



Imperial Society of Teachers of Dancing

Guidance to setting up an online class

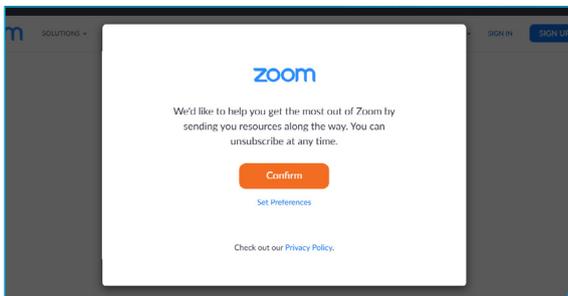
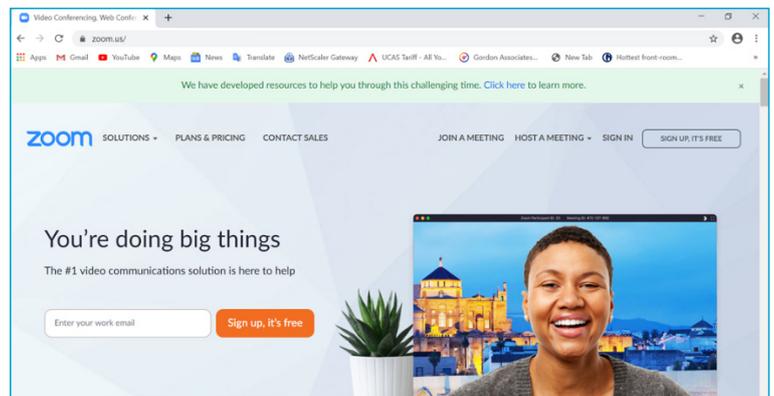
We have created this resource to support getting you online using the ZOOM app, so that you can deliver live participatory classes, training and tutorials with your students / learners.

Guidance to setting up an online class using Zoom: 'GETTING STARTED'

STEP ONE

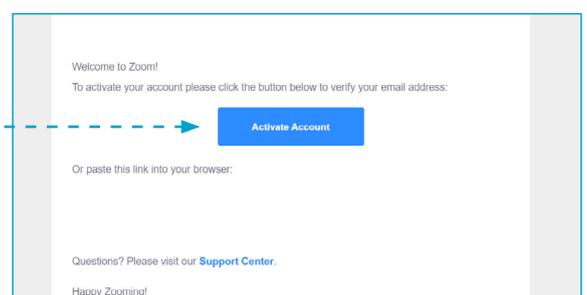
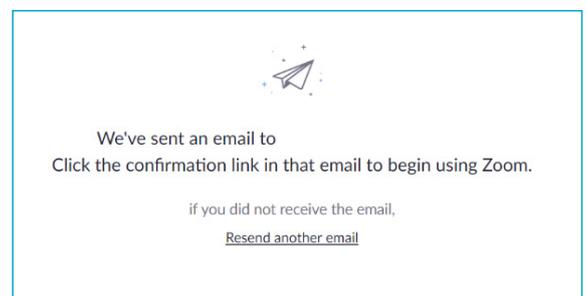
Go to <https://zoom.us/signup> and enter your 'work' (not private) email address in the box,

You then might get the following 'pop-up' – you can choose to accept free emailed resources or not.



STEP TWO

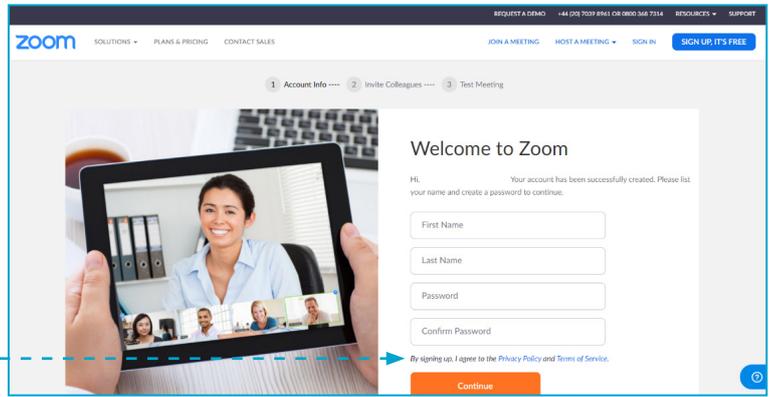
ZOOM will then send you an email: open this email and 'click' on the link - this confirms your mail address and allows you to continue the process. *Please note it can sometimes take a while for this email to come through, particularly in these busy times when everyone is signing up for such services.*



STEP THREE

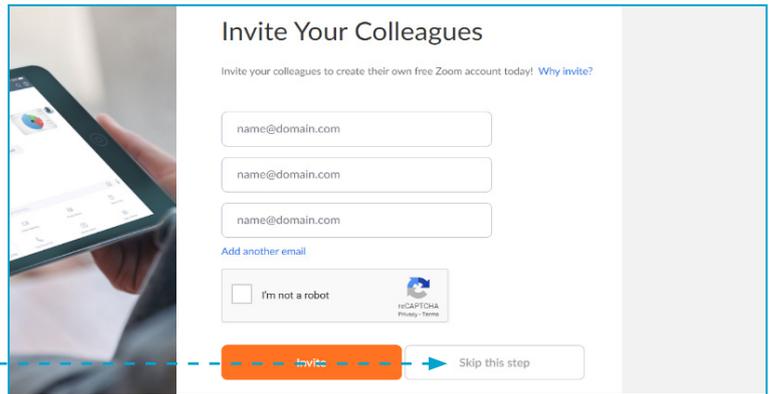
Once you click on the link you will be sent automatically back to the Zoom website and specifically to this page: *fill in the the boxes as required:*

Make sure you read their *Privacy Policy and Terms of Service* to ensure you know how to operate within their guidelines.



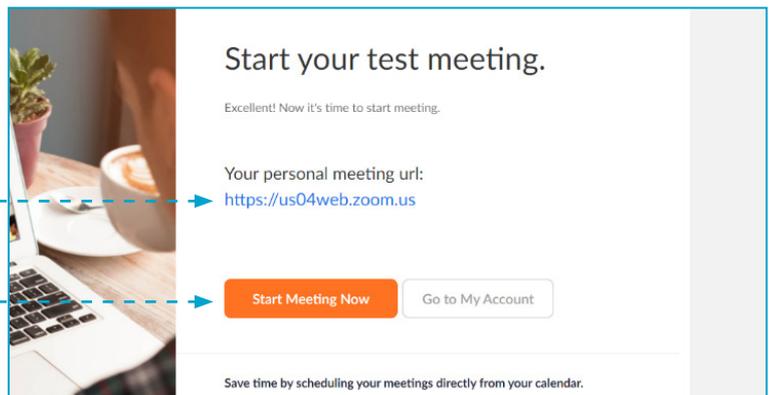
STEP FOUR

You will then see the following screen: you can invite your contacts to set up a Zoom account at this stage, or you can 'skip this step' and move into a 'TEST' meeting... (as we will now...)



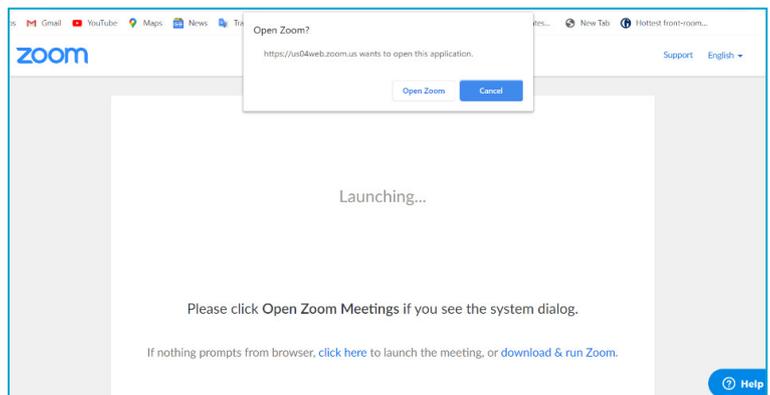
When you click 'skip this step' you will be taken to the following page which produces a *personal meeting URL* for the meeting and a *LINK* through which you can run a TEST meeting. You can send this URL to participants later...

If you click on 'Start Meeting Now' you will be taken to the following...



STEP FIVE

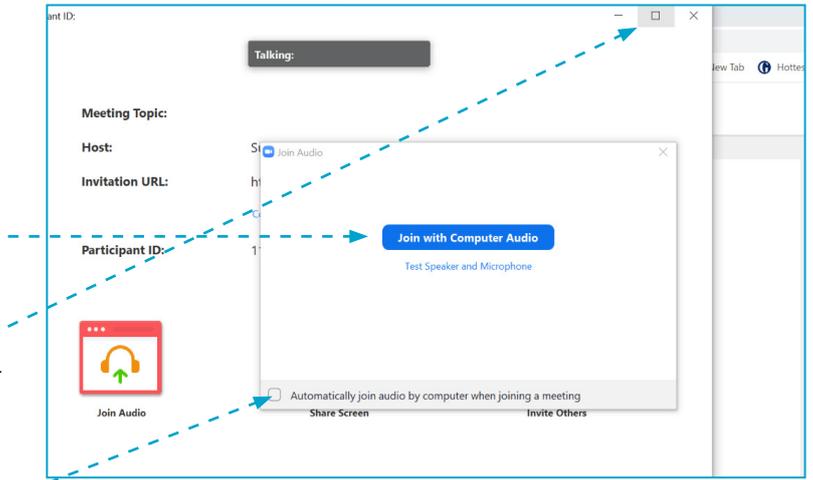
Note: your device might prompt you to allow Zoom access – you should click 'open Zoom'



STEP SIX

You will find the ZOOM screen opens and you might be prompted as to what sound connections you want to use – click ‘Join with Computer Audio’, unless you have an additional or external speaker / microphone fitted to your device..

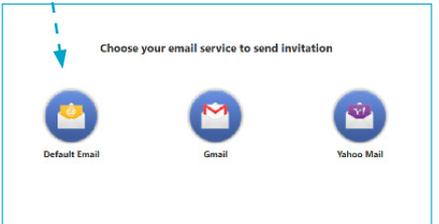
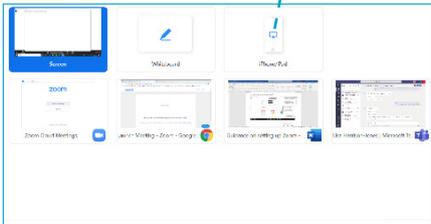
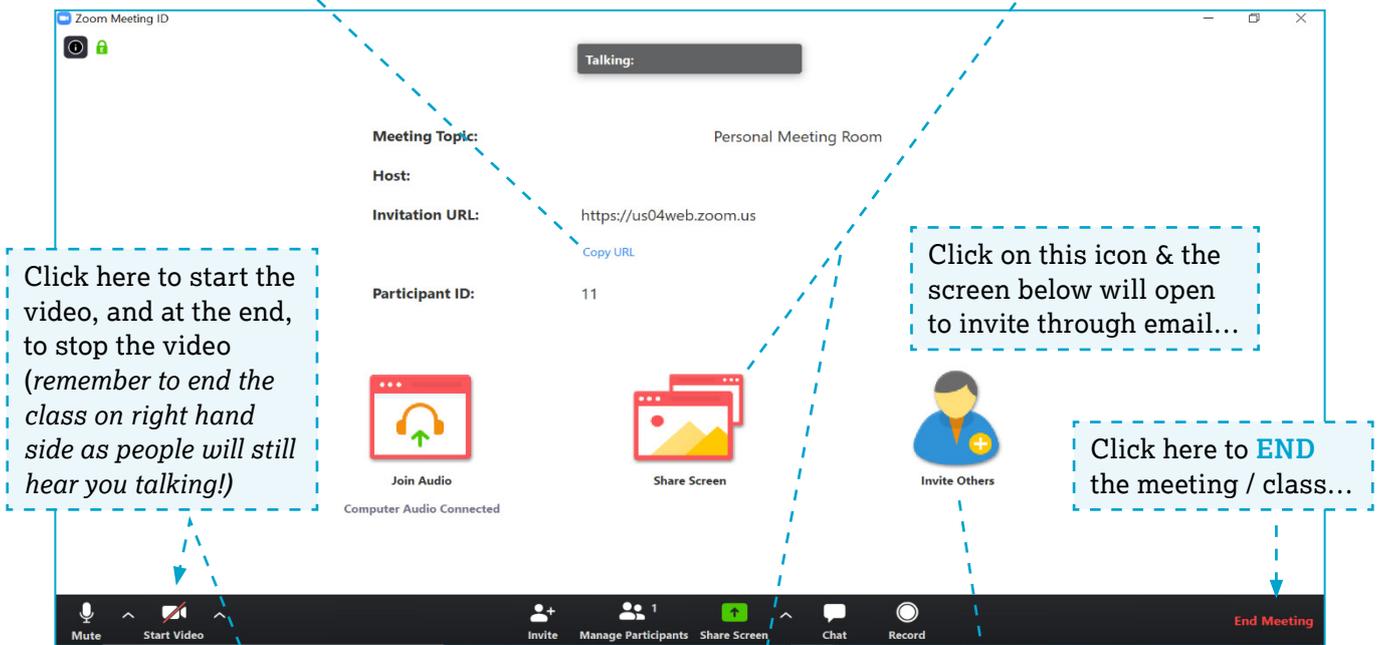
You should also click the ‘Maximise screen’ button at the top right-hand corner – this will make the Zoom screen fill your devices screen. You can click here to ensure you always join in with your computers’ inbuilt speakers / microphone...



You can then navigate your way around the system:

This copies the URL to your ‘clipboard’ so you can paste into other places...

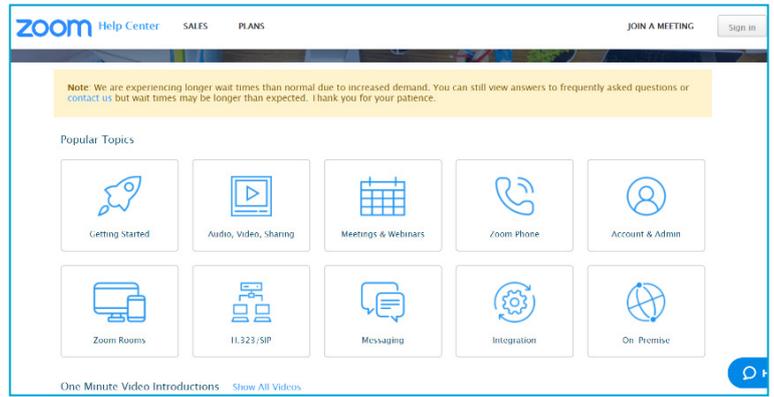
Click here to share documents from your own laptop / computer screen... (more advanced options can be accessed through the green ‘share screen button too)...



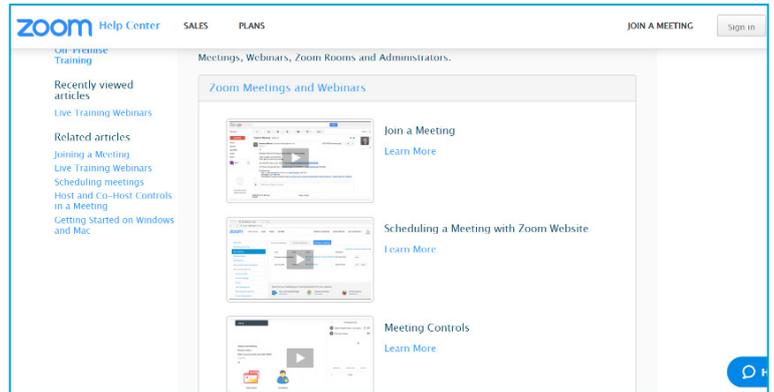
You can record this live session, and it will be saved to an area on your computer, however this bring many further considerations regarding Safeguarding and the safe keeping of such material – please see further notes on this on the following page.

Use this **TEST** meeting to explore the basic key features, and perhaps invite someone you know, a fellow teacher so you can keep the meeting open (up to 40 minutes for free) and get used to how it works first!

The Zoom website has one minute tutorials and longer tutorials available on 'How To' – covering most of your questions, click [here](#)



There are many ways that you can schedule a meeting: the Zoom website takes you through several ways to do this depending on your needs: click [here](#)



Remember

Always **SIGN OUT** of your Zoom account once you have completed your class.

You can download and use Zoom for free if your classes are no longer than 40 minutes and host no more than 100 people. **So, to get free use your lessons must be under 40 minutes long with no more than 100 participants.** If your lessons need to be longer you will need to pay a session or monthly charge (see below or visit the Zoom website pricing system by clicking [here](#))

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

Basic	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	£11.99 /mo/host	£15.99 /mo/host	£15.99 /mo/host
Sign up, It's Free	Buy Now	Buy Now	Contact Sales
<ul style="list-style-type: none"> Host up to 100 participants Unlimited 1 to 1 meetings 40 mins limit on group meetings Unlimited number of meetings Online support Video Conferencing Features Web Conferencing Features Group Collaboration Features Security 	<ul style="list-style-type: none"> All Basic features + Includes 100 participants Need more participants? Meeting duration limit is 24 hrs User management Admin feature controls Reporting Custom Personal Meeting ID Assign scheduler 1GB of MP4 or M4A cloud recording REST API 	<ul style="list-style-type: none"> All Pro features + Includes 300 participants Need more participants? Dedicated phone support Admin dashboard Vanity URL Option for on-premise deployment Managed domains Single sign-on Company branding Custom emails 	<ul style="list-style-type: none"> All Business features + Enterprise includes 500 participants Enterprise Plus includes 1,000 participants Unlimited Cloud Storage Dedicated Customer Success Manager Executive Business Reviews Bundle discounts on Webinars and Zoom Rooms

Remember to test before you go live. Are the camera and microphone working properly? Is the camera in the correct position for optimum teaching? Make sure you are working against a neutral background so that you can be easily seen. Check where the window is. Are you in silhouette or can you be seen clearly?

Please note

Safeguarding remains as important in online environments as it does in your dance studio. To keep yourself and your students safe please consider the following:

- setting up a separate business Zoom (or equivalent) account for your online teaching, keeping it separate from any personal online accounts / profiles you might have
- do not share any personal information or any other personal social media content / links
- encourage parents / carers to create an account rather than the students
- ensure you have discussed the platform with parents / carers and have agreed contractual procedures if they differ from those they agreed to when first joining your school. Ensure that you get a signed agreement that parents / guardians agree to the students taking part in the lessons online
- give plenty of notice when sending out links to sign-up to your classes and ensure you close the sign-up procedure well in advance so that you know who is joining and can plan appropriately
- don't be tempted by being more informal in your delivery, instead deliver in the same professional manner as you would in your face-to-face classes
- adhere to safe dance practice guidance in terms of your appearance, clothing and the way you address your students and deliver the content; similarly ensure you are warmed up and ready
- ensure that your space is safe and that the content you are delivering is appropriate to your audience (hence why it is important to absolutely know who has signed up for your lesson in advance)
- take care if you are thinking of recording the session – this must always be agreed with the parent / carers and students and written consent gained. If you are in any doubt that you cannot control how the recording is shared / viewed following the activity, do not record lessons.

If you do record lessons, you must:

Provide a written policy and ensure your GDPR Policy is updated to reflect this, and gain consent in writing from parents / carers or the student (if over 18). In the policy you should state:

- that they are used for teaching and learning purposes only
- what you will do with the recordings to keep them stored safely
- how long you will keep them and why
- that you guarantee you will only share the recording with the pupil (if an adult) or the parents / carers
- how you will dispose securely of the recordings at the end of this period

It is important that you offer such experiences to your students only – know in advance who is going to be in your classes so that you can best accommodate them, and guide your participants to not record the sessions either as they will be able to see others, ensuring you maintain working within Safeguarding guidelines.

Please adhere to Safe Dance Practice in all activities.

Further support with Zoom

The Zoom website offers much support: go to <https://zoom.us/docs/en-us/covid19.html>

You can also access Live Training Webinars with them:

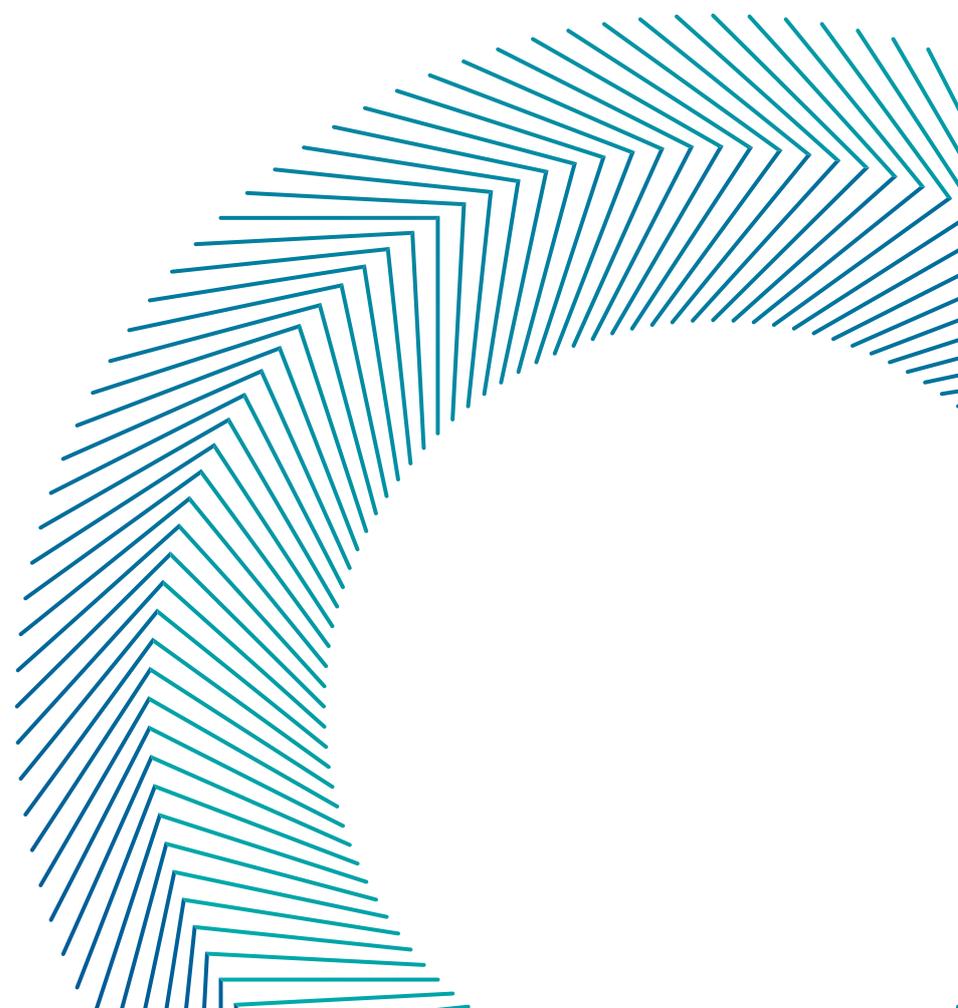
<https://support.zoom.us/hc/en-us/articles/360029527911>

YouTube tutorial: Teach Online with Zoom – Beginners Tutorial

<https://www.youtube.com/watch?v=JIRfIUH8ENw>

YouTube tutorial: How to teach online with Zoom: (Teacher Training Videos channel)

<https://www.youtube.com/watch?v=lvndgRIOH1w>



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