

## Distance learning: operating notes for students

- If you are looking for **support** please write to [helpstud.didatticadistanza@polimi.it](mailto:helpstud.didatticadistanza@polimi.it).  
The mailbox is active from Monday to Friday, from 8:00am to 6:00pm, and exceptionally also on Sunday March 1st.
- **Accessing Teams:**  
It is possible to log into Teams in three different modes:
  1. From the Online Services portal
  2. From the Teams app, if installed on your own device (laptop, tablet...). Installing the app is not strictly necessary, but it is strongly recommended for an improved user experience.
  3. From links to virtual classrooms, available in your Online Services lesson schedule:

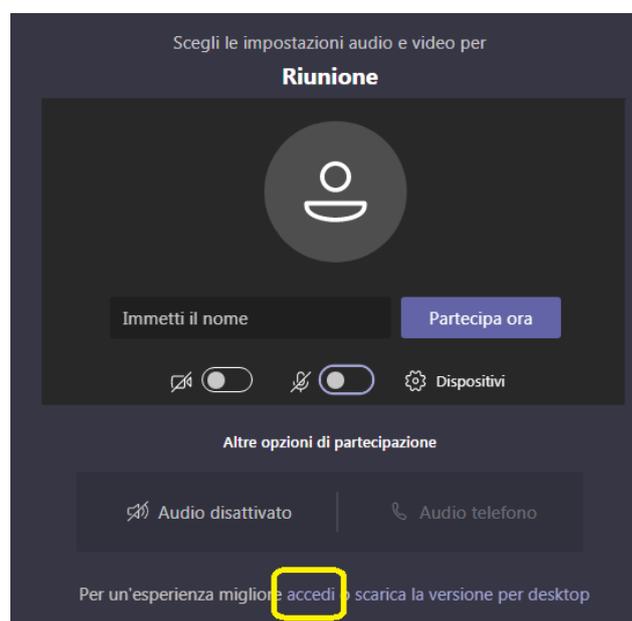
Visualizza l'orario	Legenda	Denominazione Insegnamento	Docente	Dal	Al	Anno Accademico di Frequenza	Posizione insegnamento	Semestre	Anno di corso
✓		095971 - FONDAMENTI DI TECNOLOGIA DELL'ARCHITETTURA <a href="#">Aula virtuale per didattica a distanza</a>	Campioli Andrea	25/02/2020	26/05/2020	2019/2020	Effettivo	2	1
✓		097361 - STORIA DELL'ARCHITETTURA 2	De Magistris Alessandro	26/02/2020	05/06/2020	2019/2020	Effettivo	2	2
✓		097304 - LABORATORIO DI PROGETTAZIONE ARCHITETTONICA 2 097305 - COMPOSIZIONE ARCHITETTONICA E URBANA <a href="#">Aula virtuale per didattica a distanza</a>	Invernizzi Ermes	17/09/2019	26/05/2020	2019/2020	Effettivo	Annuale	2
		097306 - TECNOLOGIA DELL'ARCHITETTURA	Clementi Matteo						
		097307 - STRUTTURE	Quaglini Virginio						

**Mode 1 or 2 must be used for initial login and to test Teams; these steps have to be completed before attending online lessons.**

Direct links to virtual classrooms must be used to access online lessons.

### **Warning!**

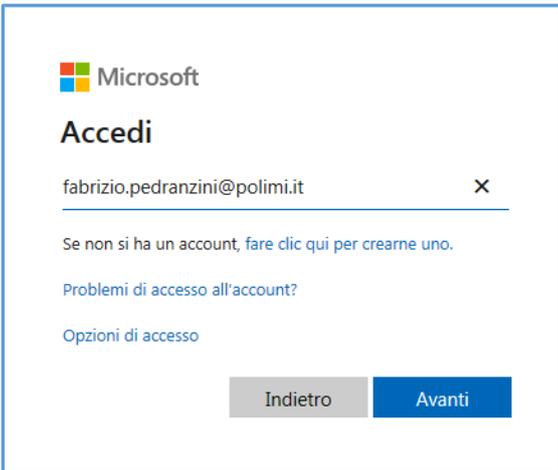
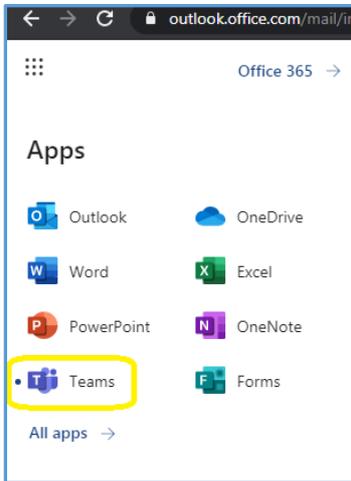
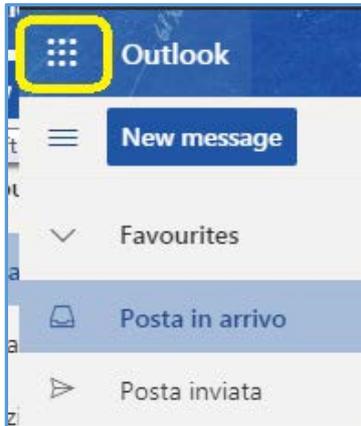
On the first access to a virtual classroom through the Teams app, the following form will be shown:



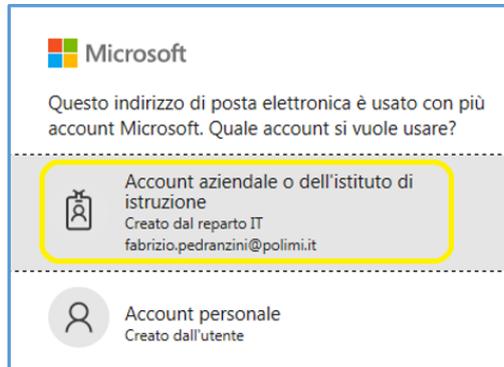
You should choose "log in" ("accedi") rather than "Join now" ("Partecipa ora") which is reserved to unregistered Teams users (who cannot access the virtual classrooms).

Here is the detailed guide to access Teams using modes 1 and 2:

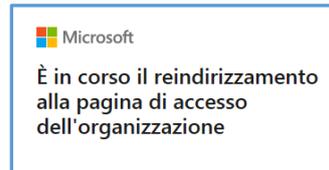
### From the Online Services portal



### From the Teams app



This option is available only on your first access, and only if you already have a personal Teams account



On first access, insert your usual access credentials for PoliMI Online Services



# TIPS FOR STUDENTS

HOW TO PARTICIPATE IN AN ONLINE LESSON



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# BEFORE THE LESSON



## What do you need?

A PC, a Mac or a tablet with the system requirements listed at the end of this document (theoretically you can use your smartphone, but it would not be optimal).



## Are you in the right place?

Look around and check if there is any **source of noise or distraction** near you.

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Now **you are ready!**



## Where do you find the link to participate?

If your study plan is already submitted, on your **lessons' schedule** you can find the **link** to participate. Otherwise go to the **degree program Beep page** and you will find a list of links to all available subjects and their online sessions.



## Any problems?

If you are looking for **support** write to [helpstud.didatticadistanza@polimi.it](mailto:helpstud.didatticadistanza@polimi.it)

# DURING THE LESSON



## Can you hear the professor?

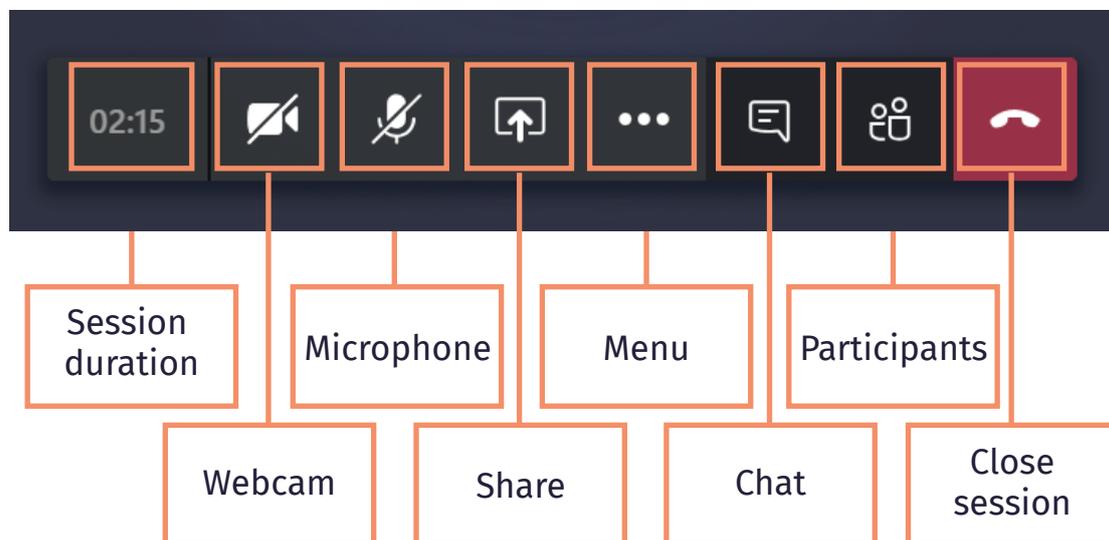
Remember to turn your device's **audio on**.

If you **CAN'T hear** after verifying audio setting of your device, write it in the chat. Your microphone and webcam are disabled, so the chat is your only communication channel.



## Which are the main controls?

The primary controls are in the main bar:



## How can you set full screen the webcam view?

Click on the webcam view and select **“pin”** in the menu.



## Any doubt?

Please consider that there might be several participants, so keep the focus and be patient. The channel you can use to ask question is the **chat**. If the teacher is speaking, it is possible s/he won't answer immediately and wait till the proper timing for that.



## Any questions?

In some specific moments the teacher might invite participants to write questions in the chat. The teacher will read the questions and answer as many as possible during the lesson. If there are too many questions and not enough time to answer all of them, you are invited to add your question in **Beep's forum**.

# AFTER THE LESSON



## What's next?

Revise all lesson materials in **Beep** and if you need to ask questions use the **forum**.

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Go back to the video recording, if any. You can find the **link in Teams chat**.

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**Check the forum in BEEP** from time to time to verify questions from other students and read the answers posted by the teacher.

# SYSTEM REQUIREMENTS

## Hardware requirements:

<https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>  
In case of less performing devices, the suggestion is to use the web app.

## Software requirements

App desktop, downloadable from <https://teams.microsoft.com/downloads> (in any case, when the web app opens, download is suggested)

Windows 7+, Windows Server (2012 R2+)

MacOS 10.10+

Linux (deb e rpm format)

Web app, all meeting functions are supported by:

Edge (Chromium)

Chrome (version 72+)

Note: Edge (old version, RS2+) supports meetings without sharing options

For more information: <https://docs.microsoft.com/en-us/microsoftteams/get-clients>

## Network requirements:

Bandwidth options:

Bandwidth (up/down)	Scenarios
30 kbps	Peer-to-peer audio calling
130 kbps	Peer-to-peer audio calling and screen sharing
500 kbps	Peer-to-peer quality video calling 360p at 30fps
1.2 Mbps	Peer-to-peer HD quality video calling with resolution of HD 720p at 30fps
1.5 Mbps	Peer-to-peer HD quality video calling with resolution of HD 1080p at 30fps
500kbps/1Mbps	Group Video calling
1Mbps/2Mbps	HD Group video calling (540p videos on 1080p screen)

<https://docs.microsoft.com/en-us/microsoftteams/upgrade-prepare-environment-prepare-network>



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