

Tips for students in video conferences

Hardware and software

Make sure that your technical equipment is working properly prior to the meeting. If possible, test your camera as well as your microphone. Inform yourself about the programs needed and how to use them. Installing more than one internet browser is recommended to switch browsers in case of malfunctions. Perhaps, you are provided with an extra conference testing room to check out the meeting platform.

Behavior and manners

Act in a video conference just in the way you would when being together in a room physically. Be in time, pay attention to the lecture or conversation and be quiet. Follow social manners in general.

Environment and appearance

Participate in a video conference in an undisturbed area, e.g. your own room. Choose a plain background for the video and pay attention to your overall appearance. Ideally, prepare an extra working place for your home office. Adjust the camera to your eyes.

Speaking and listening

When not speaking, mute your microphone to prevent noise and acoustic interference. In order to enhance the sound quality for both speaking and listening, use a headset. Simple headsets, such as those for smartphones, are absolutely sufficient. Use the chat or status function to communicate to the meeting moderator that you want to speak and avoid interrupting others thereby.

Format and fellow students

Consider the format of the course that you are attending: Is the course a large-scale lecture with hundreds of students or rather a small seminar with just a few students? People usually turn on the camera and the microphone in small courses, but avoid doing so in large lectures, as it stresses the IT infrastructure. Dependent of the size as well as the format of the course, you need to be aware of your fellow students more or less.