UNIVERSITÄT HOHENHEIM

Checklist Online Lecture

Examination
Exam type, exam format, exam preparation, exam consultation/chat

Activation
Breakout sessions, polls, commenting, Etherpad, testing, discussion forum

Communication between students
Tutorials/workshop, forum, ILIAS, breakout sessions

Communication with the lecturer
Online office hours, forum, telephone office hours, email

ILIAS course
Access, clear overview, periods for working on tasks, materials

Synchronous teaching formats
Technical requirements, communication, tools, breakout

Asynchronous teaching formats
Hardware, software, data privacy, p2go, interactive video

Organizing courses
synchronous and/or asynchronous, semester schedule, deadlines, learning objectives

The questions in the checklist provide you with guidance on how to design your online lecture in line with the Key points paper for the SoSe 2021 and how you can support your students in networking with each other. Depending on the format and focus of your course, you can pick out the appropriate parts of the checklist.

The checklist is supplemented by links to more detailed instructions and useful information at the University of Hohenheim.

Organizing courses	✓
Which components of the course lend themselves to synchronous delivery and which to asynchronous delivery?	
Is there a semester schedule or syllabus with information on the distribution of topics and with all important dates (e.g. for synchronous courses, office hours or the asynchronous publication of course recordings, periods for working on tasks, deadlines)?	
How can students achieve the learning objectives in the online lecture?	
What information about the exam is important?	
By what means are students informed about the course schedule and organization?	
Have you taken account of copyrights in the context of teaching and learning?	
Asynchronous teaching formats: Recording courses, screencasts	✓
Which hardware and/or software is suitable for the planned recording (i.e., visualizer, recording in the lecture hall or from home)?	
Does the recording take into account the data privacy regulations?	
Will the recordings be uploaded in time to Presentations2go, tested, and linked in the ILIAS course?	
Can the recordings be designed as interactive videos with work assignments and/or pop-up questions for students?	
Do the recordings have a thematically appropriate length that takes into account the average attention span (max. 45 minutes)?	
Synchronous teaching formats: Communication and interaction	✓
Have the students received access data for the synchronous online lecture?	
Is all content relevant to the exam also available in compliance with data protection regulations asynchronously (slide set, screencasts, recording)?	
How should communication during the synchronous online lecture be handled (e.g. use of camera, microphone, chat)?	
What tools are appropriate for reviewing content from the previous teaching session (e.g. breakout sessions, surveys)?	
Are there opportunities during synchronous online lectures for smaller groups of students to interact in breakout sessions?	
Are there ways, such as a voting question, to engage students in a discussion?	

ILIAS course accompanying the course	✓
Do students have access to and the necessary information for the ILIAS course that accompanies the course?	
Does the ILIAS course have a comprehensible and easy-to-use structure (session-by-session, object blocks, folders)?	
Are all important teaching and learning materials (literature, learning modules, links to course recordings) available?	
Is all important information available for tasks/assignments (notes on ILIAS tools, periods for working on tasks, material)?	
Communication with the lecturer	✓
Are there regular online office hours?	
• Are appointments announced to students in advance (e.g. in the semester schedule) or do they occur as needed?	
• Do students have to register before the office hours?	
• How is the communication organized in the office hour (audio or chat?)	
• Are appointments offered on specific topics or are student questions collected?	
• Are more office hours offered before the exam?	
Is there a forum accompanying the course?	
• How will the topics in the forum be structured?	
• Who moderates the forum and answers questions (lecturer or student tutors)?	
• Are there instructions for the use of the forum for students?	
• Should students also answer each other's questions?	
How else can students contact the instructor (email, phone office hours)?	
Communication between students	✓
Are there opportunities in the course for students to interact with each other in small groups (e.g. networking in breakout sessions)?	
Are there formats accompanied by tutorials that allow for students to discuss topics with each other (e.g. as a study workshop)?	
Is there a student forum where students can arrange to form study groups, for example?	
Is the ILIAS course set up so that members can contact each other?	
What other offers are there, e.g. from the Fachschaften?	

Activation	✓
What opportunities are used during synchronous online lectures to actively engage students ([breakout sessions, surveys](), commenting or stamping on presentation slides)?	
What possibilities are used during asynchronous phases to guide students to actively engage with the content (short [ILIAS tests]() or discussion questions in the ILIAS forum)?	
What tools are used to enable students to work collaboratively (e.g. [ILIAS Etherpad]() or ILIAS Wiki)?	

Examination	✓
Are students informed at the beginning of the semester about the time of the exam and the type of exam?	
Do students have asynchronous access to exam-related content and information?	
[How will the exam be conducted without being on-site, if necessary?]()	
If it is a new type of exam that may be unfamiliar to students: How are students prepared for the exam type?	
What offers are there for students in time before the examination period to clarify open questions (office hours, chat)?	

Additional information and handouts on the individual topics:

[Teaching digitally]()

[Teaching Service Portal]()

[Going digital quickly]()