

SHORT DANCE STUDIOS

ZOOM CLASS GUIDE

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(A) General Information

Welcome to Short Dance Studios Virtual Learning. We are excited to offer this opportunity to our students via Zoom to continue their dance training. This manual will assist and hopefully answer your questions for our Virtual Learning platform.

Classes

All classes are private to the students enrolled in the class. Each class will have an instructor, and some will have an additional administrator. Once class begins, the administrator will be there to monitor class if there are any issues with the technology or to assist a family with technical issues as best as they can.

Class Schedule

- We will follow the class schedule per our current studio schedule. You can find this schedule on [our website](#) and [attached](#) to this email. (The schedule has been slightly modified for a few classes.)
- Your dancer(s) class will be held at their normal class time per our schedule, unless their class has been revised on the new schedule. (Note: Each class will have a 5-minute buffer at the beginning to make sure everyone is on and in the correct meeting room.)

Classroom Attire

Please wear something you would wear at the studio for that specific class or genre. Our teachers will be watching the dancers and will be providing corrections.

Classroom Expectations and How to be Successful

Please be patient with us as we figure out this new way of teaching. We are doing our best and worked really hard to put this together in a short period of time. We realize there will be kinks in the system as we get up and moving. We are doing our best.

- Students should be dressed and ready to go at the top of class.
- Parents should refrain from distracting the child by talking or giving their child directions or corrections.
- If siblings join in, please have them stand off to the side, off screen, so the instructor can see and address the child that is enrolled in the class. Make sure they are not a distraction to your dancer.
- Set up an area of the house where your dancer can move around easily and safely.

We are excited to bring dance into your house while we are all practicing social distancing and staying healthy. We wish you and your family the best and health during this unpredictable time.

(B) Zoom Information

This is a basic introductory to Zoom (we are not experts or representatives of Zoom). Please read the information below to help with login and how we are running our classes.

Devices

- Before class begins, decide what device you will attend with (computer, phone, or tablet).
- If you are attending by Phone or Tablet, you will need to download the ZOOM app.
- If you sign-in with a computer, you will just need to click on the link provided in the email invitation, this should take you to our meeting.

Invitation

- All students enrolled in a class will receive an email invitation from the studio. Find your instructor's name and then class day and time. Click on your class(es) link to start class.
- If you are enrolled and don't receive an email with the links to the classes, please contact us as soon as possible so we can help get you connected.

(C) Zoom: By Computer

Accessing the Class: through Email

1. From your email, click on the join Zoom meeting link provided.
2. A page will pull up on your computer should come up or if you have the app on your computer, that should appear with your class.
3. Make sure you are connected with Audio and Video.
4. You should now be in the classroom.
5. You will be muted upon arrival. Just in case you arrive during announcements or when an instructor is speaking. Please stay on mute unless otherwise asked or if you have a question. We want to make sure that everyone in the classroom can hear and the background is free from other noises and conversations. The instructors will give you some tips at the beginning of class on how to raise your hand or give a thumbs up. You may have discussions during class, your teacher will unmute you at these times.

(D) Zoom: By Phone or Tablet

Accessing the Class through the App

1. Download the ZOOM App for your phone or tablet.
2. First time using app, sign-in.
3. You can either:
Enter "Meeting Code" from your email invitation.
OR click on the link in your email from your phone. This will take you to the app and to the class.
4. When you join - Join with Video and allow your phone or tablet to access your audio.
5. You will be muted upon arrival. Just in case you arrive during announcements or when an instructor is speaking. Please stay on mute unless otherwise asked or if you have a question. We want to make sure that everyone in the classroom can hear and the background is free from other noises and conversations. The instructors will give you some tips at the beginning of class on how to raise your hand or give a thumbs up. You may have discussions during class, your teacher will unmute you at these times.

(E) Class Time

Signing In

- Please arrive about 5 minutes before class starts.

- Your meeting name will be the name of the teacher - class - day – time (example: Alice, Ballet 1 - Monday – 4-5pm)
- When you have entered the classroom, you will be on mute. While you wait for class to start you may chat with your classmates until we begin.
- The room administrator or instructor will begin the class with weekly announcements and attendance. When you hear your name called, please respond. During this time, please refrain from speaking or mute your video unless you say “here” for attendance.

Once Class Begins

- Please MUTE your video. This will help everyone be able to hear the instructor and eliminate background noise. (You instructor will probably put you all on mute at the same time.)
- PIN the INSTRUCTOR so their screen is largest on your screen, so it is easier to follow along.
- The instructor will be watching you during class to make sure you are doing the exercise correctly. They will engage with you throughout the class, they will unmute at those times to allow answers and discussion.
- If you have a question, please raise your hand either physically or with the raise hand icon. Only ask questions between exercises.

End of Class

- Once the instructor ends class, you may press the middle button on the big picture to exit the video chat. (end meeting)

Thank You

All of us at Short Dance Studios are working hard to support student learning and to earn your continued trust. We are fortunate to have a staff that is as capable, innovative, and motivated as you could ever imagine. We love your kids, and will give our best effort to support their learning during these unprecedented times. Thank you for your support and patience this week as we work together in this new opportunity for learning.

We appreciate you and your time and dedication to our dance family.