

GUIDE TO TEACHING: MASTER'S COURSES

Student's Guide
academic year 2020/21



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IN-PERSON LESSONS

REGULATIONS FOR SAFE ACCESS

IULM University welcomes its students. Below is a list of the main rules of conduct at the University which, in compliance with the anti Covid-19 regulations currently in force, all students are invited to respect for the protection of their own health and that of others, and to ensure their safe return to the University:

- **entry to the University is possible only in absence of symptoms and with a body temperature below 37.5 °C.** Thermal scanners have been installed in the University for you to take your own temperature. The University reserves the right to make random temperature checks. The checks will be carried out by designated personnel using specific thermometers and avoiding any contact;
- **masks must always be worn in common areas and classrooms, taking care to cover both nose and mouth. It will not be possible to enter the premises without a mask.** Masks may only be removed for the time needed to consume food, provided that a safe distance is maintained;
- **hand sanitizer dispensers can be found in common areas and classrooms.** You must sanitize your hands before entering the classroom;
- **always respect the safety distance of one metre and avoid crowding;** if there is a queue you must wait your turn maintaining a suitable distance from others in the queue;
- **students must respect the horizontal and vertical signs present in the University;** information regarding prevention and protection will be displayed on the noticeboards and on the University [website](#);
- **it will only be possible to access the university buildings to attend lessons or if you made an appointment with the university services.** In no other case will access to the University be permitted.

- **lifts may be used by only one person at a time;** students are asked to use the escalators or stairs and leave the lifts free for those who need them most;
- **access to university services and offices (e.g. the Students Office) is subject to booking an appointment using the “IULM Lezioni - Easy Planning” app.**
- **in the classrooms students are required to occupy the designated seats:** first the seats at the back, occupying the innermost seat in the row. You may only sit in a seat with a suitable sign (free places will be marked with a green sticker, while in some rooms the places that may not be occupied will be marked). **Specific seats will not be assigned, but the place occupied must remain the same for the duration of the Master’s course, avoiding any change of seat.**
- **avoid sharing personal equipment or belongings** (pens, phones, etc.);
- **during breaks you may leave your seat in an orderly manner** to go to the bathroom, the bar or to buy a drink from the nearest vending machine, always respecting the safety distance and always using a mask;
- **crowding must be avoided when using the bathrooms:** you must wait your turn outside and only enter when the bathroom is free;
- **it will be possible to eat your meals in the classroom,** remaining in your seat and removing your mask only for the time needed to eat your meal. In rooms where eating your meal is not permitted (e.g. the Auditorium), university staff will show you to areas set aside for the consumption of food and drinks;
- **while at the University you may go to the bars or restaurants, limiting the time you spend there to the minimum necessary for consuming your meal/drink;**
- **if for any reason you have to leave your seat, on returning to the room you must go back to the same seat.** You may not sit in a different place from the one you occupied previously;



- **the University has a Covid Support and Surveillance team** that can provide information regarding prevention and rules to follow. In the event of symptoms appearing when on the university premises, the teacher must be informed immediately and a call must be made to the number **02.891412525** which will result in the activation of procedures provided for by the regulations.



EASY PLANNING: HOW TO MAKE AN APPOINTMENT WITH THE UNIVERSITY SERVICES

Student services will be accessible by appointment both online and in person. To make an appointment you need to have downloaded the “IULM Lezioni” app. Once you have downloaded it and logged in with your credentials (**name.surname@studenti.iulm.it**) you can proceed with the booking. It is also possible to make an appointment from the [web agenda](#).

CATERING SERVICES IN IULM

As specified in the rules of conduct, it will be possible to use the catering services while at the University. To access the bar or the canteen you will need to be equipped with a mask, sanitize your hands and respect distancing. Inside the bar or canteen, students must respect the horizontal signs and limit their stay to the time strictly necessary for consuming their meal.

Students who prefer to eat a meal brought from home can do so in the classroom or in the spaces specified by the staff. At the end of the meal, students must put on their mask again, observe distancing and avoid crowding.

ONLINE LESSONS

PRELIMINARY INSTRUCTIONS FOR USING MICROSOFT TEAMS

Microsoft Teams allows teaching (lessons and exams) to take place online through spaces called Teams. Students can join each Team using a code provided by the class tutors.

Each Team corresponds to a course.

Teams contain channels. Within each Team there is always a “General” channel where teachers can enter their lessons, write text messages to their students through a bulletin board, upload files and perform other operations.

Please note that it is strictly forbidden to disseminate the recorded lessons. Offenders will be punished in accordance with the law.

HOW TO ACCESS AND USE MICROSOFT TEAMS

To access the Teams platform we recommend you use the Google Chrome browser. From the browser open a new “incognito” window (Windows: CTRL+MAIUSC+N; Mac: ⌘+MAIUSC+N)

Connect to <http://office365.iulm.it>

Check you have activated the Office 365 license by clicking on “Login office 365” and entering your university credentials. IMPORTANT: under “Nome utente” (Username) use the formula **name.surname@studenti.iulm.it**

If the license has not yet been activated, connect to <http://office365.iulm.it> click on “Attiva servizio Office 365” and follow the instructions.

The Microsoft Teams platform can be accessed at <http://teams.microsoft.com> using your university credentials.

To register for a Master’s Team, just click on Team in the menu on the left, then click on “Unisciti a un team o creane uno” (“Join or create a Team”). Under “Partecipa a un team con un codice” (“Join a Team using a code”) enter the code provided by the class tutor.

HOW TO TAKE PART IN A LESSON

Access Teams and select the course for the lesson you wish to follow.

The lessons will appear in the General channel for the course and will be highlighted in blue.

Click on the lesson and then on Partecipa (Join).

Once you have signed in, to avoid disturbing the lesson you must make sure that you have turned off the audio using the icons on the screen

Click on “Partecipa ora” (Join now).



During the lesson you can communicate with the teacher using the text chat that can be opened using the icon on the screen. The “Raise hand” icon allows you to notify the teacher that you wish to take part in the conversation, and in this way they can allow you to turn on your microphone and speak; it is necessary to keep the webcam on during the lesson.

ASSISTANCE

For technical assistance you can contact the support team by sending an email with the subject line: “*Teams – richiesta assistenza tecnica*” (“*Teams technical assistance request*”) to **supportodidatticaonline@iulm.it**

It will also be possible to contact technical assistance via chat directly from Teams by typing in **supporto.teams**, or by calling **+39 02 891412347**.



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