

**Guide to didactics**  
**Student's guide for classroom**  
**reservation**  
**Academic year 2021-2022**

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## LESSONS AND RESERVATIONS

### Introduction

1. lessons of the first semester of the academic year 2021/22 will be delivered **on-site**. However, the University will guarantee **live streaming** of the lessons for students from outside the EU or from countries that currently have travel restrictions. Streaming will be also guaranteed to students who tested positive for COVID-19 that are in quarantine, in isolation, or to those who are exempt from the Covid-19 vaccination, and finally, to those who present a justification approved by the didactic structure of referral.
2. In order to enter the University and participate in on-site lessons, it is mandatory to have:
  - a. **Green Pass** (without prejudice to all the categories indicated in the Circular of the Ministry of Health n. 35309 of 4 August 2021); the Green Pass can be uploaded directly from **GOMP** student's portal, by accessing the "Green Pass" section of the student's personal area. However, it is better for the students to always bring their Green Pass with them, since random checks can be made.
  - b. **Identification badge.**
  - c. **Valid TB Test:** access to the University from December 1st will not be guaranteed to students who have not uploaded a valid TB Test (performed in the last 12 months) to the WebApp.
3. If you want to participate in on-site lessons and access the study rooms, you must book your place in the classroom through the WebApp, following step-by-step the procedures mentioned below.

## **Badge request**

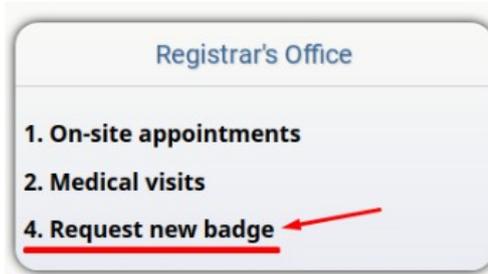
### **a) Request of a new badge**

To request the Badge for the first time, you must visit the WebApp website (<https://srv.unicamillus.org/uniwebapp/>) and login with your credentials (Username and Password).

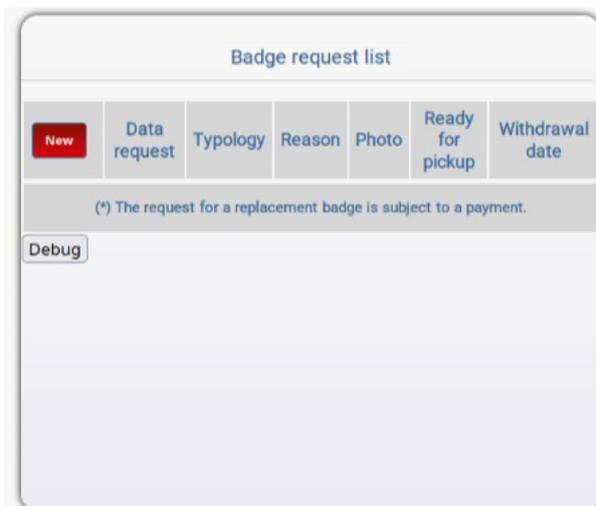


The image shows the login page of the UNICAMILLUS WebApp. At the top left is the university logo and the text "UNICAMILLUS WebApp". To the right, there is a "Language:" dropdown menu with flags for Italian and English. Below this are input fields for "Utente:" and "Password:", with a "Show Password" checkbox. A CAPTCHA image with the code "76C" is displayed, followed by a "Riporta Captcha Code:" input field. At the bottom, there are three red buttons: "Login", "F.A.Q. - Leggi in caso di problemi / Read in case of problems", and "Recupera credenziali / Retrieve credentials".

1. Once you have entered your credentials, click on "Request of a new badge"

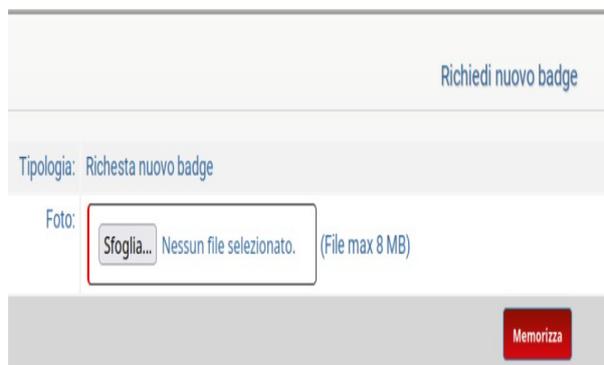


2. Once you have clicked on "Request of a new Badge" this screen will open. Here, you can send a "New" request.

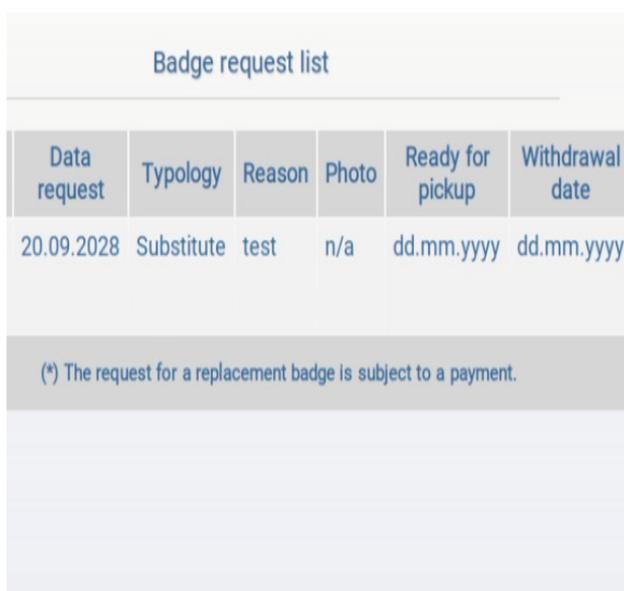


The image shows a screen titled "Badge request list". It features a table with columns: "New" (a red button), "Data request", "Typology", "Reason", "Photo", "Ready for pickup", and "Withdrawal date". Below the table, there is a note: "(\*) The request for a replacement badge is subject to a payment." At the bottom, there is a "Debug" button.

3. Upload a photo in a classic document format and click "Save"



4. Then, the final summary screen will appear. It includes the term "**Ready for withdrawal**", which means the date on which the badge will be ready to be withdrawn at the office. It also includes "**Withdrawal date**", which means the date the badge is actually withdrawn. **As long as the Badge is not withdrawn, or as long as the "Ready for withdrawal" section remains empty, it is possible to cancel the request.**



Data request	Typology	Reason	Photo	Ready for pickup	Withdrawal date
20.09.2028	Substitute	test	n/a	dd.mm.yyyy	dd.mm.yyyy

(\*) The request for a replacement badge is subject to a payment.

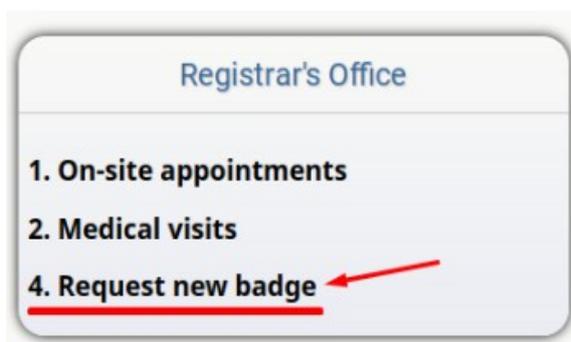
## b) Badge replacement

To request the replacement of the Badge, you must visit the WebApp website and log in with your credentials (Username and Password).

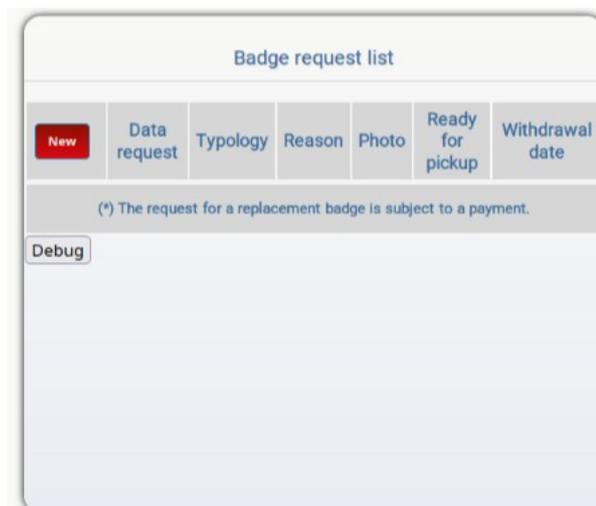


The image shows the login page of the UNICAMILLUS WebApp. At the top left is the university logo and the text "UNICAMILLUS WebApp". To the right, there is a "Language:" dropdown menu with flags for Italian and English. Below this are input fields for "Utente:" and "Password:". The password field has a "Show Password" checkbox. A CAPTCHA image with the numbers "76" and "C" is displayed, followed by a "Riporta Captcha Code:" input field. At the bottom, there are three red buttons: "Login", "F.A.Q. - Leggi in caso di problemi / Read in case of problems", and "Recupera credenziali / Retrieve credentials".

1. Once you have entered your credentials, click on "Request of a new Badge"



2. Once you have clicked on "Request of a new Badge" this screen will open. Here, you can send a "New" request.



3. Fill in the "reason" area. You have to write the reason for which a new badge is requested. Finally, click on "Save"

Request new badge

Typology: Replacement badge required

Reason:

The request for a replacement badge is subject to a payment.

Memorize

4. Then, the final summary screen will appear. It includes the term "**Ready for withdrawal**", that means the date on which the badge will be ready to be withdrawn at the office, and "**Withdrawal date**", that means the date the badge is actually withdrawn. **As long as the Badge is not withdrawn, or as long as the "Ready for withdrawal" section remains empty, it is possible to cancel the request.**

Badge request list

Data request	Typology	Reason	Photo	Ready for pickup	Withdrawal date
20.09.2028	Substitute	test	n/a	dd.mm.yyyy	dd.mm.yyyy

(\*) The request for a replacement badge is subject to a payment.

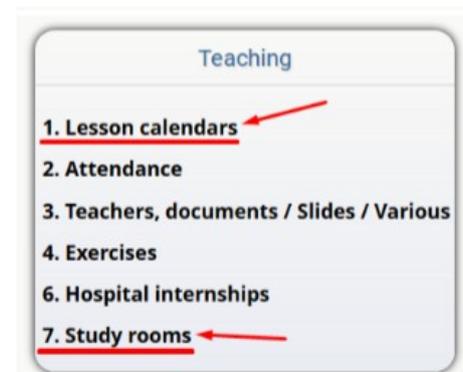
## **On-site lesson: seat reservation in the classroom**

To attend lessons on-site, it is mandatory to reserve a seat in the classroom. In order to do so, visit the WebApp website (<https://srv.unicamillus.org/uniwebapp/>) and log in with your credentials (Username and Password).



The screenshot shows the login interface for the UNICAMILLUS WebApp. At the top, there is the university's logo and the text "UNICAMILLUS WebApp". Below this, there are language selection options for Italian and English. The login form includes fields for "Utente:" (Username) and "Password:" with a "Show Password" checkbox. A CAPTCHA image with the code "76C" is displayed, followed by a "Riporta Captcha Code:" field. At the bottom, there are three red buttons: "Login", "F.A.Q. - Leggi in caso di problemi / Read in case of problems", and "Recupera credenziali / Retrieve credentials".

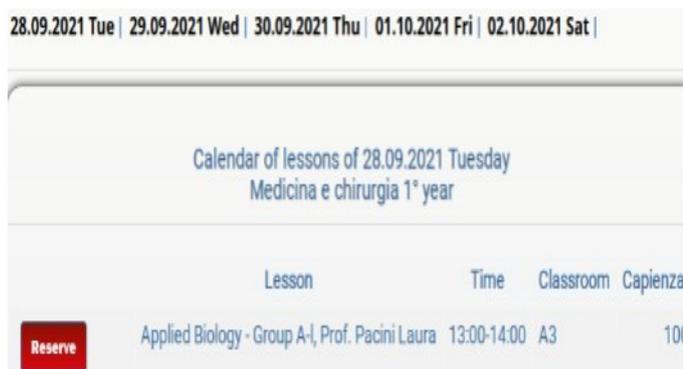
1. Go to the "**Teaching**" section and click on "**Lesson calendars**"



2. This screen will appear, it allows you to view information related to the lesson, including the **starting time and the ending time.**

To reserve a seat in the classroom, click on **book** on the line of the lesson.

Please note: if there are still seats available, the seat in the classroom can be reserved up to **40 minutes before the end of the lesson.** In this case, attendance will be recognized only for the **last hour of class.**



The screenshot shows a navigation bar with dates: 28.09.2021 Tue | 29.09.2021 Wed | 30.09.2021 Thu | 01.10.2021 Fri | 02.10.2021 Sat |. Below it, a header reads "Calendar of lessons of 28.09.2021 Tuesday Medicina e chirurgia 1° year". A table lists a lesson with a red "Reserve" button.

Lesson	Time	Classroom	Capienza.
Applied Biology - Group A-I, Prof. Pacini Laura	13:00-14:00	A3	100

**Attention:** the following errors may appear on the reservation page:

To access the faculty, you must upload the Green pass on the GOMP portal; Home -> Notice board -> 3. Access Gomp, Green pass  
To access the faculty, you must have a valid badge; make a request in; Home -> Student secretariat -> 4. Request new badge

28.09.2021 Tue | 29.09.2021 Wed | 30.09.2021 Thu | 01.10.2021 Fri | 02.10.2021 Sat |

In this case you only need to read and follow the written steps.

3. Once the seat in the classroom has been reserved, the following message will appear:

Calendar of lessons of 28.09.2021 Tuesday  
Medicina e chirurgia 1° year

**Booked lesson:**

Applied Biology - Group M-z, Prof. Maiani Emiliano 14:00-15:00 - A3

The reservation can be canceled up to three hours before it starts

When entering the faculty, the Student must pass their badge on the identification device.

Once in the classroom, a presence detection code will be provided to be entered in the WebApp.

The code is only valid for students who are recognized by badges.

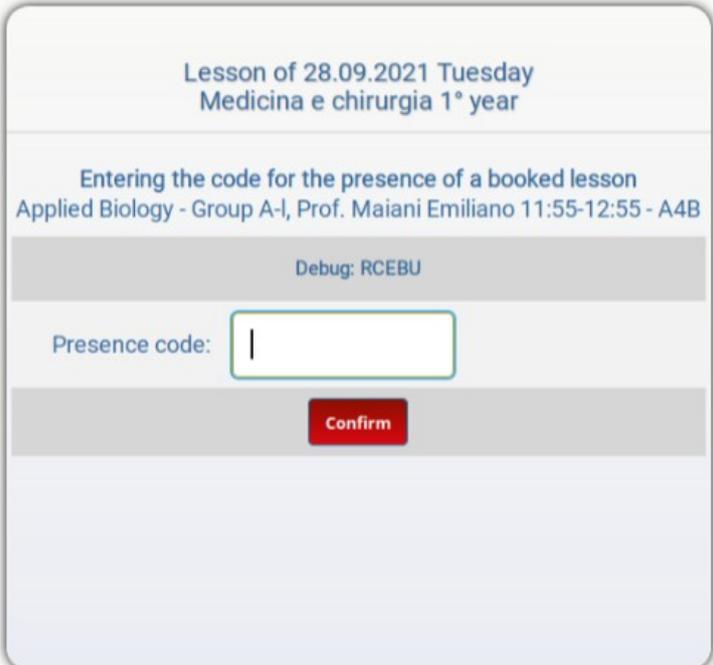
### Attention:

- if you decide not to attend the reserved lesson, you must cancel the reservation **3 hours before the lesson starts**. If you do not attend the lesson on-site, and if you do not cancel your reservation, it will not be possible to attend the lessons online and the student will be considered **absent**.
- In the event that, the student does not succeed to make a reservation, he/she can attend the lesson on-line.
- If the student's reservation is considered to be **overbooked**, so if the reservation limit for the classroom has been reached and exceeded, the student can cancel his/her reservation at any time, or the student can wait to re-enter the limited number if any previous reservation is cancelled. When the seats in the classroom are vacated, the student in the overbooking list automatically switches among the students booked to attend the lessons on-site. As long as the reservation is overbooked, **it is not possible to attend the lessons online**. Therefore, it is advisable to remain in the overbooking list **only if you intend to attend the lesson on-site**.
- For the students of the faculty of Medicine and Surgery, who have to follow a group, they must reserve the specific lesson of their group.

## **On-site lesson: attendance in the classroom tracking**

After making the reservation on the WebApp, to track attendance in the classroom it is mandatory to follow the following steps:

1. Swipe your badge on the identification device. If the device emits a single “beep” you are authorized to access. Instead, if the detection device emits a trill, access is not authorized and it is necessary to go to the reception to understand the cause.
2. At the beginning of the lesson, login again on the WebApp, and return to the "Lesson calendars" section. Here, instead of the booking screen, will appear a screen in which the student can enter the attendance code. This code will be provided by the teacher at the beginning of the lesson.



The screenshot shows a mobile application interface for lesson attendance tracking. At the top, it displays the lesson details: "Lesson of 28.09.2021 Tuesday" and "Medicina e chirurgia 1° year". Below this, a message reads: "Entering the code for the presence of a booked lesson" followed by "Applied Biology - Group A-I, Prof. Maiani Emiliano 11:55-12:55 - A4B". A grey bar contains the text "Debug: RCEBU". The main part of the screen features a label "Presence code:" next to a white text input field with a blue border. At the bottom, there is a red button with the text "Confirm".

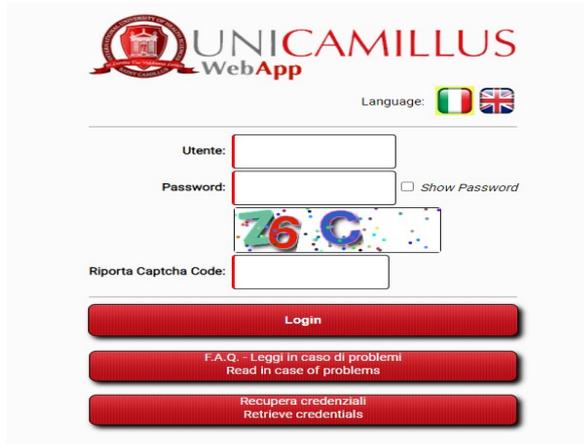
**Attention:** The validation of attendance in class is linked to the validation of the badge on the identification device. Therefore, if it is not swiped on the detection device, the presence is invalid and the student will be considered absent. However, it is



possible to swipe your badge on the identification device within the day of the lesson to validate the attendance, if this operation has not already been carried out at the time of access to the faculty.

## **Online lesson: attendance tracking**

To attend the on-line lessons, you need to visit the WebApp website (<https://srv.unicamillus.org/uniwebapp/>) and login with your credentials (Username and Password).

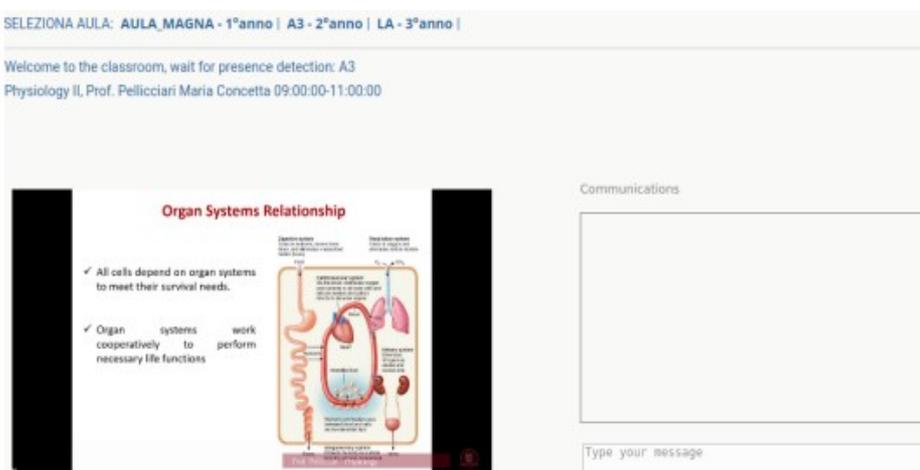


The login page features the UNICAMILLUS logo and 'WebApp' text. It includes a language selector with Italian and English flags. The login form contains fields for 'Utente:' (username), 'Password:' (with a 'Show Password' checkbox), and 'Riporta Captcha Code:' (with a captcha image showing '76C'). Below the form are three red buttons: 'Login', 'F.A.Q. - Leggi in caso di problemi / Read in case of problems', and 'Recupera credenziali / Retrieve credentials'.

1. In the "On-line lessons" section click on "Classrooms"

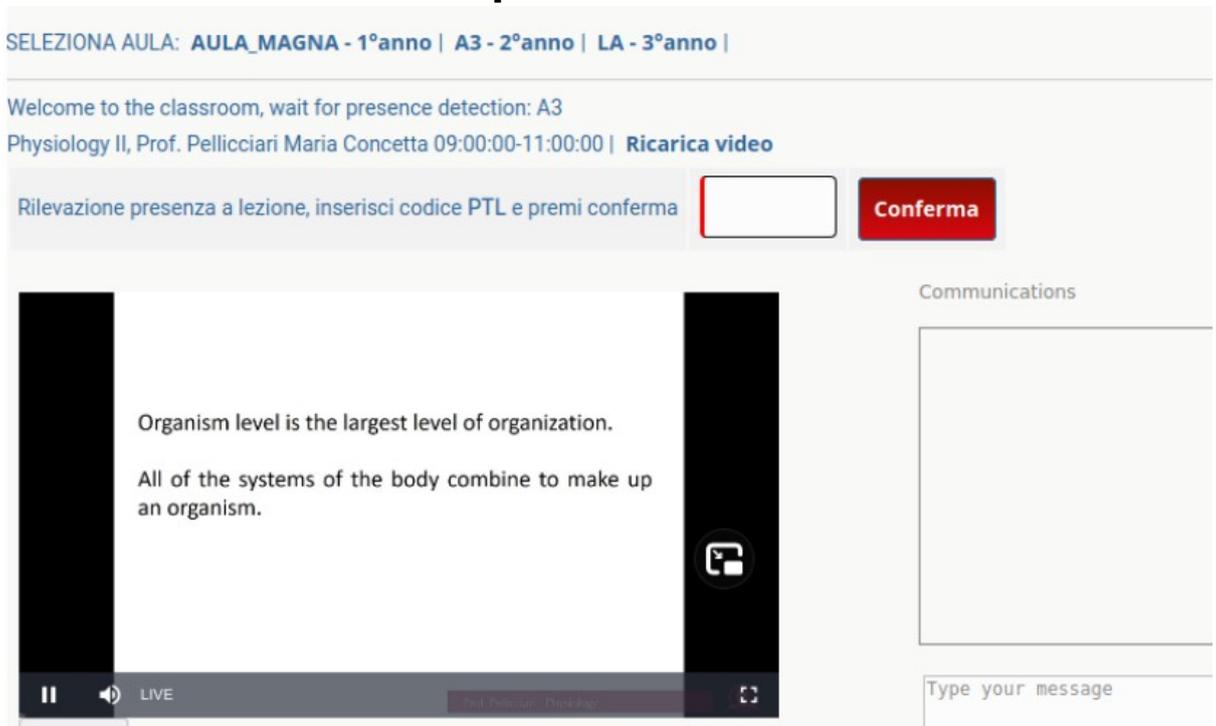


2. In the classrooms screen, select the classroom of interest to access the lesson



The classroom interface shows a header with 'SELEZIONA AULA: AULA\_MAGNA - 1°anno | A3 - 2°anno | LA - 3°anno |'. Below this, it says 'Welcome to the classroom, wait for presence detection: A3' and 'Physiology II, Prof. Pellicciari Maria Concetta 09:00:00-11:00:00'. The main content area is titled 'Organ Systems Relationship' and contains two bullet points: '✓ All cells depend on organ systems to meet their survival needs.' and '✓ Organ systems work cooperatively to perform necessary life functions.' To the right of the text is a diagram of the human organ systems. On the right side of the screen, there is a 'Communications' section with a large text input area and a 'Type your message' label at the bottom.

- When the student begins to follow the lesson, the presence detection is activated. Therefore, is requested to the student to **enter the presence code.**



SELEZIONA AULA: [AULA\\_MAGNA - 1°anno](#) | [A3 - 2°anno](#) | [LA - 3°anno](#) |

Welcome to the classroom, wait for presence detection: A3  
Physiology II, Prof. Pellicciari Maria Concetta 09:00:00-11:00:00 | [Ricarica video](#)

Rilevazione presenza a lezione, inserisci codice PTL e premi conferma  [Conferma](#)

Organism level is the largest level of organization.  
All of the systems of the body combine to make up an organism.

Communications

Type your message

- Once the code has been entered, the following message will appear, meaning that attendance has been registered. **The attendance check is carried out for each SINGLE lesson.**



SELEZIONA AULA: [AULA\\_MAGNA - 1°anno](#) | [A3 - 2°anno](#) | [LA - 3°anno](#) |

Welcome to the classroom, wait for presence detection: A3  
Physiology II, Prof. Pellicciari Maria Concetta 09:00:00-11:00:00 | [Ricarica video](#)

Presenza in aula acquisita correttamente. (Presence in the classroom acquired correctly)

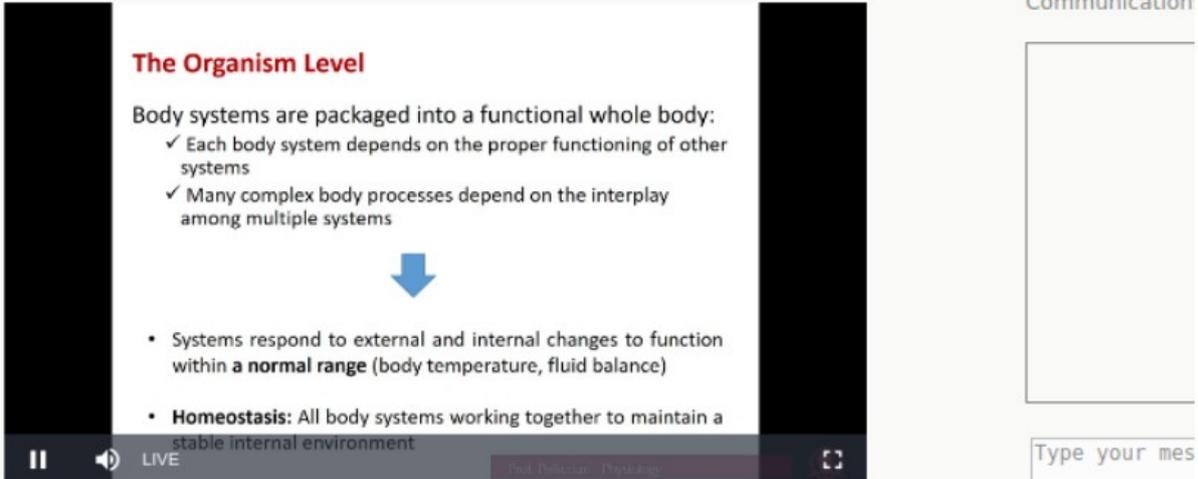
[Debug](#)

Organism level is the largest level of organization.  
All of the systems of the body combine to make up an organism.

Communications

Type your message

5. If there is a pause or the video stops due to a problem, you can re-enter the lesson by clicking on “reload”, or by exiting and re-entering the lesson. If the presence has already been registered, the students don’t have to re-enter a code for the control; instead of this, the time of the previous presence detection will appear. If the program requests to enter the presence code again, it can be re-entered without problems.



SELEZIONA AULA: AULA\_MAGNA - 1°anno | A3 - 2°anno | LA - 3°anno |

Aula: A3, Physiology II, Prof. Pellicciari Maria Concetta 09:00:00-11:00:00, presente: 10:47

Communication

**The Organism Level**

Body systems are packaged into a functional whole body:

- ✓ Each body system depends on the proper functioning of other systems
- ✓ Many complex body processes depend on the interplay among multiple systems

↓

- Systems respond to external and internal changes to function within a **normal range** (body temperature, fluid balance)
- **Homeostasis**: All body systems working together to maintain a stable internal environment

Type your mes

**Please note:** If a student is attending a lesson online and a problem that makes the attendance impossible occurs, **the presence is not valid** and the student is considered **absent from the lesson.**

## **Access to a classroom when there is no scheduled lesson**

If you access to a classroom where no lesson is scheduled, the following message will appear:

SELEZIONA AULA: **A8B - 1°anno** | **A8 - 2°anno** | **A11 - 3°anno** |

Classroom: A8

Spiacenti al momento non ci sono lezioni in nell'aula selezionata.  
Sorry there are currently no lessons in the selected classroom.

## **Access to a not-started lesson**

If you access to a classroom where the lesson has not started, the following message will appear:

SELEZIONA AULA: **A8B - 1°anno** | **A8 - 2°anno** | **A11 - 3°anno** |

Classroom: A11 Lesson: Applied Economics, Prof. Ruggeri Matteo 14:30:00-16:30:00

Spiacente la lezione in aula deve ancora iniziare.  
Sorry the classroom lesson has yet to begin.

## **On-line lesson: recorded lessons**

In order to ensure the review and in-depth study of all teaching contents, the University will also make recordings of the lessons held during the academic year available for one year. However, viewing the recorded lessons **WILL NOT ALLOW PRESENCE DETECTION**. Therefore, only viewing the lessons in live streaming will allow the correct registration of attendance.

The visualization of the recorded lessons will guarantee the detection of attendance exclusively **for students from outside the EU or from countries that currently have travel restrictions**. The other students are required to view

lessons in live streaming to allow correct registration of attendance.

To access the recorded lessons, visit the WebApp website (<https://srv.unicamillus.org/uniwebapp/>) and log in with your credentials (Username and Password).



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1. In the online lessons section click on recorded lessons



2. Select the classroom and click on "view lesson"



## **Study rooms reservation**

To access the study rooms, it is mandatory to make a reservation. Therefore, connect to the WebApp website (<https://srv.unicamillus.org/uniwebapp/>) and log in with your credentials (Username and Password).



1. In the "Didactics" section click on "Study Rooms" and the classroom reservation screen will appear



2. The study room reservation screen includes two shifts: morning and afternoon. The classrooms are divided by: name, floor and total capacity. In the "booked" column you can view the number of students booked for the classroom. To reserve the seat in the classroom, click on **reserve**. It is possible to book one or both shifts. Once the classroom has been reserved, the same button will give you the opportunity to cancel the reservation. Near the button, it is possible to see the time by which the reservation can be cancelled.

Study room reservations							
2021-09-29 Wed							
Classroom	Capacity	-	Morning shift	Reserve	-	Afternoon shift	Reserve
Study Hall 1, (P. TERRA)	14		08.00-14.00	0		Reserve 14.00-18.00	0
Study Hall 2, (P. TERRA)	3	Delete	08.00-13.00	1		Reserve 14.00-18.00	0
Aula B6, (I)	30		08.00-14.00	0		Reserve 14.00-18.00	0
2021-09-28 Mar.							
Classroom	Capacity	-	Morning shift	Reserve	-	Afternoon shift	Reserve
Study Hall 1, (P. TERRA)	14	Reserve	08.00-14.00	0		14.00-18.00	0
Study Hall 2, (P. TERRA)	3	Reserve	08.00-13.00	0		14.00-18.00	0
Aula B6, (I)	30	Reserve	08.00-14.00	0	Delete before (16:00:00)	14.00-18.00	1

3. After making the reservation on the WebApp, to track attendance in the study room it is mandatory to swipe your badge on the identification device to confirm your presence. If the device emits a single "beep" you are authorized to access. Instead, if the detection device emits a trill, access is not authorized and it is necessary to go to the reception to understand the cause.

### Attention:

- If the student's reservation is considered to be overbooked, so, the reservation limit for the classroom has been reached and exceeded, the student can cancel his/her reservation at

any time, or the student can wait to re-enter the limited number if any previous reservation is canceled. Overbooking will be shown with a **red message**.

- If the student books 3 times in a month the study room, but does not show up or swipe the badge the three times, he/she will no longer be able to make any reservations for a month.

For any information relating to the use of the WebApp, students are reminded to read the FAQs section in the WebApp website (<https://srv.unicamillus.org/uniwebapp/>).