



ONLINE ART CLASSES



Set up your device/s

What you'll need:

- A desktop, laptop, or tablet with a stable internet connection
- A free Zoom account to participate in your online class. This is a cloud-based video service. We recommend downloading the free Zoom app for better functionality. 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. [Click here for a video tutorial](#)

- For teen and adult term courses, you will also need a smartphone to take a photo of your work and share it with your tutor/class via Padlet. This platform acts as an online bulletin board. You do not need a Padlet account as we will send you a link that will give you direct access to the class Padlet.



Set up your workspace

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!



Class rules!

Tips for a successful online class:

- Ahead of your first class, we will email you the direct link to join the Zoom Art Room and your class Padlet (double check your junk or spam folder).
- If a term course or multi-day workshop, you will use the same link/s for each session, so be sure to save them. We recommend you 'pin' the email so it stays at the top of your inbox, or copy and paste the link/s to a word doc and save it on your desktop for easy access.
- Join your Zoom Art Room 10 minutes prior to start time to ensure we can start each class right on time.
- During class, keep your microphone on mute unless you wish to speak - this avoids background noise disrupting the class. Alternatively, you can also use the chat bar to speak directly to the tutor, or to everyone in the class
- We recommend connecting to the class Padlet on your smartphone and also, on a web browser on your main device. This way you can use your smartphone to take/upload photos easily but view the class documents on a large screen - just use the same link on both devices so your class Padlet is synced. Alternatively, you can simply use your smartphone for all purposes.
- 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.

We appreciate and welcome your feedback. Please complete the evaluation form that you receive after the class, or give us a call.

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ONLINE ART CLASSES

A guide to your Zoom in-meeting controls

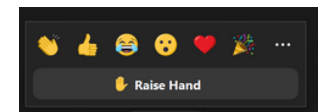
Video Tutorial: watch this short video for a participants guide to Zoom In-meeting controls (3min): [Click here to watch](#)



Change View: Change your video layout shown in the room display. We recommend Speaker View.

TIP: Tap or right-click the Host and then tap Pin/Spotlight Video to enlarge your tutor's video

Reactions: Allows you to make non-verbal responses to the class (see below). You can also use this to 'raise your hand' if you wish to speak



Mute / Unmute : Mute or unmute your microphone

Start Video / Stop Video :
Start or stop your video camera.

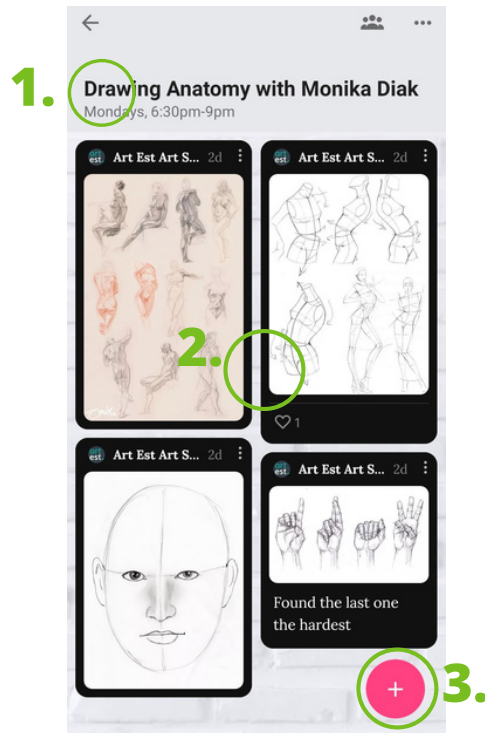
Chat Bar: Opens an in-meeting chat.
You can talk to all participants or directly to your tutor.

During class, keep your microphone on mute unless you wish to speak to avoid background noise. TIP: Keyboard shortcut for mute/unmute is **Cmd+Ctrl+M** (macOS) or **Alt+M** (Windows)

TIP: Seeing each other's faces is much more enjoyable so keep your video on to connect with others in the class.

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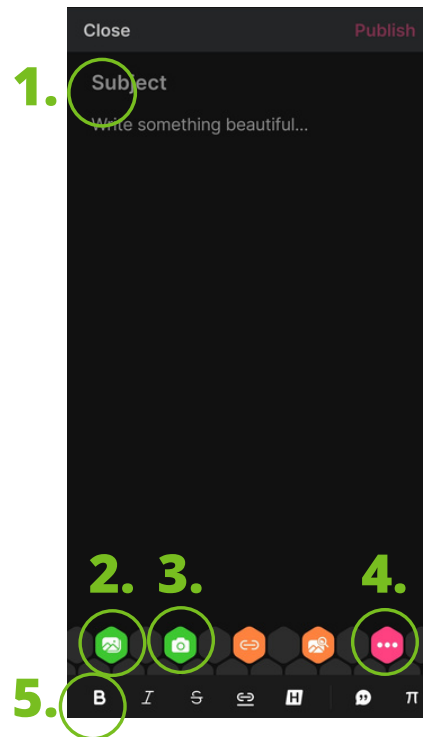
A guide to your Padlet controls: how to share your work



Step 1: Access your class Padlet

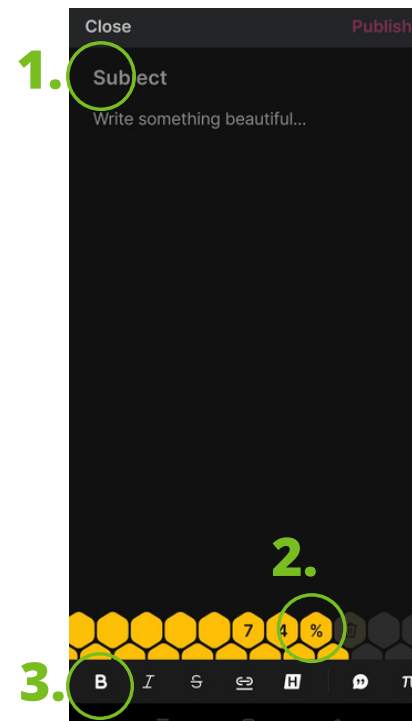
Note: class Padlets may be styled differently

1. Class Padlet name
2. Your class Padlet "wall" with shared posts by students or tutors. A new class will likely start with a blank wall,
3. Upload an image/attachment to the class Padlet



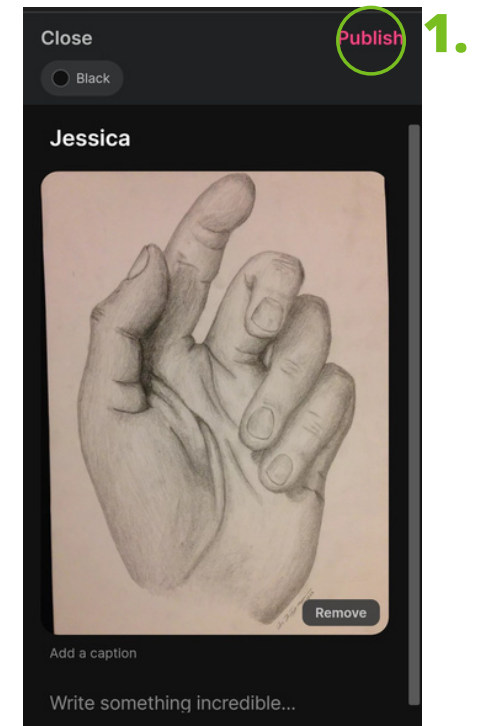
Step 2: Upload an image/attachment

1. Add text to go with your image/attachment. **Add your name to the 'Subject'** so your work is attributed to you.
2. Upload a picture already in your phone
3. Take a picture from your phone now to upload (recommended)
4. More upload options (e.g. video, audio, links etc.)
5. Row of text options



Step 3: Loading

1. Add text to go with your image/attachment. **Add your name to the 'Subject'** if you haven't already.
2. Loading bar
3. Row of text options



Step 4: Review your post & publish

1. Review the image and text. If you are happy with it, press publish and your post is live on the class Padlet