

---

Suggested Guidelines for an optimal Zoom experience

---

- Log into your demonstration from a distraction-free, quiet environment.
- Log on for your demonstration a few minutes early so that your instructor can begin the class on time
- When you enter your class, you will be put in a “waiting room”. The host will let you in to the meeting when the class is starting.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- You will be muted by the host during the parts of the demonstration. If you would like to ask a question, use the “raise hand” feature. Unmute yourself when you are called on. Alternately, you can type your question into the chat box and address it directly to the host of the meeting.
- Close unneeded applications on your computer to optimize the video quality.
- If you would like to use the chatbox, remember that it is public, and a record of the chat is kept and archived.
- Keep a sketchpad and pencil (or other art supplies) nearby in case you would like to take notes or draw along with the instructor
- Make sure your video is on (if you have camera capabilities) so your teacher and peers can see you. Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Remember to sign out or “leave the meeting” when the session is finished.

*Thank you for your continued support and patience as we develop our online programming. We are working hard to provide high quality art instruction and creative inspiration during the school closure.*