



## Set up your device

[When you book a class]



## Set up your workspace

[in the morning before class]



## Class rules!

[Read 1 hour prior to class start time!]

### *Be sure to test your set-up:*

- Use a desktop, laptop, tablet or smartphone (a bigger screen is better)
- Ensure your device is connected to the internet
- We recommend creating a free Zoom account and downloading the free Zoom app for better functionality otherwise, you can also use the Zoom web browser. See links:

Zoom Client for Meetings for PC:

<https://zoom.us/download>

Zoom Mobile Apps for Mobile:

<https://zoom.us/download>

- Once you sign-up/sign-in, test your speakers, microphone and webcam to avoid any hiccups during class. If unsure, see the video tutorial here: <https://www.youtube.com/watch?v=-s76QHshQnY>

### *A good artist needs a clear space to work in!*

- Try to find a quiet space in your home so you don't get distracted
- It's best to sit at a clear desk or table with a big flat surface, so pack away all your clutter first. If painting, you may wish to cover your table/designated area with a cloth. If you have an easel for your canvas, feel free to use that too
- Check the required materials list ahead of your class and place them in your work area for easy access
- Ensure you have adequate light in your room, so your tutor can see you too!

### *Tips for a successful online class:*

- We will email you the link to join the Zoom Art Room (double check your junk or spam folder). Click the link and it will send straight to the online class
- Join your zoom class 10 minutes prior to start time to ensure we can start right on time
- During class, keep your microphone on mute unless you wish to speak - this avoids background noise disrupting the class
- If you do wish to speak, click the 'Reactions' button on the bottom of the screen, then choose to 'Raise your hand' and unmute yourself. TIP: Keyboard shortcut for mute/unmute is **Cmd+Ctrl+M** (macOS) or **Alt+M** (Windows)
- Alternatively, you can also use the chat bar to speak directly to the tutor, or to everyone in the class
- Respect everyone in the virtual classroom with you and have fun!



We'd love to see what you created. Please take a photo of your work and upload it to Instagram or Facebook and be sure to tag @artestartschool so we will see it.

Our virtual holiday classes are new to Art Est and there may be a glitch along the way. We appreciate your understanding and welcome your feedback. Please complete the evaluation form you'll receive after the workshop, or give us a call.

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