Video Lessons @ UniPi
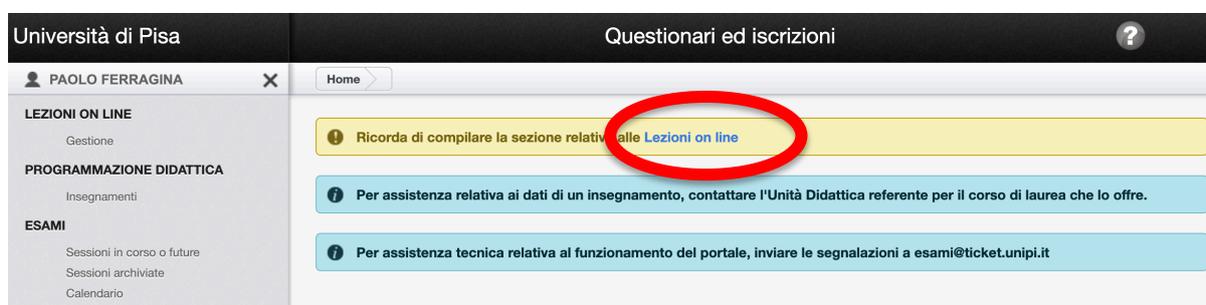# Instructions for Teachers

Chrome or Edge browser browser are suggested.
Please download the desktop app of Teams from https://teams.microsoft.com/downloads

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).
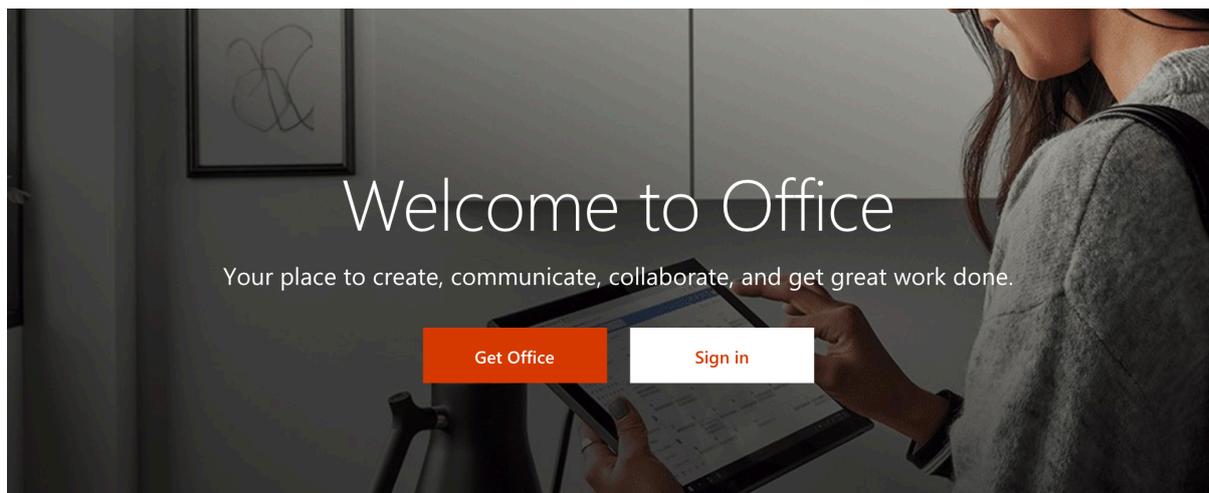

This information is inserted once, but it can be modified at any time. It is very important to track the online educational activity of the University of Pisa.

How to start a video lesson

The use of a laptop or a personal computer with microphone and camera is recommended. Chrome or Edge browser are suggested.
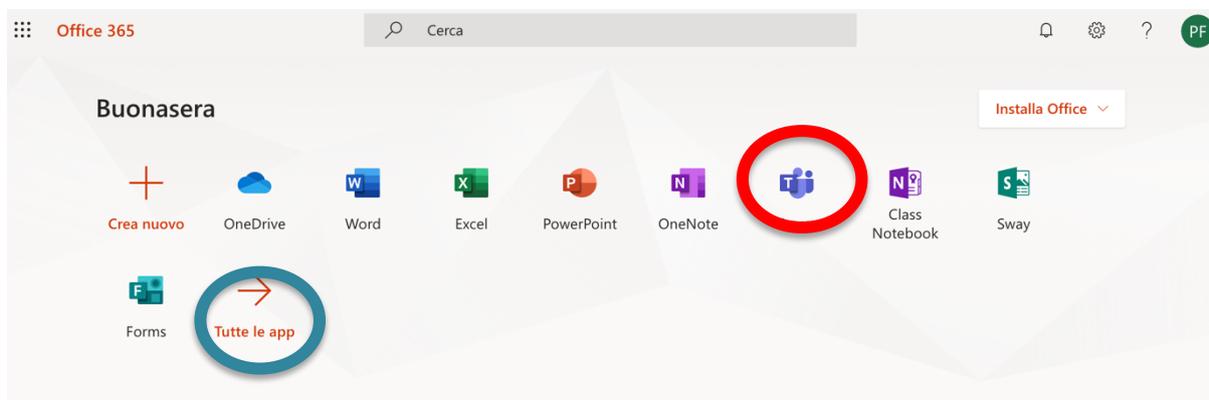
Login in Teams

 Visit the webpage https://www.office.com/

Click on "**Sign in**".

Enter your email at UniPI (having the form xxx@studenti.unipi.it), and then click on "**Next**".

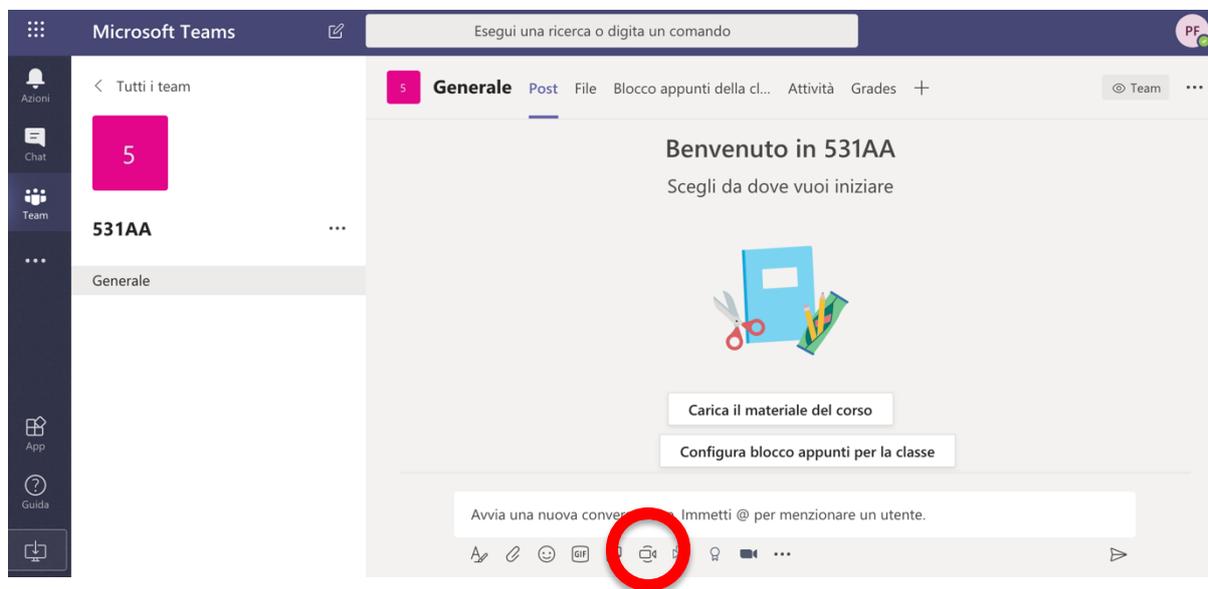In the UniPI portal please enter your credentials.

On the startup page, click on the **Teams icon** if present (circled in **red** in the screenshot below). If not present, search˙it in the applications list (circled in **blue** in the screenshot below).
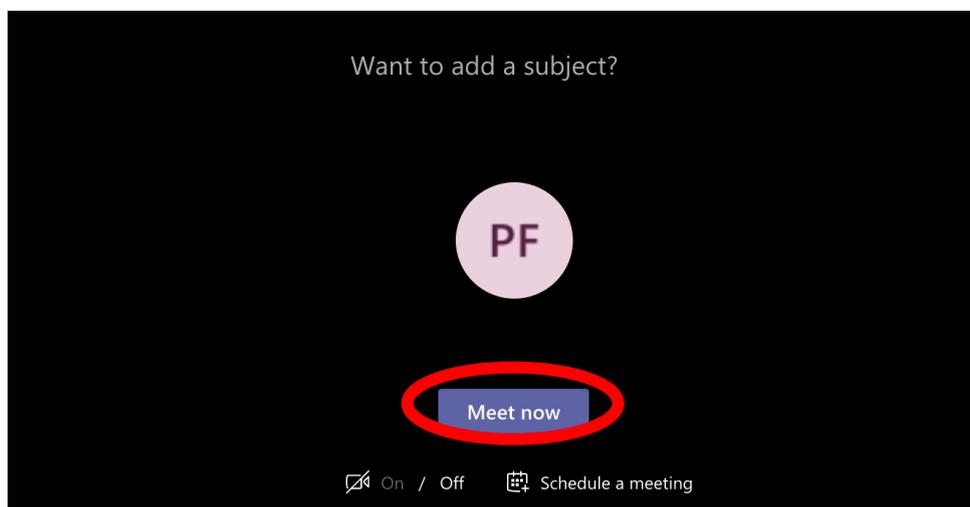

You are now in **Teams** and the icons of the courses under your responsibility will appear. If not, it is possible to generate the team following the instructions in the section "How to create a virtual class". It is also available an IT assistance at http://unipi.it/corsionline.

Start a video lesson

The teacher can start the video lesson by clicking on the camera icon at the bottom of the page (circled in **red** in the screenshot)
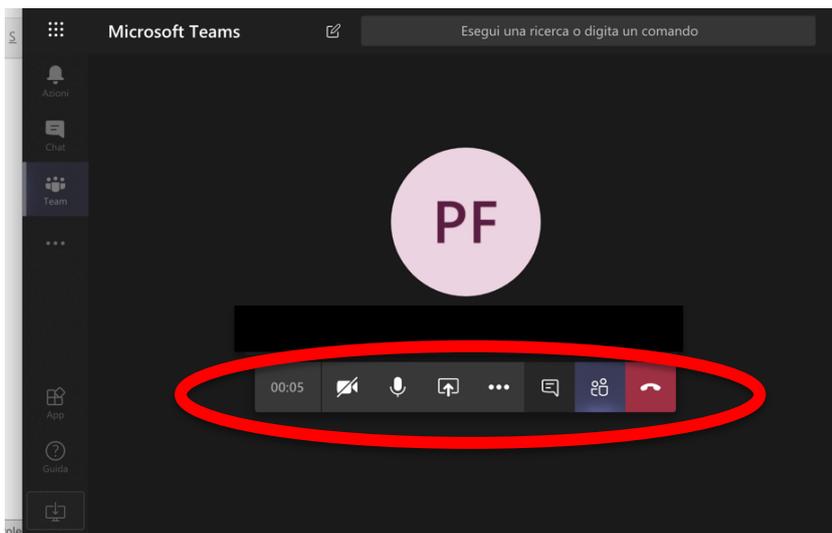

On the new page, click on **"Meet now"** as in the picture below

The lesson has now started.

The teacher can at any time silence the students microphone but it is recommended to ask students to turn off their microphone and camera.

The teacher can use several functions by clicking on the icons of the string circled in red in the screenshot below
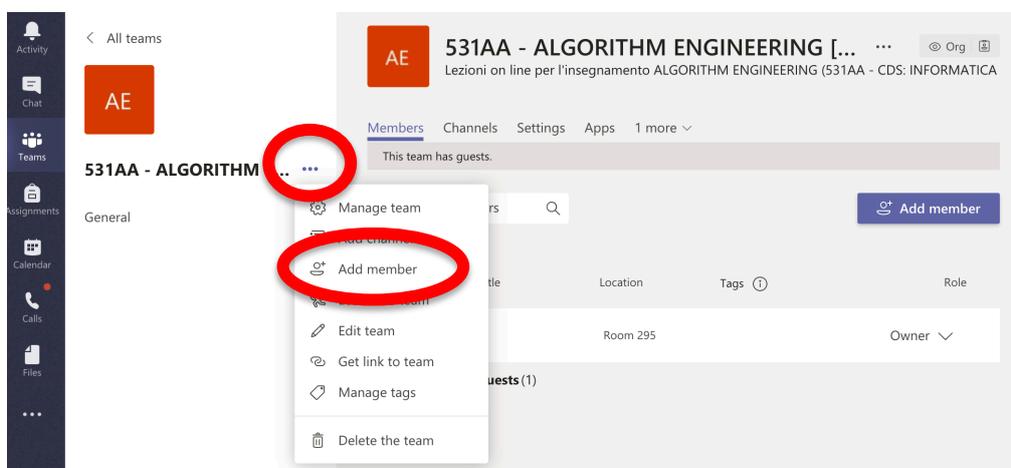

From left to right, the icons can:
- turn on/off the camera
- turn on/off the microphone
- show the teacher PC screen to participants (e.g. Power Point slides)
- video recording the lesson, which will be made available in Teams after conclusion
- open the chat to receive questions or write to students
- show the participants
- Close the video lesson

How to add co-teachers

It is possible to add co-teachers to a course clicking on the **icon with 3 dots** and then selecting **"Add member"** (circled in **blu**).

Then select the co-teacher by providing her surname, if she is a UniPi member, or input her email address but only if provided by Gmail, Outlook,…
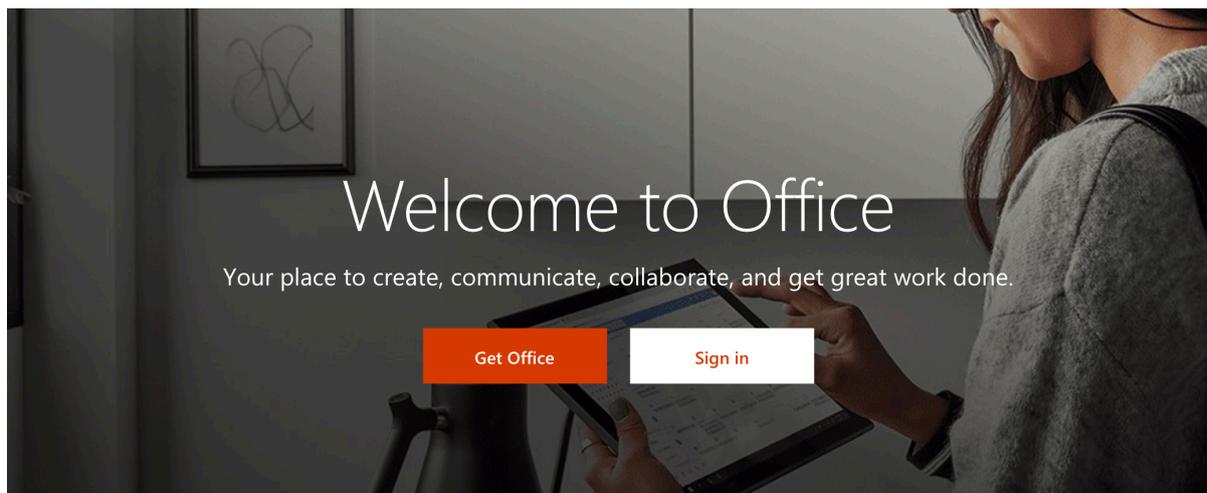
How to create a virtual class

Teachers are allowed to generate individual virtual classes for other types of lessons (PhDs, Masters…) or for seminars and meetings. The instructions are given below.
As mentioned before, it is recommended the use of a laptop or personal computer with microphone and camera.
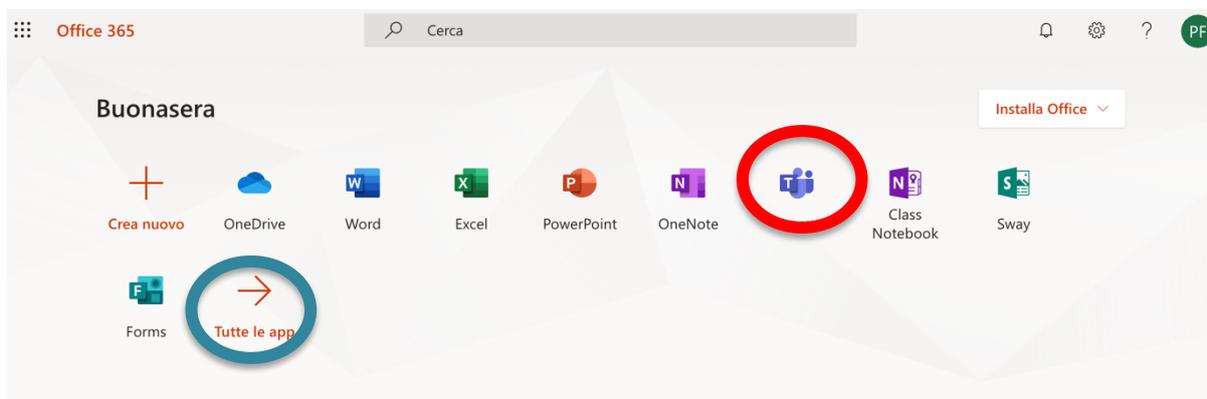
Login in Teams

Visit the webpage https://www.office.com/

Click on "**Sign in**".
Enter your istitutional email (e.g. xxx@studenti.unipi.it), and click on "**Next**".
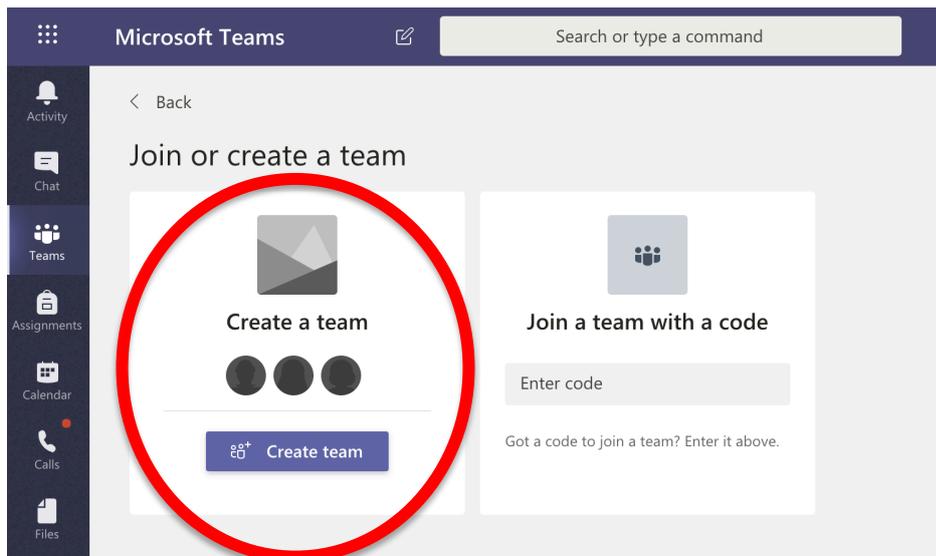Then enter your credentials at UniPI.

On the startup page, click on the **Teams icon** if present (circled in **red** in the screenshot below). If not present, search it in the applications list (circled in **blue** in the screenshot below).
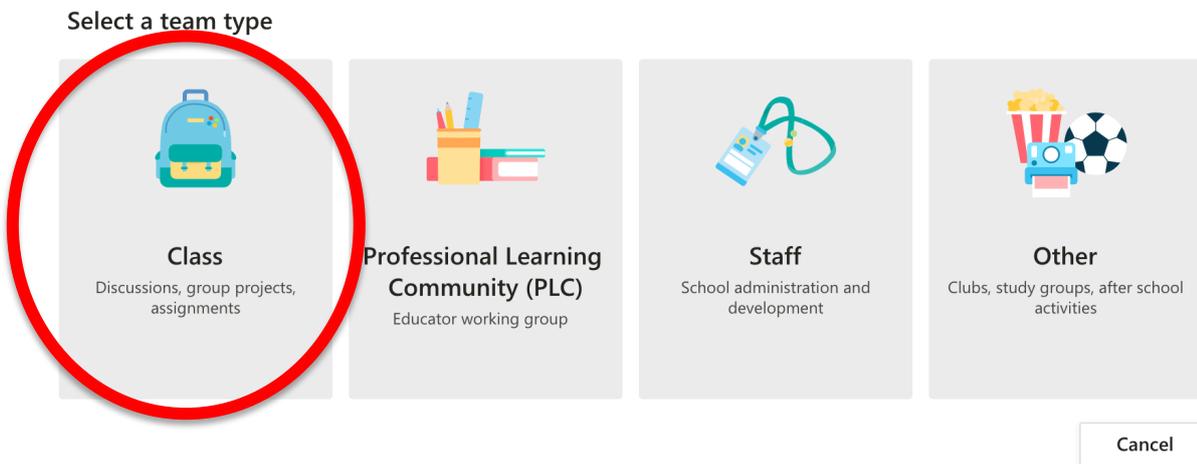

You are now in **Teams** and the icons of the courses under your responsibility will appear. If not, it is possible to generate the team following the instructions in the section "How to create a virtual class". It is also available an IT assistance at http://unipi.it/corsionline.

Click on **"Join or create a team"** on top right corner (circled in red in the screenshot above), and then click on **"Create a team"** as indicated in the figure below.

Then select the box "**Class"** (as indicated in the screenshot below)
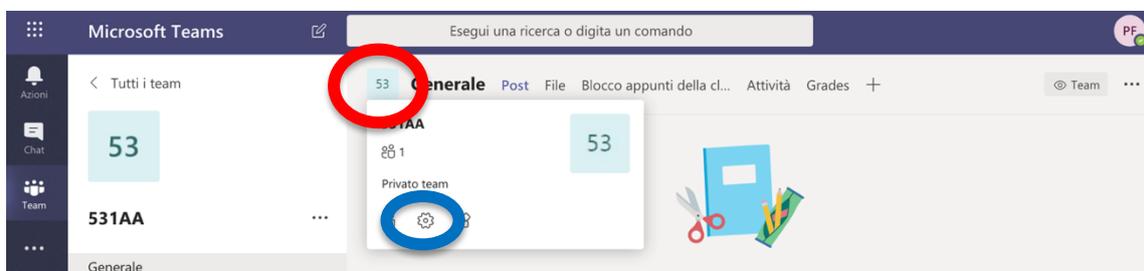

The system will ask to assign a name to the Team. Choose one and click **"Next".**

A box will open asking to add people to the team. Click **"Skip".**

How to generate a course code for the students

The teacher must generate a code to allow the access of students to the virtual class that she has generated following the instructions above. The code can be obtained moving the mouse on the channel icon at the top of the teams screenshot (circled in red in the screenshot below).

Then clicking on the wheel symbol icon (**circled in blue** in the screenshot above) the option **"Team code"** will appear.

By clicking on **"Generate",** a code of 7-8 letters and numbers will appear. This is the course code to be communicated to the students.

How to start the video lesson

Please communicate the code to the students and then start the video lesson following the instructions already given on page 2.

How to add co-teachers

It is possible to add co-teachers to a course as described in a section present at page 4.