



Rules for Online Gaming

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What is different?

1. The lessons will take place on the **Microsoft Teams** platform and not at the University.
2. It's a **new challenge for all of us**. Therefore, it is more necessary than ever for everyone to **collaborate in order to maximize the learning experience**.

How to attend a lesson on Microsoft Teams

1. Select the **Business Organization** Team
2. Go to the "**Post**" section
3. Click on the **planned meetings** ("BO LECTURE")
4. Add them to your calendar (**YOU NEED TO DO THIS FOR EVERY SINGLE LESSON PLANNED**).

At the end of these first four steps, you will have all the lessons of the Business Organization course in your calendar. Then, in order to participate in the individual lessons, it is necessary that, daily, you:

5. **Go to your calendar**
6. Click on the **lesson of the day** on the time indicated
7. Click on the "**participate**" button.

A few simple rules to follow during Microsoft Teams lessons

To allow a more **stable connection**, to **respect your colleagues** and to **support the Professor** during the session, each student **must**:

1. **Turn off the camera**
2. **Mute the microphone**
3. **Intervene (by unmuting the microphone) only following requests or questions from the Professor**
4. **Ask questions in the chat**

Case Study Discussion on Microsoft Teams

1. **All participants** in the group discussing the case activate their microphone
2. **The rest of the class stays with the microphone off**
3. **One member** of the group shares his/her **desktop** with the rest of the class, to show the slides of the case study
4. In case someone wants to intervene, you can ask it to Professor by writing in the **chat of the meeting**

What IS NOT different?

1. **The course structure**
2. The uploading of cases on **Google Classroom**
3. **Our commitment** to make this course a **valuable learning experience for you**

WELCOME (AGAIN)!