



Condivisione dei verbali con il Consiglio di classe

17 Steps [View on Tango](#)

Created by

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Creation Date

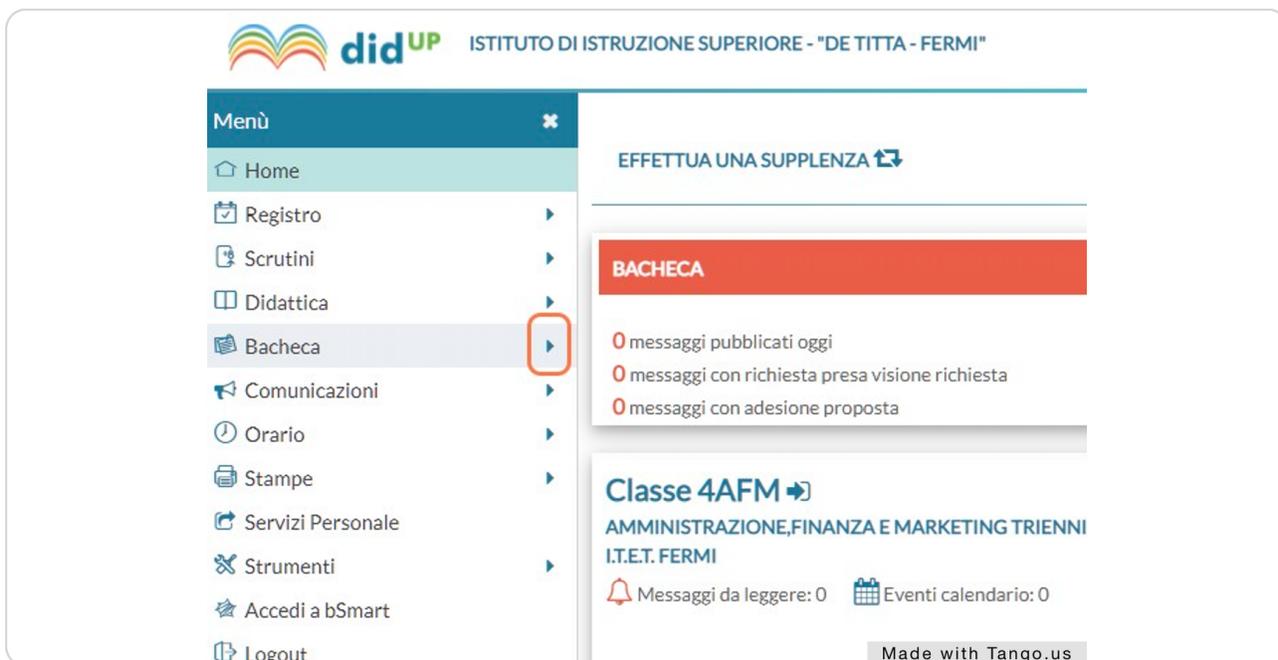
November 24, 2021

Last Updated

November 24, 2021

STEP 1

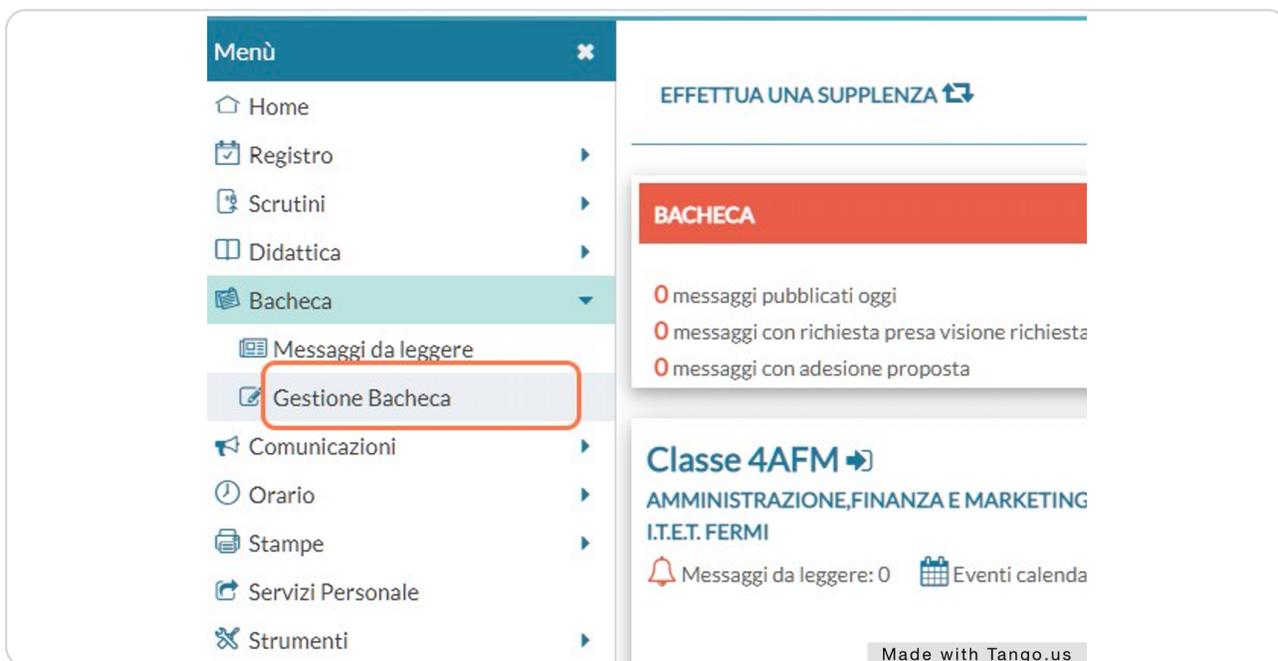
Dalla home, click sulla freccia alla destra di "Bacheca"



The screenshot shows the didUP website interface. At the top, there is a logo with a colorful book icon and the text "didUP ISTITUTO DI ISTRUZIONE SUPERIORE - 'DE TITTA - FERMI'". Below the logo is a dark blue navigation menu titled "Menù" with a close icon. The menu items are: Home, Registro, Scrutini, Didattica, **Bacheca**, Comunicazioni, Orario, Stampe, Servizi Personale, Strumenti, Accedi a bSmart, and Logout. The "Bacheca" item is highlighted in light blue, and a red circle highlights a right-pointing arrow next to it. To the right of the menu, the main content area features a button "EFFETTUA UNA SUPPLENZA" with a refresh icon. Below this is a red header for "BACHECA" followed by three status items: "0 messaggi pubblicati oggi", "0 messaggi con richiesta presa visione richiesta", and "0 messaggi con adesione proposta". Further down, there is a section for "Classe 4AFM" with the text "AMMINISTRAZIONE, FINANZA E MARKETING TRIENNI I.T.E.T. FERMI" and two notification counts: "Messaggi da leggere: 0" and "Eventi calendario: 0". A small "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 2

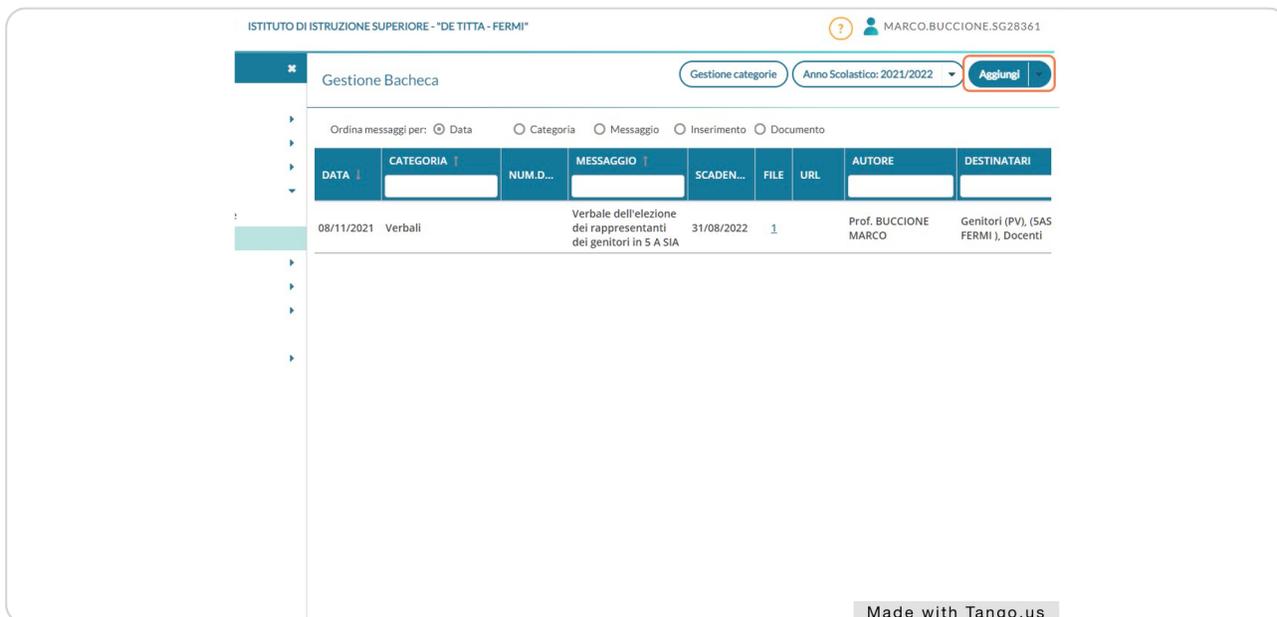
Click su "Gestione Bacheca"



This screenshot shows the same didUP website interface as in Step 1, but with the "Bacheca" menu item expanded. The "Bacheca" item is now highlighted in a darker blue, and a dropdown menu is visible below it. The dropdown items are "Messaggi da leggere" and "Gestione Bacheca", which is highlighted with a red rectangle. The rest of the page content, including the "EFFETTUA UNA SUPPLENZA" button, the "BACHECA" status items, and the "Classe 4AFM" section, remains the same. The "Made with Tango.us" watermark is also present in the bottom right corner.

STEP 3

Click su "Aggiungi"



ISTITUTO DI ISTRUZIONE SUPERIORE - "DE TITTA - FERMI" MARCO.BUCCIONE.SG28361

Gestione Bacheca Gestione categorie Anno Scolastico: 2021/2022 **Aggiungi**

Ordina messaggi per: Data Categoria Messaggio Inserimento Documento

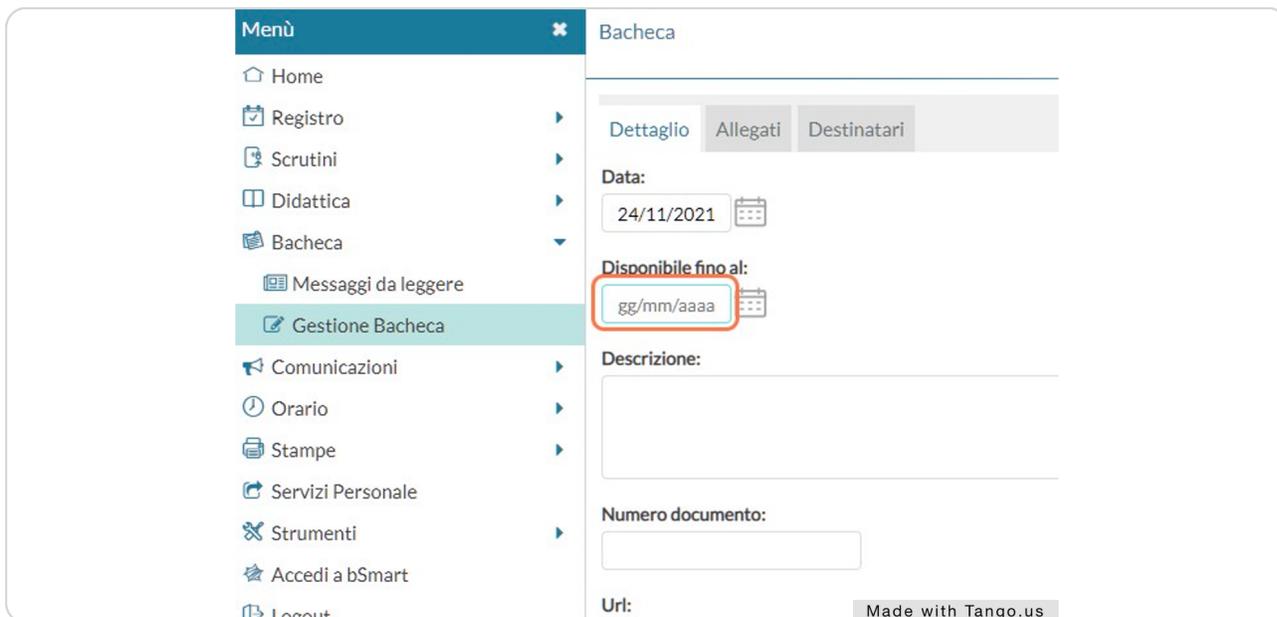
DATA	CATEGORIA	NUM.D...	MESSAGGIO	SCADEN...	FILE	URL	AUTORE	DESTINATARI
08/11/2021	Verbali		Verbale dell'elezione dei rappresentanti dei genitori in 5 A SIA	31/08/2022	1		Prof. BUCCIONE MARCO	Genitori (PV), (SAS FERMI), Docenti

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STEP 4

Click sulla data sotto "Disponibile fino al" e scegli la data fino a cui vuoi che il verbale sia visibile

NB: per rendere il verbale visibile per tutto l'anno, si può impostare come data il 31 agosto



Menù Bacheca

- Home
- Registro
- Scrutini
- Didattica
- Bacheca
 - Messaggi da leggere
 - Gestione Bacheca**
- Comunicazioni
- Orario
- Stampe
- Servizi Personale
- Strumenti
- Accedi a bSmart
- Logout

Dettaglio Allegati Destinatari

Data: 24/11/2021

Disponibile fino al: gg/mm/aaaa

Descrizione:

Numero documento:

Url:

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STEP 5

Compila la casella "Descrizione"

The screenshot shows a document management interface with a sidebar on the left containing navigation icons. The main content area is titled 'Bacheca' and has three tabs: 'Dettaglio' (selected), 'Allegati', and 'Destinatari'. Below the tabs, there are two date pickers: 'Data:' with the value '24/11/2021' and 'Disponibile fino al:' with the value '31/08/2022'. The 'Descrizione:' field is highlighted with a red border and contains the text 'Verbale del Consiglio di classe della 5 A SIA del 23/11/2021'. Below it is the 'Numero documento:' field, which is empty. A 'Made with Tango.us' watermark is visible in the bottom right corner.

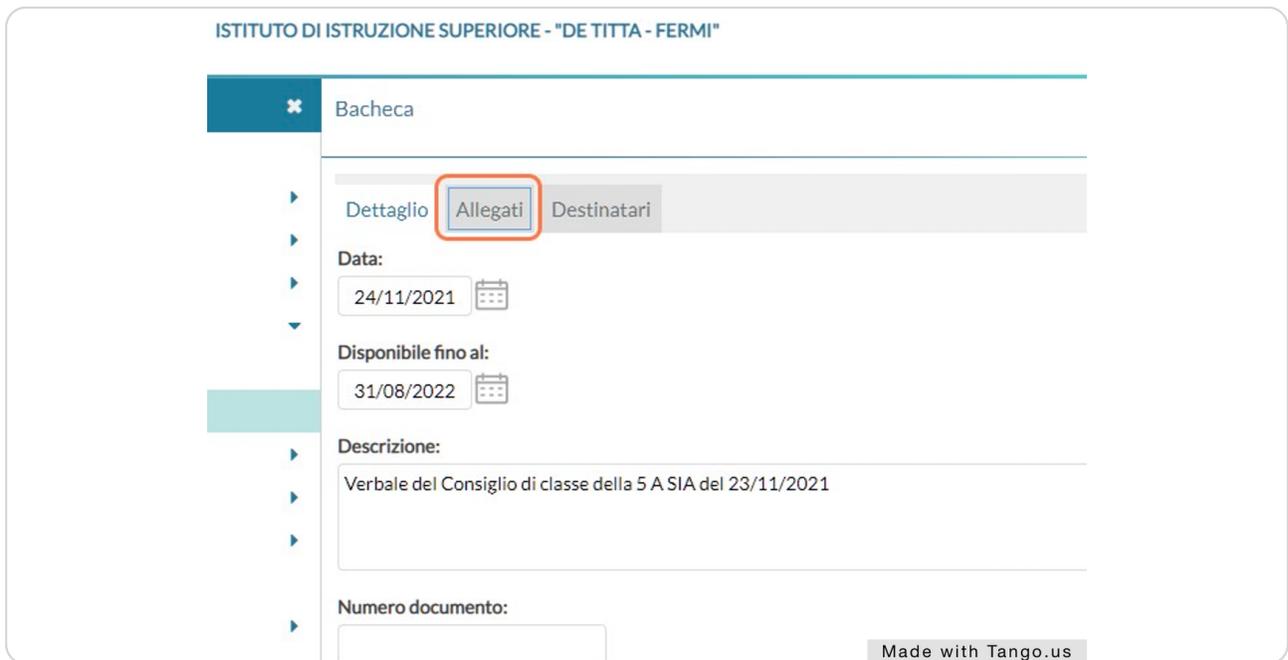
STEP 6

Click sulla casella "Categoria" e scegli la categoria "Verbali"

The screenshot shows the same document management interface as in Step 5, but with the 'Categoria:' dropdown menu open. The dropdown list contains several options: 'Scegli dalla lista', 'Verbale IAL', 'Verbale n° 1 CdC 3BL', 'Verbali' (highlighted with a red border), 'VERBALI IV AL', 'Verbali CdC IV BSU a.s. 2021/2022', 'VERBALI 1 CL', 'Verbali 1^ CSU a.s 2021-2022', 'Verbali 2ESU', and 'VERBALI 3 ASU a.s. 2021-22'. The 'Numero documento:' and 'Url:' fields are visible above the dropdown. A 'Made with Tango.us' watermark is visible in the bottom right corner.

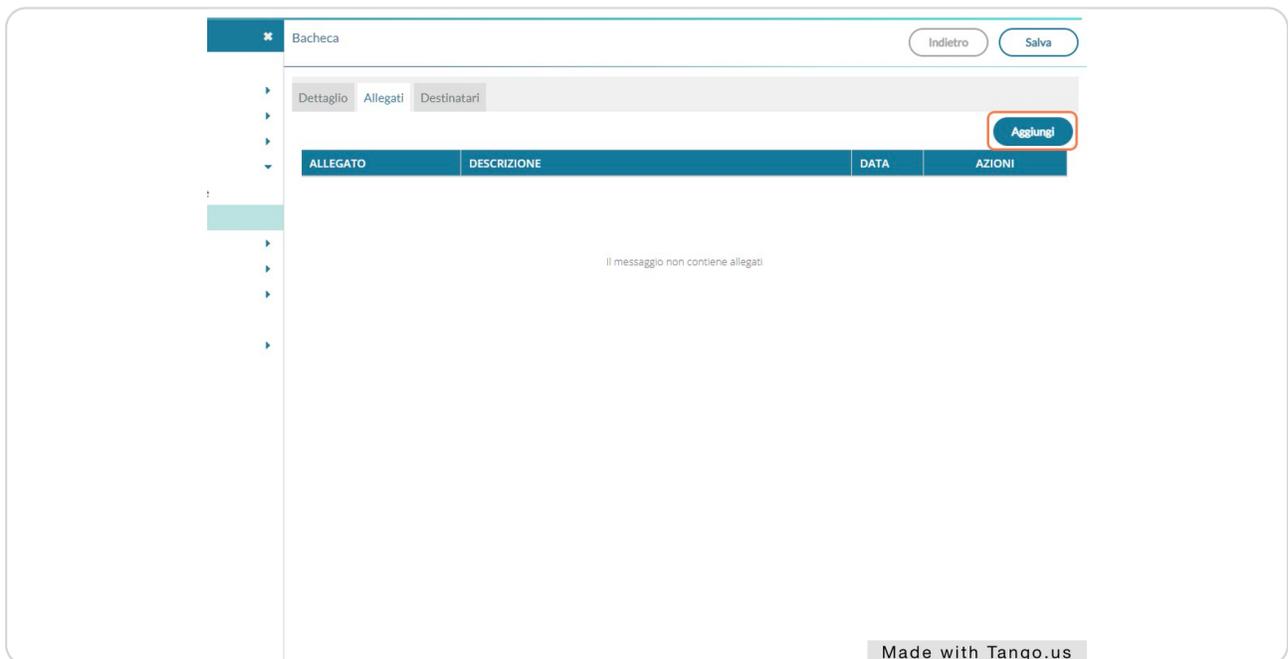
STEP 7

Click su "Allegati"



STEP 8

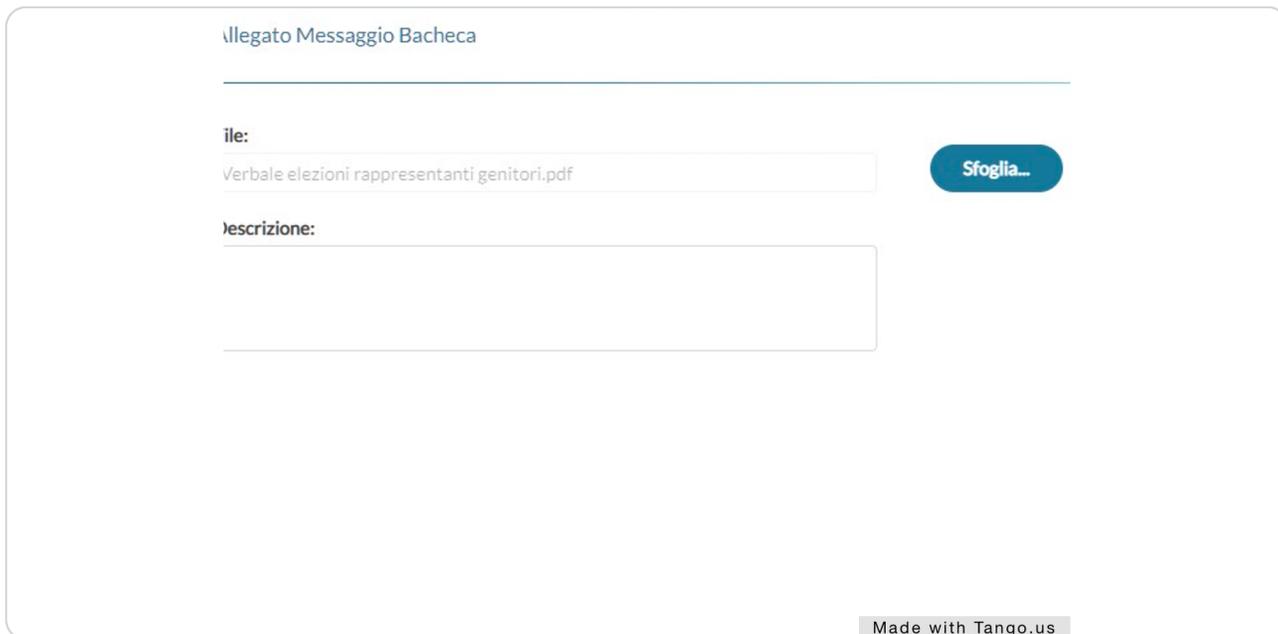
Click su "Aggiungi"



STEP 9

Click su "Sfoglia..." e seleziona il file da caricare

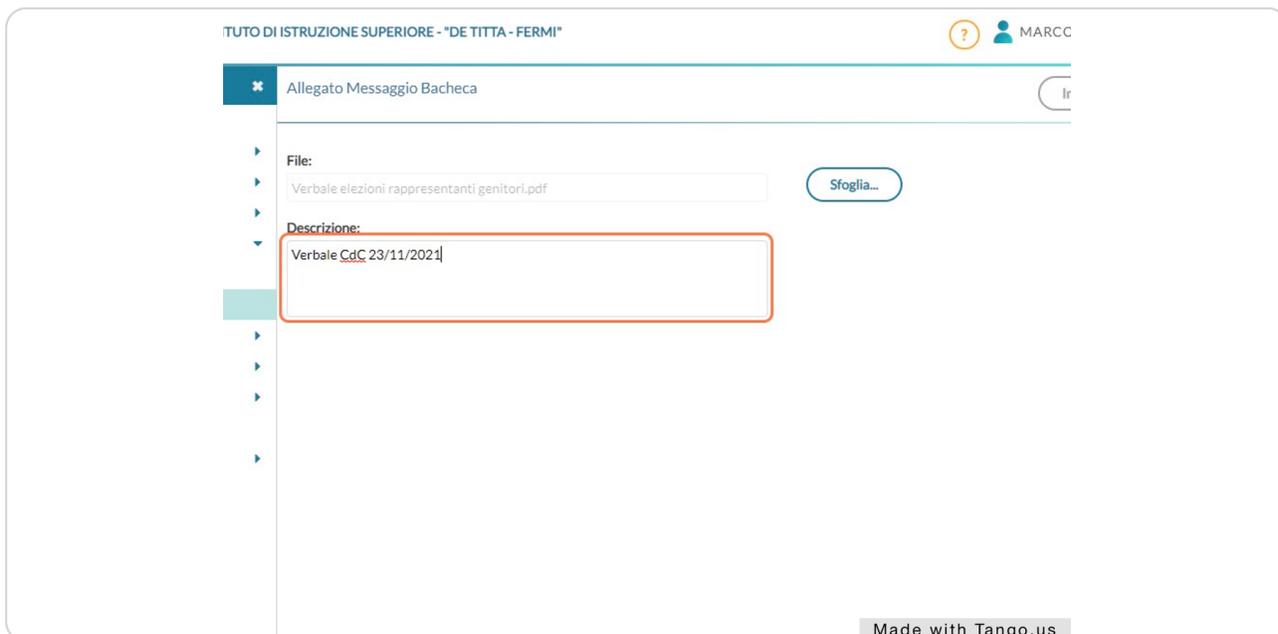
NB: si consiglia di usare file in formato PDF



The screenshot shows a web form for uploading a file. At the top, it says "Allegato Messaggio Bacheca". Below this, there is a "file:" label followed by a text input field containing "Verbale elezioni rappresentanti genitori.pdf". To the right of this field is a blue button labeled "Sfoglia...". Below the file field is a "Descrizione:" label followed by a larger text input field. The form is enclosed in a rounded rectangle. A small watermark "Made with Tango.us" is visible in the bottom right corner.

STEP 10

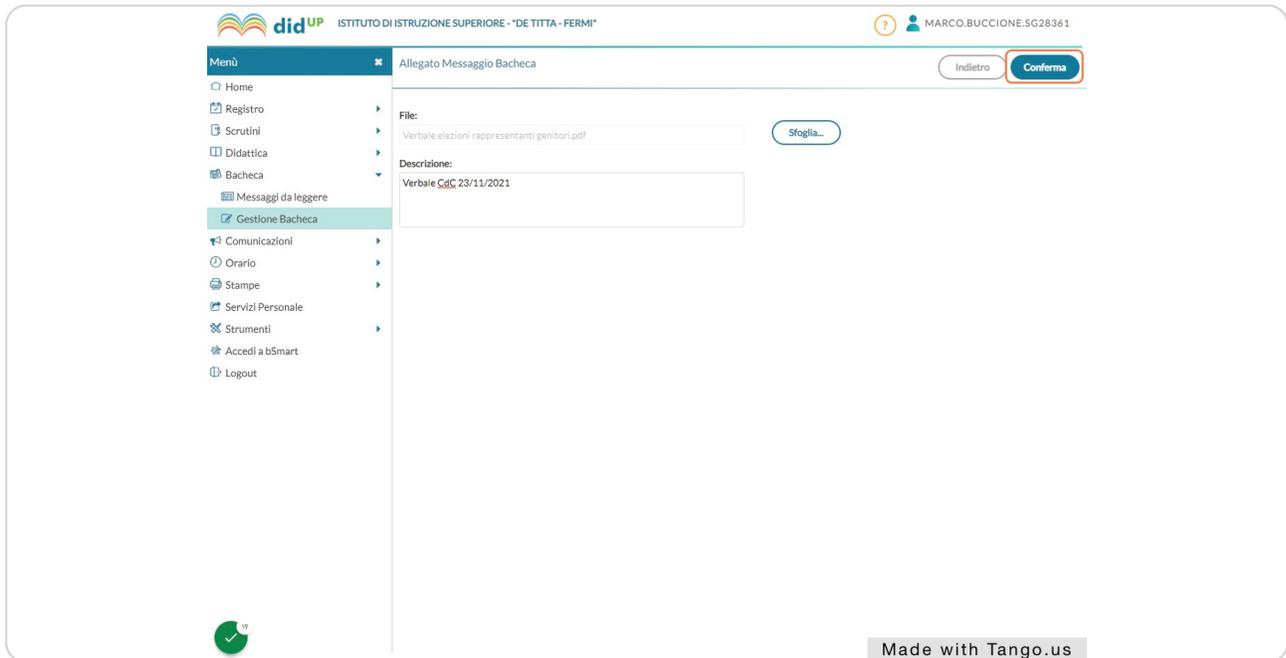
Compila la casella "Descrizione"



This screenshot shows the same form as in Step 9, but now the "Descrizione:" field is filled with the text "Verbale CdC 23/11/2021". The text is enclosed in a red rectangular box. The form is now part of a larger interface, with a header "TUTO DI ISTRUZIONE SUPERIORE - 'DE TITTA - FERMI'" and a user profile "MARCC" in the top right. A sidebar on the left shows a list of items with expand/collapse arrows. A "Ir" button is visible in the top right of the form area. A watermark "Made with Tango.us" is present in the bottom right corner.

STEP 11

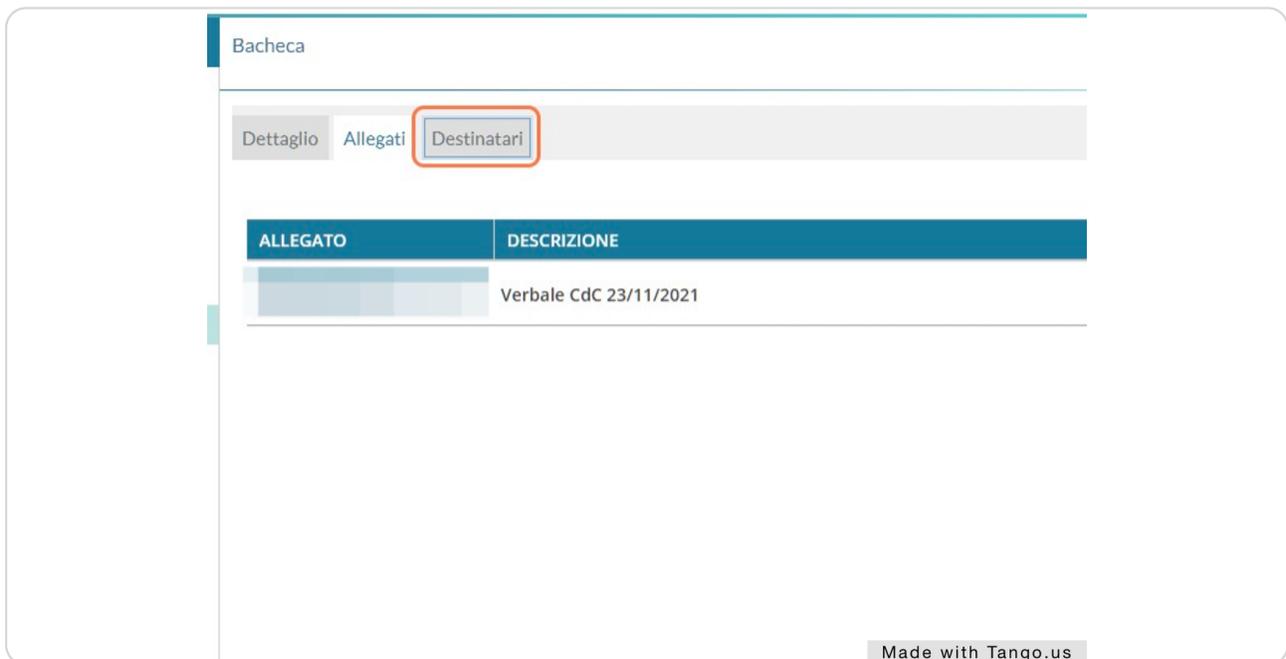
Click su "Conferma"



The screenshot shows the didUP web application interface. The header includes the didUP logo and the text "ISTITUTO DI ISTRUZIONE SUPERIORE - 'DE TITTA - FERMI'". The user's name "MARCO.BUCCIONE.SG28361" is displayed in the top right corner. A navigation menu is visible on the left side, with "Gestione Bacheca" selected. The main content area is titled "Allegato Messaggio Bacheca" and contains a "File:" field with the text "Verbale elezioni rappresentanti genitori.pdf" and a "Sfoglia..." button. Below this is a "Descrizione:" field with the text "Verbale CdC 23/11/2021". In the top right corner of the main content area, there are two buttons: "Indietro" and "Conferma". The "Conferma" button is highlighted with a red box. A green checkmark icon is visible in the bottom left corner of the page. A watermark "Made with Tango.us" is present in the bottom right corner.

STEP 12

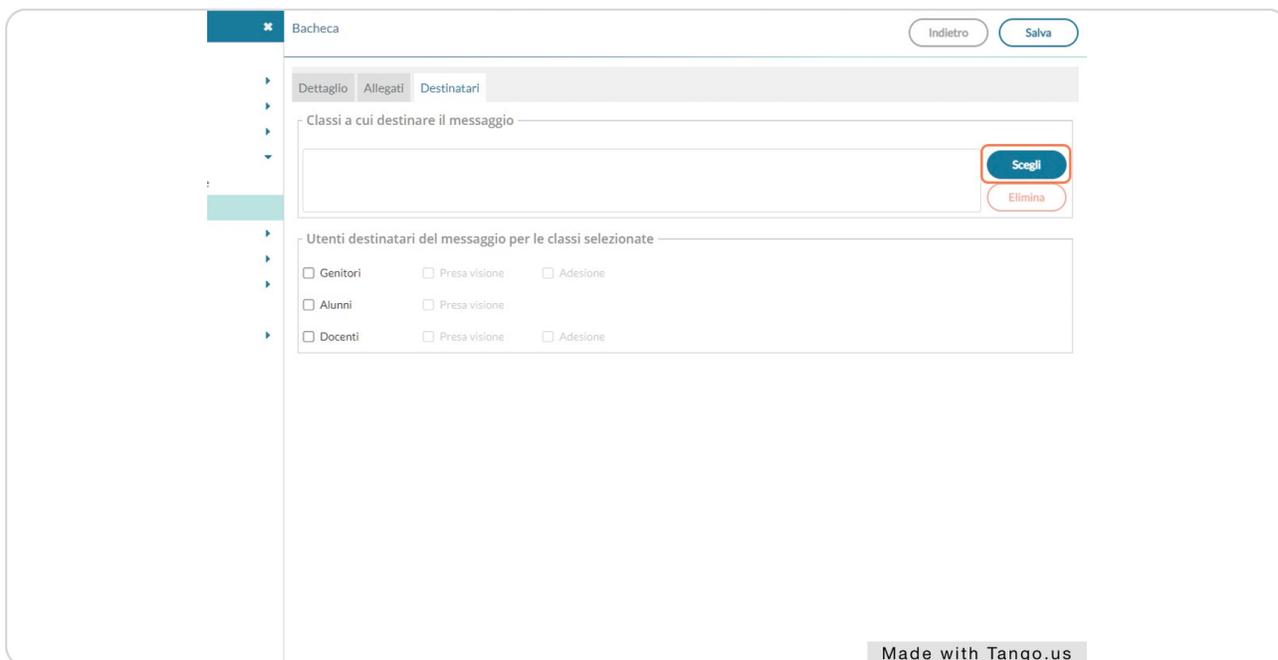
Click su "Destinatari"



The screenshot shows the didUP web application interface. The header includes the didUP logo and the text "ISTITUTO DI ISTRUZIONE SUPERIORE - 'DE TITTA - FERMI'". The user's name "MARCO.BUCCIONE.SG28361" is displayed in the top right corner. A navigation menu is visible on the left side, with "Gestione Bacheca" selected. The main content area is titled "Bacheca" and contains three tabs: "Dettaglio", "Allegati", and "Destinatari". The "Destinatari" tab is highlighted with a red box. Below the tabs is a table with two columns: "ALLEGATO" and "DESCRIZIONE". The table contains one row with a placeholder image in the "ALLEGATO" column and the text "Verbale CdC 23/11/2021" in the "DESCRIZIONE" column. A watermark "Made with Tango.us" is present in the bottom right corner.

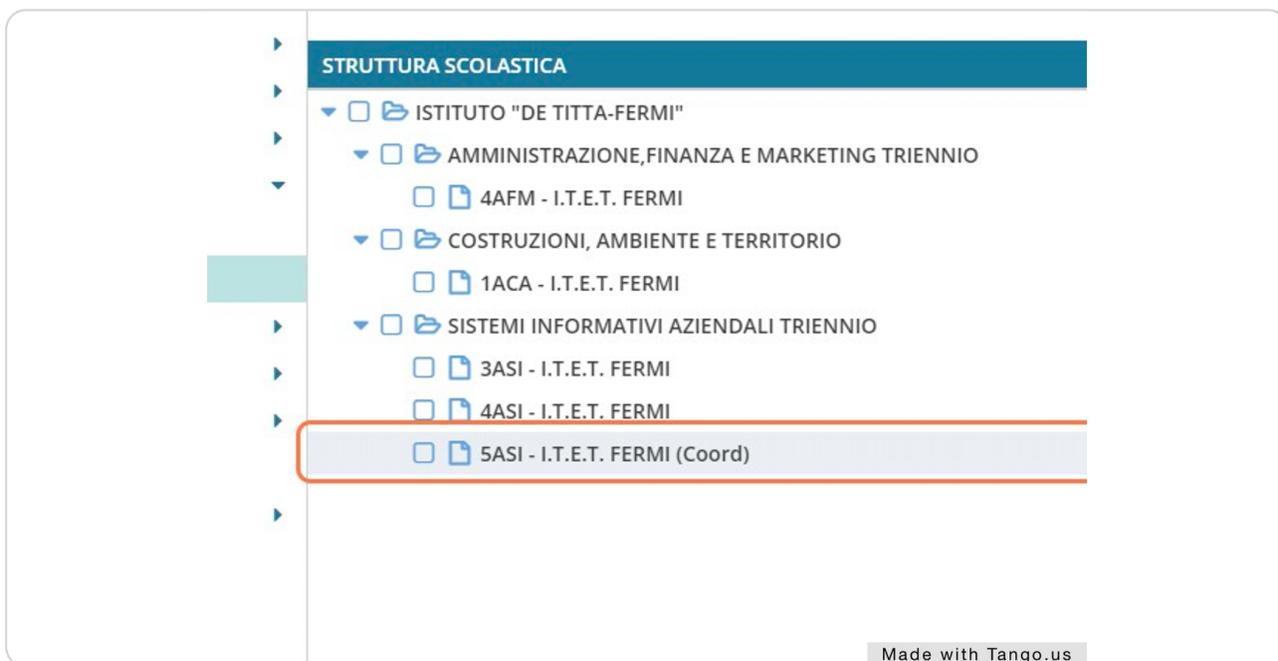
STEP 13

Click su "Scegli" alla destra di "Classi a cui destinare il messaggio"



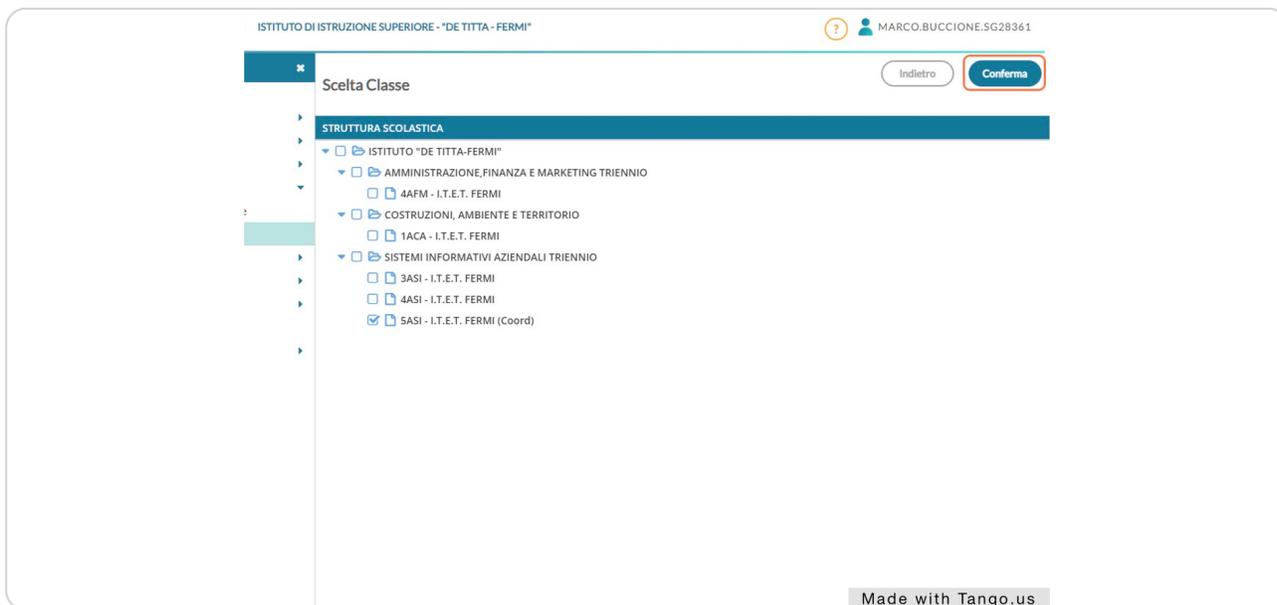
STEP 14

Selezionare la classe a cui appartiene il verbale



STEP 15

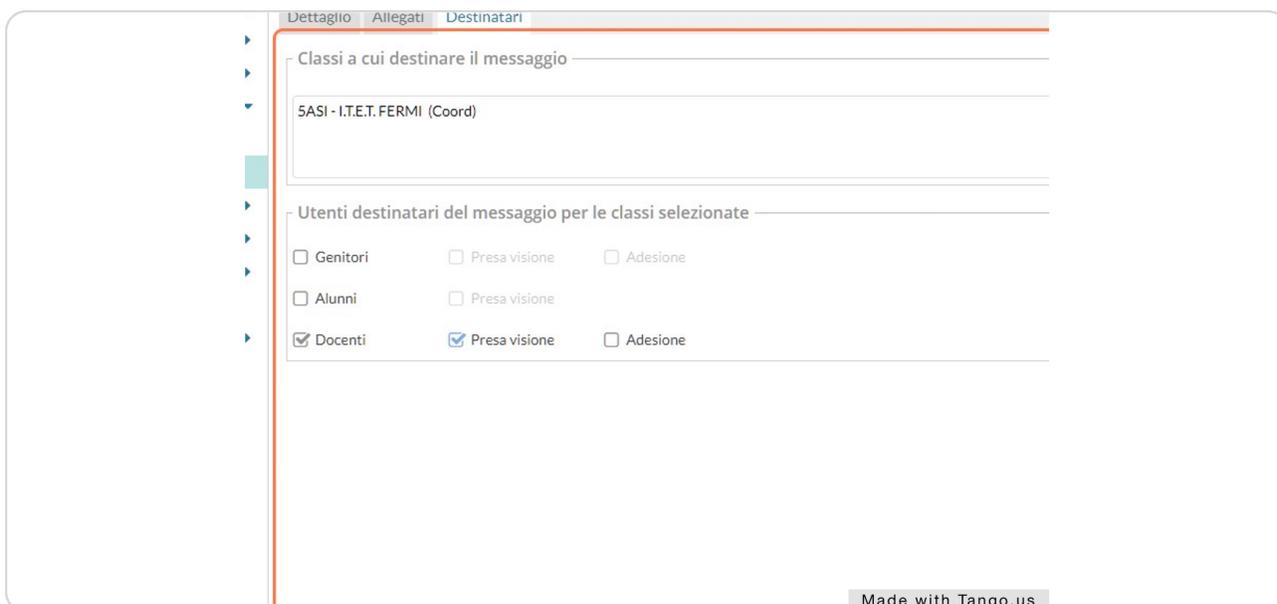
Click su "Conferma"



STEP 16

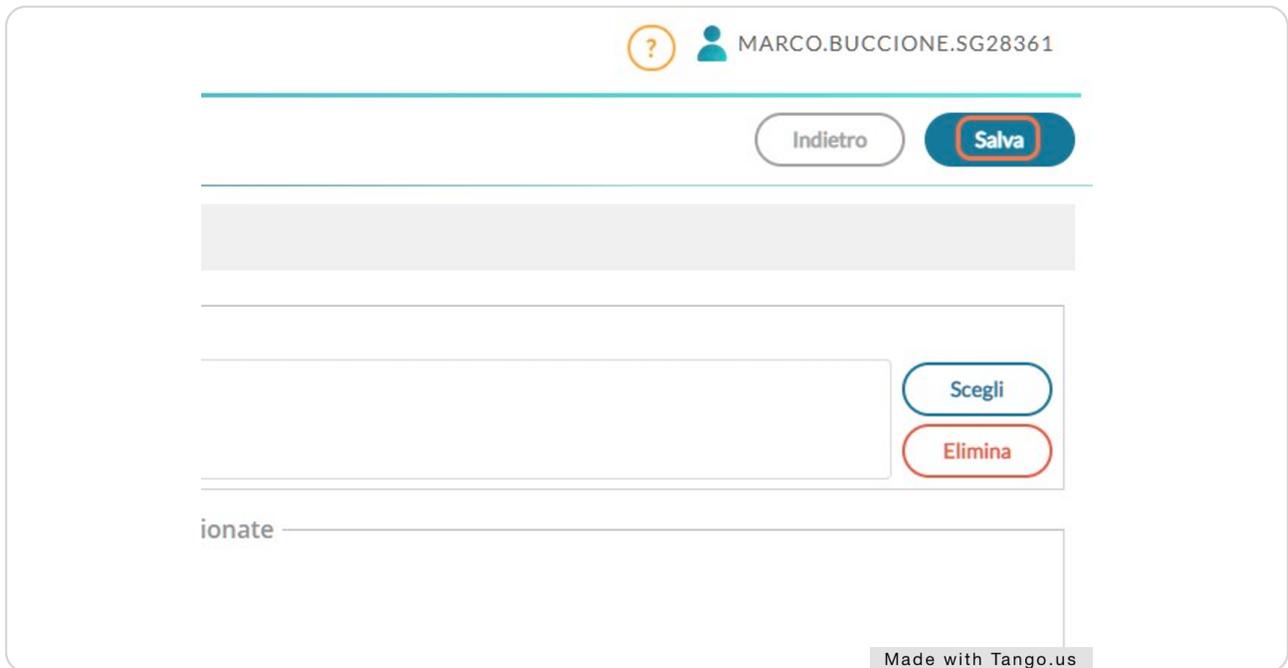
Nella sezione "Utenti destinatari del messaggio per le classi selezionate" spuntare "Docenti" e "Presenza visione"

*NB: prestare attenzione a **NON** spuntare le caselle "Genitori" e "Alunni", per evitare di divulgare il verbale a persone a cui non è destinato*



STEP 17

Click su "Salva"



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Tango