



ONLINE 2-WAY LIVE CLASSES

Guidelines for students & parents

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**Disclaimer: This is just a guideline to help parents / students to participate in online live training hosted by The Lewis Foundation of Classical Ballet . Any suggestions/improvements can be sent to pr@tlfcb.org*

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Introduction

Due to the current COVID-19 crisis and the prevailing uncertainty around the lockdown period, we have moved training from sending class videos to online 2 way live classes for all classes. We have taken this step to ensure dance training and development continues and students are motivated to be engaged with learning on a regular basis.

The following guideline will help you get the most out of these live 2-way training sessions in a safe and secure way.

Platform of Choice

We evaluated Google Teams/hangouts, Microsoft Teams, GoToMeeting and Zoom among other video conferencing / online meeting / video chat solutions available in the market. Our primary concerns were safety, privacy, security, user experience, reliability, adaptability, portability and ease in which teachers & students could participate in these classes online.

Zoom checked most of the boxes on the above parameters and we have signed up with a paid professional plan that allows us to exercise tighter control on meeting parameters and settings.

We took an extra step to dive further into the security & privacy aspect of it, considering the news about these concerns that were discovered around the time Zoom gained popularity for online meetings at the beginning of the current COVID-19 crisis and lockdown. Zoom has posted many security & privacy updates and particularly disabled default features that made it vulnerable. The latest in this series of updates is an enhanced AES-256 GCM encryption standard upgrade to make the system safer than it used to be.

Additional restrictions are imposed on the sessions, some of which are highlighted below

- Random ID used for all Zoom sessions that will change in every class
- All features apart from the ones that allow students and teachers to interact with each other on video/audio are disabled.
- File sharing disabled
- Screen sharing disabled
- All features that could lead to inadvertent misuse by participants or otherwise are turned off by default in all classes.
- Teacher plus an administrator (Rohini or Thejaswini) monitoring the entire duration of the classes.
- Miss Yana will oversee all online classes.

Internally TLFCB team and teachers are following set protocols and guidelines to conduct these classes on this platform. The teachers know their students in each class and are being vigilant about any unauthorized / non-identifiable participants.

We will review these guidelines and available platforms to ensure the safety and security of these classes.

Tips for parents and students

Note: Under any circumstances, do not share the Zoom meeting invitation with any individual. The classes are for students only.

Before the session

- Ensure zoom is set up on a laptop or smart TV. Use your home broadband wifi connection for a better experience. Use tablets/phones as the last option.
- Connecting the laptop to external speakers will help in hearing the teachers clearly.
- For ballet classes, be ready in leotard, skirt and ballet shoes. Tights are optional. If students do not have access to uniforms, or for jazz classes, please wear a t-shirt and shorts/leggings.
- Clear out some space in the room for the student to move around freely.
- Ensure that the camera on the device is adjusted so that the student is in full profile view. Ensure video and audio is ON.
- Despite the fact we love the occasional cat, dog (and even rabbits) minimize the distractions in the room so the student can stay focused on the teacher.

- Make sure the room is well lit to the best possible extent.
- Have a chair or something that the student can hold on to for barre work.
- Keep a bottle of water close by so that the student can have it during a water break.
- For younger students (pre-primary) we recommend a parent to be close by to assist with this new way of learning.

To start the session

- Click on the link received via Whatsapp group and wait for the session to start.
- Once the session starts, immediately change the screen name to the student's name.
- The teacher will have a short interaction with all the students. After that interaction, the teacher will put all the participants' mics on mute so everyone can focus on the teacher's instructions.
- Teacher will unmute the mic just before the end of the session for a small chat.
- Once the session has started click on "Speaker View" in the top right-hand side of the screen so that the teacher stays in the main focus and occupies most of the screen. You can switch back to "Gallery View" during the end of the sessions while students are saying their goodbyes.

Note: An administrator (Thejaswini or Rohini) will be logged in on Zoom to co-host and monitor the session with the teachers. Attendance will also be marked for these classes. Miss. Yana will be monitoring classes.

To end the session

Click on "Leave meeting" at the bottom right-hand side of the screen.

Caution: It is very important that parents and students do not share the meeting invites received on WhatsApp with any other individual. Unidentifiable participants in the meeting will be blocked by the teachers & administrators to ensure the safety and security of the students.

Update 14 May 2020

Dear Parents / Students,

We are very pleased with the response from the students and parents to the online sessions on Zoom. Attendance is high in all the classes demonstrating that students are utilizing the opportunity to continue their learning despite the COVID-19 crisis and lockdown. We encourage you to continue in the days ahead until we are allowed to resume classes in the studios.

The lockdown is entering its 4th phase and we are all waiting for further details from the state government. I am sure, most of us are aware that coming out of this COVID 19 crisis is more like a marathon than a sprint.

Apart from a couple of adults classes, we are running the full schedule of classes online via Zoom and Instagram Live. Last weekend, we also started the beginner's ballet class on Instagram Live on Sunday which saw some parents joining in with the students from all centres. We encourage everyone to use this opportunity. DanceFit live is also conducted on Instagram Live every Wednesday and Saturday from 11 am to 12 pm. Please follow @ballet_in_india on Instagram for more updates and reminders.

Zoom has released a new updated version 5.0 with enhanced security and we urge everyone to update the software on their devices if you have not done so. This version has further security enhancements including tighter restrictions on basic free accounts. We are however on the PRO type of accounts with full control of all security parameters of the sessions.

A few parents have expressed concerns around Zoombombing which in layman terms occurs when an intruder/outsider gains access to Zoom sessions. This generally occurs when meeting IDs are publicized on social media/online mediums or fixed predictable meeting IDs are used to conduct sessions. From the beginning, we have mitigated this risk by

- Keeping random unpredictable meetings IDs for each session
- Sharing meeting IDs among a closed group of students.
- Keep file sharing, screen sharing and peer to peer chats off for all sessions.
- Presence of technically adept and trained Administrators over and above the teachers in all sessions to monitor participants.
- Removing immediately unknown participants who are unable to identify themselves over video.

We continue to rely on Zoom. Since no solution is full proof, we will continue to review the platform and available platforms to ensure the safety and security of the students.

Sincerely,

Devang Bhanushali
The Lewis Foundation of Classical Ballet