

## HOW TO FOLLOW ONLINE CLASSES

In the first semester of 2020-21, the teaching of the University of Florence will be delivered remotely through two integrated technical tools:

1-The **MOODLE** platform <https://e-l.unifi.it/> where students can register for courses, consult teaching materials and access to online lessons.

2. The **WEBEX** webconference system which is the platform where the distance courses and related recordings are placed. Students log in to Webex exclusively from the University Moodle platform.

**To access the MOODLE platform and then the online lessons with WEBEX it is essential to have a Unifi SERIAL NUMBER and PASSWORD.**

For new students, it is necessary to start the enrollment procedure online before the start of lessons, as described at the link

<https://www.unifi.it/art-4899-matricole-per-cominciare-subito-occorreiscriversi-online.html>

### FIRST ACCESS ON MOODLE

Students with matriculation and password will be able to follow the distance lessons by registering on the University MOODLE platform at the link <https://e-l.unifi.it/>

Click on the Login item at the top right, and the panel will open the authentication page, where serial number and password must be entered.

At the first access, you will be asked to accept the website policies.

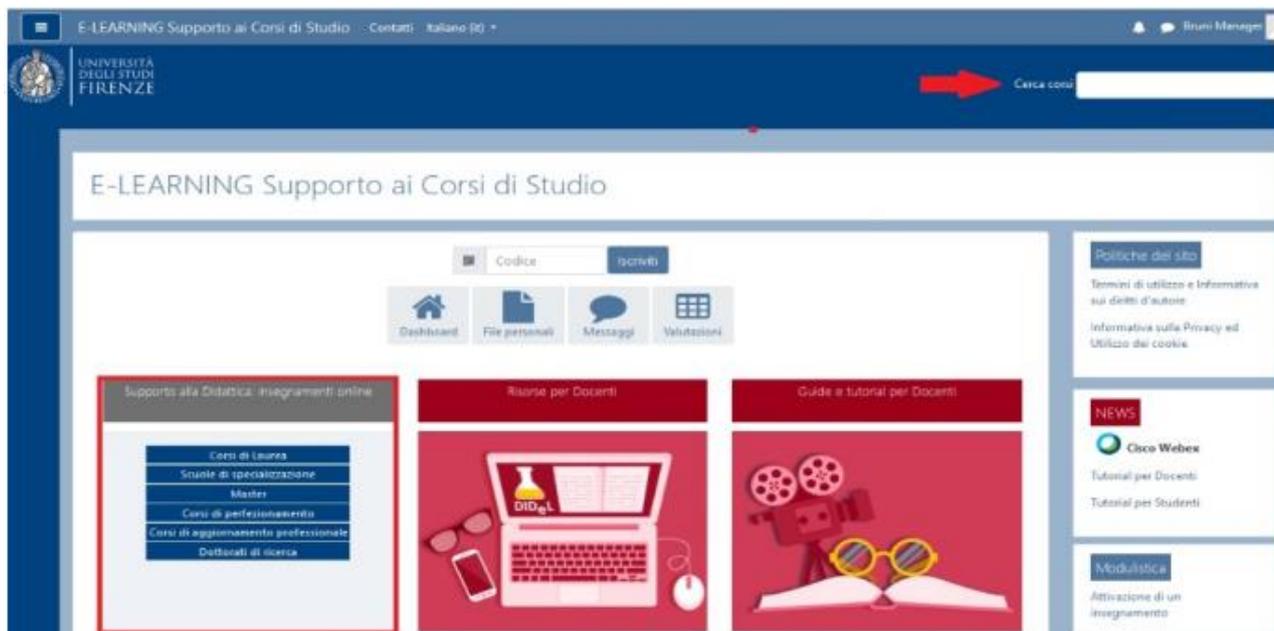


## SUBSCRIPTION TO COURSES ON MOODLE

Reference tutorial: <https://e-l.unifi.it/enrol/index.php?id=8988>

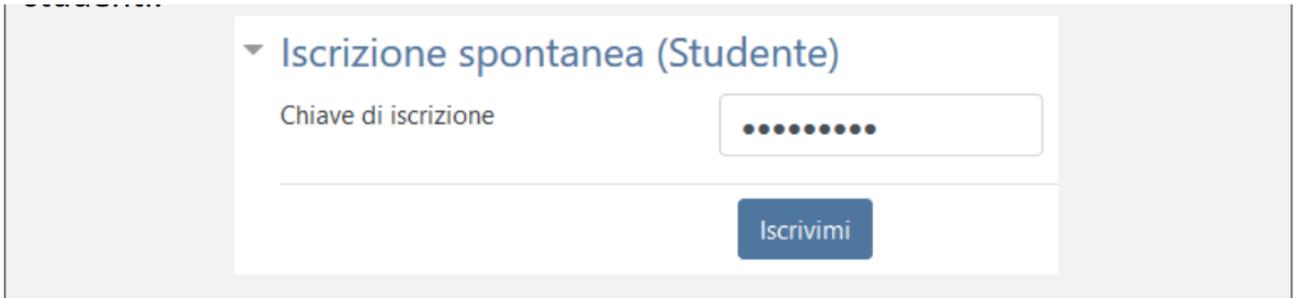
Once logged into the platform, students will be able to search for courses of their own interest, following two possible ways:

1. on the platform's homepage, enter the code or name of the course in the 'search courses' form at the top right:  
from the list, select the teaching corresponding to the correct degree course and academic year.
2. on the platform's homepage, click on the grey block on the left 'Teaching Support: online courses' on the item Degree Courses then select your School / Academic Year /Degree Courses and find the course you want.



Once the course is found, the student must click on the course title. To register, simply click on the "Subscribe" button.

**It is also possible that the teacher has set an ENROLLMENT KEY, which the student must enter at the time of enrollment. The enrollment key is defined by the teacher who is the only one who knows it and who can provide it to students.**



Enrollment must be done only the first time, after which the course will appear in your dashboard (see tutorial <https://e-l.unifi.it/course/view.php?id=7988>)

## FOLLOW ONLINE CLASSES

Reference tutorial: <https://e-l.unifi.it/course/view.php?id=17390>

To participate in a lesson in sync, you must log in to MOODLE with the your own University credentials, enter the chosen course and open the Webex business (usually called "Online Lessons with Webex"): doing so you'll be able to see the full online lessons planning.

Name	Host	Host Type	Duration	Date	Action
Lezione 22 settembre	BRUNI ISABELLA	Instructor	1 hour 0 min	Sep 22, 2020 10:00 am	Join
Lezione 15 settembre	Bruni Manager	Instructor	1 hour 0 min	Sep 15, 2020 01:00 pm	Join

To participate in a lesson, simply click on the date and time of the lesson on the corresponding "**Join**" button in the tab. "Upcoming": this will activate the Webex application and it will be possible to follow the lesson live.

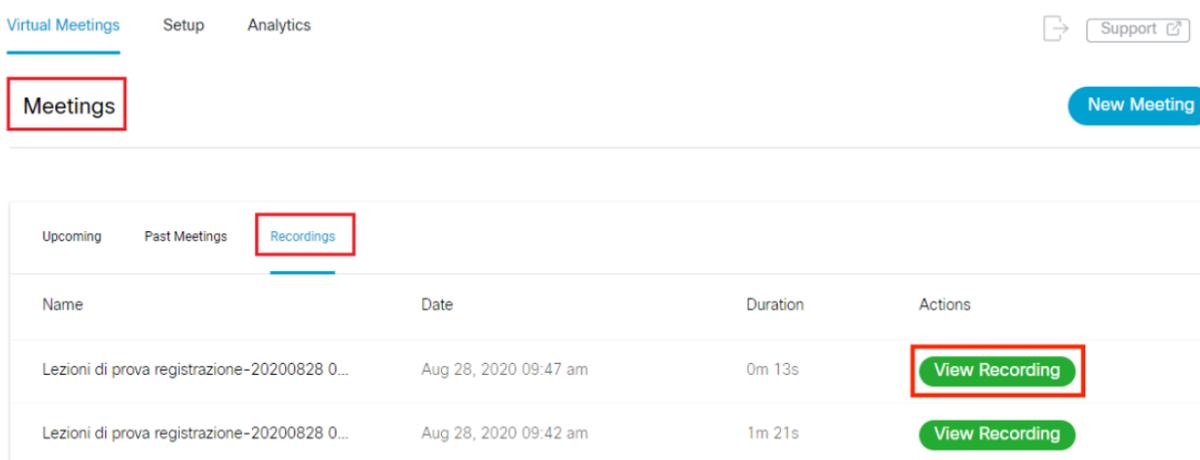
**We recommend installing the WEBEX application on your device.**

## ACCESS THE RECORDING OF A LESSON

Reference tutorial: <https://e-l.unifi.it/course/view.php?id=17390>

To view the recording of the lessons, you must log in to MOODLE with your University credentials, enter the chosen course and open the Webex activity.

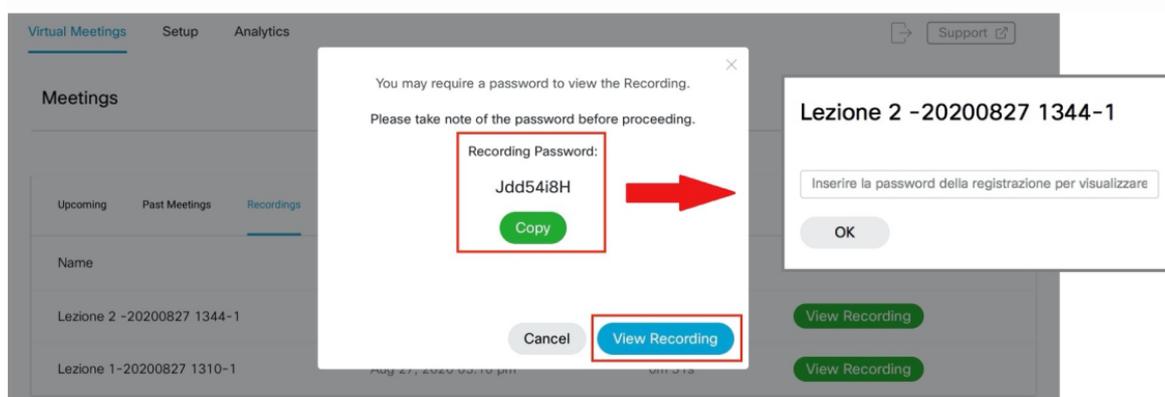
Go to the section called **Recordings**: Here will appear the list of all the lessons recorded in the course, by clicking on "View recording" you can access the recordings you want.



The screenshot shows the Moodle Virtual Meetings interface. At the top, there are tabs for "Virtual Meetings", "Setup", and "Analytics". A "Support" button is visible in the top right. Below the tabs, the "Meetings" section is highlighted with a red box. A "New Meeting" button is located in the top right corner of the Meetings section. Below this, there are sub-tabs for "Upcoming", "Past Meetings", and "Recordings", with "Recordings" being the active tab. A table lists recorded meetings with columns for Name, Date, Duration, and Actions. Two rows are visible, both with "View Recording" buttons highlighted in red.

Name	Date	Duration	Actions
Lezioni di prova registrazione-20200828 0...	Aug 28, 2020 09:47 am	0m 13s	<a href="#">View Recording</a>
Lezioni di prova registrazione-20200828 0...	Aug 28, 2020 09:42 am	1m 21s	<a href="#">View Recording</a>

A window will automatically open showing the password associated with the registration: the student must copy the code and insert it in the next screen to access registration.



The screenshot shows the Moodle Virtual Meetings interface with a modal window open. The modal window has a title bar with a close button (X) and contains the following text: "You may require a password to view the Recording." and "Please take note of the password before proceeding." Below this, there is a field labeled "Recording Password:" containing the text "Jdd54i8H". A red box highlights this field, and a red arrow points from it to the right. Below the password field is a green "Copy" button. At the bottom of the modal are "Cancel" and "View Recording" buttons. To the right of the modal, a window titled "Lezione 2 -20200827 1344-1" is visible, containing a text input field with the placeholder "Inserire la password della registrazione per visualizzare" and an "OK" button. Below this window are two "View Recording" buttons.