IPSDS Online Discussions with Zoom

After the Zoom training with your IPSDS guide the meeting room of your course is at your disposal. Practice using Zoom prior to your first meeting. Zoom is very easy to use, but learning how to mute/unmute microphones, share your desktop, and exploring other features will increase your confidence using the software.

Your IPSDS guide will join you at the beginning of the first two meetings of your course to give technical advice and support. However, here are a few tips to help you prepare and conduct the online discussions.

Before the meeting

- *Technical equipment needs*
  Please use a web camera and a headset to ensure good video and audio quality. This will increase the overall learning experience for the students in the course. In addition, we ask instructors to use a wire connection (LAN), when conducting the online meetings. Wireless connections (WLAN) are usually less stable and might be dropped.
- *Access and devices*
  It is useful to have a second device (e.g. smartphone or pad) as a back-up option. Try to test access to the meeting room prior to the first meeting with all devices so that any required plug-ins are downloaded to your devices and you are sure you can join the meeting.
- *Dial in*
  If your Internet connection is weak, you can also join the conference by phone. Your IPSDS guide provides you with the numbers for your country. You can also find a list of international dial-in numbers here: https://zoom.us/zoomconference.
- *Location*
  You should stay in a quiet place and silence your phone. Do not sit in front of a sunny window/bright light as you will appear as a shadowy figure. Try to provide a clean, plain background. You could also use the virtual backgrounds offered by Zoom.
- *Tools/Materials*
  Test the tools and prepare e.g. polls and the materials you want to present in the online discussion (open the documents, websites or tools before the meeting starts).

- *Several instructors/roles*
  If your teaching assistant is in the online discussion or you are teaching with another instructor, clarify your roles prior to the meeting: Host and co-host, moderation, technical support, monitoring and responding to the chat, supervising working groups in the breakout sessions etc.
- *Entering the meeting room*
    - Be there 10 minutes before the start. Switch off your webcam until the meeting starts.
    - Always log in as a **HOST**. Your IPSDS guide has provided you with all necessary information.
    - Indicate your name. If you forget it when you log in, you can still change your name during the meeting.
    - Test your microphone headset and webcam before entering the room.
    - Mute your microphone when entering.

During the meeting

- Assign a *co-host*, if you are several instructors.
- It is helpful to open the *list of participants* (button "Manage Participants"). This way you have all names in one view, can switch on/off microphones or see e.g. the nonverbal feedback from the students.
- We recommend using the "*Gallery View*", so that you have all participants in one view.
- Not all participants will be on time. Wait two to three minutes before you start the discussion on the content. Use the time for small talk and get to know your students.
- First Meeting? Do a quick introduction round. Give a brief outline (time, what do you want to know?), start with yourself and then call each one individually, so you are sure that everyone introduces themselves.
- Do you have special rules of communication? Would you like the participants to use the nonverbal communication features of Zoom, for example? Then announce this and practice it right away.
- Try to speak and look at the camera so the students feel like you are talking directly to them.
- Remind participants to turn on their webcam during the online discussion.
- Remember the chat! Some students prefer asking questions using the chat or if someone is facing audio problems this could be the only to way to communicate with you.
- If you notice persons who do not participate, address such students directly by name and try to involve them in the discussion.
- If participants have dialed into the meeting by phone, please keep in mind that sometimes it may be necessary to comment on what is happening in more detail for

these people, for example when you share your screen or write something in the chat.
- Be prepared in case the students don't have so many questions, so that you can start a discussion and make good use of the time. This can be more in-depth questions and tasks, group work or e.g. problems/errors that you have noticed in the assignments.
- Please remember that we work with the flipped classroom model. The online meetings are there for the students' questions. Lectures should only be done if you have noticed that most students have had difficulties with certain tasks/quizzes.

Record online discussions

- We try to avoid recording meetings, because we want the students to participate in the online discussions.
- Exceptions are possible, e.g. if we have students from other time zones in the course who would otherwise have to get up in the middle of the night to participate in the discussions. Sometimes it is useful to record a meeting, e.g. because a certain coding technique is to be discussed and shown in depth and the students then continue working on the topic with the support of the videos.
- For data protection reasons, the meetings can only be video-recorded if all participants agree.
- In any case please contact your IPSDS-guide in advance. He will initiate the technical and organizational preparations.
- How to record an online discussion? Press the "Record" icon on the bottom of the Zoom window when the meeting starts and hit the button again to end the recording. Please chose the option "Record to the cloud" and let your guide know. The IPSDS team will then share the video with the students (not for download, streaming only). If necessary, edits can be done (cut out pieces of the meeting, pixelate names/persons etc.).

Enjoy your online classes!

Your IPSDS team
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