



Providence Art Club | Distant Learning Playbook

STUDENT GUIDE



About this Guide

You have received this guide because you have enrolled in a Providence Art Club class or workshop through Zoom, the Art Club's technology choice for video conferencing and distance learning (DL). You'll find tips here for using Zoom, including Zoom etiquette. This guide also offers tips for submitting your artwork.

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THE PROS & CONS OF LEARNING ONLINE

Being a student in a remote studio may require that you develop a few, new technical skills. Whether you are already reasonably adept with technology or consider yourself “techno-challenged,” the Art Club’s Distance Learning (DL) Team and staff stand ready to help you learn what you need in order to continue to create great art—beginning with this guide.

On the plus side

No commute! Not having to commute to the Art Club should save you time and money. And it’s easy to access your class from the comfort of your own home or studio.

The more the merrier. Class sizes are no longer constrained by the size of the classroom. In fact, if you have a good friend or family member who would enjoy taking a PAC class (regardless of where they live), they now can through distance learning. All they need is online access to participate.

Cater to different learning styles. Art instructors have greater flexibility to cater to your learning style as a student. For example, you might want to review a demonstration lesson multiple times before applying the techniques to your own work.

24/7 accessibility. The virtual classroom still can be accessed around the clock. This is particularly true if your instructor creates an online class repository of resources (demos, recordings of class meetings, links to other sources, a place to post photos of your work, etc.) You can do your assignments and access resources at your convenience.

Greater flexibility with demos/crits. Tired of jockeying for a clear view of others’ work in a classroom during a review or critique? That’s no longer an issue. And your instructor may give you other means for sharing your thoughts about fellow students’ works—all at your convenience.

... on the other hand

Zoom fatigue. Many people find learning online more exhausting than in a live classroom. Your instructor understands this and will likely structure the class to give you frequent breaks.

Dislocation/social isolation. Not taking classes from the Art Club’s facilities means you will miss the camaraderie that comes with a lunch before or after class in the Café or drinks in Angel’s Lane. But that should not keep you from enjoying social interaction with classmates online. And, while you may miss an instructor’s quiet tip while circulating around the studio, you still have a chance to ask questions and even seek a private critique of your artwork.

The cost of technology/equipment. Distance learning: does require you to have a reasonably up-to-date computer or tablet and a fast, reliable Internet connection. If your computer or home WiFi router are dated, now might be a good time to update them. The Club is also prepared to help you bridge any fear you may have with using technology to achieve your goals. And if you have depended on the Club's classrooms and studios exclusively to do your work in the past, now you have a great excuse to create your own studio or workspace at home!

USING AVAILABLE TECHNOLOGY

How to access Zoom

Download the app. The video-conferencing Zoom application is available at zoom.us (<https://zoom.us>). Simply go that website and follow the instructions to download it to whatever devices you intend to use for teaching. You will be asked to register with Zoom, which you should do. You need not, however, pay for an account.

Ideally, you should join a Zoom meeting using a desktop or laptop computer. The Zoom interface for tablets and smartphones (for Apple iOS and Android) differs a bit from computers. We strongly discourage you from accessing your Zoom class or workshop using a smartphone. The screen simply is too small.

Zip through Zoom. If you're new to Zoom, familiarize yourself with the application. Zoom offers a number of video tutorials on its website and you will find plenty more through YouTube. Explore these on your own because they're constantly changing and being updated as Zoom itself evolves in the face of unprecedented demand for its services. You also may ask Abba Cudney, the Club's education coordinator, to set up a personalized tutorial session through the Art Club.

Sharing your screen. Zoom has a "screen sharing" feature that enables you to share your computer screen. Your instructor likely will use this for demonstrations, but you also should learn to use this capability—something that's covered in PAC's tutorials about using Zoom.

Zoom etiquette

When you attend a PAC class through Zoom, think of yourself as being in a real classroom. The same rules of etiquette apply. Your classmates will appreciate seeing that you're fully engaged with the class. Here are Top 10 Tips to keep in mind when joining a Zoom call.

Tip 1: Silence is golden. Typically, Zoom calls are disrupted more by audio issues than video. Learn how to mute yourself right way after joining a call. You can unmute to speak simply by clicking the unmute button or by pressing the space bar on your keyboard.

Tip 2: Find a quiet place for the call. To minimize disruptions, try to isolate yourself (to the extent you can) so that others won't disrupt you. (That includes your pets and family members!)

Tip 3: Silence your other devices. Pretend you're in a theater and turn off your phone or set it to silent mode. Same for computer notifications.

Tip 4: Be prepared. If you'll be sharing your work during your class, be sure you've followed your instructor's guidance on how to submit it. Have a back-up plan should you encounter an unexpected tech glitch.

Tip 5: Be present. Position your computer's camera as though you were taking a photograph of yourself—straight on and nicely framed with a plain background. Consider raising your computer or device on a stack of books for a better perspective. Face a light source (window or lamp) so your bright and charming countenance isn't in shadow. Smile!

Tip 6: Be punctual. Take a few minutes ahead of your call to test your settings and then join the call a bit early to be sure you're "well connected."

Tip 7: Play to the camera. When on the call, speak into the camera as though you're speaking directly to a classmate. And remember: So long as your camera is active, you are always on display! People will notice when you're multitasking. But if you need a break or to step away from the meeting, simply remain muted and turn off your video.

Tip 8: Show respect. Let others finish speaking without interrupting them. (Only one voice can be heard at a time.) In fact, let your instructor manage the discussion. Raise your hand when you want to speak, and try to keep your remarks brief and to the point.

Tip 9: Resolve tech issues offline. If you're having technical issues, avoid using class time to address them. The Club offers tech assistance, if you need it.

Tip 10. Stay secure. Never forward a Zoom link for a PAC class or post it on social media.

MANAGING CLASS ASSIGNMENTS & REVIEWS

Getting work done

Assignments in class. Your instructor may structure your class differently than had it been in a classroom. For example, setting up a still-life scene online might be problematic since the resolution and color casting of a video image will not match that of the classroom. Classes involving live models obviously are even more problematic in an online environment. And printmakers undoubtedly will miss the Club's press.

But, rest assured, your instructor will find a way to make your class or workshop both challenging and enlightening.

Assignments between classes. There should be little difference between classroom and online classes in handling assignments between classes.

For class critiques. Your instructor will set a style of these sessions. They may be handled by the instructor alone, or you may be invited to share your reactions to your classmates' work during class or even at your convenience if your instructor sets up a file-sharing sites where works (and comments) can be posted.

For 1:1s. Personal or one-on-one critiques likely will be handled outside of class, and your instructor may charge you separately for such sessions.

How to photograph and submit your art for review/critiques

Your instructor will explain the process for submitting your completed assignments for review. Rather than sharing it live during a Zoom session (which often can be difficult to do), you likely will be asked to photograph it and then either email the photo to your instructor or post it to a class file-sharing site.

Smile while you click: To photograph your work, use a camera or even just a smartphone. Ideally, you should position the work in a well-lit setting and try to align your camera/phone so that it is on a parallel plane with the artwork. In some cases, your instructor may ask for close-ups in order to observe details like brushstrokes. (Smartphones are ideal for doing this.)

YouTube offers a number of excellent video guides for lighting and photographing one's artwork. This video is particularly good:

<https://www.youtube.com/watch?v=FKgWlzvm3Hs>

You may want to crop or tweak your photo in photo software. Save it as a .jpg file. If your instructor asks you to send the file in an email, make sure the attachment is "large" or "full resolution." Since most email providers set limits on file size, if you need to send multiple images, you may want to send them separately. If so, number them accordingly.

PROVIDENCE ART CLUB DISTANCE LEARNING PLAYBOOK

JUST REMEMBER: WE'RE HERE TO HELP!

If you have questions or need assistance, contact any of the following members of the PAC Distance Learning Team, which is part of the Education Committee. And watch for online tutorials this team will offer periodically to Club members.

| NAME | PHONE | EMAIL |
|---------------------|------------------|--|
| Abba Cudney | 401.331.1114 x18 | abba@providenceartclub.org |
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