



# University of Basilicata

## Distance Learning Guide for Students

This instruction manual explains how to use IT for distance learning. It specifically refers to G Suite tools at the disposal of all UNIBAS students and teachers via their institutional email account. Teachers already using any alternative platform may continue to do so.

### G Suite for Education



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#### G Suite for Education

The Suite of tools includes: Gmail, Drive, Calendar, “Documenti”, “Fogli”, “Presentazioni”, “Moduli”, Hangouts, Meet, Classroom.

Meet and Classroom are tools which directly facilitate distance learning.

#### Different Options

With G Suite for Education teachers can create opportunities for distance learning without disrupting current workflows. G Suite for Education tools are powerful on their own but work even better together. Teachers can combine G Suite tools interactively depending on their needs and the teaching context develops.

#### Meet

enables communication via chat and video conferencing in both duo and group mode. It includes access to tools such as automatic subtitles.

To help overcome the effects of COVID-19, until July 1<sup>st</sup> 2020, all schools and universities using G Suite for Education have free access to advanced Google Hangouts Meet video-conferencing capabilities. This includes: video calls for up to 250 participants, live streaming for up to 100,000 users and the option of recording and saving the meeting on Google Drive.

### **Classroom**

With Classroom teachers can create virtual classes, share didactic material (Power Point presentations, PDF files, videos and recordings), distribute exercises and tests, give and receive feedback, all on the same platform.

### **Gmail**

This is Google's email account.

### **“Documenti, Fogli, Presentationi”**

Students and teachers can create, read and edit shared documents. These tools can be used offline (without sharing).

### **Drive**

Any file can be stored safely and for an unlimited period of time on drive. Teachers and students can share files instantly and invite others to view, comment and edit any file or folder. The owner has control over the document and decides who has access to it at all times.

### **Moduli**

Create forms to complete on the web and conduct surveys online.

### **Calendar**

Set appointments, reminders, lists of activities to be completed as well as interactive video conferences or streaming.

G Suite core services do not contain advertising nor do they use information in those services for advertising. Plus, all G Suite for Education core services support COPPA (Child's Online Privacy Protection Act) and FERPA (Family Educational Rights and Privacy Acts) compliance.

Click on the following link to access the range of tools in G Suite for Education:

[https://edu.google.com/intl/it\\_it/products/gsuite-for-education/?modal\\_active=none](https://edu.google.com/intl/it_it/products/gsuite-for-education/?modal_active=none)

Here is the link to the G-Suite for Education Help Centre:

<https://support.google.com/a/users#topic=9296556>

## HOW TO JOIN a CLASSROOM COURSE

Teachers create a course in Classroom adding content such as files, communications and video conferences. Then they insert the code for their ESSE3 account, generated by Classroom, which gives all registered students access to the course. The courses and their codes are available on the UNIBAS portal under Distance Learning.

Students can access the web page listing all online courses by clicking on Distance Learning in the box STUDY AT UNIBAS on the UNIBAS webpage. Students will find all the courses that are of interest to them and their respective codes.

Students go to Classroom and register for the courses they wish to follow. The courses contain teaching material as well as the video-conference calendar.

Complete Guide

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>

1. Open your browser and access your UNIBAS gmail account ([name.surname3@studente.unibas.it](mailto:name.surname3@studente.unibas.it)) (it is best to use Google Chrome). The two applications (Classroom, Hangouts Meet and other G Suite applications) can be downloaded onto IOS and Android smartphones to be used as mobile applications.

2. Open the application and click on the menu in the top right-hand corner (a square composed of 9 dots).

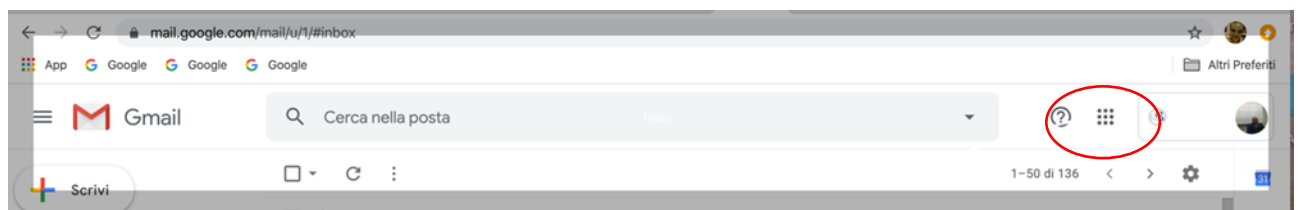


Fig. 1

### 3. Select Classroom.

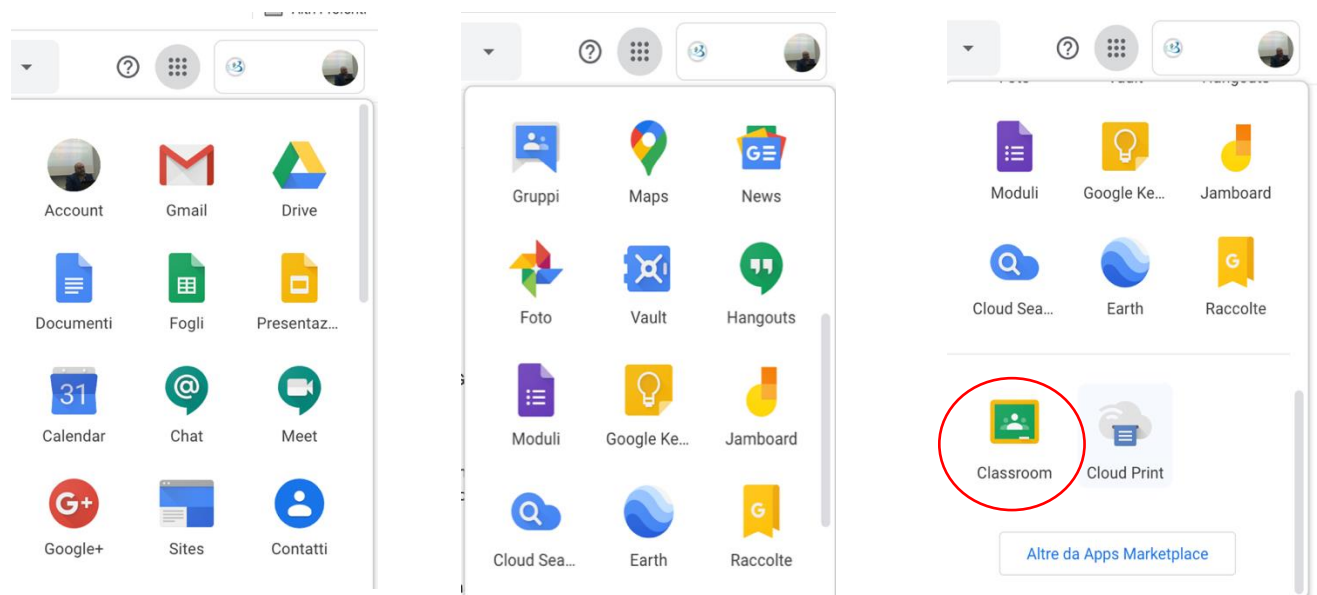


Fig. 2

4. The first time you open the app. select “SONO UNO STUDENTE” (I AM A STUDENT.)

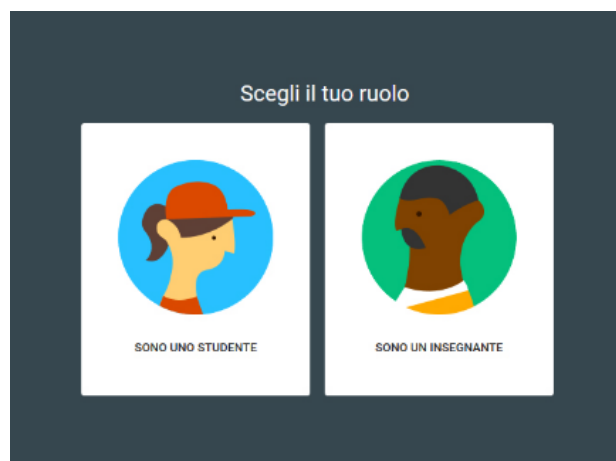


Fig. 3

5. Click on the + sign in the top right-hand corner and select “**ISCRIVITI AL CORSO**” (REGISTER FOR THE COURSE).

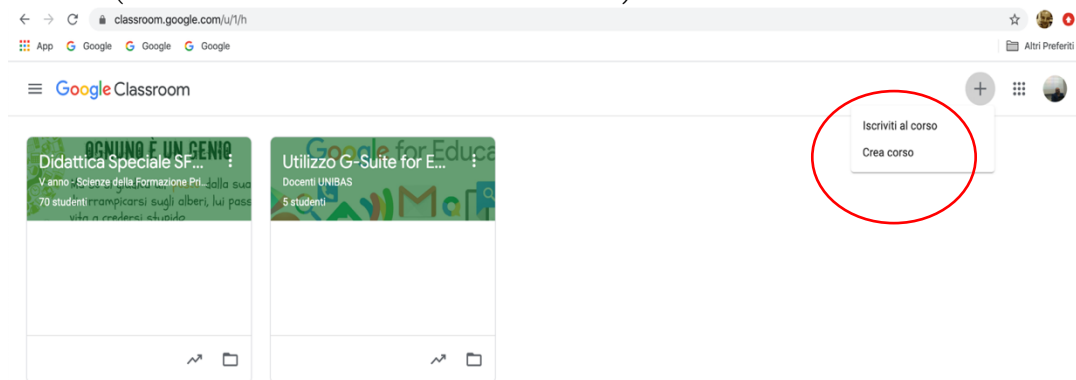


Fig. 4

6. Insert the course code shown on the web page listing all online courses and click “**ISCRIVITI**” (REGISTER).

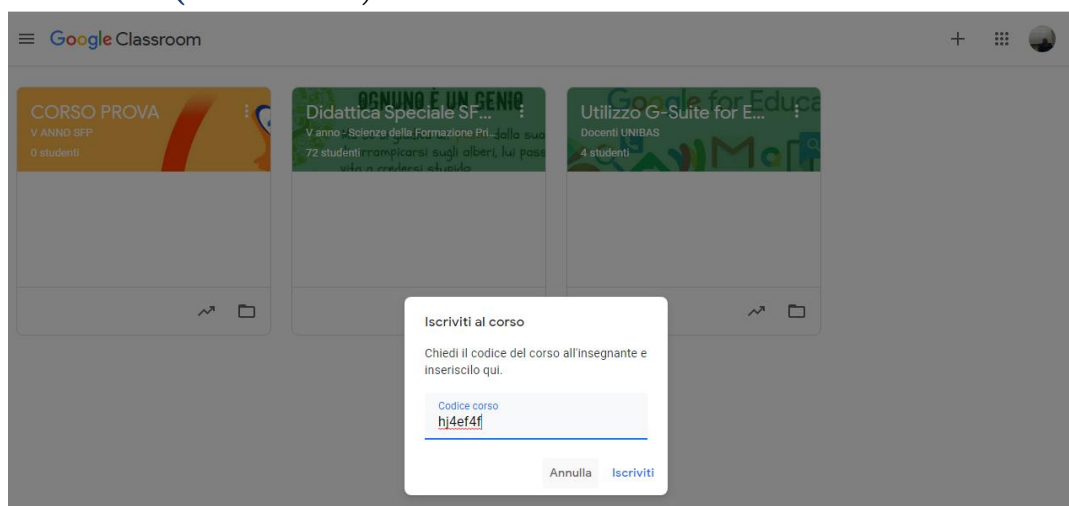


Fig. 5

In the section “**Persone**” students can see the name of the course teacher and all the other students. Study material and exercises can be found in the section “**Lavori del corso**”, power point presentations with or without audio can be found in the drive and marked exercises can be found in the section “**Voti**”.

Once students of the Classroom courses have accessed their UNIBAS email account, by clicking on Current Work /Calendar the event will be visible. By clicking on the event a new window opens in which it is possible to select participate in Hangouts Meet.

After having activated the microphone and video camera, click on “**PARTICIPA**” in the meeting.

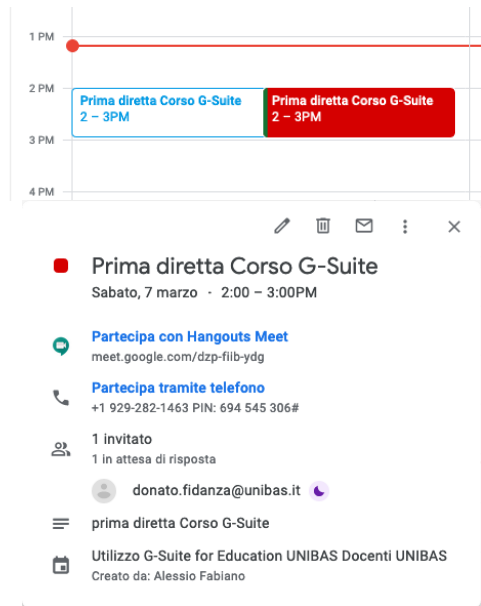


Fig. 6

During the video conference it is advisable to turn off the microphone and video camera. It is always best for students to follow the lesson using earphones (in case the microphone is activated) so as to avoid irritating noise interference. This will enable the teacher to conduct the lesson without disturbance. At the end of the lesson students can turn on their microphones in order to ask questions.

This operation is not necessary for lessons in streaming because they are not interactive.

Lessons will be held according to the pre-established term timetable unless the teacher has given specific alternative instructions.