Guideline for Miscrosoft teams for e-learning

(For Students)

Our University, due to the Microsoft agreement, can offer to students and teachers full access to Office 365. This platform includes Microsoft Teams that has been designed for eLearning teaching. Teams allows to share desktop, file, audio and video.
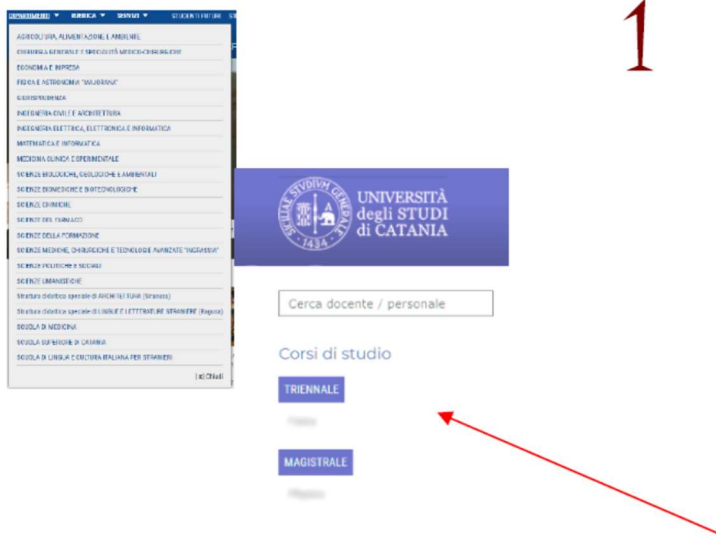
Due to the access restrictions of Covid-19 the University of Catania will use Microsoft Teams to allow the start of the II semester following the published timetable for each course.

The present Guidelines reports the instructions for student access to the teaching modules.

Remarks

- Any student can have access to Office365 by using the mail @studium.unict.it and the credentials used to access on Smart_Edu portal (i.e. Fiscal Code and password)
- The hardware needed to participate to the video lesson is a computer or a tablet or a smartphone, headphones and/or other audio tool.
- When attending video class in e-learning mode the microphone and the webcam MUST be set off. Only if required by the teacher they can be activated.
- The video class can be played again in offline mode, but it is severely not allowed to download and publish them in any other platform, social or web.
- The teachers will be provided with all the names of the students that are participating to the video class.

- Microsoft teams can be downloaded on your computer rather than using the web app solution.

For the first access it is needed to go on the webpage of the course study you are enrolled to. In this webpage you will find the access code for the teaching module of your interest:

- go in the webpage of the department of the course (all university department can be found in www.unict.it) and on the left side of the department webpage you will find the list of the course belonging to the Department

Select your course of study and then click on "**CODICI INSEGNAMENTI**"

⊕ https://teams.microsoft.com

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Microsoft

Accedi

Posta elettronica, telefono o Skype

Se non si ha ur

Problemi di acc

Opzioni di acce

Inserisci nome utente e password
Se sei studente usa le credenziali del Portale Studenti

Nome utente   @unict.it
Password   ••••••••••••

Accedi

Se hai bisogno di aiuto, puoi scrivere all'indirizzo: assistenza.porta@studium.unict.it

Specifiche di sicurezza del servizio
Consigli di sicurezza e protezione dei dati

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Log in into the platform http://teams.microsoft.com using your mail @studium.unict.it and your credentials to access on the student portal SMART_EDU (i.e. fiscal code and password)

⚏⁺ Unisciti a un team o creane uno

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Click on the button on the top right: "Unisci a un team o crearne uno"

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Partecipa a un team con un codice

sepku46

Partecipa al team

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Type in the box the **code of the module** obtained in the webpage of the course study ("**CODICI INSEGNAMENTI**") and click on "partecipa al team"

In the next access to the platform, the teaching modules, on which you have registered before, will be present. All the didactic materials will be available to the student.

At the end of the video class the student must disconnect clicking on "CHIUDI SESSIONE"