



# Two Options for Same-Day Cancellation

## Online Lesson

- 1. Software Choice** — Choose between Facebook and Skype. Email your teacher at least one hour in advance informing him or her of your screen name or number. If you haven't received a confirmation by 15 minutes before your lesson time, please call the front desk to assure the teacher received the email.
- 2. Strategize** — Plan ahead to ensure everything is setup at least 5 minutes prior to your lesson.
  - Gather all your music and have it ready for the session.
  - Visit the restroom, grab some water, and a pencil and paper in case you need to take notes.
  - Check email for any last minute communication from teacher.
- 3. Secure Camera Position** — This is of utmost importance. The teacher needs a great view of your face, hands and instrument. Experiment before hand to verify line of sight and internet connection.
- 4. Session time** — Your teacher will call you via the chosen conference app. Sometimes sessions run a little late in getting started. If your teacher hasn't started the video session by 5 minutes, be sure and contact the front desk.

## Video Submission

This option is for those who are unable to be in person for an online lesson. It is advisable that students allow as much time as possible for video link submission to account for delays in internet speed and possible upload errors. Notification of this submission should be submitted to the office at least an hour before the scheduled session.

- 1. Video your songs**— Setup your camera in such a position as to ensure thorough viewing of you and your instrument (if applicable). Record your performing your assigned pieces. You can also take the time to address any challenges you may be having.
- 2. Upload to Youtube** and send the link to your teacher's email. Parents, to ensure no one else can view the video of your child except your teacher, choose the unlisted option.
- 3. Assessment** — Your teacher will review your submission during your scheduled lesson time and send an email response with an suggestions and possible further assignments.