing is already activated, you will find the chat option as the first entry in the menu item "More" (Fig. 12).

Figure 12: Start chat with activated screen sharing via "More" → Chat

The best thing to do now is to arrange all windows so that you can see them all easily at the same time.

Last preparation step: Let the participants enter from the waitingroom



Now you have completed all preparations and can admit the participants out of the waiting room and start the lecture. You can allow each participant individually, or with "Admit all", allow all waiting participants at once. Watch the participants' list to see if any other participant asks to be admitted later.

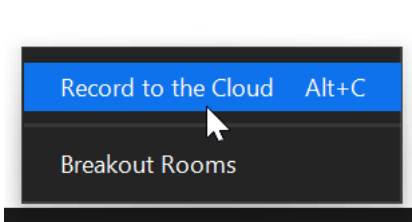
Alternatively you can switch off the waiting room if late arrivals should be able to enter without your allowance directly or "lock the meeting" if nobody is missing and you want to be sure that nobody else enters the meeting after the start of your presentation. Both options are in the main menu item "Security".

Start the presentation part of the lecture and optionally: start recording

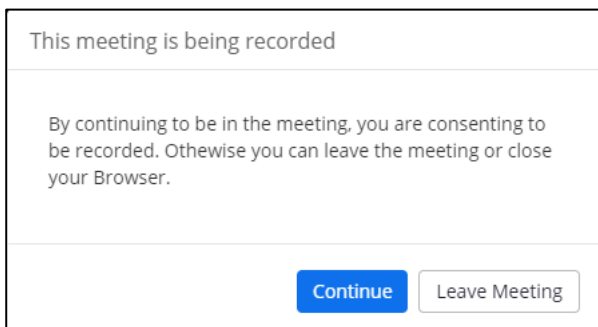
If desired and the students are informed in advance, you can now start the recording before you start your presentation. This way, the recording does not contain your preparations, but starts right away with your lecture part.

Attention: For recording, we strongly recommend recording in the cloud, with the settings mentioned above (see "Settings for optional recordings" on page 4), to avoid that you unintentionally record students (voices or video). If you only have the option "Record on this computer" available, you have not activated recording in the cloud in your profile settings during your preparations. Please do not record locally or make sure, that all students disabled their video and audio properly.

Start the recording as described.



If no separate "Recording" button is displayed in the zoom control bar, you will find the "Record to the cloud" Option as a separate menu item under the main menu Item "More".



Recording - Note for students:

When you start the recording, all participants will hear an acoustic signal "This session is being recorded" and all participants will receive a message (see Fig. 13) about the recording, this way having the decision to continue or leave the meeting.

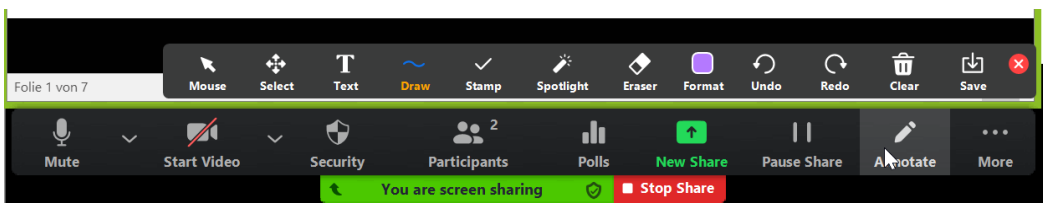
Figure 13: Note to participants that a recording has been started.

In addition, a red dot with the label "Rec" appears in the header of the shared PowerPoint window for all meeting participants and also next the name of the meeting host in the list of participants.

Giving a presentation and using the annotation functions on slides

As soon as the recording is running, start your presentation. You can now speak, welcome the students and navigate through your PowerPoint presentation as usual.

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



The annotation tools and whiteboard-functions are described on:

<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>.

Possibility for students' reactions during the presentation

- Students can comment on the chat or ask questions via text (in the case of "recording in the cloud" the chat is not recorded).
- Prepared surveys can be used to quickly get a picture of the mood or motivate students to think along.

To do this, click on **"Poll"** in the toolbar. A dialog will appear where you can select from the prepared surveys. Select the desired survey (Fig. 14) and click on **"Launch Polling"**. Note that in the example below the question itself is given on the shared PowerPoint Slide. You can "reuse" one Poll with the same options for several questions during your presentation.

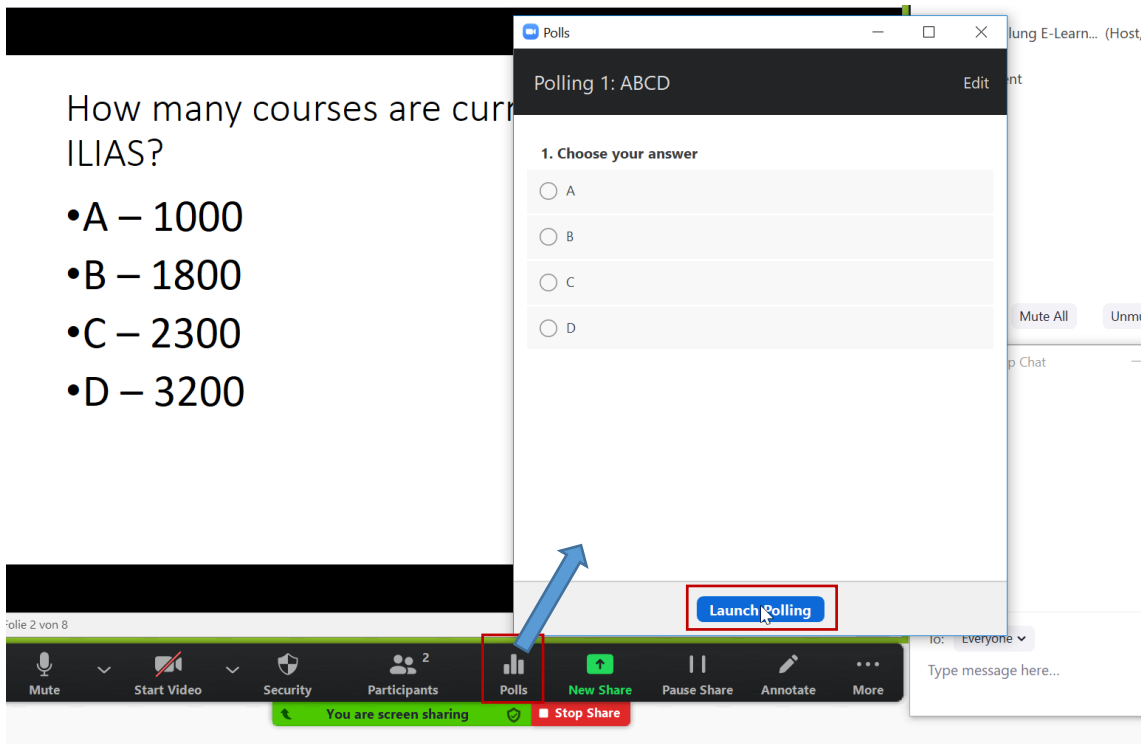
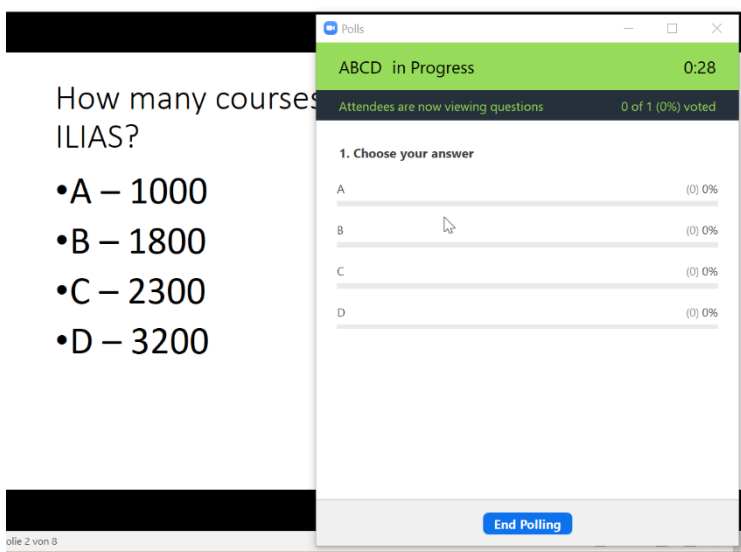


Figure 14: Select and start prepared poll



You get a new view and can follow how the answers are made.

Students see the question and can answer and send the answer by clicking "Enter".

You can end the survey at any time with "End Polling".

Note: Unfortunately students attending in a browser (Firefox, etc.) might not be able to participate in polling, because this feature is only working properly with the Zoom client.

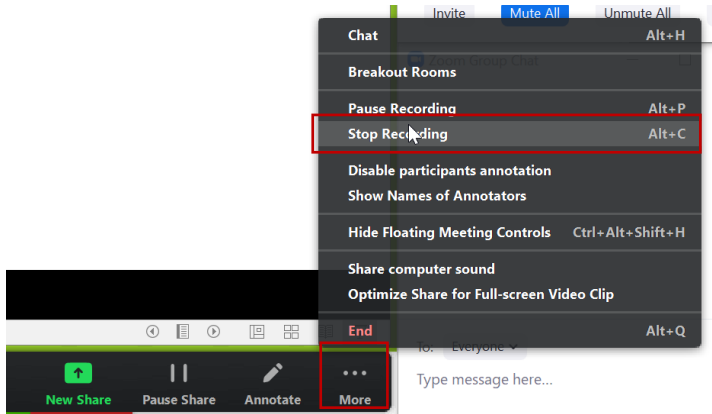
Figure 15: Viewing survey results and "End Polling" after receiving all answers

Afterwards you can use "Share results" to display the results for all participants, or you can start the survey again.

Discussion part in lectures or seminars

When you are finished with your presentation, **stop recording** and allow more interaction from participants. *Attention! We would like to point out again that recording of participant interaction is not allowed.*

If you have recorded your presentation, **stop recording first**. In the "More" menu you will find the option "**Stop recording**" (see fig. 16).



Confirm with **"Stop recording"**.

An acoustic sound will confirm "The recording has stopped".

Figure 16: Option "Stop recording" in the Menu "More"

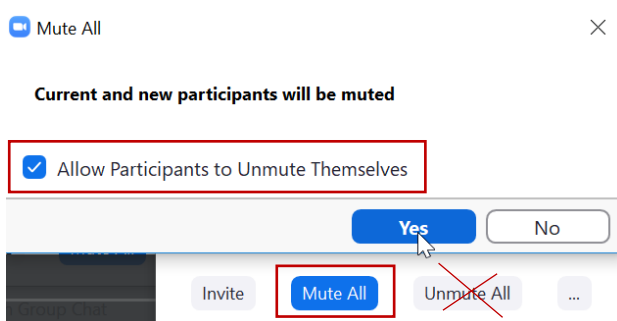
In the green bar of the current screensharing and next to your name in the participants' list the indicator for recording disappears. The cloud-icon with the flashing red dot is no longer there.

This procedure ensures that no student data is unintentionally recorded.

Involve participants - release microphones and set up communication rules

For the lecture part the participants were muted, in this phase they can unmute their microphone to discuss interactively. You ask the participants who want to ask a question to do so via the chat or raise their hand to speak and then do so via audio.

To allow participants to contribute via audio, change the settings in the participants list with the Option "Mute all" to "Allow participants to Unmute Themselves" (see Fig. 17)



Please do not use the Option "Unmute All", as this would activate the Microphones automatically. The use of the microphone must always be voluntary.

Figure 17: Allow Participants to unmute their Microphones Themselves.

If you have many participants in a meeting, agree on clear communication rules so that you avoid several people talking at once:

▼ **Participants (2)**

AE Abteilung E-Learning (Host, me) ✂ 🗨

S student ✋ 🗨

Invite
Mute All
Unmute All
...

"Raise hands"

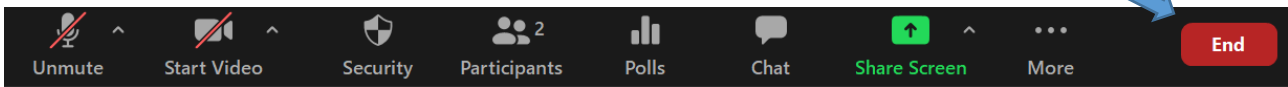
Participants who wish to ask a question or contribute to the discussion can raise their hand first. Participants will find a Button called "Raise hand" in the list of participants in the bottom right corner.

When participants raise their hand, you can see this in the blue hand symbol in the list of participants. If more than one participant raise their hands, the order of the participant list will rearrange in the order of "first raised hands" at the top.

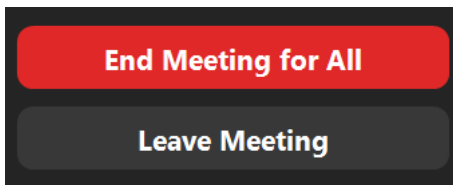
If you move the mouse over a person in the list of participants, you can also manually remove requests to speak by clicking on **"Lower hand"** if this is forgotten by the participant himself.

Give the word verbally to a person who wants to speak and ask him to activate the microphone. Participation via audio or video must always be on a voluntary basis. **Do not use the "Unmute all" option**, as you would activate a participant's microphone.

Ending the online-lecture



At the end of the session you actively end the meeting. To do this, select the "End meeting" option at the bottom right (shown in red in the "More" menu, if applicable).



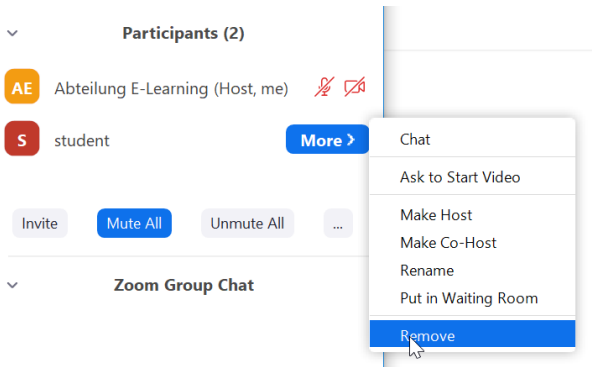
You will be asked whether you only want to leave the meeting, or whether you want to end it for everyone. End the meeting with the option **"End the meeting for all"**. This closes and locks the room for everyone and ends the meeting on the participants' side automatically.

The online meeting is now successfully completed.

Dealing with disruptive participants

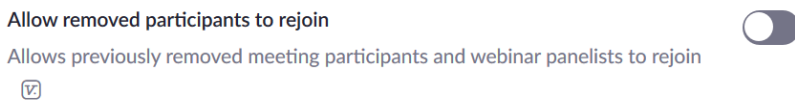
The procedure described above makes disturbances largely impossible or difficult. However, since students can and should participate with an alias/pseudonym, they could still try to interfere. If you notice disturbances (e.g. participants activate the microphone without being asked and disturb the meeting), you can mute individual participants in the participant list or lock them out of the room completely. Please be very cautious with this option and use it only in extreme cases.

You should always lock out participants who insult other people and make offensive or extremist remarks in the chat.



You can lock a person out of the room in the participant list in his or her "More" menu entry by clicking on "Remove".

If you often encounter problems with this issue, or if the person simply comes back, you can **deactivate the "Allow removed participants to rejoin"** function in your profile settings (via login to your zoom Account. Menu Settings → Meeting → In Meeting (Basic)). The person can no longer join the meeting, at least not with the same device. Even a new alias will not be sufficient for them to join the meeting again.



Download a cloud recording and upload it in your ILIAS Course

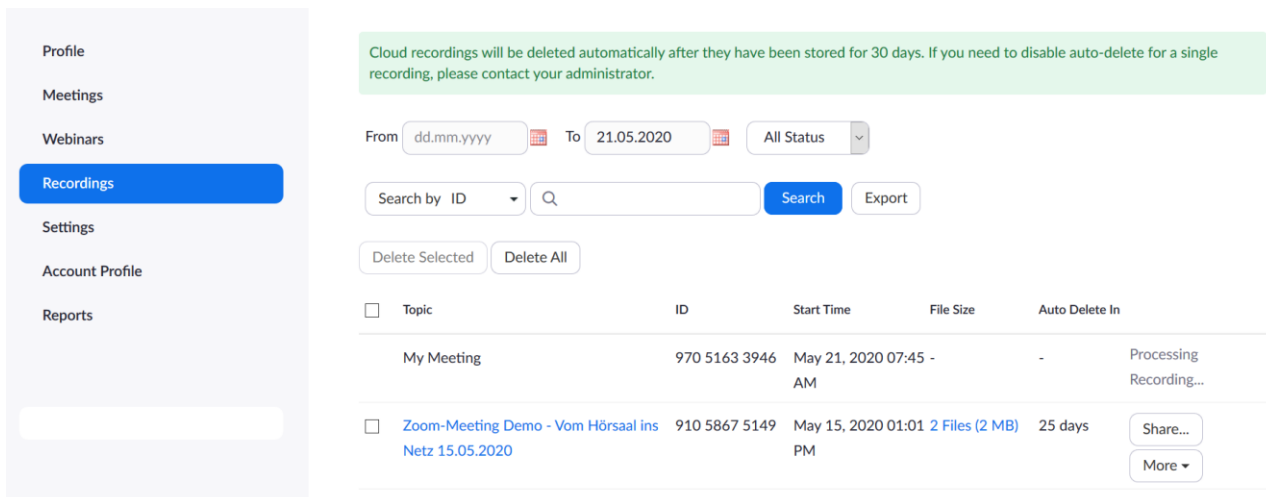
The most data-efficient way to record a meeting in terms of participant data is only possible via with cloud recording. The settings and the procedure described at the beginning of the document (see fig. on page 5) ensure that the recording only contains personal data of the Lecturer or presenter. Recording is always voluntary and requires the agreement of all participants.

Only the account (host) who created the meeting can access the recording in the cloud. To do so, log in with your account at <https://uni-freiburg.zoom.us>.

For reasons of temporary use and for the sake of data conservation, the forwarding of recordings via the Zoom Cloud is deactivated.

Manage recordings in the cloud

You can find the recordings in your account in the menu on the left under "Recordings".



If you interrupt the recording in a session (pause/stop recording) and start again, you will receive several video files for each recorded section, see Figure 18.

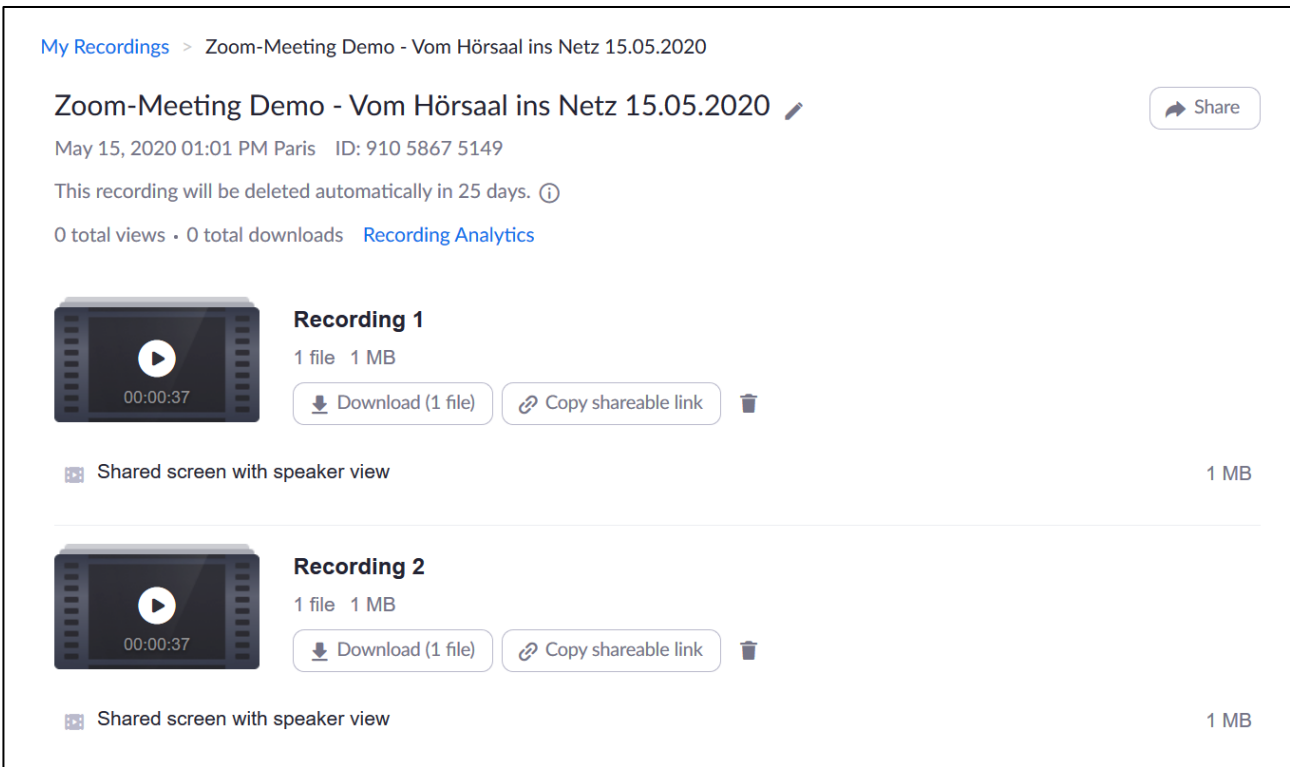


Figure 18: List of recordings of one meeting in your account settings in the "Recordings" menu

Recordings are automatically moved to the Recycle Bin after 30 days and are permanently deleted after another 30 days. Download them in time if you need them. You can permanently delete recordings yourself at any time by moving them to the Trash (use trash icon, see fig. 18) and afterwards emptying the Trash.

Download recordings from the cloud

Click on "Download" next to individual recordings, to download the recording as MP4 file. Usually the recordings are highly compressed and use only a few 100 MB per hour. Keep these recordings locally on your work computer in case you want to use them again later.

A recording consists of one MP4 file in HD resolution. If the recording was made with video (split screen with speaker view), it looks as shown in Fig. 19, otherwise only the slides are shown. In both cases the audio recording of all speaking persons is included.

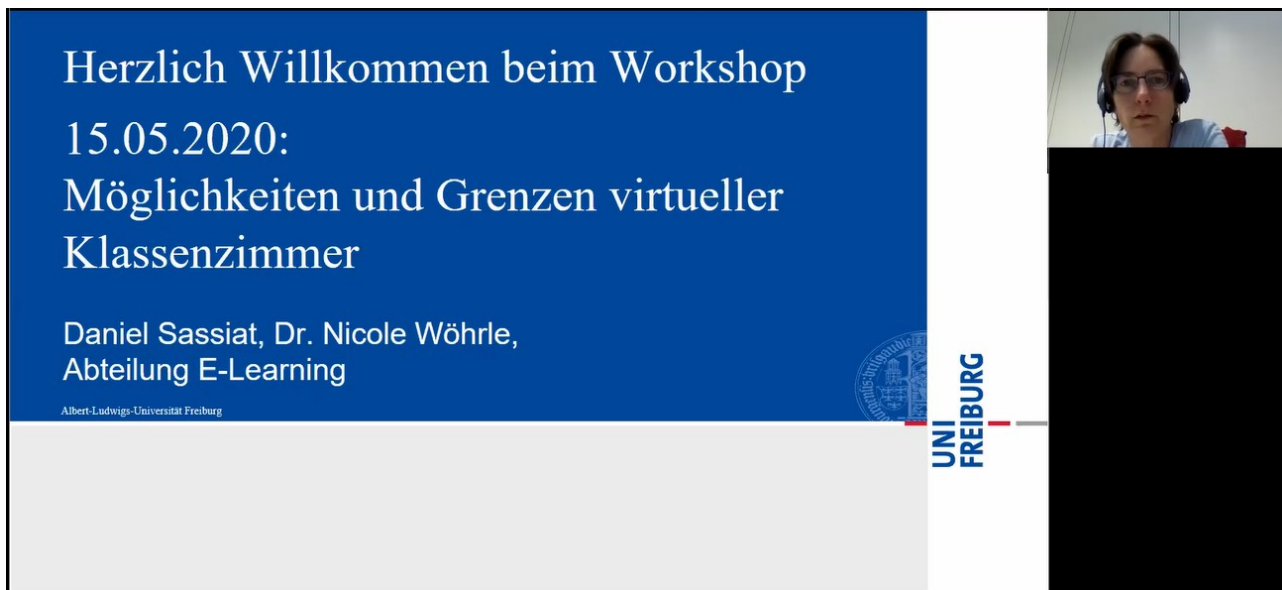


Figure 19: View of a recorded lecture (PPT release and video image of the speaker)

Provide recordings in your ILIAS course

Recordings can be provided in your ILIAS course of the lecture. This way students can access them with the other course materials and you control the provision of the recordings via ILIAS for the limited circle of users. You can also delete them directly at any time.

In your ILIAS course select the usual option "Add new object" and then "Vimp-Video" or "Panopto Video recording" to load the recording via one of the two video servers connected to ILIAS (Fig.20):

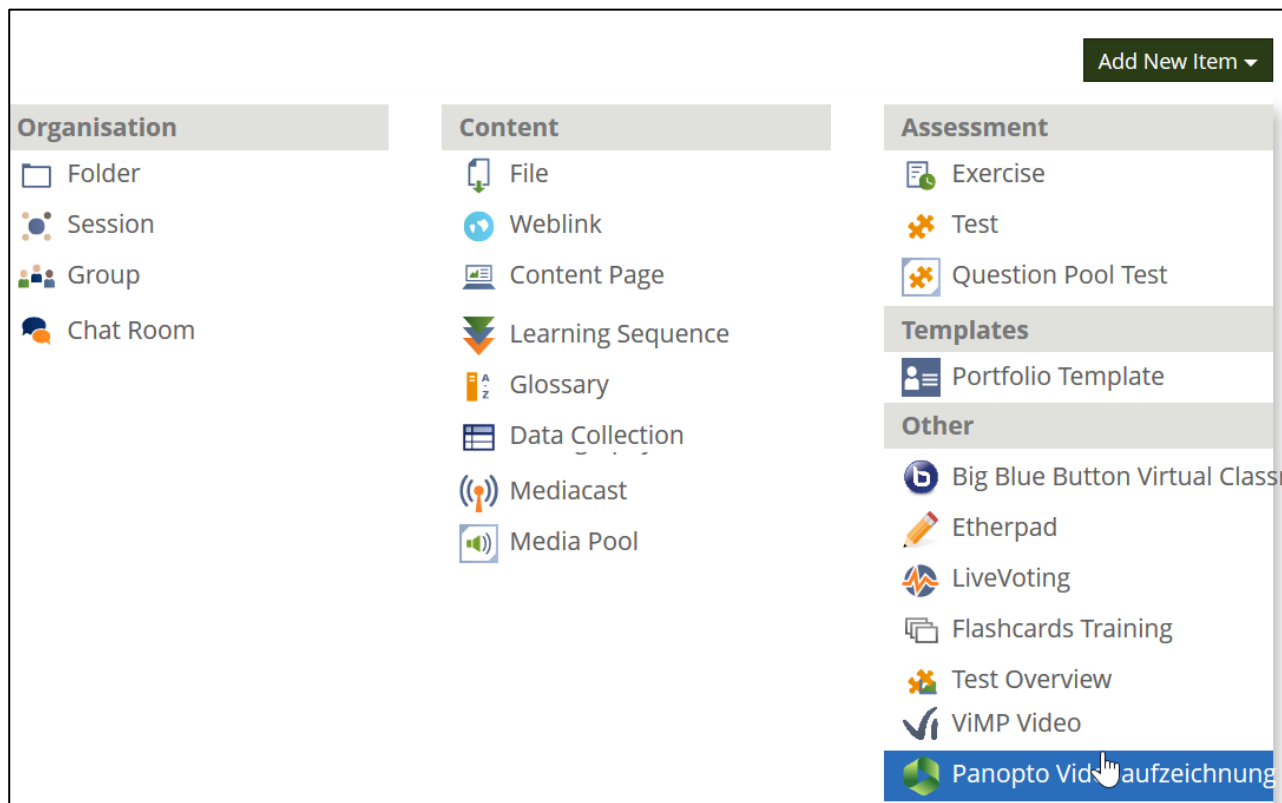


Figure 20: Set recording as Vimp video or Panopto video recording in the ILIAS course room

With both versions you can upload many videos (e.g. weekly recording as a lecture series) in one Video Object. Students will then find the recordings bundled under the selected video object.

Note: If you want to prevent students from downloading the videos, please use only “Vimp Video” or “Panopto Videorecording” to upload the files. Only with “Vimp-Video” and “Panopto-Video” recording you can specify whether a video is offered for download or not. With the other video options (e.g. Mediacast or Interactive Video) the video is uploaded directly into ILIAS. In ILIAS itself there is no streaming server integrated so that videos provided as “mediacast” or “Interactive video” can be opened and watched in the browser, but can always be downloaded.

Further informations and instructions on how to provide videos via ILIAS, especially with Vimp video and Panopto video recording can be found in the “Toolbox Digital Teaching” on ILIAS under “Integrate videos”, see https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_18000_1229029 (german only)

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These instructions for using Zoom online teaching and training have been modified and translated by the Department of E-Learning at the IT Services of the University of Freiburg according to the guideline "[Online-Vorlesungen mit Zoom halten und ggfls. Aufzeichnen](#)" 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](#).

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