Bachelor's Degree Course
GLOBAL STUDIES FOR SUSTAINABLE LOCAL AND INTERNATIONAL DEVELOPMENT AND COOPERATION (GLOBALS)

EDUNEXT Project

Vademecum for the Course Teachers

1. Teaching materials and course organization

- All video lesson recordings and e-tivities must be made available to students at the beginning of the course and simultaneously.
- All materials used during the course must be uploaded and made available on the platform:
    - or presentations;
    - or slide;
    - or supplementary materials;
    - or articles;
    - or texts used during in-person lessons;
    - or handouts;
    - or any multimedia or in-depth resources.
- It is also strongly recommended to indicate an additional bibliography for further information, including:
    - or scientific articles;
    - or book chapters;
    - or wise men;
    - or recommended texts;
    - or other useful resources.
- Each teacher is required to publish the weekly reception hours promptly on his or her personal page, so that it is easily available to female students and students of the Course who need an individual comparison.
- Teachers are required to complete the syllabus according to the instructions and guidelines provided by the Course of Studies/Edunext.
- It is important to limit the number of e-tivities, while ensuring meaningful activities consistent with the training objectives.
- Students must be given adequate time to complete the activities, in line with Edunext's time calculation:
    - or for example, for an essay of no less than 3 hours of estimated work;
    - or similarly for quizzes, project works, discussions or other activities.

2. Online/in-person learning

- For the first semester of the first year, the current structure of teaching is confirmed, with the first module delivered online and the second in presence. However, teachers are asked to organize an in-person lesson at the beginning of the teaching period, aimed at knowledge mutual with the students, at the presentation of the course organization and at the illustration of the role of the disciplinary tutors during the online teaching phase.

- It is also recommended to encourage students to contact teachers, by email or during reception, if difficulties or problems emerge during the course of teaching activities.
- In-person teaching is organized in intensive mode, generally in 4-hour blocks.
- During in-person meetings, teaching is recommended:
    - or more interactive;
    - or laboratory;
    - or participatory;
    - or less focused on the frontal delivery of content already available online.
- Meetings can be used to:
    - or discussions;
    - or further information;
    - or group work;
    - or practical applications;
    - or clarification of doubts that arose during individual study or virtual classrooms.

- It is still possible to resume or clarify topics if students still have difficulties or unresolved questions during activities online.

Verification of the use of video lessons

- Before starting in-person activities, it is necessary to ensure that students have actually viewed the assigned video lessons controlling the progress of e-tivities.

3. Open Badge

Open badges can be acquired through:

1. the performance of e-tivities only, monitored and evaluated by the tutor together with the teacher;

or, e-tivities plus

2. specific dedicated activities, such as:

    - or test;
    - or project work;
    - or processed;

Important indications

- The activities required to obtain open badges must be carried out:
    - or by the students attending;
    - or be it from non-attendants.
- It is essential to remind students that:
    - or without obtaining the open badges it is NOT possible to take the final exam that awards the Milestone Badge.
- Students must enroll:
    - or on the Edunext platform for obtaining open badges and milestone badges;
    - or at the same time also on Esse3 for the verbalization/examination.

4. Final cluster examination

- The final exam should be designed as a single cluster exam.
- It is therefore necessary to avoid separate exams per single module.

Recommended format

One modality that has proven effective consists in the development of:

- an individual or group project, sent to the teacher at least one week before the exam itself and subsequently presented during a final interview.

During the interview:

- the referents of the different modules can ask questions starting from the project;
- the questions (and therefore the teachers involved) may vary from candidate to candidate;

- each teacher can delve deeper into aspects related to their module.

Of course, teachers are free to propose other organizational solutions, as long as:
- the exam remains unitary;
- the evaluation is consistent with the cluster structure.

5. Organization of examinations

- Day, place and time of exams must be:
    - or agreed internally by the commission;
    - or subsequently communicated to Mr. Feola for publication on the site.
- Exam dates must be published well in advance, so that students can organize themselves properly.

6. Recuperating lessons/exams

- Any recoveries must be managed independently by individual teachers.
- Teachers must:
    - or book classrooms directly; on EasyRoom (see attached usage guide).
    - or carefully check that you do not create overlaps with other activities of the Course of Studies.
- If it is not possible to book the Edunext classroom of the Feroldi Building directly, please contact Mr. Pierluigi Maestri.

7. OPIS and communications to students

- Before finishing lessons it is important to explain to students:
    - or how to correctly compile OPIS;
    - or the importance of the compilation for the purpose of improving teaching quality.
- It is also important to remember periodically:
    - or how to register for open badges and milestone badges;

    - or deadlines;
    - or the requirements necessary for access to the final examination.

8. Role of the teacher and tutors

- Although tutors manage many operational and organizational activities, responsibility for the course remains with the teacher.
- The teacher must:
    - or supervise the work of tutors;
    - or monitor the progress of the course;
    - or check the quality of the activities carried out;
    - or intervene directly in case of critical issues or problems.

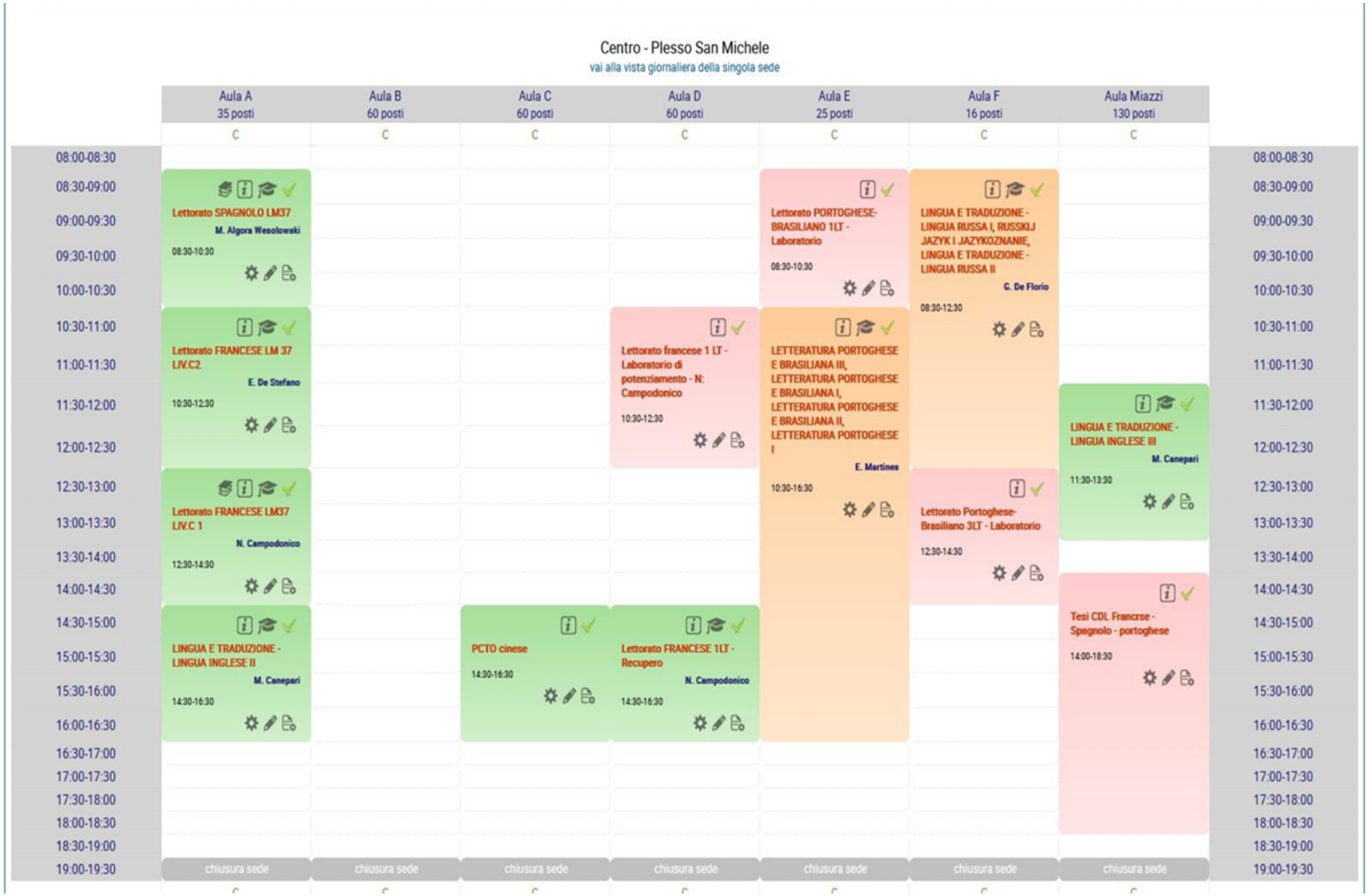
For further operational details, reference should be made to the Edunext Guide prepared and shared by the SELMA Centre.

Annex 1: Operating Instructions Using Easy Room

Select the date ONLY after checking the availability of classrooms and the absence of overlap with other mandatory lessons or exams, not you can enter an event that overlaps with a mandatory lesson or exam.

Easyroom link:
https://easyroom.unipr.it/index.php?page=6scontent=view_prenotazionisvista=daysgroup=23s_lang=itsparentID=211sentryID=213

Log in and select 'Space Reservation'


Centro - Plesso San Michele
vai alla vista giornaliera della singola sede
Aula A 35 posti
Aula B 60 posti
Aula C 60 posti
Aula D 60 posti
Aula E 25 posti
Aula F 16 posti
Aula Miazzi 130 posti
C
08:00-08:30
08:30-09:00
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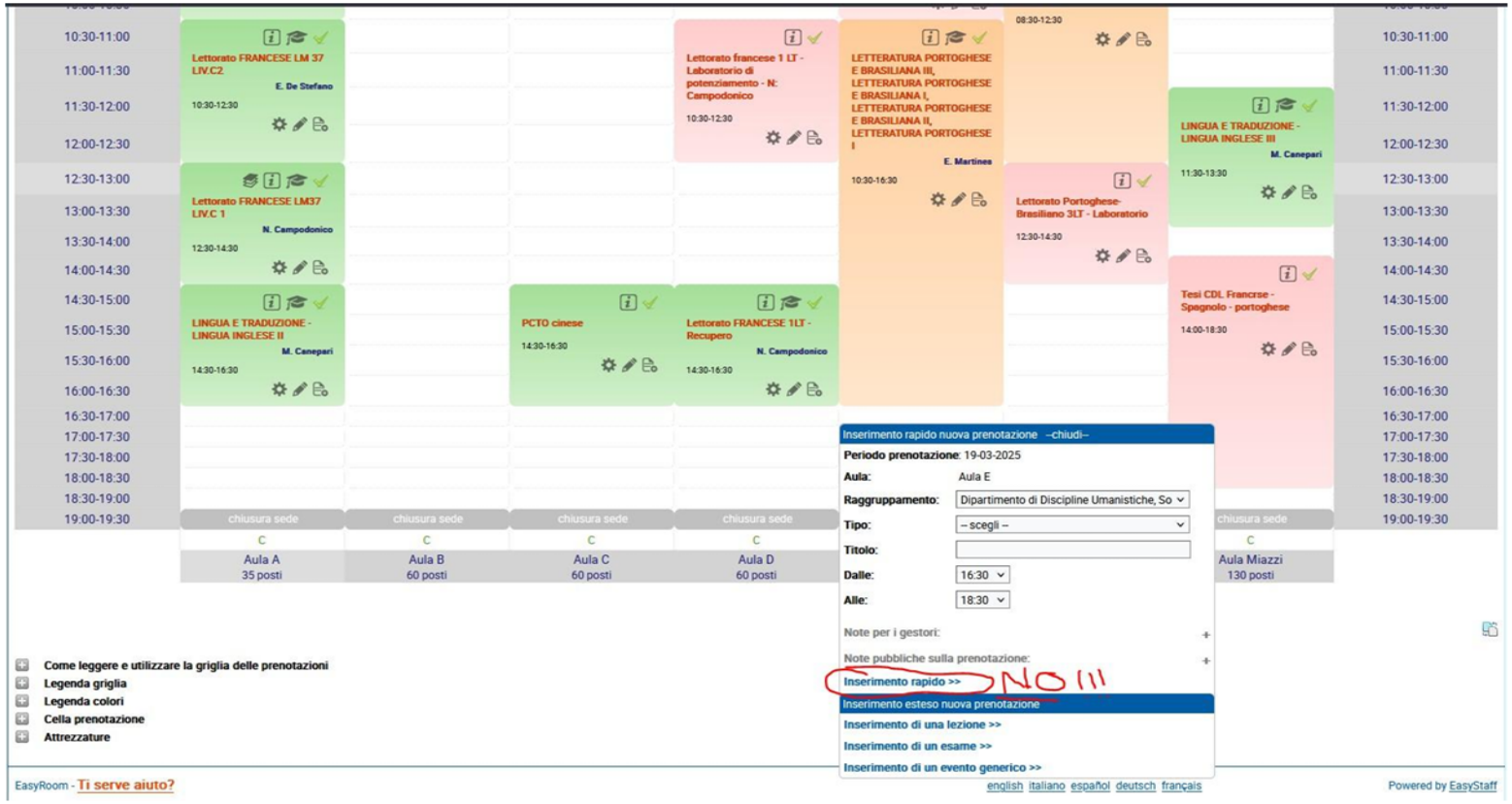
16:30-17:00
17:00-17:30
17:30-18:00
18:00-18:30
18:30-19:00
19:00-19:30
Lettorato SPAGNOLO LM37
M. Algora Wesolowski
08:30-10:30
Lettorato FRANCESE LM 37 LIV.C2
E. De Stefano
10:30-12:30
Lettorato FRANCESE LM37 LIV.C 1
N. Campodonico
12:30-14:30
LINGUA E TRADUZIONE - LINGUA INGLESE II
M. Canepari
14:30-16:30
PCTO cinese
14:30-16:30
Lettorato francese 1 LT - Laboratorio di potenziamento - N: Campodonico
10:30-12:30
Lettorato FRANCESE 1LT - Recupero
N. Campodonico
14:30-16:30
Lettorato PORTOGHESE-BRASILIANO 1LT - Laboratorio
08:30-10:30
LETTERATURA PORTOGHESE E BRASILIANA III, LETTERATURA PORTOGHESE E BRASILIANA I, LETTERATURA PORTOGHESE E BRASILIANA II, LETTERATURA PORTOGHESE I
E. Martines
10:30-16:30
LINGUA E TRADUZIONE - LINGUA RUSSA I, RUSSKIJ JAZYK I JAZYKOZNANIE, LINGUA E TRADUZIONE - LINGUA RUSSA II
G. De Florio
08:30-12:30
Lettorato Portoghese-Brasiliano 3LT - Laboratorio
12:30-14:30
LINGUA E TRADUZIONE - LINGUA INGLESE III
M. Canepari
11:30-13:30
Tesi CDL Francrse - Spagnolo - portoghese
14:00-18:30
chiusura sede

+ **Never use the "Quick Insert" function.**

- **Lesson Insertion → to schedule a lesson.**
- **Inserting Exam → to schedule an exam.**
- **Insert Generic Event → to schedule: conferences, graduation sessions, workshops, enhancement activities (PCTO) or others events not classifiable as a lesson or exam.**

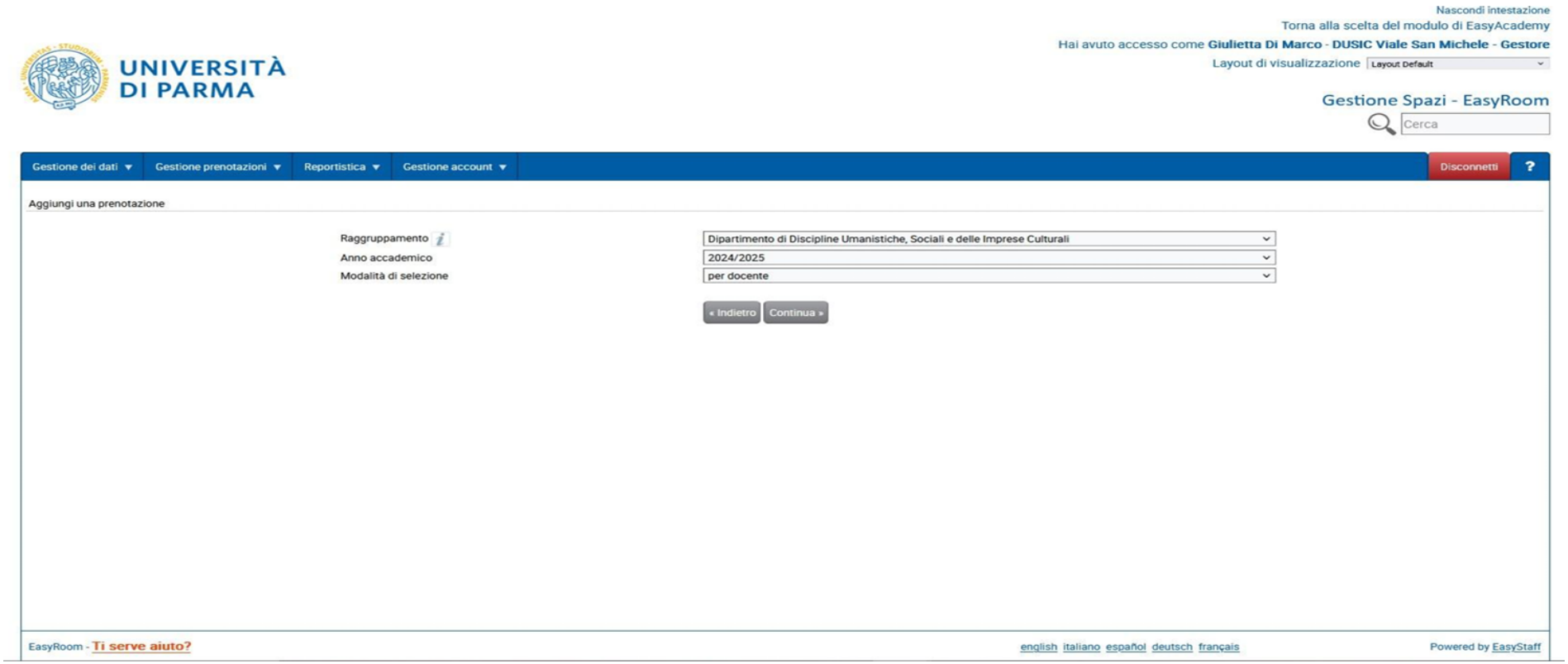


EXAMPLE LESSON INSERTION (THE OPERATIONS DESCRIBED BELOW
THEY ALSO APPLY TO THE INCLUSION OF GENERAL EXAMS AND EVENTS)

in the group, select our Department with the curtain;

in the academic year, select the current academic year with the drop-down menu;

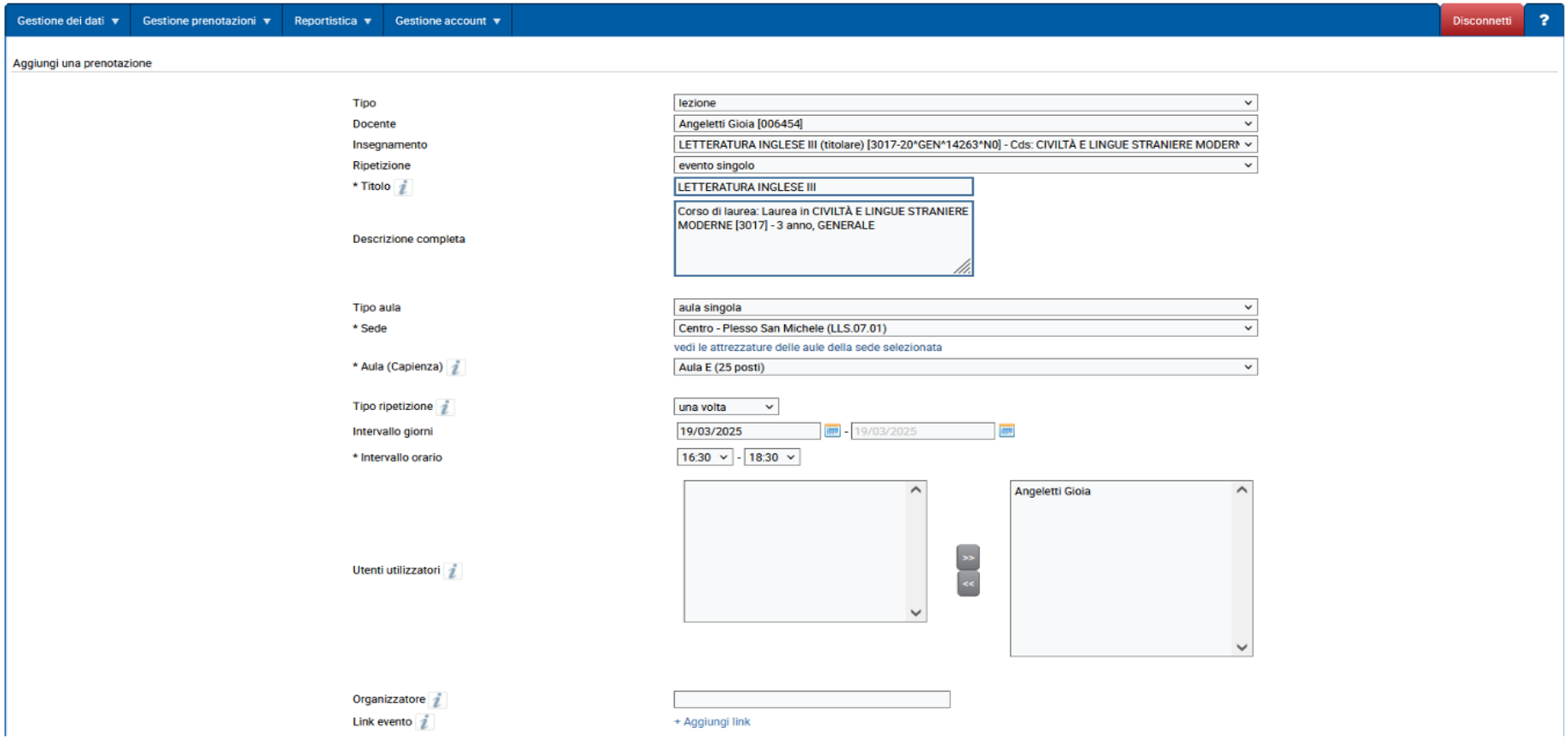
in selection mode, select with the curtain ALWAYS FOR TEACHER AND NEVER FOR DEGREE COURSE; CLICK CONTINUE TO CONTINUE



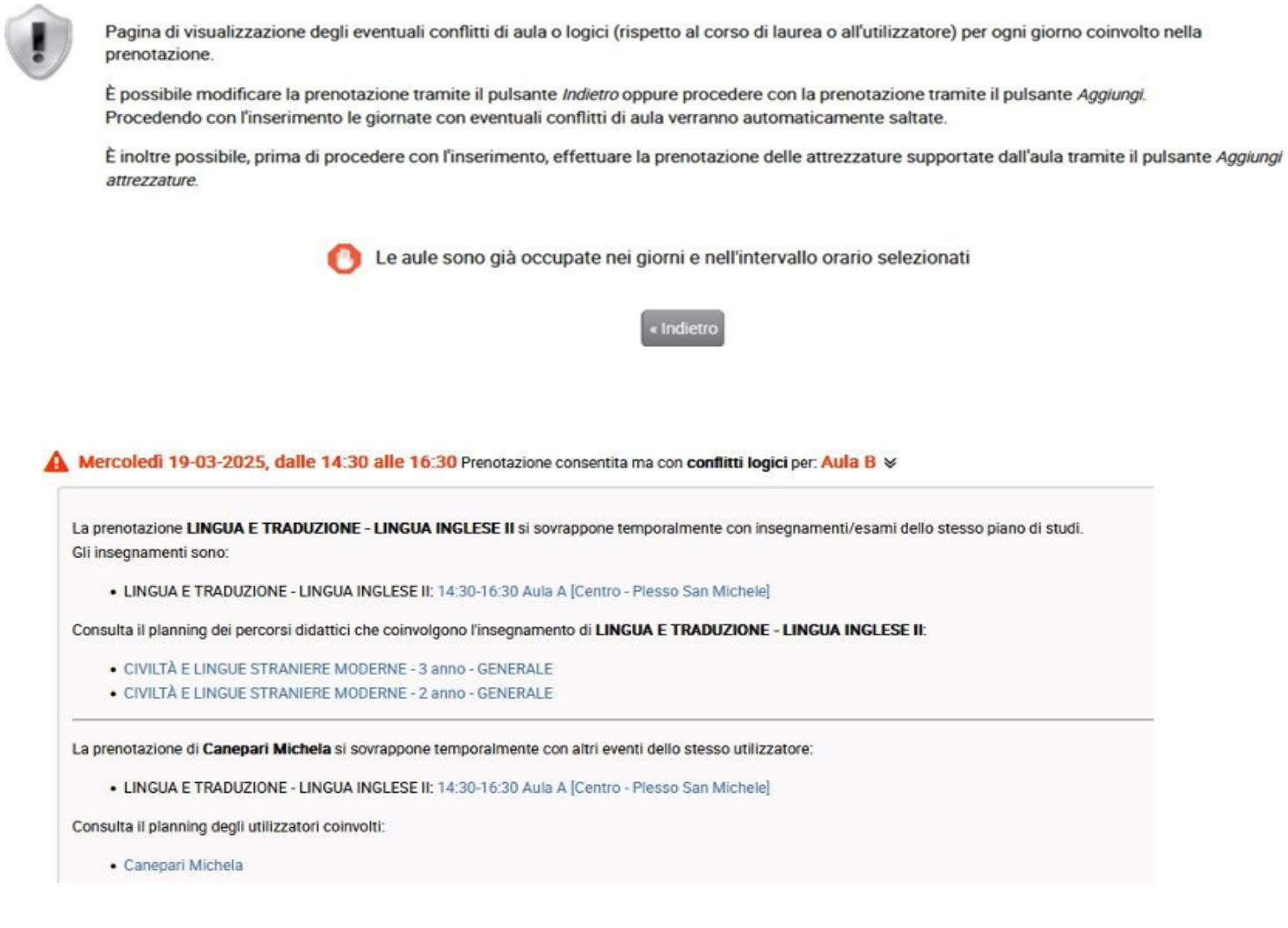
INSERTION LESSON

DATA TO BE SELECTED MANDATORY: TEACHER; TEACHING;

After checking the correctness of the selected data scroll down and click forward to continue



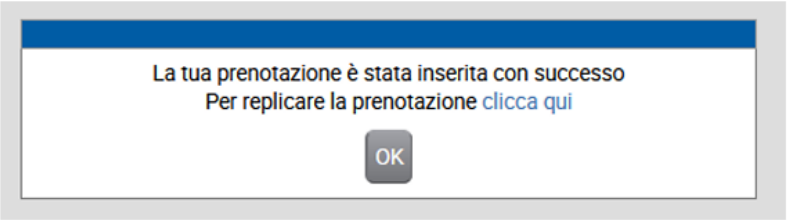
At this point the program reports any overlaps or occupied classrooms with the following warnings



If no overlaps or conflicts are detected, the following confirmation message will appear in green. **At this point it is possible proceed by clicking on "Add".**



La richiesta di prenotazione verrà quindi inviata a Massimiliano Feola per la conferma.
Per completare l'operazione, selezionare **"OK"**.



Once the reservation has been confirmed by Massimiliano Feola, you can check the correct Event registration by accessing EasyRoom.

Look for the inserted event **and check that the 'touch' symbol appears next to the teaching title (🎓) This indicates that the event is correctly associated with a teaching.**

In the case of generic events, such as PCTO, the touch **will not appear** because **the event is not related to a teaching.** In these cases**, it is strongly recommended to include the name of the teacher.**

Warning: The lack of a touch symbol means that the event will not be displayed in the Student Agenda nor on the Unipr Mobile App.



As for **exams**, it is equally important to always **associate the event with both the teacher and the teacher**. Alone so students will be able to view the exam in the **Student Agenda and on the Unipr Mobile App.**

Caution: If the touch symbol does not appear during the exam entry, the event **will not be visible** neither in the Student Agenda nor on the Unipr Mobile App. However, students will still be able to view the appeal on Esse3 and register, **provided that the appeal has been correctly communicated to the Mr. Feola.**

For any request for changes relating to classrooms or timetables, it is necessary to inform Mr Feola, placing the President of Corso and the Teaching Secretariat under CC (globa.studies@unipr.it).

This guide is intended as a synthetic and practical support. For more detailed instructions please recommends viewing the video made by the Deputy Director of the DUSIC Department, Professor Luana Salvarani, available at the following link:

https://univpr-my.sharepoint.com/personal/luana_salvarani_unipr_it/_layouts/15/stream.aspx?id=%2Fpersonal%2Fluana%5Fsalvarani%5Funipr%5Fit%2FDocuments%2FRegistrazioni%2FRiunione%20con%20Luana%20SALVARANI%2D20240215%5F122621%2DRegistrazione%20della%20riunione%2Emp4Cnav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0Cct=1742387702241Cor=OWA%2DNT%2DMailCcid=41f52b26%2D4922%2D1857%2D8b54%2D5afb33b6a518Cga=1CLOF=1Creferrer=StreamWebApp%2EWebCreferrerScenario=AddressBarCopied%2Eview%2Ed546c65f%2Dc1ea%2D4717%2D9b5c%2Db9d358779a7f