Emergency COVID-19

Tutorial for accessing and participating in 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 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)
1. Access
- Access to lesson is made through the webpage **Catalogue of distance learning**, available at the following link and by using university credentials **s123456@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 course through course or teacher’s name

- By clicking on the name of the course, you will directly access Teams, which is set up to start lesson as in the following screen
- Upon the first access you can choose if you wish to download the application or use a browser (it is possible through Microsoft Edge or Google Chrome)
2. How to take part in a lesson

- In the opening screen you will take the lesson by clicking on ‘Partecipa ora’ (Join now)

- In the screen of the lesson the management bar appears, through which it is possible to:

  1. enable/disable microphone and camera (it is recommended for students to mute microphone and unmute it only for questions or upon invitation)

  2. view a conversation (symbol casella di testo - text box)

  3. leave lesson with the red telephone
During lesson it is possible to participate in (on teacher's invitation) by sending a message through the Chat in the right side panel.
3. How to use Chat

- In the box Chat it is possible to always keep visible the lessons of interest by selecting the three dots option (•••) and then “Blocca – Lock” (the course or team can be unlocked later)

- It is possible to participate in a lesson by clicking the button **Partecipa**

> here you can write messages in the course’s chat