**Dance Conservatory of Maryland - Zoom Guide**

DCM is using Zoom to host our live online sessions. To make it easy and quick, we have put together a quick guide for setting up and using Zoom for parents and students.

**Setup**

* It’s easiest to use Zoom on a laptop or desktop with a webcam at home. You can also use Zoom on a smartphone or other device connected to the internet.
* If this is your first time using Zoom you will be prompted to download and install the application before starting your session. This shouldn’t take long.
* It’s helpful to be somewhere in your house with a good internet connection. If you’re using a computer, connecting directly to your network may work better than using wifi to connect.
* When setting up your device, try to find a space where there is as much room around you as possible and where you can see your whole body (feet to arms raised overhead) on the screen. You can test this out with your camera app before the meeting. Also, try to find a plain background. This will help your teacher see you better and offer corrections.
* If you have either a light or dark colored background, try to wear something form fitting in a contrasting color for dance classes.

**Joining A Session**

The easiest way to join is to click on the link that DCM provides for your session.

You may be prompted to enter your name. It is extremely helpful for us if you enter the dancer’s name or your last name. Sometimes it is confusing for our teachers when the parent’s first name is displayed on the dancer’s screen and we don’t want to accidentally call your dancer by the wrong name!

**Sound**

When you log on you may be muted. If you would like to speak to the instructor and other dancers you will need to click on the Mute/Unmute icon which looks like a microphone.

If you have issues in with your audio, click the ^ arrow next to the Mute/Unmute icon. You can change the microphone and speaker that Zoom is currently using on your computer.

If we are doing an online class, the teacher will mute all participants so that everyone can hear the teacher’s instruction and music clearly. If a dancer would like to ask a question, they can raise their hand (in real life) or go to the bottom of the screen under the participants, Click on the raise your hand text or icon.

**Video/Screen**

There are controls to change the view on your screen at the top right. You can choose speaker view, or gallery view. Speaker view is what dancers should use for classes where they need to follow along with the instructor. For these types of classes, we will try to pin the instructor’s video so that everyone sees it to follow along. For social gatherings or if we are doing a Q&A, it is helpful to use the gallery setting so that everyone can see everyone else!

**Tips for taking online classes through other organizations besides DCM:**

* Obtain permission from your parent to attend online classes, and check whether the organization holding the class will be recording participants.
* Do not post videos online of yourself without your parent’s permission. Be smart and safe!
* Be careful doing lots of jumping on hard flooring. The dance studio has sprung floors to lessen the impact on our bones and soft tissue in legs and feet. If you feel pain jumping, do not participate in that portion, or modify with smaller jumps or marking if necessary.
* If a routine or move needs more space than you have, safely mark the move and do not do it full out.
* Always do a proper warm up before class and remember to stretch after class when your body is warm.
* Do not attempt moves that you have not been trained in unless your DCM instructor says it’s okay. This can be fun on occasion, but we do not want dancers to get injured or develop the habit of doing movements incorrectly. This will make it twice as challenging to get caught up when we are all dancing together in class again.

<https://m.youtube.com/watch?feature=youtu.be&v=d7xXZxRDFUU>