

# Management of distance learning

Dear all

from Monday 9 March 2020 it will be possible to hold / attend lectures electronically. To this end, technical resources have been prepared for carrying out distance learning. The system is based on the Google Hangouts Meet app and works best if you use the Chrome browser

## Creation of a Google Calendar for each Faculty

The Faculty Secretariats have created three distinct calendars on Google Calendar (GC)

- Distance learning for Faculty of Letters
- Distance learning for Faculty of Sciences
- Distance learning for Faculty of Political and Social Sciences

The following categories of users are invited to each GC via email:

- lecturers and researchers of the Faculty
- undergraduate and PhD students of the Faculty
- international students
- external students admitted to attend the courses of the Scuola

**important:** To access the GC it is necessary to accept the email invitation (in other words, the user will not see the GC until he accepts the invitation).

Note that even a user who does not have an email address belonging to the sns.it domain can access the GC with the following limitations

- gmail users can access without permissions
- non-gmail users can access after authorization by one of the participants

## Uploading of lectures onto the calendar

Lecturers will have to access the Faculty GC and can upload an event onto the calendar (the event corresponds to the video conference lecture) following the instructions below.

### Lecturers

Access the GC from the Chrome browser

1. create an event by selecting day and time (state the title and click on save)
2. it is recommended to choose a title in the following standard format: Subject Lecturer brief title. For example: *Physics Fermi Beta decay*
3. double click on the created event. In the editing interface, click on 'add video conference' and then on 'hangouts meet'. It is then possible to integrate the form with other descriptive data and associate the calendar. Note that there is no need to invite students.
4. Save the form

At this point the videoconference event is active on the calendar and by clicking on the event the possibility of participating in the videoconference appears.

For more info on google meet documentation:

<https://support.google.com/a/users/answer/9302870>

## How to hold / attend a lecture in distance learning mode

### Lecturers

#### From home or office

Lecturers will have to access the GC of their own Faculty, select the lecture and click on 'participate with hangouts meet'. With a webcam and a microphone the lecture can be held from home or office with the possibility of sharing material (powerpoints, pdfs, browser screens).

More info on how to participate in the lecture:

[https://support.google.com/a/users/answer/9303069?hl=it&ref\\_topic=9545016](https://support.google.com/a/users/answer/9303069?hl=it&ref_topic=9545016)

#### With a blackboard

If the lecturers need to use a blackboard, the Aula Dini (ground floor - Palazzo del Castelletto) has been set up by integrating the google meet system with the devices of the lecture room. Lecturers must go to the Aula Dini, connect the PC made available to the lecture in question (in the way stated above) and proceed with the lecture using the various microphones available.

Students will see the blackboard and will be able to ask questions via chat or audio (the audio signal is available to the lecturer on the hall system).

Lecturers must book the Aula Dini in advance using the aule.sns.it booking system as usual. The Aula Dini will be exclusively dedicated to this for the entire duration of the teaching suspension due to CV19. In the event of time clashes, priority will be given to courses with a greater number of students, such as the Physical-Mathematical Seminar.

PLEASE NOTE: in the Aula Dini a PC will be available for lecturers (on the desk) to connect with their users to the lecture and possibly record it. If it is not necessary to record it, they can use the standard user Aule Pisa already available on the PC.

#### Recording of the lecture (lecturers)

Lecturers will have the opportunity to record the lecture in order to make it available to students at a later date. The recording of the lecture will be stored on the google drive of the event creator. Students will be notified via a special icon of the current recording.

More info on recording of lectures:

<https://support.google.com/meet/answer/9308681?authuser=0>

## Students

Students will have to access the GC of their own Faculty, can select the lecture and click on 'participate with hangouts meet'.

More info on how to participate in the lecture:

[https://support.google.com/a/users/answer/9303069?hl=it&ref\\_topic=9545016](https://support.google.com/a/users/answer/9303069?hl=it&ref_topic=9545016)

Students are reminded of some of the good practices of video conferencing:

- mute the microphone if listening only (switch it on only when asking questions)
- deactivate your webcam
- With the evidenza tool, the streaming of the lecturer can be highlighted using the appropriate function. By opening the list of participants, various options are available for each user, from which the pin is selected to highlight that particular user.
- For lectures in the Aula Dini it is better to highlight the streaming video of the blackboard (one of the streamings called sns lecture rooms - presentation)

## Technical support

In case of difficulty, a technical support service will be available specifically dedicated to online teaching for the duration of the emergency. This Service can be reached through the Scuola's helpdesk system. Please also report any system malfunctions or possible improvements to the Service: we are counting on everyone's collaboration in this critical situation.

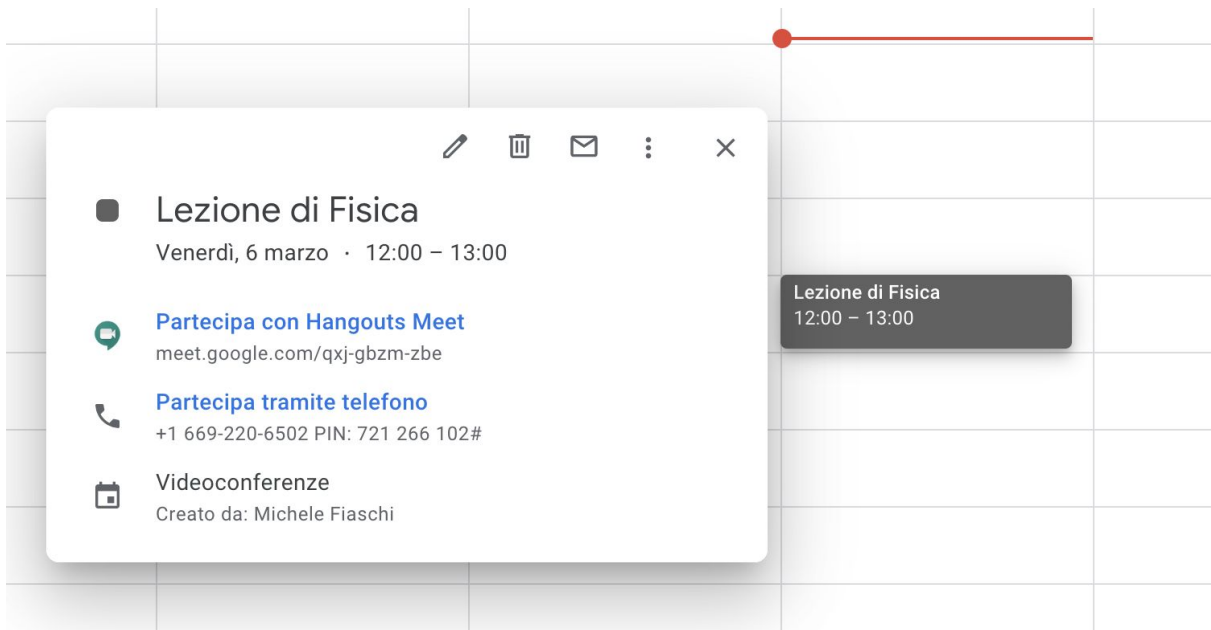
Further info, useful links, faq e best practices su <https://ict.sns.it/it/didattica-remota>

## Practical information for access to the hangouts meet lectures

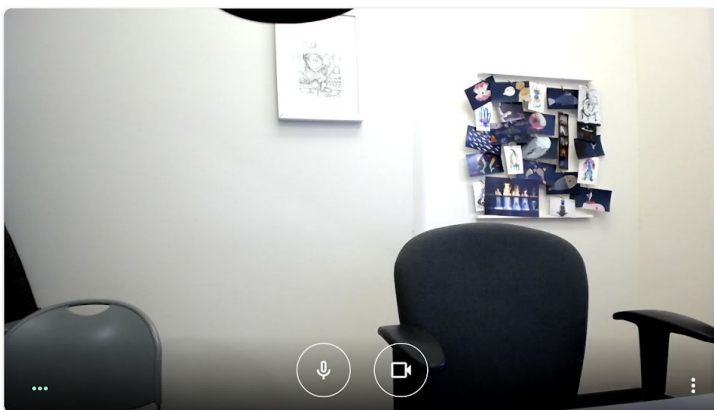
Learn more on the Hangouts Meet online guide

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

Access the lecture by clicking on the event and on participate with Hangouts Meet



In the following screen shot



clicare su *partecipa*

Click on participate

You can access the video conference interface by clicking:

- top right
  - number of participants icon (by clicking on the icon the details of the participants appears)
  - chat icon (to open the chat interface)
  - icon with the video preview of the participant's video
- bottom centre-barra di gestione, management bar
  - key to end the call
  - key to activate / deactivate the local video

- key to activate / deactivate the local microphone
- bottom right
  - key to start the presentation (screen sharing, single window sharing)
  - settings button to change the display layout, go to full screen, manage the audio video settings

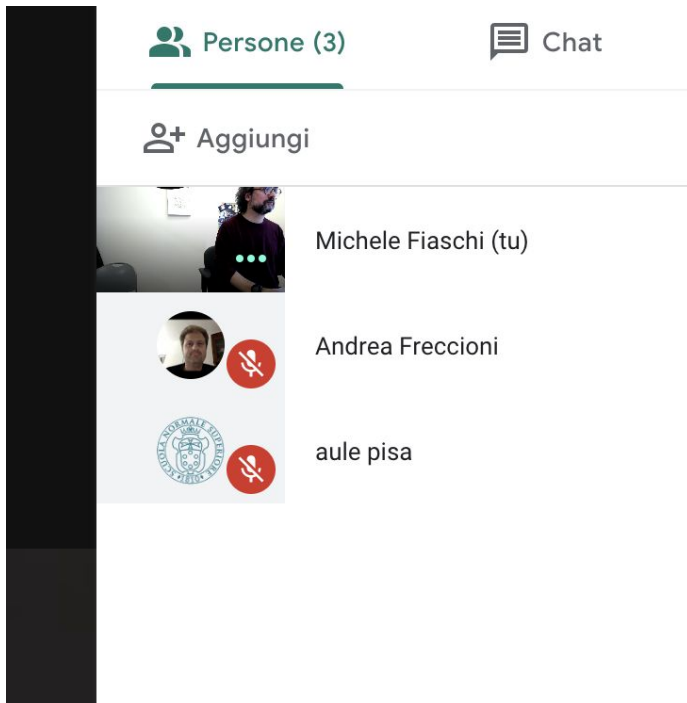
Please Note: the bar disappears during the video conference, to make it reappear just position the mouse on the lower part of the screen.



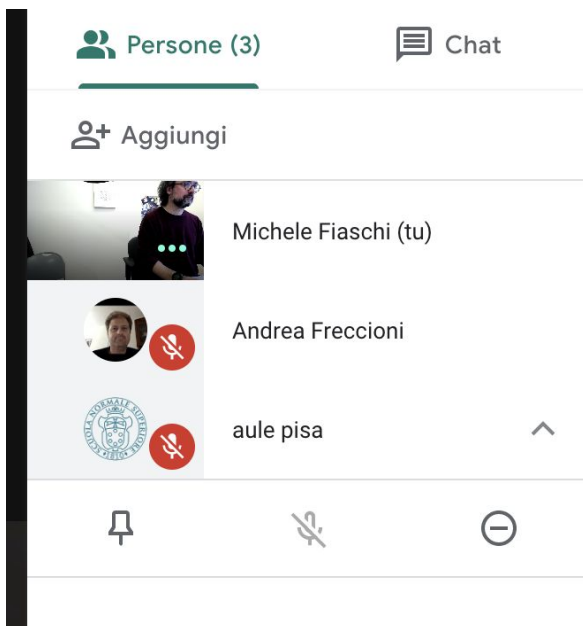
## How to highlight a specific streaming video

To highlight the streaming video of a lecturer (especially when using a blackboard)

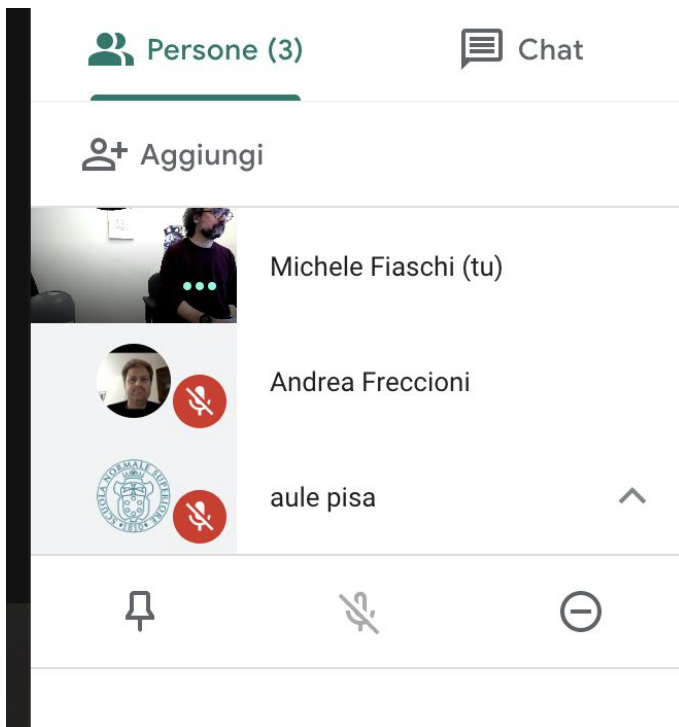
Open the “people” panel by clicking on the icon situated at the top right



Identify the streaming video you want to highlight (for example the streaming of the blackboard in Aula Dini 'aule pisa') and click on the icon on the right (down arrow)



Selecting the first icon on the left will highlight (and therefore it will always be in the foreground) the corresponding video.

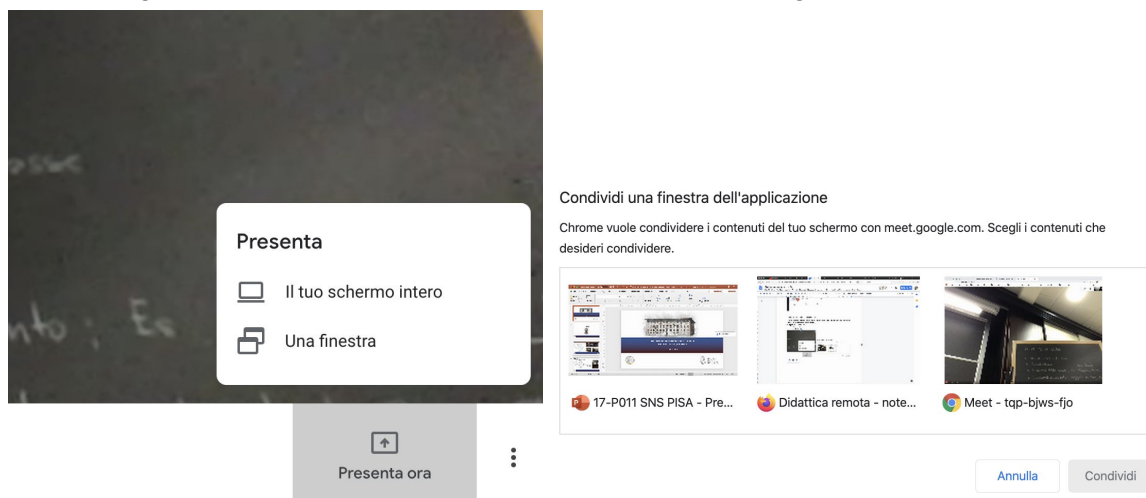


## How to share a Powerpoint presentation

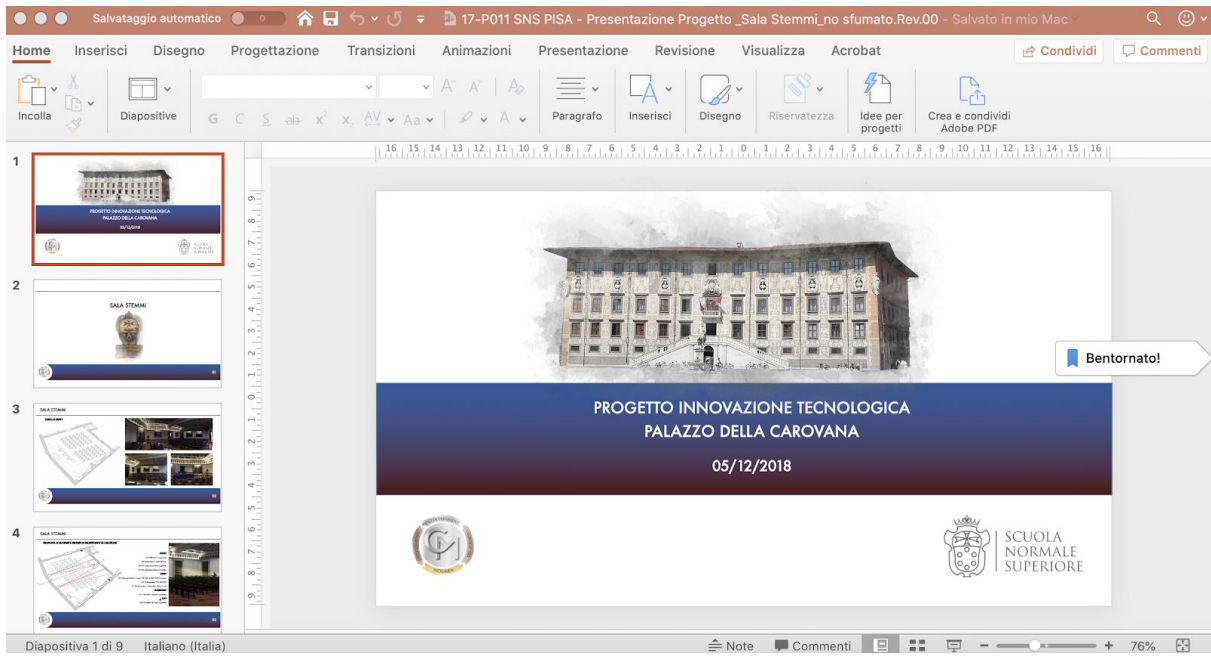
Click on the icon presenta ora at the bottom right (if the bar does not appear, position the mouse at the bottom of the screen)

It will be possible to share

- full screen
- single window (if Powerpoint is open it appears among the available windows)



Standard sharing involves displaying the powerpoint editing window, so a screen of this kind will be shared



It is recommended to set a window presentation of the presentation to be displayed so that the remote user can see the full window presentation.

To set the window display

Select from the powerpoint menu

Presentation -> Set up presentation

and in the interface set the type of presentation to 'individual scrolling'.

Then press ok and start the presentation.



Imposta presentazione

**Tipo presentazione**

- Con relatore (schermo intero)
- Scorrimento individuale (finestra)
- Presentazione continua (schermo intero)

**Opzioni presentazione**

- Effettua ciclo continuo fino a ESC
- Senza commento audio
- Senza animazioni

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**Diapositive**

- Tutte
- Da:  A:
- Presentazione personalizzata:

**Avanzamento diapositive**

- Manuale
- Usa gli intervalli salvati, se disponibili

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**Monitor**

Monitor presentazione:

The remote user will thus see the presentation in full screen and the speaker will have the opportunity to manage it as a window and leave the visibility on the google meet lecture interface.

