

MODE OF TEACHING FOR A.Y. 2021/22

Last updated: 08 February 2022

Governance guidelines:

- 1) For the I semester 2021/22, lessons will resume as face-to-face teaching.
- 2) Didactic material will be made available online, as follows:
- 3) Professors will share their recorded video-lessons from the previous a.y. and won't necessarily live stream their lessons, except in the case where courses have to be organized in groups of students, alternating face-to-face and remote attendance: in this case only professors will still need to live stream their lessons.
- 4) Professors will have to record their 2021/2022 lessons if:
 - a) The course has not been held in 2020-21 a.y;
 - b) The video-lessons recorded in 2020-21 a.y. are no longer available.

Video-lessons (recorded either in 2020/21 a.y. or in 2021/22 a.y.) will have to remain available for students for at least 15 days after the lesson has taken place.

Main instructions

For **live streaming** (guidelines point 3) professors can make use of hardware and software from the 2020/21a.y.

For **lessons recording only**, without streaming, (guidelines point 4) professors can use the same instruments of live streaming (Zoom) **without sharing** the virtual meeting link with students.

Detailed technical instructions are given in this guide.

N.B.

Email and Zoom account provided in 20/21 are still active and usable; new teachers will be provided with them before courses beginning.

In some classes, professors will find new smartboards (KiroBoards) that can be used both for teaching and live streaming.

Kiro Moodle platform has been upgraded to the last version in September: professors are invited to use the new platform (<https://elearning.unipv.it/>) and migrate their courses from the old one.

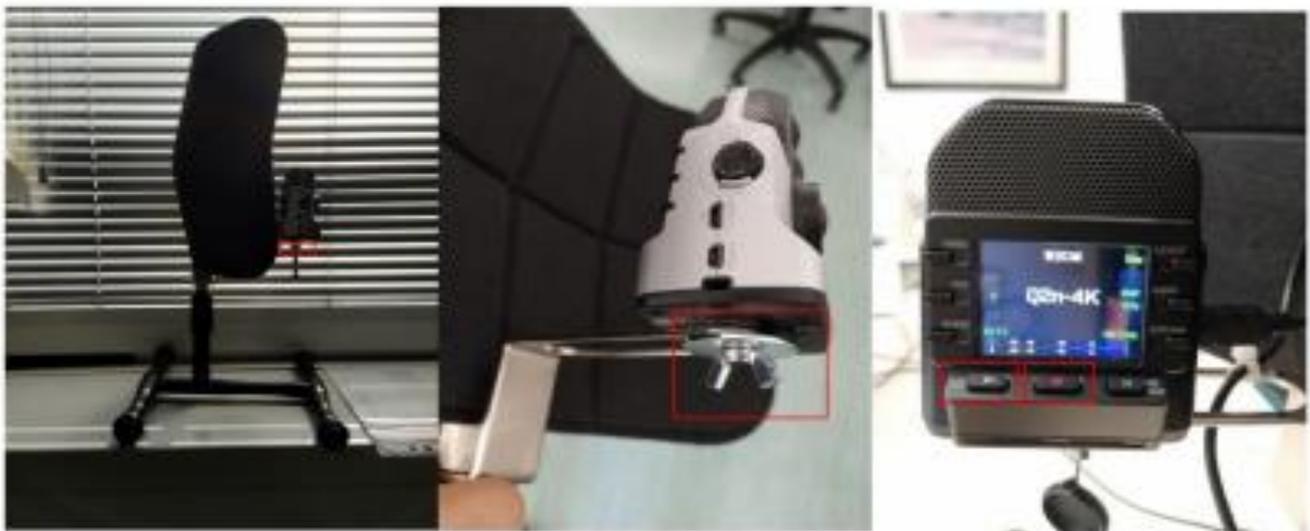
Hardware and Software equipment

Hardware:

- Smartboards installed in about 100 classrooms around the University, provided with camera and microphone, Internet connection and Zoom app; you can find instructions, location and video tutorials [here](#) (access via University credentials)
- Desktop/laptop available in the classroom or arranged by Departments
- Cameras (webcam) with microphone and support (one per room). Here below are the instructions on how to connect, turn on and set the webcam:

HOW TO TURN ON THE CAMERA

Connect the USB cable to the computer connected to the internet (the driver will be automatically installed on WINDOS/MAC)



If you do not manage to access the back of the webcam please loosen the screw to make the camera rotate

Press   for two seconds;
wait for a *beep* signal;
press twice on *rec* red dot 

(ALREADY SET UP) PARAMETERS



IMPORTANT:
SET

SCENE: **AUTO**
AUTO GAIN: **MEETING**

Adjust zoom level using the fov button – please use wide angle:



Grandangolo



Grandangolo senza deformazioni

Leave LO CUT set at 80 HZ and
AUDIO DELAY set at 0.0f

Please note: professors can use their own computers, provided they meet the technical requirements listed below.

Software:

- A Gmail account from the domain *prof.name.surname@universitadipavia.it* (same domain of student's email) and related Google Drive space for saving lecture recordings with unlimited space and easy sharing policies;
- Personal Educational Zoom licence for lectures live streaming and recording, linked to the email address *prof.name.surname@universitadipavia.it*
- Kiro (Moodle) platform for sharing with students teaching materials, link to Zoom virtual rooms, link to Google Drive folders, inside personal virtual courses.

Duties of the professor

Before the course starts (detailed instructions from page 5)

- Request the opening of a course on Kiro platform
PLEASE NOTE: if you already have an active course on new Kiro platform it is not necessary to request the opening of a new course
- Activate the email account *prof.name.surname@universitadipavia.it*, with credentials and instructions **received from the address staff.aulemultimediali@unipv.it** (the message will be sent to teachers before courses beginning)
- Create a shared folder on *prof.name.surname@universitadipavia.it* Google Drive and insert the link of that folder on Kiro course
- Create a virtual room on Zoom in which he will stream and/or record the lesson; if streaming is needed, the Zoom link must be shared on Kiro course.
- If the professor wishes to use his own computer, make sure:
 - it can be connected to the Ethernet cable
 - it has a valid static IP for the University internet service or for the structure where the lecture is being held (San Matteo Hospital, Maugeri Hospital...) – **details on page 17**
 - Zoom application is installed
 - it is compatible with the camera provided in the classroom.

Before the lecture

Once in the classroom, the professor will set up the camera with the right shooting angle and will connect it to the computer connected to the Ethernet cable; if the classroom is provided with a Smartboard the professor just switches it on.

He can start Zoom (to be able to interact with students connected online and/or to register the lecture) and start the recording of the lecture on the Zoom cloud.

During the lecture

The professor interacts with the students on premises and, according to the preferred modalities, with students connected via Zoom.

After the lecture

Zoom sends an email to the professor's address *prof.name.surname@universitadipavia.it* when the recording is available to download from the cloud. The professor **WITHIN FIVE DAYS** can download from Zoom the recording and will share the file by uploading it on Google Drive in the dedicated folder shared with students.

New feature active from 14 February 2022: after cloud recording, the file will be transferred automatically in a Google Drive folder shared with the teacher. The folder will be visible in the "Shared with me" section of Google Drive *prof.name.surname@universitadipavia.it* account, it will be named "prof.nome.cognome", and the owner will be "Kirolive". Details are published here: <https://idcd.unipv.it/aggiornamento-gestione-registrazione-zoom-google-drive/>

What students see

Student's resources

Students will have the course available on Kiro where they will be able to find:

- A link to the Zoom virtual room, where live streaming lectures take place

- A link to the Google Drive shared folder, where the professor will upload the recordings of lectures after they have been held in the classroom
- Other optional teaching materials (slides, quiz, forum...)

Kiro and Google Drive

Opening a course on Kiro

If you wish to activate a new course:

From the website idcd.unipv.it click on **KIRO**. Choose the new platform:



Log in with your university credentials, fiscal code and password (Login via UNIPV)

Autenticati su:

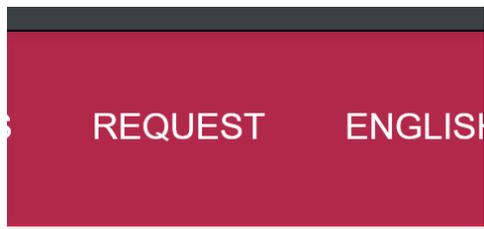


If you want to set English language, select language in the upper right corner:



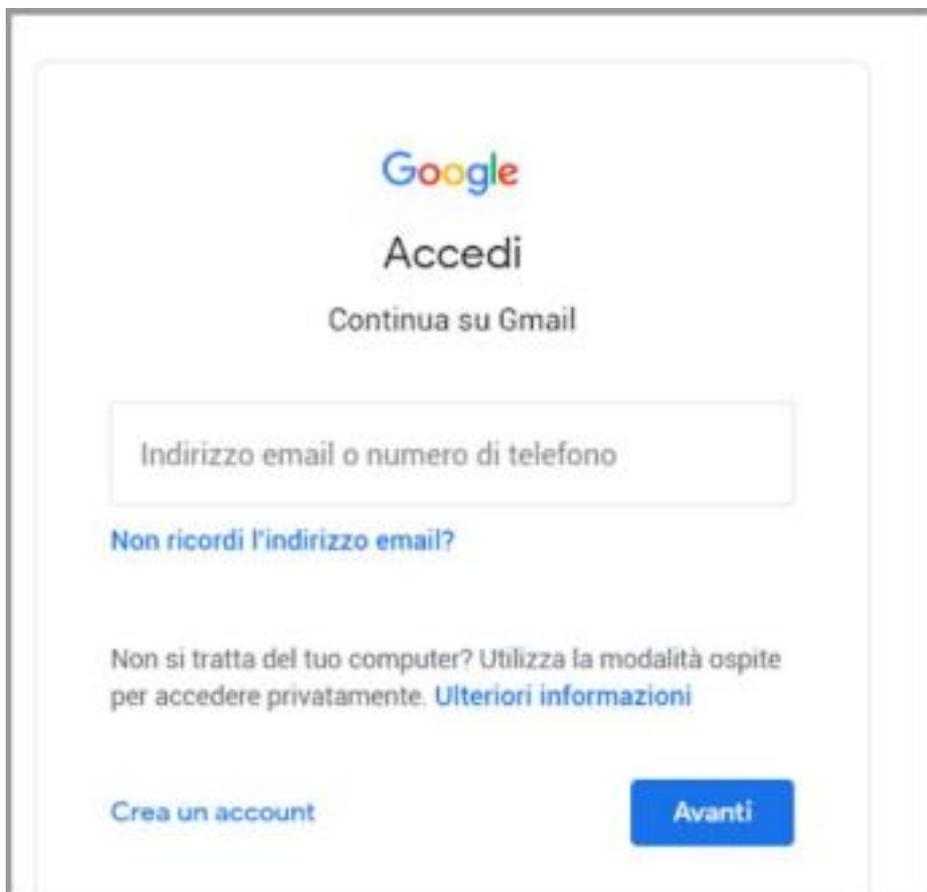
Click on "request" in the upper right corner and include the required information (please specify

informations from the provided lists).



Create and share a folder on Google Drive (using the account @universitadipavia.it)

- Log in to Gmail using the account *prof.name.surname@universitadipavia.it* at Gmail –link <http://gmail.com/>



- Set the language to English (click on gear and then on “Visualizza tutte le impostazioni”)



Impostazioni rapide



[Visualizza tutte le impostazioni](#)

- Select English (or preferred language) from menu and save changes

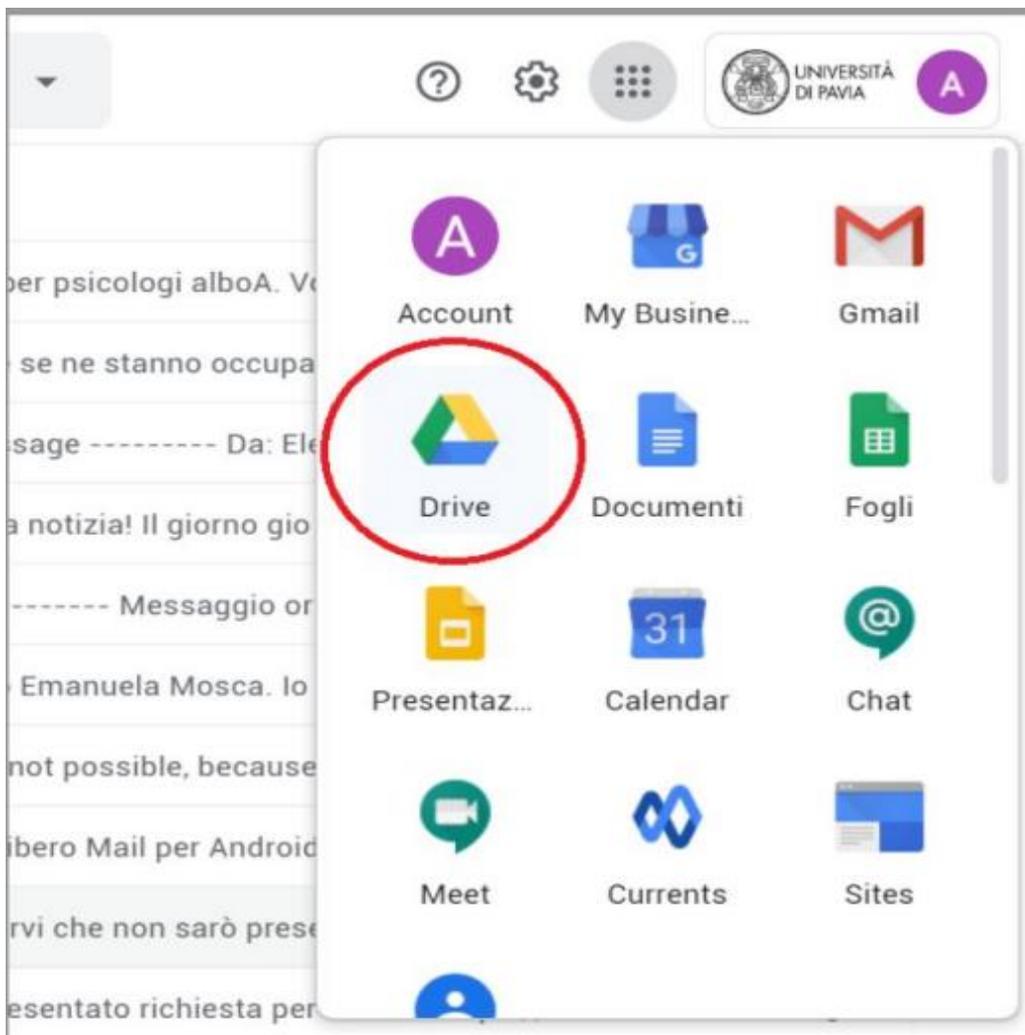
[Generali](#) [Etichette](#) [Posta in arrivo](#) [Account](#) [Filtri e indirizzi bloccati](#) [Inoltro e POP/IMAP](#) [Componenti aggiuntivi](#) [Chat e Mee](#)

Lingua:

Lingua di visualizzazione di Posta di Università degli Studi di Pavia: English (UK)

[Cambia le impostazioni della lingua per altri prodotti Google](#)

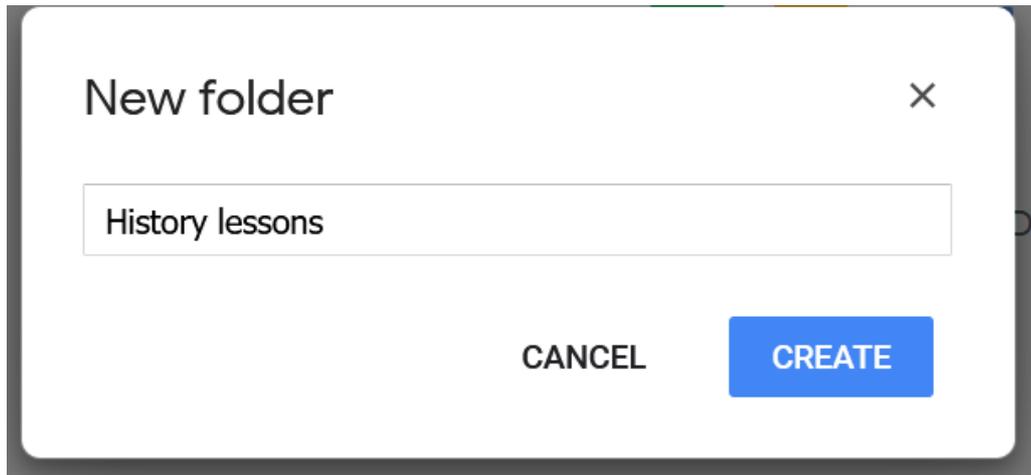
- Open Google Drive



- Create a new folder by clicking on “+ New” and then on “Folder”



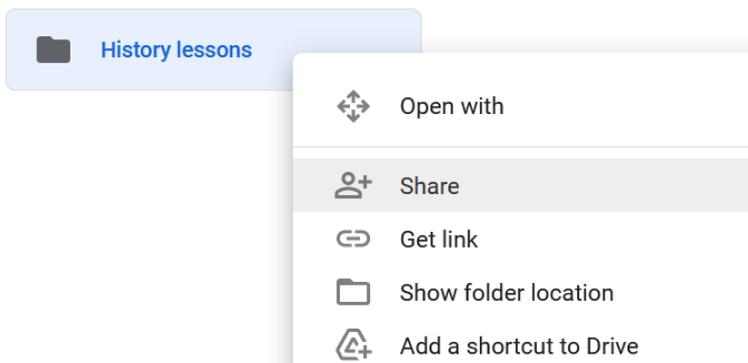
- Rename the folder according to the name of the course and click on “Create”



- The folder is now available only to the owner professor. To proceed to share the folder with students it is necessary to right click on the name of the folder and select “Share”

My Drive ▾

Folders



- In the box click on “Share with Università degli Studi di Pavia”

 Share with people and groups 

Add people and groups

 **Adm Locatelli (you)** Owner
adm_locatelli@universitadipavia.it

[Send feedback to Google](#) **Done**

 **Get link**

Restricted Only people added can open with this link [Copy link](#)

[Share with Università degli Studi di Pavia](#)

- Set the permission to Viewer.
Copy the link clicking on "Copy link" then click on "Done" and paste this link on the Kiro course (as explained in the following instructions). From this moment, the folder is shared only with students of the University of Pavia and they will be able to peruse it when it will be published in Kiro.

 Share with people and groups
No one has been added yet

 **Get link** 

[https://drive.google.com/drive/folders/1CBPihzpmmgSGk-rE4s4_Oq03 ...](https://drive.google.com/drive/folders/1CBPihzpmmgSGk-rE4s4_Oq03...) **Copy link**

 **Università degli Studi di Pavia** **Viewer**
Anyone in this group with this link can view

[Send feedback to Google](#) **Done**

Link Kiro -> Google Drive

- Access your course on Kiro and activate the modifications by clicking the button “Turn editing on)” in the top right corner



Turn editing on

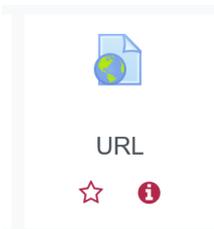
- In the Topic where you wish to include the link for the Google Drive shared folder, click on “Add an activity or resource”

+ Topic 1

Edit ▾

+ Add an activity or resource

- scroll down and from Resources, please select “URL”



- It is necessary to insert name and description; in the option URL paste the address of the Google Drive folder, which was previously copied

Adding a new URL

► Expand all

▼ General

Name



Google Drive lessons folder

External URL



https://drive.google.com/drive/folders/1gTcDxscj8_mvToU56sh

Choose a link...

Description



In this folder you'll find recorded lessons

Display description on course page

- Under the label “Appearance”, we suggest to set “Open” in the “Display” option

▼ Appearance

Display



- Automatic ▾
- Automatic
- Embed
- Open
- In pop-up

At the end of the procedure, click on “Save and return to the course”:

Save and return to course

Save

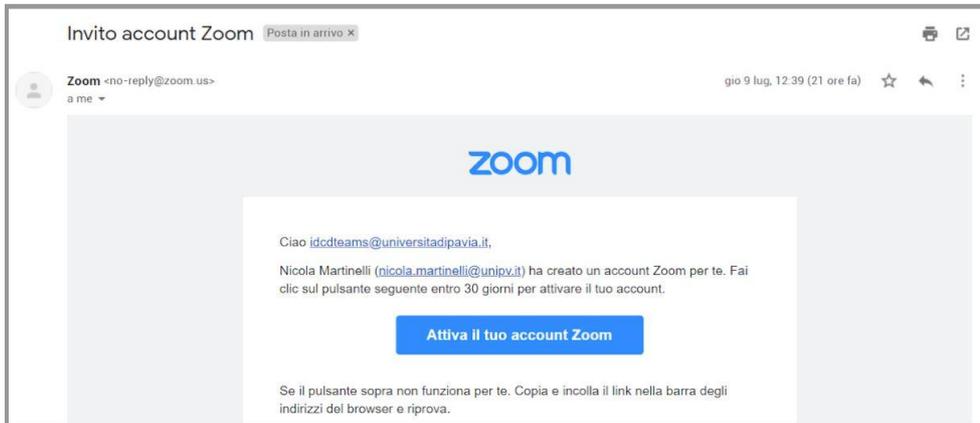
Zoom

Fixed computers, laptops and smartboard in classrooms bought for distance learning already have Zoom installed. If the professor uses his own device, he has to install Zoom application.

In this guide we give basic instructions for activating the account and for lectures streaming and recording; **detailed instructions for Zoom usage are available and updated on Zoom website <https://support.zoom.us/hc/en-us>**

Account activation

- In the inbox of the account *prof.name.surname@universitadipavia.it* the professor will find a message to activate his Zoom licence: click on **“Attiva il tuo account Zoom”**



- Then click on **“Sign Up with a Password”**

Activate your Zoom Account
Choose the following sign in methods, and use your email address
idcdteams@universitadipavia.it to continue

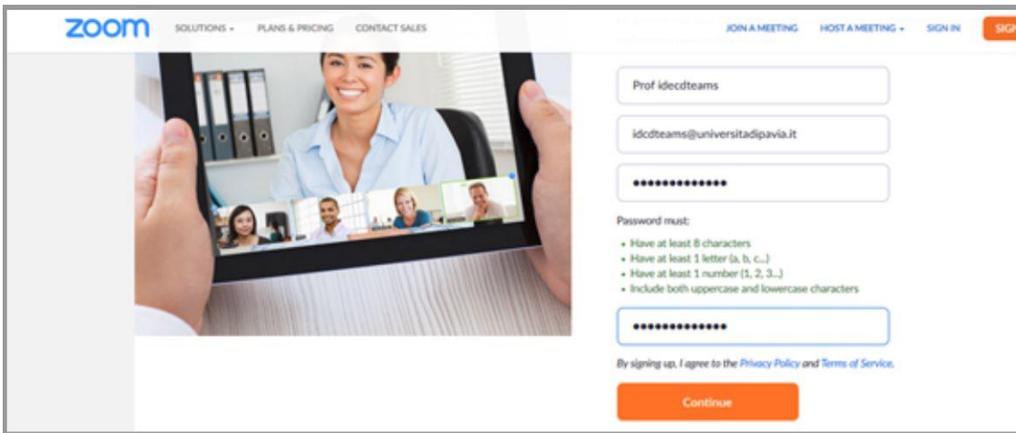
Sign In With Google

Sign In With Facebook

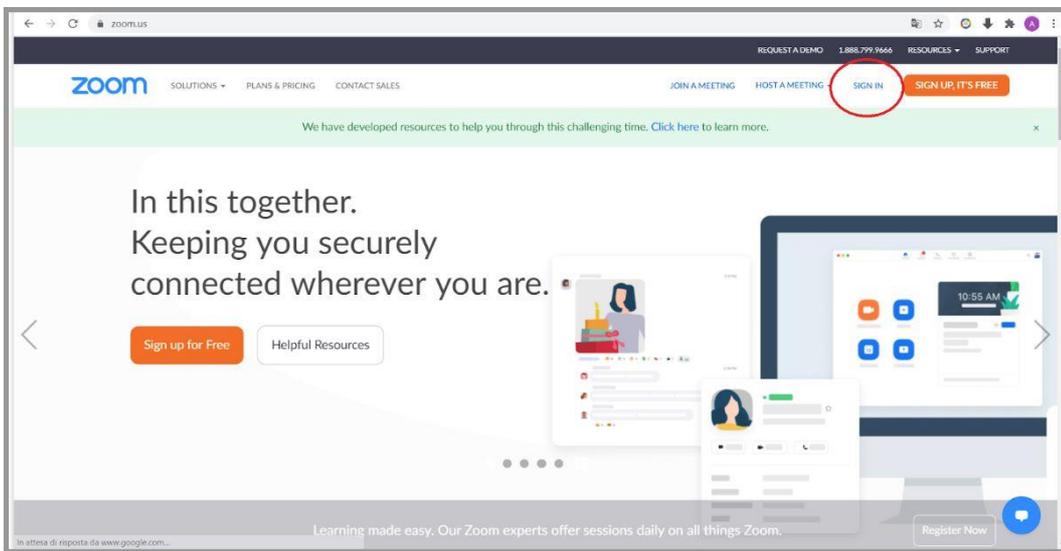
Or

Sign Up with a Password

- Follow the procedure

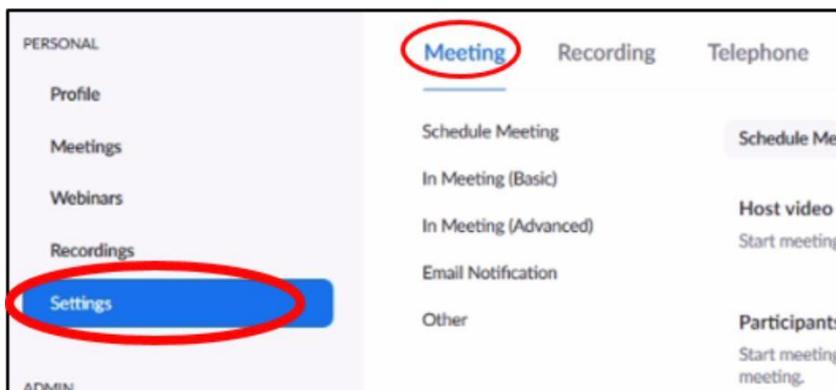


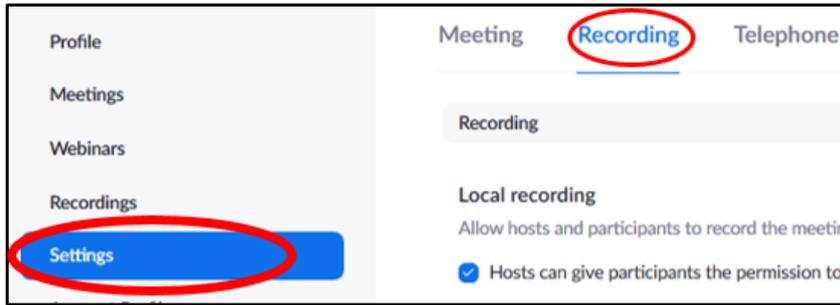
- Since now the professor will be able to access the Zoom account from Zoom web site (<https://zoom.us>) through the SIGN IN link



Account settings

- Make sure the meeting and recording settings are suitable for your needs (for example settings can be different for lectures, exams or meetings).





Schedule a Meeting

Some settings can be changed, respect to general settings, while scheduling the meeting.

We suggest to schedule just one recurring meeting for all lectures in a course. In this way, students will just need one link to attend all the lessons.

[My Meetings](#) > Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="30/07/2021"/> <input type="text" value="11:00"/> <input type="text" value="AM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT+2:00) Rome"/>
	<input checked="" type="checkbox"/> Recurring meeting Every day, until Aug 5, 2021, 7 occurrence
Recurrence	<input type="text" value="Daily"/>
Repeat every	<input type="text" value="Daily"/> <input type="text" value="Weekly"/> <input type="text" value="Monthly"/>
End date	<input type="text" value="No Fixed Time"/>
Registration	<input type="checkbox"/> Required

Link Kiro -> Zoom (just in case of live streaming)

After the meeting has been scheduled, the professor must insert the Zoom meeting link in his own Kiro course, so that students can find it to attend the lecture remotely (if permitted):

- Access your course on Kiro and activate the modifications by clicking the button “Turn editing on)” in the top right corner



Turn editing on

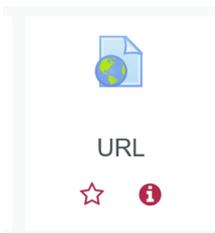
- In the Topic where you wish to include the link for the Google Drive shared folder, click on “Add an activity or resource”

Topic 1

Edit

+ Add an activity or resource

- scroll down and from Resources, please select “URL”



- It is necessary to insert name and description; in the option “URL” paste the Zoom link, which was previously copied

Adding a new URL

Expand all

General

Name



Zoom live streaming

External URL



https://us02web.zoom.us/j/29657424213?pwd=Wkp4NWJhK0FL

Choose a link...

Description

Rich text editor toolbar with icons for undo, font color, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, microphone, camera, and help.

Link: https://us02web.zoom.us/j/29657424213?pwd=Wkp4NWJhK0FLWU

Passcode: 648485

- Under the label “Appearance”, we suggest to set “Open” in the “Display” option

▼ Appearance

Display



- Automatic ▾
- Automatic
- Embed
- Open
- In pop-up

At the end of the procedure, click on “Save and return to the course”:

Save and return to course

Save

Record the Meeting

If there are no recorded video of the 2020/2021 course, the professor has to record the lessons for students, even if they are all in the classroom.

We recommend to record on **Zoom cloud**. Before starting recording, we suggest to:

- **Mute participants**
- **Use “video spotlight” for the teacher**, to assure that in the recorded video only the camera of the professor is visible
- If teacher uses **traditional blackboard** during the lecture he has to do it when computer screen is not shared, otherwise the blackboard frame will be too small in the recorded video
- **Remember the cloud recordings will be deleted automatically after 5 days**

Ethernet connection and IP address

Ethernet connection

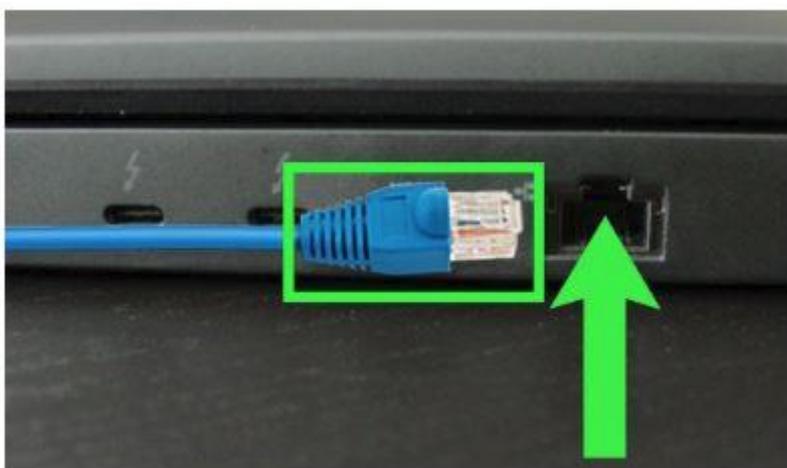
Check if the personal device is provided with an Ethernet RJ45 port .

Some examples of Ethernet port :

Apple MacBook



Notebook



If the port is non present you can use an USB adapter:



USB



USB-C



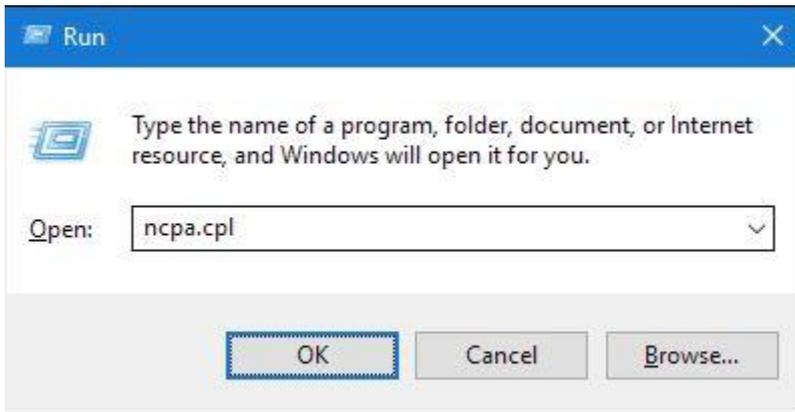
How to require an IP address for Pavia University

If you never connected your device to the University cabled network you need a static IP address. To require the address please [download this file](#), fill with your personal data, sign it, and send it as email attachment to **smart@unipv.it**

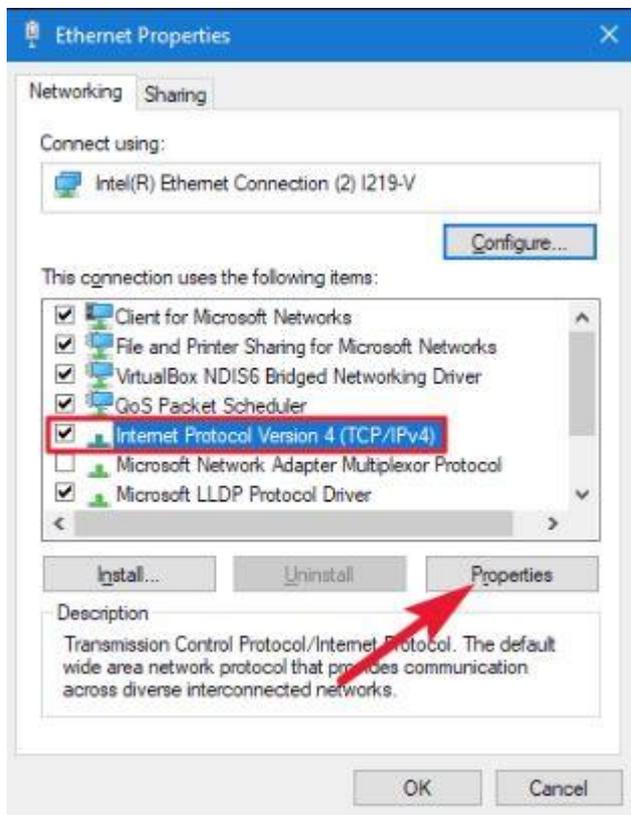
Configure a static IP on Windows 7, 8, or 10

You must have administrative privileges on the computer

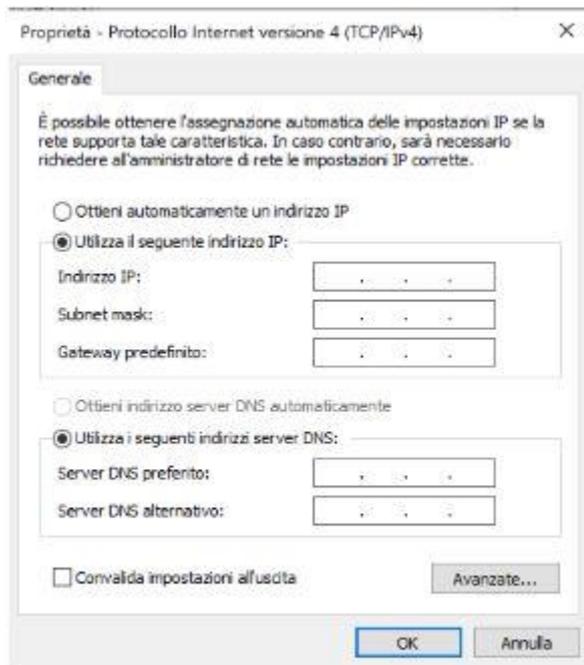
- Type Windows+R  + 
- In the Run window type **ncpa.cpl** e click OK



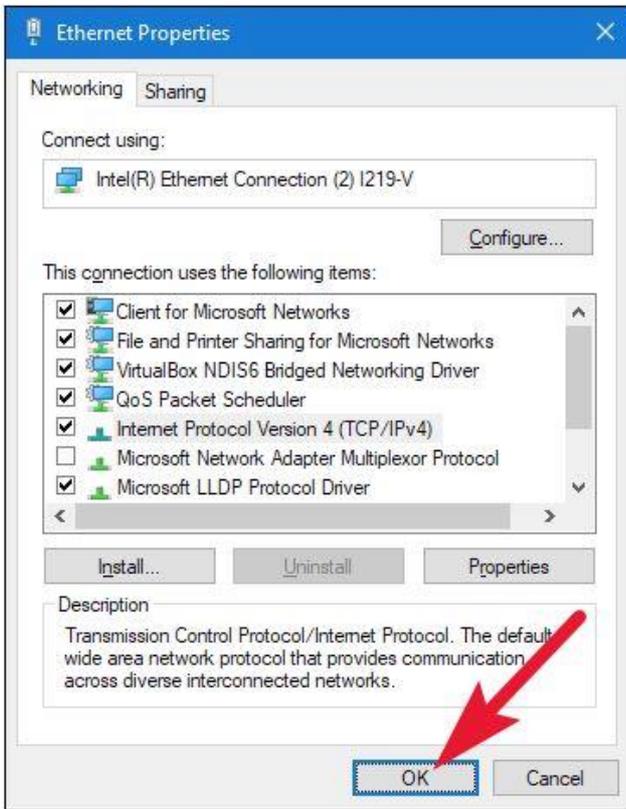
- In “**Network Connections**” window select the Ethernet adapter, right click on it and select “**Properties**”.
- In **Properties window** select “**Internet Protocol Version 4 Version 4 (TCP/IPv4)**” and click on “Properties”



- Fill the form with data provided by the University network office and click OK



- Click Ok

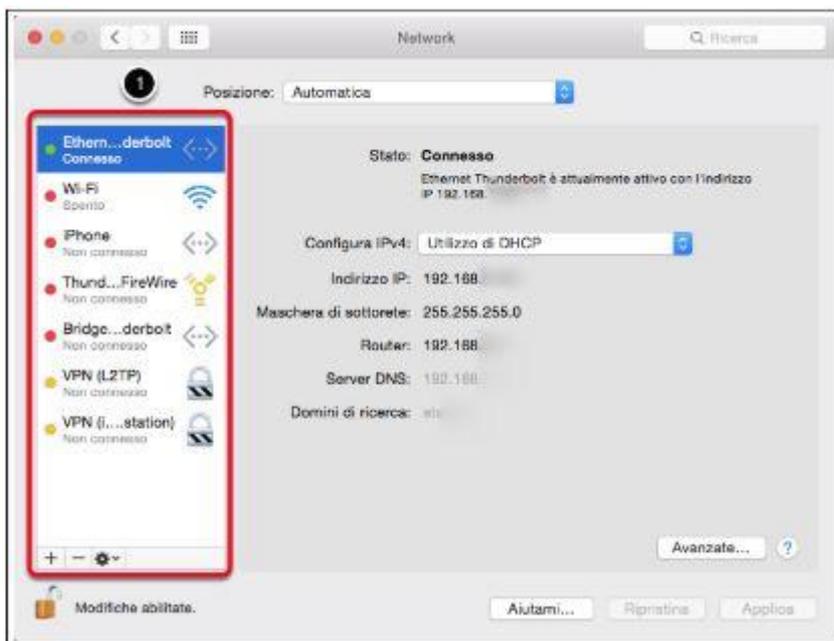


Configure a static IP on Apple

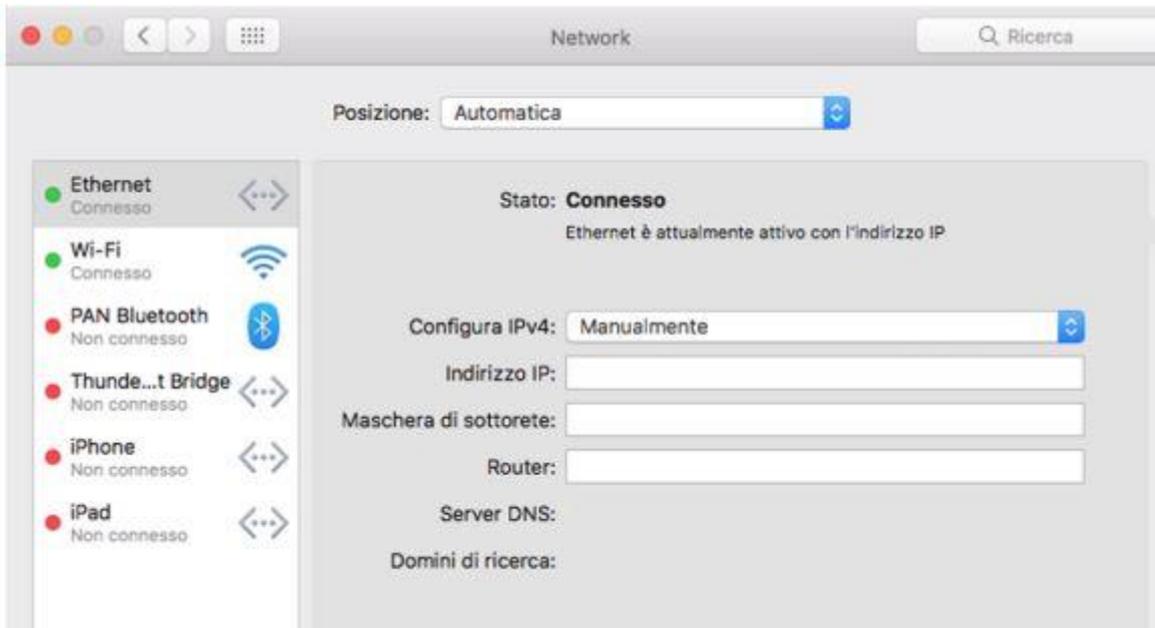
- Click Apple Menu  and Preferenze di Sistema, then click on Rete



- Select Ethernet



- Fai click on "Configura IPv4" list and set "Manualmente"; Fill the form with data provided by the University network office and click OK



- Set DNS server in section "Avanzate" too.

