

FAMM Online Teachers Information-Please READ!

Thanks for your interest in teaching at FAMM. The way the we are going to run the classes is charge a listing fee and provide a forum for your class. You will have control over your students paying you directly and uploading your lessons to the forum. We are here to provide the space for you to teach and do the technical stuff for the forum. The listing fee is 30.00 per class.

You class will stay up for the length of the term and then will be taken down. You might want to create a Yahoo group so your students can still contact you after your class has ended.

All listing fees will be paid via paypal and you will receive an invoice when your class is listed on the FAMM website. If you have any questions please email us at fiberartsmixedmedia@gmail.com

There will be a tutorial on how to use the forum for you to pass on to your students and if you would like to include video, we suggest getting a Vimeo.com account and posting the link in your forum. Also, you will need to know how to use a computer and the internet. If you have never taught an online class, we suggest you take one to see how they operate. :) You will be responsible for content of the class and how the lessons are put together. FAMM is not responsible for your class or making sure you get students, we are just the hosting site. We will do our best to market your classes to the FAMM community, but it will take everyone posting on their website, Facebook, twitter, blogs, etc. for this to be successful.

We have prepared a PDF on how to use the forum and there is another one on the FAMM forum if you need it. We hope it is straight forward enough for your students to understand...even tho you will run up on people who never read the directions. :)

Before your class begins this is what We need from you!

1. Send us a your class information and links to where the class can sign up and a description of your class. This is how we want your class information:

Susan Sorrell -[Creative Embroidery-Organic Design](#) (6 lessons/6 weeks)
60.00 6/8-7/13 (click on tab "Buy the Class") Class description is [here](#).

(The blue areas are links where the students can click to go the class sign up and read the class description.) (If you are confused go to the FAMM Online Classes page and see how it is set up.)

2. A password for your class or FAMM can provide on for you.

3. A photo to post with your class information.

The length of the classes is called "Mini-Terms". All the classes will begin in a certain month and will run until end of 3 months. For example, all classes begin in July and will run until the end of September. That way all the class will be posted in the month of July, from Monday-Thursday, and the forum will close at the end of September.....then a new Mini-Term will start in October, etc.

To keep us all in the same class structure, this is what we ask for you to do.

1. Convert all your lesson to PDF's when you upload them to the forum. (Open Office is free software where you can write your lessons and export them to PDF's.) <http://www.openoffice.org/>

2. Have a website or blog set up to take payments for your class and to have class descriptions with images.
3. If you have links where they can buy supplies, please post them for your students...just to give them some direction on where to get their stuff.
4. You are responsible in sending out weekly notices if you post your class weekly. Unless, you post all of your lessons at one time...that is up to you. I will set up the Forum with each Lesson listed and you can decide if you want to upload your lesson weekly or not.
5. Help spread the word about the FAMM site and the classes. We will send out emails to the FAMM site and we have a fan page on Facebook. If we work together, we will all be successful.
6. Also, you need to email your students the password to the class, how to use the forum PDF, a supply list and a welcome note. Remember this is your class, so you will be handling all the details of the class.

*****if you need help writing a class lesson plan, check out this website: <http://www.eduref.org/Virtual/Lessons/Guide.shtml>**

If you have no students, your listing fee won't be refunded. Sorry, but we feel if everyone has some money invested, we will all work in making the classes a success. Also, with our new Blog Radio show, this is drawing a lot of people to the site and we are growing everyday. You might want to get in touch with Rebecca Parsons about being a guest! Cre8tiva@gmail.com

What FAMM teachers are saying:

I just wanted to take this opportunity to thank you for offering to host classes for us here on the FAMM website. I've been a mixed media instructor for several years now and happen to know first hand how expensive it can be to split class prices between the hosting site and the artist/instructor. I have seen hosting sites taking in a whopping 60% and that leaves the instructor with only 40% of the class price. If I were to receive \$100.00 for class fees- the 60% host would get \$60.00 of that. I love how you are offering a flat listing price- very fair and doable. This way, if I receive \$100.00 you would get \$30.00 and I would get \$70.00. If I pay you the flat rate listing fee, and have a huge turnout, you still only get \$30. I also like how we are responsible for student payments, supply

lists, and class lessons - much more hands on and it helps me feel better in control and involved with my classes and students. I'm so excited about this new teaching venue and will certainly encourage instructors and students alike to sign up.

*Thanks again-
Carol Murphy*