



How to use the online learning mode

In the first semester 2020-21, learning at the University of Florence will happen both in person and remotely, using two integrated tools:

1. **The MOODLE platform** <https://e-l.unifi.it/> where students can enrol in their subjects (corsi), consult study material and access online classes.
2. **The WEBEX webconferencing system** used to deliver and record distance mode lectures. Students can access Webex exclusively through Moodle.



To access MOODLE and your online classes on WEBEX you must have obtained your Unifi STUDENT NUMBER and PASSWORD first.

All new students: you must enrol online before the beginning of the classes as described here <https://www.unifi.it/art-4899-matricole-per-cominciare-subito-occorre-iscriversi-online.html>

1. YOUR FIRST ACCESS ON MOODLE

All students with a student number and password can watch the recorded lectures online by registering to the Unifi MOODLE platform following this link <https://e-l.unifi.it/>. Click on login, top right. An authentication window will open. Insert your credentials. Upon first access you'll be asked to accept the site policies.



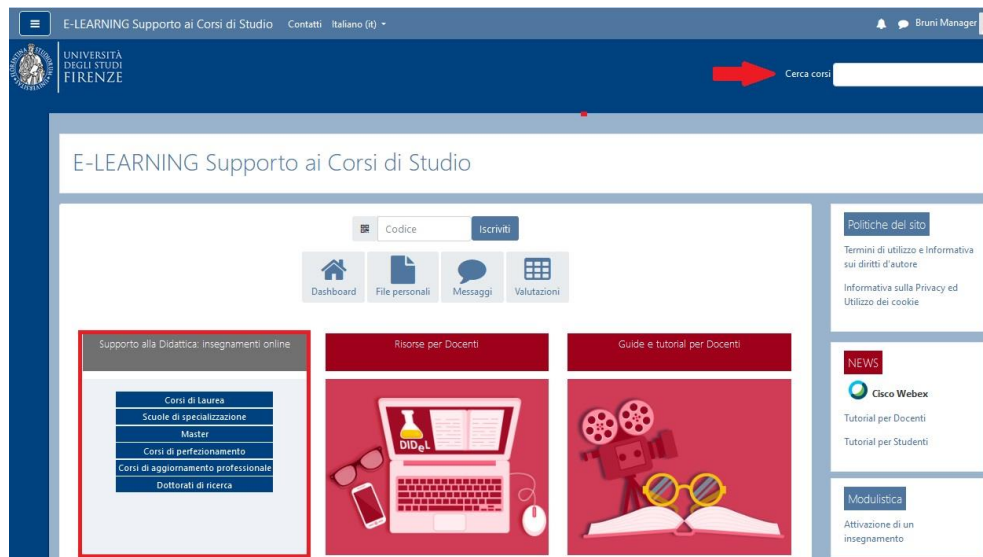
2. ENROLLING IN SUBJECTS ON MOODLE

Watch the tutorial : <https://e-l.unifi.it/course/view.php?id=8988>



Once logged in you can search for the **subjects (corsi) you are interested in using either of these methods:**

1. in the homepage key in the code or the name of the subject in the search line ,cerca corsi' (search subjects top right) from the list select the subject affiliated with the correct degree program and academic year
2. in the homepage click the grey block on the left called, 'Supporto alla Didattica: insegnamenti online' then Corsi di Laurea and then select your School/Academic Year/Degree programs until you get to your list of subjects



Once you find your subject, click on its title . To **enrol**, click on "**Iscrivimi**".



*In some cases the lecturer set up an enrolment key (**CHIAVE DI ISCRIZIONE**), that you need to enter on order to enrol. Your lecturer is the only one who can supply you with such enrolment key.*

▼ **Iscrizione spontanea (Studente)**

Chiave di iscrizione

Iscrivimi



Enrolment to the subject/course needs to be done only once. Subsequently the subject will appear on your dashboard (watch the tutorial <https://e-l.unifi.it/course/view.php?id=7988>).

3. JOIN ONLINE CLASSES

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

To join a class in live streaming, you need to log in to MOODLE with your Unifi credentials, select the subject you want and open the Webex activity (normally called "Lezioni online con Webex"): the online calendar will open up.

The screenshot shows the Moodle interface for a course titled "Corso prova Webex". The "Virtual Meetings" section is active, displaying a "Meetings" table. A red arrow points from the "Lezioni online con Webex" activity in the course navigation menu to the "Meetings" table. The table has tabs for "Upcoming", "Past Meetings", and "Recordings". The "Upcoming" tab is selected, showing a list of meetings with columns for Name, Host, Host Type, Duration, Date, and Action. The "Join" button for the meeting on September 22, 2020, is highlighted with a red box.

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 join a class just click on the "Join" button corresponding to the date and time of your class. The "Upcoming" tab will show up, Webex will activate and you can live-stream the class.

We advise to install WEBEX on your device beforehand.

4. HOW TO ACCESS A LECTURE'S RECORDING

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

In order to see the list of recorded classes, first you need to log in to MOODLE, select the course/subject you are interested in and open the Webex activity. Click on the "Recordings"



tab: a list of all recorded lectures for that course will appear. Click on **"View recording"** for the lecture you want.

The screenshot shows the 'Meetings' tab in a web application. The 'Recordings' sub-tab is selected. A table lists two recordings 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	View Recording
Lezioni di prova registrazione-20200828 0...	Aug 28, 2020 09:42 am	1m 21s	View Recording

A window will pop up with the security code associated to the recording: copy that code and paste it in the subsequent screen to access the recording.

The screenshot shows a password prompt window overlaid on the recording list. The prompt asks for a password to view the recording and shows the password 'Jdd54i8H'. A red arrow points from the password field to the 'View Recording' button in the recording details window.

Recording Password: Jdd54i8H

Lezione 2 -20200827 1344-1

Inserire la password della registrazione per visualizzare

OK

View Recording

View Recording