



UNIVERSITÀ DEGLI STUDI  
DI GENOVA

## **TEAMS: mini guide for the teacher**

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Didattica a distanza



**If you have already an Office365-UniGe account go to the next slide**

**If you have not a Office 365-UniGe account you have to:**

- Follow the registration instructions here <https://cedia.unige.it/office365>
- Once completed, go to the next slide



## If you have an Office365-UniGe account:

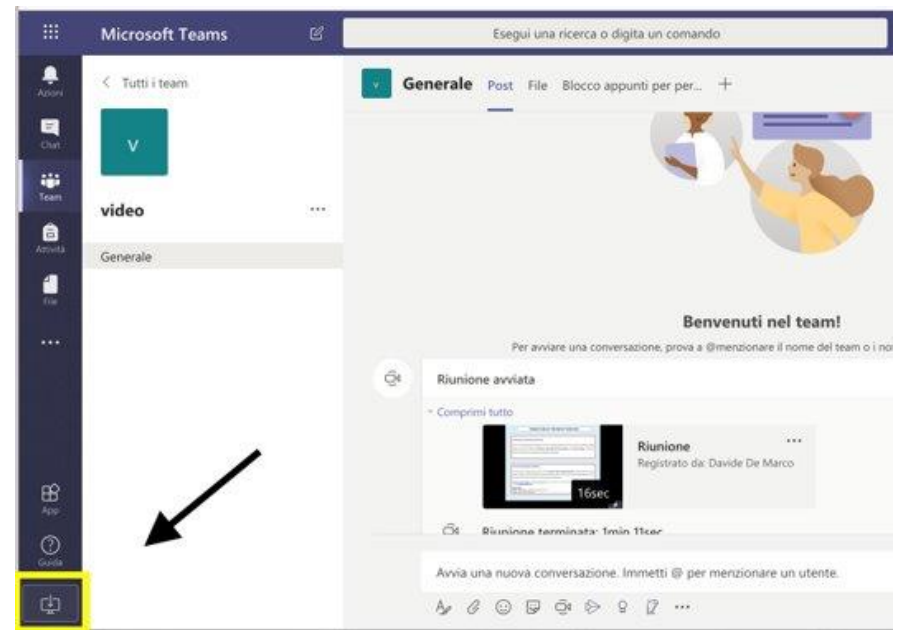
- Go to the following link to sign-in Office365-UniGe: <https://www.office.com/>
- Teams is available in web version at the page <https://teams.microsoft.com/> or in App-Desktop versione. For the first access, use the web version.

To access the Office365-UniGe suite you need to get an account as described in the previous slides. If you sign in with credentials acquired autonomously from Microsoft portal or Windows credentials you can't use all the features provided by UniGe



*We suggest to use the app with the “app desktop” option, as it is more rich than the web version. If you decide to use the web option (no installation required), you should use Chrome or the last EDGE version.*

*Teams is available for Mac OS X and mobile system Android and IOS as well. You can get it from the web version as in the figure, then you have to install it and sign-in with the Office365-Unige credentials*





## How to create a team

- Left side icon «Team»
- Add / Create a new team (up right)
- Create Team -> insert course name
- Go to the team

**CREATE A TEAM FOR EACH COURSE!**



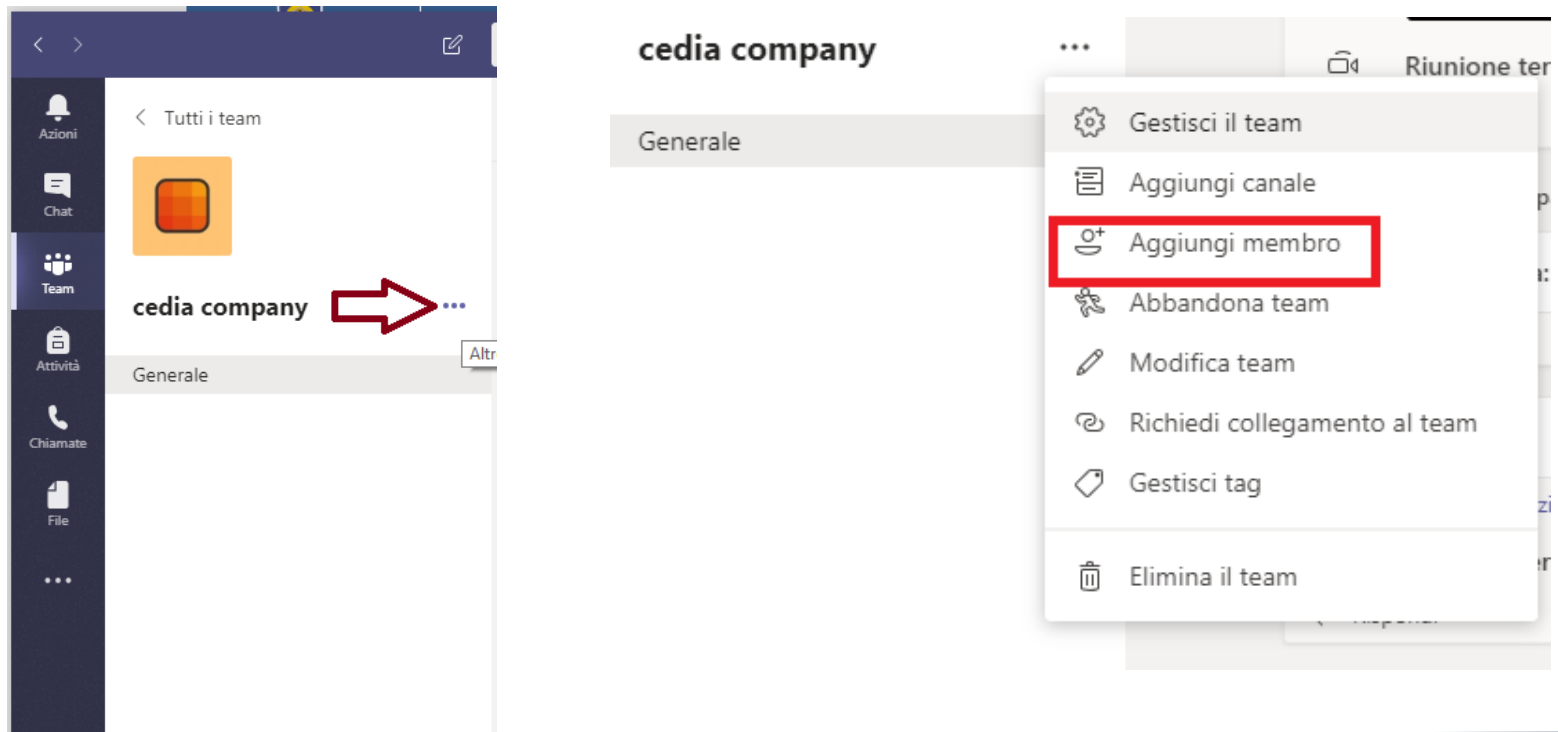
## Use TEAMS for your course

- Click on your team
- Click on «...» on the side of the name of your team
- Select «Gestisci il team»
- Select «Impostazioni» and disable all the authorisations for members and guests, make the team private, disable all the app
- Create the link to the team («Richiedi collegamento al team») and distribute it to the students thorough Aulaweb, or sending an e-mail, or with any other method you use with your students
- **N.B.** There have been added Erasmus students and other belonging to other cooperation programmes ([look here](#)) so there should not be other students not able to subrisbe Office. In case you should add other people have a look at the following slides



## Instructions for external people:

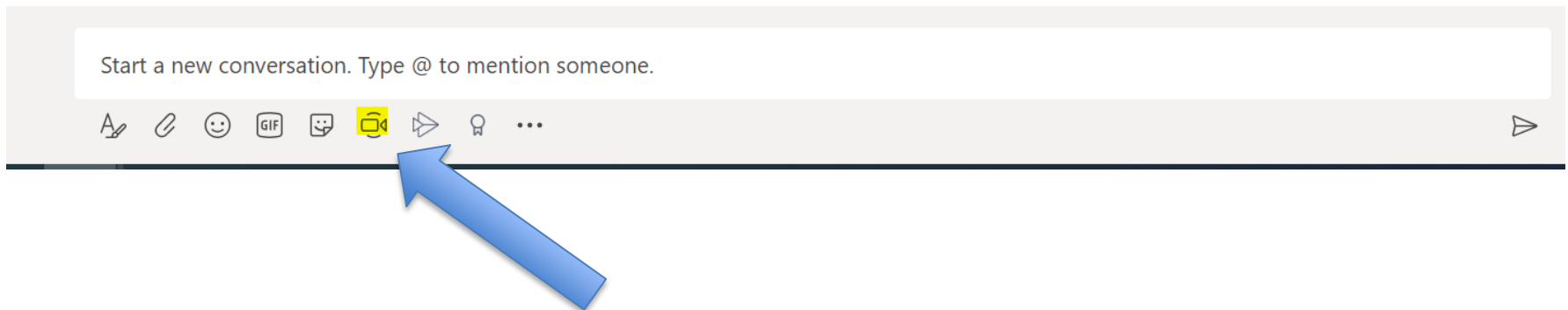
- Check the email to know if other want to attend the class.
- Insert the student thorough the main interface «aggiungi membro». Use the email address to add people.





## How to start your remote lesson

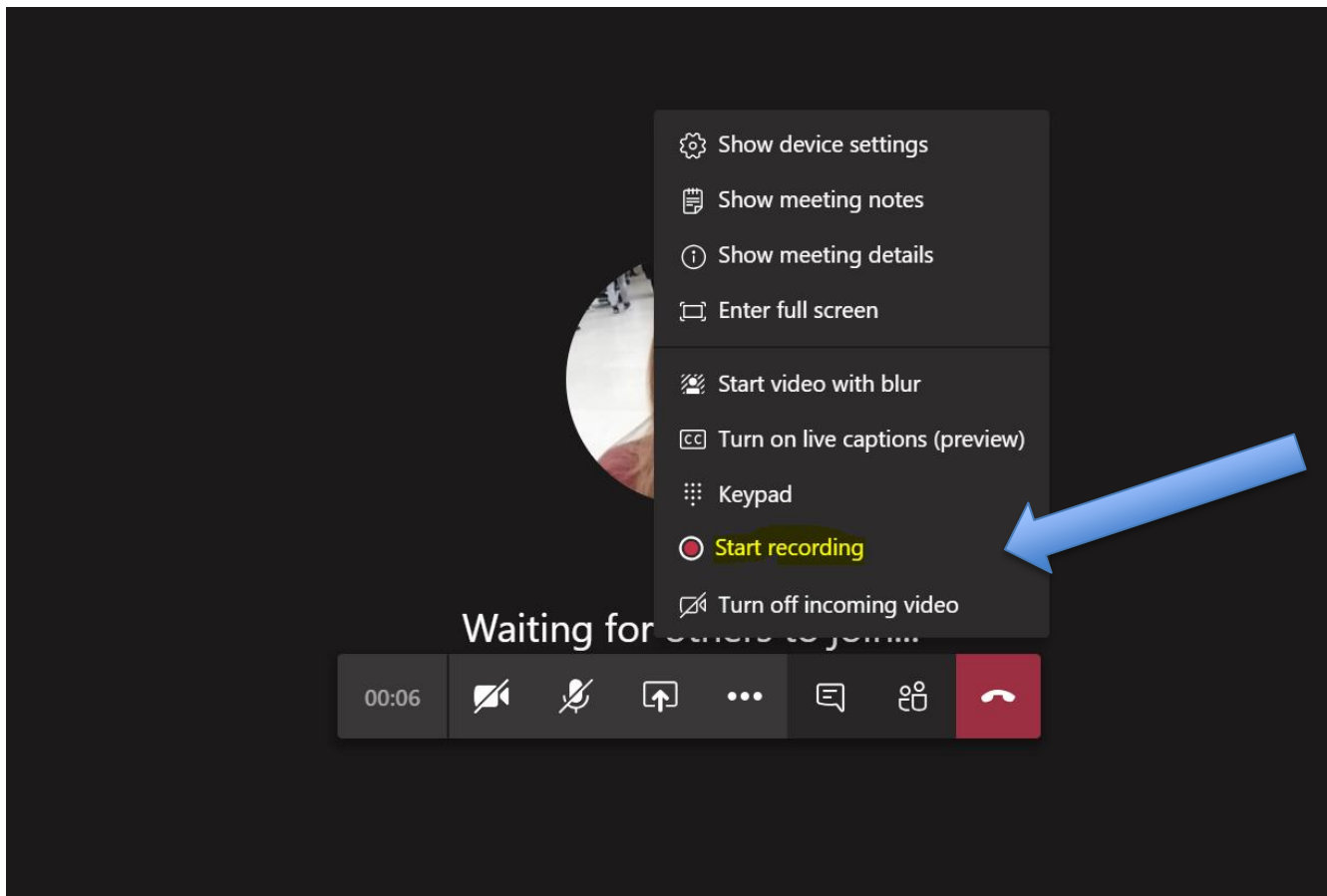
- You can start in team channel the team by selecting the icon «riunione immediata» under the bottom bar





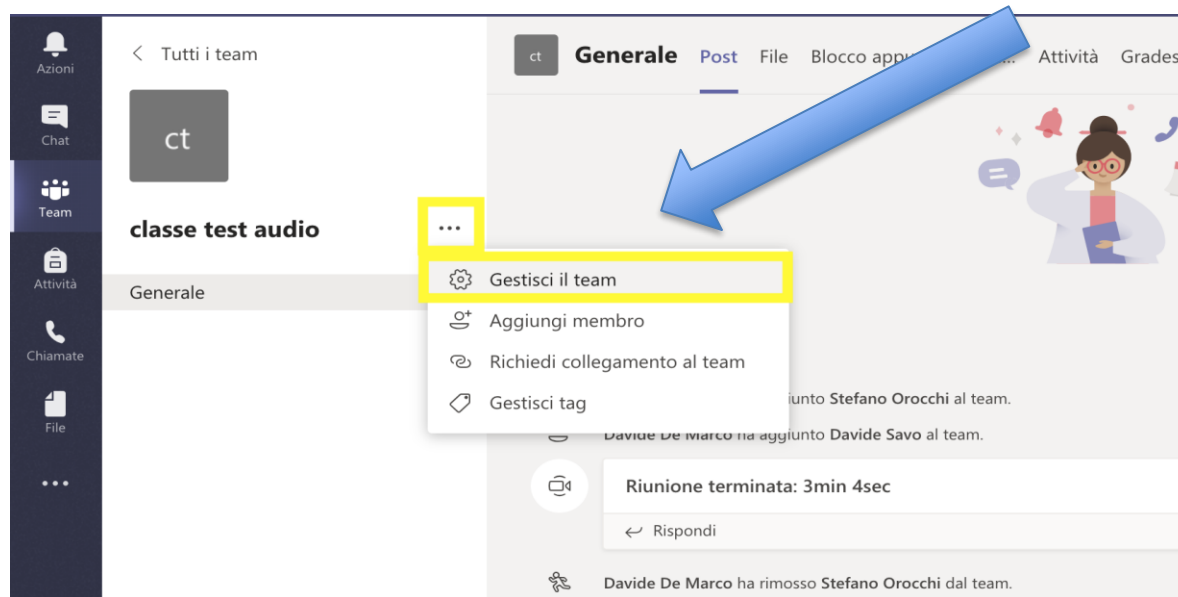


# How to record the video lesson



## To know: disable the audio of participants

You can disable the audio of participants as shown, with few click, preventing the students to comment





## To know : disable the audio of participants

The screenshot shows the Microsoft Teams interface for a team named "classe test audio". The "Membri" tab is selected and highlighted with a yellow box. A blue arrow points to this tab. Below the tab, there is a search bar "Cerca membri" and a list of members. The list is divided into "Proprietari (1)" and "Membri e ospiti (2)". The "Proprietari" section shows Stefano Orocchi as the owner. The "Membri e ospiti" section shows two members: Davide De Marco and Davide Savo. A blue arrow points to the "Disattiva microfono studenti" checkbox, which is highlighted with a yellow box. This checkbox is currently unchecked.

| Nome                                 | Titolo | Località | Tag                      | Ruolo        |
|--------------------------------------|--------|----------|--------------------------|--------------|
| <strong>Proprietari (1)</strong>     |        |          |                          |              |
| SO Stefano Orocchi                   |        |          |                          | Proprietario |
| <strong>Membri e ospiti (2)</strong> |        |          |                          |              |
| Nome                                 | Titolo | Tag      |                          | Ruolo        |
| DM Davide De Marco                   |        |          | <input type="checkbox"/> | Membro       |
| DS Davide Savo                       |        |          | <input type="checkbox"/> | Membro       |

## To know: the virtual board

To simulate a blackboard you should share the screen and use the external whiteboard TEAMS for writing



This approach is useful for:

- Writing and painting, showing slide and lecture notes;

To use the traditional board (not suggested even if possible) you must have a webcam and place it to frame the areas where you will write



## To know: instant poll

You can activate an instant poll or ask a question live.  
In the chat you can insert the link made by Forms

For more informations on Forms: <https://support.office.com/it-it/article/accedere-a-microsoft-forms-620daa7a-3e03-4013-8f92-5cce86210ef6?ui=it-IT&rs=it-IT&ad=IT>



[assistenza@unige.it](mailto:assistenza@unige.it)

All the informative material made by Genoa University is available here:  
<https://cedia.unige.it/didattica-a-distanza>

Link to documentations and video of Teams and other Office365 use:

<https://support.office.com/office-training-center>

<https://support.office.com/it-it/article/formazione-su-microsoft-teams-4f108e54-240b-4351-8084-b1089f0d21d7>



## • Courses list

- PROGRAMMA ERASMUS
- PROGRAMMA ALFA
- PROGRAMMA TEMPUS
- PROGRAMMA DI SCAMBIO U.E. - U.S.A.
- PROGRAMMA DI SCAMBIO U.E. - CANADA
- ACCORDO DI SCAMBIO UTS
- CONVENZIONI CON UNIVERSITA' STRANIERE
- PROGRAMMA CINDA
- SEMESTRE AGGIUNTIVO
- CORSO ITALIANO (MARCO POLO)
- PROGRAMMI INTERUNIVERSITARI (STUDENTI ALTRO ATENEO)
- PROGRAMMA ERASMUS MUNDUS
- ERASMUS MUNDUS (EXTERNAL COOPERATION WINDOWS)
- SINGOLI INSEGNAMENTI FINALIZZATI AD ABILITAZIONE
- PROGRAMMA EXTRA-LLP
- PERCORSI COMPENSATIVI PER LE PROFESSIONI SANITARIE
- STUDENTI EX CONVENZIONI ATENEI/A.F.A.M.
- PROGRAMMA MOBILITA' BREVE
- COOPERAZIONE INTERNAZIONALE ALLO SVILUPPO
- SINGOLI INSEGNAMENTI ALTA FORMAZIONE
- FORMAZIONE ALLA CITTADINANZA
- PROGRAMMA ERASMUS+ KA 107
- FORMAZIONE 4.0
- SOSMSE