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Recommendations for working together during lockdown

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Ideas for a tool kit
The list of available online tools is long! In order to avoid the usage of the various services from becoming extremely unmanageable, we recommend—whenever possible—that teachers, students, and employees settle on a limited selection. The following list is a recommendation. Of course, additional software can and will be used in individual classes and working groups.
In general: Keep your email use as low as possible, since it can quickly become unmanageable and is also usually unencrypted!

Hessenbox
Hessenbox is a platform-based sync&share system of the Hessian university system, offering an alternative to the commercial services that also conforms to data protection ideals and copyright. Hessenbox is based on the software PowerFolder and is suitable for storing and exchanging data in working groups or in projects with external partners. The service can be used to store large files online and to automatically synchronize between a variety of devices so that the data can always be called up in their most up-to-date versions—whether at a desktop PC, a laptop, or a smartphone.

Overview of the functions:

- Storing and sharing large files online
- No fees with at least 30 GB memory capacity
- Synchronization of several devices
- Establishes a variety of access types for different users
- Pad function in the browser version of Hessenbox
- In app PowerFolder (for Windows, Mac, Linux iOS, and Android) or directly in the browser

Use of the Hessenbox requires registration: https://www.uni-kassel.de/its/formulare/online-formulare/hessenbox.html

Instructions see LINK

Moodle
This comprehensive learning platform is complex and is therefore probably primarily suitable for courses that are already using it anyway. Moodle offers a variety of tools for course management and cooperative teaching and learning.

Overview of the functions:

- Virtual course rooms
• Provision and exchange of working materials
• Registration of participants
• Performance records
• Surveys, quizzes, chats, wikis, and many other

Instructions see LINK

Vimeo Pro
The Kunsthochschule Kassel’s Vimeo Pro account is primarily intended for cooperation. Here videos can be shown during teaching and then discussed in real-time reviews. The Vimeo account is also the recommended platform for internal video podcasts as well as course announcements. The KHK YouTube channel is the main location for the Kunsthochschule’s external presentations.

Overview of the functions:

- Uploading videos
- Option for password control
- Feedback option with frame-by-frame markings

Instructions see LINK

Zoom
Among the wide variety of video conference platforms, the Zoom app (for Windows, Mac, Linux, iOS, and Android) provides very good picture and sound quality and stable connections.

As things stand at the moment and according to Prof. Dr. Alexander Roßnagel’s analysis (Director of the Department for Public Law at the University of Kassel), data protection is only ensured for video conferences opened by a pro account.

The ITS is making available one license per teacher linked with their university accounts. These Zoom Pro licenses can be requested in the Digipool.

Overview of the functions:

- Video conferences with up to 300 participants
- Password protected meetings
- Whiteboards
- Screen sharing with sound
- Formation of subgroups within running meetings
An overview of the licenses

- The ITS has configured Zoom for data protection and linked it to the IDM (identity management) of the University of Kassel.
- Support questions can be submitted by email: zoom@uni-kassel.de or by telephone at the IT service desk 0561 - 804 5678
- Anyone wishing to use a Zoom license at the KHK should contact olaf_val@uni-kassel.de

There have been reports of security breaches at Zoom. For instance, the so-called “Zoom bombings,” where outside persons managed to get access to video conferences to make racist, sexist, and other attacks on participants (see SOURCE).

For this reason, and to provide students with the opportunity to exchange independently (in smaller groups), we would like to draw attention to the service Jitsi as an alternative.

Jitsi

The video conference tool Jitsi.Meet is suitable for smaller groups of 10-15 participants. It is open source and, in addition to the app, can also be used directly in a browser without registration. Once a meeting has been created, participants can be invited in through a link, and there is an option to protect the meeting with a password.

Overview of the functions:

- Video conference with up to 15 participants
- Password protected meetings
- Screen sharing
- In the app or without registration directly in the browser

The project digLL ("Digital gestütztes Lehren und Lernen in Hessen") has a server available in test phase that facilitates usage in the browser and enables data protection: https://meet.digll-hessen.de/

Jitsi provides full data protection on a secure server.

Jitsi also collects user data, for instance with Google Analytics, but only for development purposes and only on their own server meet.jit.si. When using a secure Jitsi server, no user data is collected. Absolute end-to-end encryption is only available on Jitsi in video chats between two participants (see SOURCE).

Instructions see LINK
Being together at a distance

The current situation can entail a lot of insecurities. Due to the current lockdown measures we are faced with the question: How do we deal with feelings of isolation? And how can we support one another in this?

Until the restrictions are loosened, we would like to make a few suggestions:

- During online plenary or other meetings, for instance with Zoom, there should be space for talking about how individuals are doing in the current situation.

- Within the class or working group, care must be taken to who might be missing or does not react to messages. Does anyone have contact to these persons? And if not: who can establish contact to ask about them?

- Within the class or working group, care must also be taken for international students: How are things for those who have no local support from their families or who may be away to be with their families at this time? Does anyone have contact with these persons? And if not: who can establish contact to ask about them?

- Anyone struggling with mental stress, who is experiencing discrimination or violence, is encouraged to confide in friends, fellow students, or teachers, and to turn to the contact points listed below.

Contact points on site

- **response**: Counseling for those faced with right-wing, racist, and anti-Semitic violence, a service provided by the Bildungsstätte Anne Frank. [https://response-hessen.de/](https://response-hessen.de/)

- **Frauen- und Gleichstellungs büro [Office for Women and Equality]**: Counseling for protection from discrimination at the University of Kassel. [http://www.uni-kassel.de/intranet/themen/gleichstellung-u-vereinbarkeit/frauenbeauftragte/sicherheit01/beratung-zum-schutz-vor-diskriminierung.html](http://www.uni-kassel.de/intranet/themen/gleichstellung-u-vereinbarkeit/frauenbeauftragte/sicherheit01/beratung-zum-schutz-vor-diskriminierung.html)

- **Psychological Advising Centre (PBS) of Student Services**: Provided for students and others affiliated with the University of Kassel. [https://www.studierendenwerk-kassel.de/pbs/](https://www.studierendenwerk-kassel.de/pbs/)

- **Psychology Students start Corona Crisis Hotline**: Starting on March 31, students from Kassel started a hotline for all residents during the Corona crisis. [https://www.kunsthochschulekassel.de/willkommen/veranstaltungen/events/event/psychologie-studierende-starten-corona-kritischoffen.html](https://www.kunsthochschulekassel.de/willkommen/veranstaltungen/events/event/psychologie-studierende-starten-corona-krisentelefon.html)

- **Ombudsman for students**: Herr Thomas Haubrich, Department of Studies and Teaching—Ombudsman. Tel: 0561/804-3598, [beschwerde@uni-kassel.de](mailto:beschwerde@uni-kassel.de)
Add on

**Kanopy**: On the streaming platform Kanopy you can watch films and documentaries at no charge. At the beginning of the year, the library acquired a license for Kanopy, initially for one year. Log in with your library card number and your password: [https://login.han.ub.uni-kassel.de/login/login.html](https://login.han.ub.uni-kassel.de/login/login.html)

**List with open source software** – Alternatives to Adobe and the like: [https://alternativeto.net/](https://alternativeto.net/)

**Information on the IT infrastructure** – such as VPN access to the university net and transfer of office telephones: [https://www.uni-kassel.de/its-handbuch/homeoffice.html](https://www.uni-kassel.de/its-handbuch/homeoffice.html)

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