

Grace Studios

Have a question? Reach out to us!

www.grace-studios-drama.com

hello@grace-studios-drama.com

+61 421 187 881



Grace Studios

Going Online!

**Information Booklet
2020**

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Here is a 30sec guide for how to transition to online classes:

1. Ensure the student has a Gmail account not linked to their school email.
2. Ensure the student can access google docs linked to this email.
3. Read the new studio digital media policies.
4. Register the student for online classes at grace-studios-drama.com under the 'Online' tab in the top toolbar (<https://www.grace-studios-drama.com/online-lessons>) by filling out the form with the student's Gmail and giving parental consent.
5. Ensure the student can accept calendar invites in their email and click on the invitation link to join their lesson via video or call.

If there are any steps in this process that you are unsure of, please read the following document and we will help explain them!

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Google Services

The studio has a paid service with Google that enables us to keep all of our online learning in one place.

We have chosen to use this technology so that all communications stay on the one platform.

Because we work with children, it is very important that our online communications have a good level of security and that we can monitor who has access to video calls and online documents. Ensuring our community is all on one platform provides us with the features and assurances we need to keep our students safe and happy.

As well as conference calls (Google Hangouts), students will need to access Google docs. Google makes it easy for us to track all teacher communications with students for scheduling, calls, and documents.

The services made available include:

Emails

For all communications between teachers and students

Calendar Invitations

Students will receive a digital invitation via email for each of their classes. Once accepted, this digital invitation will show in the student's Google calendar. Calendar invites include the time, participants and login details for the lesson.

Google Hangouts and Google Calls

Each calendar invitation includes a unique link to join the online class. Students can click on the web link to join via Google Hangouts / Google Meet, or use the dial-in code to join via telephone. These are unique links for each class. Only the students and teachers invited to the lesson will receive these links.

Google documents

The majority of our students are already working in their classes with Google documents. These online word documents enable both students and teachers to access the same work. Google docs can be updated by multiple team members at the same time. This is the perfect place to share scripts, lyrics and other learning materials on which students and teachers are working collaboratively.

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How to Access the Platform

In less time than it takes to drop off and pick up students from classes, we are going to tell you how to get them setup for online learning!

For all of our students, managing technology is an important life skill. Today, almost every workplace requires people to master digital communication skills. This is a great learning opportunity for parents to work with students to empower them to feel confident to navigate online. Please be aware, this is a team effort. Just as parents drop off and collect students from their lessons, so too are they responsible for helping students to access their classes online and for supervising the transition. Technology is intuitive. The easiest way to learn is to get online and have a go.

We are also here to help! Follow these easy instructions and simply give us a call on 0402766157 if you are having any issues. For the first week of transition, Anna-Grace will be personally available to assist any families who need a little extra assistance transitioning online. You can also email us at hello@grace-studios-drama.com.

Let's Get Started!

Many students already have Gmail accounts through their school. However, students can not join Google video calls using their school email.

To access the platform, students will need to use another personal email or generate a FREE new account.

Older students may already have alternate email accounts. In the case of primary students, parents will need to be responsible for creating an account with them / on their behalf.

All of the services listed below are linked and can be accessed via the email interface. But to make it easy to navigate, we have provided links to each service individually.

Sign up for a new FREE Gmail account here:

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

Login to your email:

<https://accounts.google.com/signin/v2/identifier?service=mail&passive=true&rm=false&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&ss=1&scc=1<mpl=default<mplcache=2&emr=1&osid=1&flowName=GlifWebSignIn&flowEntry=ServiceLogin>

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Login to Google Drive (to access documents):

- Scroll down and a blue box will appear in the top right-hand corner of the screen 'Go to Google Drive'

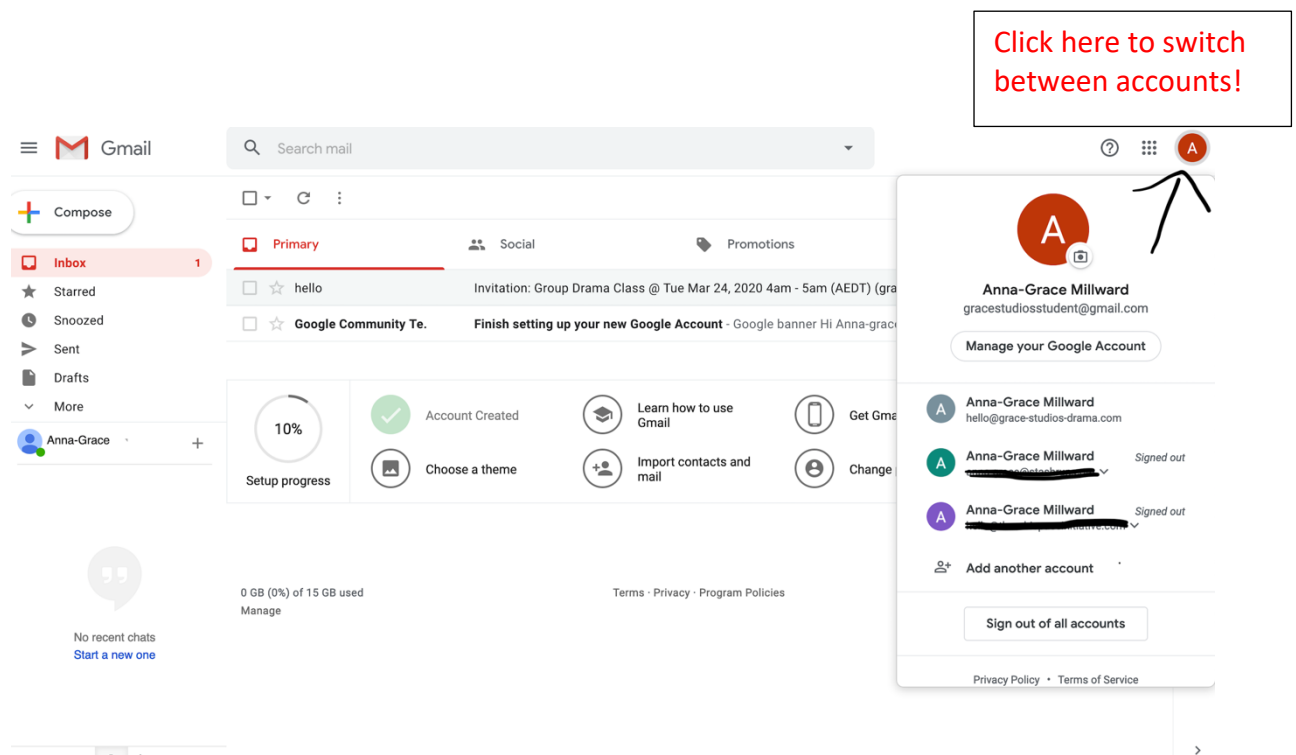
<https://www.google.com/drive/>

Log into your calendar:

<https://accounts.google.com/signin/v2/identifier?service=cl&passive=1209600&osid=1&continue=https%3A%2F%2Fcalendar.google.com%2Fcalendar%2Frender&followup=https%3A%2F%2Fcalendar.google.com%2Fcalendar%2Frender&scc=1&flowName=GlifWebSignIn&flowEntry=ServiceLogin>

Switching between Gmail accounts:

- You may be worried about students managing multiple accounts at the same time. Don't stress. Google has made this easy. Without having to sign in or out, students can simply click between accounts in the top right-hand corner of their screen.



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Joining your Lesson

Now you've got your account set up, you are ready to start learning! All students will receive a calendar invite to the email address that they used to enrol at the studio (likely the parent's email). If this is not the Gmail account the student will be using to access their classes, please reply to the calendar invite with the correct email. The class teacher will then add this new email to the invitation.

A calendar invite looks like this:

The screenshot shows a Gmail interface with a calendar invitation for a "Group Drama Class". The invitation details include the date and time (Tue Mar 24, 2020 4am - 5am Eastern Australia Time - Sydney), joining information (Join Hangouts Meet, Join by phone), and the organizer (gracestudiosstudent@gmail.com). A red arrow points to the "Join Hangouts Meet" link, and another red arrow points to the "Yes" button in the "Going" section. A text box on the right says "Click yes here to RSVP for the class." A text box on the left says "Click on this link to join the video lesson." and "Students without a computer camera can also join by voice or by telephone using the dial code below."

You have been invited to the following event.

Group Drama Class

When Tue Mar 24, 2020 4am – 5am Eastern Australia Time - Sydney [more details >](#)

Joining info

Join Hangouts Meet meet.google.com/vke-wstb-vfb

Join by phone
+61 2 9051 4859 (PIN: 176597592)
[More phone numbers](#)

Calendar gracestudiosstudent@gmail.com

Who

- hello@grace-studios-drama.com - organizer
- gracestudiosstudent@gmail.com

Click on the link in the invitation to join your class!

Going (gracestudiosstudent@gmail.com)? **Yes** - Maybe - No [more options >](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account gracestudiosstudent@gmail.com because you are subscribed for invitations on calendar gracestudiosstudent@gmail.com.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#)

Click on this link to join the video lesson.

Students without a computer camera can also join by voice or by telephone using the dial code below.

Click yes here to RSVP for the class.

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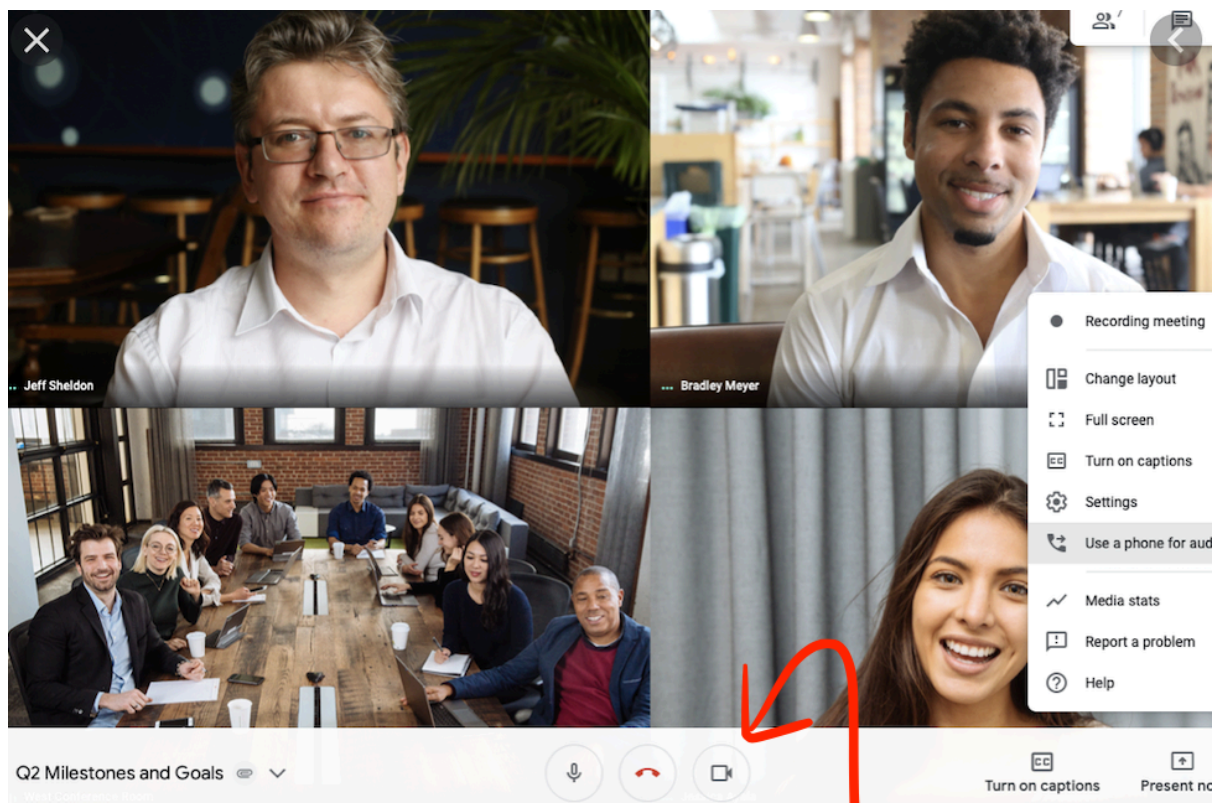
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If joining on a computer, once students click on the link, they will be asked to approve the app to access their camera and audio— please click yes to enable both of these.

If students do not wish to, or cannot, join with video/camera, approve access to the camera and then simply disable it by clicking on the video at the bottom of the screen. Alternatively, join via the phone number and pin provided for telephone.

A video call looks like this:



Click on this camera to switch on or off the video function

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New Digital Media Policies

We are going online to ensure the wellness of our customers and community. In keeping with this aim, we want to be sure that every student feels safe and confident when using technology to access their lessons and interact with peers and teachers.

The studio customises its child health and safety policies based on the advice of government educational institutions and legal recommendations for social media, e-learning and duty of care and supervision. These are the materials that our teachers use to guide best practice:

<https://www.esafety.gov.au/>

<https://www.education.vic.gov.au/school/teachers/teachingresources/digital/Pages/safety.aspx>

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

As educational service providers, we have:

- Informed parents about the types of tools and technology services we will be using in our lessons;
- Explained the benefits of them;
- Demonstrated how they work and how students can access them.

In order to keep online social interactions safe, we are:

- Requiring all video calls to be held outside of the student's bedroom in a public space in their house;
- Ensuring that the 'guest list' for each calendar invite is set to 'hidden' so that only the class teacher can monitor the guest list. Additionally, guests will not be able to invite other students or emails to the lesson.
- Shared Google documents will be closely monitored by teachers who will be contributing to them weekly. Students will be required to login with the Gmail account registered with the studio to be granted access to the document.
- All online content will be reviewed by teachers to ensure it is not threatening or offensive.
- All students will complete a digital safety discussion at the start of their lessons to ensure they are aware of appropriate conduct online.
- Teachers will utilise the current studio policies for incident reporting to bring any issues to the attention of parents and/or the studio director as appropriate.

In order to keep online social interactions safe, students will be required to:

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- Always login with the Gmail account registered with the studio;
- Never use offensive language or share content which is explicit or outside of the learning prescribed by their teacher;
- Not communicate directly with other students using online channels related to the studio outside of their class times;
- Participate in lessons in a public space in their house, outside of their bedroom;
- Maintain the respect and communication skills which are a norm in all Grace Studios classes.

In order to keep online social interactions safe, parents of students under 18 will be required to:

- Give parental permission for students to participate in online classes as per the studio's digital media policies;
- Ensure students participate in lessons in a public space in their house, outside of their bedroom;
- Monitor digital channels such as emails, including being responsible for email accounts created by parents for young students;
- Assist students to log in and out of lessons (just the same as making sure students get safely to and from their regular classes); keep track of passwords and help students to become confident with the steps required to join their lesson; leave time before the lesson starts to assist them.
- Provide assistance and supervision during the lesson where needed and appropriate based on the student's age and developmental capabilities.

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Register now to start learning online!

Once you have followed all of these steps to set up the student's Gmail account, and parents have read and agree to the studio's digital media policies, parents need to register students for online learning.

Simply visit grace-studios-drama.com and click on the 'Online' page in the top toolbar, or use this link:

<https://www.grace-studios-drama.com/online-lessons>

Here you will be asked for:

1. Parent contact details;
2. The Gmail account that student will use to access their online classes;
3. Parental consent that the student has permission to access our services online as per the studio's digital media policies.

Once you have completed this form online, a calendar invitation will be sent to the student's Gmail account containing a link for them to join their lesson at their next class time.

It will take us a little time to process this information so please take these steps as soon as possible. If you do not receive this invitation prior to the lesson time, please email us at:

hello@grace-studios-drama.com

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Online Learning Format

We want to keep our students engaged and make the most of their lessons online. That's why we have customised our programs to fit the e-learning model.

For Private Students

Given that private students are working on AMEB Speech and Drama grades, lessons are already very structured. Students will continue to prepare their program of pieces and work toward corresponding theory grades and knowledge.

All private students already have Google docs that they work on with their AMEB teachers. In Google docs, teachers are able to share texts and scripts, workshop speeches, provide exercises and keep track of the student's specific program.

Additionally, sound and video will assist teachers to view live performances, and particular focus will be given to vocal modulation techniques and voice work.

For Group Lessons

Group Collaboration – 30min

Each week, students will collaborate on one whole group selection to workshop either a play script or a musical theatre song. This will comprise the first 30mins of the lesson. The script / lyrics will be published in a google document where it can be annotated by both students and teachers. Teachers will focus on the vocal delivery, in particular, and together the class will mark up the script, discussing blocking, staging, understanding of mood and meaning, and notes on characterisation.

Teachers will be responsible for assigning parts (in plays) or arrangements (in songs).

Independent Learning

Each week students will be assigned a fun, independent learning challenge related to their play or musical. Each challenge will explore a different skill or theme. For example, students could be asked to draw a costume design, craft a storytelling, create a character profile, practise a thematic joke, watch some theatre online, or write a short monologue.

Additionally, skill-based exercises could be set for breathing, articulation, resonance and vocal flexibility. Teachers will leave instructions in the class Google doc and may provide helpful links, particularly for singing students who will be linked to music or voice scales that they can practise with online.

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Presentation – 15min

All independent learning tasks will encourage students to develop a 1-2min performance of some kind that they can present to their peers. Students will be given the opportunity to share their independent learning task in their lesson. During this 15min, students will enjoy their own short performance / presentation, as well as those from their friends.

Explanation – 15min

In the final part of the lesson, the teacher will share a new independent learning activity for the following week. Teachers will explain the activity in the lesson and leave instructions in the Google doc. This explanation session will help teachers to point out the areas of learning for focus and answer any questions so that students feel confident to attempt their theatrical challenge at home and present it in the next class.

Why we have chosen this format

We want students to continue to:

- Share ideas, work collaboratively, connect with their friends, and support each other;
- Set goals and conquer challenges;
- Prepare and perform theatrical works;
- Enjoy being creative and expressive;
- Meet learning objectives and educational goals;
- Peruse their passions, interests and hobbies;
- Use their time productively.

We know that as the weeks wear on and students start to come to terms with spending so much time at home, away from friends and regular activities, it is most important that we help them to maintain a sense of normalcy. As well as keeping students connected with their teachers and classes, we have chosen to include independent learning that will provide them with other projects to focus their time and energy on during the week. Students will get the most out of these exercises if they have family getting involved too! When confined to our homes, family are our closest friends (literally).

To help students to have fun and feel supported you can:

- Practise running lines with them and reading the other parts in their plays;
- Practise singing along to their songs as a family;
- Help them find the materials they need for drawing and designing or researching;

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- Be an audience when they want to rehearse something they've prepared before showing it to their class or teacher– laugh at their jokes and applaud their performances;
- Share loads of positive feedback and encouragement, and remind them that you think they are awesome for continuing to pursue their passions even during such difficult circumstances.

We want students to continue to engage with creative ways of learning outside of their schooling and to have other fun things to do around the house that don't only involve computer, phone and TV screens! Together we can keep our kids happy, confident and creative. Research shows that creative arts builds resilience in young people.