Fall 2021

Zoom Set-Up & Best Practices

For the 2021-22 School Year, we will use [Zoom](https://zoom.us/), a program on a computer, laptop, or phone that allows video conferencing.

While you do not need to download Zoom or make an official account, we feel that you will have the best experience and easiest access if you’re able to download the software and create a personal account with an email address and a password.

Especially if this is your first experience with Zoom, we **highly recommend** that you figure out and practice this portion of programming prior to day one of our program to allow any necessary troubleshooting and to ensure we’re available to assist you.

**We request that you go over our Best Practices prior to day one.** If our CMCB Best Practices are not followed, students may be put in the Zoom waiting room for a break, or removed from the class and not allowed back in until we’re able to have a follow-up conversation.

**How do Download the Zoom Client:**

* Start by going to <https://zoom.us/download>.
* Click the blue “Download” button under Zoom Client for Meetings to access the installer.
* Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.
* If joining via a Chromebook, download the Zoom app through the [Chrome Web Store](https://chrome.google.com/webstore) to join a meeting
* Need assistance? Email us at library@cmcb.org

**What you will need to participate in Zoom class:**

* A device with a camera and internet connection (laptops or desktop computers are best).
* Power connection (as video calls drain battery quickly).
* **To create an account (recommended):** Start by going to [zoom.us](https://zoom.us/).
  + On the top right corner, click on the blue “Sign Up, It’s Free” button.
  + Enter your email address and click “Sign Up”.
  + You'll receive an email from Zoom to activate. Go to your email and click Activate Account.
  + You'll be redirected to fill in your first name, last name, and create a password. Please use Student’s name.
* Have your instrument, if applicable, and necessary accessories (ie. rosin, bow, cello stop, reed)
* Music stand or place to set music
* Music (Printed or Digital)
* Pencils/Eraser/Paper

**Best Practices on Zoom**

To make the most out of our CMCB classes, there are some best practices and some etiquette that we request all students to follow. Grown-ups, please go over these expectations with your children before our first day.

**Setting Up Your Device & Zoom**

* You’ll want to be sure you are set up at least 5 minutes prior to the start of programming. Preparation will also be helpful in avoiding unexpected technical issues.
* If able, your home internet network should not be used heavily by others during programming (i.e. streaming video or audio or downloading/uploading large files etc. It can slow the connection and make the video freeze or disconnect.). If you're on free wifi you may need to keep your camera off to improve quality.
* Close unneeded applications on your device to keep the video optimally functioning.
* Turn your camera on and have your camera at eye level.
* Keep your microphone muted unless you're talking to reduce background noise.

**Setting Up Your Space**

* We recommend setting up a quiet, safe space in your home designated for programming that you will use each day of the program. Be mindful of what's going on behind you. We recommend having a mostly solid wall behind you. Find a quiet spot where you will be comfortable for the whole class and make it your classroom spot.
  + Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.
  + Remember, you are in class so lounging on your bed is not a good option. Sit at a desk or your kitchen table so you can have more focus. Especially for Dance class, have a designated space that is large enough for you to stand up and move around while still visible on camera.
  + If you need to use the bathroom, just let your teacher or counselor know. Never bring your device into the bathroom with you!
* Stay in one spot during your call. Resist the urge to head to the kitchen for a snack or take your class meeting outside. It's distracting to your classmates to see you moving around during the class.
* While you are welcome to come to programming however you feel comfortable, all programming participants must be wearing appropriate clothing while on camera. We recommend that you come presentable, as if you were really coming to the Music Center of a day of fun.
* We recommend turning your self-view camera off by clicking the top right corner of your video and selecting “Hide Self View.” This will help you avoid staring at yourself in the camera, and instead, watch and pay attention to the teacher or whoever is talking.

**Sound & Communication**

* Whenever possible, use headphones with a mic. It's easier for the class to hear from you when you need to talk if you are wearing headphones with an external microphone. Also, headphones will help you block out the distractions around you.
* Keep your microphone muted unless you're talking to reduce background noise. Practice muting and unmuting your microphone, especially young children.
* Use your name, you may include your pronouns, when signing in. No inappropriate nicknames.
* Be respectful. If in a group class, ensemble or seminar, use the chat feature only for positive communication with other students and your teachers. Be mindful, and avoid spamming/making too many posts in the chat box. Remember that what you write is visible to everyone, and you cannot delete what you put out into the virtual space.
* If you want to speak, physically raise your hand or use the “raise hand” feature that is available at the bottom center of your screen.
* Wait your turn to speak, and try not to take over the conversation. Take turns, and leave space for others, especially friends who are shy.
* When you are speaking, let others know that you are finished by saying one of these sign-offs: “That’s all.” “I’m done.” “Thank you.” So that everyone knows you have finished your comments.
* Please stay tuned in to our programming and do not text or play on your cell phone during Zoom class. This includes videoing the Zoom as it goes on.

**Respect & Privacy**

* Students respect each others’ privacy. You may not record, photograph, or share any information via social media about anyone or anything privately shared in our Zoom classes.
* Student classes are for students only. Do not share our Zoom link publicly or with any friends not involved in CMCB Programming 2021-22.

**Requests for Grown-Ups**

* When possible, please remain close by, within earshot of your student, in case they need any help throughout the class.
* Please be available at your primary phone number and/or email during as much as possible in case we need to get in touch with you to discuss pertinent issues based on our Zoom classes, or emergencies.

**CMCB Student Rules**

Our returning Students know that we spend a lot of time going over our Students rules to ensure a safe and fun experience for everyone. Here are our usual Students rules for when we’re in-person at the Music Center, slightly reimagined for our online world.

1. We are kind (always!)
2. We join in (always!)
3. We clean-up (our quiet, safe Zoom space in our homes)
4. No gum (during Zoom class)
5. We walk (we are safe with our bodies while on camera)
6. We do not touch the curtains (avoid distractions at home!)
7. No cell phones (pay attention to your Zoom class!)