



PIT – Instructor Quick Guide

This short course shows PIT instructors how to create and manage an online course: creating the course shell in their university category, enrolling learners, adding video lessons with the Supervideo activity, scheduling live sessions with BigBlueButton, and creating a final quiz with course completion.

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LESSON 1 – Welcome

Welcome

Welcome to the PIT Instructor Quick Guide.

In this short course you will learn how to:

- Create a new course in your university category
- Enroll and manage learners in your course
- Add video lessons using the **Supervideo** activity
- Schedule live sessions with **BigBlueButton**
- Create a final quiz and set up course completion

By the end, you should be able to build a basic PIT course on your own.

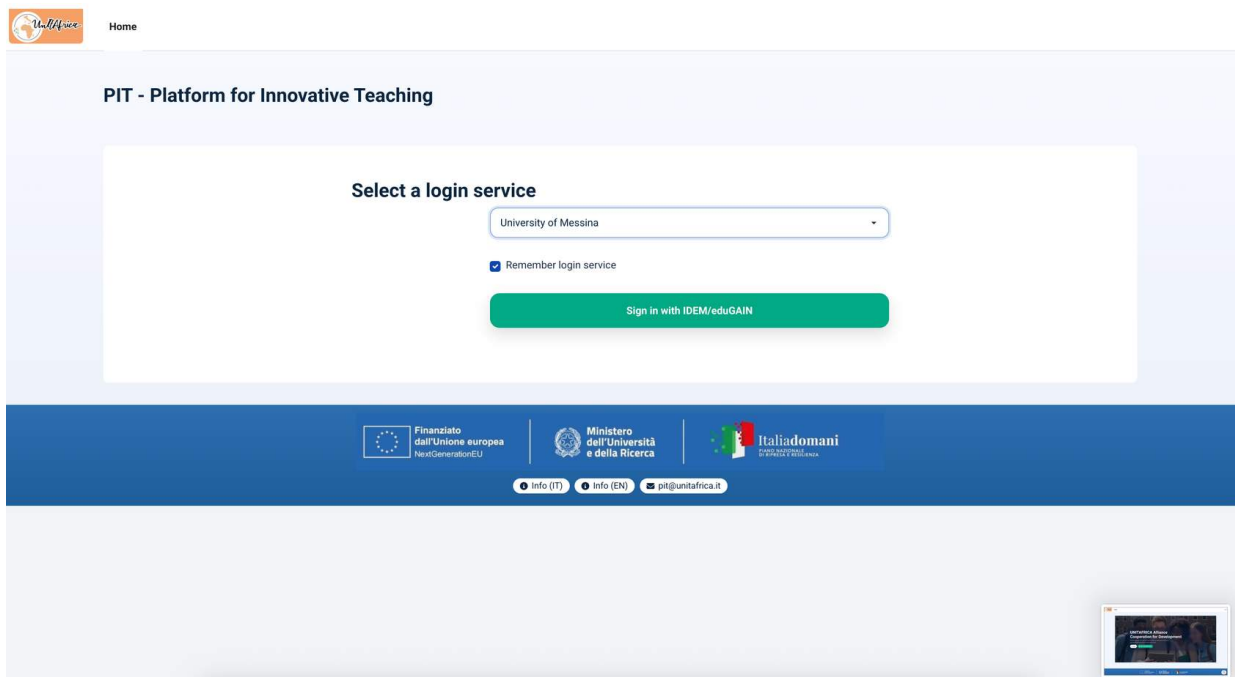


PIT as your teaching space

PIT is the platform that hosts courses for different universities.

As an instructor or university referent, you will mainly work inside the **course category of your own university**, where you can create and manage your courses.

LESSON 2 – Access and University Category



Logging into PIT

To access PIT:

1. Open the PIT platform URL in your web browser.
2. On the login page, select your **institution / Identity Provider (IdP)** from the list.
3. Sign in using your **university credentials**.
4. After login, you will land on your PIT dashboard or home page.

Opening your university course category

Each university has its own dedicated **course category** in PIT.




To open your university category:

- Go to the **Courses** or **Course categories** page.
- Look for the category with the **name of your university**.
- Click the category name to open it.

All courses for your university should be created **inside this category**.

Passaggio 1


Click My Courses

 Home **Dashboard** My courses 🔔 You are logged in as Laura VIGANO'  Edit mode 

Dashboard

Timeline

Next 7 days ▾ Sort by dates ▾ Search by activity type or name



No in-progress courses

Calendar

All courses ▾ New event

◀ November **December 2025** January ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14



Passaggio 2

Click Create Course

UAF Home Dashboard My courses You are logged in as Laura VIGANO DP

My courses

Course overview

You're not enrolled in any courses.
Once you're enrolled in a course, it will appear here.

Create course

Finanziato dall'Unione europea NextGenerationEU Ministero dell'Università e della Ricerca Italiadomani

Info (IT) Info (EN) pit@unitafrica.it

Where should you create a new PIT course for your university?

- In the course category of my own university
- In any category that I can see
- Only in the system category

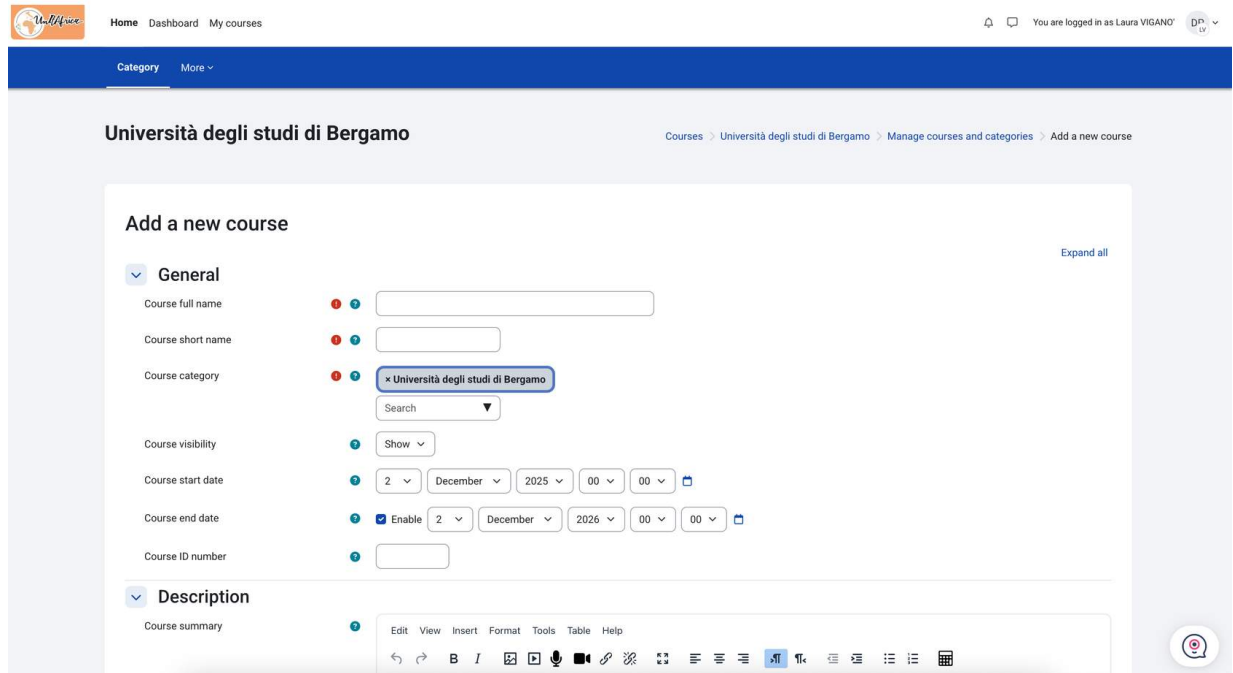
SUBMIT

LESSON 3 – Creating a New Course

Steps to create a new course

Passaggio 2

Title



The screenshot shows the Moodle interface for adding a new course. The page title is "Università degli studi di Bergamo". The breadcrumb trail is "Courses > Università degli studi di Bergamo > Manage courses and categories > Add a new course". The form is titled "Add a new course" and has an "Expand all" link on the right. The form is divided into two sections: "General" and "Description".

General

- Course full name:
- Course short name:
- Course category: (with a search dropdown below it)
- Course visibility:
- Course start date:
- Course end date: Enable
- Course ID number:

Description

- Course summary:

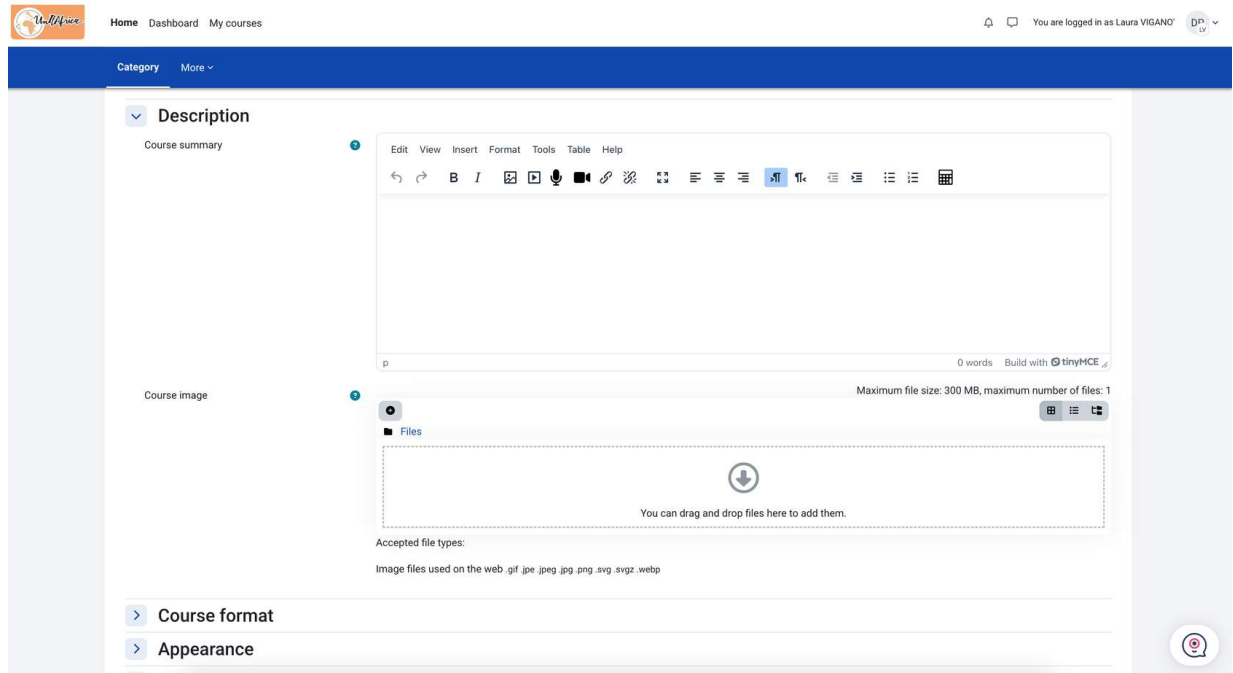
Edit View Insert Format Tools Table Help

← → B I

Fill in basic course settings

Passaggio 3

Body



The screenshot shows the Moodle course creation interface. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. The user is logged in as 'Laura VIGANO'. The main content area is titled 'Description' and contains two sections: 'Course summary' and 'Course image'. The 'Course summary' section features a rich text editor with a toolbar and a text area containing the letter 'p'. The 'Course image' section includes a file upload area with a 'Files' tab, a dashed box for dropping files, and a list of accepted file types: '.gif', '.jpeg', '.jpg', '.png', '.svg', and '.webp'. Below the 'Description' section, there are expandable sections for 'Course format' and 'Appearance'. A help icon is visible in the bottom right corner.

Enter the full name, short name, correct category, course dates, and course format (topics or weekly)

Summary

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In purus velit, tincidunt ac nibh quis, sollicitudin varius libero. Nullam at mi felis. Donec a scelerisque augue, sit amet porttitor nibh. Suspendisse at lorem ut elit placerat blandit.

Key course settings

In the course settings form, pay attention to these fields:

- **Full course name**

Example: *PIT – Introductory Course for Instructors*

- **Short name**

Example: *PIT_INSTRUCTORS_2025*

- **Category**

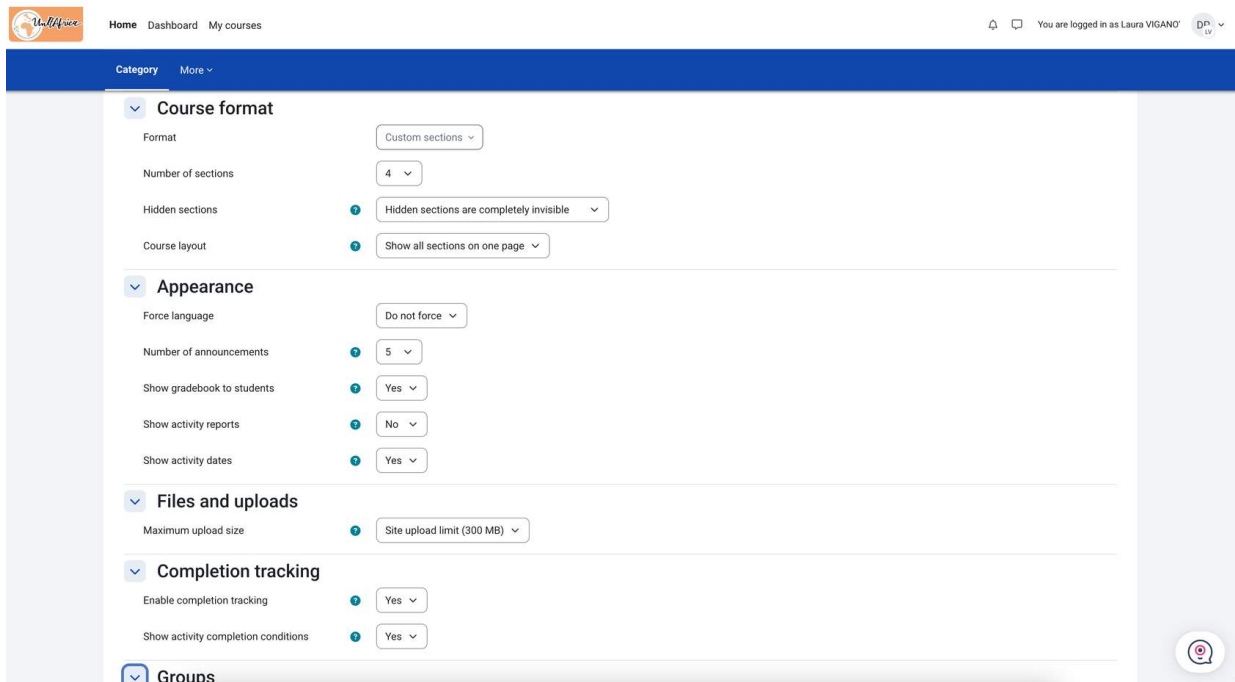
Confirm that the category is your **own university**.

- **Course start and end date**

Define when the course will be active.

- **Course format**

- *Topics format*: sections called “Topic 1, Topic 2, ...”
- *Weekly format*: sections organized by week.



Course visibility and format

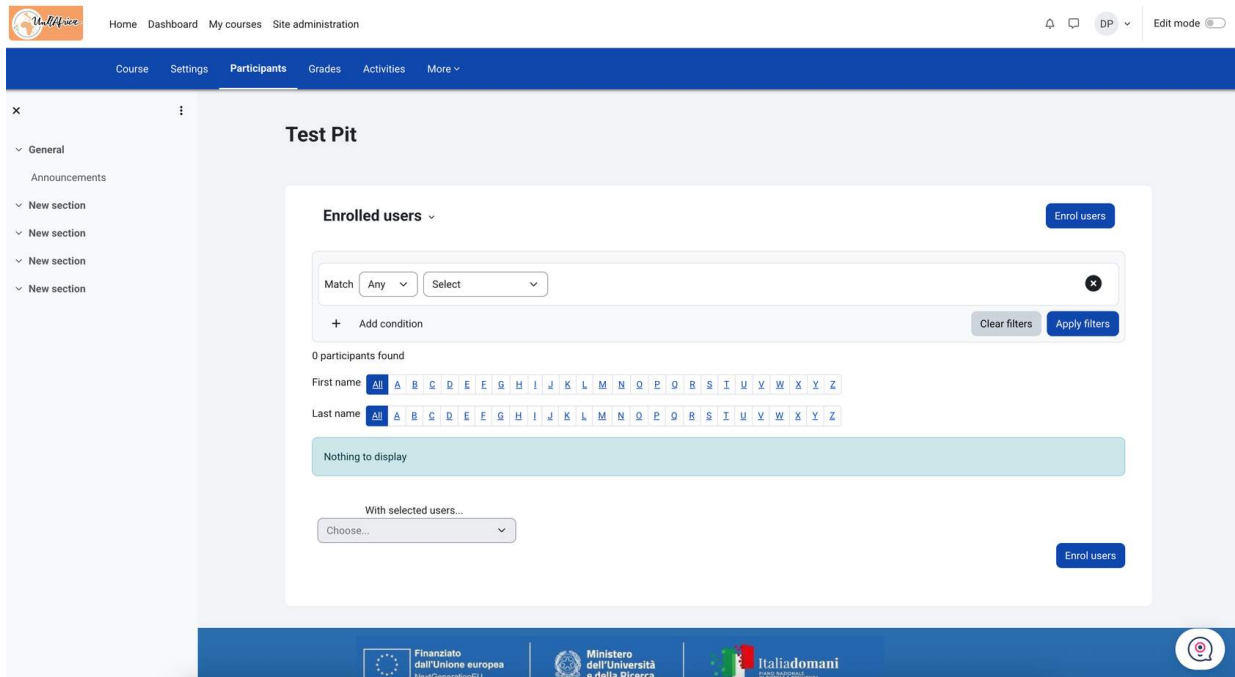
While you are still building your course, you can keep it **hidden** from learners:

- Set course visibility to **“Hide”** until the content is ready.
- When you are finished, change visibility to **“Show”** so learners can access it.

In the same settings, you can choose how the content is structured:

- **Topics format** – sections by topic
- **Weekly format** – sections by week

LESSON 4 – Managing Learners



The Participants page

To see and manage who is enrolled in your course:

1. Open your course.
2. Click **Participants** in the course navigation.
3. You will see all enrolled users and their roles (Student, Teacher, etc.).

Test Pit

Enrolled users

Enrol users

Match Any Select

+ Add condition

Clear filters Apply filters

0 participants found

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

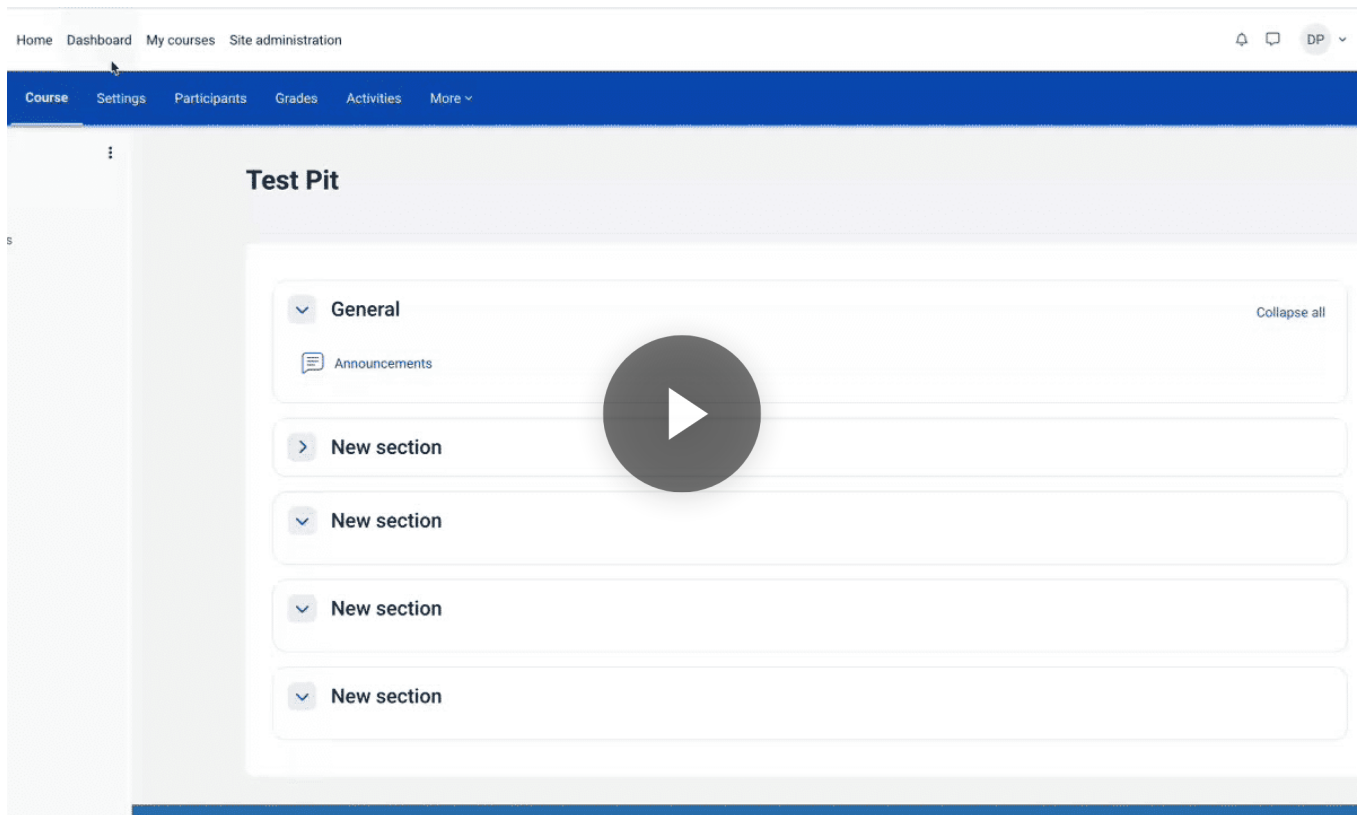
Last name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

With selected users...
Choose...

Enrol users

LESSON 5 – Video Lessons with Supervideo



How to Create a Super Video in Moodle

Based on the video analysis, here is a **complete and detailed guide** on how to create a "Super Video" activity in Moodle:

 **What is Super Video**

Super Video is an advanced plugin for Moodle that goes beyond simple video uploading. Its main features include:

- **View tracking:** monitors how much of the video the student has actually watched
- **Automatic grading:** assigns a grade based on the percentage of video viewed
- **Ensures engagement:** ensures students don't just click the link but actually watch the content

Step-by-Step Process

1. Enable Edit Mode

- Access the course (in the example shown: "Test Pit")
- In the top right corner, toggle the "**Edit mode**" switch to **ON**

2. Add the Activity

- Locate the course section where you want to insert the video
- Click the "+" (Plus) icon in the center of the section
- The "**Add an activity or resource**" modal window will open

3. Select Super Video

- From the grid of available activities, select the "**Super Video**" icon (represented by a purple play button)
- Other visible options include: Assignment, Quiz, File, etc.

4. Configure the Name

- In the "**Name**" field, enter the activity title (in the example: "DEMO")

5. Choose Video Source

- Click on the "**Video Source**" dropdown menu
- Available options:
 - **Upload a Video** (upload from computer)
 - Link to a Video
 - Video from YouTube
 - Video from Vimeo
 - Video from Google Drive
 - Video from Panda Video
- Select "**Upload a Video**"

6. Upload the File

- Click the "**Choose a file...**" button
- The Moodle File Picker opens
- Select the video file from your computer (in the example: 23 Formattazione Condizionale nei [report.mp4](#))
- Click "**Upload this file**"

7. Configure Grading

This is the **crucial** part that distinguishes Super Video from a simple file upload:

- Scroll down to the "**Grade**" section and expand it
- Under "**Set grade for**", change the setting from "No grades" to:
 - "**Grade based on percentage of video views**"

- Set the "**Grade to pass**" (in the example: **80%**)
 - This means the student must watch at least 80% of the video to obtain a passing grade

8. Save and Complete

- Scroll to the bottom of the page
- Click the "**Save and return to course**" button
- You will be returned to the course homepage
- The "DEMO" activity (or the name you chose) will now be visible in the section

Key Settings and Features

Visible Interface Elements:

- **General:** name and video source
- **Video Size options:** display size options
- **Description:** rich text editor for descriptions
- **Grade:** grading categories and passing thresholds
- **Common Module Settings:** availability and ID numbers
- **Restrict Access:** restrictions by date/grade

Grading Logic:

The main functionality of Super Video is **engagement monitoring**:

- Standard Moodle only tracks if a student has *clicked* on a link
- Super Video tracks the **actual percentage viewed**
- The grade is assigned **automatically** based on this percentage

- Students cannot "cheat" by simply opening and closing the video

Pedagogical Benefits

- ✓ **Accountability:** students must actually watch the content
- ✓ **Automatic grading:** time-saving for instructors
- ✓ **Precise tracking:** data on real student engagement
- ✓ **Flexibility:** customizable passing threshold
- ✓ **Integration:** compatible with Moodle's grading system

LESSON 6 – Big Blue Button Virtual Classroom

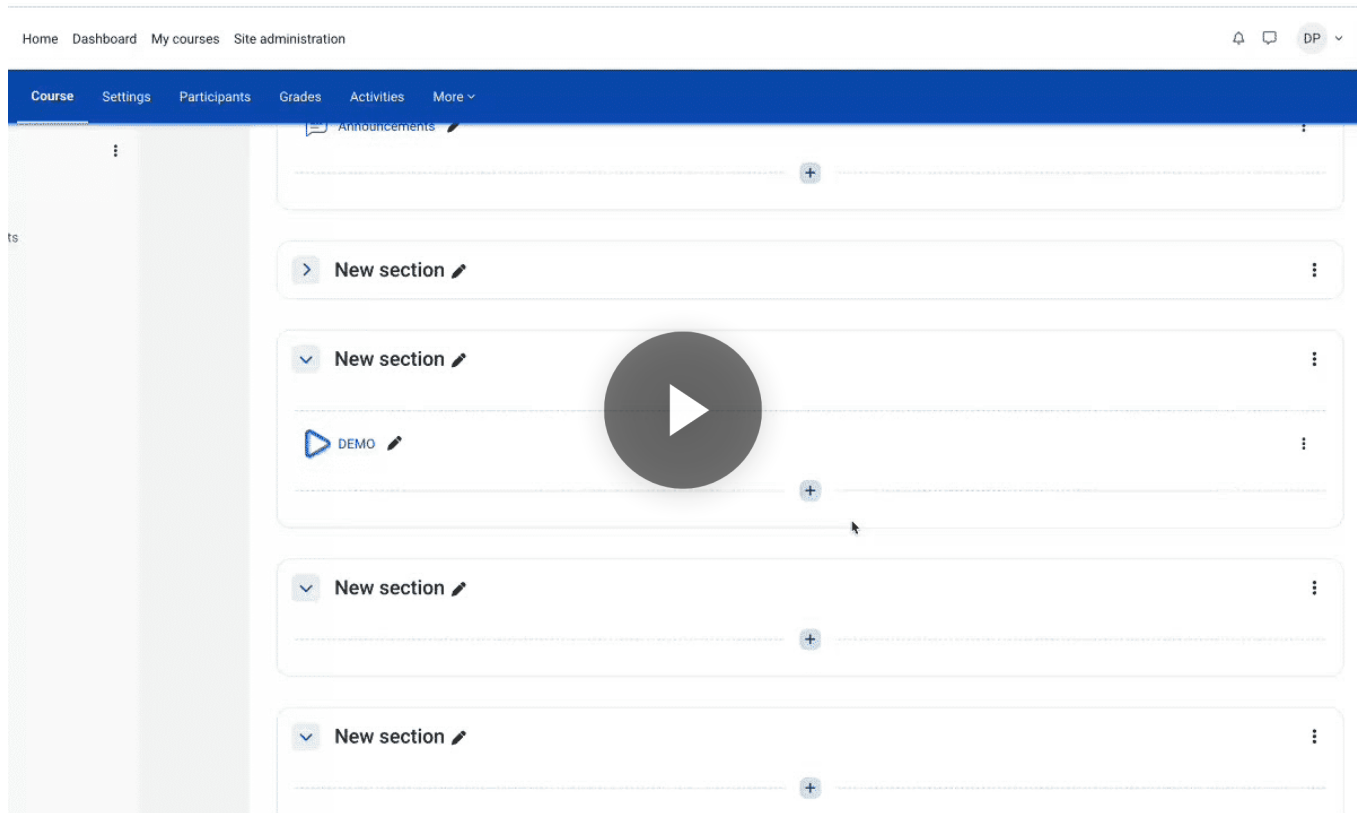
Video Description: Creating a BigBlueButton Virtual Classroom in Moodle

What is being demonstrated: This video demonstrates how an instructor or administrator creates a virtual classroom session using the BigBlueButton integration in a Moodle course. The tutorial covers the complete workflow from adding the activity to configuring specific session settings including timing, user permissions, and grading.

Overall Objective: To set up a scheduled, gradable virtual lesson titled "Lesson 1" where students cannot use their microphones but can be graded on attendance or participation.

BigBlueButton Guide

[BIGBLUEBUTTON GUIDE](#)



Step-by-Step Process

1. Initiating the Activity Creation

- Access the main course page
- Locate the desired section and hover over the + (Add) icon situated between sections
- Click on "Add an activity or resource" from the menu that appears

2. Selecting the Activity Type

- In the modal window that opens, various icons will be displayed for:
 - **Activities:** Assignment, Chat, Choice, etc.
 - **Resources:** Book, File, Folder, etc.

- Select the **BigBlueButton** icon (represented by a blue 'b' logo)

3. General Configuration

- On the "New BigBlueButton" configuration page:
 - **Instance type:** Keep the default setting "Room with recordings"
 - **Virtual classroom name:** Enter an identifying name (mandatory field)

4. Room Settings

Expand the "Room settings" section:

- **Welcome message:** Enter a personalized welcome message in the text box
- **Wait for moderator:** Leave unchecked if not required
- **Session can be recorded:** Keep active if lesson recording is desired

5. Lock Settings (Student Permissions)

Expand the "Lock settings" section to control the functionalities available to students during the session:

- **Disable webcams:** Enable to prevent webcam usage
- **Disable microphones:** Enable to have students enter muted and prevent them from unmuting themselves
- Other options (Disable private chat, Disable public chat, etc.): Configure according to needs

6. Session Timing

Expand the "Session timing" section:

Open:

- Check the "Enable" box
- Set the start date and time

Close:

- Check the "Enable" box
- Set the end date and time

7. Grade Settings

Expand the "Grade" section:

- **Type:** Select "Point" or another grading method
- **Maximum grade:** Keep or modify the default value (100)
- **Grade category:** Select the appropriate category or leave as "Uncategorized"
- **Grade to pass:** Set if necessary

8. Finalizing the Configuration

- Scroll through other standard Moodle settings:
 - Common module settings
 - Restrict access
 - Tags
 - Competencies
- Click "**Save and return to course**" to complete the activity creation

CONTINUE

MagConference Virtual Classroom Tutorial

This guide provides a comprehensive walkthrough of a virtual classroom environment integrated within a Learning Management System (LMS). It demonstrates the complete end-to-end workflow of initiating a live session, configuring audio hardware, managing presentation materials, and utilizing advanced teaching tools such as breakout rooms and learning analytics.

The interface showcased is a customized version of the open-source web conferencing system BigBlueButton, branded as "MagConference." The demonstration highlights the platform's capabilities for facilitating interactive online education and real-time session management.

The screenshot shows the BigBlueButton interface for a course titled "Lesson 1". The top navigation bar includes "Home", "Dashboard", "My courses", and "Site administration". The left sidebar has a menu with "General", "Announcements", "New section", "DEMO", and "Lesson 1" (which is highlighted). The main content area shows the "Lesson 1" title and a "Join session" button. Below the title, it says "This room is ready. You can join the session now." and "Close: Tuesday, 2 December 2025, 6:20 PM". There is a "Recordings" section with a table that currently shows "No data to display". A large play button icon is overlaid on the recordings table. The footer contains logos for the European Union, the Italian Ministry of University and Research, and the Italian Government, along with contact information for the university.

Step-by-Step Process

1. Session Initiation

Navigate to the course dashboard page titled "Lesson 1". Locate and click the blue **"Join session"** button on the right side of the interface. This action launches the virtual classroom environment.

2. Audio Configuration

Upon the classroom interface loading, a modal dialog appears asking: **"How would you like to join the audio?"**

Select the **"Microphone"** option (as opposed to "Listen only").

3. Hardware Permissions

The browser prompts for permission to use the microphone. Grant permission, which initiates an **"Echo Test"** to verify audio input and output.

After speaking and hearing the playback, click the **"Yes"** (thumbs up) icon to confirm the audio setup is working correctly.

4. Presentation Management

Once inside the main interface, click the blue **"+"** action button in the bottom-left corner.

From the menu, select **"Upload a presentation"**.

This opens a file management screen where files can be dragged and dropped or browsed for. View this screen before returning to the main slide view.

5. Creating Breakout Rooms

Return to the **"+"** action menu and select **"Manage Breakout Rooms"**.

A configuration panel appears where settings can be configured:

- **Number of rooms:** 2
- **Duration:** 15 minutes

Use the drag-and-drop interface to assign users to specific rooms.

Click **"Create"** to finalize the breakout room setup.

6. Accessing Analytics

Open the action menu again and select **"Learning Analytics Dashboard"**.

This overlays a dashboard on the screen displaying real-time engagement metrics, including:

- User count
- Activity scores
- Participation details
- Talk time, webcam time, and messages sent per participant

7. Ending the Session

To conclude the session, navigate to the options menu in the top-right corner (three vertical dots).

Select "**End meeting**".

A confirmation dialog appears asking: "**Are you sure you want to end this session?**"

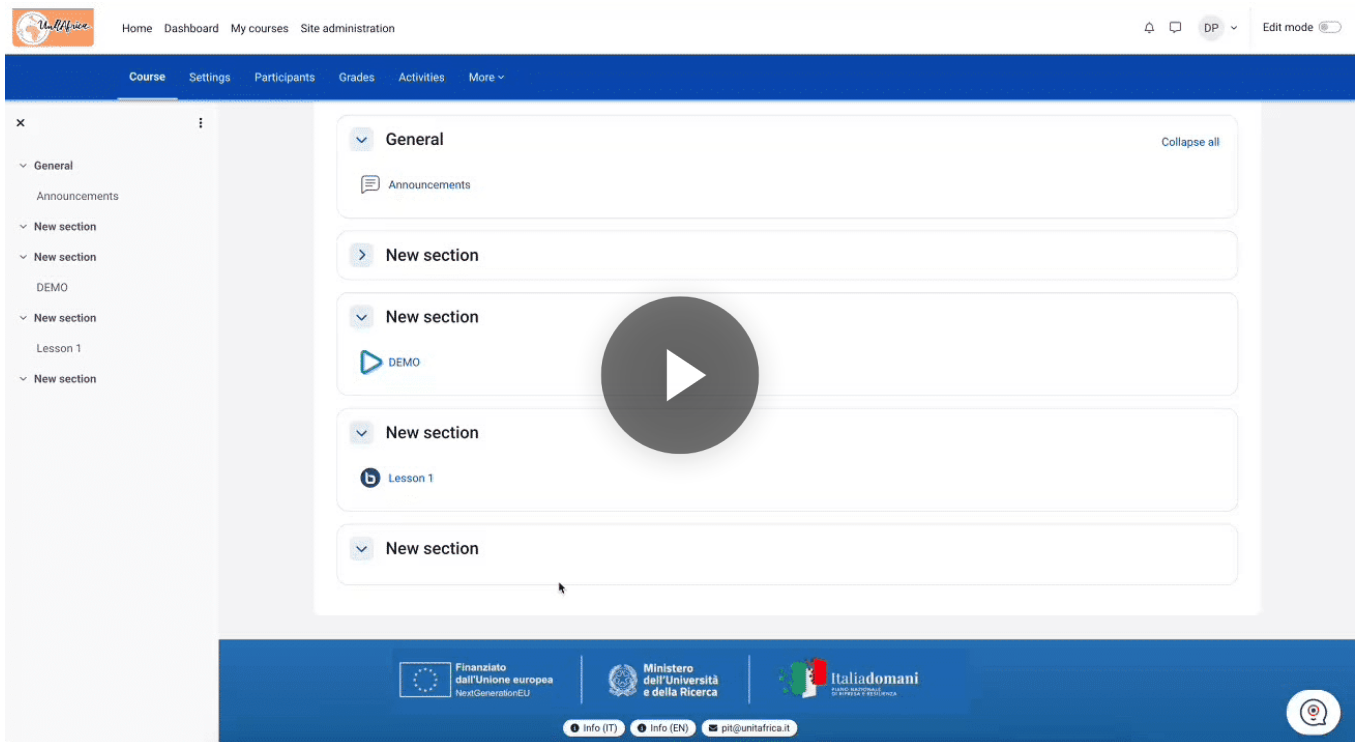
Accept the confirmation.

A feedback screen appears, allowing rating of the audio quality before returning to the LMS.

LESSON 7 – Creating a final quiz

Creating a Learning Object Quiz in PIT

The video demonstrates the **complete configuration process for adding a "Quiz" activity** to a course within a Learning Management System (LMS), specifically the **PIT platform**. It covers the initial creation of the activity shell and the detailed customization of settings including **timing, grading, layout, user review options, appearance, feedback, and completion conditions**.



Complete Step-by-Step Process

1. Initiate Activity Creation

- On the main course page ("**Test Pit**"), hovers over a section break
- Clicks the "+" (Add) button to create a new activity

2. Select Activity Type

- From the "**Add an activity or resource**" modal window, selects **Quiz**
- The quiz configuration page opens

3. General Settings

- **Name field:** User enters "**Quiz**"
- **Description field:** User types "**Lorem ipsum**" as placeholder text

4. Timing Configuration

The **Timing** accordion menu is expanded and configured:

- **Open the quiz:** Enabled and set to **1 December 2025, 15:42**
- **Close the quiz:** Enabled and set to **1 December 2025, 16:43**
- **Time limit:** Enabled and set to **15 minutes**
- **When time expires:** Left at default - "**Open attempts are submitted automatically**"

5. Grade Configuration

The **Grade** accordion is expanded:

- **Grade to pass:** Set to **5**

- **Attempts allowed:** Set to **Unlimited**
- **Grading method:** Set to **Highest grade** (records the best score across all attempts)

6. Layout Configuration

The **Layout** accordion is expanded:

- **New page:** Changed from "Every question" to **Every 5 questions**
- This determines pagination and how many questions appear per page

7. Review Options Configuration

The **Review options** accordion is expanded:

- User systematically **unchecks almost all feedback options** for:
 - "Immediately after the attempt"
 - "Later, while the quiz is still open"
 - "After the quiz is closed"
- Only leaves visible:
 - **"The attempt"**
 - **"Overall feedback"** in specific columns
- This restricts what students can see after completing the quiz

8. Appearance Configuration

The **Appearance** accordion is expanded:

- **Show user picture:** Set to **Small image**

- **Decimal places in grades:** Set to **2** (displays grades like 8.75, 9.50, etc.)

9. Overall Feedback Configuration

The **Overall feedback** accordion is expanded with dynamic feedback based on score:

- **For 100% grade boundary:** User types **"100%"** into the text editor
- **Adds new grade boundary field**
- **For 50% boundary:** User types **"50%"** into the text editor
- **For bottom boundary (0%):** User types **"0%"** into the text editor

This creates three feedback tiers that students see based on their performance.

10. Completion Conditions

The **Completion conditions** accordion is expanded:

- **Completion tracking:** Set to **"Show activity as complete when conditions are met"**
- User checks the following requirements:
 - **Require view** (Student must view this activity to complete it)
 - **Require grade** (Student must receive a grade)
 - **Require passing grade** (Must achieve grade ≥ 5)
 - **Or all available attempts completed**

11. Finalize

- User clicks **"Save and return to course"**
- The new **"Quiz"** activity is now visible on the course dashboard
- Ready for questions to be added

CONTINUE