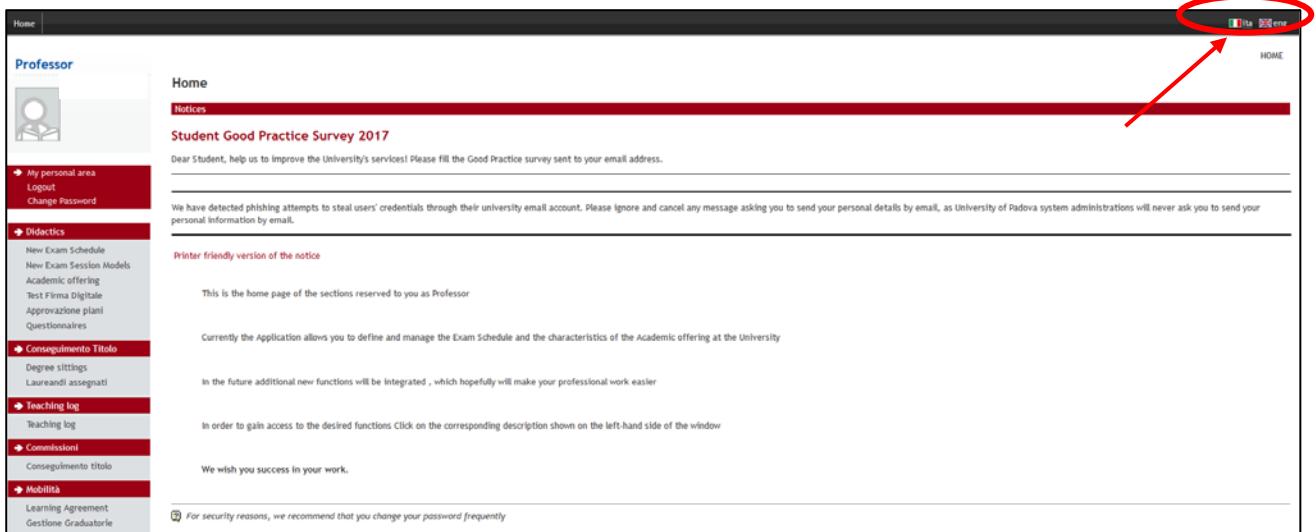
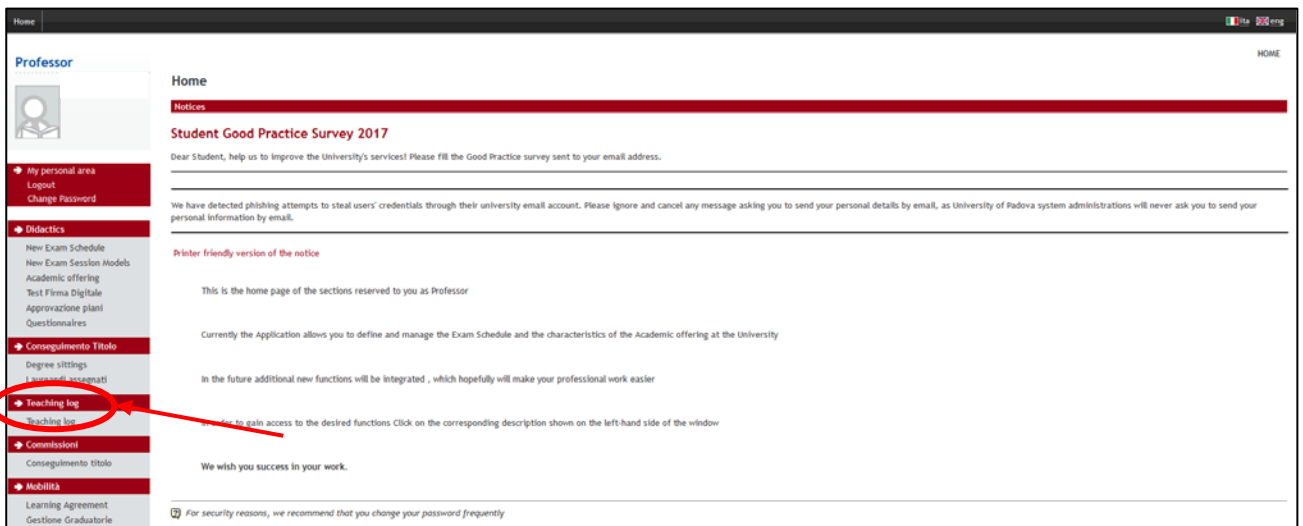


INTRODUCTION

Go to www.uniweb.unipd.it and login with your credentials (name.surname@unipd.it and your password).
Select ENG from the top right of the page.



Choose “Teaching log” from the left menu, and then click on “Teaching log”.



In the first screen, you see the list with all the teaching logs that you can fill in for the current academic year. Check the academic year selected from the drop-down menu.



Professor Home - Teaching log

Teaching log



WARNING: Only the teaching log of the activities of the first and second cycle degree courses (Laurea e Laurea Magistrale) must be completed.

Academic year of educational offer: 2017/2018

List of the teaching logs

Teaching activity [code]	Degree course [code]	Group	Hours	Period	Status
 ECONOMIA E POLITICA FORESTALE - [AVP3051410]	TECNOLOGIE FORESTALI E AMBIENTALI [AG0059]	LEGNARO (PD)	64	Secondo Semestre	?
 VALUTAZIONE ECONOMICA DEI BENI E SERVIZI FORESTALI - [AGH1030970]	SCIENZE FORESTALI E AMBIENTALI [AG0062]		64	Primo Semestre	v

There are two icons in the list:

-  with this icon you can display and modify the teaching log's information, only if you have not print it yet
-  the icon that represents the teaching log status could be of three colours:
 White flag – *status draft*
 Red flag – *status definitive*
 Blue flag – *status approved*

Click on the first icon to organise the teaching log of a single didactic activity.

“Teaching log detail”: if more than one professor is associated to the same didactic activity, you can select other professors' names from the drop-down menu “Professor” to see his/her teaching log. You can modify ONLY YOUR teaching log.

Teaching log detail

Teaching activity [View details>>](#)

Academic year: 2017/2018

Professor: Bozza



Teaching log status: Bozza

Notes:

Attending students: in the 1st week: 70 mean number: 50

Update Cancel

Processing Status:
 scheduled hours 64
 entered hours 58
 remaining hours 6

 Print or sign your teaching log
 Managing student groups

Teaching log information

Enter new activity Export teaching log information Import teaching log information Delete activity

In the window “*Teaching log detail*” you have the following information:

- Didactic activity
- Academic year
- Professor in charge of the activity (one or more, if more than one professor is associated to the same didactic activity)
- Teaching log status
- Attending students to the 1st and 4th lecture
- Notes

The professor can modify the “*Teaching log status*” from the drop-down menu. When the teaching log is in the status:

- **DRAFT:** you can add new activity or modify activities already entered;
- **VERIFIED:** it is recommended to select this status only when you have finished filling in the teaching log, because in this status you cannot add or modify the activities. You can always go back to *draft* to modify the activities, or move on to *printed or digitally signed*;
- **PRINTED OR DIGITALLY SIGNED:** you cannot select this status from the drop-down menu but it will be assigned automatically after a print or a digital signature. This status is definitive and you cannot change it;
- **APPROVED:** you cannot select this status, but it will appear after that the Dean of the Department has approved it.

The “*Processing status*” shows the following information:

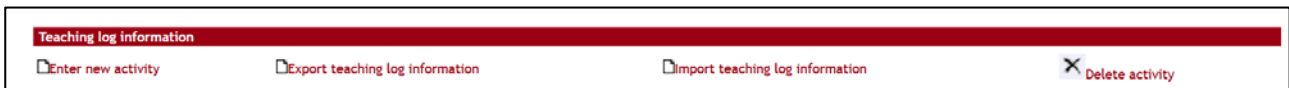
- **Scheduled hours:** hours recovered from the didactic planning
- **Entered hours:** hours entered during the compilation of the teaching log
- **Remaining hours:** difference between scheduled hours and entered hours

ACTIVITIES ON THE TEACHING LOG

You must register in the teaching log every lecture that you have taught in the framework of a didactic activity. There are different kind of didactic activities:

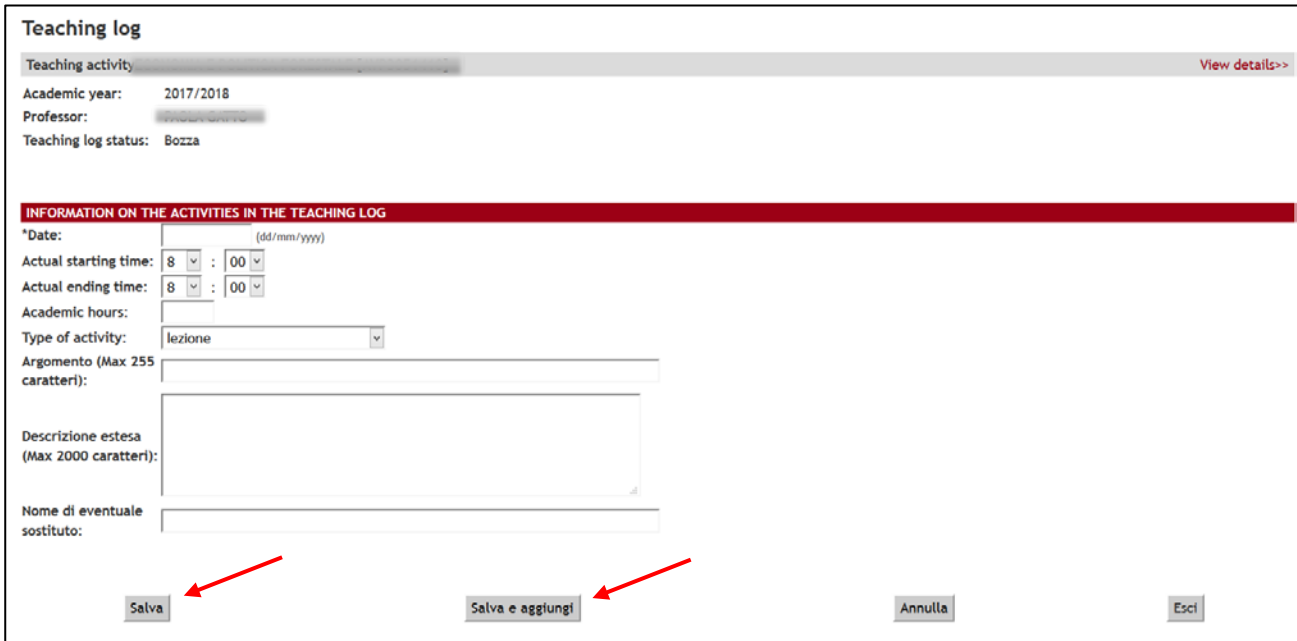
- *Integrated courses:* made up of two or more modules (parts) of the same course. Modules can be taught by one or more professors. Professors can fill in the teaching log only for their module;
- “*Attività canalizzate*” (“*channel activities*”): each teacher must fill in the log as far as he/she is concerned (only for his channel)
- “*Attività mutuate*” (“*borrowed courses*” are courses offered to students of your degree course, but provided by teacher belonging to another degree course): there is only one log to be filled by who teaches the course.

ENTERING AND MANAGING A DIDACTIC ACTIVITY



Teaching log information

To add a new activity in the teaching log select the icon : a new window will appear as follows.



Teaching log

Teaching activity: [View details->](#)

Academic year: 2017/2018

Professor:

Teaching log status: Bozza

INFORMATION ON THE ACTIVITIES IN THE TEACHING LOG

*Date: (dd/mm/yyyy)

Actual starting time: : :

Actual ending time: : :

Academic hours:

Type of activity:

Argomento (Max 255 caratteri):

Descrizione estesa (Max 2000 caratteri):



Nome di eventuale sostituto:

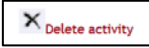
Add the required data for lecture, practice exercise, lab, etc... filling in what follows:


















- **Date:** according to the format dd/mm/yyyy or selecting it from a pop-up calendar;
- **Actual starting and ending time:** select the real hours from the drop-down menu;
- **Academic hours:** you can only insert entire hours. NB: 1 academic hours = at least 45 real teaching minutes. This field is required and permits you to calculate the teaching hours;
- **Type of activity:** the drop-down menu shows:
 - Lezione: *lecture*
 - Laboratorio: *laboratory activity*
 - Esercitazione: *practical activity*
 - Seminario: *seminar*
 - esercitazione/lezione sul campo: *practical activity (normally taught outside the didactic classrooms)*
- **Argomento – topic:** required field (max 255 characters);
- **Descrizione estesa – long description:** to be filled only if the previous field is not enough (max 2000 characters);
- **Nome di eventuale sostituto – possible substitute professor:** insert the name of the professor who have taught that lecture, if different from the course.
Note: When you participate to a lecture with another professor, every professor has to fill in the teaching log with the same information.

To finish and save the activity click on “Salva – save”. If you click on “Salva e aggiungi – save and add” you can save and enter a new activity.

After that, you can see a list of entered activities from the main window. You can modify each activity through

the icon  and delete it through the icon .

The icon  allows you to delete more than one activity together.

Teaching log information					
					
	Date	Hours	Title	Type of activity	Del
	27/02/2018	2	Introduzione al corso	lezione	
	28/02/2018	2	Matematica finanziaria	lezione	
	01/03/2018	2	Matematica finanziaria	lezione	
	06/03/2018	2	Matematica finanziaria	lezione	
	07/03/2018	2	Matematica finanziaria	lezione	
	08/03/2018	2	Matematica finanziaria	esercitazione	
	20/03/2018	1	Quiz di calcolo finanziario in Kahoot	esercitazione	

MANAGING MISSING LECTURES


Assigned hours have to be entirely taught.


If you cannot give a lecture for one of the following reasons:

- Case of force majeure not attributed to the professor (e.g. student strike, condemned classrooms...): enter the hours specifying why you could not give the lecture and reporting the same information also in the “Notes” section;
- Personal reasons:
 - In case of a substitute professor specifying the name of the substitute;
 - In case of not given lecture you do not have to enter those hours.

HOW TO FILL IN THE TEACHING LOG THROUGH EXCEL

To automatically import the teaching activities, you can fill in an excel file, conveniently formatted.

To obtain the formatted excel file, click on  and complete the file with the required information.

To import the information reported on the file, click on . Click on “Sfoggia – choose file” to choose the correct file and then on “Import”.

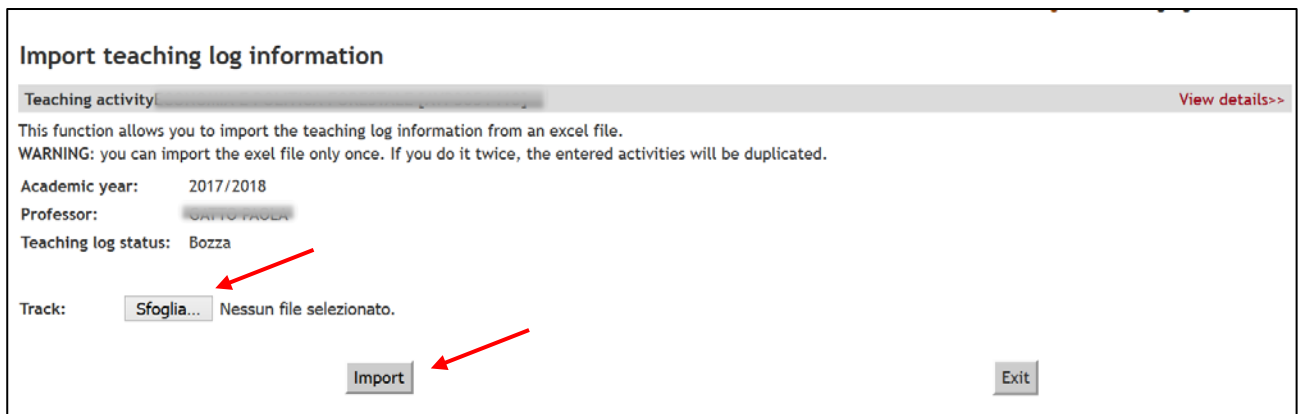
Import teaching log information

Teaching activity: [View details>>](#)

This function allows you to import the teaching log information from an excel file.
WARNING: you can import the excel file only once. If you do it twice, the entered activities will be duplicated.

Academic year: 2017/2018
Professor: SARTO PAOLA
Teaching log status: Bozza

Track: Nessun file selezionato.



Please note:

1. Do not modify the structure of the excel file
2. If you import the file more than once, data will not be overwritten but duplicated

HOW TO ADD NOTES

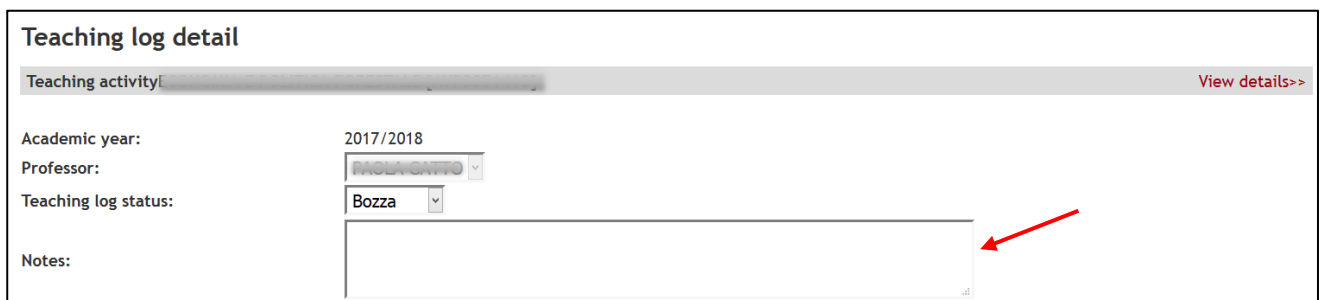
In the field "Notes" you can write down notes on the activities. Here you have to report motivations of the missing lectures, even if due to force majeure.

Teaching log detail

Teaching activity: [View details>>](#)

Academic year: 2017/2018
Professor: PAOLINCATTO
Teaching log status: Bozza

Notes:



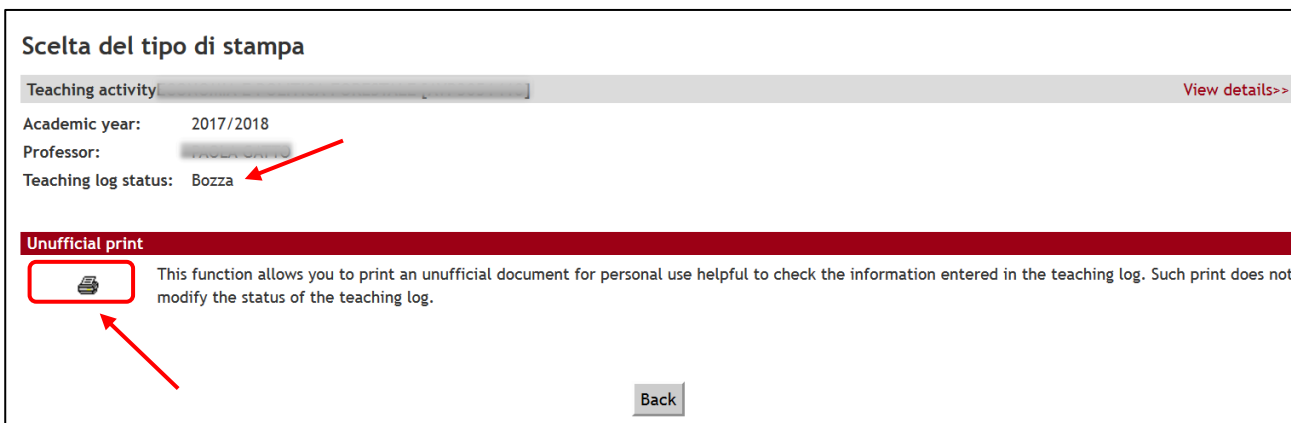
HOW TO PRINT OR SIGN YOUR TEACHING LOG

From the window “*Teaching log detail*” you can print or sign your teaching log by clicking on



PRINT OF UNOFFICIAL TEACHING LOG

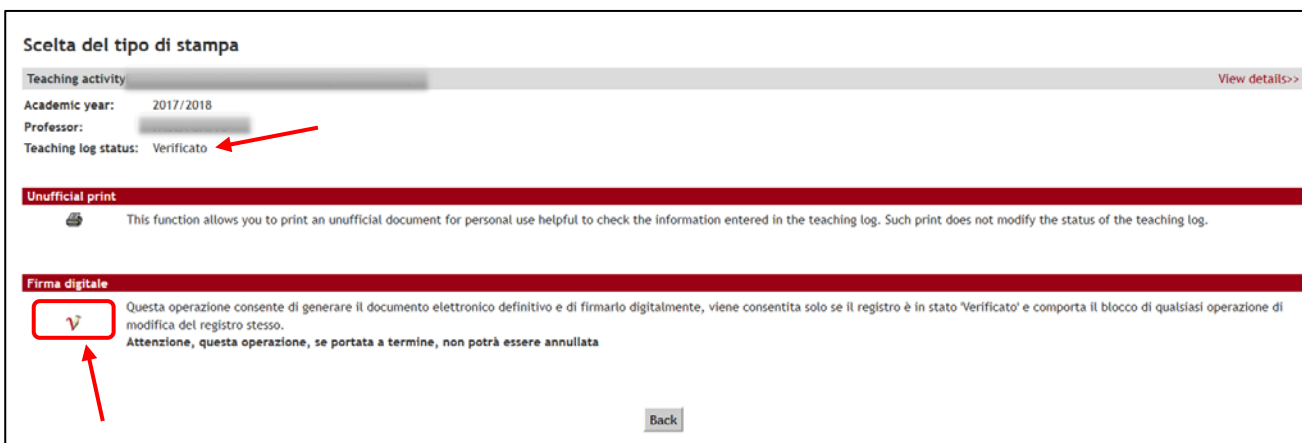
When your teaching log status is “*Bozza – draft*”, you can only print an unofficial document which can be helpful to check the entered activities.



DIGITAL SIGNATURE

When your teaching log status is “*Verificato – verified*”, you can confirm your teaching log.

If you have a digital signature, you can start the electronic signature process by clicking on the icon “*Firma digitale – digital signature*”. Please note that this step is irrevocable and make the teaching log definitive.



It will appear the following window, where you can see a preview of the teaching log. To continue click on “*Sign*”.

Digital signature process

Teaching log to be produced		
Description	Preview HTML	Preview XML
Registro delle lezioni numero 13938		

Sign Interrupt

The window “INFOCERT” will allow you to digitally sign the teaching log by filling in the required data.

ConFirma Remota v(core 4.1) - INFOCERT

Contents for the remote signature

Università degli Studi di PADOVA

Dipartimento di Territorio e Sistemi Agro-Forestali (TESAF)

Anno Accademico 2017/2018

Registro delle lezioni

Numero registro: 13938 Data: 05-06-2018

In order to carry out the remote signature procedure

1. Enter the **signature PIN** associated with the service
2. Enter the **OTP code** generated by your device for digital signature
3. Complete the signature procedure clicking on **Continue**

If you want to cancel the signature procedure

click on **Cancel**

Servizio a cura di CINECA, Via Magnanelli 6/3, 40033 Casalecchio di Reno(BO)

Once you have complete the process, the teaching log status will be “Approvato – approved”. You can

always verify your teaching log: click on Print or sign your teaching log in the window “Teaching log detail”. Then select the icon “Firma digitale – digital signature” to check your teaching log.

Scelta del tipo di stampa

Teaching activity [AGN1030976] View details>>

Academic year: 2017/2018

Professor: [redacted]

Teaching log status: **Approvato**

Unofficial print

This function allows you to print an unofficial document for personal use helpful to check the information entered in the teaching log. Such print does not modify the status of the teaching log.

Firma digitale

Questa operazione consente di visualizzare i dati del registro elettronico firmato in precedenza.

Back

OFFICIAL PRINT

When your teaching log status is “*Verificato – verified*”, you can confirm your teaching log.

If you DO NOT have a digital signature, you can print a copy to your teaching log by clicking on the icon “*Stampa ufficiale – official print*”. The signed copy has to be delivered to the School’s Secretary Office (Ca’ Gialla, 2nd floor).

As well as the digital signature process, also this step is irrevocable and make the teaching log definitive.

Scelta del tipo di stampa

Attività: [visualizza dettagli >>](#)

Anno Accademico:

Docente:

Stato registro: Verificato 

Stampa di controllo

 Questa operazione produce una stampa non ufficiale da utilizzarsi a fini interni e/o di verifica delle informazioni fino ad ora inserite nel registro. Tale stampa non comporta variazioni di stato del registro stesso.

Stampa ufficiale

 Questa operazione viene consentita solo se il registro è in stato 'Verificato', e produce una stampa ufficiale da utilizzarsi per la presentazione presso la segreteria.
Tale stampa comporta la modifica automatica dello stato del registro da 'Verificato' a 'Stampato', dal quale non viene più consentito di modificare, aggiungere o eliminare attività nel registro stesso.
Attenzione, questa operazione, se portata a termine, non potrà essere annullata



TEACHING LOG APPROVAL

Once signed (digitally or not), the Head of the Department can approve the teaching log: a blue flag will appear near the didactic activity in the main list.

Home - Teaching log

Professor

Teaching log

WARNING: Only the teaching log of the activities of the first and second cycle degree courses (Laurea e Laurea Magistrale) must be completed.

Academic year of educational offer:

List of the teaching logs

Teaching activity [code]	Degree course [code]	Group	Hours	Period	Status
ECONOMIA E POLITICA FORESTALE - [AVP3051410]	TECNOLOGIE FORESTALI E AMBIENTALI [AG0059]	LEGNARO (PD)	64	Secondo Semestre	▼
VALUTAZIONE ECONOMICA DEI BENI E SERVIZI FORESTALI - [AGN1030976]	SCIENZE FORESTALI E AMBIENTALI [AG0062]		64	Primo Semestre	▼

In the window “Teaching log detail” the status will be “Approvato – approved” and it will appear the approval data.

Teaching log detail

Teaching activity [AGN1030976] [View details>>](#)

Academic year:

Professor:

Teaching log status:

Notes:

Attending students: in the 1st week: mean number:

Registro approvato da in data 01/03/2018