



University of Basilicata

Distance Learning Teacher guide

This guide illustrates the IT tools made available for distance learning. Particular reference is made to the Google suite tools that are available to all Unibas teachers, without prejudice to the other usable platforms available to teachers.

Distance learning

Distance learning can be carried out taking into account the following characteristics:

1. availability of audio-video teaching material
2. use of synchronous or asynchronous course
3. active or passive student participation

Given that what is closest to the frontal lesson is the interactive audio-video lesson, the general conditions can influence the choice of the teacher about the tool to be used for the provision of distance teaching, also in consideration of how this choice may affect the performance of the University network in terms of bandwidth occupation. On the basis of the number of students participating in the lesson, one methodology may be chosen rather than another. To this end, it is very useful to have a clear picture of the number of students in each course of study. Some precautions can be taken by the teacher, such as disabling students' microphones and webcams in case of large participation and providing for students' interventions only at the end of the lesson. This mode will lead to an optimal occupation of the transmission band and will not excessively overload the network. Below is a list of the possibilities that the teacher will have available for the delivery of lessons that are not face-to-face:

1. Non-audiovisual teaching materials online

This is the classic mode and the simplest. In our University, the provision of educational content (pdf handouts, Powerpoint) via the Moodle or Google Classroom web platforms is already available and is already used in numerous courses. Students can read and study the materials whenever they choose in the absence of the teacher.

Advantages: already available

Disadvantages: there is no mediation of the teacher

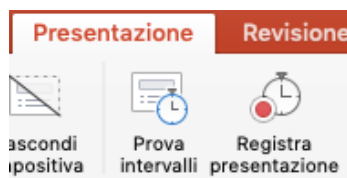
2. Online audiovisual teaching materials

The teacher records the audio-video of the lessons and makes them available to the student through a platform that allows them to be shared and enjoyed at times other

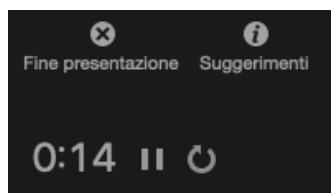
than their production.
Advantages: often used mode

Below is a brief guide on how to add teacher audio to a Powerpoint presentation:

1. Open the presentation with Powerpoint;
2. Position yourself on the first slide;
3. Choose the “Presentazione” menu
4. Click “Registra Presentazione”



5. Recording starts
6. Start commenting on the first slide
7. At the end, before moving on to the next slide, we advise you not to speak
8. At the end of the comments on all the slides, click on “Fine presentazione”



9. Click “Si”
10. This returns to Powerpoint
11. Save the file with the Save As menu.
12. Subsequently, this .pptx file must be loaded into Classroom
13. Open Classroom
14. Go to “Lavori del corso” / Crea
15. Select “Materiale”, enter a Title
16. Click on “Aggiungi File
17. Drag the file into the window and click Upload
18. Finally click “Pubblica”
19. From then on, it will be available to the students of the course.

Technical note: here is the list of a series of software for the production and sharing of multimedia material for teaching:

1. Video recording
 - a. Open camera Free App for tablets and smartphones
 - b. OBS Studio Open Broadcast Windows-Mac-Linux
2. Audio production
Audacity Open source Windows-MAC-Linux
3. Screen Video Capture
 - a. Monosnap Free Windows-MAC
 - b. Camstudio Free
4. Video editing
 - a. Openshot Free Multiplatform
 - b. Shotcut Free Multiplatform
5. Sharing
 - a. Google Classroom (available)
 - b. Open source Moodle (available)
 - c. Youtube channel of the teacher
 - d. Other sharing tools (e.g. Google Drive)

3. Live Streaming mode

The teacher organizes a live streaming using an ad hoc platform (e.g. Youtube Livestream or streaming Hangouts Meet from Google or Microsoft Stream). A day and time for streaming are set, the teacher disseminates a URL to connect to and, at the set time, students connect to the URL of the stream and follow in real time the content that the teacher shares. The student participates but cannot interact with the teacher, except through text messages.

Advantages: it is suitable for a large number of students

Disadvantages: method of spreading the link (with Hangouts Meet the student's institutional email address is used; in the case of Youtube the teacher can make them public (visible to all) or "not listed" allowing viewing only to the students with whom s/he shares the link).

4. Videoconference mode

This is the mode which is closest to the traditional lesson: teacher and students are in a Skype call, in a Hangouts Meet meeting and each of them can speak and possibly show their video.

The student can intervene, ask questions, but with a large number of students, this function should not be allowed until the end of the lesson to avoid overloading the network and any interference.

Advantages: it is the ideal method from a didactic point of view

Disadvantages: it is suitable only for a limited number of students, otherwise it could involve a considerable occupation of the transmission band.

COMMUNICATION METHOD OF THE CONTENT OF THE LESSON

a) The teacher speaks without the use of visual or audio aids. This is now used quite rarely.

b) The teacher uses a PowerPoint presentation or similar
Widespread modality that envisages the availability of didactic materials

c) The teacher writes on the blackboard
This modality is often present especially in basic and more theoretical teachings. In this case, it is possible to use recording systems with smartphones, tripod and microphone with a free recording App or applications that transform the writing into digital.

After this overview of possible solutions for distance learning, in addition to merely technical and operational issues, it is also necessary to evaluate general opportunities:

a) many students: the viable solution could be live streaming or video production. This method involves the availability and utilization of online audiovisual teaching materials;

b) few students: it is possible to organize video conferences by sharing didactic material that is usually used in frontal lessons.

For the appropriate assessments, it is advisable to have a subdivision of the students by course of study and by courses so as to be able to adopt the corresponding tools deemed most suitable.

Below is a guide to the use of G-Suite for Education and in particular of the Google Classroom and Hangouts Meet functions available at the University along with the other platform for sharing teaching materials (Moodle).

G Suite for Education



The suite includes: Gmail, Drive, Calendar, Documents, Sheets, Presentations, Forms, Hangouts, Meet, Classroom. Meet and Classroom are the applications that directly enable distance learning.

Type of solution

With G Suite for Education, teachers can create distance learning opportunities without interrupting existing workflows. The G Suite for Education tools are effective both used individually and together. The teachers can combine them interactively according to the needs and the evolution of the situation.

Meet

It allows you to communicate via chat and video conference, both bilaterally and in groups. It includes accessibility tools, such as automatic subtitles.

To cope with the COVID-19 emergency, until July 1, 2020, Google offers some advanced Hangouts Meet features to all schools and universities that use G Suite for Education. These include: video calls with up to 250 participants, live streaming of up to 100,000 users and the ability to record and save meetings on Google Drive.

Classroom

It allows you to create virtual classes, share teaching materials (Powerpoint presentations, PDF files, videos and recordings), distribute assignments and tests, give and receive comments on a single platform.

Gmail

Google's email service.

Documenti, Fogli, Presentazioni

They allow students and teachers to create, read and edit shared documents. Possibility of off-line use (without sharing).

Drive

This system stores any file in a safe and unlimited way. Teachers and students can share files quickly, inviting other people to view, comment and edit any file or folder. The author maintains control of the document and can manage access to it at any time.

Moduli

This allows you to create forms to be filled out on the web to carry out online questionnaires.

Calendar

This allows you to create appointments, reminders, to-do lists to which you can add interactive or streaming video conferences.

The main G Suite services do not contain advertisements or use the information obtained for advertising purposes. Not only that, all the main services of G Suite for Education comply with the COPPA (Child's Online Privacy Protection Act) and FERPA (Family Educational Rights and Privacy Acts) rules.

At the following link you can find an overview of G-Suite for Education:
https://edu.google.com/intl/it_it/products/gsuite-for-education/?modal_active=none

This is the link of the G-SUITE EDUCATIONAL CENTER:
<https://support.google.com/a/users#topic=9296556>

La suite includes: Gmail, Drive, Calendar, Documents, Sheets, Presentations, Modules, Hangouts, Meet, Classroom.

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How to Create and Manage Courses with Classroom

The teacher creates the course and adds the contents, including files, announcements and video conferences.

The teacher inserts the code (s) created for their online courses in a form on their personal ESSE3 page under Applications (Teachers) ◇ Online courses.

The student consults the web page containing the list of online courses and chooses the code (s) of the courses she or he is interested in and the enters Classroom and enrolls in courses of interest. In the courses you will find teaching materials, including scheduled videoconferences.

Complete Guides

a) Classroom: <https://support.google.com/edu/classroom/?hl=it#topic=>

b) Hangouts Meet:

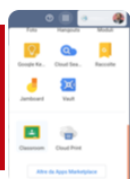
<https://support.google.com/meet/?hl=it#topic=7306097>

<https://support.google.com/a/users/answer/9282720?hl=it>

This is an abstract graph showing the steps to follow for the creation of a virtual class on Google Classroom.

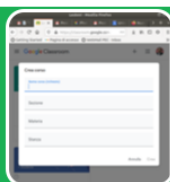
Mettere on line un insegnamento

Se si utilizza G suite, le azioni da fare sono le seguenti



Accedere a Classroom come docente con le credenziali della posta istituzionale

- Si trova in fondo alle app Google



Creare il corso

- cliccare la + che compare in alto a destra
- Inserire il nome dell'insegnamento nel campo "Nome del Corso"
- Copiare il codice di 7 caratteri generato da Classroom



Inserire il codice in esse3

- Accedere ai [Servizi on line Studenti e Docenti](#) con le proprie credenziali
- Dal menù scegliere "Applicazioni (Docente)" e poi "Corsi-on-Line"
- Premendo "+ Nuovo" si apre un pop-up nel quale
 - Si sceglie l'insegnamento
 - Si sceglie la piattaforma utilizzata
 - Si inserisce il codice di 7 caratteri
- Infine <<<<Salva corso>>>>

L'ultima azione, indipendente dalla piattaforma, aggiunge l'insegnamento all'elenco dei corsi on-line attivi [Unibas](#) disponibile al link http://service.unibas.it/ateneo/corsi_online.asp

This is detailed information for access to Classroom, the creation of a course and the utilization of all its functions.

Access your Unibas Gmail institutional email with a web browser (Google Chrome is preferable) You can download the two applications (Classroom, Hangouts Meet and the other G-suite applications) on smartphones (IOS and Android) for use in mobile mode

2. Select the App menu at the top right (square with 9 dots)

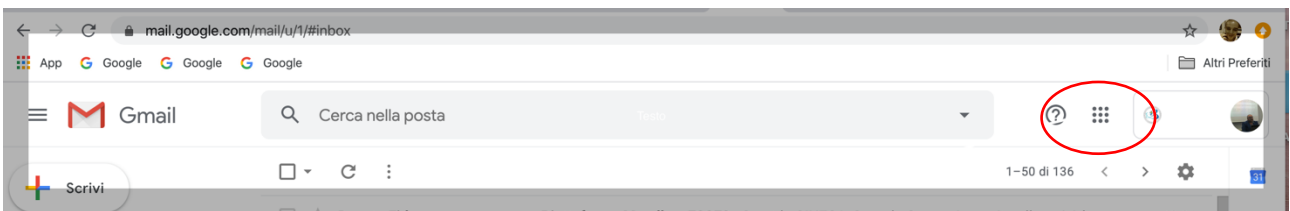


Fig. 1

3. Select Classroom

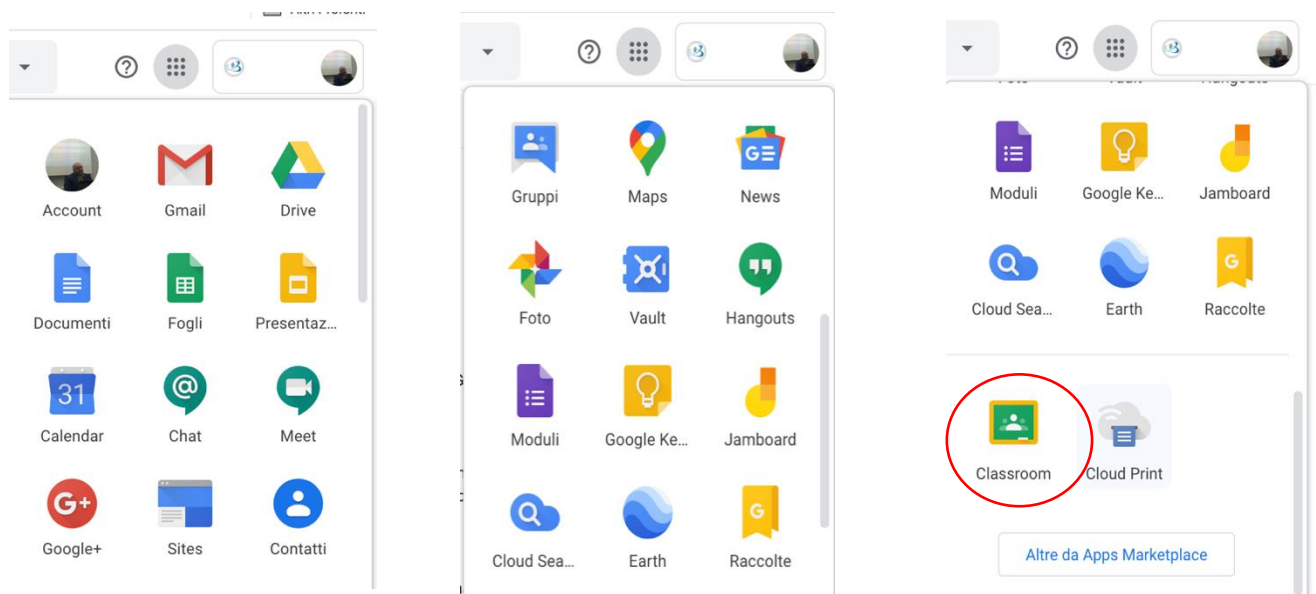


Fig.2

4. at the first access select “Insegnante” profile



Fig.3

5. Press + on the top right and select “Crea corso” (CREATE COURSE)

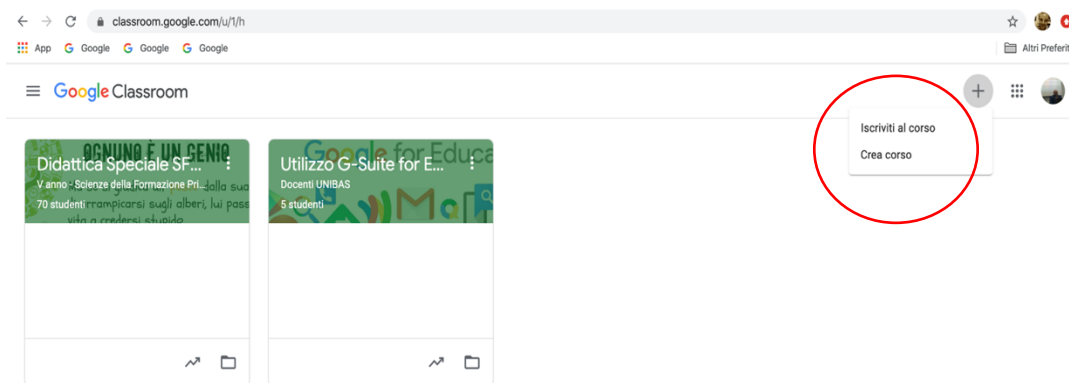


Fig.4

6. Insert the general information about the course e press “Crea” (CREATE)

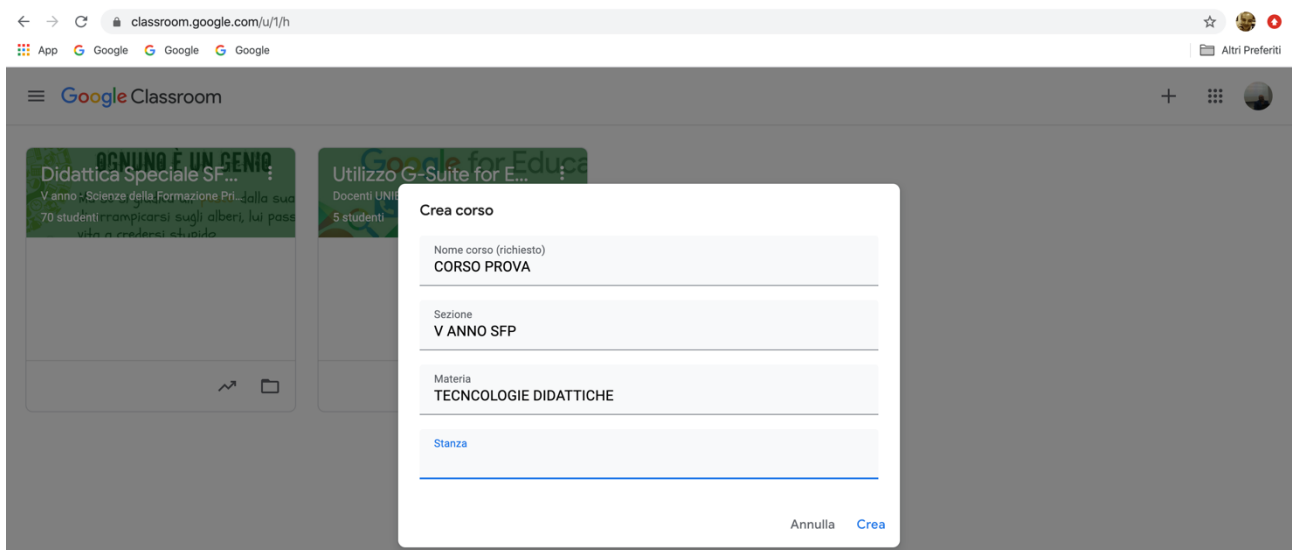


Fig.5

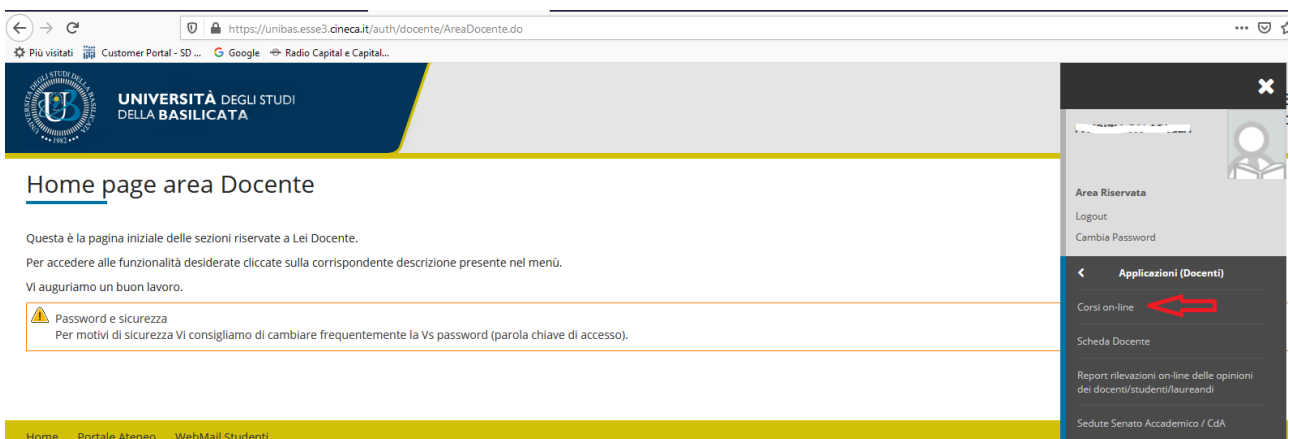
7. After the creation of the course is concluded, the platform generates a **CODE** which the student then uses to enrol in the course.



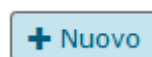
Fig.6

8. Modality of distribution of the Course Code:

- creation of a web page on the University portal containing the list of courses with the virtual classroom code created by the teacher alongside. This web page will be linked to the home page of the University portal in the STUDY IN UNIBAS box with the entry Distance Learning. The teacher inserts the code (s) created for their online courses in a form on their personal ESSE3 page under “Applicazioni (Docenti) ◇ Corsi On-line”.



To insert the course code select the



and then insert the following information:

Insegnamento: list of courses delivered by the teacher;


Piattaforma utilizzata : platform used by the teacher to create the online course;
Codice Lezione Online: code generated with the creation of the course that students use

Click on Save Course to save information

CORSI ONLINE

La funzione consente di associare ad ogni insegnamento di cui il docente è titolare il relativo codice della lezione online attivata. Eventuali problemi tecnici vanno segnalati a: supportoesse3@unibas.it

Cod. Inse.	Insegnamento	Piattaforma	Codice Attivazione	Operazione
DIS0072	APPLICAZIONI DELLE BIOTECNOLOGIE ENTOMOLOGICHE NELLA RICERCA MEDICA, NELL'IND. E NEL BIOCONTROLLO	Google Classroom	sodyaka	<input type="button" value="Modifica"/> <input type="button" value="Cancella"/>



Attivazione Corso Online

Insegnamento:

Piattaforma utilizzata:

Codice Lezione Online:

Other forms of communication of the code for enrollment in the course are also possible (announcement of the code by the teacher on their ESSE3 notice board or enrollment in the course at the invitation of the teacher via the student's institutional email address: (username user3@students.unibas .it), but the one indicated above will be used.

Students can consult this web bulletin board where they will find the list of all courses with an indication of the code to be entered to enroll in the virtual course in Classroom.

9. What Teachers can do in their courses:

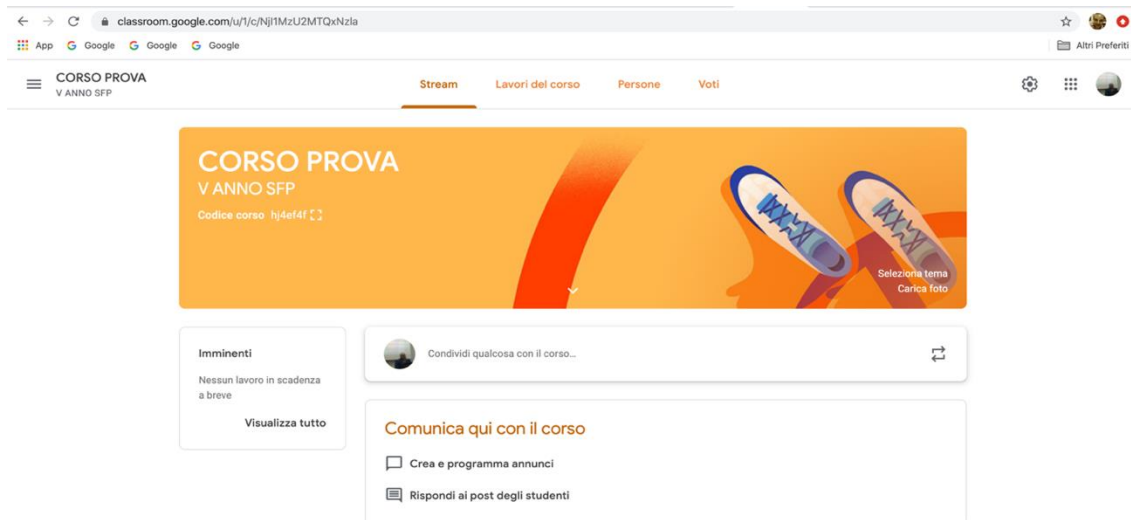


Fig.7

- a) **Stream**: this page offers more information. With teacher consent, students can also post information. Posts can be addressed to all the class or a single person.

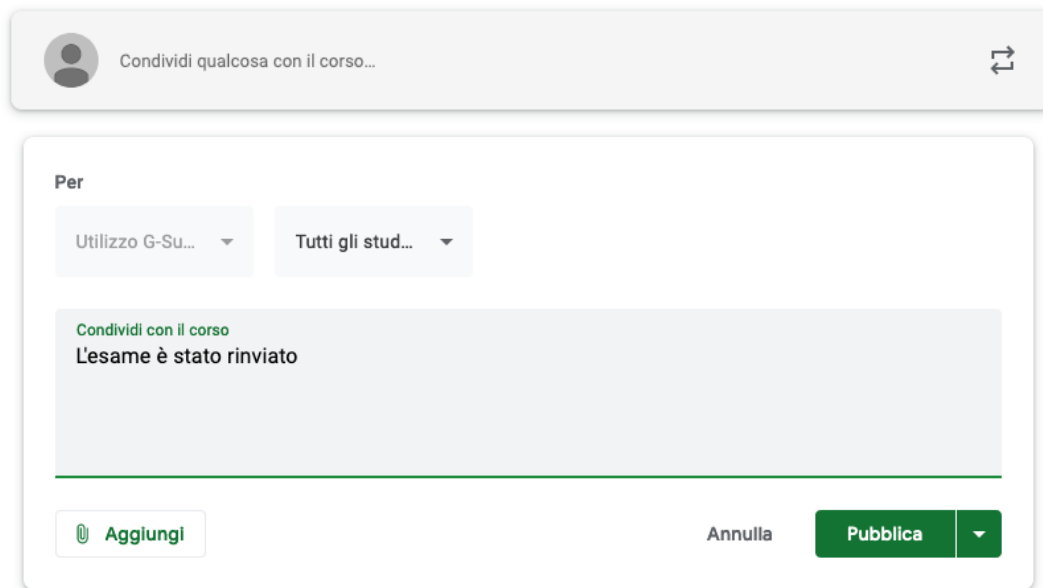


Fig.8

Clicking on share opens the window shown in fig.7 where the post can be inserted. It is possible to select who the post can be shared with by clicking on “Per” and then clicking on “Pubblica”

Click on the icon (Fig.9)

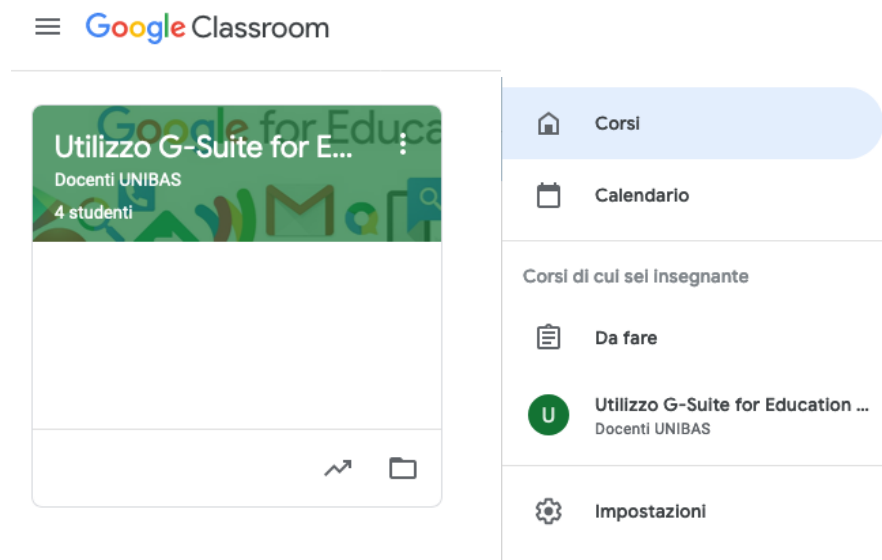


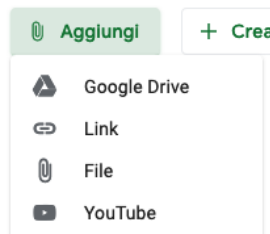
Fig.9

To open a window where it is possible to consult the Course Calendar and the settings.

b) Lavori del Corso (Course Work)

Classroom Teachers can publish material and resources on the Course Work page, such as for example a study program course rules and reading lists.

Click on Course Work then on create  and then on Material. Insert the Course title and description by Clicking on “Aggiungi”

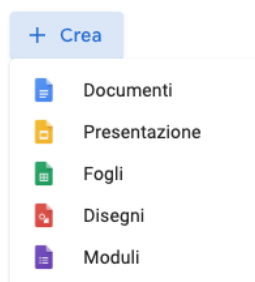


It is possible to insert Google Drive files, links to videos from your computer, and other useful didactic material.

To upload a file from your PC click Add

->File, drag the file into the window, click “Carica” Material can be organized thematically inserting the relevant voice on the right, then clicking on publish.

Using Create



it is possible to create documents, spread sheets, presentations and other work tools.

These materials can be added to one or more courses using “Per” top on the right.

c) People

This section contains a list of the Teachers and students in the course.

Clicking on this icon



it is possible to invite other course teachers and students using the institutional mail and relative mailing list. However it is preferable to operate as previously described in the communication of the course code.

Students can be cancelled from the course using Action.

10. Creating a videoconference (single live interactive lesson):

Within Classroom/Course Work it is possible to open Calendar, select a date on the calendar top left, click on **CREA (o directly on the time chosen)**: which opens a window of options where it is possible to insert the Title, time table and venue of the event. Click on ADD and choose **Aggiungi videoconferenza (Figs.10 e 11)**.

A link is generated (reported below Participate in Hangouts Meet) which gives students direct live access through Hangouts Meet. The link generated (Fig.11) can be copied in Classroom and in any case the calendar event is also found in Classroom. Both teachers and students, enrolled through the course code in Classroom, will thus have a calendar of the video lessons. In this way it is possible to have a calendar of all the distance classes maintaining the same timetable previously organized for the semester/trimester (Fig.12).

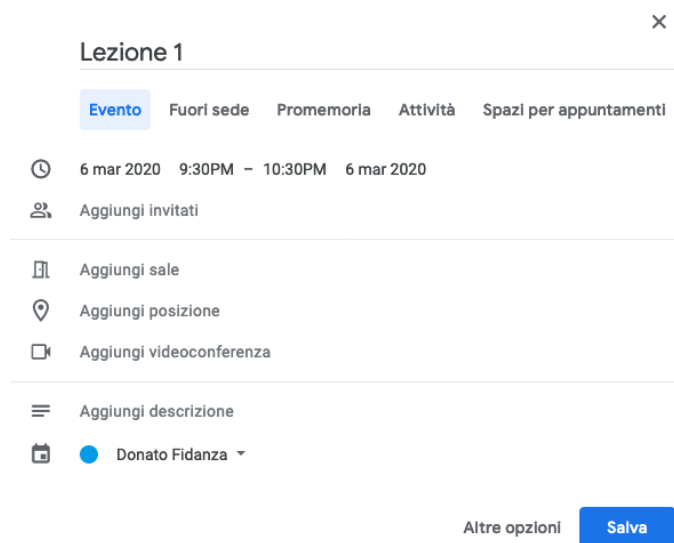


Fig.10

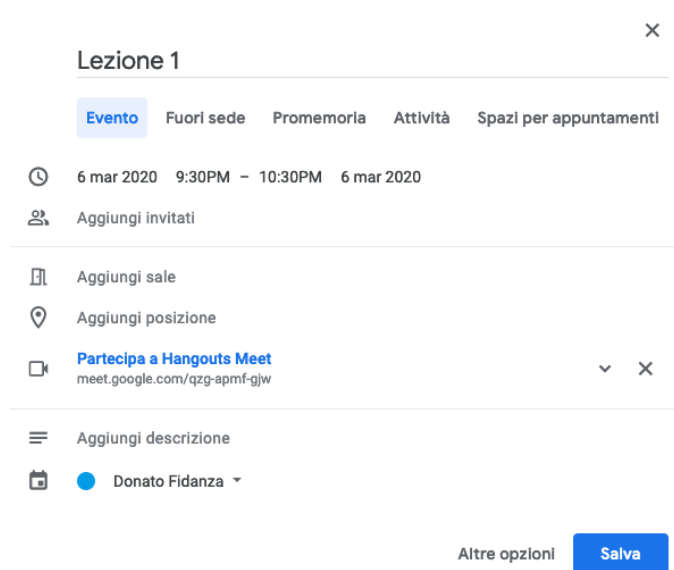


Fig.11

The students who are already enrolled in the course generated in Classroom, after access through their institutional **mail**, can choose the App Calendar to find the

event. Clicking on the event will open another window to choose Participate with Hangouts Meet.

After obtaining, if necessary, access to microphone and camera, click on “PARTICIPA” in the meeting

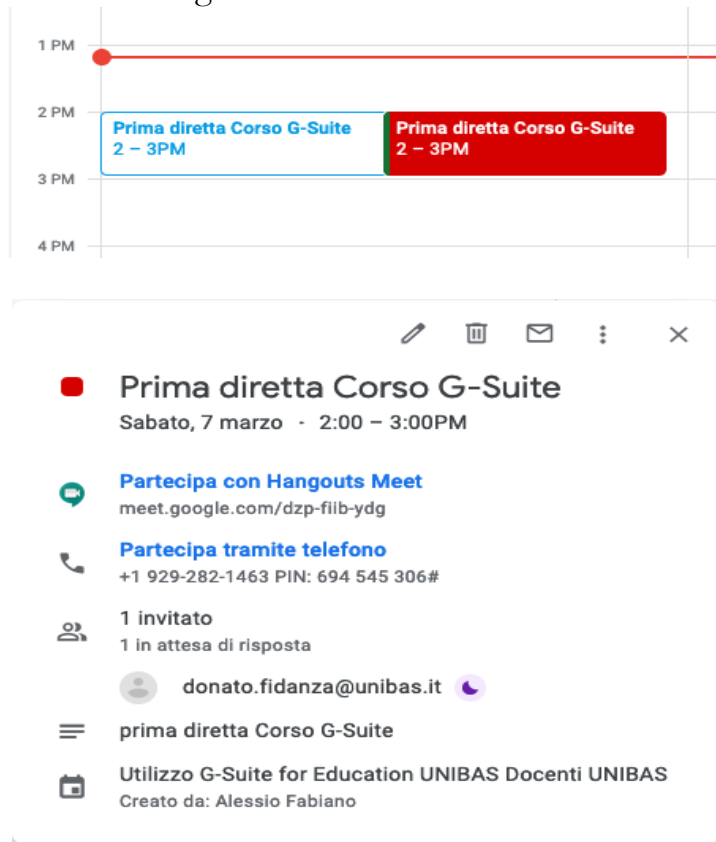



Fig.12

In video conferencing, students are advised to turn off the microphone and video camera. The teacher can thus carry out a lesson without interference. At the end of the lesson, the teacher will be able to receive questions from students who have enabled the microphone in the meantime. It is advisable for students to listen to the lesson using headphones that avoid the return echoes that disturb communication. This is not necessary in Streaming mode as the video lesson is unidirectional and is not interactive. The teacher can choose the Streaming mode:

Click on the button  and then click on “Aggiungi live streaming” (Fig.13) to insert a Live Streaming (unidirectional video conference, without the possibility of intervention by the participants

Lezione 1 [X]

Evento Fuori sede Promemoria Attività Spazi per appuntamenti

🕒 6 mar 2020 9:30PM - 10:30PM 6 mar 2020

👤 Aggiungi invitati

📄 Aggiungi sale

📍 Aggiungi posizione

Partecipa a Hangouts Meet [X]
meet.google.com/jvq-dhzz-cmm

ID riunione
meet.google.com/jvq-dhzz-cmm

☎ **Numeri di telefono** ⓘ
(US)+1 929-266-3225
PIN: 288 700 635#


Aggiungi live streaming

☰ Aggiungi descrizione

📅 ● Donato Fianza ▾

Altre opzioni **Salva**

Fig.13

Clicking on  (Fig.14) it is possible to copy the link to the Streaming and take it to Classroom to share material for course work

Lezione 1 [X]

Evento Fuori sede Promemoria Attività Spazi per appuntamenti

🕒 6 mar 2020 9:30PM - 10:30PM 6 mar 2020

👤 Aggiungi invitati

📄 Aggiungi sale

📍 Aggiungi posizione

Partecipa a Hangouts Meet [X]
meet.google.com/bdf-ujam-afe

ID riunione
meet.google.com/bdf-ujam-afe

☎ **Numeri di telefono** ⓘ
(US)+1 678-909-7409
PIN: 270 936 398#

Segui il live streaming [📄] [X]
stream.meet.google.com/stream/ddef44cb-066f-47e7-9fc0-7cc39816a58b
Per invitare persone a guardare il live streaming, salva questo evento e crea una copia di sola visualizzazione. [Ulteriori informazioni.](#)

☰ Aggiungi descrizione

📅 ● Donato Fianza ▾

Altre opzioni **Salva**

Fig.14

Once the meeting has started, the teacher can share their screen or window. You must click on the icon at the bottom right Present now and then choose whether to share the full screen or only a window (Fig. 15)

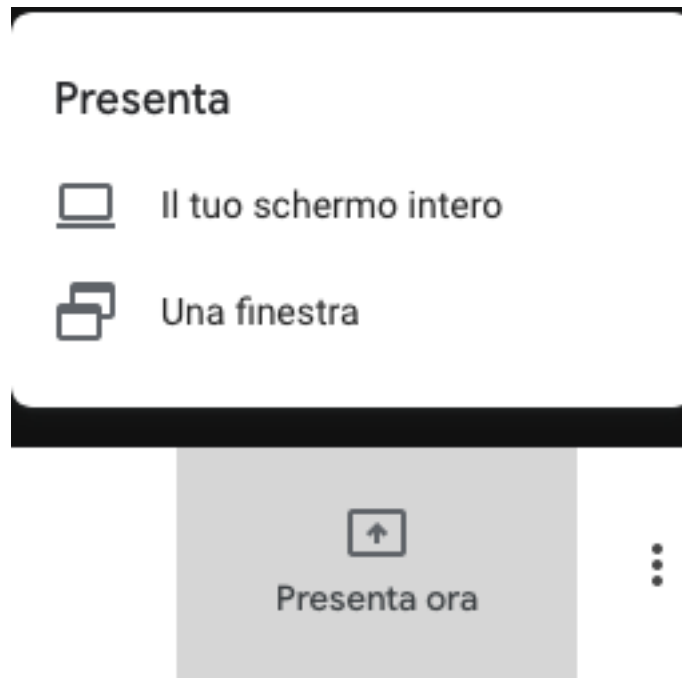


Fig.15