



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

Emergency COVID-19

Tutorial for starting and carrying out a distance lesson

Premise: this tutorial does not intend to replace official tutorials; it is only the sequence of commands that are used to create a distance lesson, which are based on the tools provided by the University on the webpage **Distance Learning**.

For a complete use of the system, we suggest to access Microsoft support
<https://support.microsoft.com/en-GB/teams?ui=it-it&rs=it-it&ad=it>

The system runs only

- through Microsoft Edge (based on Chromium) or Google Chrome browser
- through application (available also for Linux and Apple systems)

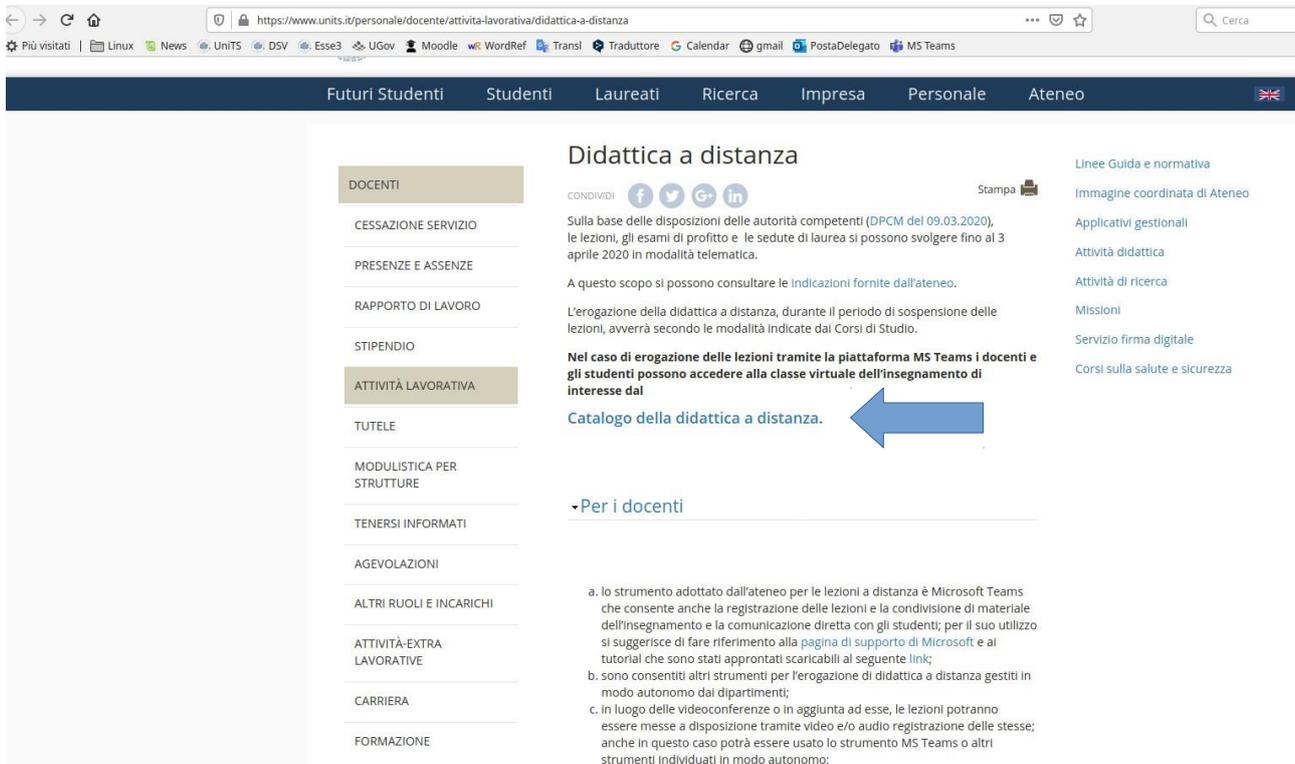
Thank you for your collaboration

Paolo Edomi
Deputy Rector for Education

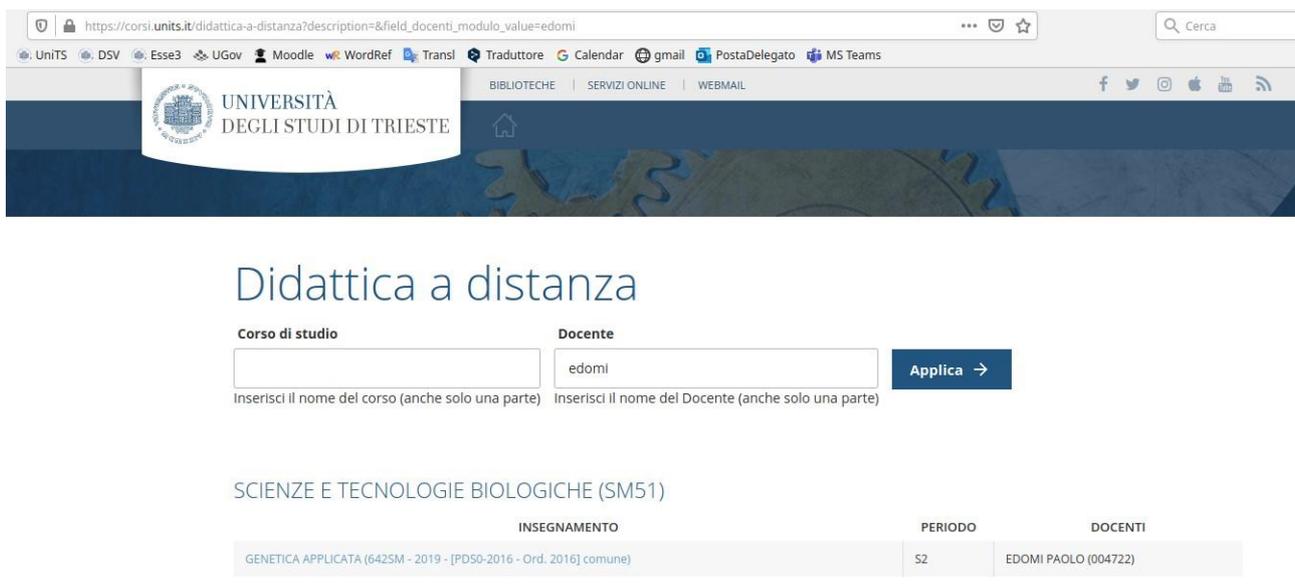
1. Access

- Access to lesson is made through the webpage **Catalogue of distance learning**, available at the following link and through university credentials **userid@ds.units.it**

<https://www.units.it/en/node/10905/mid/2620>

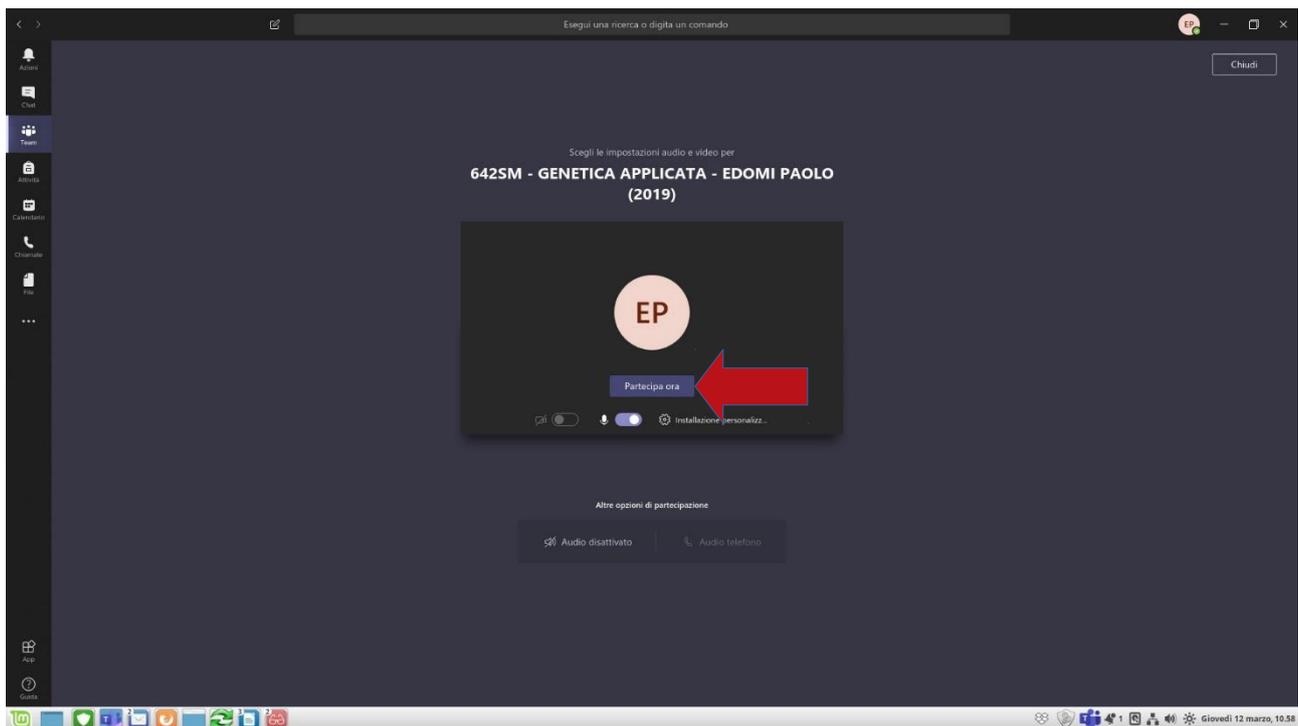


- By selecting the webpage Catalogue of distance learning, the following page will be opened and it will be possible to search your own course through the name of the course or your own name



- By clicking on the course name, you will directly access Teams, which is set up to start lesson as in the following screen

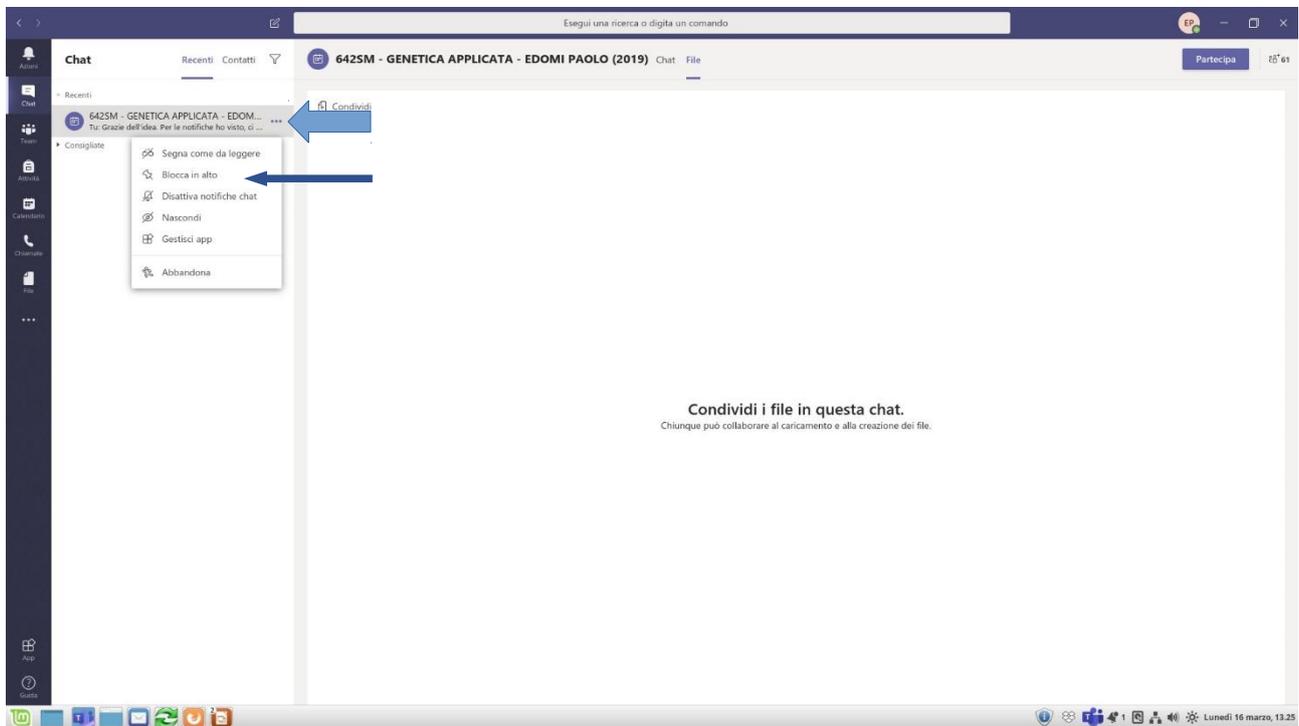
- In the opening screen you will start a lesson by clicking on '**Partecipa ora**' (Join now)



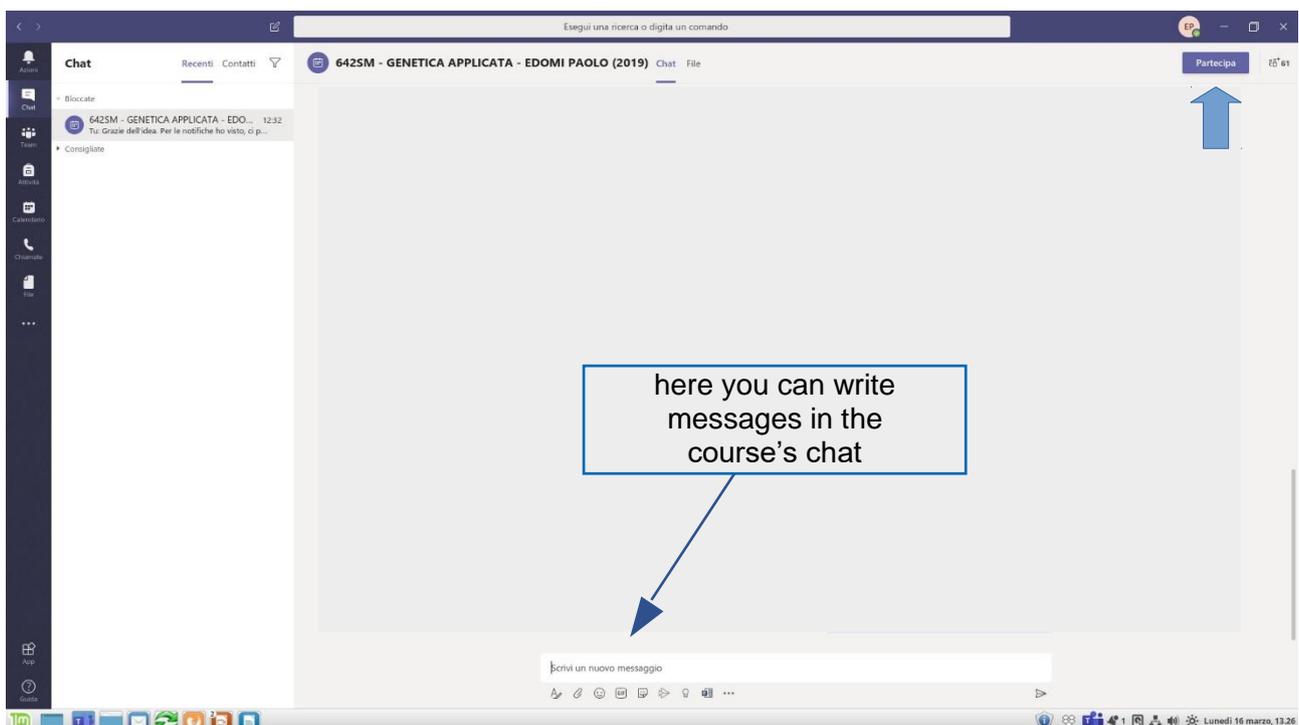
NOTES:

- calendars of distance lessons will have to be agreed with the coordinators of the study course;
- distance lessons will have to be carried out in accordance with the calendar published by each study course
- access to Teams through the Catalogue of distance learning automatically appoints teacher as organizer, but it is NOT a Team group;
- the link gives direct access to lesson and it should be used only for this purpose; if you access Teams by this link, you have to remember that students can be connected as well; therefore, those teachers who plan to make a test without student participation should create a test Team;
- for the use of MS Teams through the creation of 'classroom teams' see another tutorial.

- **After the first access**, it will be possible to start a new lesson through your own Teams space: your **courses appear** in the **Chat** space.
- To maintain your courses in the Chat you can click on the three dots option (⋮) and select 'Blocca' (Lock) (the course or the team can be unlocked at a later time).

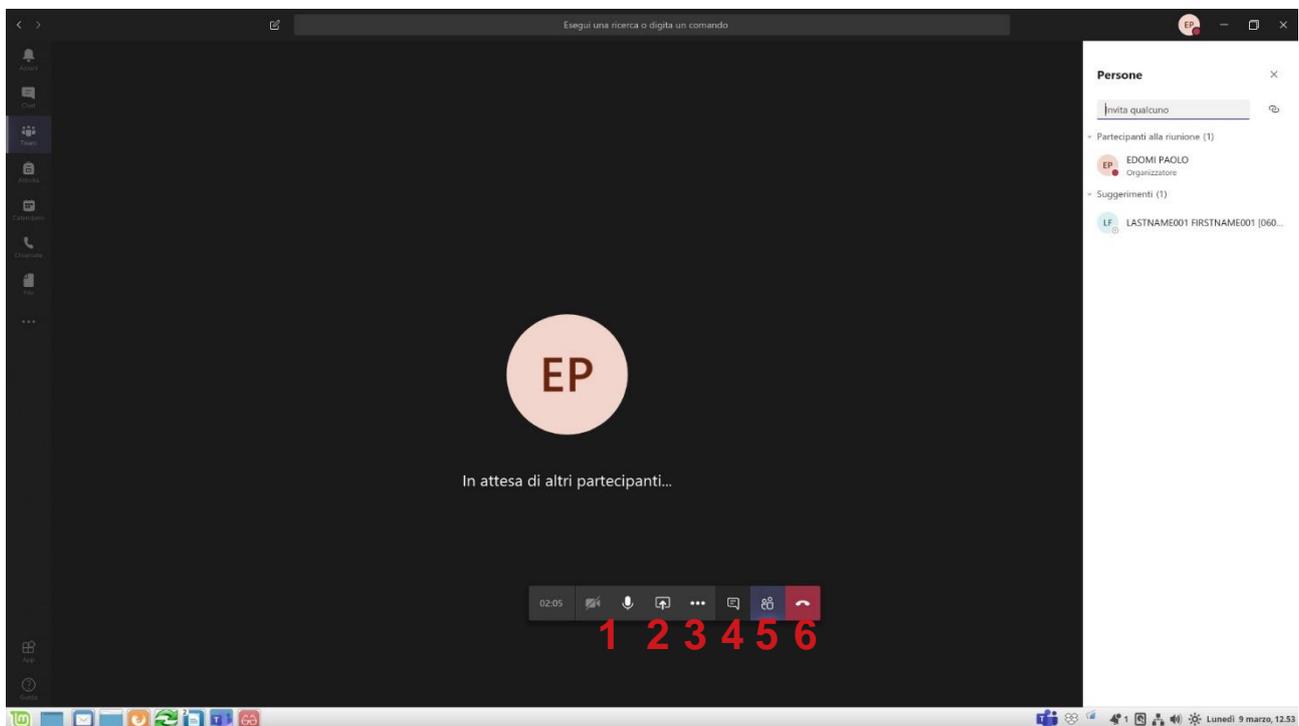


- You can start a new lesson by clicking on the button '**Partecipa**' (Join) **at the top right corner** of the screen.



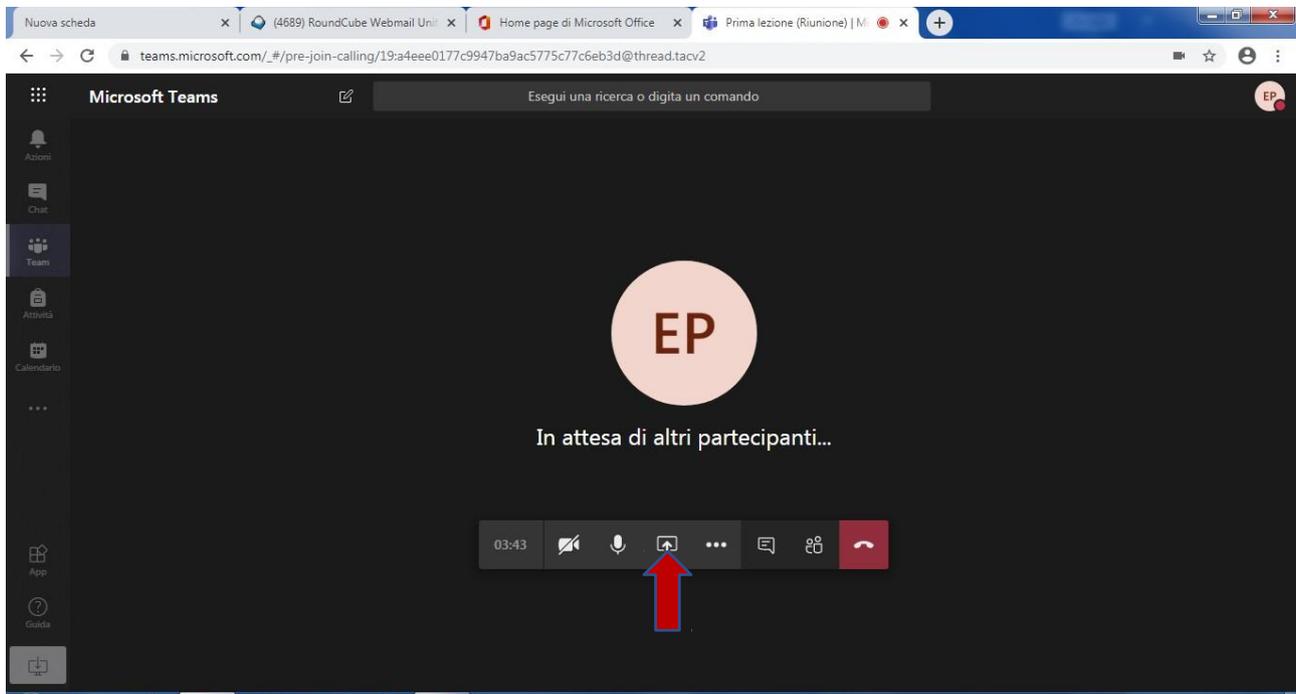
2. Manage a lesson

- In the following screen of the lesson a **management bar** appears, through which it is possible to:
 1. enable/disable **microphone** and **camera** (it is recommended to ask students to unmute microphone only for questions or upon invitation)
 2. **share** screen or file (see below)
 3. **record the** lesson (click on the three dots **•••** and then “start recording”): the registration will be saved in the Stream’s cloud space (see instructions)
 4. view a **conversation** (symbol **casella di testo** - text box)
 5. **view participants** (symbol **persone** - persons)
 6. **end** lesson with the **red telephone**

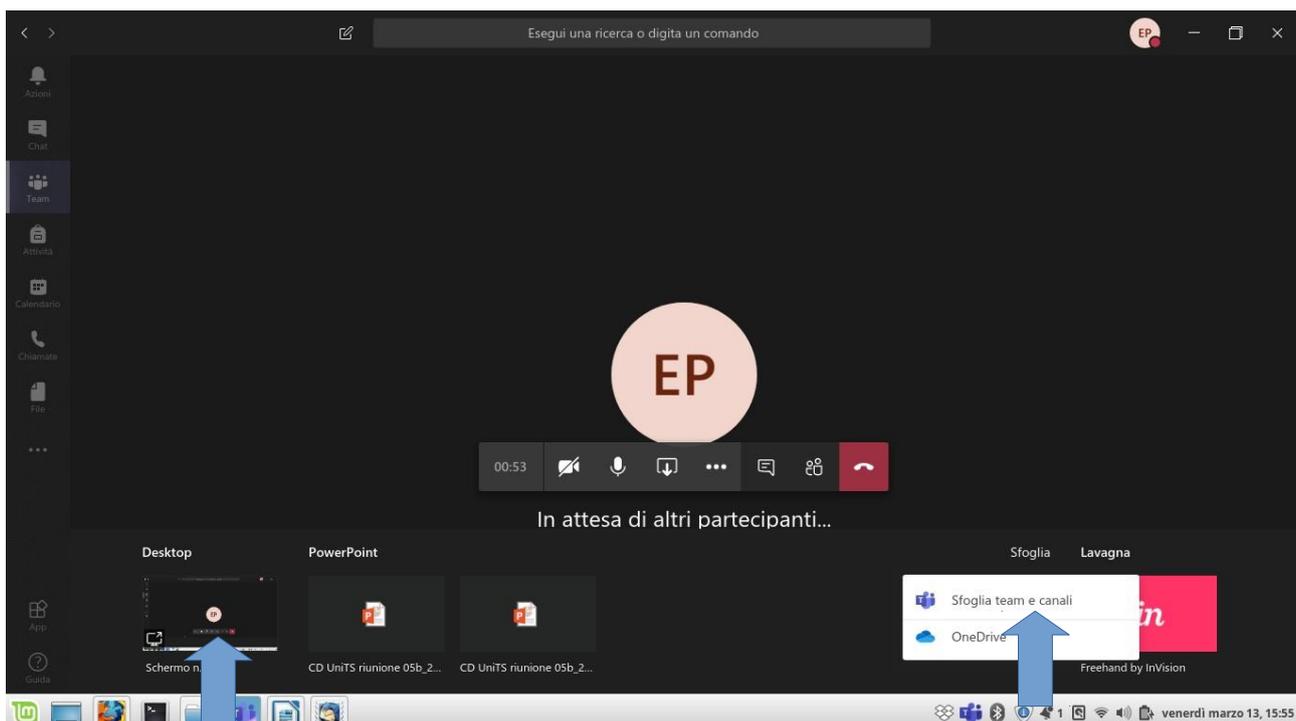


3. File uploading and presentation

- Several options are possible to show a Powerpoint or a Pdf. File
- It is possible to upload a presentation through the bar below, by selecting the button with the arrow: **Condividi** (Share)



- There are two options to open a presentation or a file:
 1. **Screen** (it is possible to open another window where to upload the lesson from PC)
 2. **Browse from team and channels** (it is possible to upload lessons which have already been uploaded on a team created previously)

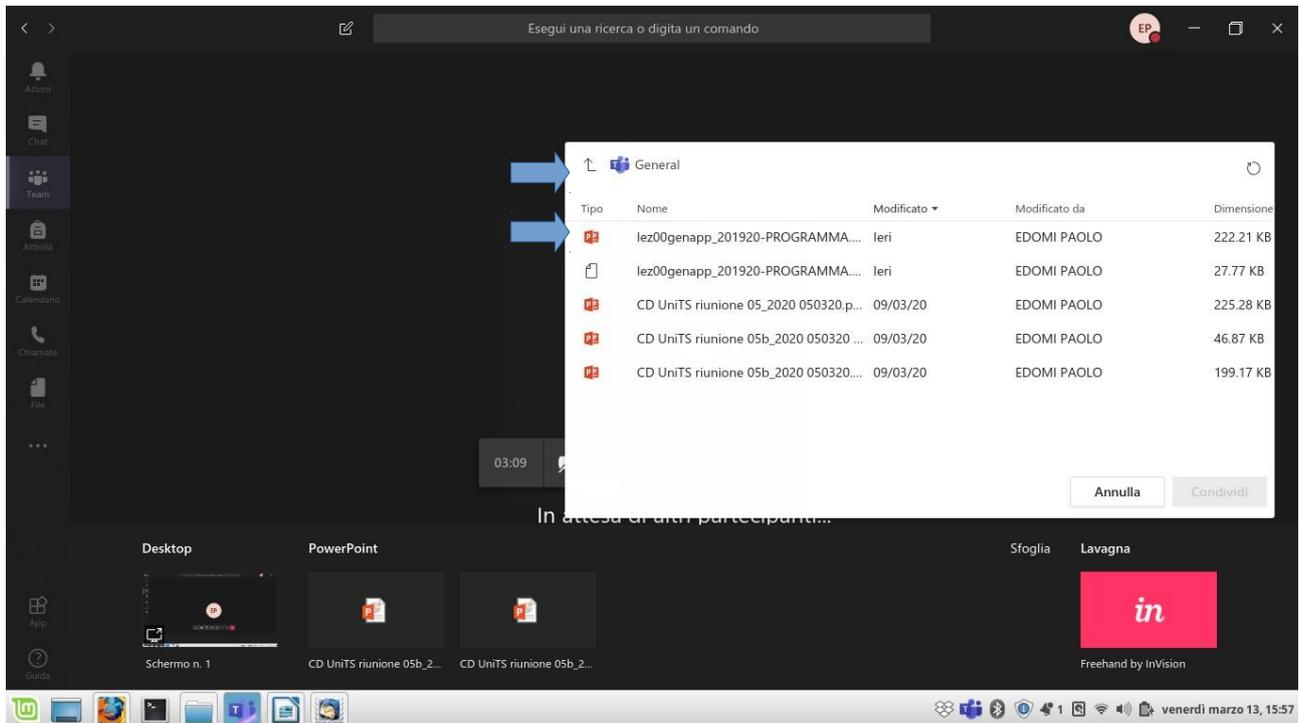


1. opening from **screen**: click on screen and select a window previously open (**recommended solution**)

- **it is possible to show any types of file (recommended for pdf.)**
- it is suggested to select a full screen view

2. uploading a lesson from TEAMS by selecting “Browse team and channels”

- **it is possible to upload only Powerpoint files or similar, but they will be managed by Powerpoint, so it is advisable to verify the format**



- The lateral control microphone and camera window can be hidden and the presentation can be interrupted to select another one.

- **NOTES** for the use of **Chat**: when the presentation is in full screen, it is necessary to click on the lesson's management window, in order to use the management bar. In this case you can not view the chat while you are in full screen, so it is advisable to use another screen or a synchronic view on smartphone or tablet

- **NOTES** for **recording**: lessons uploaded as Powerpoint or through Screen Sharing (by selecting the three dots option **⋮** and then "start recording") **can be recorded** (by the teacher).

