

# DANCEEAST

## ONLINE CLASSES

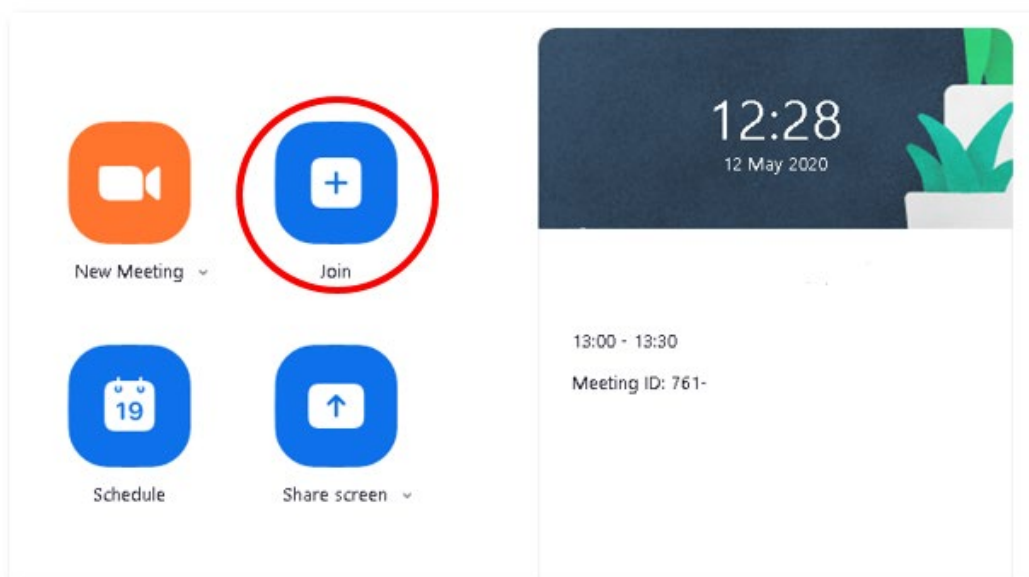
### HOW TO ZOOM GUIDE

#### GETTING SET UP

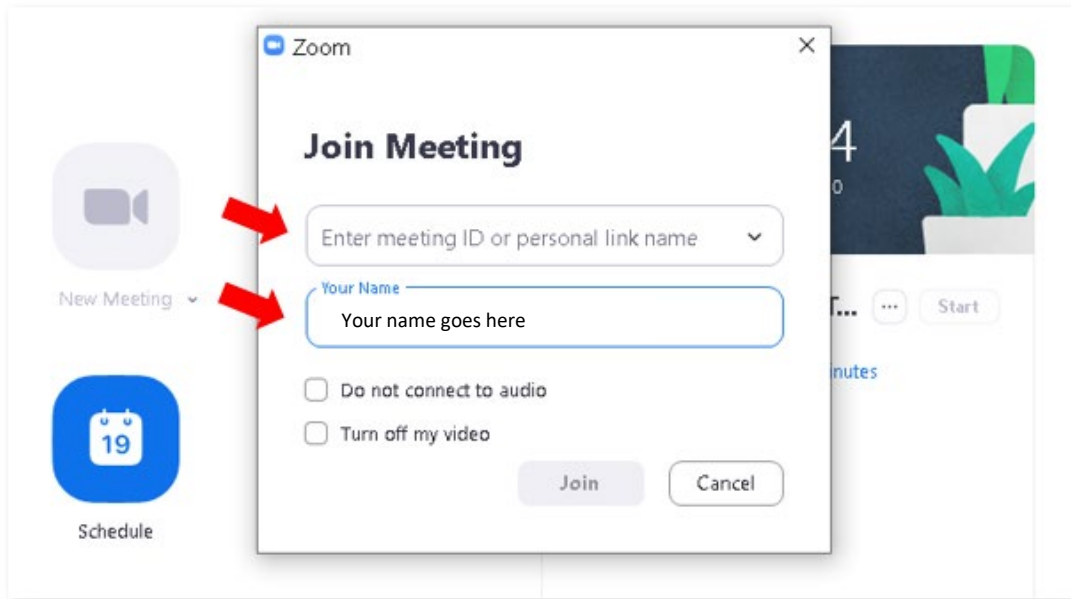
Download the free Zoom Client application, either from your usual app-purchasing platform or from [www.zoom.us/download](http://www.zoom.us/download) and follow the installation and registration instructions for your device. For participants who are under the age of 18, a parent/carer will need to register by using their email address and personal details, as you must be over the age of 18 to set up a Zoom account. Parents/carers must then give permission for students to use their Zoom account to access live digital dance classes/activity.

#### JOINING YOUR CHOSEN CLASS/SESSION

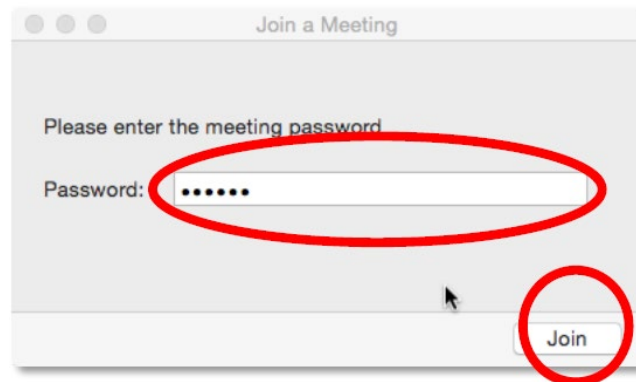
Once you have signed up for your chosen session, you will receive your zoom meeting details by email. You can either join a meeting by clicking the link in the email (which will automatically redirect you) or by selecting the 'Join' button in the home window of your Zoom application.



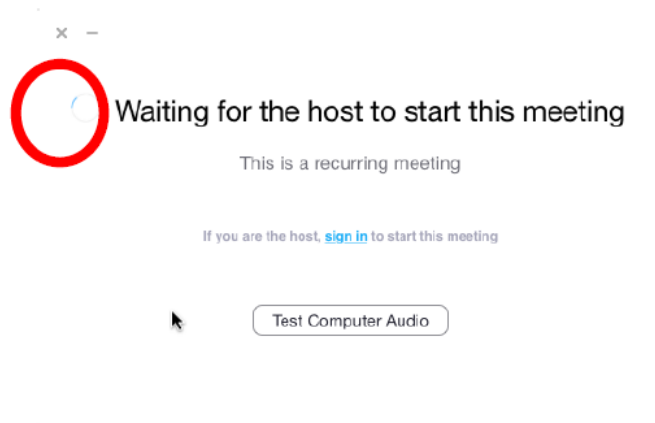
If you choose this option, you will first need to enter the 9-digit, meeting ID number detailed within the email invite. You should then enter your name/name of the participating individual where it says '**Your Name**' and select '**Join**' again.



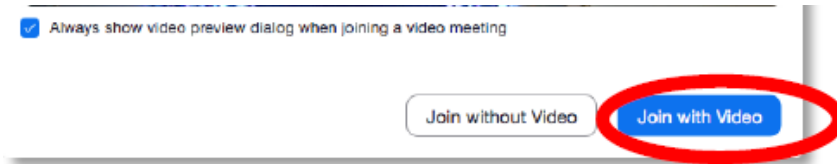
Next you will need to enter the password that you have been sent by email – again selecting **'Join'**.



If you join the session before the host (your tutor) has started it, a window like this may open. If you leave this window on your screen, it should automatically join the session when the host is ready. There's no need to refresh, as Zoom will be constantly refreshing the connection, as indicated by the rotating blue icon.



Once the session has started, a box will pop up to show you the view of your screen that other meeting members will see. Where possible, we would ask you to keep your camera on throughout the session, so please ensure that you are happy with the layout on view. Select '**Join with Video**'.



You will also be asked to select '**Join with Computer Audio**' to use your device's audio functions.



You will now be in the session, ready to go.

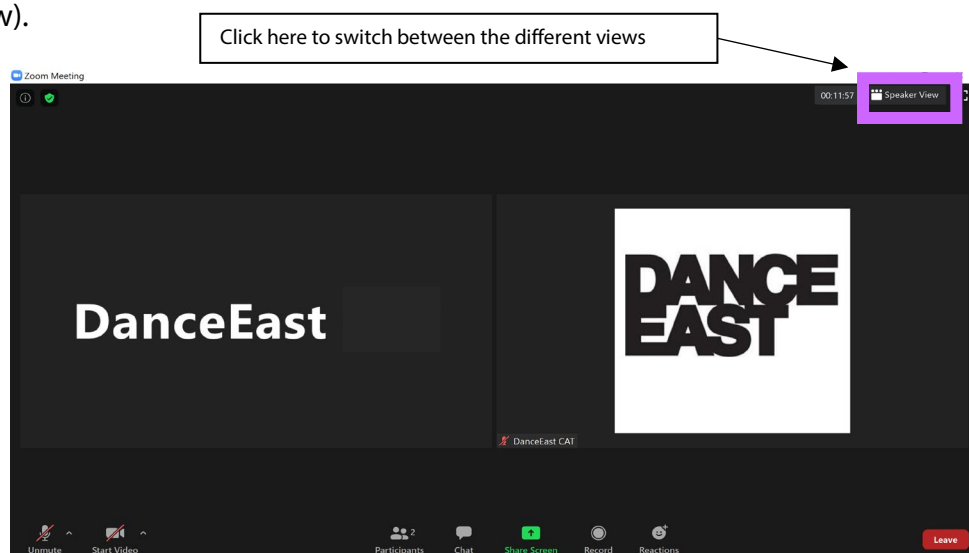
## SCREEN LAYOUT

Once you have joined the Zoom session, there are multiple different views that you can choose from. We would advise using one of the following:

**Active Speaker mode** is often the default setting. This setting allows you to clearly focus on one video and see who is speaking at a particular time and will automatically switch between participants as they speak.

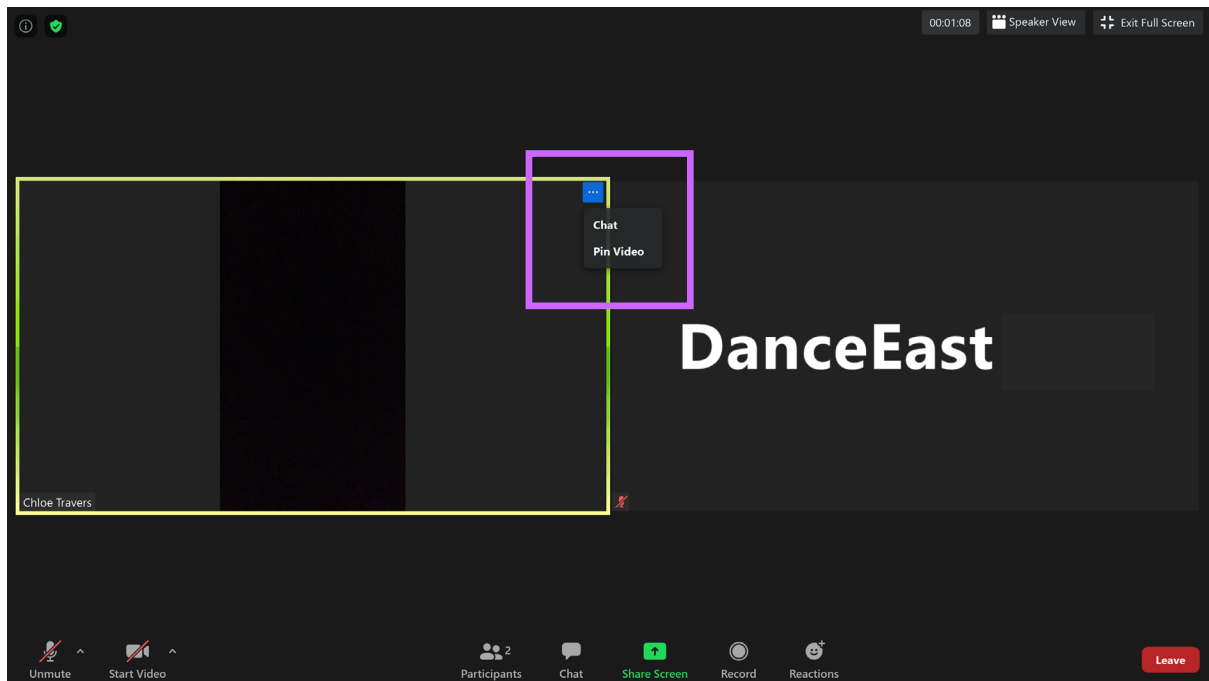
If you would like to see everyone who is participating in the session at the same time, you can switch to **Gallery View**. If you are using a mobile device to access the session, it is likely that you will need to swipe between screens to view everyone.

To switch between views, you will need to click on the icon at the edge of your screen (see image below).



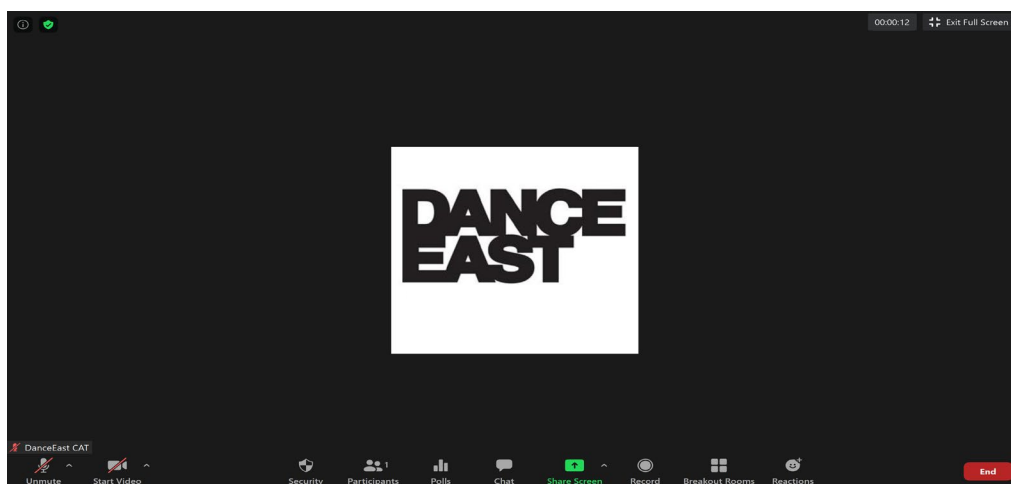
During a dance class, we would recommend that you **Pin** the teacher's video. This allows you to focus solely on the teacher and prevents the screen from switching between participants if someone else makes a noise.

To pin a video whilst using a computer, hover your mouse over the video of the participant you wish to pin and click on the 'three-dot' icon that appears on the top right of the video thumbnail. You will then need to select 'pin video' from the drop-down list.



To pin someone whilst using a mobile device, double-tap on the video of the participant you wish to pin while you're in Gallery View.

## ZOOM FUNCTIONS



Microphone icon    Video icon

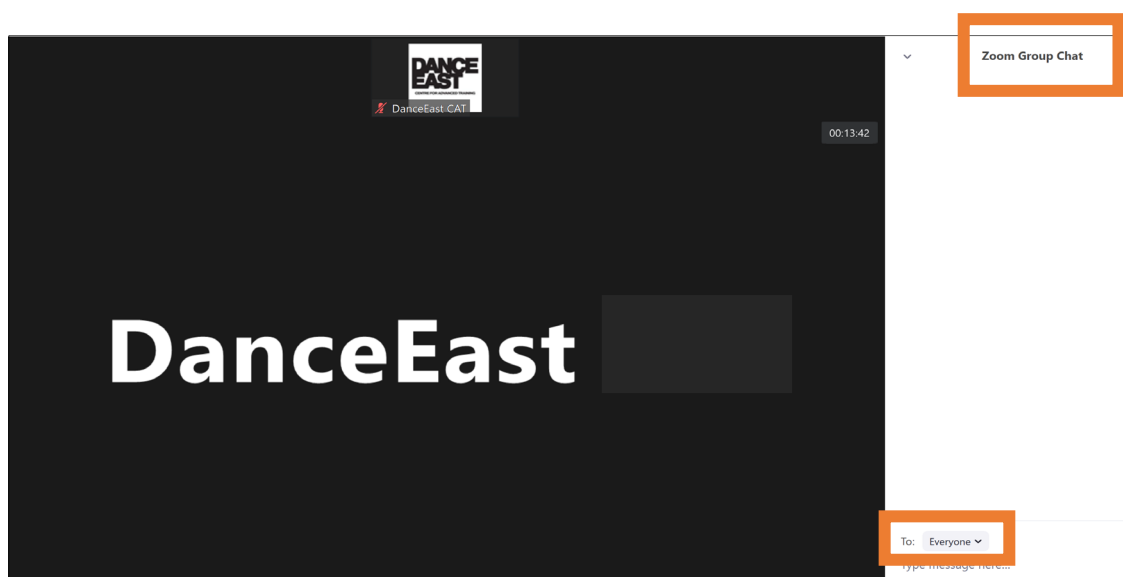
Chat

Participants' microphones will be muted throughout the class, so that the tutor can be heard more clearly. If at any point you need to ask a question, you are encouraged to use

the chat function in order to do this, rather than unmuting yourself. If for any reason you do need to unmute yourself, just click on the microphone icon as highlighted in the above image. The red line through the icon will disappear when you are unmuted.

In order to use the chat function, click on the speech bubble icon. A dialogue box will appear for you to type your message into. If accessing the session from a mobile device, you may need to press on the three-dot icon named 'more' at the edge of your screen; this should then bring up a list of functions, including the chat function.

**Please ensure that your message is visible to everyone or sent through privately to the Tutor.**



## REMEMBER

- Participants under the age of 18 must have permission from parents/carers to take part in any online session provided by DanceEast and to use their parent/carer's Zoom Account
- During live sessions, parents/carers are responsible for chaperoning students and must oversee their safety

## NEED HELP?

If you need any technical help during the session, or if you have any concerns, please email: [info@danceeast.co.uk](mailto:info@danceeast.co.uk)