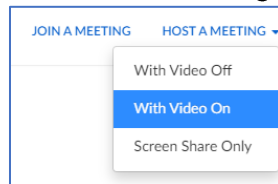


## ONLINE PRIVATE LESSONS GUIDELINES

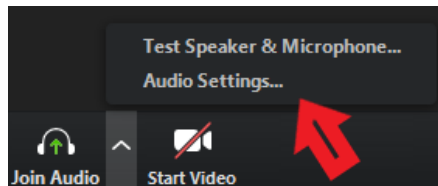
### SET UP

1. Prepare your lesson space in advance of your lesson time:
  - a. When working with minors, we require setting up in a “common space” – ex. Not their bedroom with the door closed – as we are mindful and conscious of online safety for all of our students
  - b. You will need a computer/laptop AND a separate external device to play music on (i.e. a phone or iPad)
  - c. Find a place where you can comfortably stand and move (and sing!), where your face is well-lit (so I can see you!).
  - d. Place the computer so that its camera sees you well (near eye level, not below)
  - e. Set yourself up BETWEEN your devices
    - ie. COMPUTER ---- TEACHER/STUDENT ---- PERSONAL DEVICE

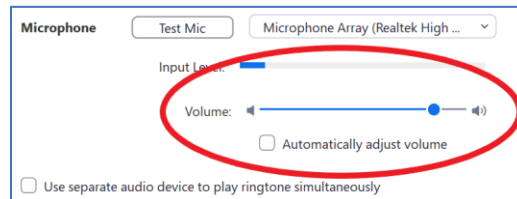
2. Create a ZOOM Video Conferencing Account
  - a. Create a FREE account at [Zoom.us](https://zoom.us)
  - b. Set up your Audio Settings in Zoom
    - i. Click “Host a Meeting” then “With Video On”



- ii. When your meeting opens, click to find Audio Settings in the bottom left corner of the screen



- iii. Prepare your Audio Settings



- c. ZOOM runs best in the “Chrome” web browser

3. Prepare your devices:
  - a. Charge all devices!
  - b. Turn off any apps, windows, or anything that might be streaming and cause lag
  - c. As possible, limit extra Wi-Fi use in the home during your lesson
  - d. Connecting directly to your Modem is a great option for connectivity
  - e. IF you have a usb microphone that you can use with your computer, that is a bonus for better sound quality, but your computer’s internal microphone will do just fine without one

## BEFORE YOUR LESSONS

4. Your teacher will send you a link to your “Zoom Meeting” (aka your lesson). Please sign in a few minutes early and be ready in the “Waiting Room” at your scheduled lesson time
5. Please keep your phone ringer on in case I need to call you to talk through any technical difficulties we might experience as we get started
6. Your teacher may provide you with audio recordings (ie. Accompaniment, Warm-Ups, Technique Exercises, etc.). Other options include Apple Music, Spotify, Youtube, etc
  - a. Please download all of these In Advance of your lesson and save them in a folder dedicated to Online Lesson Recordings
  - b. Recordings must be played on your second device (smart phone, tablet, etc)
  - c. Reminder: Your personal device should be away from your microphone (put yourself between the two)

## LESSON STRUCTURE

7. Your usual lesson structure will continue (warm-up, technique, repertoire, etc) but expect new elements too!
8. Expect more call-and-response singing and “acapella” singing in your online lessons (wonderful ear-training tools!). To properly hear one another online, we cannot speak/sing at the same time.
9. While we will miss seeing you in person, we’re excited to embrace this new digital adventure together, and reap the benefits of consistent training in a new format!