

V&A Academy

Online Course Guide

How to use this guide:

- Click on one of the following topics to learn more.
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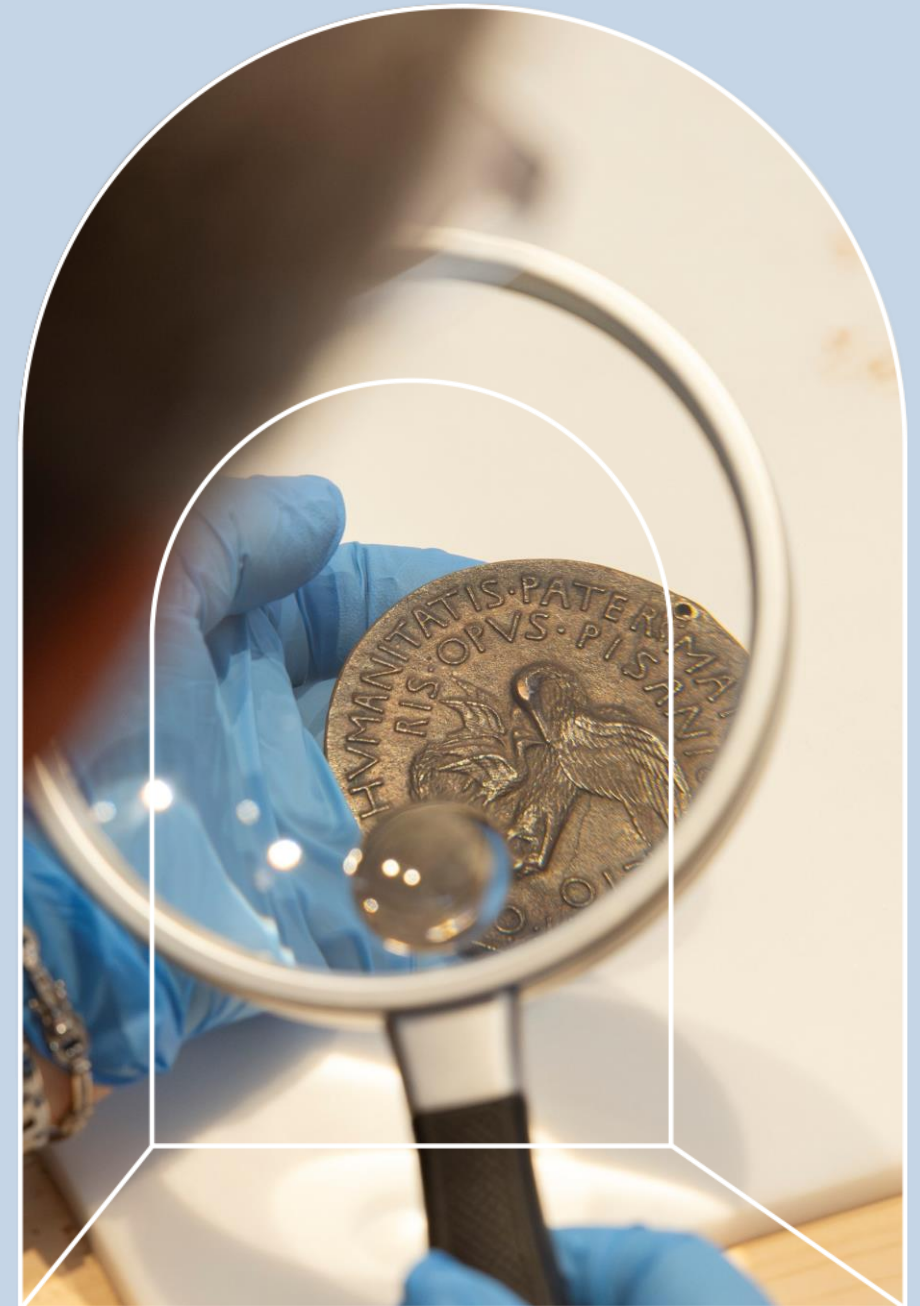
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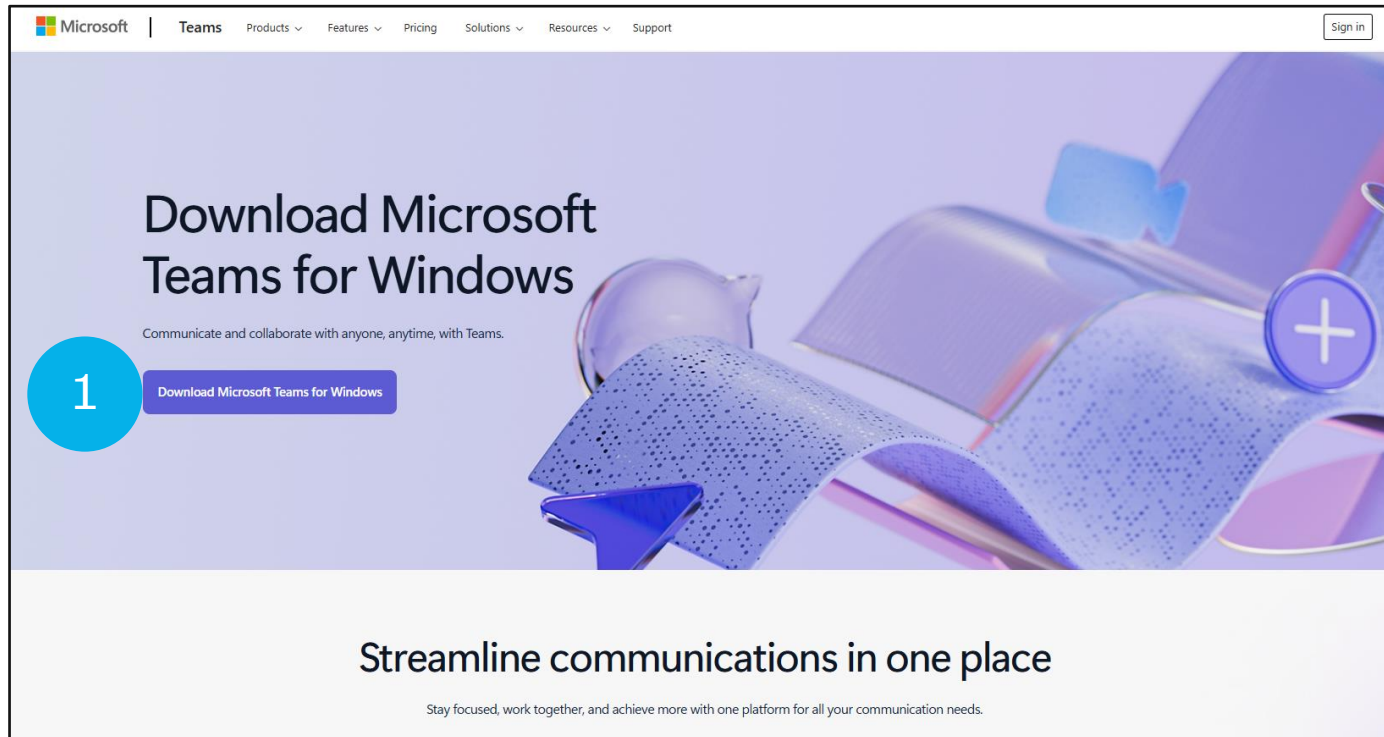
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Do you have a question about something not covered in this guide?
Please do get in touch via our email address courses@vam.ac.uk or via your Tech Support Channel.

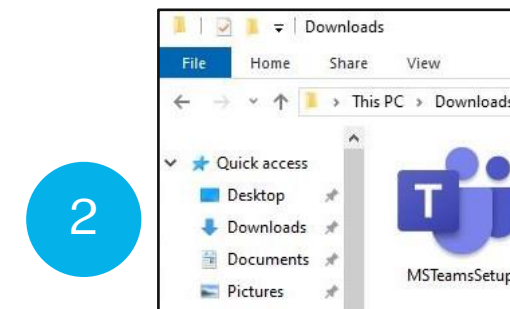


How to Download the Microsoft Teams app

- Microsoft Teams is the online platform which you will be using to access your V&A Academy Online course. To get started, [Please click here to download the Microsoft Teams app](#), and click 'Download for desktop'. You can then return to this guide to follow the additional instructions.
- If you are using a tablet or mobile device, you can search 'Microsoft Teams' and download the app directly from the app store on your device.

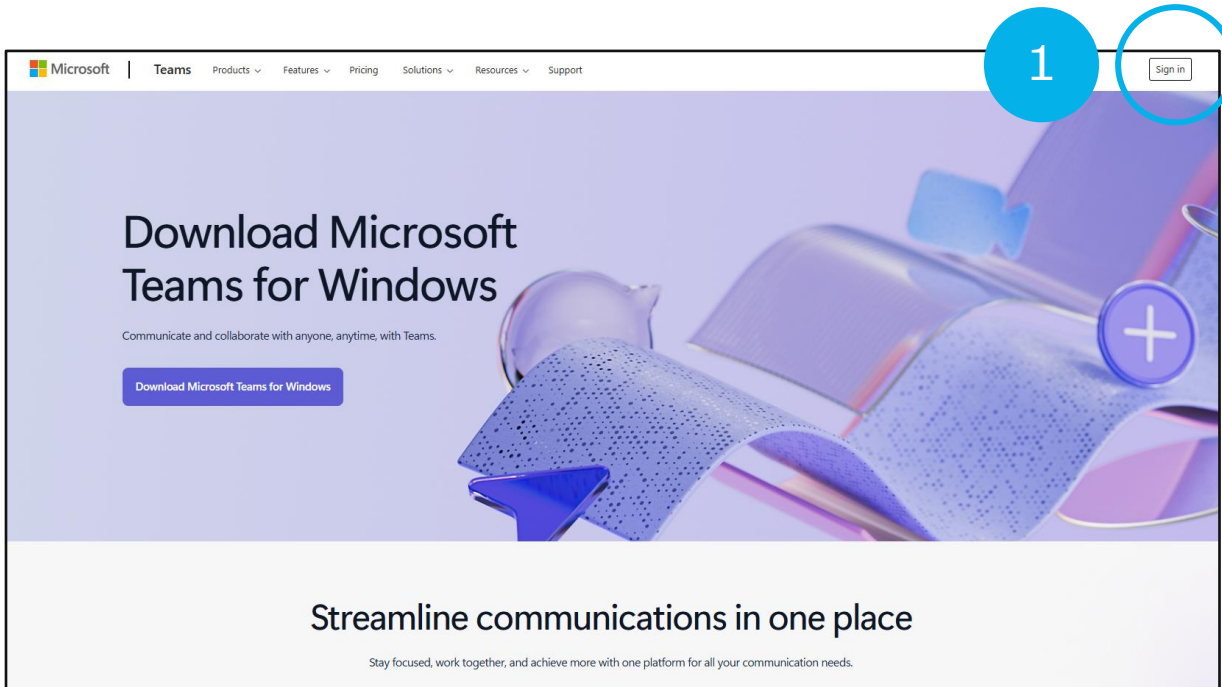


1. Click on the button that reads 'Download Microsoft Teams for Windows'
2. The Teams app will appear in your device downloads. Click on the icon and follow the instructions on-screen to download.



Accessing Teams via a Web Browser

- We advise you download the Microsoft Teams app to get the most out of your course. However, you can also access your V&A Academy account using a web browser if using a laptop or desktop. We advise using Microsoft Edge to access your course as it is the most compatible web browser.
- Other web browsers may be compatible. Please note, Safari is not compatible with Microsoft Teams.
- [Please click here for the sign in window to Microsoft Teams](#). You can then return to this guide to follow the additional instructions.
- We do not advise using a web browser to access your course via a tablet or mobile device.



1. Click the 'Sign In' button in the top right corner of the screen.

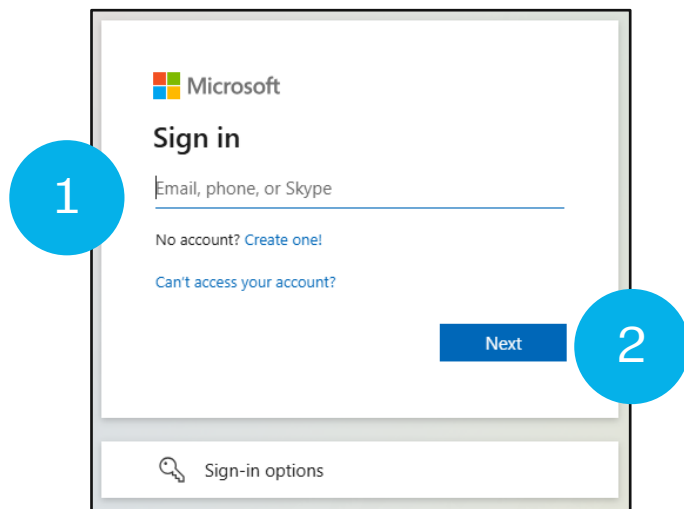
Please sign in using your V&A Academy account details.

[Click here to find out more](#)

Signing in to your V&A Academy account

- Your dedicated V&A Academy Teams account is individual to you and will be used for all your V&A Academy online courses.
- If you have any issues regarding your password or signing in, please do email us at courses@vam.ac.uk.

1. When asked for your email address, enter your V&A Academy Online username, ending with @academy.vam.ac.uk.
2. Click 'Next'.
3. Now enter your temporary password. Click 'Sign in'. You can click 'stay signed in' if you would like your details to be saved for future sessions.



Microsoft

Sign in

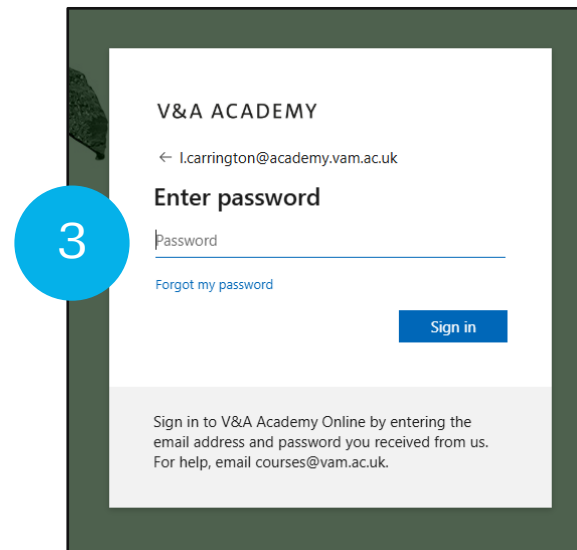
Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options



V&A ACADEMY

← l.carrington@academy.vam.ac.uk

Enter password

Password

[Forgot my password](#)

Sign in

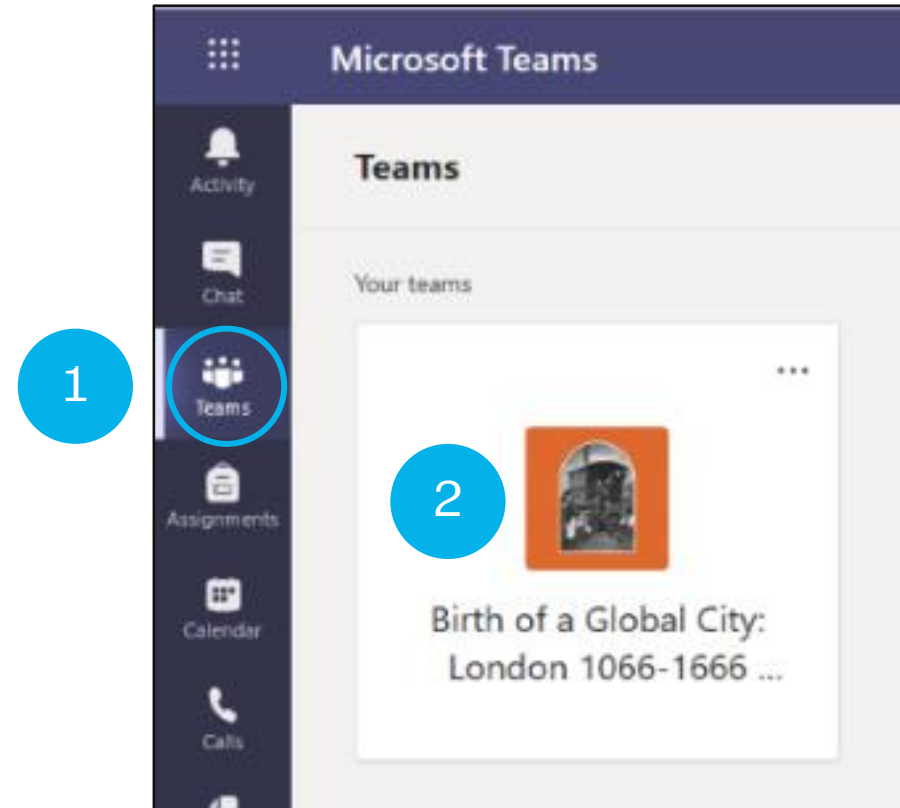
Sign in to V&A Academy Online by entering the email address and password you received from us. For help, email courses@vam.ac.uk.

The first time you log in, you may be asked to change your password to something more memorable.

Finding your Course or 'Team'

• Everything you need to enjoy your V&A Academy course can be found within Microsoft Teams. Take some time to look around your new learning environment.

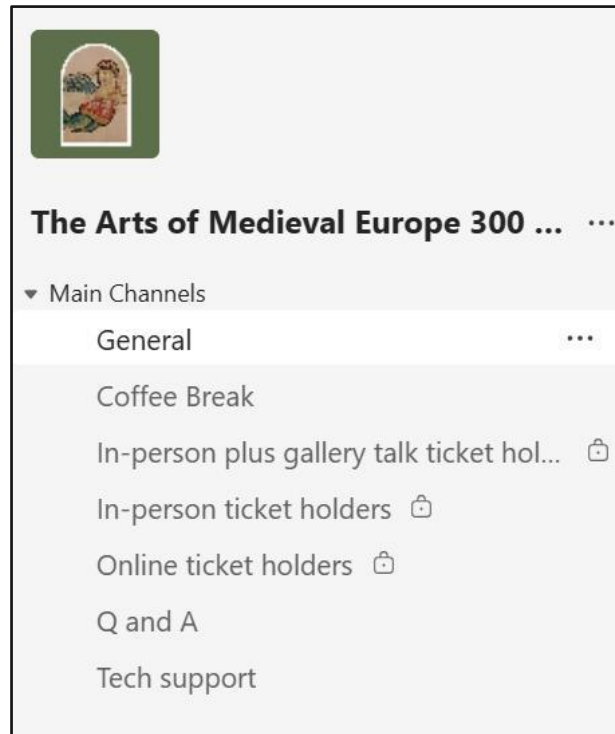
1. Now that you're signed in to Teams, you need to find your course. In the vocabulary of Microsoft Teams, your course is known as a 'Team'. Click on the Teams icon on the left-hand side of the screen.
2. Next, click on the name of your course. This will take you to your course environment. If you're enrolled on more than one course, you'll see all your courses listed here.



Home

Course Channels

- Take some time to look around your new learning environment. The most important things to get to grips with are 'Channels' and 'Tabs', as we'll be using this language during your course.
- Towards the left of your screen, beneath the course title, you'll see a list of sections. These sections are called 'Channels' and each has a different purpose.



General

Contains all the essential information for your course, including live lecture links, lecture recordings and course programme and resources. Only course administrators can post announcements here.

Coffee Break / Class Chat / Community Hub

This is your social space where you can engage in conversation with your fellow students. Please feel free to chat here about your course and share recommendations. Anyone can post a message here.

Q and A

Got a question that you didn't get the chance to ask during the live lecture? Ask it here, and either your peers or your course director will give you a steer. This is especially useful if you're watching lectures on catch-up rather than live.

Tech support

Here's where you can post your tech questions. A member of the V&A Academy team will respond to you during museum opening hours to advise on potential solutions.

Reflections (Only on Practical Workshops)

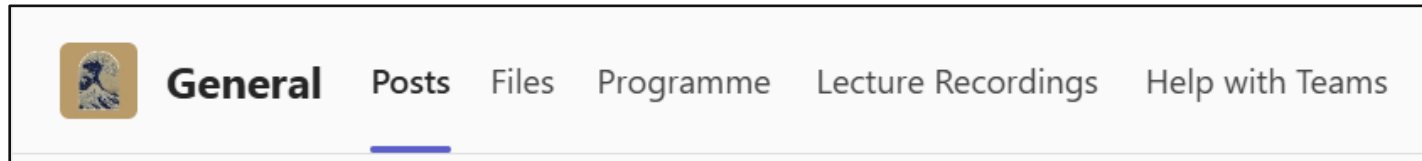
This is where we invite you to share your perspective. We will regularly post objects or articles of particular interest to the week's class, and we want to hear what you have to say. Only administrators can create new posts in this channel, but anyone can add their reply to the thread. Click 'Reply' beneath the original post.

In-person plus gallery talk ticket holders/ Online ticket holders (Hybrid Courses)

You will have an additional channel that correlates to your ticket type on hybrid courses where we offer in-person/Gallery Talks/Online learning. This is to ensure you receive the relevant information for your course type.

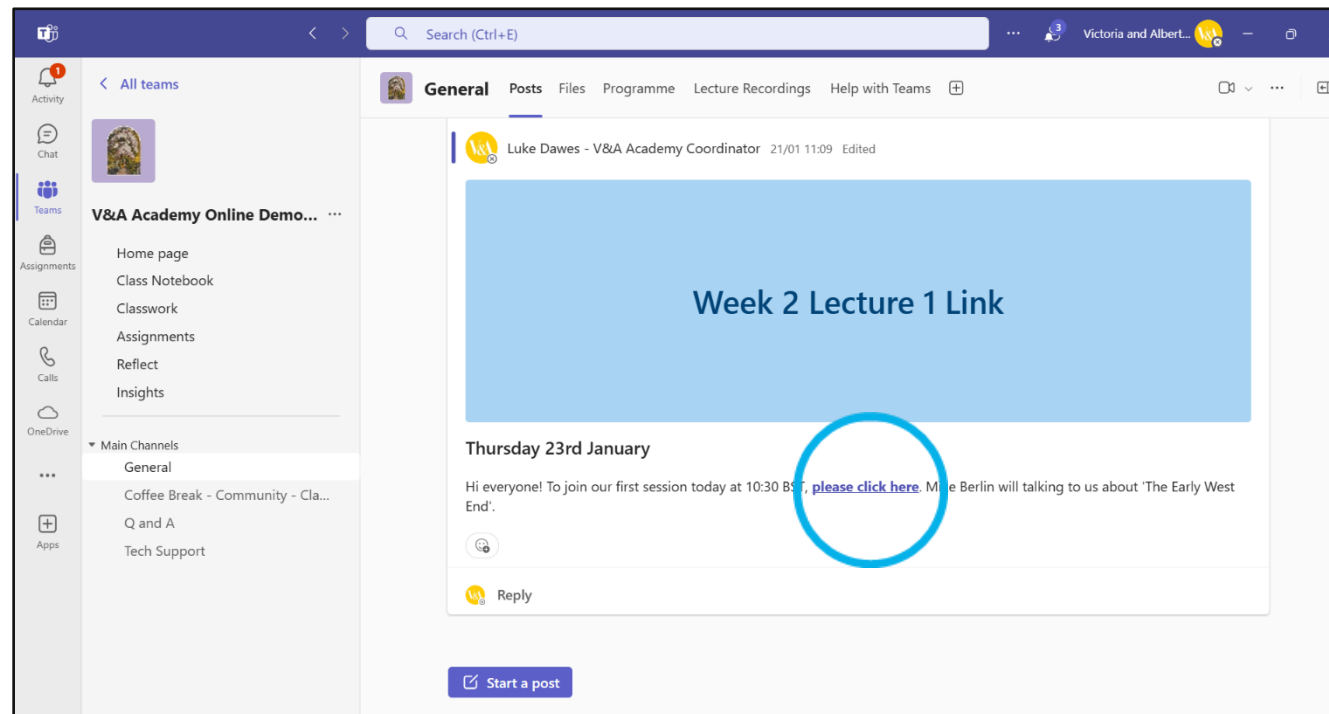
Course Tabs

- The General Channel has various Tabs, which will help you get the most out of your course.
- Tabs are where you can find useful resources, such as copies of presentation slides, resource sheets and recordings of lectures.
- Tabs can be found along the top of the Teams window, as you can see below.



Joining a Live Event

- Your live lecture joining link will be posted around 30-15 minutes before the session is due to start in your course General Channel.
- Head to the General Channel and look out for a blue banner as below (You may need to scroll up/down!). Next, click the blue 'Please Click Here' hyperlink and your lecture will start shortly.
- At the end of the lecture, please click 'leave'. To rejoin the next session, return to the General Channel and a new link will appear. Some courses will have only one link per week.



Home

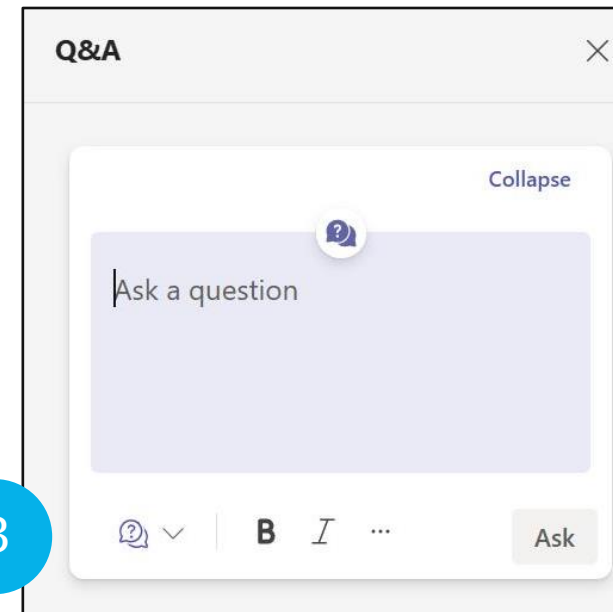
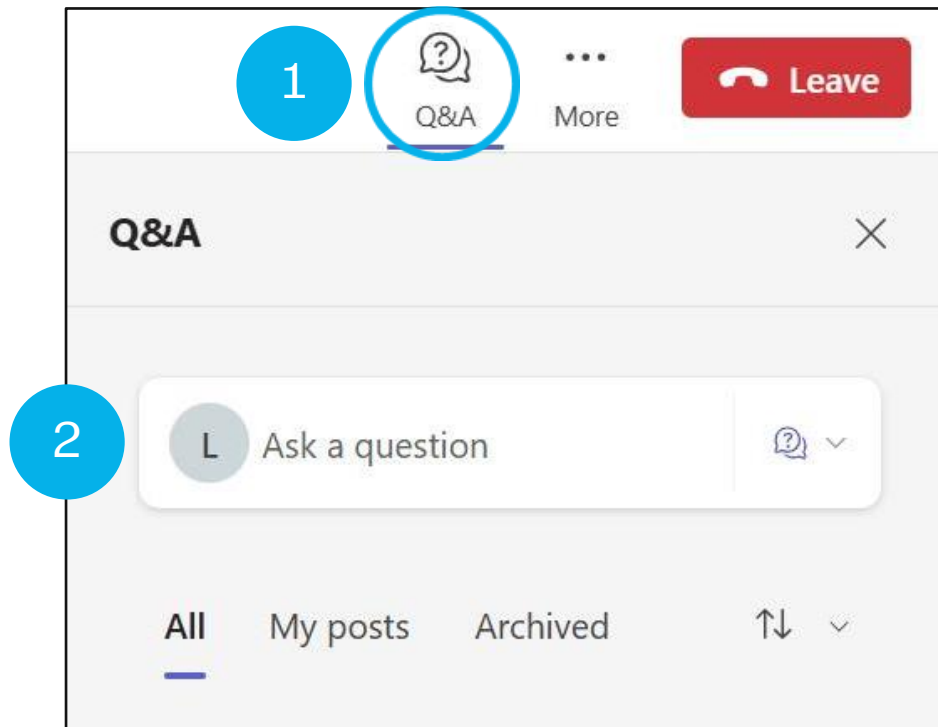
Asking a question in a Live Lecture

- If you are joining us for a live lecture, you can type a question to the speaker about the lecture content.
- Questions will then be addressed in the Q&A at the end of the lecture. Any questions which are not addressed in the live lecture will be responded to in the Q&A Channel of your course Team.

1. Click on the two interlocking speech bubbles to open the live Q&A function.

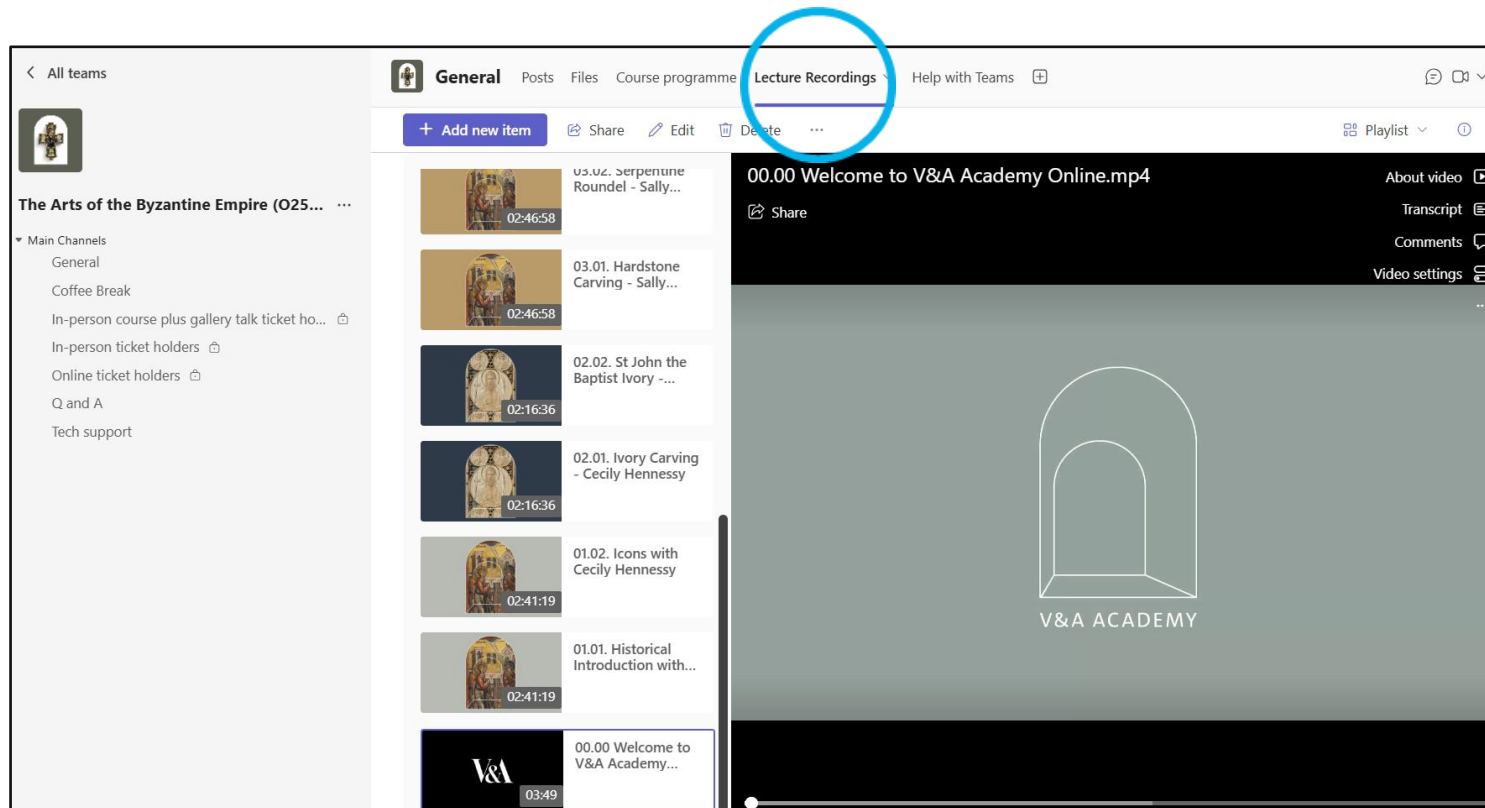
2. Click 'Ask a question'.

3. Type your question and select 'Ask' to submit.



Lecture Recordings

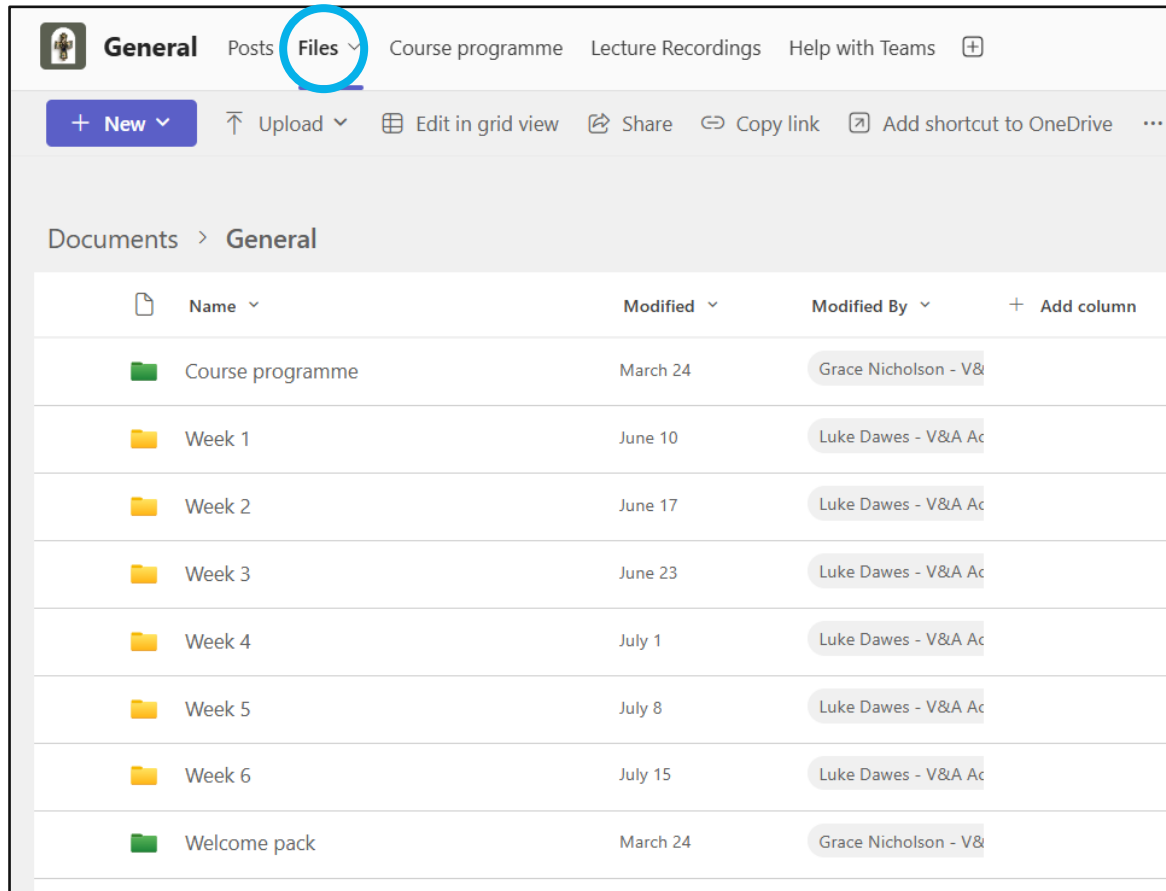
- In the 'Lecture Recordings' Tab you will be able to find video recordings of your course lectures. Rewatching lectures on catch-up allows for more flexibility to your learning experience at V&A Academy Online.
- Lecture recordings will be uploaded at the end of the day or as soon as available, we will post in the General Channel when the recordings are available to view.
- Lecture recordings will remain available to view for a limited time after the last live session of your course (5-additional weeks for a 5-week course, 10 additional weeks for a 10-week course) so you can catch up whenever you're ready.



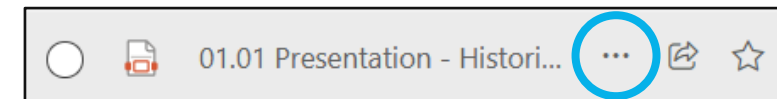
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Presentations & Resource Sheets

- To find PDF copies of the lecture PowerPoint Presentations, and Resource Sheets, look under the 'Files' tab within the General channel.
- Click on the relevant week to view the resources, then either 'Presentations' or 'Resource Sheets' folders.



Name	Modified	Modified By
Course programme	March 24	Grace Nicholson - V&A
Week 1	June 10	Luke Dawes - V&A
Week 2	June 17	Luke Dawes - V&A
Week 3	June 23	Luke Dawes - V&A
Week 4	July 1	Luke Dawes - V&A
Week 5	July 8	Luke Dawes - V&A
Week 6	July 15	Luke Dawes - V&A
Welcome pack	March 24	Grace Nicholson - V&A



To download a resource, click on the three dots '...' next to the file and click 'Download' the file will then appear in your device downloads folder.

Messaging in your Team

- Posting in the Coffee Break Channel or Q&A Channel is simpler than it looks. Please find some step-by-step tips below in case you fancy giving it a try!

Posting in a Channel



To post in a channel, click on the blue New Conversation button.

This expands the box to look like the one above. Type your message, question or copy and paste images or links articles in the box. When you're ready click 'Post' for your message to be posted to the page.

If you would like to edit your post, hover your mouse in the top right-hand corner, and click on the pencil icon.

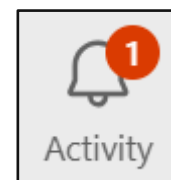
If you see a post in the Coffee Break Channel, you can show your appreciation by using the emojis in the top right-hand corner. Hover over each picture to see what it means and click to send.

If you would like to Reply to a post, simply hit the reply button. This will bring up a small comment box as shown above, to type your reply. Please note that when you hit Enter/Return it will automatically post your message.

'Tagging' a person in a post

If your message is for everyone to see, but particularly of interest to one person (e.g. the course coordinator, course director or a fellow student) you can 'tag' them in your post by typing an @ symbol and then immediately after with no spaces type their name.

Click the name of the person you would like to 'tag', their name will now appear in blue. When you post your message or reply, they will get a notification to let them know you have written to them.



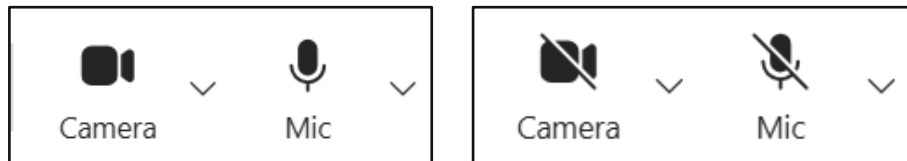
Notifications

If someone tags you in a post or sends you a direct message, your Activity icon or Chat icon on the left-hand side menu will have a red dot and/or number next to it. Additionally, a blue pop-up box appear on your screen depending on your settings.

Online Meet & Greet

- This is an opportunity to meet your course leader(s) and your fellow students to discuss the course themes and bring along any questions you would like to ask the group.
- For these sessions, you will be able to turn on your camera and microphone to get involved with the discussion.
- Shortly before the Meet and Greet, you'll see a post appear in the General Channel with a link to join.

When you have clicked on the join link, a box will appear for you set your video and audio settings:



A camera with a line through it means your camera is turned off. You can turn your camera on by clicking the toggle here.

Your Microphone settings are here. The microphone icon with a line through it means you are on Mute. We recommend you join meetings on Mute, and turn your microphone on and off in the meeting as you talk



If you would like to contribute to the meeting or have a question, click here to raise your hand! V&A Academy team will see that you have raised your hand, and invite you to unmute and take part.



Click on '...' to access more settings. Here you can change the meeting view.