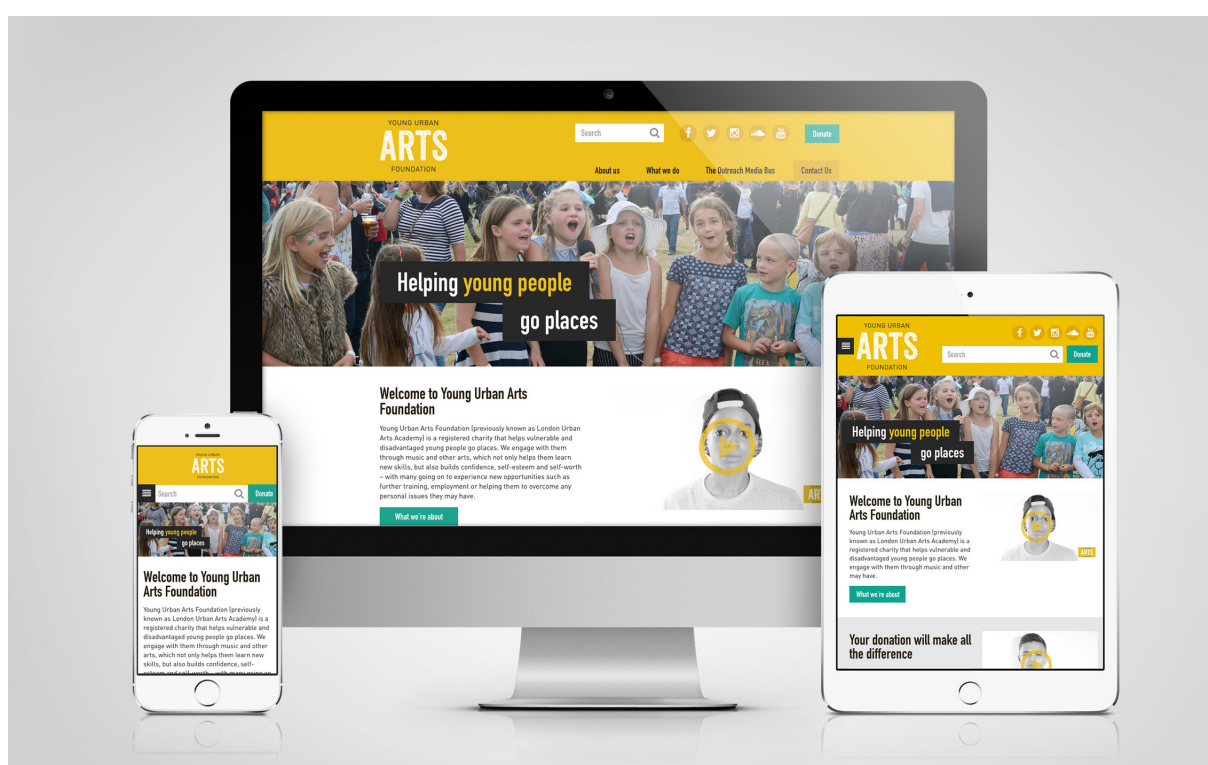# YUAF

Online LEARNING GUIDE

WHAT YOU NEED TO KNOW ABOUT YUAF ONLINE

Due to the government's social distancing measures, we are doing our part to keep everyone safe, including young Londoners. That's why we are bringing you creativity in isolation through

AMPLIFIED: THRIVE AND CONNECT

TO TAKE PART YOU WILL NEED A DEVICE WITH INTERNET CONNECTION

THEN YOU CAN EITHER DOWNLOAD THE ZOOM APP OR LOGIN ONLINE AT

WWW. zoom .US

GETTING READY FOR YOUR ONLINE SESSION

TEXT REMINDERS

Each week some sessions will have limited space for drop-ins. That means you can join in even if you didn't sign up in advance. You will receive a daily text reminder with the links to what is on that afternoon, just click through and drop in. You can opt out of these texts any time by responding to let us know.

LET EVERYONE KNOW

Talk to people at home and tell them that you will be in an online workshop for the next 1.5 hours. Ask them to give you space and not to interrupt as it can break the flow for everyone taking part.

THINK ABOUT WHERE TO SIT
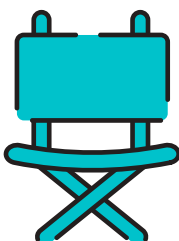
Choose somewhere quiet to sit where you won't be distracted or interrupted. If you can then do use a room that no one else needs to be in.

GET THE LIGHT RIGHT

Sit where there is good lighting. Front facing natural light is best. Sit facing the light source (window or lamp). If you sit with your back to the light it may be difficult to see you.

ARRIVE EARLY

Login 5-10mins before the session is due to start so you can get yourself settled. You will arrive in the waiting room and be brought in by the host when the group are all online. Check your audio and video are working.

CLOSE ANY OTHER APPS

Close any other apps or programs on your device to optimise your phone or computers performance and stay focused on the zoom session.

## GET TO KNOW ZOOM FEATURES AND FUNCTIONS

Part 1

Zoom has some simple, easy to use features that we will be using in our online sessions. Here's a look at what we might use so that you can get familiar with the functions. Your facilitator will direct you so that you know what's what.

MUTE / UNMUTE

Click the microphone icon to mute and unmute. Generally you should stay on mute to reduce background noise. From the mute position you can also press and hold the space bar to unmute and speak, then release to mute again (if you are on a laptop).

CHAT BOX

Click on the chat icon to open up the chat box. You can use this to respond by text, ask questions and will often find instructions written out in case you missed them or want to refer back.

Click here to open the Chat feature
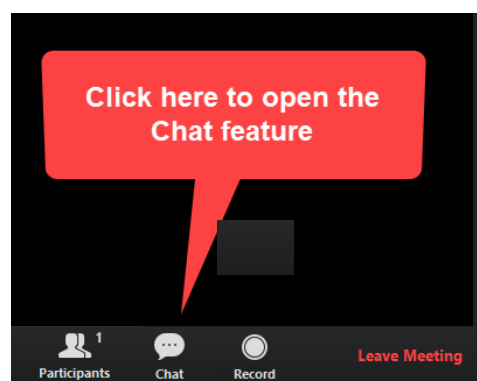
DISPLAY NAME

If you are using someone else's device you may need to change your display name. Everyone will see your display name so decide which name you would like to be known by and if you want your surname visible.

1 After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

2 In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

REACTIONS

There are some reaction buttons you can use to show you understand or to show your support and encouragement to others during the session. These buttons bring up hand emojis on your video for a few seconds. There are a few other reaction buttons on zoom, have a look around and see what you can find.
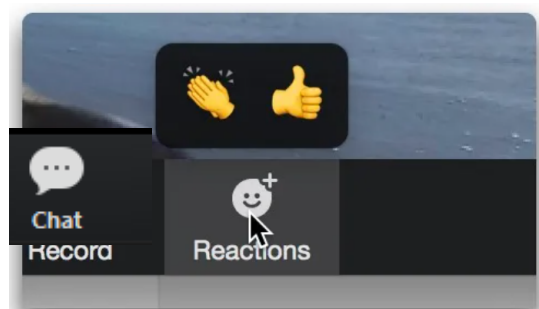
GET TO KNOW ZOOM FEATURES AND FUNCTIONS

Part 2

GALLERY / SPEAKER VIEW

There are two viewing options: 1. Gallery view 2. Speaker view. You can toggle between the two at anytime. Switch to Gallery view at the beginning of the session so that you can see everyone. If an activity requires speaker view your host will direct you to switch so that the person speaking is in full view.
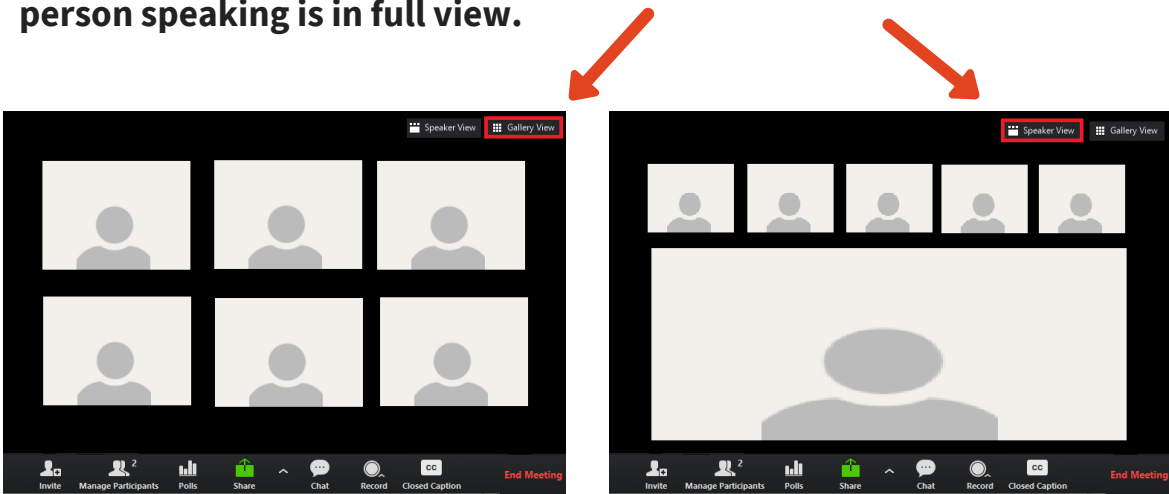

BREAKOUT ROOMS

Depending on your group size there may be times when you are invited to join a breakout room to meet with a smaller group. This could be a chance to work together in pairs or threes or fours away from the main group. All you will need to do to enter is click join when the host invites you. Look out for instructions that may appear on screen whilst you are in the breakout rooms.
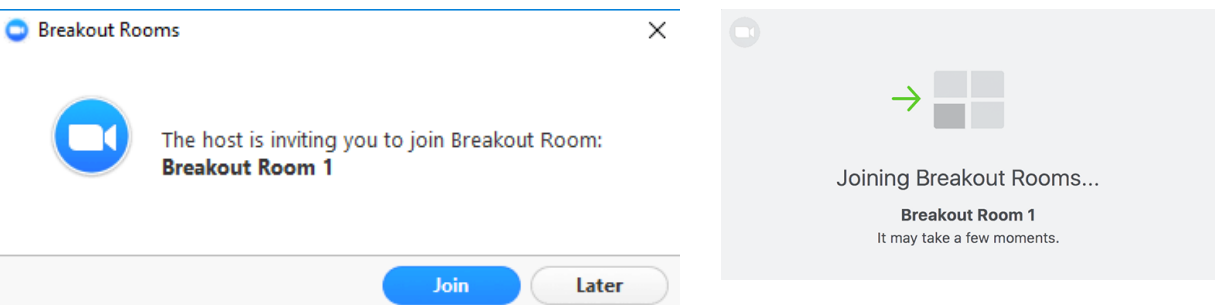
VIRTUAL BACKGROUND

Some devices will enable you to choose a virtual background for your video. If works best if your background is a single block colour like a blank wall. It can also be used to block the view of your surroundings if you would like more privacy. Don't worry if your device does not have this feature. You can always tidy up and move things around to choose what you have on show.
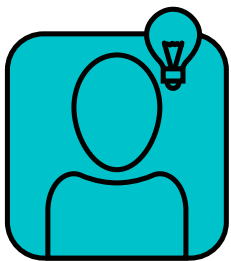
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Online
LEARNING GUIDE
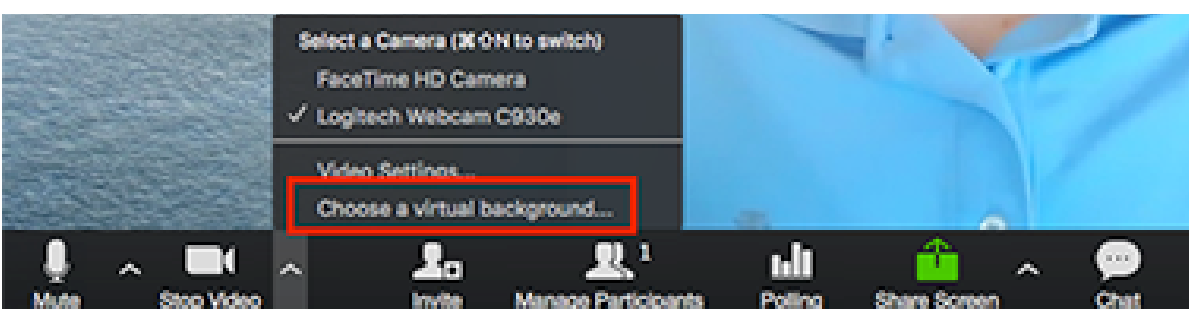
WHAT TO DO WHEN YOU SIGN IN TO AN ONLINE SESSION

TURN YOUR VIDEO ON

When you sign in connect with audio and turn your video on. Keep your video on throughout the session to connect with other young people and have the full YUAF online experience.

THINK BEFORE YOU TYPE

Taking part online is no different in taking part on the ground in terms of how we hope to be together. However what you type in the chat box will remain up on the screen, so think before you type.

KEEP PERSONAL INFO PRIVATE

Take care of your personal information and privacy. Put things you don't want to be seen away and off screen and don't share your personal details like phone, email, address etc. 🔑

MUTE / UNMUTE
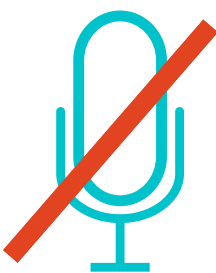
Keep muted whilst you're not speaking to reduce any background noise and ensure we can all hear each other well. Remember to press unmute when you want to speak!

BE KIND AND CONSIDERATE

Just as you would if we were meeting in the physical.

Sweet!

WHAT PARENTS NEED TO KNOW ABOUT YUAF ONLINE

YUAF online programs are delivered through ZOOM software, an online platform including video and audio conferencing, real-time messaging, screen-sharing and the ability to upload and share content. The app is available to use across PCs, laptops, tablets and mobiles phones and is free to download.

### Private Meetings ID's & Passwords

You will be sent a private link to our Zoom room with a random ID number generated by Zoom for protection. This means it is harder to guess and less likely to be hacked. It's important to not to share the link with anybody else. All our sessions are protected to ensure only the right people can sign-in.

Privacy Controls

It's important to discuss with your child that they should not share private information on Zoom. This includes passwords, their address, phone number, etc. Create your child's account under a first name only or pseudonym and if you need to you can set a custom background to help hide details in your home. Zoom allows you to turn on virtual backgrounds and select your own image to appear behind you.

Breakout Rooms
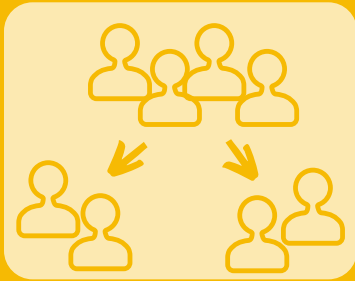
Zoom has a facility to set up breakout rooms, which enables a private meeting within the main Zoom session. The host can choose to split the participants into smaller groups. This gives youth the ability to speak to each other privately away from the main group however chats aren't always monitored by the host. We feel it is important for young people to interact and these breakouts will not last longer than a few minutes. .

Live Recordings

One of the features of Zoom is the ability to record live meetings. YUAF will record live sessions for protection purposes. Recordings will be stored on YUAF systems for 3 months and only reviewed if concerns have been raised.

Keep Your ZOOM Version Updated

It's important to ensure you are using the latest version of Zoom available and always update it if you get a prompt. These updates are usually to secure security holes in the software. Check website to see what the latest version is and compare it to your own.

YOUNG URBAN ARTS FOUNDATION
Helping Young People Go Places

Questions? More info at
www.YUAF.org
📞 07791 313-592