

TECH 101: HOW TO USE ZOOM FOR ONLINE ART CLASSES

Signing up for new students

You will need to sign up and register for your online art class ahead of time on the website, www.dominiquesutton.com. You will receive a confirmation via email with instructions on how to join the online art studio classroom.

Finding Your Online Class

PLEASE REFER TO YOUR EMAIL INVOICE REGARDING CLASS TIME & DATES.

Classes will be held at regularly scheduled times and days to make this transition as seamless as possible.

Accessing your Online Class

If you have used Zoom on your device, it's as easy as clicking our class link at the appropriate class time. If you have never used Zoom before, it is quite easy to get set up once you click the class link. Please make sure that your Zoom name is easily recognizable and matches the name under your registration. Otherwise, we will not know that you have registered officially for the class! That name window will pop up the first time you use Zoom.

5-10 minutes before your class's start, please visit the link you have been sent: Classes on this web page are listed by the day of the week. Here are 4 easy steps to follow. Click that link, and you will be brought into your online classroom.

If you have registered for the full 5 weeks this will be the same Zoom link for every class, and you may access it the same way for every class.

For the first few minutes of class, students will be unmuted so that they can converse with the teacher. The students will then mostly be muted as a group so that there won't be distractions from phones, dogs, etc. :) If you need to ask a question, you will be able to unmute yourself.

Once the class starts, you will see the teacher on the screen in a large box and then several smaller boxes containing the other students.

Setting Up Zoom

If you will be on a computer that is using Zoom for the first time, give yourself 15 minutes before the meeting to click on your class link and to follow the prompts to download the software.

TROUBLESHOOTING

Here is a demo that takes you through these steps: <https://youtu.be/vFhAEoCF7jg>

Here is a demo if you are having trouble with getting your audio or video working: <https://youtu.be/HqncX7RE0wM>

If you are on a phone or tablet that is using Zoom for the first time, you will need to download the Zoom app. Visit either Apple's App store, Google Play Store or the appropriate app download center for your device.

ZOOM IS FREE TO DOWNLOAD AND USE!

Once downloaded, search in your apps for ZOOM Cloud Meetings and make sure the app icon looks like a white video camera on a blue background.

During Your Class

You will be on camera, so that the teacher can sense you and respond to the needs of the students. If for any reason you do not want to be on camera, it is possible to turn the video off on the bottom left-hand corner of the screen, but this will mean the teacher is not able to speak to you personally.

IF YOUR CAMERA IS NOT WORKING

You will need to install the updated version of Zoom on your computer. Once you do this, restart your computer and try connecting again via the link. If that does not work, please connect to our class on your Smartphone or other device such as a tablet.

Here is a link to Zoom's Video Support page: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

IF YOUR AUDIO IS NOT WORKING

You may need to check that your speakers are on, or you may need to adjust your privacy settings to allow Zoom access to your microphone (mic for short).

Here is a link to Zoom's Audio Support page:

https://support.zoom.us/hc/en-us/articles/204484835-My-Audio-is-Not-Working-on-iOS-or-Android?mobile_site=true