

Dear students and families of Advance Academy,

Due to the spread of the COVID-19 virus, we are going to offer online courses for the Spring 2020 session starting on Saturday, March 28, 2020. All our teachers have tried their very best in such a short period of time to support your children's education. At this difficult time, Advance Academy is also accepting transfer students.

Please help us to make the coming online classes enjoyable and successful by following the instructions below:

1. The software for online classes to install and use is called Zoom ([www.zoom.com](http://www.zoom.com))
2. Please download the standalone version (web browser version is fine too) and install it on your computer. Desktop or laptop are OK unless the video camera is attached.
3. Sign up the software with your google email or other email as the user name and give it a password.
4. Your downloaded version of the software is free of use by taking any classes.
5. **Please send us via this email your child's name and the email address for signing the Zoom.**
6. The scheduled classes for your child on our Spring 2020 calendar will be sent to you by the teacher via email before each class is started. You are welcome to join and login into the classes you signed up.
7. Please help your child to get started and be familiar with the functions such as Raise the hand for questions
8. Please help us ensure an orderly online classroom by reminding our child to be quiet during the teacher's instruction, remove distractions, and to be active during the discussion.
9. As for the class materials, the teacher will email you ahead of time all the lesson materials. The homework down can also be scanned and/or emailed to the teacher.

If you have any questions or technical issues on this, please don't hesitate to give us a call or email, we will be more than happy to help.

Also, please let us know the **email address used for register the Zoom and your child's name**. We will send you via email [aa@advanceacademy.org](mailto:aa@advanceacademy.org) two trial (5 minutes) meetings scheduled at different days at your convenience. Your child can join any one of the meetings to practice and resolve some potential issues before this Saturday's classes. Later this week, each teacher will send you an email link to join the scheduled classes for your child.

Looking forward to seeing your child online this coming Saturday, March 28, 2020!

Best regards,

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