



UNIVERSITÀ
POLITECNICA
DELLE MARCHE

**Quick Guide to
Accessing Learn
Courses and Microsoft
Teams Meetings for
students / international
students who have not
yet enrolled**

Purpose

The purpose of this document is to explain how students who have not yet officially enrolled can access both asynchronous and synchronous teaching activities remotely.

This procedure has been specifically designed for international students awaiting a visa, but it can also be adapted for other categories of students.

Accessing the Learn Platform

The asynchronous learning activities are delivered through the Learn platform: <https://learn.univpm.it>. Learn.univpm is also the repository where lecturers upload teaching materials.

At the professor's discretion, lecture recordings may also be included among the course learning materials.

A lecture can be recorded using Microsoft Teams even if it is not delivered as a live online session. To do so, simply start the Teams meeting without sharing the meeting link with students. This allows the session to be recorded while preventing students from joining the meeting live.

To access the platform, users must first register on ESSE3Web: <https://univpm.esse3.cineca.it/Root.do>



UNIVERSITÀ POLITECNICA DELLE MARCHE

Didactics Structure Area

This is the web area for managing your student career.

If this is your first contact with our University, please proceed with REGISTRATION:

- If you are of legal age and hold Italian citizenship or were born in Italy, you must register using SPID/CIE (menu → Registration with SPID/CIE) – [link to guide](#)
- If you are a minor or do not hold Italian citizenship, you must register with credentials (menu → Registration for foreign and minor students) – [link to guide](#)

If you have already registered in previous years, you can access by entering your LOGIN credentials:

- menu → Login with SPID/CIE – [link to guide](#)
- menu → Login (with credentials) – [link to guide](#)

To enroll in a degree course, proceed with MATRICULATION:

- If you hold Italian citizenship: **Log in with SPID/CIE** then matriculate (menu → Registrar's Office → Enrollment) – [link to guide](#)
- If you hold foreign citizenship: **Log in with credentials** then matriculate (menu → Registrar's Office → Enrollment) – [link to guide](#)

If you are a UNIVPM Professor or staff member (P+ID number) and also have a student career:

- if you want to access Esse3 Web, you do not need to register; you can **Login** using the same credentials used for the University Reserved Area
- if you want to enroll in a degree course (including post-graduate), you must **Login with SPID/CIE** and select your student career (S+ID number)

For information on exam sessions, click on the menu icon and consult the [Public Notice Board](#) for exams – [link to guide](#)

In case of lost credentials: [Username and password recovery](#)

For issues related to the use of online services: <http://helpdesk.studenti.univpm.it>

Once registration is complete, users will receive a username and password. Using these credentials, they can log in to the Learn platform <https://learn.univpm.it>.



Area riservata

Per accedere a questo servizio devi autenticarti
Stai accedendo a LEARN service (by CINECA)

ATNEO SPID CIE

Nome utente

Password

Accedi

Se sei studente, specializzando o dottorando il tuo username è S+matricola (es. S1991234);

Se sei dipendente o hai un incarico di docenza il tuo username è P00+matricola per le matricole a 4 cifre (es: P009876), P000+matricola per le matricole a 3 cifre;

Se sei esterno il tuo username è X+matricola (es: X123456);

Se hai dimenticato o non conosci la tua password accedi alla [procedura di recupero](#);

Within the "OFFERTA FORMATIVA UNIVPM" category, students can enroll in the first-year courses of Bachelor's and Master's degree programmes.

Search courses

Courses

> Expand all

▶ OFFERTA FORMATIVA UNIVPM

▶ MASTER

▶ CORSI DI PERFEZIONAMENTO ED ALTA FORMAZIONE

▶ CORSI DI DOTTORATO

▶ CORSI SALUTE E SICUREZZA

▶ CORSI CSAL

▶ CORSI SISTEMA QUALITA' ATENEO

▶ TEMPLATE

▶ ATTIVITA'

MATEMATICA E STATISTICA - CI - MOD: ISTITUZIONI DI STATISTICA A.A. 2025/2026

Enrolment options

MATEMATICA E STATISTICA - CI - MOD: ISTITUZIONI DI STATISTICA A.A. 2025/2026 ➔

Teacher:

▼

 AutoiscrizioneRegistrati

No enrolment key required.

Enrol me

Synchronous Teaching – Microsoft Teams

Live online classes are delivered through Microsoft Teams (<https://teams.microsoft.com/>) using the “Join as a guest” option.

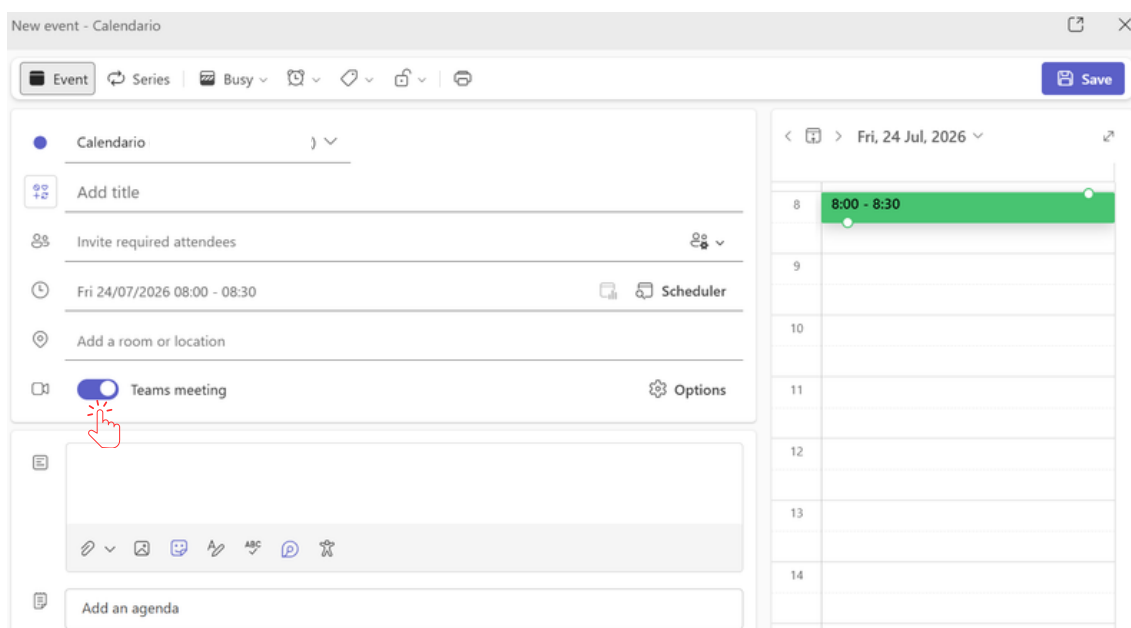
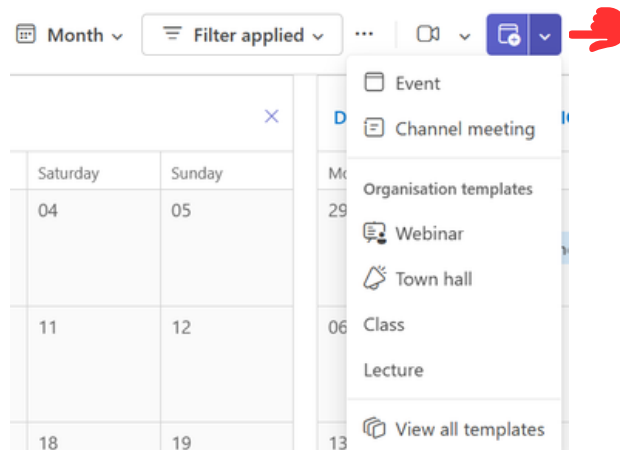
1) Managing a small number of participants

If the number of participants is limited, the professor can add users to the Team as Guests by using their personal email addresses. Users will automatically receive an email invitation from Microsoft Teams prompting them to create an account and join the Team.

The instructor can then schedule meetings according to the course timetable. These meetings will be available in the Team calendar and accessible to all participants.

→ HOW TO CREATE AN EVENT

1. Open the Calendar from the left-hand navigation bar in Microsoft Teams.
2. Click the New button located in the upper-right corner.
3. From the drop-down menu, select Event.
4. In the next screen, enter the required information, including the date, time, title, and participants.
5. If the event is intended to be an online meeting, enable the Teams Meeting option, as shown in the image below.



→ TEAMS MEETING OPTIONS

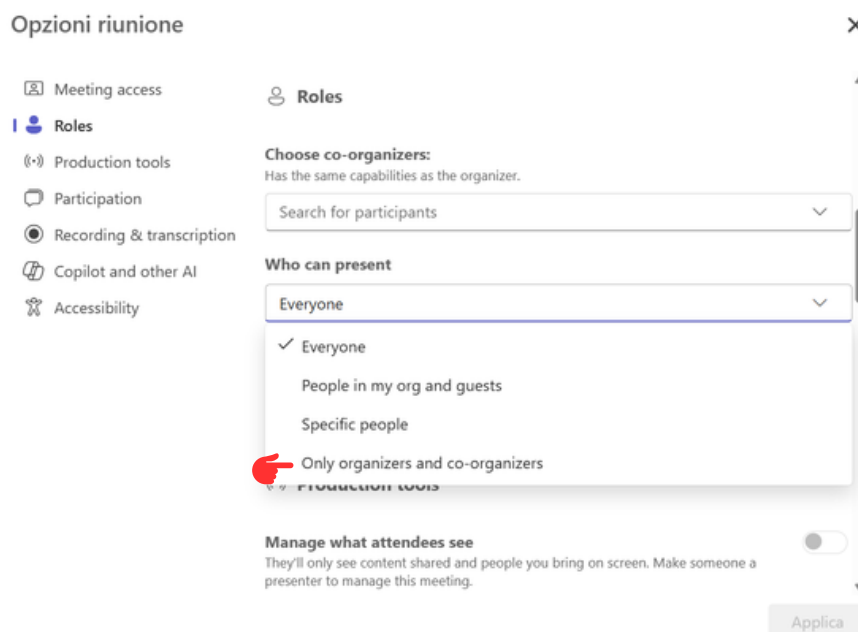
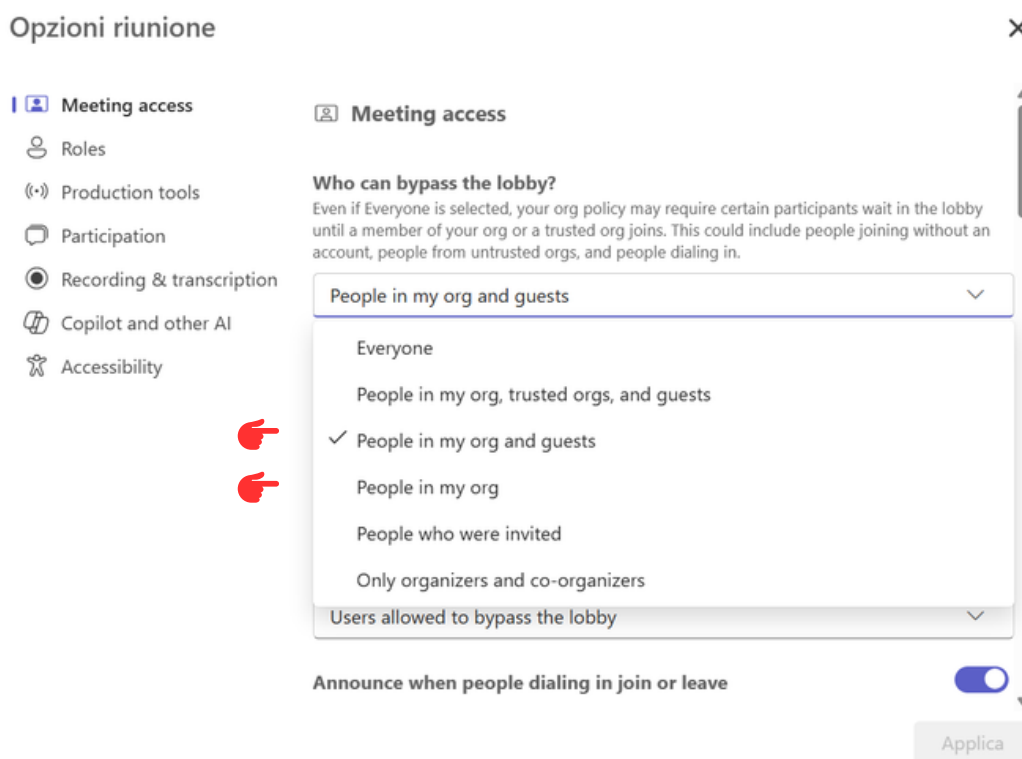
Once you enable the Teams Meeting option, the Meeting options link will appear on the same line, on the right-hand side.

Click Meeting options to open the meeting configuration menu, where you can customize various settings.

→ Meeting Access: In this section, the professor can choose which participants are allowed to bypass the meeting lobby.

- If you select *People in my organization and guests*, both institutional users and guest users will join the meeting directly without waiting in the virtual lobby.
- If you select *People in my organization*, only participants with a university account (e.g., enrolled Univpm students) will join the meeting directly. Guest users will remain in the lobby until they are admitted by the instructor.

→ Presenter Roles: Under Roles, in the Who can present setting, select *Organizers and co-organizers* if you want to prevent students from sharing their screen or presenting content during the meeting.



→ RECURRING MEETINGS

Teams can schedule recurring meetings using a single meeting link valid for all sessions.

New event - Calendario

Event Series Busy v v v v v v

Calendario

Add title

Invite required attendees

Occurs every Friday from 08:00 to 08:30 effective Fri 24/07/2026 until Fri 15/01/2027

Add a room or location

Teams meeting

Scheduler

Options

New event - Calendario

Back Options v

24/07/2026 08:00 to 08:30 All day

026 Friday, July 24, 2026

16:00 8:00 9:00 10:00 11:00 12:00 13:00

Availability

Required attendees

Add required attendee

Optional attendees

Add optional attendee

Rooms

Add a room

Time sugg

Busy Tentative Out of office Unknown W

2) Managing a large number of participants

If the number of participants is very large, the instructor can create either a single Teams meeting (for example, on the day of the first class) or a recurring meeting (using the Series option) and share a single meeting link within the course on the Learn platform.

By clicking this link, participants can join the meeting even if they are not members of the Team. The same link can be used to access the meeting regardless of the date and time of the originally scheduled event.

→ SHARING THE MEETING LINK 

Open the meeting from the Teams calendar, click the button next to Join, choose "Copy join link", and share it by email or through the Moodle *URL resource* on your learn.univpm page.

