



ISTITUTO COMPRENSIVO SAVIGNANO SUL PANARO

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DIGITAL PLATFORM INSTRUCTIONS

These instructions have been prepared for teaching staff, parents and guardians, in order to encourage and facilitate the use of our school's digital platform (Nota n. 388 del 17 marzo 2020 del Ministero dell'Istruzione), particularly in terms of the sharing of educational and teaching materials, as part of our distance teaching initiative.

Given our diverse demographic catchment, in order to help those for whom Italian is not their mother tongue, these instructions have also been translated into English and French.

Keep up the good work!

Il Dirigente scolastico

prof. Enrico Montaperto

SECTION IN ENGLISH

Teacher

➤ the following indicates how to send educational materials:

- 1- access the digital platform by clicking on the cloud icon, under the title “registro elettronico”, in the top right of the school website, www.icsavignano.edu.it, and enter your credentials, that is your username and password;
- 2- enter the “arguments, events and documents” (“argomenti, eventi e documenti”) section;
- 3- select the subsection “by class/subject” (“per classe/materia”), if the material is intended for the whole class, or “by pupil” (“per alunno”), if the material is intended for an individual pupil or specific group of pupils);
- 4- click on the “create new” (“crea nuovo”) option, in blue at the top left;
- 5- fill in the page with all the necessary information;
- 6- attach the file containing the material to be shared by clicking on the “+” symbol, in the bottom right under “attachments” (“allegati”);
- 7- tick the box “visible in the guardian area” (“visibile in area tutore”), at the top right, to make the file visible for the parent or guardian;
- 8- save by clicking on “save” (“salva”), in blue, above or below.

➤ the following indicates how to receive educational materials:

- 1- access the digital platform by clicking on the cloud icon, under the title “registro elettronico”, in the top right of the school website, www.icsavignano.edu.it, and enter your credentials, that is your username and password;
- 2- enter the “arguments, events and documents” (“argomenti, eventi e documenti”) section;
- 3- select the subsection “material for the teacher” (“materiale per docente”);
- 4- select the pupil’s homework or the attached file and the “action” (“azione”) item in order to view the information relating to the homework or file, such as the class, subject, guardian or parent’s name, creation and modification date and time, and so on.

N.B. To return corrected and annotated homework, in the same window, follow the above indications and then click on “viewing notification” (“notifica di visualizzazione”).

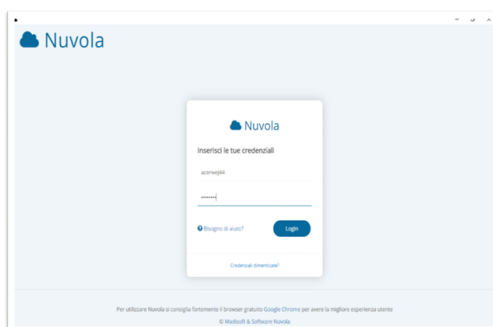
Parent / Guardian

➤ the following indicates how to receive educational materials:

- 1- access the digital platform by clicking on the cloud icon, under the title “registro elettronico”, in the top right of the school website, www.icsavignano.edu.it,



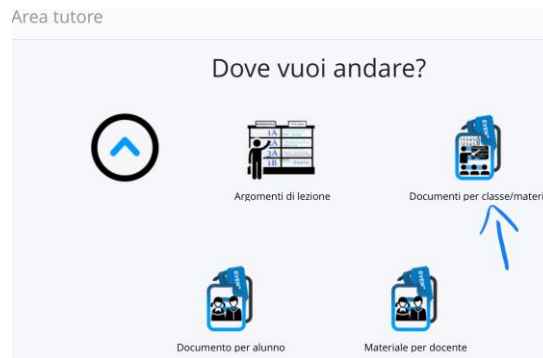
and enter your credentials, that is your username and password;



- 2- enter the “arguments, events and documents” (“argomenti, eventi e documenti”) section;



- 3- select the subsection “by class/subject” (“per classe/materia”) or “by pupil” (“per alunno”), depending on the material shared by the teacher;



- 4- click on the “i” box, to the right of the row of interest, to view and download the attached material.

Materia	Tipo	Nome	Data inizio	Data fine	Annotazioni	Visto	Azioni
INGLESE	Materiale didattico	INGLESE	20-04-2020	27-04-2020	Materiale per didattica a distanza da restituire,gentilmente, entro il 27 Aprile	✓	
INGLESE	Materiale didattico	INGLESE	08-04-2020	15-04-2020	Materiale per didattica a distanza	✗	
INGLESE	Materiale didattico	INGLESE	03-04-2020	07-04-2020	Materiale per didattica a distanza. Da restituire cortesemente, entro il	✗	

➤ the following indicates how to hand in educational materials:

- 1- access the digital platform by clicking on the cloud icon, under the title “registro elettronico”, in the top right of the school website, www.icsavignano.edu.it,



and enter your credentials, that is your username and password;



2- enter the “arguments, events and documents” (“argomenti, eventi e documenti”) section;



3- select the subsection “material for the teacher” (“materiale per docente”);



+ Crea nuovo

6 risultati

Azioni	Oggetto	Nome docente	Cognome docente	Materia	Alligati caricati dal docente	Visto?	Annotazioni per tutore/studente
	Contiene	Contiene	Contiene	Contiene			
	Domande Scienze	ELENA	RIGONI	SCIENZE			
	Verifica storia degli Egizi	MARIANGELA	PASANISI	STORIA			
	Verifica matematica	ELENA	RIGONI	MATEMATICA			
	Piramide di Micene	MARIANGELA	PASANISI	STORIA			
	Piramide	MARIANGELA	PASANISI	STORIA			
	Torta al cioccolato	MARIANGELA	PASANISI	ITALIANO			
Azioni	Oggetto	Nome docente	Cognome docente	Materia	Alligati caricati dal docente	Visto?	Annotazioni per tutore/studente

4- click on the “create new” (“crea nuovo”) option, in blue at the top left;

- 5- fill in the page with all the necessary information;



The screenshot shows a web form titled "Crea materiale per docente". At the top left, there is a blue button labeled "Salva". Below this, there are four input fields: "Oggetto" (with a red asterisk), "Note", "Docente" (with a red asterisk), and "Materia". At the bottom, there is a section titled "Allegati del tutore/studente" which includes a "File" label and a button with a "+" symbol, and the text "Annotazioni per tutore/studente" below it.

- 6- attach the file containing the material to be shared by clicking on the “+” symbol, in the bottom right under “attachments” (“allegati”).
- 7- save by clicking on “save” (“salva”), in blue, above or below.

KEEP UP THE GOOD WORK!