

Memo Online education for limited group of students

This memo was written with the expectations that online education should be made possible for a limited group of students in the upcoming academic year. The information listed below might be subject to change as a result of the ongoing tendering procedure for of video conferencing software. When possible, this memo will refer to other websites to provide additional information about possible steps that need to be taken.

Brightspace

Brightspace offers the option to make certain data available to a limited number of users via the use of groups and so-called 'release conditions'.

- There are two available options when creating a group in Brightspace. The first option enables students to join groups themselves. The other option only allows someone who has been assigned the role of 'Instructor' in Brightspace, a teacher or support staff member, to add members to a group.
- Instructors in the Brightspace environment can also add content. Links to, for instance, lectures or other shared information can be added to a page. Please note: even though the link to the lecture is only made available to a limited group, it can be shared with others. Additional changes need to be made on the platform used for the lectures, see further down this memo.
- Add a restriction to the content page or pages to make sure only this group of students have access to this item.

Mediasite

Lectures that are taught in the larger auditoriums in The Hague are streamed and the recordings are made available via Mediasite. There are two options available to limit access to Mediasite.

Option 1: Make livestreams or recordings available per student

- Students must log on to Mediasite and validate their account. In order to do so they will have to reply to an e-mail to confirm that they have created an account in Mediasite.
- FLO can add the students to a specific lecture to enable them to watch that lecture. Should a student share the link, other students will be unable to access the livestream or recording.
- Please note: FLO can only issue students access rights to a course for the entire block. There is a significant risk for errors should FLO be required to issue students access rights for individual lectures and this method is therefore regarded as undesirable.

Option 2: Share the Mediasite link in Brightspace

The teacher can share the Mediasite link to the livestream in Brightspace with students at home, for instance by using a specific group. However, students are able to share this link, enabling other students to join in.

Teams

The use of Teams meetings offers two options to limit online access.

Option 1: Teachers use the e-mail addresses of those students unable to attend the lectures in person. The invitation settings for the meeting can be adjusted so that the meeting cannot be forwarded.

- Outlook: Meeting > Response Options > Allow Forwarding.
- Via Teams: Response options > Allow Forwarding.

It is also possible to assign specific rights to individual persons, think of the use of the lobby, the chat option, and the use of the microphone and/or camera in the Outlook settings.

Option 2: Teachers can create a private channel in Teams. Students can be giving access using their e-mail addresses before the start of the meeting. This environment is can only be accessed by invitation, preventing students from sharing the environment with others.

Kaltura Live Room

Kaltura Live Room offers the option to create a restricted Live Room through video.leidenuniv.nl. The teacher creates a designated channel for their course and subsequently adds all the relevant students to the channel as 'Member'. Students can use the link to log on once the Live Room has been started. More information can be found [here](#).

Students will still be able to share the Live Room link with others. There are two options available to prevent unauthorized students from entering.

- Option 1: After starting a Live Room, access Room Settings. It is possible to enter a password, comprised of 8 – 24 characters, under 'Access & Security'. Students then need this password to access the meeting. The password will, however, still need to be shared.
- Option 2: After starting the Live Room, a lock icon will appear at the top of the screen. Click on the icon to activate the so-called 'Locked door' setting. Students can only enter after they have been given permission by the presenter.

Please note: When accessing Kaltura Live Room through a Brightspace course environment the password setting does not apply to students enrolled in the course. The restrictions as listed above will only apply to outsiders or when using the previously described channels outside Brightspace.

Zoom

It is possible to plan a meeting for a single group of students in Brightspace by using Zoom. This memo has already addressed how to create a group, the following is a short overview of the required steps for using Zoom:

- The teacher opens Zoom via the Brightspace course environment and selects 'Schedule new meeting'.
- The teacher enters all the information relevant to the meeting, such as subject and timeslot. Students can be added by entering their e-mail addresses under 'Alternative Hosts'. By entering the e-mail addresses access will be limited and other students will be unable to obtain access.
- The teacher subsequently creates a calendar appointment in Brightspace with the restriction that only a number of students are able to view the previously created appointment in Brightspace.

