

Dean

## Recommendations for remote teaching via digital e-meeting tools

In a very short time, teaching has been mainly redirected to a digital environment. It is our firm conviction that the digital learning environment should be based on the same good principles as classroom-based learning, through a focus on dialogue, interaction, activity and problem solving. We strive to make digital teaching interactive with meetings between teaching staff and students, and teaching staff need to see the students in order to conduct teaching in such a way.

In order to achieve this, and for remote teaching via the digital e-meeting tools to be as beneficial as possible for students and teaching staff, the following actions are recommended.

The digital e-meeting tools that teaching staff recommend are to be used, such as Zoom and Canvas, and we also remind you that students, through LU, have free access to Microsoft Office 365 and other usable software. All these can be downloaded by logging in to the Student Portal.

- Logging in should be done in good time (this applies particularly if connection problems are common).
- All participants are to be logged in on Zoom using their student or Lucat ID. This is done via the address <https://lu-se.zoom.us/> or directly in the Zoom program.
- First name and surname should be used when logging in, so that we know who we are talking to.
- It is recommended that the camera is on (unless there are technical problems). It is difficult to teach without visual feedback and when students cannot see who they are talking to. Compare it to sitting behind a screen in a classroom lecture.
- Teaching staff and students are urged to sit down, or stand, at the computer and listen actively.
- As rule, no food should be consumed during the lecture. On the other hand, it is fine to drink coffee/tea or similar.
- Concealed recording of the lecture is not permitted, either via computer or mobile phone (a recording may only be carried out with the consent of all the participating teaching staff and students).

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