TEACHING REGISTERS
FIRST AND SECOND-CYCLE DEGREE COURSES

Instructions for professors

Version 2.0
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Introduction and how to access the register

To access your online register you need to go www.uniweb.unipd.it, login, click on “Registers” at the bottom of the menu on the left, then click on “Teaching register”.

The first page loaded will show you the list of registers you can fill in for the current academic year.

You may also review or fill in registers from the previous academic years by selecting the corresponding year from the dropdown list under “Academic year”.

Figure 1: Navigation menu
Teaching register

**WARNING:** Only the registers of the teaching activities of the first and second cycle degree courses (Laurea e Laurea Magistrale) must be filled in.

Academic year of educational offer: 2015/2016

<table>
<thead>
<tr>
<th>Teaching activity [code]</th>
<th>Degree course [code]</th>
<th>Group</th>
<th>Hours</th>
<th>Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>Primo Semestre</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>VICENZA</td>
<td>72</td>
<td>Primo Semestre</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>48</td>
<td>Secondo Semestre</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 2: List of registers**

This list has two icons:

- This icon gives you the possibility to view and change the information in the register, if it has not been printed.

- The icon representing the status of the register:
  - draft – white flag
  - finalised – red flag
  - approved – blue flag

Click on the icon to access and manage the register of a specific teaching activity.
If more than one professor is involved in a teaching activity, you may select the name of the other professors using the dropdown list next to the professor label and view the part of the register they filled in (you cannot make any changes to it).

1.1. General information
The system gives you the possibility to view the following general information on a course (Fig. 3):

- Activity the register refers to;
- Academic year;
- Professor;
- Register status;
- No. of students who attended the 1st lesson and mean No. of attendants;
- Notes.

The “register status” can be changed by the professor by selecting the corresponding option from the dropdown list and it enables to change the register status to:

- Draft (Bozza), in this case new activities can be added and those already added can be modified;
- Verified (Verificato), this status may be selected only after the register has been filled in completely. If the register has this status NO further activities can be added or modified.
From the status of Verified it is possible to back to Draft, to change activities or switch to the Printed or digitally signed status;

- **Printed or digitally signed (Stampato o firmato digitalmente)**, this status cannot be selected but the register switches to it after an official printout of the register is generated or after the register is digitally signed.
  
The Printed or digitally signed status is final, i.e. it is not possible to revert back to the previous status. Therefore, if the register shows this status it is considered finalised.

- **Approved (Approvato)**, this status cannot be selected but the register acquires this status after the Director of the Department of the Degree course has viewed the register.

The following information is provided under “processing status”:

- **Estimated no. Of hours** for the course, which are retrieved automatically from the academic planning
- **No. of hours added** when filling in the register
- **No. of remaining hours** calculated as the difference between the previous two.

The number of students who attended the 1st lesson and the mean number of attendants (Fig. 3) may also be added. This field is not mandatory for the time being.

### 1.2. How to view the activities for which the register needs to be filled in

Professors are requested to fill in a register for all activities in first- and second-cycle degree courses for which they held lessons:

- **Integrated courses**: courses in which the professor is responsible for one or more units (parts) of the same course. From an IT point of view, these activities underwent changes in the way they were organised between 2013/14 and 2014/15.
  
  - In case of integrated courses offered for the first time in A.Y. 2014/15, the professor must fill in the register for the whole integrated course but for a number of hours equal to those of the lessons held by them.
  
  - In case of integrated courses offered before that year, the professor will only see the course unit for which they held lessons.

- **Activities by group**: each professor shall fill in the register only for their part/group

- **Borrowed activities**: there is only one register and it must be filled in only for the activities offered and not for those borrowed.

### 2. How to manage groups of students

The system offers the possibility of registering teaching activities done with different groups of students (e.g. training exercises/labs).
Groups can be managed only by the professor who is in charge of the teaching activity. Once they have added the groups, they will be seen by the system and may be used by other professors who also carry out teaching activities for the same course.

To access this possibility, please click on the icon \( \text{Managing student groups} \) on the registry detail page (fig. 3).

In the new page (fig. 4) a description for each of the groups involved in the teaching activity may be added.

![Register Detail](image)

**Figure 4: Adding groups of students**

After adding the description, click on “Save”. After the first group is saved, the “add” button will appear to give you the possibility of adding other groups.

Click on “Exit” to go back to the previous page.

⚠️ **PLEASE NOTE**

- Groups may be cancelled only if they are NOT involved in any activity listed on the register.
- The professor may manage groups at any moment when filling in the register, provided the register is in DRAFT status: it is not necessary to add the groups before adding the activities.

### 3. How to add and manage an activity

To add a new activity to the register, click on the following icon \( \text{Add new activity} \) on the detail page (figure 3). The following window will appear.
Figure 5: Adding a teaching activity

To add lesson, training exercise, lab, practical lesson details, you must fill in the following fields:

- **Date**, added in the following format (dd/mm/yyyy), or by selecting it from a pop-up calendar which appears by clicking on the date field;
- **Actual starting and ending time**, which can be selected thanks to specific drop-down menus. They must state the actual lesson time (e.g. 9.15-10.00);
- **No. Of academic hours**, only full hours may be added. An academic hour corresponds to at least 45 minutes of teaching activity. This field is mandatory and it is necessary to calculate the number of teaching hours actually done.
- **Type of activity**, which may be selected from a drop-down menu with the following options:
  - lesson,
  - lab,
  - training exercise,
  - seminar,
  - practical lesson;
- **Topic**: this field can contain up to 255 characters and it is mandatory. The lesson topic must be added here,
- **Long description**: it must be filled in only if the topic field is not long enough; this field supports up to 2,000 characters and it is optional,

- **Name of possible substitute**: please add the name of the teacher who did the activity if different from the teacher officially in charge of the course/register.

- **Together with**: this field appears only if more professors are listed for this course. The professor also present must be selected when the lesson/training exercise/lab was carried out by the professor filling in the register together with the professor also present.

**PLEASE NOTE!**
If an activity is carried out by more professors at once, all professors must fill in the register using the same information.

The system also shows the groups of students the professor previously added for a specific activity. Each group has a specific option to be selected when the group was involved in the activity being added to the register.

To complete the activity and enter it into the system, click on Save (the “Save and add” button is to save the date inserted and use the same window to add a new activity).

After an activity has been added successfully, it is shown on a list on the main register page. Each activity may be modified by clicking on the icon next to the activity ; and it can be removed by clicking on the following icon .

![Figure 6: How to modify or remove one or more activities](image)

The “Remove activity” link makes it possible to remove multiple activities at once. The system will show a mask thanks to which all (by clicking on “Sel.”) or some activities (by ticking specific activities) to be cancelled may be selected at once (Fig. 7).

After selecting the activities, they may be removed by clicking on the “Remove selected activities” button which is under the activities to be removed.
Figure 8: Mass removal of activities

Several activities may be removed at once so the user will be prompted to confirm their selection before proceeding with their removal.

WARNING!!! The selected activities will be removed, click on “Confirm removal” to complete the procedure.

Figure 8: Confirm mass removal

Mass removal is useful if the wrong Excel file was imported or if the file was imported for the wrong academic year.

3.1 How to manage absences

All teaching hours must be done completely as planned. If the lesson is not held due to:

- force majeure (e.g., students’ strike, rooms unfit for use, etc.): please add the hours not done specifying in the topic the reasons why the lesson wasn’t held. This must also be repeated in the notes.

- personal reasons:
  - In case there is a substitute professor – please specify the name of the professor replacing you. (these hours will be taken into account and added to the teaching hours done specifying they were done by a professor replacing you).
  - In case the lesson is not held, the hours not done must not be added.

3.2. How to fill in the register using an Excel file
It is possible to use a specific *Microsoft Excel* file which is properly formatted to import automatically all the activities done.

To get the template to be used in Excel, you need to click on **Export register information**: a properly formatted Excel will be generated. It can be filled in with the information on the lessons.

To import the information added to the Excel file in Uniweb, please click on **Import register information**. A new page will open. To import the Excel file already filled in, click on “Browse”.

![Import Excel file](image)

**Figure 9: Import Excel file already filled in.**

**PLEASE NOTE:**

1. You must not change the structure of the Excel file: the first lines where the information on the teaching activity is stated must not be cancelled. You may only add data in the section about adding activities,

2. If the Excel file is imported more than once, the data will not be overwritten, but duplicated;

3. If the Excel file is imported, the system will not display warning messages connected with checking whether the semester in the file is the same as the one present in the academic year the file is being imported into.

**3.3. Adding notes**

The general information of the lesson register includes the “Notes” field in which the professor may write comments next to the activities added.

Reasons explaining absences, even if due to force majeure, must be written in this field.
**Figure 10: Adding notes**
4. Printing or digitally signing the teaching register

Starting with academic year 2016/17 the possibility of digitally signing registers was introduced, so all professors with a digital signature issued by the University will have to digitally sign the teaching register.

If the professor hasn’t been issued with a digital signature yet, they may print the register as a hard-copy and hand it in to the Department of their Degree Course.

The system offers two different possibilities to print the register: draft printout and official printout.

4.1. Draft printout

The draft printout (unofficial) can be generated at any moment and any state the register is in. It’s useful to check the information added to the register.

This procedure generates a pdf file which may be printed to check the register. This feature is available also for professors who will sign the register digitally.

To generate this printout, on the register detail page, click on the following icon.

The following window will then appear:

![Draft printout]

**Figura 11: Draft printout**

Click on to view or print a pdf file with all the information added to the register.

4.2. Digital signature or official printout

After the register switches to “verified” status, click on the following link to open the page in which the register can be signed or printed.
If the professor has not been given a digital signature, the following page will be displayed.

![Image of official printout choice]

**Draft printout**
Click on this icon to print an unofficial document for personal use, useful to check the information entered in your teaching register. Such printout does not modify the status of the register.

**Official printout**
Click on this icon, available only when the status of the register is “Verified”, to generate an official printout to deliver to the qualified office. This procedure automatically changes the status of the register from “Verified” to “Printed” and it prevents any further changes to it. Warning, this procedure, if completed, cannot be undone.

**Figure 12: Official printout**

To generate the official printout, you need to click on 📑 under the Official printout section. This operation CANNOT BE UNDONE as it finalises the register and it prevents any further changes to it.

If the teacher has a digital signature, the following window will appear instead. From here the professor can then sign the register.
Figure 13: Digital signature of the register

By clicking on the following icon the professor may use their digital signature. The following page will be loaded to check once again the activities added thanks to a series of previews.

Figure 14: Step 2 – signing the register

You may proceed to digitally sign the register. By clicking on “Sign” the infocert page to digitally sign the register will be loaded.
Figure 15: Page to digitally sign the register

The system will always give you the possibility to check the information entered in the register also in case of digital signature.
6. Approving the register

The register will be viewed by the Director of the Degree Course and must be approved by the Director of the Department of the Degree Course, who will be able to view it online.

A register has been approved if:

- a blue flag appears under Status in the list of registers (fig. 17)
- the status appears as “Approved” on the register detail page (fig. 18).

Figure 16: Viewing the digitally signed register

Figure 17: List of registers
Figure 18: Register detail