



# Online and Video Lessons Instructions

Virtual lessons are a breeze with the  
following guidelines

DANA MARTIN STUDIO

# prepare

## Before your lesson

- **Text Dana Directly (859.552.4419):** Please send a text if you need an online or video feedback lesson. If she's already teaching, she likely won't see an email in time!
- **Send Photos Early:** Take clear photos of each page of your current assignments.
  - **For Online Lessons:** Also include a photo of the next page in each book so Dana can assign something new for the following week.
  - **Pro Tip:** Send these as early in the day as possible so Dana can review them before you start.
- **Gather Your Gear:** Have your music, folder, pencil, and highlighter sitting at the piano.
- **Set the Camera:** Position your device so that your **hands on the keyboard and your face** are both clearly visible.

## During your lesson

- **Create a Quiet Zone:** Aim for a distraction-free environment to help the student stay focused.
- **Manage Your Wi-Fi:** For the best connection, please limit other high-bandwidth activities in the house (like gaming or 4K streaming) during the lesson time. This helps prevent lagging and frozen screens!

## The Marco Polo app

For **Video Feedback Lessons**, we use the **Marco Polo app**. It's the easiest way to send videos instantly without the hassle of long upload times or large file attachments. Simply record and it sends automatically!

### DANA MARTIN STUDIO

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While we love seeing you in the studio, we know that life happens! Whether it's a snowy day, a transportation hiccup, or a busy schedule, we have two great ways to ensure you never have to miss a beat.

## Option 1: The Online Lesson

**Best for:** Inclement weather, minor health precautions, or when you just can't make the drive.

To make our virtual time together as smooth as possible, please follow these steps:

- **Give a Heads-Up:** Text Dana as early as possible to request an online session.
- **Pick Your Platform:** Let Dana know if you prefer Zoom or FaceTime so she knows how to reach you.
- **Send Your "Pre-Work":** Send photos of your current assignments to Dana before the lesson starts (see the checklist on the next page).
- **Gather Your Gear:** Have all music, folders, a pencil and highlighter ready to go.
- **Set the Stage:** Place your device on a tripod or a high surface **to the side of the piano**. Aim the camera so Dana can see both you and your piano keys.

## Option 2: Video Feedback Lesson

**Best for:** Last-minute conflicts like dentist appointments, school events, or sports.

There is no "live" meeting for this option. Instead, you send videos of your progress, and Dana provides a personalized critique during your scheduled lesson time.

- **Use Marco Polo:** Download the Marco Polo app and send your video(s) to Dana before your lesson time begins.
- **Recording is Easy:** You can record each piece separately or all at once. The app sends the video automatically as you record!
- **Receive Feedback:** Dana will watch your videos during your regular lesson slot and send her feedback via Marco Polo or email.
- **Important Note:** Since this isn't a live interaction, Dana won't be able to introduce brand-new material. You'll continue refining your current assignments unless you feel brave enough to try the next page on your own!

# ONLINE LESSONS STUDENT SET-UP CHECKLIST

To make the most of our virtual time together, here is a handy checklist to ensure you're set up and ready to roll!



## Charge Your Device

Ensure your laptop, smartphone, or tablet is fully charged or plugged into a power source.



## Choose Your Platform

Zoom or FaceTime offer the best sound quality and fewer technical hiccups. Please let Dana know which you prefer so she can contact you at your lesson time. Be ready a few minutes early to receive the call!



## Set Your Stage

Use a tripod, stool, or small table to stabilize your device. Position it to **the side of the piano** so Dana can clearly see both your **face and your hands on the keys**.



## Prepare Your Music

- **Send Photos:** Take clear pictures of each page of your current assignments (plus the next page in each book) and send them to Dana before your lesson starts.
- **Gather Materials:** Have your music books, folder, pencil, and highlighter right next to you before the call begins.