## Video lessons @ UniPi Instructions for Teachers

## How to register the data for your video lessons

Log in on the website <u>http://esami.unipi.it</u> 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).

Università di Pisa		Questionari ed iscrizioni	?
2	×	Home	
LEZIONI ON LINE Gestione		Ricorda di compilare la sezione relative alle Lezioni on line	
PROGRAMMAZIONE DIDATTICA Insegnamenti		Per assistenza relativa ai dati di un insegnamento, contattare l'Unità Didattica referente pe	er il corso di laurea che lo offre.
ESAMI Sessioni in corso o future Sessioni archiviate Calendario		Per assistenza tecnica relativa al funzionamento del portale, inviare le segnalazioni a esam	ni@ticket.unipi.it

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).

Piattaforma di streaming	Google Meet
Indicare quale piattaforma supportata si intende usare per lo streaming	Sobgle Meet
Piattaforma per la condivisione del materiale didattico	
Indicare quale piattaforma si intende usare per la condivisione del materiale didattico	Moodle
<b>Collegamento al materiale</b> Inserire un indirizzo web, nella forma: http:// o https://	
Note	
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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 <u>http://esami.unipi.it</u>, and clicking on "Lezioni online" as indicated below



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

Q Lezioni on line - Ricerca						
Nota: In questa sezione sono disponibili unicamente gli insegnamenti per i quali il docente ha specificato la modalità di erogazione delle lezioni on line.						
Cognome del docente						
Insegnamento						
-						
Settore scientifico/disciplinare	<b>v</b>					
Seleziona un anno accademico	2019/20*					
Cerca	Cancella					

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 <u>nome.cognome@unipi.it</u>. 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:

- a. At the top right of the page, the list of logged in people and an instant messaging to interact with the attendees.
- b. 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.
- c. The "three vertical dots" icon allows the use of other configuration options.
- d. 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.