



**UNIVERSITÀ  
DI PARMA**

Centro Servizi E-Learning e  
Multimediali di Ateneo

## Student's Guide A.A. 2021/2022

How to join a «team» on MS Teams



## Premise:

This guide is designed to help students find links to follow the online lessons on Microsoft Teams platform quickly and easily, and to find the teaching materials that each teacher will make available.

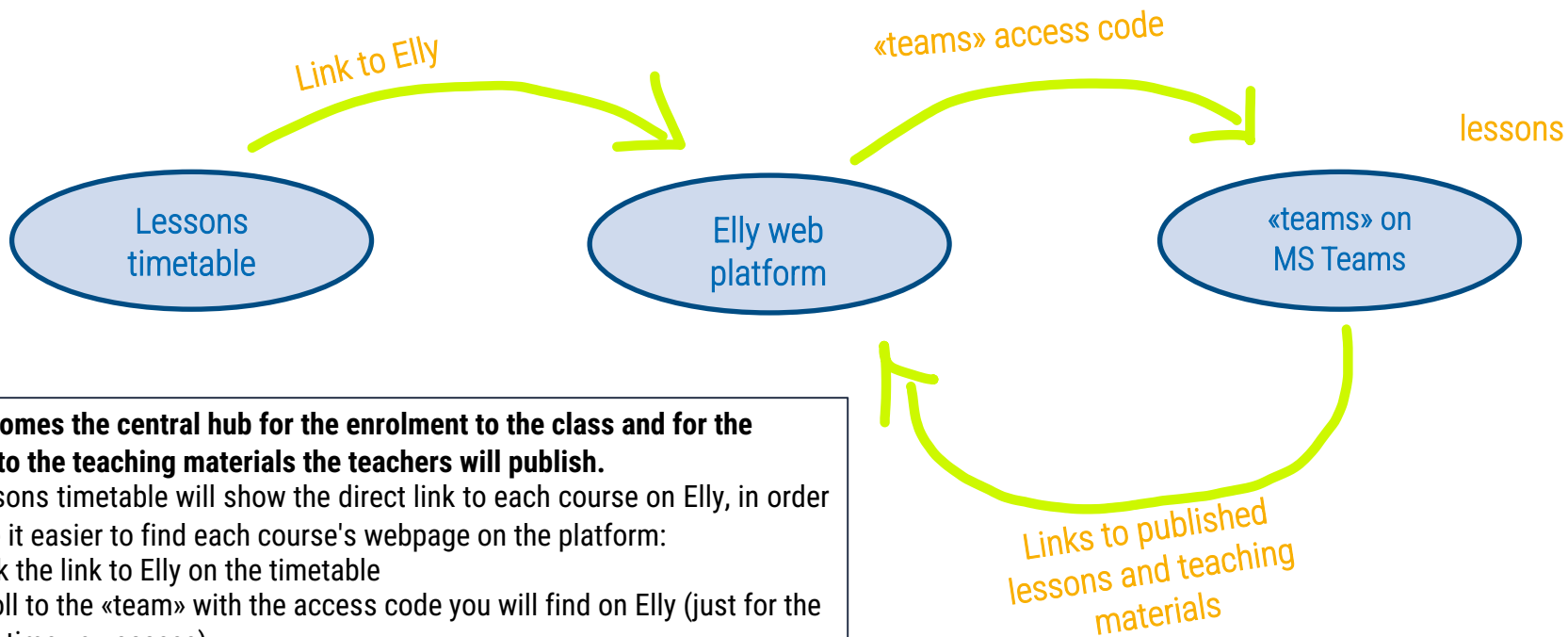
## Guide index:

1. Logging in to Elly to get the «team» access code
2. Logging in to Microsoft Teams and joining the «team» with the access code
3. Attending the courses



**GOAL:**

**Facilitate navigation and access Elly web pages and «virtual classrooms»**



**Elly becomes the central hub for the enrolment to the class and for the access to the teaching materials the teachers will publish.**

The lessons timetable will show the direct link to each course on Elly, in order to make it easier to find each course's webpage on the platform:

1. Click the link to Elly on the timetable
2. Enroll to the «team» with the access code you will find on Elly (just for the first time you access)
3. Get your direct access to the «team» (from the second time on)

# 1. Logging in to Elly to get the “team” access code

Every student will find the direct link to the course on the Lessons timetable, in order to access the Elly course page.

1. Click the link to Elly on the timetable
2. To access the content, login to the Elly portal with your login credentials

Non sei collegato.

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ATENEO + ALTRI ELLY + SUPPORTO + Italiano (it)

Accedi con credenziali di Ateneo  
per studenti/docenti UnIPR

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Username Password LOGIN

Username Password LOGIN

Ha dimenticato la username o la password? [Richiedi username](#)

LOGIN COME OSPITE

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**Use your login credentials  
(see next slide)**

Users who browse the Elly portal without using the link can just search for the chosen course among the sections: Bachelor's degrees, Master's degrees and Single Cycle degrees, and then in his/her own curriculum.

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LAUREE TRIENNALI

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Conferma

Metodo degli Elementi Finiti nella Progettazione Meccanica

Insegnamento PRIVA.1

Insegnamento PRIVA.2

Insegnamento PRIVA.3

# 1. Logging in to Elly to get the “team” access code – UNIVERSITY CREDENTIALS

University credentials are the one you already use to access the University student career management information system (ESSE3: <https://unipr.esse3.cineca.it>). More specifically:

- If **you have already completed the enrolment process**, your University credentials will look like [firstname.lastname@studenti.unipr.it](mailto:firstname.lastname@studenti.unipr.it), and this will also be your institutional e-mail address.
- If **you haven't completed the enrolment process yet**, your University credentials will be the code number that you got while following the enrolment process on ESSE3 information system (like *e.g.*: 10178451 )<sup>\*</sup>, or the guest address (for example: 10178451@guest.unipr.it).

## PLEASE NOTE:

Even though it is possible to **enter Elly platforms** with each kind of University credentials (firstname.lastname, code numbers and «guest»), to be able to **join TEAMS and to join the teaching class teams** you can't use code numbers. You will need the [firstname.lastname@studenti.unipr.it](mailto:firstname.lastname@studenti.unipr.it) or the guest address (10187723@guest.unipr.it).

## How to get GUEST credentials:

\* So, if you only have a code number (like 10178451), in order to access MS Teams and to enter Elly platforms, you will need to “upgrade” your access code number, in order to get the «guest» address. You can do it with the “Assumi username @guest.unipr.it” applet, available at <https://www.idem.unipr.it/secure/cambiouserguest>

# 1. Logging in to Elly to get the “teams” access code

The first time you enter the courses webpage, self enrolment is required: click on «sign me in» (iscrivimi). From the second time on, you will be able to access the course webpage immediately.



**Please note:** Some teaching courses could require a password (registration key/chiave di iscrizione), if the teacher has set it. If it is needed, you will have to send an e-mail to your teacher to ask for the password.

# 1. Logging in to Elly to get the “class team” access code

You will find the **registration code**, (highlighted) posted by the teacher on the course webpage. It will enroll you in the class team, where you can attend online lessons. The following one is **an example** of an highlighted post:

The screenshot shows a webpage from the University of Parma. The page title is "METODO DEGLI ELEMENTI FINITI NELLA PROGETTAZIONE MECCANICA". Below the title, there is a section titled "ISTRUZIONI PER L'ACCESSO AL TEAM PER LE LEZIONI ONLINE". Under this section, there is a highlighted box containing the registration code "1c0v9ap". A green arrow points from a text box on the left to this code. The text box on the left says "COPY THE REGISTRATION CODE YOU FIND IN EACH TEACHING WEBPAGE".

**Please note:** In order to facilitate access and management of the «class team», it is important for you to follow the instructions carefully. After the first login with the registration code provided by the teacher, you will be able to enter the «class team» just by clicking the access link below, since the registration code has certified your enrolment to the online classes.

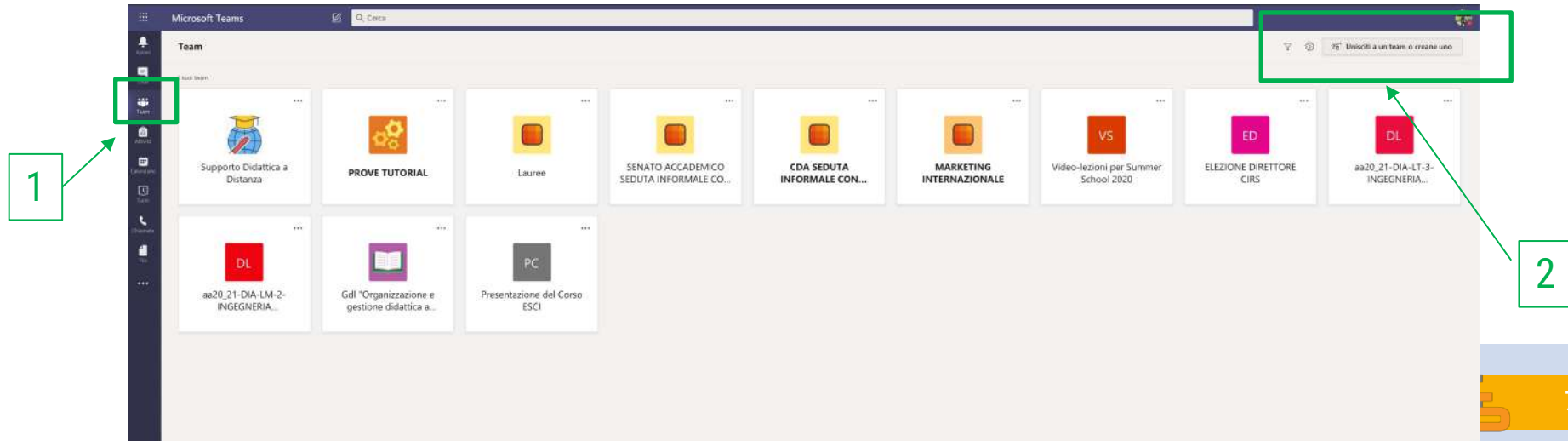
**Important:** If you can't find the instructions on how to access your online classes team, **e-mail your teacher.**

## 2. Logging in to Teams and joining the “team” with the access code

After copying the code, log in to Microsoft Teams

(the STUDENT's guide on how to install and use of MS Teams is available in the Student's LEZIONI ONLINE section, here: <http://selma.unipr.it/didattica-online/>)

1. Select the «Team» icon in the sidebar on the left.
2. Click on «Join or create a Team» («Unisciti a un team o creane uno»), at the top right corner.

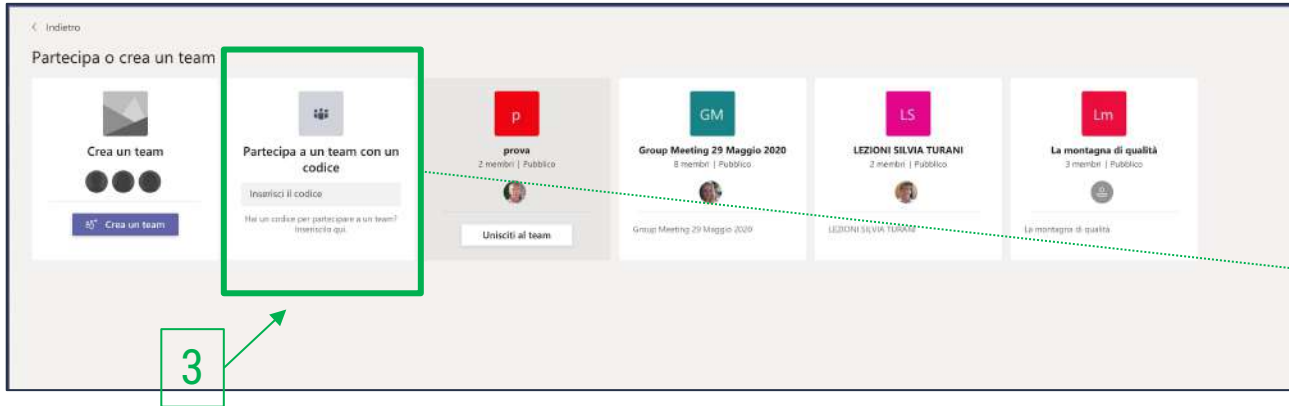




## 2. Logging in to Teams and joining the “team” with the access code

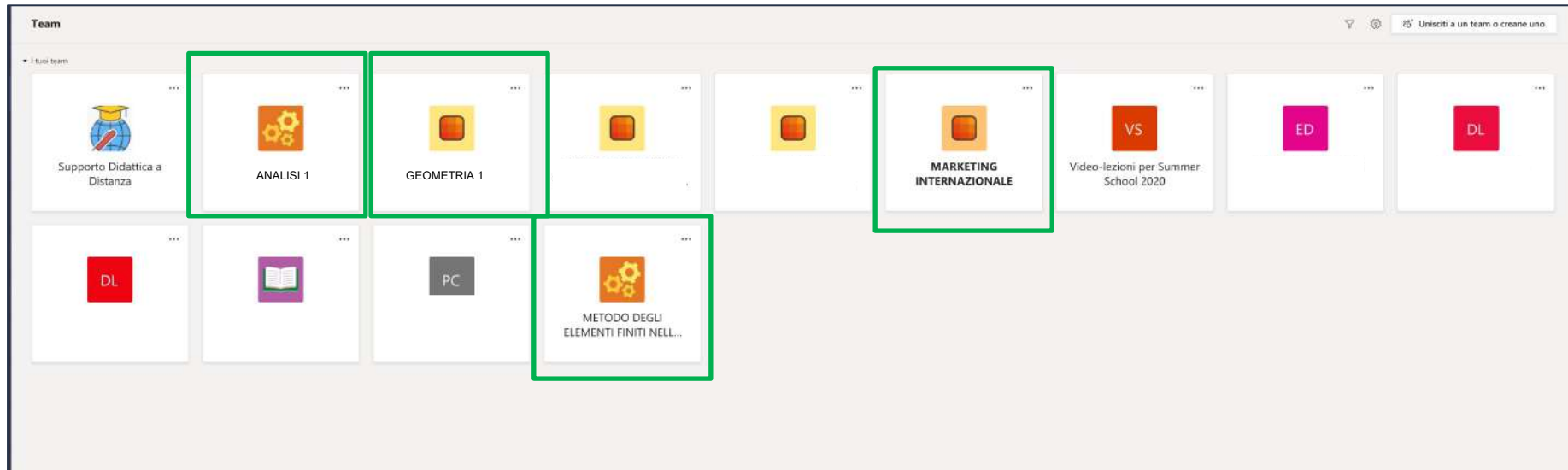
3. Click on «Join a Team with a code» («Partecipa a un team con un codice»)

4. Enter the code you copied from the course page on Elly portal



## 2. Logging in to Teams and joining the “team” with the access code

*From that moment on you are a member of the «class team» and are able to access the team again without entering the code, just by clicking the access link you find on Elly or in the Team section of your app, where you can find the «class teams» of all the courses you chose:*



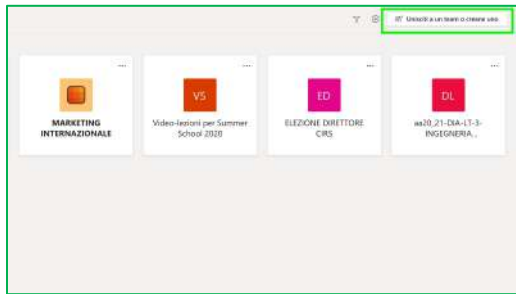
**Please note:** The process described in slides 3 to 8 needs to be repeated for every single course you follow.

## 2. Joining a public Class Team

(no access code required)

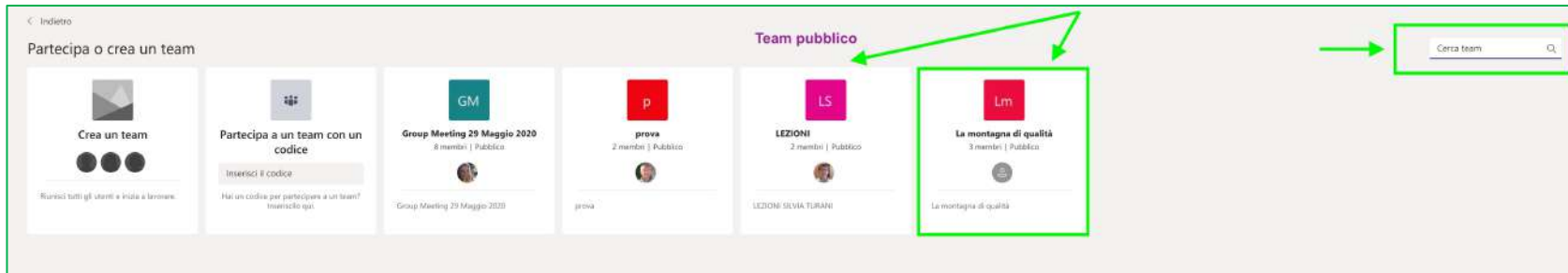
Some teachers can choose to leave the access to their course open. If so, the access is even simpler:

1. Click on «Join or create a Team» («Unisciti a un team o creane uno»), at the top right corner:



**Important:** If you can't find the instructions that explain whether the «class team» is public or not, or the courses name you should search for, **ask your teacher via e-mail.**

2. Select the Team, if present, or search for it in the Search bar:



### 3. Attending the classes

The nature of this guide is exclusively technical. It was designed to illustrate the main steps for students to access the Teams and Elly pages of the courses.

For everything concerning the organization and the rules for attending the courses in a.y. 2021/2022, the reference is represented by the decisions of the University Bodies, that will be updated during the a.y. according to the evolution of the pandemic and the current legislation.

**Thank you for your attention**



**Any questions?**

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or

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