Attleboro Arts Museum Art Classes & Workshops VIRTUAL Tips & Planning Information

Please read through our tips and planning information for **VIRTUAL** art classes & workshops carefully and feel free to contact us at 508-222-2644 x15 or arovaldi@attleboroartsmuseum.org with any questions.

1 — Virtual Signature Page – FOR ALL ART STUDENTS:
We require the completion of this form prior to the start of each art session at the Museum. **A link to this online form will be included in your confirmation email, and must be completed prior to the start of your/your child's art class or workshop*:**

*If you've registered more than one child for an art session, please submit a signature page for each child. Click on "submit another response" at the end of the online form to complete another signature page.

2 – VIRTUAL ART CLASSES & WORKSHOPS TIPS:

A Zoom invitation for your art class or workshop will be included in your confirmation email OR sent separately at least 2-weeks before the start date.

For classes that meet weekly, the Zoom invitation is set up to be recurring. Just click the link in your email to launch your art class or workshop at the appropriate date/time.

The Attleboro Arts Museum is unable to provide tech support for art classes & workshops, please read on for helpful troubleshooting tips.

If you're using Zoom for the first time:
- Use your computer, phone or tablet to click on the link provided to you in your confirmation email to join the Zoom class. Once you click on the link, Zoom will ask you if you would like to download the Zoom application or to use your web browser. You should click "Download and Run Zoom" to download the application.
- After Zoom downloads, follow the directions on your computer to install the application. *NOTE: You will only need to install the Zoom application once.*
- Once the app is installed, you will be asked if you want to join the meeting with video. Choose "Join with Video."
- Next, you'll the be asked if you want to join with audio. Click on the big blue button that says, "Join with Computer Audio."

If you're having any trouble with the provided link:
- You can go to https://www.zoom.us/, click on "Join A Meeting" and then enter the Meeting ID and Password.
- You can also **join a test meeting** to familiarize yourself with Zoom.
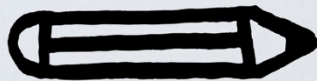
3 – GETTING READY FOR YOUR VIRTUAL CLASS OR WORKSHOP:

- Students should click the Zoom link for their art class or workshop **no more than 10 minutes** before the advertised start time. You will be placed in a waiting room and admitted when the instructor is ready.
- **Please have your video and your microphone on upon arrival.** The instructor will mute participants as needed during the class. You will be able to turn-off your video, if desired, after introductions and check-in have been completed. You will hear more about the format of your virtual class or workshop on the first day.
- It is important to our instructors that a **personal connection** be maintained during class time. The instructor will share their best communication method with you (cell number, email, etc.) on the first day of class. Students may be asked to use their cell phones to photograph a piece they're working on and "text it" or "email it" to the instructor for a group discussion/critique.
- **Set up your space before class begins.** Before class, set up a clear to work in. Ideally, this will be a space where you can leave your materials set up and you can have uninterrupted time. Cover your table with something protective like heavy paper, an old cloth or plastic. To avoid interruptions, we suggest posting a sign letting others know that your class is in session. Consider printing page 3 of this document and hanging it on the entrance to your space.

ARTS for everyone

My virtual art class is now in session.

I will be with you once the class is over. Thank you for your patience.