

Intermediate information - LLZ (week 17) 23.04.2020

Ladies and gentlemen, dear lecturers,

This message will inform you about the additional offers of the LLZ regarding the possibilities of online teaching and their implementation and will give you some important tips.

1. New webinar series on the implementation of digital teaching
The webinar series "Online Teaching Basics" will start on May 4 and will teach beginners the basics of how to run courses online. Within one week you will get an overview of how digital learning offers can be implemented with simple means. Every day there will be a 90-minute webinar on one major topic. You can participate in the entire webinar series or select individual events. You can register on the website [Onlinelehre Basics](#).
2. Online consultation hour
The staff of the Center for Media-Enhanced Learning and Teaching offers an online consultation hour for teachers of the Martin-Luther-University on general questions concerning online teaching from Mondays to Fridays from 13:00 to 14:00: [Consultation hour](#). In addition, weekly online consultation hours are offered with a topical focus. The online consultation hours are run as video conferences.
3. Best-practice example scenarios for the didactic implementation of courses
In the right-hand column of our start page for [Online Mode - Teaching Digitally](#) you will find basic information for simple didactic implementation of online teaching as well as typical best-practice scenarios for lectures, seminars, and exercises ([example scenarios](#)).
4. Notes for students during web conferences
If you want to run a web conference with students, we recommend you inform the students in advance about simple rules of conduct for communication in the conference. To do this, you can send them a reference to this short guide with the invitation link: [Videoconference - Information for students](#)
The manual explains the procedure, gives technical information, and recommends communication rules in a video conference.
5. Learning videos
Please also use our learning videos about the use of WebEx, PPT audio commentary, extended functions in ILIAS, etc. on our channels on Vimeo ([LLZ on Vimeo](#)) and Youtube ([@LLZ on Youtube](#)). You will also find the videos on the corresponding subpages in our Wiki.
6. Use of VPN for web conferences
If possible, please DO NOT use the VPN connection during a video conference. According to our experience, an active VPN leads to a considerable loss of

performance, which manifests itself in audio and video dropouts during the video conference. For most services of the university (mail system, Stud.IP etc.) a VPN connection is not required. Video conferences are suitable for the implementation of seminar-like events; the LLZ is currently working out recommendations for the content of such events. However, this synchronous event format also requires considerable infrastructure resources.

7. Contact the LLZ

Please use the website [Online Mode - Teaching Digitally](#) if you need personal support from the LLZ staff. There you will also find the consultants responsible for your faculty.

On behalf of the staff of the LLZ

Prof. Dr Torsten Schubert

Dr Michael Gerth