Digital Platforms
We will be using ZOOM for all virtual classes. GOOGLE CLASSROOMS will be used as our virtual studio - a digital hub for each class. This is where each week’s Zoom link will be posted as well as post-class recordings. These are secure, passcode protected spaces for you to connect with your class.

Dance Space
Please go at your own pace and be mindful of your physical surroundings. While classes are designed to be adapted for safe movement in small spaces, our teachers can provide you with additional ways to modify the movement to safely accommodate your specific environment - just ask!

Accessibility
Please let us know if you need accommodations prior to your participation and we will make every effort. All teachers have received training in adapting dance class to various types of physical disabilities.

Asynchronous Learning
If you register for the full 10-week series, post-class recordings will be available to you in the Google Classroom platform for that class and will remain up for one week. You can access the recording the day after class meets.

Audio Protocols
All participants will have audio turned off upon entry into the class, though you may turn on your sound if you need to speak or ask a question.

For the best audio quality, click on Advanced at the bottom of your Audio tab in Zoom Settings:
- Select “Show in-meeting option to “Enable Original Sound”.
- Select “Disable echo cancellation”.
- Select “High fidelity music mode”.
- Uncheck “Use stereo audio”.

HARVARD DANCE CENTER
ALL ARE WELCOME!

FALL 2020 VIRTUAL CLASS FAQ
Connectivity - Best Practices

- We recommend always using the most up-to-date version of Zoom for the best experience. (Version 5.3.1 released September 28)
- Fully charge the battery on your device or insure it is plugged into a power source during class.
- Where possible, directly connect your computer to your modem/router with a cable. This affords a more reliable internet source than WiFi connectivity.
- Close and quit additional programs or apps to improve the bandwidth of your device.

Dropping In
Students will be able to drop in to a class without registering for the whole 10-week series starting the 3rd week of classes, as of Monday, October 12. You must sign up for a drop-in class by 3pm on the day of the class in order to receive the Zoom link. Refunds are not offered for drop-in classes but you may be able to apply an unused drop-in payment towards another class.

Feedback
Your feedback is important to us! If you want to provide us with feedback on your virtual class / Zoom technology experience, please feel free to add a note in your Google Classroom. If you have other questions or concerns, just drop us a note at dance@fas.harvard.edu.
**Holidays**
The Dance Center will observe Indigenous People’s Day (Monday, October 12) and Thanksgiving (Thursday, November 26), during which no classes will be held. We will hold replacement classes for these missed classes during the week of December 7-12.

**Promptness**
In consideration of safety and class disruption, we ask that you not arrive to class more than 7 minutes late.

**Refunds**
Full tuition refunds for 10-week series registrations will be issued if requested within the first week of classes (by Sunday, Oct. 4, 2020). 50% tuition refunds for 10-week series registrations will be issued if requested within the second week of classes (by Sunday, Oct. 11, 2020). No refunds will be issued after Sunday, October 11, 2020.

**TAP Eligible Employees**
If you have registered as a TAP-employee, your registration is not complete until you submit a TAP Form. Completed and signed TAP Forms must be emailed as a PDF to dance@fas.harvard.edu before your class begins or your registration will be cancelled and you will be refunded in full.

**Technical Assistance**
Each class is accompanied by a Harvard Dance Center Non-Credit Class Host. If you are experiencing technical issues at the start of or at any point during the class, you may send a message through the zoom chat function to the Class Host.

**Zoom Contingencies**
If Zoom crashes during a meeting, best practice is simply to restart/re-enter the session. If we have an unwelcome visitor, we will remove the single video and continue with class. If an incident occurs with more than one offending video, we stop and close the meeting immediately, and note as such in your Google Classroom. Please do not attempt to engage this person’s behavior/comments - there is strength in continuing our focus and not feeding them with attention.

More Questions? Reach us at dance@fas.harvard.edu anytime.