



ZOOM INFORMATION & CLASS GUIDELINES



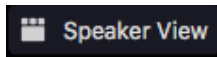
ZOOM GUIDELINES

Welcome to the IDSA Online Course. This guide will take you through how to study online at IDSA. There are a number of ways you can utilise this experience, and getting comfortable with the software is going to be a huge advantage.

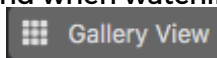
Firstly you need to download **Zoom**, this works best if you download the application onto a laptop or desktop computer, rather than using the web browser. It will also work on a phone, but you need to be aware that you're working on a less stable, smaller screen which has limitations the desktop app doesn't have.

Once you've downloaded Zoom, please familiarise yourself with the following controls.

- **View** - In the top right-hand corner (desktop) you will see either Speaker View or Gallery View.



- **Speaker** - View will focus on the person speaking. For this reason, if your tutor is delivering instructions you should have this view selected so that you aren't distracted by what everyone else is doing, unless your tutor instructs you otherwise.
- **Gallery View** - will show everyone in the class tiled side by side. This is helpful during class discussions and when watching scenes.



- **Self View** - Hover over your own window, to reveal three little dots in the upper right hand corner. Click on these for a number of options - here, what is helpful is Self View. You can turn this off, which will mean you won't be visible to yourself. This is very helpful when performing a scene, but be aware that you can't do this on the mobile version.
- On the **mobile app**, you can switch between **Gallery View** and **Speaker View** by swiping right. If you tap on your image (thumbnail in the bottom right hand corner) then you'll be looking at yourself. Tap on the other person to bring them back to the foreground.

Video and Sound

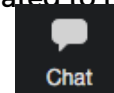
- In the bottom right of your screen (desktop) you will be able to mute yourself or stop your video. You can also try different audio settings if you aren't able to hear or be heard. Generally computer audio will work best.



- On the mobile app these can be seen along the bottom. You can also swipe left, which will put you in safe driving mode, turning off your audio and video.
- Remember that the host (the tutor leading the class) can turn off your sound or video at will, and probably will if they need everyone to be quiet. If this happens, you won't be able to turn them back on until they ask you to do so.
- When you're watching a scene but aren't performing you should always have your sound and video off. When you're in Gallery View, this will mean that the performers will be tiled side by side.

Chat

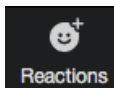
- You can send instant messages in Zoom. At the bottom of your screen you will see the Chat button. You can use this to send messages to your tutor, or to someone else in the group. In the mobile app, you can access this via the three dots on the bottom right of your screen.
- Please remember that it's very easy to accidentally send a chat to the wrong person, or to the entire group; and that we may record the chat as well so we can review comments. You also shouldn't be sending private messages to other group members unless they're related to the class content.



Reactions

- During an online class, it's very easy for too many voices to be heard, meaning the tutor can't work out who is speaking. For this reason, you should be using your reactions instead.

- At the bottom of your screen (or in the menu accessed by the three dots on the bottom right of a mobile screen) you will see reactions - an 'applause' and a 'thumbs up'. You can use this to draw the tutor's attention.
- You can also **raise hand** - on the desktop app, look at the choices accessed by the three dots that appear on the top right hand corner of your window.



Breakout Rooms

- Your tutor may decide to place you and your scene partner in a breakout room, a private virtual space where you can rehearse away from the rest of the group. When they do this, a prompt will appear asking you to join a room. Click this, and you'll be in a separate space where you can work privately.
- The tutor can visit any breakout room at any time to work with you.
- You can leave the breakout room to return to the main session whenever you want.
- Remember that you can also rejoin your breakout room; you don't need to be invited again.

Accessing your IDSA Online Class

- In your timetable you will see each separate class that you have, each will be a clickable link which will take you directly to your class. Please refer to this to access all of your IDSA classes.
- If you don't get this email, let us know at least 3 hours before your class is supposed to start.
- About 15 minutes before your class begins, you should click on the link and enter the classroom. This is a good opportunity to test your video and audio with your classmates and fix any problems. If you accidentally leave the class, you can click on the link again to come back in - remember that this is an IDSA classroom, and if you're late you won't be allowed to take part.

Etiquette & Regulations

- Even though these classes are online, this is still an IDSA classroom and we expect certain standards of behaviour from you. The best way to approach this is to imagine that you are in a physical space; you shouldn't do anything that you wouldn't do if in a physical studio.
- Don't over talk other classmates. If everyone is speaking at once on Zoom, it can become distracting. Be respectful and keep your audio turned off unless you have something to say. If you need to speak, use the reaction buttons to let the tutor know this. Never interrupt the tutor.
- Don't put your video on at odd times. If other students are performing, you should turn your video off. If you leave the room accidentally and need to return, turn your video off when returning so you don't interrupt the performers.
- Make sure your space is clear of distractions. If you need to leave your screen for any reason, privately chat with the tutor to let them know where you are and turn your video off. This is especially relevant if you're in a space where other people may wander through.
- Make sure that you aren't a distraction. Students adjusting their clothes and hair, moving their camera around, or using the self view as a mirror to make faces or adjust their appearance is not acceptable. If you do this consistently, you will be removed from the session. This will count as an absence.
- Do not eat, make calls, or do any other activity during an IDSA Online class.
- Ideally, you should use headphones during the class.
- You must wear your IDSA uniform. If you don't have one, you must wear a black t-shirt or jumper.
- Show up early and be ready to work. The tutor won't have time to fix technical problems for you, and if you're late you'll be removed and marked as absent. You should aim to join the class 15 minutes before your start time.

- Remember that the tutor is there to teach you acting, not to provide technical support. You should practice with Zoom outside class so that you don't have any issues during the session. The tutor will be asked to focus on tuition and if you pull their attention excessively in order to ask for assistance with technical issues you will be removed from the session.
- You must not share your class invitation or password with anyone else. You also can't bring anyone else in with you, even if they are also an IDSA student.
- Above all, remember that an IDSA class is disciplined, with students respecting each other and the tutor. This is just as important in an online classroom as in a physical studio. You wouldn't yawn, wander off, or talk to someone outside the room during an IDSA class; please make sure you keep to these rules when online.

Working Space

- Ideally, you should aim to have the following conditions to take part in an IDSA Online class.
- A neutral backdrop, without distracting objects/clothes/family members/pets.
- A comfortable seat with enough room to get up and move around if necessary.
- A quiet environment where you won't be interrupted. If using a phone, this should be in landscape view, raised to eye level, and securely resting on something. A small tripod is ideal, but you can also use a stack of books. You must not be holding your phone in your hand.
- You will need enough light to work by. If there is a window behind you, make sure you aren't backlit by closing curtains. You should make sure your face can be clearly seen.
- You must be set and ready to go when the class begins. If you need to adjust your video or move location, you should turn off your audio and video to do so.

Bandwidth and Data

- You need to check that your internet package has sufficient bandwidth for Zoom. The minimum bandwidth (data transfer rate over your connection) is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). You can check your bandwidth [here](#) using Speed Test.
- Check your internet package has sufficient data. Preferably you should have an unlimited data package. A 720p (standard resolution in terms of pixels) call for 1 hour uses 675MG data uploading your data (including your image), and 675MG downloading data (including other people's images), i.e. 1.08GB overall per hour.
- You can save your data by turning off your video as much as possible.
- The general Zoom technical requirements are summarised [here](#).

Quality Control

- IDSA will be recording all online classes. This is primarily for quality control purposes; recordings will be watched by IDSA staff to ensure that our standards are being maintained. We will also make recordings available to tutors to be used as a resource should they wish to use footage from previous sessions.
- Recorded classes will be stored on Zoom's Cloud for one week, following which they will be deleted. They will not be shared publicly, or viewed or downloaded by anyone external to IDSA.
- An audio and/or visual notification will be provided when you join a recorded class. A notification will also be provided if recording commences after you have joined the class. If you continue to participate in the class following these warnings, your participation will serve as your express consent to such recording.
- **Please note:** Students are not permitted to record any of the sessions run by the Identity School of Acting. All copy rights are owned by Identity School of Acting and any breach will be taken seriously.

Tips

- Learn your lines and do your homework. It's far easier to work on Zoom if you have already learned your lines. That way you can truly engage with your scene partner.
- Practice as much as you can before term starts. You want to be fluent with the software before your first class. Organise Zoom meetings with your classmates and read scripts together. The more skilled you are with using the software, the less you'll need to think about this during class.
- Make eye contact with the webcam. Practice working in the different views, and try minimising your desktop window and positioning it so it's directly under your webcam. If your scene partner does the same thing, it will feel like you are looking each other in the eyes.
- Share knowledge. We're all working online for the next few months, and one of the benefits of working this way is that you can share files, links, and scripts instantly. Outside your class times, you should be on Zoom with your classmates every day, practicing scenes, trying things out, discussing texts.

Disclaimer: We recommended students to use a desktop rather than a mobile where possible. Please note options may be positioned differently depending on which phone you have. If you choose to use a mobile please familiarise yourself with the software beforehand.

If you're having any issues learning online let us know. We will support you and make sure you get the most out of your experience. For any queries please contact info@identityschoolofacting.com