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# INTERNATIONAL TRAINING PROGRAMME

## 2022 ANNUAL PROGRAMME



## INTERNATIONAL TRAINING PROGRAMME

E-Learning Guide 2022

The British  
Museum

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## OVERVIEW

Thank you for participating to the online, e-Learning element of the International Training Programme (ITP) 2022 Annual Programme.

The e-Learning will take place over 2 weeks, starting on 22 August. The first month will provide contextual information about the International Training Programme, the structure of the Annual Programme, and the British Museum. The rest of the e-Learning course will be structured into 8 Sessions covering 'core skills' and there will also be 8 'in discussions' to focus on current issues in the culture and heritage sector.

This guide will help you to navigate the e-Learning, to troubleshoot and give you hints and tips on using the online learning management system (LMS) for the ITP e-Learning.

## ENROLLING ONTO THE E-LEARNING

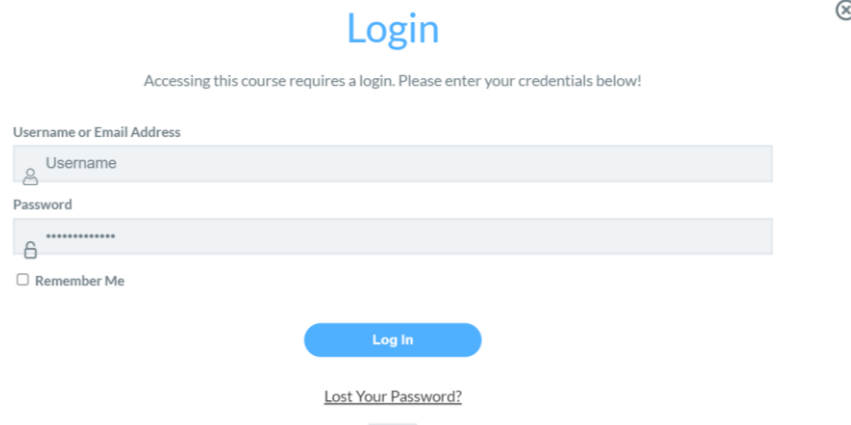
To enroll onto the ITP e-Learning, please follow this link:

<https://bmitpglobalnetwork.org/courses/itp-2022-e-learning/>

Click 'Login to enroll' and enter the username or your email, and password that was sent to you by the ITP team via email. You are now enrolled onto the ITP e-Learning and can begin the contextual sessions at a time and place that suits you.



Click 'Login to Enroll'



Username or Email Address

Username

Password

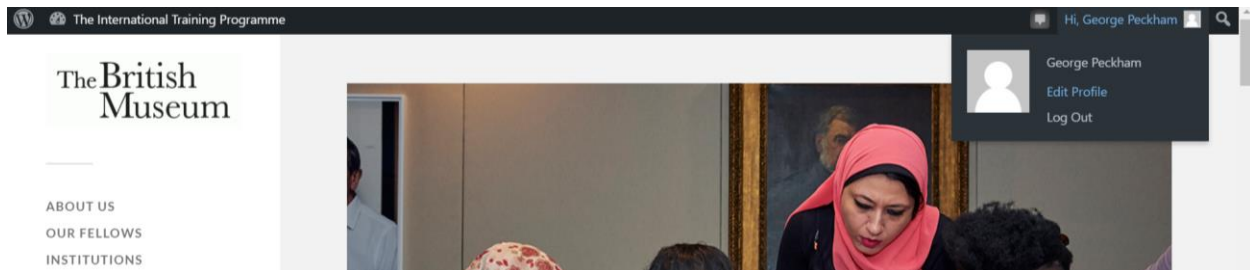
Remember Me

Log In

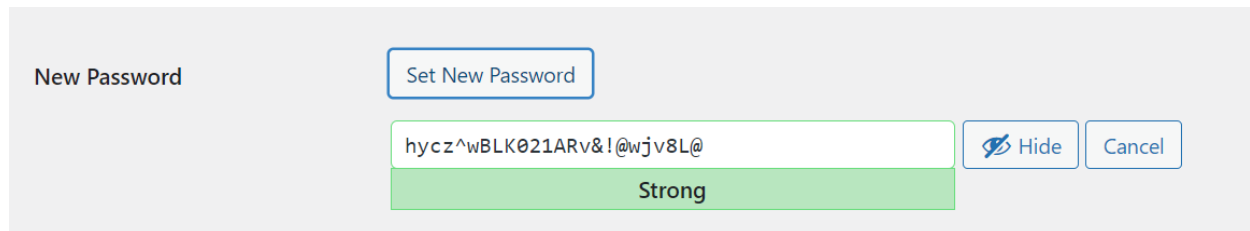
[Lost Your Password?](#)

Enter your username or email address, and password and click 'Log In' to access your e-Learning.

**Changing your password:** In order to change your password, you can navigate to the 'Edit profile' link at the top right corner of the screen.



On your profile page, scroll down to find the 'Set New Password' option. Click on this and enter your desired new password:



New Password

Set New Password

hycz^wBLK021ARv&!@wfv8L@

Strong

Hide Cancel

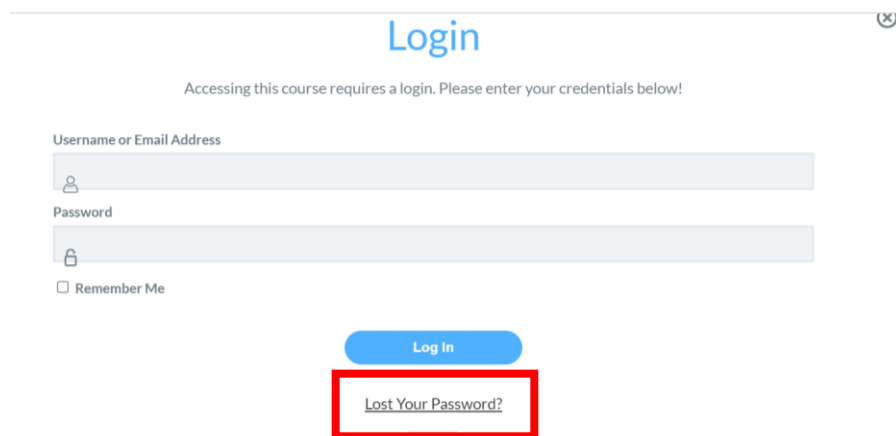
Once you have entered your new password in the field, scroll down to the bottom of the page and click 'Update Profile.' You do not need to change any other details on this page.



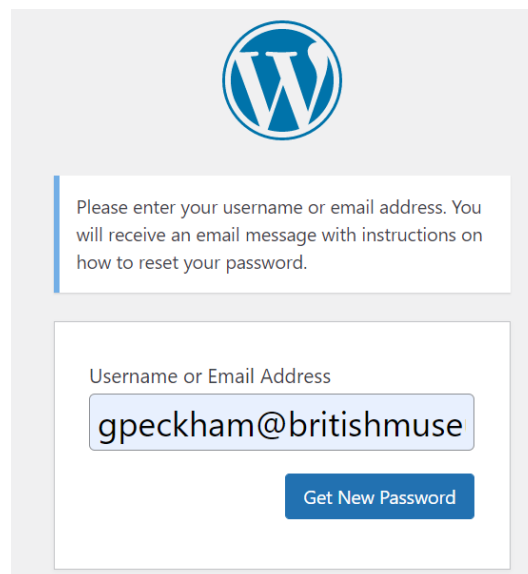
Return to your e-Learning by going to <https://bmitpglobalnetwork.org/courses/itp-2021-e-learning/>

### What if I forget my password or login?

If you forget your password, you can click the 'Lost Your Password' button on the e-Learning log-in page.



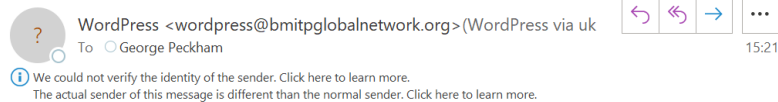
The screenshot shows the login interface. At the top, the word "Login" is displayed in blue. Below it, a message states: "Accessing this course requires a login. Please enter your credentials below!". There are two input fields: "Username or Email Address" and "Password". Below the password field is a checkbox labeled "Remember Me". A blue "Log In" button is positioned below the form. A red rectangular box highlights the text "[Lost Your Password?](#)" located below the "Log In" button.



The screenshot shows the "Get New Password" page. At the top is the WordPress logo. Below it, a message reads: "Please enter your username or email address. You will receive an email message with instructions on how to reset your password." There is an input field for "Username or Email Address" containing the text "gpeckham@britishmuse". Below the input field is a blue button labeled "Get New Password".

Enter your username or password and click 'Get New Password.' You will receive an email message with instructions on how to reset your password.

## [The International Training Programme] Password Reset



Someone has requested a password reset for the following account:

Site Name: The International Training Programme

Username: George Peckham

If this was a mistake, ignore this email and nothing will happen.


To reset your password, visit the following address:

[https://bmitpglobalnetwork.org/wp-login.php?action=rp&key=Y5VENvs3xeCTTupFSIQv&login=George%20Peckham&wp\\_lang=en\\_GB](https://bmitpglobalnetwork.org/wp-login.php?action=rp&key=Y5VENvs3xeCTTupFSIQv&login=George%20Peckham&wp_lang=en_GB)

This password reset request originated from the IP address 194.81.125.225.

Click the link the email that you receive to reset your password.

Enter your new password below, or generate one.

New password  
New Password12   
Medium

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .

[Generate Password](#) [Save Password](#)

Enter your new password and click 'Save Password'.

Return to your e-Learning by going to <https://bmitpglobalnetwork.org/courses/itp-2021-e-learning/> and log in with your new password.

If you are still having problem accessing your password, email [ITP@britishmuseum.org](mailto:ITP@britishmuseum.org) and we will resend or provide you with a new login and/or password.

**What if I cannot access the e-Learning using the link/it doesn't work?** Please email [ITP@britishmuseum.org](mailto:ITP@britishmuseum.org) or one of the ITP team and we will help you to access the e-Learning.

## SESSION STRUCTURE

Once you are successfully enrolled, you will be able to see the current and upcoming sessions on the screen entitled 'Course content'.

Introduction to the International Training Programme Collapse

3 Modules

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**Session Content** 100% COMPLETE | 3/3 Steps

- ✓ About the International Training Programme

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- ✓ International Training Programme Legacy Projects

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- ✓ ITP social media and communications

**Session:** Weeks are divided into 'Sessions' with a series of 'Modules' inside. Click on a session title to begin working through the course.

**Modules:** You must complete all modules within a session to complete a session.


The Sessions are then split up into 'Welcome', 'Introductions', weekly 'Sessions' and 'Evaluation'. **Welcome** and **Introductions** cover the **Contextual Sessions** and are split into different modules to work through.

Following the Contextual Sessions, **Core Skills Sessions** will be available for you to work through at your own pace. Core sessions are split into different modules and include an 'in conversation' session, which is a more informal session focusing on current issues in the culture and heritage sector.

National and international loans
 Collapse

4 Modules

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 Session Content
0% COMPLETE | 0/4 Steps

Session guide

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British Museum loans in theory and in practice

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Loans and couriering

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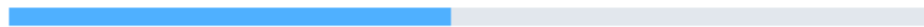
In Conversation: Cultural heritage and conflict

**Example of a Weekly Session:** All weekly sessions are structured in the same way. Session Guide introduces the content of the Session. The Session is divided into a series of 'Modules', followed by Feedback and an Activity.

'**Modules**' include an overview of content and videos to watch and '**Materials**' are resources, links and reading material. It is not compulsory to work through all of the Materials in order to complete the session, but we would recommend that you look through them at a time suitable for you.

 Module

 Materials



## CONTEXTUAL SESSIONS

You part of the course will cover the following course content:

### **Welcome and Introductions**

In order to see the individual modules, click on 'expand' in each box:



You will then be able to see the Session Content, see example from the expanded 'Introductions' session, below:

### Introductions

Introduction to the International Training Programme 3 Modules ⬆️ Collapse

**Session Content** 0% COMPLETE | 0/3 Steps

- About the International Training Programme
- International Training Programme Legacy Projects
- International Training Programme Social Media and Communications

Click the title of each module to start the video content and to gain access to the reading material and resources, click on 'Materials':

 **Module**

 **Materials**

## ITP 2022 Annual Programme contextual session guidelines

Click on the title of the 'Materials' document to access the resource. This will open in a new tab on your web browser and can be downloaded.

When you have finished watching and reading, click 'mark complete' which you can see in the green box at the bottom right of the screen below:

The British Museum

International Training Programme

**2022 Annual Programme**

**Introduction to the British Museum's International Training Programme**

**Claire Messenger**  
Manager  
International Training Programme  
[cmessenger@britishmuseum.org](mailto:cmessenger@britishmuseum.org)





[< Previous Session](#)      [Back to Session](#)      [Next Module >](#)

If you do not click 'Mark Complete' you won't be able to progress to the next module and you will see the screen in the image below and will need to click the yellow 'Back' button and complete the previous module, marking this 'Complete'.

**What if I don't have time to watch everything?** You can go back to videos and resources in 'unlocked' modules and watch again, even if you have marked them complete, so don't worry if you are halfway through a video or written resource and want to come back and finish this later.

International Training Programme Legacy Projects

ITP 2021 e-Learning > Introduction to the International Training Programme > International Traini...

IN PROGRESS



Please go back and complete the previous module.



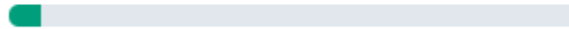
Back

< Previous Module

Back to Session

As you work through the content, you will be able to view your progress throughout, at the top of the screen:

**4% COMPLETE** 4/92 Steps



## CORE SESSIONS

Following the Contextual Session, the core sessions will then be available to work through in the same way described above.

The rest of the e-Learning course will be structured into 8 Sessions covering 'core skills'. There will also be 8 'In Discussions' to focus on current issues in the culture and heritage sector.

Session 1: Collections Management

Session 2: Museum Audiences

Session 3: Conservation, Preventative Conservation & Scientific Research

Session 4: Permanent Displays

Session 5: Loans and International Loans

Session 6: Temporary Exhibitions

Session 7: Museum Management and Leadership

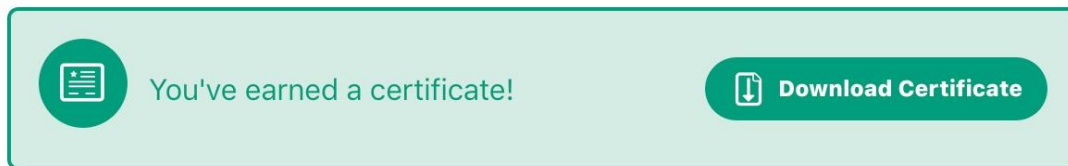
Session 8: Going Digital

Each session will have its own guidelines document which will outline the objectives of each module. The guidelines will also include biographies of each session speaker and links to other useful online resources.

## CERTIFICATE

When you have completed every session and module in the e-Learning, you will receive a certificate for completing the ITP 2022 e-Learning course. The certificate will become available after you have completed all the steps of the course.

Once you have completed the final Evaluation at the end of the course and marked all steps as 'Complete', a button will appear on the course page for you to download your certificate.



*Any questions or concerns about the ITP e-Learning, please email*