



A Guide to online Spanish classes with Yanapuma Spanish school

Thank you for your interest in online Spanish classes. The following is a description of the Requirements and procedure for these classes. The process is quite simple, and with a little preparation everything will run smoothly.

You will need:

1. A reasonably new computer (PC or laptop running Windows, Linux, or Mac) with a minimum 512k RAM,
2. A headset with earphones and a microphone
3. A video camera, either built-in or external (this is optional, but will allow your teacher to see you, which makes teaching a little easier).
4. A Skype account. Skype offers free, high quality computer to computer audio and video communication and chat. To set up a Skype account, go to <http://skype.com/intl/en/>. Once you have your user name email it to us.

The Meeting Space:

We use a variety of shared online meeting spaces that offer document sharing, a white board, a “chat” box for texting, as well as video and audio communication. In addition to teaching materials that your teacher will already have uploaded, you can view websites together, browse online dictionaries, even watch news clips and Youtube videos. Your teacher will present these to you during the course of your classes as appropriate to the content of the class.

After having taken the free trial class and arranged a set of classes you will have given us all the information necessary to set everything up for you according to your needs, goals, and interests.

The Steps:

1. We set up a class meeting time with you via email, taking into account the time difference between our countries (<http://24timezones.com/map.htm> is a good site to check this).
2. You will already have sent us your Skype ID so that we can add it to our student list. When we add it to our list you will receive a request through Skype to add Yanapuma to your Skype contacts, so that you can see when your teacher is connected to Skype.
3. Skype has feature that allows you to make a test call that records a short message so that you can confirm that your equipment is working well. Your teacher will do the same, so that you can both be assured that there will be minimal interruption to the class due to technical problems.
4. When the class is due to begin your teacher will call you on Skype. If you are ready and waiting all you need to do is answer and class will begin.
5. The classes are 55 minutes long, so that either you or your teacher will have the opportunity to take a short break if the class is 2 hours or longer.