



## V&A Schools Live webinars 'How-Tos'

FAQs and support for joining your Zoom webinar for teachers and students

### **How to join the webinar**

You will need to click on the Zoom registration link to register by entering your first and last name and email address. You will then be sent a joining link automatically from Zoom. The webinar will start at the advertised time. You are welcome to join slightly earlier, but you'll be held in a waiting room until the official start time. More information about joining a Zoom webinar can be found [here](#).

### **Joining on different types of devices**

You can be signed in to Zoom on one computer, one tablet, and one phone at once. However, if you sign into an additional device of the same type, you will be logged out automatically on the first device.

### **Joining on more than one of the same type of devices**

If you wish to use the same type of device (such as two computers), you can share the Zoom webinar joining link with another teacher and log in with their email address. Another option would be to create a free second account in Zoom on a different email.

### **What to expect during the webinar**

There isn't any audio or video for participating schools, so you won't be able to see others nor others see you. If you have any questions, concerns, tech issues or would like to share thoughts with our webinar speakers, you are welcome to use the Q&A function on the bottom toolbar panel to message us.

### **Would you like to see live captioning during the webinar?**

Click the 'Live Transcript' icon at the bottom centre of your screen, then click 'Enable'.

### **Would you like to adjust the live captioning or see a live full transcript?**

Click the upside-down arrow next to the 'CC' icon – you can choose to 'Hide Subtitle', or 'View Full Transcript'. You'll be able to view full, time-stamped transcripts and save them for later. In this drop-down, you can also adjust sizes of captions to suit your needs.

More info about accessibility tools in Zoom can be found here: [Zoom Accessible Features Overview](#)

### **Would you like to go over sections of the webinar again, at your own speed?**

The webinars are all recorded. Once the webinar is over and we have time to edit it, the V&A team will send you a link to an edited recording with a transcript available. You will be able to then re-watch the webinar in a way that works for your school group.

### **Do you have questions or more ideas or tools we can use to make our webinars more accessible for your group and others?**

Please get in touch with us at [schools@vam.ac.uk](mailto:schools@vam.ac.uk)