### INTERNATIONAL TELEMATIC UNIVERSITY UNINETTUNO

University without boundaries

www.uninettunouniversity.net

# GUIDELINES FOR NAVIGATION IN THE WEB-BASED DIDACTIC



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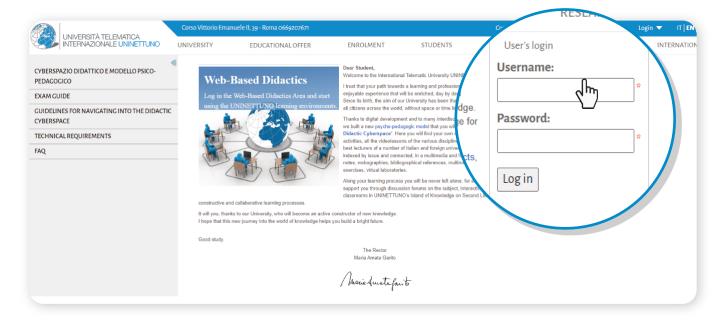
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# Access to online learning environments



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Go to the UNINETTUNO Home Page [www.uninettunouniversity.net] Click on "WEB-BASED DIDACTIC"





Log in by entering your account credentials

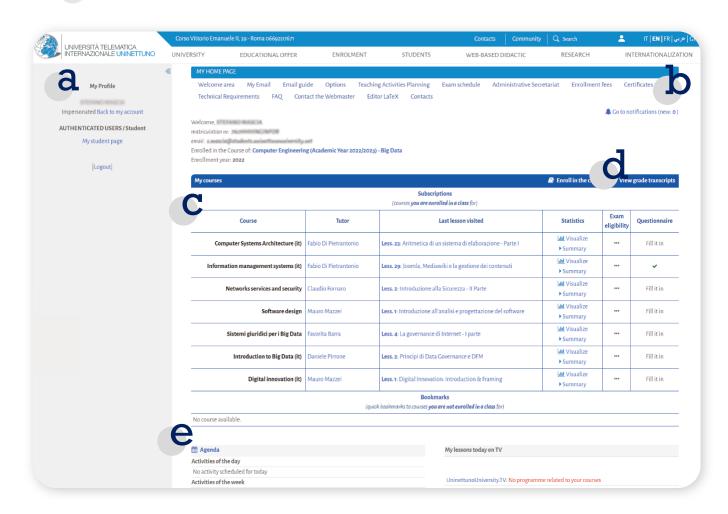
### Student Page Management

Once logged in, the page below will open.

Here you will find all your information, in particular:

- **3** Your name, UNINETTUNO serial number and email address
- The menu through which it will be possible to configure your email and access the Administrative Secretariat.

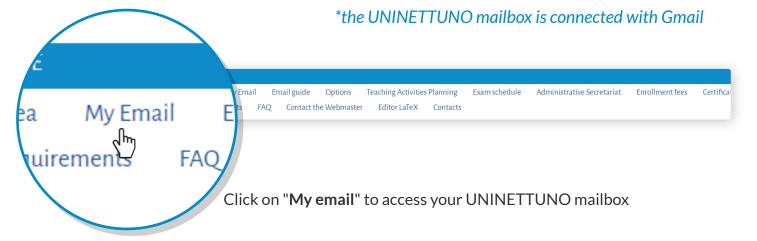
  (from where you can book for exams and check your administrative position)
- C The title of the courses you decide to follow and the name of the Tutor who will follow you for each individual course.
  - d The booklet
- C The agenda of activities and appointments organized by the course Tutor



### Student Page Management

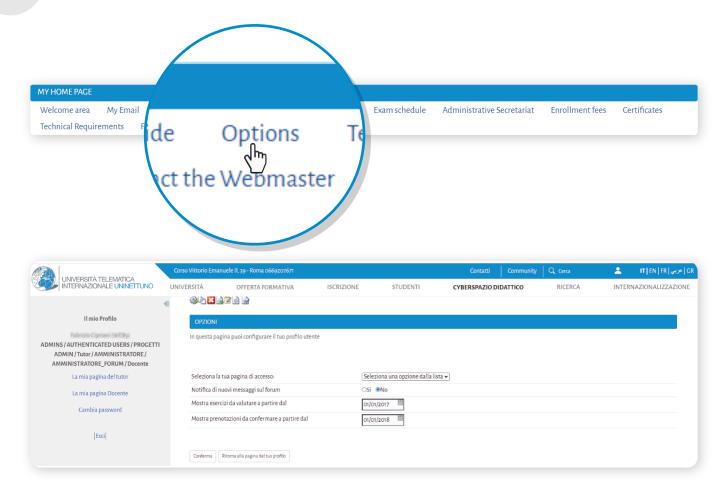
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Click on "My email" to access the UNINETTUNO email box \*, to view important communications from the Tutor and the Presidency Secretariat, as well as being able to send emails.



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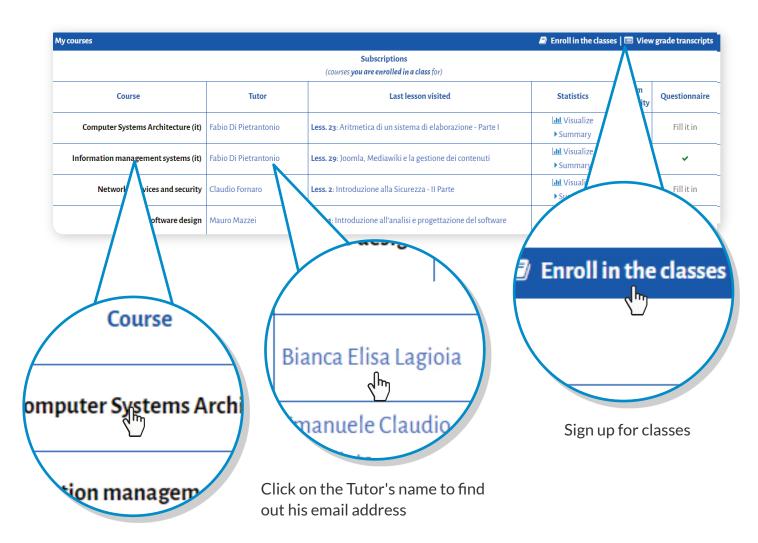
Access the **options** to configure your personal settings (eg. Notification of new messages on the forum)



### Student Page Management



- Sign up for the courses that are part of your study plan by clicking on "Sign up for classes", in this way your activities can be tracked by the tutor. The tracking will allow you to evaluate your preparation and consequent admission to the final exam.
- Access the teaching material of the course you have enrolled in by clicking on the name of the course.



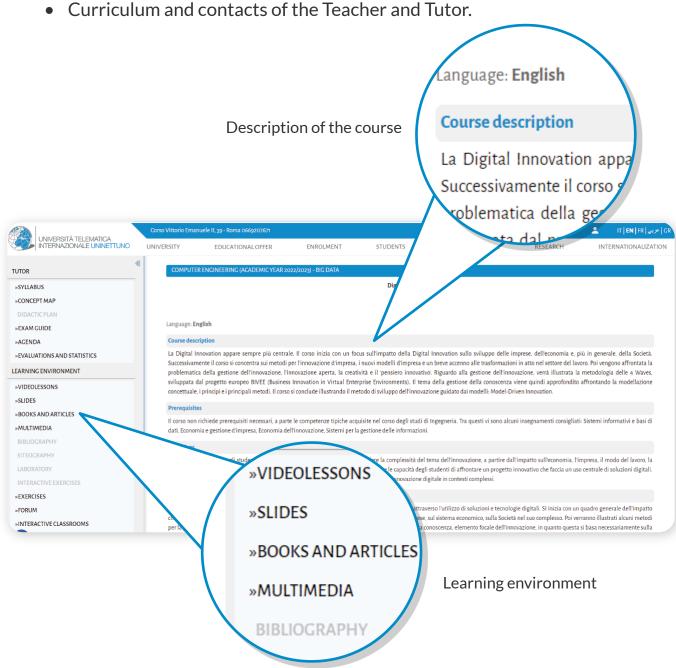
Click on the name of the course to view the teaching material

### Study and consultation of teaching materials

Once you have entered the teaching page, you will find the related teaching material uploaded by the Teacher and the Tutor.

The teaching material is constantly updated and consists of:

- Description of the course;
- The learning environments divided by areas (video library, digital library, virtual laboratory, online tutoring and interactive classes held);
- List of videolessons:

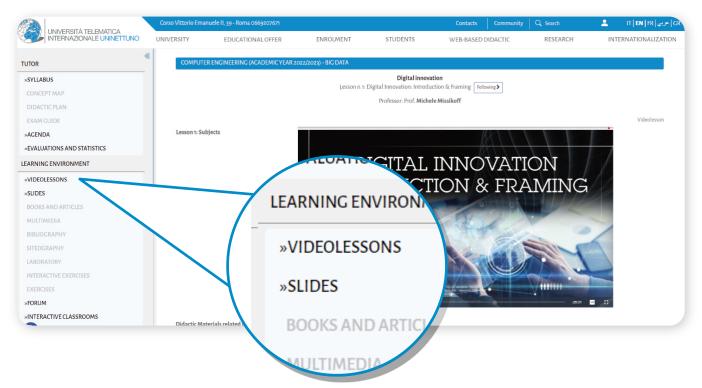


## Study and consultation of teaching materials

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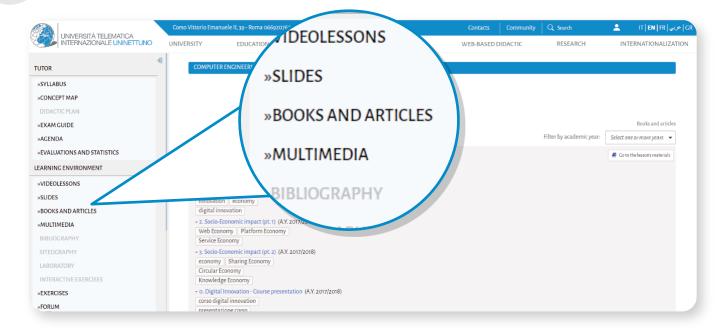
Click on the item "**Videolessons**" to view the list of lessons that make up the course.

Click on the name of the video lesson to see it and access all the didactic material uploaded by the teacher and the tutor for the single video lesson



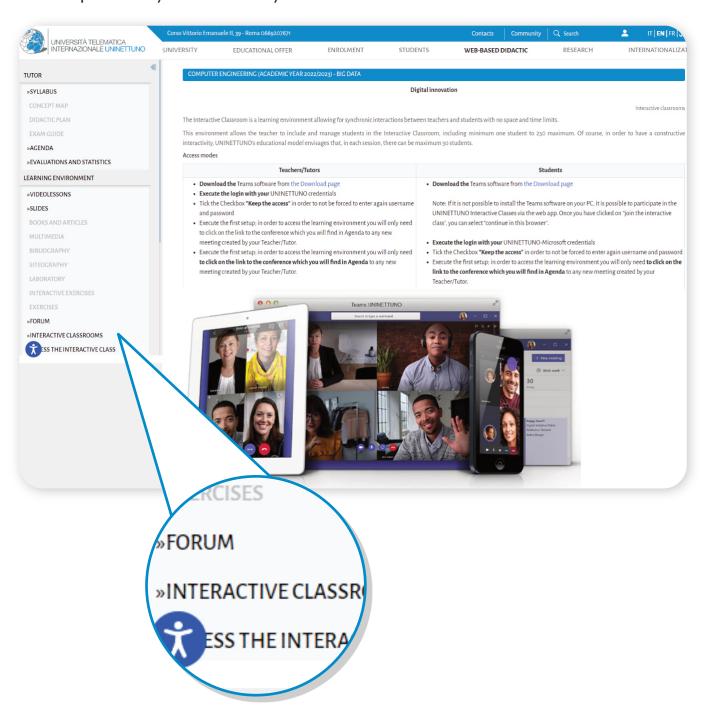
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Click on "Books and Articles" to view the teaching material relating to the entire course



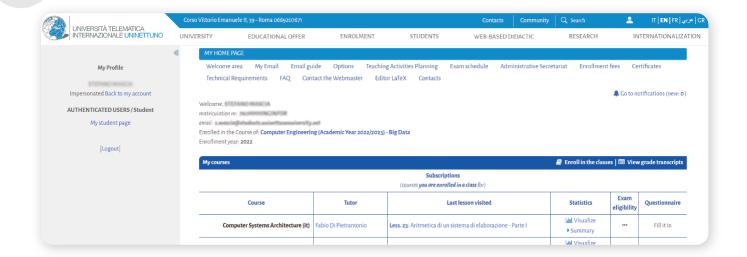
### Verification and control of study activities and interaction between students

- Download the Teams software from the <u>Download page</u>
  - Click on the item "Access the Interactive class" to access the interactive classes: a learning environment that allows you to have a synchronic interaction between teachers and students with no limits of space and time and place;
  - Click on the item "Interactive Classes held" to view the interactive Classes previously carried out by the Tutors and Teachers.



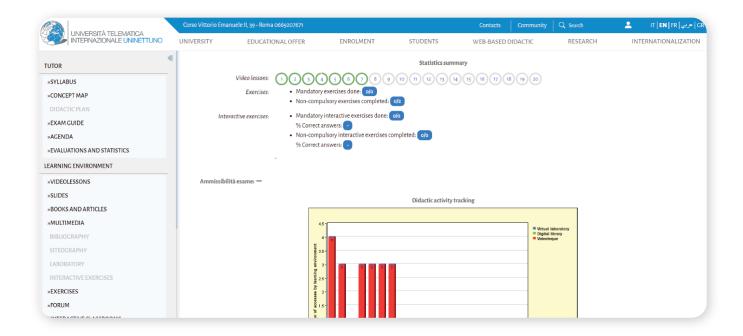
### Verification and control of study activities and interaction between students

Click on "**COMMUNITY**" to exchange information and files with tutors and students.



All the activities carried out on the portal are tracked to allow you and the Tutor to evaluate the learning performance and the level of preparation.

Click on "Evaluations and statistics" to view them.



### Contacts

For information regarding enrollment, transfers, course changes, credit recognition and the administrative situation, you can contact the Student Secretariat at the following references:

#### Student Secretariat - Info enrollments / registrations

tel:+39 06 692076.70 | +39 06 692076.71

mail: info@uninettunouniversity.net

Once enrollment is complete, for all information relating to the Faculty, the study plan and the exams, you can contact the Faculty's specific Dean's Office at the following references:

#### **Economy Presidency - Faculty Secretariat**

tel: +39 06 692076.50

mail: presidenza.economia@uninettunouniversity.net

#### **Jurisprudence Presidency - Faculty Secretariat**

tel: +39 06 692076.36

mail: presidenza.giurisprudenza@uninettunouniversity.net

#### **Engineering Presidency - Faculty Secretariat**

tel: +39 06 692076.30

mail: presidenza.ingegneria@uninettunouniversity.net

#### **Cultural Heritage Presidency - Faculty Secretariat**

tel: +39 06 692076.77

mail: presidenza.beniculturali@uninettunouniversity.net

#### Psychology Presidency – Faculty Secretariat

tel: +39 06 692076.62

mail: presidenza.psicologia@uninettunouniversity.net

#### **Communication Sciences Presidency – Faculty Secretariat**

tel: +39 06 692076.86

mail: presidenza.sdcomunicazione@uninettunouniversity.net