

Announcement to the students of the Department of Building Constructions - about the remote learning practices of the department

Dear Students,

The Department would like to give you the following technical information about our remote teaching efforts:

- Besides our website and the Moodle system the Department will mostly use the Office 365 / **Microsoft Teams** software to facilitate remote teaching, therefore all students must register for a university account and an @edu.bme.hu ID. Furthermore, we ask all of you to familiarize yourself with the use of this program as soon as possible. [Online tutorial videos](#)
- In Microsoft Teams the Department has created teams for all its regular courses and automatically assigned the specific student accounts (those that have been created by noon 25. April) to these teams (based on the Neptun system). We ask all students to log in to the system and check that they can see all the teams they are supposed to see based on their current courses. Those students that due to late registration of their Office 365 account or for some other reason are missing some teams should write to the epszerk@epsz.bme.hu address.
- The complex and diploma consultations are organized by the individual teachers based on their technical preferences (through Teams, Skype or email etc.). Students not contacted by their teacher or assigned to their teacher's team in Teams should contact their teacher directly.
- Lectures and Workshops will be held based on a modified schedule (due to the weeks we just missed) but at the times in the original timetable! Students must be available to take the classes at these specific times.
- From the next week the Lectures and Workshops will be held through the Teams system in the form of videoconferences. These events will be scheduled by the Lecturer / Teacher in Microsoft Teams at the time set in the original timetable and assigned to the team in question (for the given course). Students must join these meetings at the beginning of the class from their Calendar in Teams or from the conversations tab in the courses team. We ask all students to turn off their webcams and mute their microphones when connecting. The microphones are to be used only when the teacher prompts the students to answer verbally. For other relevant questions and comments please use the chat window of the meeting.
- Students are NOT allowed to schedule or modify meetings in the Department's teams!
- For archival and quality assurance reasons the Department will record these videoconferences. We ask all students to refrain from trying to record the meetings themselves.
- A small portion of the Lectures and Workshops will be prerecorded (if the Lecturer / Teacher is for some reason not available to do it live) but these classes too will be shown at a time set by the timetable and through a videoconference.
- Further information will be shared largely through Microsoft Teams, therefore from now on each student is responsible for regularly checking their Teams account in general and our Department's teams specifically.
- The consultation of the semester projects will also be held in Teams, in group or individually, at a time specified by the teacher and according to the preferred method of the teacher. The exact methodology will be explained to you by the individual teacher.

- The current situation poses challenges for all of us, but our Department has made significant efforts to meet these challenges. We ask you for your understanding and cooperation to aid the seamless transition to the current remote learning system. Thank you!