



**Study Board of Energy**

Date of document: 25-03-2022

Document responsible: Study Secretariat

Latest revision: 07-11-2022

Last revised by: MBG, TAK, ghc

## Guidelines on Receiving a Video Call during a Lecture

In this course you will experience online teaching where you will either be receiving a video call with a broadcast of the lecture or being present in the classroom that is broadcasted to someone else. These are some guidelines that will make the teaching experience better for all.

If you are receiving a video lecture:

- Read the guidelines in the classroom or these [guidelines](#) on how the conference system works via MS Teams, so that you are able to e.g. receive a call or join an online meeting.
- If you are the first one arriving in the lecture room prepare the conference system to receive the lecture via e.g. Skype or MS Teams.
- Adjust the camera to a suitable position to give the best view of the students in the lecture room.
- At each lecture a student should sit by and use the control panel to MUTE and UNMUTE the microphone in the room, so that it is only used when someone wants to communicate through the video call. This minimizes noise in the call.
- You may engage with the lecturer as normal and ask questions during the lecture. The lecturer may find it hard to see if you raise your hand, so you should UNMUTE the microphone and interrupt the lecturer at an appropriate moment.
- You should encourage someone on the other side of the call to adjust the camera, so you are zoomed in on the lecturer, if needed.
- Encourage the lecturer to wear the head-microphone (to enhance audio quality) and to repeat questions or answers from students.
- Make sure to decide with the lecturer on how to communicate (e.g. phone or mail) if something goes wrong and the video connection breaks.

If you are attending a lecture that is broadcasted:

- Read the guidelines in the classroom or these [guidelines](#) on how the conference system works, so that you are able to e.g. receive a call or join an online meeting.
- If you are the first one arriving in the lecture room, prepare the conference system to broadcast the lecture via e.g. Skype or MS Teams.
- Make sure to be quiet during the lecture. Any noise such as chatter, typing on a keyboard, moving the chair, fumbling around with clothes or items etc. are extremely disturbing for the receiving part. This is especially important if you are arriving late to the lecture; be as quiet as possible.