



Teaching here

A guide for BAY Studios instructors

Your classes run live — a real room, a real time, a small group who chose to be there. This guide covers signing in, starting a class, running the room, and offering your own discount codes.

BAY Studios · bfemuniversity.com/APP/ART
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How it works, briefly

First you apply for an instructor account and the studio approves you. After that you sign in with your email and password, publish your own classes, and open each one from your portal at class time. Students find your class on the schedule, book a place, and get an email with a link to the classroom. Everything happens on the BAY Studios site — there's no separate app and no meeting to set up.

What you're responsible for

Turning up and teaching. The studio handles listings, bookings, tuition and student emails. You don't need to chase anyone for money or send out meeting invitations.

What you can and can't see

YOU CAN	YOU CAN'T
See your own upcoming classes and how full they are	See other instructors' classes or students
Publish your own classes and start them	See anyone's payment details or the studio's finances
Create discount codes for your own classes	Create codes for anyone else's classes

Getting started: apply & sign in

Teaching here takes three steps: apply, get approved, then sign in. You choose your own password, so there's nothing to be issued or lost.

1 • Apply

- 1 Go to `bfemuniversity.com/APP/ART/teacher.php` and click **Apply to teach**.
- 2 Fill in your name, email, and a password you choose (at least 8 characters).
- 3 Tell us what you teach, add a one-line headline and a short bio, and — if you like — a photo.
- 4 Press **Submit application**.

Adding your photo

Next to “Your photo” press

Choose a photo...

and pick an image from your device — you'll see it appear straight away. No need to have it online anywhere first. (There's still a box to paste a link if you'd rather.) You can add or change it later, too.

2 • The studio approves you

A real person reviews every application, so it may take a little while. Until you're approved your account is on hold — you can't sign in or publish anything yet. When you're approved you'll get an email letting you know, and then you're in.

3 • Sign in

- 1 Go to `bfemuniversity.com/APP/ART/teacher.php`
- 2 Enter the **email and password** you chose when you applied.
- 3 You'll stay signed in on that device until you sign out.

Forgotten your password?

There's no self-service reset yet — just email the studio and they'll sort it out. Some instructors are instead given a one-off access key by the studio; if that's you, use the “Have a studio access key instead?” option on the sign-in page.

Keep your login to yourself

Anyone with your email and password can publish classes and create discount codes in your name. Don't share them. If you think someone else has them, change your password (or ask the studio to) right away.

Your portal

Once you're in, you'll see your name, how many classes you teach, and how many discount codes you have. Below that, everything you need:

Your next sessions

Your upcoming classes, soonest first. Each row shows:

- **When it starts** — counting down live, so "In 19 min" updates while you watch
- **How full it is** — "8 of 12 places booked"
- **A button** — **Start class** once the room is open, or **Room details** before that

Create a class

A form right on your dashboard where you publish a new class in a couple of minutes — covered in Part 3. It goes live the moment you press publish, with a video room made for you automatically.

Your codes

Any discount codes you've made, how many times each has been used, when they expire, and a switch to turn each on or off. Covered in Part 6.

Bookmark the portal

It's the fastest route into your class on the day, and it's where you'll check numbers beforehand.

Creating a class

You publish your own classes, right from the portal — no need to ask the studio. It takes a couple of minutes and the class is live the moment you press publish.

- 1 Sign in and find **Create a class** on your dashboard.
- 2 Fill in the fields below.
- 3 Press **Publish class**. It appears on the schedule straight away and students can book it.

What you'll fill in

FIELD	WHAT TO PUT
Title	Concrete beats clever. "Guitar: Your First Song Tonight" tells someone what they'll get.
Subject & level	Pick honestly — it's how students judge whether it's for them.
Summary	One sentence, shown on the schedule.
Description	A short paragraph. Appears on the class page and in student emails.
Date & time	Studio time (America/Detroit).
Minutes & sessions	Length, and how many meetings it runs for.
Tuition	In dollars. Zero makes it free, which enrolls students instantly.
Places	How many students you can genuinely teach at once. Small is a feature.
Cover photo	Upload one from your device — see the tip below.
What they'll leave with	One outcome per line. Students read this more than anything else.
What to bring	Materials. Goes into their confirmation email.
Video	Leave it on the default and a room is created for you — see the tip below.

Adding a cover photo

Press

Choose a photo...

and pick an image from your device — it previews right away, no need to have it online first. (There's a box to paste a link instead if you prefer.) A good cover makes a real difference to how many people book.

Your video room is made for you

Leave the video option on *"Create a room automatically"* and you get your own room, named after you and the date — something like `BAYStudios_SK_08_14_2026_Drawing-Fundamentals`. You never have to set up a meeting. Only switch to *"Use my own link"* if you specifically want to run it in your own Zoom, Teams or Google Meet.

Adding a class to a programme

When you create a class, the **Programme** dropdown (just under Level) lets you add it to one of the studio's special sections:

- **Learn English through Art** — art taught in clear, live English for language learners.
- **ART for College Applications** — portfolio-focused classes for students applying to college.

Pick one and your class appears on that programme's page automatically, with a badge on its own page. Leave it as *"Regular class"* otherwise. A class can be in one programme or none.

Writing outcomes that work

Compare "Learn about watercolor" with "Layer washes without mud". The second tells someone exactly what they'll be able to do at the end. Four specific outcomes will fill a class faster than a paragraph of description.

Need a change after it's published?

You can create classes yourself; to edit or cancel one, or to change its cover or description afterwards, just ask the studio — they can adjust anything in seconds.

Starting a class

The room opens 15 minutes before the start time. Use them.

- 1 Open your portal and find the class in **Your next sessions**.
- 2 Press **Start class**. It appears once the room is open.
- 3 Allow your browser to use the camera and microphone.
- 4 Check yourself on the pre-join screen — lighting, framing, sound.
- 5 Join. Students can come in as soon as you're there.

Arrive ten minutes early, every time

It's the single most useful habit. It gives you room to fix a microphone problem without an audience, and students who arrive early get a warm room instead of an empty one.

Before the room opens

The same button shows **Room details** and a countdown. Useful for checking you have the right class and the right time.

You may be asked to sign in to Jitsi

Classes run on Jitsi Meet, and its public service sometimes asks the person *starting* the meeting to sign in with a Google or GitHub account. Your students are never asked. If you see this, sign in with any Google account — it takes a moment and only affects you.

Test this well before your first class

rather than discovering it with students waiting.

Running the room

Your controls

BUTTON	DOES
Microphone / Camera	Mute and unmute, camera on and off. Unlike students, you arrive unmuted.
Share screen	Show a reference image, a document, or your drawing app. Choose a single window rather than your whole screen where you can.
Chat	Students often ask here rather than interrupt. Glance at it between points.
Raise hand	Students use this to signal. Watch for it in a full room.
Tile view	See everyone at once. Best for practical classes where you're watching hands and work.
Security	Add a lobby or a room password — see below.
Leave	Ends your part of the class.

Students arrive muted

Deliberate — it stops a class of twelve opening with twelve kitchens. Invite people to unmute when you want them to.

The security button

Room names are readable rather than random, which makes them easy to share and support — and, in principle, guessable. For most classes this is fine. If you're teaching something where privacy matters, or you're ever concerned, press **Security** once you're in and enable the lobby or set a password. The lobby means you approve each person before they enter.

Nothing is recorded

That's the promise made to students, and it's part of why they turn up live. Please don't record without telling everyone in the room and clearing it with the studio first.

Your discount codes

You can create your own codes for your own classes — for returning students, a friend, or a quiet week.

- 1 In your portal, find **Create a discount code**.
- 2 **Code** — something memorable, e.g. `SPRING20`. Capitals don't matter.
- 3 **Type and amount** — a percentage off, or a fixed amount in dollars.
- 4 **Max uses** — leave blank for unlimited, or cap it.
- 5 **Class** — one specific class, or all of yours.
- 6 **Expires** and a **note to yourself** — both optional.
- 7 Press **Create code**. It works immediately.

Students type the code on the class page and see the new total before they book.

Managing them

Your codes are listed with usage ("3 / 10 used") and a **Turn off** switch. Turning a code off stops new students using it but doesn't affect anyone who already booked with it.

IDEA	SETUP
Returning students	20% off, all your classes, no expiry
Filling a quiet class	Fixed amount off, that one class, expires the day before
Bring a friend	50% off, capped at a handful of uses
Launching something new	Percentage off, limited to the first few students

Only your classes

Codes you create can only ever apply to classes you teach. If you pick "All of my classes", it means yours — never the whole studio's.

One-on-one sessions

As well as group classes, you can offer private one-on-one tutoring — students request a time that suits them, and you arrange it directly.

Turn it on

- 1 In your portal, find the **One-on-one sessions** section.
- 2 Tick **"List me for one-on-one sessions."**
- 3 Add a line about what you offer (e.g. "Portfolio reviews and focused drawing help, all levels") and, optionally, a rate.
- 4 Save. You now appear on the studio's one-on-one page.

When a request comes in

A student sends their name, what they'd like to work on, and when they're free — for example "Monday to Wednesday, 3–5 PM." You'll see it two ways: in your portal, and by email.

- 1 Email them back to agree a time (a **Reply** button is right there).
- 2 Share your video link — your automatic room, or your own Zoom / Meet.
- 3 Mark the request **Contacted**, then **Scheduled**, so you can keep track.

You arrange it directly

One-on-ones aren't booked and paid through the site like group classes — you and the student agree the time and any payment between you. It's deliberately flexible.

What your students see

Worth knowing, because it shapes what they'll expect from you.

- 1 They find your class and read your outcomes, materials and level.
- 2 They book with a name and email — no account.
- 3 If there's a fee they pay by PayPal, and that's the end of their part.
- 4 They get an email with the date, time, your name, what to bring, and a joining link.
- 5 They open that link and land in your room, muted, 15 minutes before at the earliest.

Two things follow from this. They will have read your **outcomes** and turned up expecting them. And they will have brought whatever your **materials** line said — so keep both accurate, and tell the studio if either changes.

They're told the class isn't recorded

So they've cleared the time deliberately. It's the reason live teaching works here — and the reason starting on time matters.

Teaching well on video

Not rules — just the things that reliably make a live class better.

Your setup

- **Light in front of you**, never behind. A window you face beats any lamp.
- **Headphones**. They remove echo for everyone, not just you.
- **A second camera angle helps enormously** for practical work — a phone propped over your hands, joined as a second participant, lets students see the work and your face.
- **Wired internet** if you can. If not, sit near the router.

The first five minutes

- Greet people by name as they arrive. It's a small room — use that.
- Say what the hour will cover.
- Ask everyone to check they have their materials before you start properly.
- Tell them how you'd like questions — out loud, chat, or raised hand.

Through the class

- **Ask people to hold work up to the camera**. You can only help with what you can see.
- **Use names**. "Marta, tilt that towards me" is worth ten general instructions.
- **Watch the chat** — the shyest student is often the one typing.
- **Leave silence for work**. It's fine for a room to go quiet while everyone draws.

Ending

- Leave five minutes for questions.
- Say what they could practise before next time.
- Mention your next class if you have one — they're already in the room and already interested.

When something goes wrong

PROBLEM	WHAT TO DO
Your email & password won't sign you in	Check the email matches the one you applied with. Still stuck? Email the studio to reset your password. If your application hasn't been approved yet, you'll see a "still under review" message — that's normal, just wait for the approval email.
No "Create a class" form	You're not signed in, or your account isn't approved yet. Sign in with your email and password; if it says your account isn't active, the studio hasn't approved it yet.
No "Start class" button	You're more than 15 minutes early, or the class is on another day. The row shows a countdown.
Jitsi asks you to sign in	Sign in with any Google account. It affects only you, never your students. Test it beforehand.
The room won't load	Use the direct link on the room page, or reload. Try a different browser — Chrome is the most reliable.
Camera or microphone not working	Check the browser hasn't blocked permission (padlock icon in the address bar), and that no other app is holding the camera.
Nobody turns up	Wait ten minutes, then contact the studio. Don't assume you have the wrong room — check your portal.
A student can't get in	Their place may not be confirmed yet. Ask them to contact the studio — you can't confirm it from your side.
You need to move or cancel a class	Tell the studio as early as you can. Students have already put it in their calendars.
Your class details are wrong	Ask the studio to edit it. Anything already emailed to students won't change retroactively.

Before your first class, do a dry run

Sign in, open a room, allow camera and microphone, and deal with the Jitsi sign-in prompt if it appears. Ten minutes on a quiet afternoon saves a difficult first five minutes in front of students.