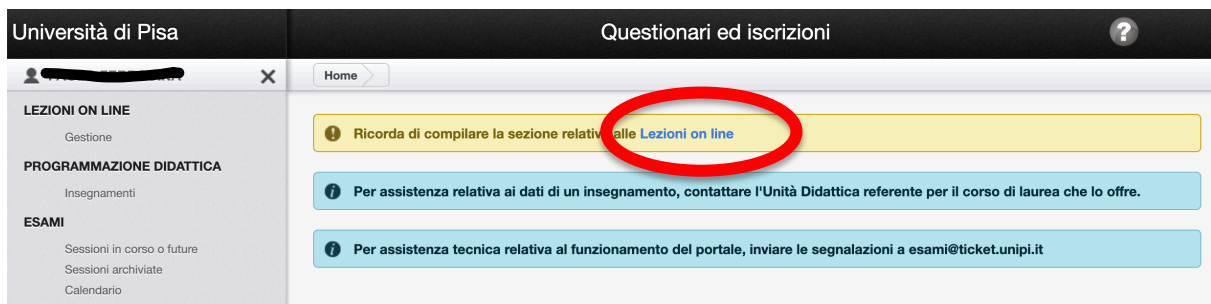


Video lessons @ UniPi

Instructions for Teachers

How to register the data for your video lessons

Log in on the website <http://esami.unipi.it> with your individual Unipi credentials and click on the link on the yellow string on top of the page, as in the screenshot below (the site is in Italian).



A page opens with the list of Bachelor's and Master's degrees courses you are in charge of.

Clicking on each course of the list, you can select the IT platforms you intend to use to perform your video lesson, and where to load your teaching material (site in Italian).

The screenshot shows a form for configuring video lesson settings. It has three main sections: 'Piattaforma di streaming' with a dropdown menu set to 'Google Meet'; 'Piattaforma per la condivisione del materiale didattico' with a dropdown menu set to 'Moodle'; and 'Collegamento al materiale' with a text input field. Below these is a 'Note' section with a large text area and an 'Aggiorna' button at the bottom right.

This information is inserted once, but it can be modified at any time. It is very important to track the online educational activity of the University of Pisa.

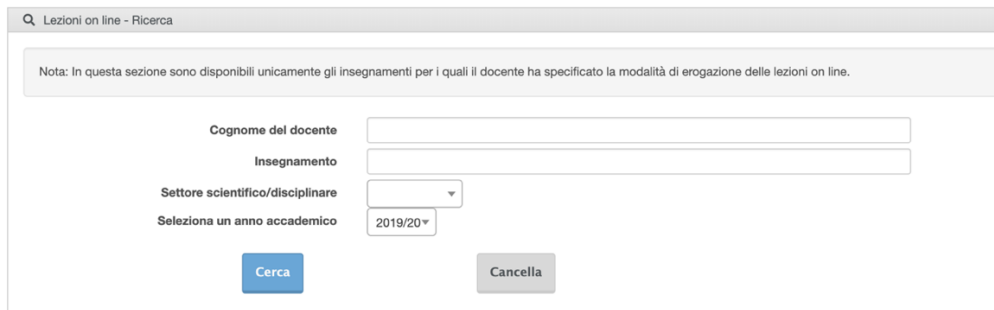
How to start a video lesson

First of all, you have to retrieve the link to the virtual room of your course.

You can do this, by accessing again to the website <http://esami.unipi.it>, and clicking on “Lezioni online” as indicated below



Then search your course using the form specified in the following screenshot:



Clicking on the title of your course it will appear a popup with the link to the Google Meet video-lesson. Click on that link, you'll be immediately inside the virtual room of the course.

Please be sure that the access to Google Meet has been executed via UniPI credentials: hence nome.cognome@unipi.it. Otherwise, you'll be logged in as a “normal user” and you'll be not able to operate it as a teacher.

On the main screen some tools are available:

- At the top right of the page, the list of logged in people and an instant messaging to interact with the attendees.
- At the lower right of the page, you find the icon “**arrow up**” which allows you to share your PC screen with attendees. This is useful if you wish to share some slides.
- The “**three vertical dots**” icon allows the use of other configuration options.
- With the icons on the lower bar you can turn on and off your webcam and microphone, and clicking on the red phone receiver you turn off the video lesson.