

February 2021

Instruction for docents and event planners

Instruction for uploading the data protection information in ZEuS

1. Basics of the data protection information

In online lectures/events that use web conferencing tools, personally identifiable information of students is processed. Students have to be informed about this information processing and give their compliance.

From the summer semester 2021 onwards a partially automatized procedure to seek compliance is implemented in ZEuS. For this, a general note has been integrated in the registration process which itself refers to the lecture/event specific data protection information that is uploaded as document to the ZEuS course by the docent or event planner. All data protection information documents that have been used for the winter semester can be reused.

It is important that the data protection information is uploaded **prior to the term of registration!**

In case there are already registrations for a lecture/event that requires information on data protection, but the information has not yet been uploaded, already registered participants have to be informed separately about the planned conception of the lecture/event. They further have to be informed about the declaration of consent they gave with their registration and the possibility to de-register from the course in case they do not want to give consent.

Please note that this procedure can only be used for lectures/events that are registered via ZEuS. Only within the registration process the declaration of consent can be given by the participants in ZEuS. For lectures/events that are not registered in ZEuS, other ways of seeking consent (via ILIAS or by mail) can still be used as communicated by the Vice Rector for Teaching and Curricular Affairs at the beginning of the winter semester.

Which information on data protection has to be provided prior to your lecture/event can be found out here: <https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/data-protection-matrix/>

2. Instruction for uploading the data protection information in ZEuS

Please use any of the following roles in ZEuS:

- Lehrperson online
- Lehrperson online +
- Lehrperson Sport
- Lehrperson erweitert
- Sekretariat online
- Sekretariat erweitert
- Lehr- und Prüfungsplanung

NOTE: The titling and view of menu items can vary slightly between roles to the screenshots shown in this manual.

➤ **Menu item *Course and exams organisation > My exams/events OR Exams/events of my orgunit***

The screenshot shows the ZEuS interface for a user with the role 'Lehrperson online Department of Literature, Art and Media Studies'. The main navigation bar includes 'User Functions', 'Course and exams organization', 'Achievements', 'Courses', and 'Curriculum Designer'. A dropdown menu is open under 'Course and exams organization', showing 'My exams/events' (highlighted), 'Show my lecturer timetable', 'Courses', and 'Teaching load management'. A blue box with the text 'ZEuS for lecturer' is overlaid on a photo of a classroom. Below the photo, the text reads: 'ZEuS is the central enrollment and student portal of the University of Konstanz.'

The screenshot shows the ZEuS interface for a user with the role 'Sekretariat online Department of Economics'. The main navigation bar includes 'User Functions', 'My Studies', 'Course and exams organization', 'Achievements', and 'Co'. A dropdown menu is open under 'Course and exams organization', showing 'Exams/events of my orgunit' (highlighted), 'Courses', 'Date conflicts', 'Course reports', and 'Examination reports'. A blue box with the text 'Phone-Directory' is overlaid on the bottom left. Below the photo, the text reads: 'ZEuS is the central enrollment and student portal of the University of Konstanz.'

- Choose the summer semester 2021 in the dropdown menu

The screenshot shows the 'My exams/events' page with the 'Sommersemester 2021' dropdown menu selected. The table below shows the course 'Data protection information' with the number 'DPI' and type 'Lecture'.

Title ↑	Number	Type of course
- Data protection information	DPI	Lecture

• Data protection information (1. PG)

- Click **Edit course** (orange pen symbol) behind the course

The screenshot shows the 'My exams/events' page with the 'Edit course' button (orange pen symbol) next to the course 'Data protection information'. The table below shows the course 'Data protection information' with the number 'DPI' and type 'Lecture'.

Title ↑	Number	Type of course	Performing lecturers	Applications	Admissions	Load	Actions
- Data protection information	DPI	Lecture		0	0		

• Data protection information (1. PG)

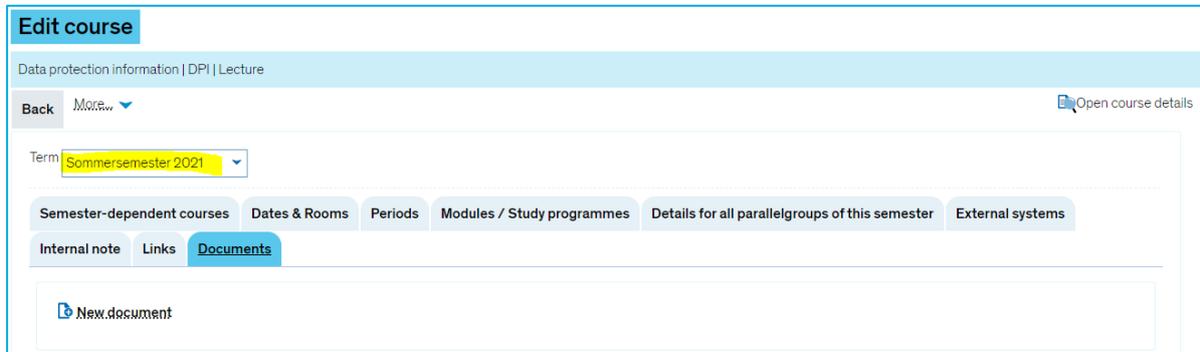
Search result: 1 records | Row count (Max: 300) | 10

- Change to the tab **Documents**

The screenshot shows the 'Edit course' page for 'Data protection information | DPI | Lecture'. The 'Documents' tab is selected. The table below shows the course 'Data protection information' with the number '1. Parallel group' and type 'Lecture'.

Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Course instructors	Actions
		1. Parallel group	Data protection information			• Laura Nickel	

- Please make sure that the correct semester is chosen *before* uploading the document!



Edit course

Data protection information | DPI | Lecture

Back *MORE* Open course details

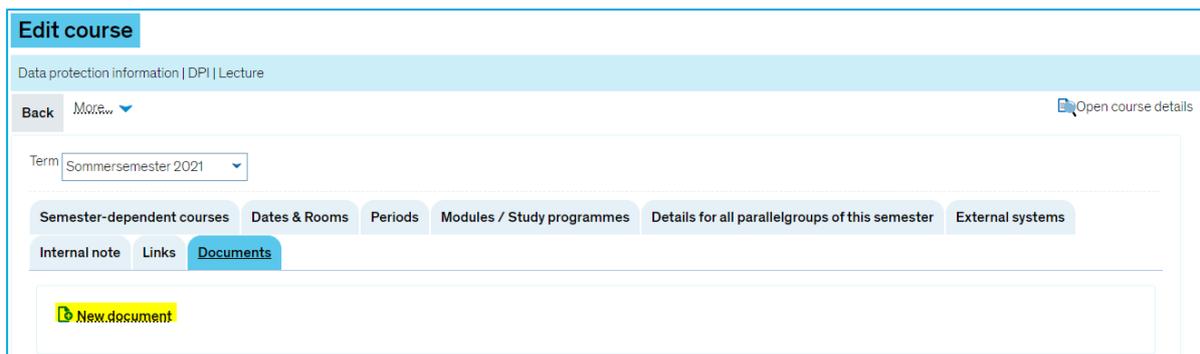
Term: Sommersemester 2021

Semester-dependent courses | Dates & Rooms | Periods | Modules / Study programmes | Details for all parallelgroups of this semester | External systems

Internal note | Links | **Documents**

[New document](#)

- Click *New document*



Edit course

Data protection information | DPI | Lecture

Back *MORE* Open course details

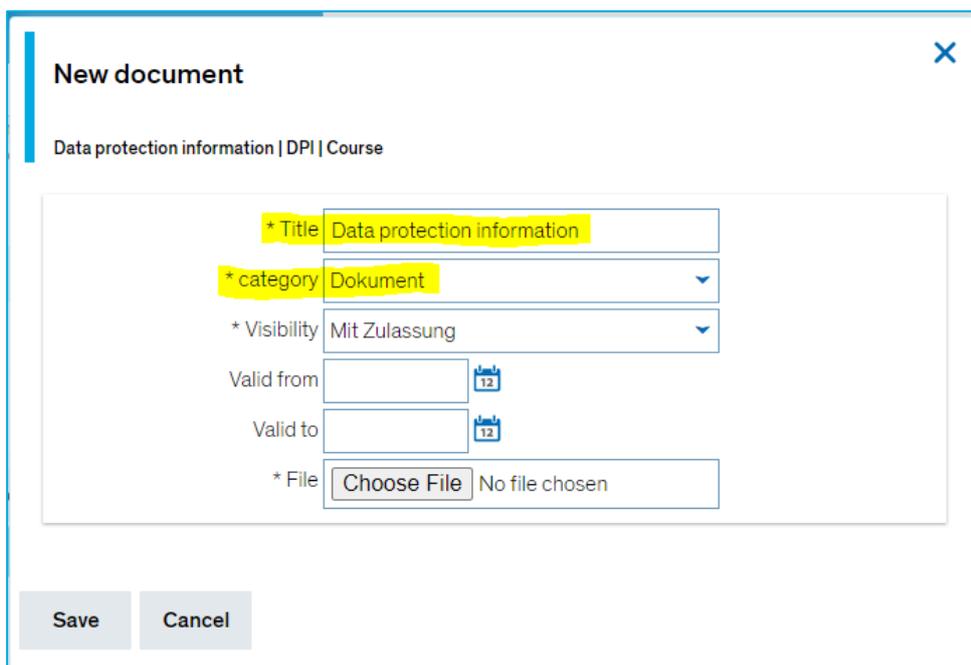
Term: Sommersemester 2021

Semester-dependent courses | Dates & Rooms | Periods | Modules / Study programmes | Details for all parallelgroups of this semester | External systems

Internal note | Links | **Documents**

[New document](#)

- Edit title and choose *Kategorie = Dokument* (category = *document*)



New document ✕

Data protection information | DPI | Course

* Title: Data protection information

* category: Dokument

* Visibility: Mit Zulassung

Valid from: 📅

Valid to: 📅

* File: No file chosen

- **IMPORTANT!** Please change the visibility to „*Mit Login*“ (with login) or „*Für jeden sichtbar*“ (visible for everyone), so that participants can view the data protection information before registering the course

New document

Data protection information | DPI | Course

* Title Data protection information

* category Dokument

* Visibility Mit Zulassung

Valid from

Valid to Mit Zulassung

* File Intern: Veranstaltungsmanagement
Mit Login
Für jeden sichtbar

Save Cancel

- Click **Choose file** and upload the file (optimally in PDF-Format) from your computer
 - ➔ Templates and information on which data protection information you have to provide the participants with prior to your lecture/event can be found here: <https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/data-protection-matrix/>

New document

Data protection information | DPI | Course

* Title

* category

* Visibility

Valid from 

Valid to 

* File No file chosen

➤ Click Save

New document

Data protection information | DPI | Course

* Title

* category

* Visibility

Valid from 

Valid to 

* File Data protec...rmation.pdf

- The document is successfully uploaded now and can be *edited* (pen symbol), *downloaded* (arrow down symbol) or *deleted* (trash can symbol).

Edit course

Data protection information | DPI | Lecture

Back More... Open course details

Term: Sommersemester 2021

Semester-dependent courses | Dates & Rooms | Periods | Modules / Study programmes | Details for all parallelgroups of this semester | External systems

Internal note | Links | **Documents**

[New document](#)

Name	Filename	Kategorie	Term assignment	Visibility	Validity	Actions
Data protection information	Data.protection.information.pdf	Dokument	Sommersemester 2021	Mit Login	01.01.1900 - 31.12.2100	  

Search result: 1 record | Row count (Max:300) | 10

- Participants can view and download the data protection information now in the detailed view of the lecture/event in the tab *Documents* after choosing the respective semester

Detail view

Data protection information | DPI | Course

Back Reports

Term: Sommersemester 2021

Basic data | Appointments and Rooms | University course catalogue | Modules / Courses of study | **Documents**

Name	Filename	Kategorie	Term assignment	Visibility	Validity	Actions
Data protection information	Data.protection.information.pdf	Dokument	Sommersemester 2021	Mit Login	01.01.1900 - 31.12.2100	

Search result: 1 record | Row count (Max:300) | 10

If you have any questions please don't hesitate to contact us via zeus-support@uni-konstanz.de