



# VIVA VOICE ONLINE

## What's happening?

We will temporarily be running Viva Voice classes online.

Your child's teacher will use a video conferencing service called **Zoom** to host their classes.

## How will it work?

You will receive an email from Nadda with a link to join a Zoom meeting. There will be a different link for each day of classes, so please make sure you have the right link if your child attends on more than one day.

**NB: Please bookmark this link. It will be the same link for the remainder of term.**

You can access Zoom on a laptop, tablet or mobile device.

We are not promoting the option of joining the class via teleconference.

### **1. Using a computer (preferred option):**

You'll need to click on the link in the email under '**Join Zoom Meeting**'.

Zoom will then prompt you to either download an app or install Zoom in your browser. Once you've followed those steps, you will enter the video conference's 'waiting room', until your teacher begins the class.

### **2. Using a smart device:**

You will need to download the *free* Zoom application:

- **Apple devices:** <https://apps.apple.com/us/app/id546505307>
- **Android devices:** <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Note – if you have the option of using an iPad rather than a smart phone, this is preferable as your teacher will be able to see and hear you better.

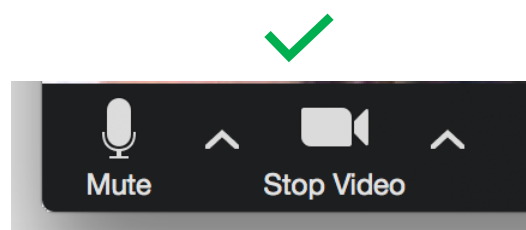
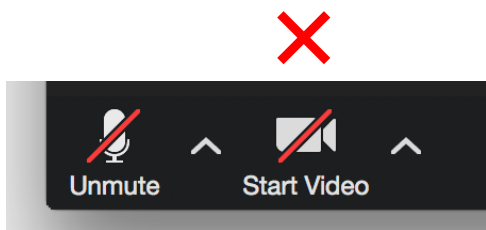
### **3. Teleconference**

Please contact us to discuss as we do not encourage this option. Attendance via video conference on a smart device or laptop is preferred.

## **Tips for a successful class**

Please ensure that:

- You have the pieces (poem, prose, script etc.), that you need on-hand.
- You're in a quiet, well-lit space (i.e. turn the lights on).
- You're in the room of your house with the best internet connection.
- The computer/device is not on silent and the volume is up.
- You have enough space around you to stand up and deliver your piece and still stay on camera.
- You have the meeting link on the actual device you'll be using for the video conference (it will have been sent to you from Nadda). If your child is joining from their own device, please forward them the link.
- You have a stand for your smart phone or tablet, so you don't have to hold it up for the duration of class.
- You have your headphones ready, if you need them.
- There's nothing behind you in the shot that your classmates can see that is inappropriate or private (i.e. put away anything you wouldn't want them to see).
- You haven't put yourself on 'Mute' or blocked your video in Zoom. See picture below – in the bottom left corner of your Zoom screen there is a microphone and a video icon. Ensure neither have a red dash across them.



## **Troubleshooting**

If there are any issues with audio etc., your child's teacher will try to talk you or your child through next steps. However, if you can't hear them or they can't hear you, please email them immediately.

Thank you for your patience as we work through this new process.  
Any questions, please let us know.

## **Viva Voice Teachers**