

Centrally scheduled series of lectures

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1. When do I need centrally scheduled series of lectures?

It seems to be practical to use centrally scheduled series of lectures e.g. when the lectures are held weekly at the same time for the same group or you know these (dates, times, courses) at least in advanced, and this also offers the possibility to see these events in your calendar (related to your university email account) The events would appear in both the lecturer's and the students' calendar.

In these cases the IT Helpdesk can organize the lectures (video calls) for you. A notification email will be sent to you and to all the members of the course group based on Neptun data. The event will appear in their calendars.

2. What shall I do if I would like to use this kind of scheduling?

If you would like to schedule your lectures and see them in your calendar and also you would also like your students to have that notification, please write to

helpdesk@uni-corvinus.hu

2.1. What information do you need to schedule my lectures?

In order to be able to schedule your lectures, please send us the following information:

- the name and code of the lecture,
- the dates and times of the lectures,

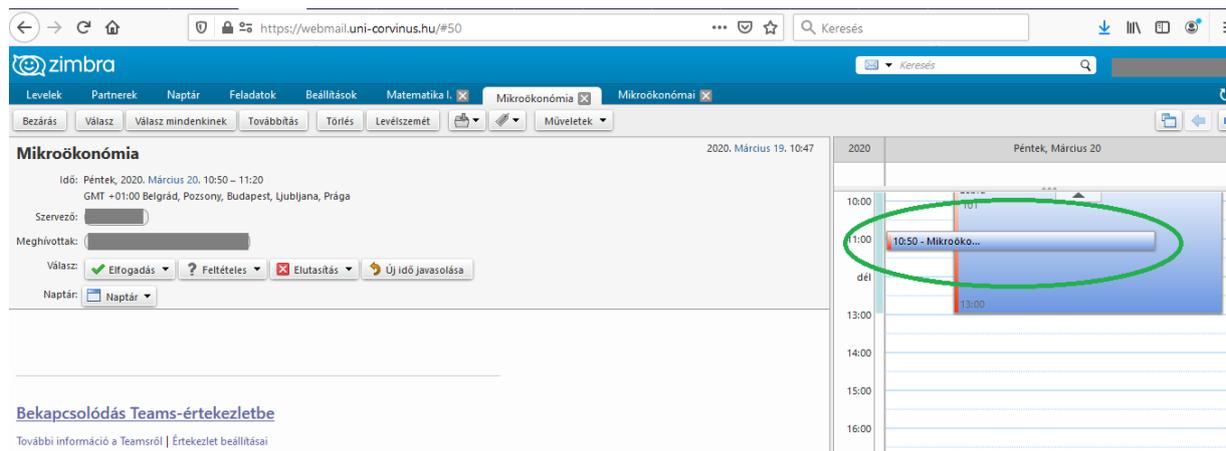
- and the code of the course that particular lecture is offered for. It might be interesting, if the same lecture would be available for more groups. If there are other students than that in the group the lecture to be held for, the email addresses (only university email addresses are acceptable) of the extra students are needed.

3. How does this scheduling help me?

Scheduling makes it easy to follow the lessons (when, what and for whom) in the current situation for both the lecturers and the students. We also might get some feedback about the expected participation.

Both the lecturers and the students can use this:

- as soon as one has the event in the calendar, the URL belonging to the call can be shared even in the Moodle (in the related course). Click on the right mouse button above „Bekapcsolódás Teams értekezletbe” link. Choose “Copy link address” and then you can insert it wherever you want to;
- the lecture can be started/opened from the calendar by clicking on the link of the lecture (click on „Bekapcsolódás Teams értekezletbe”) If you have a general setting for events in your calendar, you can even get a notification about it (e.g. 5 minutes before it starts);



- students can send feedback whether they join the event or they cannot.

3.1. Does that mean that I can schedule Teams events in my calendar?

Unfortunately not.

Teams as a part of O365 program package is connected to outlook email and calendar service. This service is only available for students at the moment. The change of email service in case of staff had been started before distance learning started. At the moment it has been suspended.

3.2. Can I ask for Office 365 email and calendar (Outlook) service?

Yes, you can, and then you have all the functionality of Office 365 available.

In this case your emails you have until now will stay in Zimbra (the system you have now) and only the new ones will be available in Outlook at <https://office.com> in a more modern and user-friendly appearance with a storage of as big as 50GB.