



**Koninklijk  
Conservatorium**

**Royal  
Conservatoire**

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

# KC e-Learning Quickguide (teachers)

Version 1.5

## Your KC account

All teachers 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](mailto:ict@hdkdenhaag.nl)

## Teams & Microsoft 365

Microsoft Teams can be regarded as the 'virtual classroom' or Learning Management System (LMS) at the KC. Here you can set-up classes, share documents, assignments, feedback and/or have team meetings with your students. Teams can be used on multiple devices but it's best to use a desktop computer or laptop (see hardware below). Also, make sure you download the Teams application for the best user experience. New users will need to send in a request first at [ict@hdkdenhaag.nl](mailto:ict@hdkdenhaag.nl) to be able to create their own teams/classes!

When using your KC account you will also have access to the Microsoft 365 suite (Word, Powerpoint, Excel, Onedrive). Guides and video-tutorials about Teams and Microsoft 365 can be found here.

## Hardware & internet connection

In order to properly teach 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 of 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 individual lessons, you could make use of a free application called Sonobus. With Sonobus you can make your own, private (password protected) digital rehearsal rooms with 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](http://www.sonobus.net)

User guide: [https://www.sonobus.net/sonobus\\_userguide.html](https://www.sonobus.net/sonobus_userguide.html)

Jamulus is also an option but this application does not offer private rooms or work well in conjunction 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](mailto:ewp@koncon.nl)). Feel free to contact us at [e-learning@koncon.nl](mailto:e-learning@koncon.nl) if you have any questions about Sonobus or Jamulus.

## 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](mailto:e-learning@koncon.nl)

KC e-Learning guide: [koncon.nl/e-learning](http://koncon.nl/e-learning)

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