

Here are some tips for all School of Dance students taking online dance classes. These tips can be very helpful for those new to online classes, but also students who have been taking them for a while. Teachers are aware and understanding of the limitations you may face taking dance classes in your home. We just ask that you prepare as best as you can given your circumstances. Always make your safety a priority, and enjoy the dance classes!

Please note that in addition to the teacher, a BH team member is assigned to every virtual class to act as staff support for the students and teachers at the start of their class. The teacher and staff support will work together to manage admittance to the class and any technical support needs of all participants. Early Childhood classes, ages 6 & 7 classes, and 1A & 1B classes will have staff support throughout the whole class.

**GET THE APP:** Download the **Zoom App** on your desktop, laptop (recommended) and/or on your mobile device by visiting [zoom.us](https://zoom.us) before your first class. Devices with a built-in camera are ideal (such as a laptop or phone). Once the app is downloaded, you will need to set up a user account and establish a password. ***It is recommended that, upon creating an account, that the student's name be saved as the display name that will be seen by the faculty/staff when admitting the students.***

**FIND A SPACE:** Find the largest open space possible in your home, that has flooring suitable for the needs of the class and that is as safe as possible. We understand this can be difficult -- after all, you are at home, not a dance studio! Just do your best to find a space that works for you and your family. Clear the space as much as possible, removing items from the floor around your dance space and even pushing back furniture if you are able. Be sure to let your family know you will be using the space for your dance class so that you can be focused on your dancing and not distracted by activities around you.

**FIND A GOOD PLACE TO SET UP YOUR CAMERA:** When taking live online classes, try to position your camera so the instructor can see your entire body. Your camera must be turned ON for the duration of the class as this is critical to the learning process in your training. Instructors must be able to see the students so they can observe them and provide feedback.

**ATTIRE:** Dancers should come to class in the appropriate Ballet Hispanico dress code, with both hair and uniform for their specific class, just as they would for in-person classes. "Dressing the part" will help you get in the mood and mindset for class. Please note that we understand that everyone may not have all of their dress code items at home. Attire should be as close to the dress code as possible. While we understand you may not have specific items like genre-specific shoes or other supplies, dancers are still not permitted to wear baggy clothing, jewelry or other items that already are prohibited in our dress code. If you need help finding alternatives to supplies you are lacking, feel free to ask your teacher for ideas and/or reach out to the School Office for help.

**SIGNING INTO YOUR ZOOM CLASS:** **Before you enter the class, please make sure your Zoom name that is displayed matches the name the student is registered under.** If the student's Zoom name does not match our attendance roster, you will not be permitted into the class for safety and security reasons.

**ATTENDANCE & PUNCTUALITY:** A Ballet Hispanico faculty/staff member will begin admitting students approximately 5 minutes before the class start time. Make sure you arrive with enough time to adjust your camera before class begins. Attendance will be taken during the virtual class: when you enter into class from the waiting room, the faculty/staff member will mark you as present. If you arrive late, you will be admitted into the class in coordination with the teacher's discretion. If anyone needs to leave the meeting early for any reason, please use the chat box to speak

with the faculty/staff member, and they will assist with exiting you out of the session. The School of Dance will check in with your family as a follow-up.

### TIPS FOR A GREAT CLASS:

1. **Stay focused.** Of course, not all of us have the luxury of private space right now. If your situation means true privacy is impossible, ask family members to be respectful of your teacher and classmates by staying quiet and out of the way.
2. **Be early.** You wouldn't arrive at the dance studio *exactly* at the scheduled class start time, would you? Same goes for Zoom class. If possible, log on at least 5 minutes early. Technology can be unpredictable, so you may need the extra time to get set up. This also allows you time to prepare mentally.
3. **Keep Your Charger Handy.** Don't let a low battery keep you from participating. Technology issues are bound to happen, but a charger is an easy thing to have on hand.
4. **Keep Your Video On.** It's important for your teacher to be able to see you dancing in order to correct you. Unless there's a really good reason, your video needs to be on.
5. **Keep Your Sound Muted.** Muting your audio will prevent the background noises in your home from distracting the class, and keep potential echoes to a minimum. If your teacher asks you a question that requires more than a yes or no answer, the faculty/staff member will unmute you.
6. **Do Make the Most of Nonverbal Communication.** By now, most Zoom-using dance teachers have figured out the usefulness of communicating via nonverbal cues ("Thumbs-up if you want me to go over that again!"). Make sure you respond to these prompts quickly and visibly.
7. **Do Provide Feedback.** If you're having trouble with an element of your Zoom education—the sound quality is poor, or the instructor keeps moving out of frame while demonstrating—politely communicate your concerns to the faculty/staff member. This is an ever-changing landscape, and it's helpful for teachers to know what is and isn't working so they can make adjustments.
8. **Treat This Like Any Other Class.** We expect students to be just as present and focused on Zoom as they are in the studio.
9. **Prioritize Kindness.** This is a new and complicated scenario for everyone involved. If (when) glitches or miscommunications occur, be compassionate. We're all in this together!
10. Have **FUN!!**

### Tips for dancing on Zoom from fellow students:

- Use spotlight or pin function to highlight your teacher so you can see clearly what is being demonstrated.
- Take a jog outside before class to get your heart rate up.
- If you can't use castanets because of the noise, put hair bands or small socks on them to mute them.
- Login early to check camera angle and stretch early.
- Have a notebook and pen next to your computer to write down corrections.
- If you have the opportunity to put your zoom class up on a TV or a bigger screen so you can see yourself and teachers better.
- Keep a fan or the air conditioning on if your space gets hot.
- If you have technical issues use the chat to let staff/faculty know and relax it will get worked out.
- Talk to your family about your class schedule so they can help keep distractions to a minimum.

### FAQs:

**What do I do if I need help using Zoom?** Zoom is user-friendly! When you enter the meeting, a staff member will be there to assist you with questions and issues. Simply click on the "chat" button at the bottom of your screen and when the chat box appears, you can message the monitor.

**What do I do if I need a moment away from class?** If you need a moment to step away from class, to prevent distraction to the other participants, please send a message through the chat box to the faculty/staff member.

**Emergency Plan:** If the session is experiencing any technical difficulties, the faculty/staff member will immediately shut the meeting down and email all participants, letting them know we encountered an issue and will provide them with the information on how to re-enter the class. So be sure to check your email if this happens!