



**Koninklijk
Conservatorium**

**Royal
Conservatoire**

**Hogeschool der Kunsten
Den Haag
University of the Arts
The Hague**

KC e-Learning Quickguide (students)

Version 1.4

Your KC account

All students at the Royal Conservatoire have an 'KC account'. This means you will not only have a dedicated KC email address but you will also need this account to log into Microsoft 365 and Teams. It is therefore important that your account is in working order and that you have set a safe password. In case you have forgotten your password, you can reset it safely here. If you encounter any problems with your KC account please contact: ict@hdkdenhaag.nl

Teams & Microsoft 365

Microsoft Teams can be regarded as the 'virtual classroom' or Learning Management System (LMS) at the KC. Here your teacher might arrange online classes, share documents, assignments, feedback and/or have team meetings. Teams can be used on multiple devices, but it is best to use a desktop computer or laptop (see hardware below). Also, make sure you download the Teams application for the best user experience.

With your KC account you will also have access to the entire Microsoft 365 suite (Word, Powerpoint, Excel, Onedrive).

Hardware & internet connection

In order to properly learn online you will need at least a laptop and or desktop computer. For an all-round best experience in Microsoft 365 & Teams you will need to meet the minimum requirements which you can see on the right.

For the exact hardware requirements for Teams you can go here. If you have any questions about your hardware or software please check this page for more information.

Tips on improving your internet connection can be found here. As a general rule of thumb; use a wired connection whenever possible and limit the amount simultaneous internet-users in your household when having video-calls/meetings.

Requirements

- Windows 10 version 1709 or higher / MacOS 10.13.6 or higher
- i5 processor (or more)
- 8 GB internal (RAM) memory
- 256gb SSD for storage
- Webcam

Improving online audio quality

If you would like to improve the audio quality for your online vocal- or instrumental sessions, you could make use of a free application called Sonobus. With Sonobus you can make your own, private digital rehearsal rooms that will provide a better audio connection between users. You can also make quick, high quality audiorecordings that can be shared instantly in the very same room. Download Sonobus here: www.sonobus.net
User guide: https://www.sonobus.net/sonobus_userguide.html

The free application Jamulus is also an option but this application does not offer private rooms or work well with Teams. Therefore, Jamulus is best used for informal and open 'jam sessions'. Download Jamulus here: <https://jamulus.io/>
User guide: <https://jamulus.io/wiki/Software-Manual>

For best results with both applications, use a wired internet connection and a dedicated usb-microphone. Additional equipment can be borrowed from the EWP (ewp@koncon.nl).

Safety & privacy

In terms of privacy, data-protection and cyber security, we always recommend using apps and software supported by the Royal Conservatoire. When in doubt, please contact the privacy office.

e-Learning contact & support

Supportdesk: e-learning@koncon.nl
KC e-Learning guide: koncon.nl/e-learning

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