How can I use "Skype for Business (SfB)"[1] as a virtual classroom?

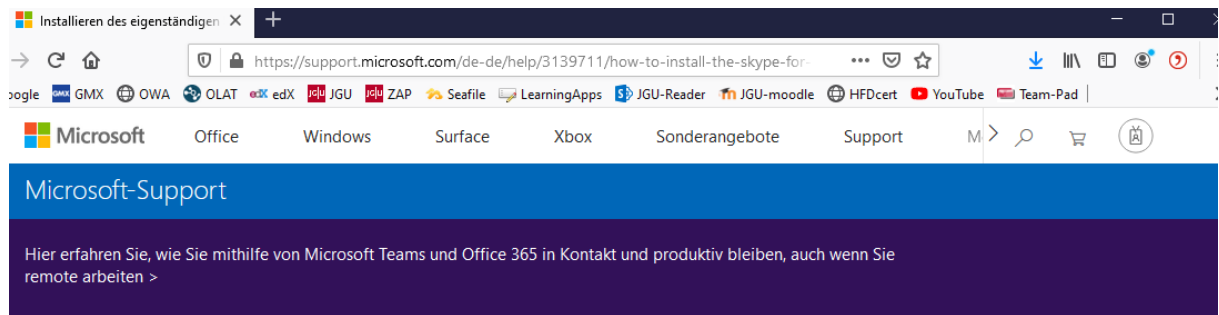## Content

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[1] Skype for Business, abbreviated SfB, is the current communication application of JGU. The application was formerly called Lync; this name appears in the Videos folder when you make recordings with SfB. On many computers, "Skype" is pre-installed for private use, this can lead to confusion. "Skype" does not adhere to data protection regulations. Data from SfB remains on JGU internal servers with the according protections.

1. Installation for teachers and students in the home office

- Download and install Skype for Business
- *If you are a teacher and have a ZDV domain device, Skype for Business is pre-installed or available via ZDV apps*

https://support.microsoft.com/de-de/help/3139711/how-to-install-the-skype-for-business-basic-stand-alone-client

Depending on your computer you select the 32- or 64-bit version
(You can find information on the operating system under Control Panel >> System information)

Open **Skype for Business (SfB)** and sign in with your ZDV account.

2. Workflow instructors

- SfB is opened directly

- Students will be found by name in SfB
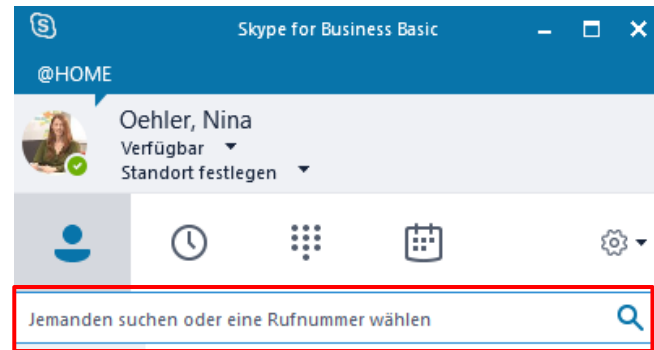
- Option 1: A separate group (under Groups) must be created for each learning group to conveniently call/invite everyone at the same time
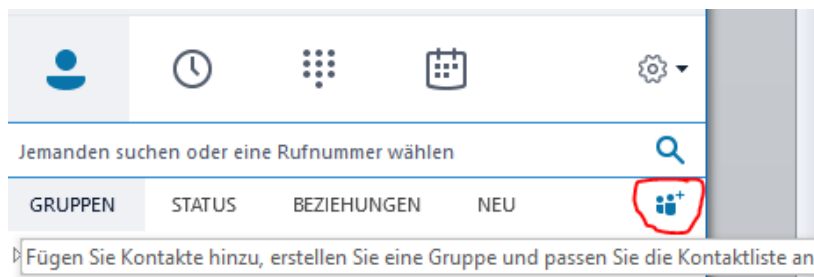
- Option 2: The teacher creates a meeting in Outlook and sends the call details to the students via the course mailing list
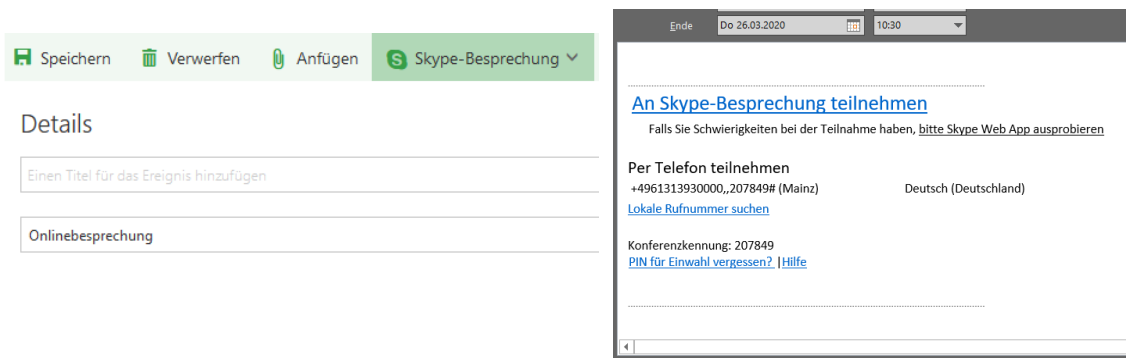
- Once the call has started, you can switch on PowerPoint slides, share the desktop window or individual windows or turn on the whiteboard feature. You can manage who may control and use the content display.
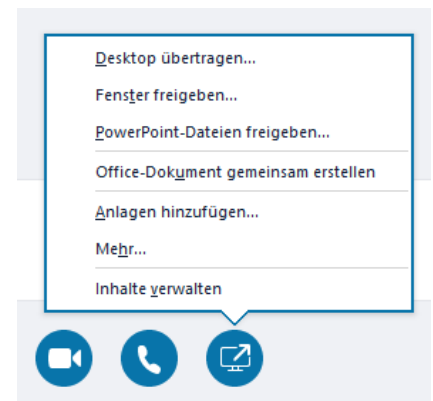
- If the sessions are to be recorded, this can be done in the window on the bottom right.
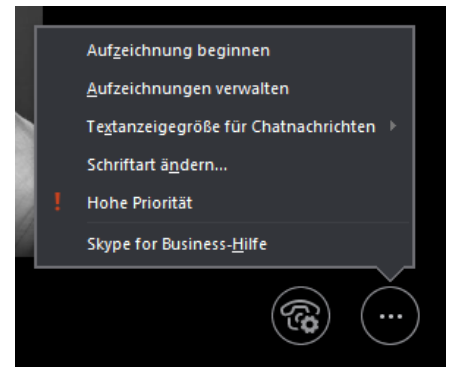
Further tips on recording

Before recording the skype call, all participants should be asked for consent. This can be organised by starting a poll.
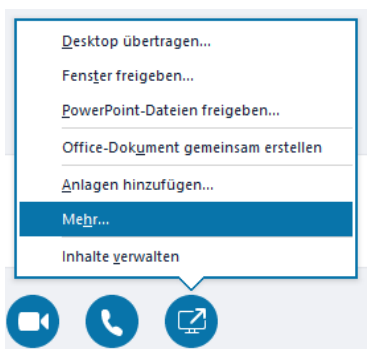
If a conference has been recorded via Skype for Business (sound, webcam and all shared content), you will find it saved as an .mp4 video file in the folder that has been set for it in Skype.

By default, this is the Lync recordings folder in the Videos directory under Windows: C:\Users\Name\Videos\Lync recordings
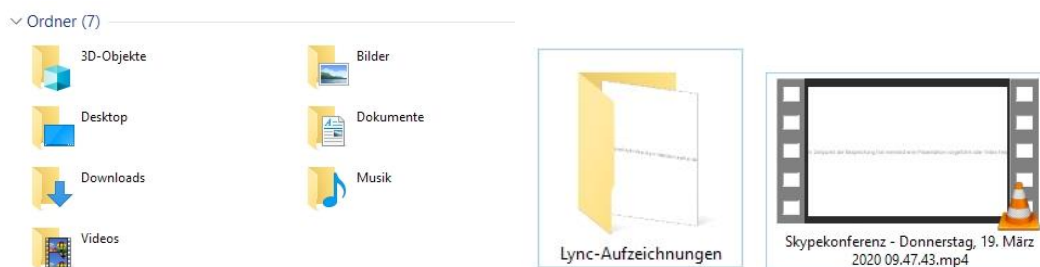
This MP4 file can be uploaded via Seafile: https://seafile.rlp.net
and sent to your own students via link,

	Name ▲	Größe	Letzte Änderung
☐ ☆ ▶	Skypekonferenz - Donnerstag, 19. März 2020 09.47.43.mp4	28.1 MB	Gerade eben

Hochladen   Neu   Freigeben

Meine Bibliotheken / Skypekonferenzen

or via Panopto: https://video.uni-mainz.de.

Erstellen ▼

Neue Sitzung aufzeichnen
Über Ihren Mac- oder Windowscomputer aufzeichnen

Medien hochladen
Neue Sitzungen durch das Hochladen von Videos oder

Webcast
Webcast vorbereiten und Link zum Webcast teilen

Sitzung erstellen
Kombinieren Sie Ihre Folien, Video- und Audiodateien

Playlist
Neue Video-Playlist erstellen

Neuer Ordner
In Skypekonferenzen oder an anderer Stelle

3. Workflow students

- At the start time of the call, you need to be logged in/available in Skype for Business (SfB)
- Option 1: When you are invited to a conference, the call window opens, you accept
- Option 2: You receive your call details by e-mail and click on the participation link at the agreed time.

1) Students can also participate using a normal phone, but then they will not see a shared screen or whiteboard (may be necessary for students who have a PC without microphone/audio, or students who only have access to a smartphone or similar due to the current situation)

2) Students can also participate without installing Skype for Business via the web browser.

To do this, search for and install plug-ins / extensions / add-ons for Skype in your browser. (In Chrome, it is already preinstalled, in Firefox it might not work due to script restrictions)

Here, you can see the browser "Edge".

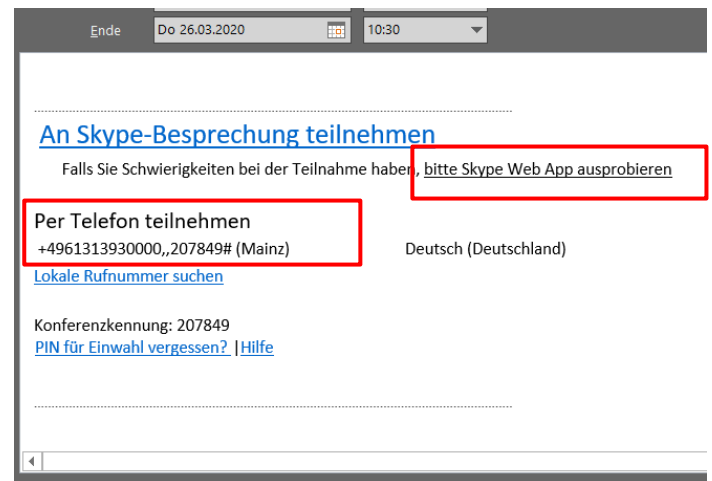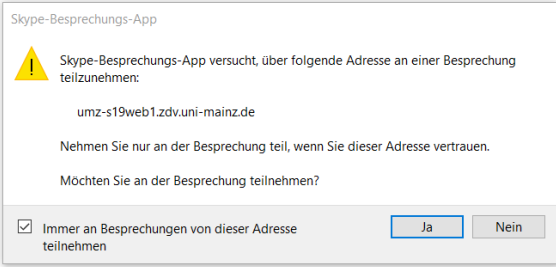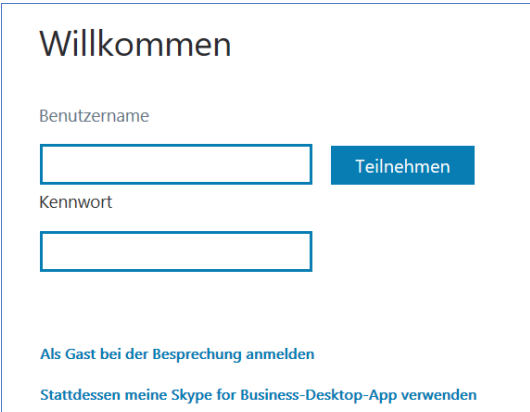| Ende | Do 26.03.2020 | 🗓 | 10:30 | ▼ |

An Skype-Besprechung teilnehmen
Falls Sie Schwierigkeiten bei der Teilnahme haben, bitte Skype Web App ausprobieren

Per Telefon teilnehmen
+4961313930000,,207849# (Mainz)   Deutsch (Deutschland)
Lokale Rufnummer suchen

Konferenzkennung: 207849
PIN für Einwahl vergessen? |Hilfe

Web App:	Plugin:
Skype-Besprechungs-App So nehmen Sie über die Skype-Besprechungs-App an der Besprechung teil: ① Herunterladen und installieren: Plug-In für die Skype-Besprechungs-App ② Klicken Sie nach Abschluss der Installation auf **An Besprechung teilnehmen** ③ Die Skype-Besprechungs-App wird in einem neuen Fenster geöffnet Durch die Teilnahme an der Besprechung stimme ich den Nutzungsbedingungen des Plug-Ins zu. **Über Skype for Business- oder Lync-Client beitreten**	**Diese Website versucht, Skype Meetings App zu öffnen.** https://umz-s19web1.zdv.uni-mainz.de möchte diese Anwendung öffnen. Öffnen Abbrechen

	After installing the plugin, click (2) "Join the meeting". Then click "Open" + "Yes"
Register with the "Organisation":	Enter your ZDV account:

Note: New arrivals in the SfB session may be placed on a waiting list and must be admitted by the teacher. It is also possible that the microphones are turned off as a standard. We recommend this option as it minimises noise and focuses the attention on the current speaker.

Further information
ZDV:

https://www.zdv.uni-mainz.de/haeufige-fragen-zu-skype-for-business/
https://www.zdv.uni-mainz.de/hinweise-zur-anmeldung-bei-skype-for-business/
https://www.zdv.uni-mainz.de/seafile/
https://www.zdv.uni-mainz.de/panopto-streaming-video-server/