



Online and Video Lessons Instructions

Virtual lessons are a breeze with the
following guidelines

DANA MARTIN STUDIO



prepare

Before your lesson

- TEXT Dana that you wish to have an online lesson or video feedback lesson —she may not see an email if it's a lesson day and she's already teaching
- Take photos of EACH PAGE of your current assignments
- Take photos of the NEXT PAGE of each book/music (if we're having an online lesson, not for video feedback lessons)
- Send each photo to Dana as early in the day as possible so she can be prepared for your lesson
- Have all music, your music folder, pencil and highlighter available for your lesson
- Have your video device in place before your lesson so that your keyboard (hands) and smiling face are clearly visible

During your lesson

- Please try to have a distraction-free zone as much as possible
- It's best to limit other wi-fi use for a clearer connection and less technical interference — please no streaming or gaming by others in your house during the lesson

Marco Polo app

Download the app to send videos easily (no uploading videos required).

While in-studio lessons are preferred, there may be times when you just can't make it to your lesson. Rather than missing a lesson, here are a couple of options that could give you a chance to still have a lesson even when you can't be there in person.

Online Lesson

Online lessons are ideal for inclement weather days, if you don't have a way to your lesson or for health precautions. Here are some guidelines to help make your virtual lesson run as smooth as possible.

- Register with Forte via the link Dana sends you (your first online lesson)
- Enter the Forte meeting room at forteleasons.com a few minutes before your lesson time so your lesson can start on time
- Be sure to prepare BEFORE your lesson by sending Dana photos of your assignments (see Prepare section in sidebar and Checklist on next page)
- Have all your music, folder, pencil and highlighter ready for your lesson to minimize delays
- Set your laptop, phone or tablet on a tripod or other high surface during your lesson so Dana can see you and your piano keys

Video Feedback Lesson

This option is ideal if you have a conflict with your lesson time, such as a dentist appointment or afterschool event.

There's no face-to-face during a video feedback lesson. You send Dana a video (or videos) of yourself playing through all your assignments before your lesson, and she'll watch the video(s) and send you feedback during your regular lesson time.

- Please download the Marco Polo app and send your video(s) to Dana via the app BEFORE your lesson
- Record each piece in separate videos or all in one video — your choice. The app automatically sends the video to Dana as soon as you begin recording. (Hit STOP to stop recording.)
- Dana will watch your video during your lesson time and send you feedback via Marco Polo or email
- One disadvantage to this option — Dana can't go over new material with you — you'll continue to work on your current assignments unless you decide to move ahead on your own before your next lesson

ONLINE LESSONS STUDENT SET-UP CHECKLIST

Here's a handy checklist to make sure you're set up and ready to roll with online lessons when the need arises.



High-Speed Internet

You need high-speed internet for streaming video.



Device

You need a device to stream online lessons. You can use a laptop computer, smart phone or tablet.



Forte App

Please download the Forte app via the link Dana sends you (your first online lesson) and enter the meeting room at fortelelessons.com prior to your lesson time.



Stool or Stand

Please have a tripod, stool or desk to place your device. Position your device so Dana can clearly see you and your piano keys.



Music Materials

Send Dana photos of each page of your current assignments as well as the next page of each book or music BEFORE your lesson. Have all music and materials (music folder, pencil and highlighter) ready and available before your lesson.