Teaching Music Online
Zoom

The Royal Conservatory®

Learning Music

Contents

Introduction

This guide is for music teachers who are new to Zoom and wish to deliver 1-1 lessons or 1-to-many group classes using video over the Internet. The Royal Conservatory has tested several video conferencing products, and we recommend Zoom Meetings to deliver a superior learner experience. Zoom is easy to use and works on computers, iPhones/iPads, Android and other devices. This guide will get you up and running quickly on Zoom. You'll be able to:

1. Sign up for a Zoom basic account
2. Enable the waiting room feature in your Personal Meeting Room
3. Invite student(s) and start your first online lesson
4. Understand basic control options in a Zoom meeting

This is not the definitive guide to starting with Zoom as there are many ways to complete an action in Zoom. You will be instructed on the most direct methods.

> **Please allow time to read through the instructions thoroughly before setting up your account.**

Prerequisites

To facilitate your lesson with student(s), you must have:

- A PC, Mac, iPhone, Android, iPad, or tablet which has a microphone and speakers
- A webcam – This will be built into PC laptops, Macs, iPads and other devices
- An Internet connection
- Access to your instruments within your studio or home
- Google Chrome or Safari as your Internet browser

Your student must have:

- A PC, Mac, iPhone, Android, iPad, or tablet which has a microphone and speakers
- A webcam – This will be built into PC laptops, Macs, iPads and other devices
- An Internet connection
- Access to their instruments (we recommend a quiet room in their home)

We recommend using iPads produced after 2016 for the best experience.

Camera placement is crucial to a good experience, and we recommend having a full-body view of the learner and the instrument. This way you can evaluate the student's movements as well as their sound quality. You may need to adjust the placement of the camera to find what works best with your teaching style and the student you are working with.

How does online teaching work?

The logistical set up for your online lessons will be almost the same as in person. You will continue to schedule lesson times as always. However, you will deliver your lessons over video using Zoom Meetings or any other conferencing tool that works for you. Your student(s) will join from their own location as well. Considerations for teaching online will have to be taken into account.

This guide will instruct you on how to obtain your Zoom account, schedule and invite students to your lessons, and how to control your Zoom meetings. The instructions shown are for the Zoom website on a laptop. You can also download the Zoom desktop app to schedule and start lessons right from your desktop/iPad home page.

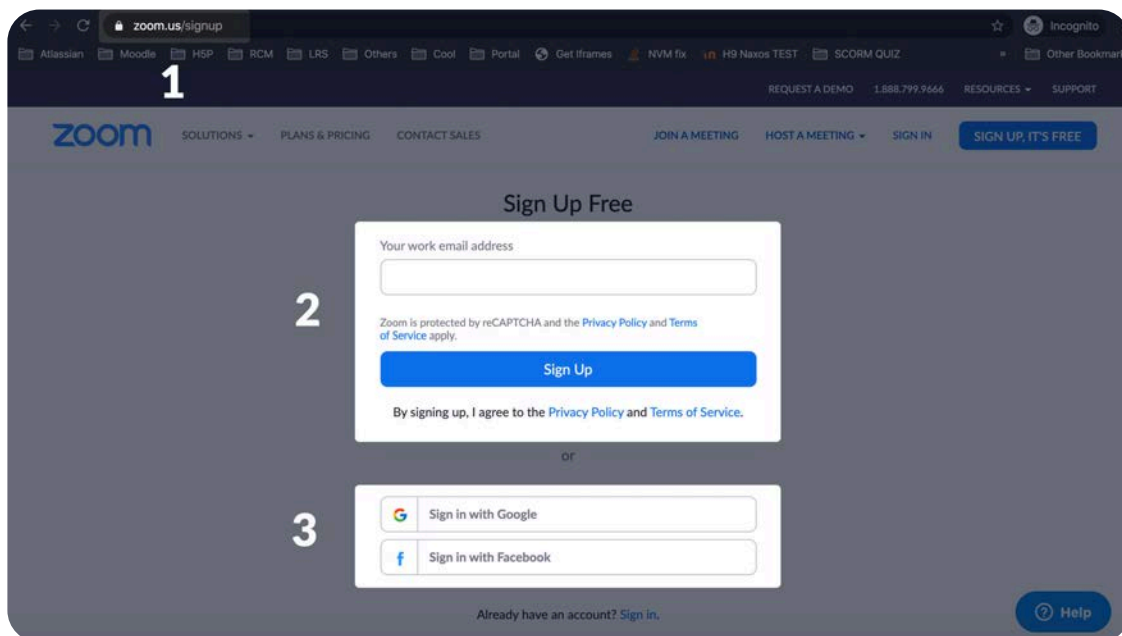**In general, you will follow these steps to set up your online lesson(s):**

1. If you don't already have an online conferencing tool, we recommend signing up for a Zoom account at https://zoom.us/signup. Zoom is free for 1-1 meetings.

2. Schedule your teaching activity as you always do and invite your student(s) by sending them the link to join your online session via either email or text.

3. The first time that you start a Zoom meeting, you'll be asked to download and install the Zoom app. This takes approximately 60 seconds. Your students do not need to have a Zoom account to join these online lessons.

4. For back-to-back lessons with multiple students, we recommend sending students your Personal Meeting ID with waiting room enabled. This enables you to control who comes and leaves the online session without scheduling individual meetings for each student.

5. Start the Zoom meeting (gives yourself time to turn on and test your camera/microphone). Wait for a student to join. Take a moment to test out the audio and video for both you and your student. Then, conduct your teaching.

6. At the end of a lesson, admit the next student and put the other one back in the waiting room. Continue your next lesson. When you're finished teaching, click "End Meeting for All" for all to exit Zoom.

It may take you a few sessions to get comfortable with teaching online. This is normal and expected. You may need to adjust your microphone level and test out different scenarios to achieve optimal audio sound for your own and your student's instrument(s). See **Resources** for short video clips on how to optimize your audio in Zoom.
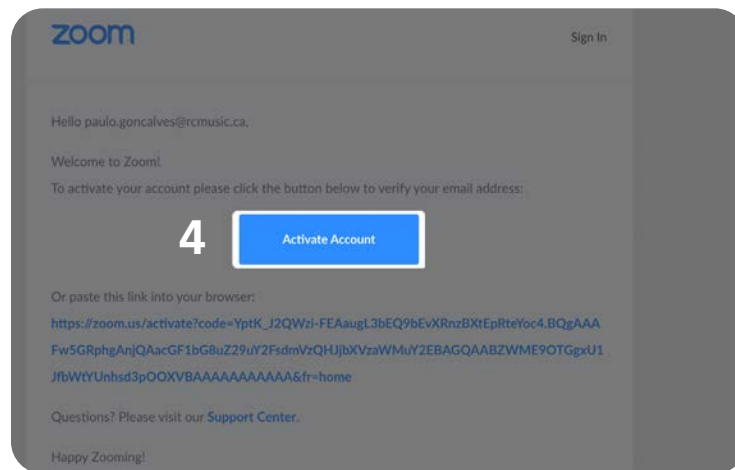
Signing up for a Zoom account

If you already have a Zoom account, you can skip to the next section. To sign up for your **free** Zoom account, please follow these steps:

1. Open your web browser (e.g. Google Chrome or Safari), and type in **https://zoom.us/signup**
2. Enter your work email address and click **Sign Up.**
3. Alternatively, you can sign in with your existing Gmail account by selecting Sign in with Google.

4. Check your email for the activation link, and click "**Activate Account**"

5. Your web browser will open a new window to finish the process.

6. Fill in your information and select a password. When done, click **Continue**

7. Up next, you can invite some colleagues to join Zoom or click "**I'm not a robot**" and "**Skip this step**" to not invite anyone.

8. You have now signed up for Zoom! You can start a test meeting or "**Go to My Account**" to see your profile or schedule a new meeting.

9. In your **Profile**, click **Edit** beside **"**Date and Time**"** to select your Time Zone. This ensures that your meetings are correctly timed.
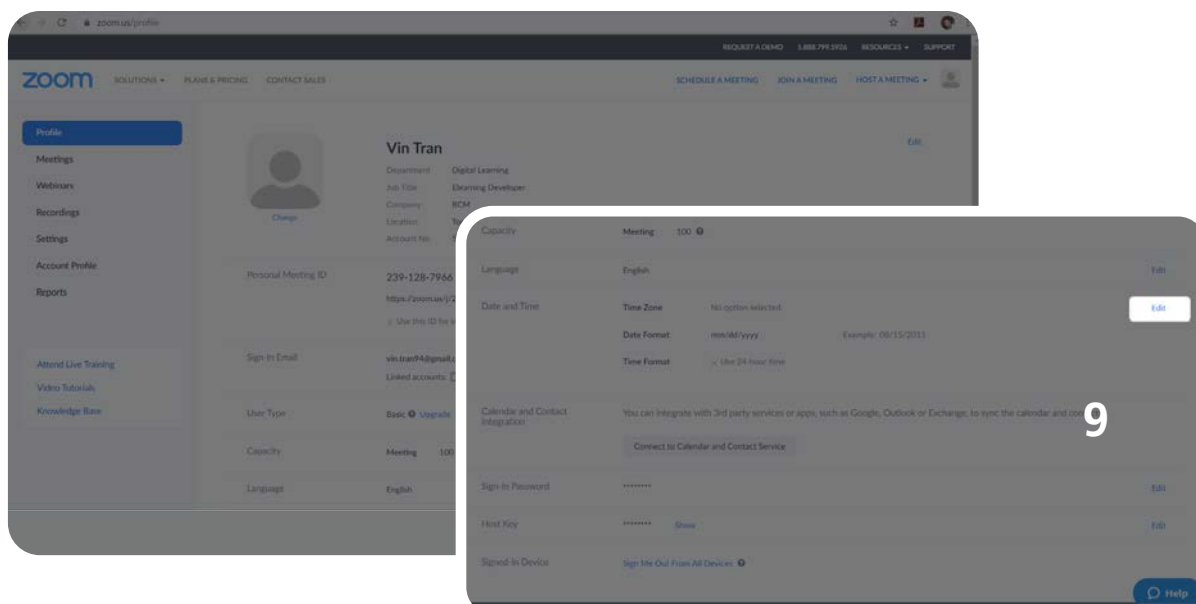
Inviting Students to Your Online Lessons

This section shows you how to invite students to your Personal Meeting Room in Zoom. Personal Meeting Room is a great option if you have back-to-back lessons with multiple students. You will only need to send this URL once to your students and they can attend lesson after lesson with the same URL. Your Personal Meeting ID is listed in your *Pro ile* as well as under *Meetings* in **Personal Meeting Room**.

Note: We recommend that you **Enable Waiting Room** and **disable join before host** for your Personal Meeting Room to prevent people from joining your meeting until you admit them. Avoid posting your PMI publicly so random people cannot join your meetings.

1. In your web browser, go to https://zoom.us/signin and log in to your Zoom account
2. Select **Meetings** tab on the left, and click on **Personal Meeting Room**
3. Under Meeting Options, ensure that "Enable waiting room" is enabled by verifying that a green check mark is beside it. If not, click on **Edit this Meeting**, check off that option and click **Save**.
4. Click **Copy Invitation** beside "Invite Link" to copy instructions on how to join your Personal Meeting Room. Schedule lessons, send the copied invitation to your students, and tell them to click the join URL when it's time to start their online lesson.
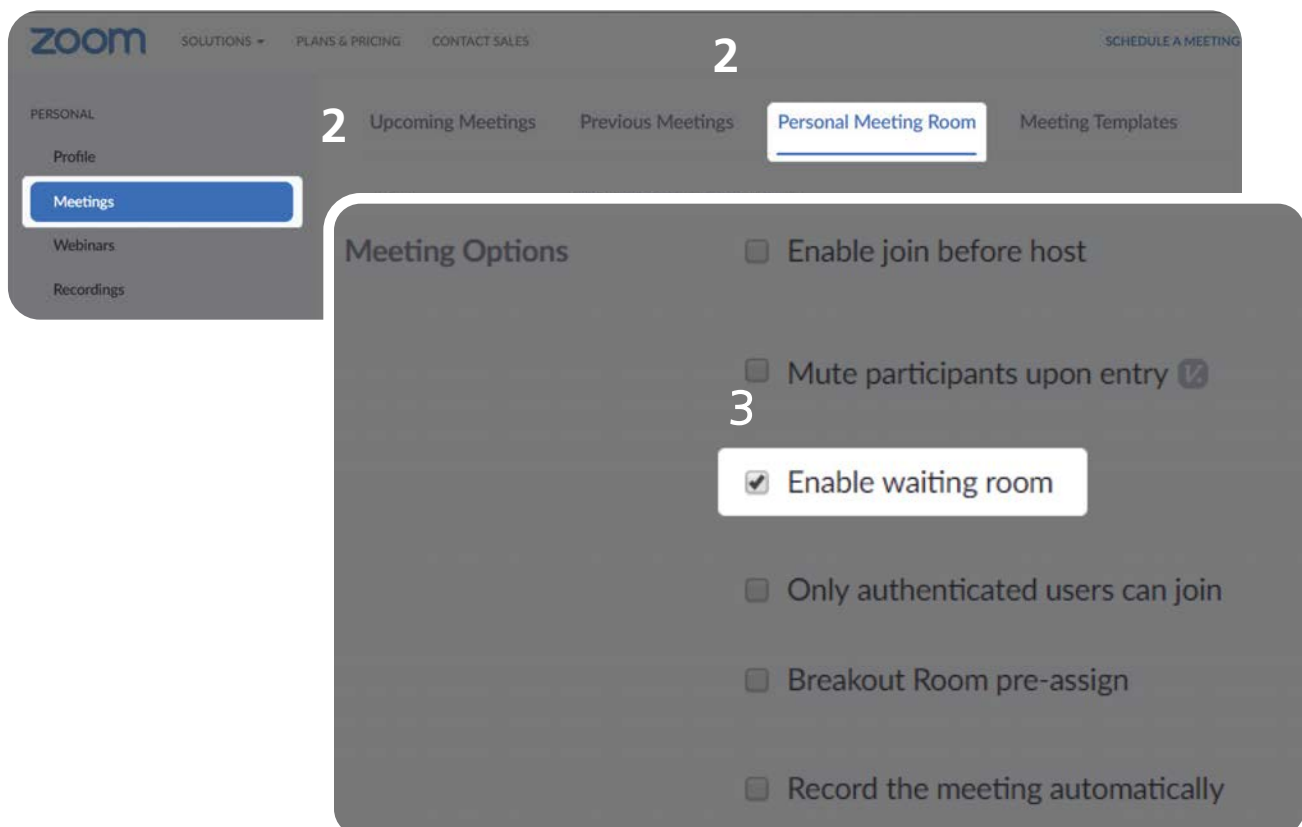
Starting Your Online Lesson from Zoom website

Once you have ensured that your student has your Zoom Personal Meeting URL, you can start hosting your online lessons!
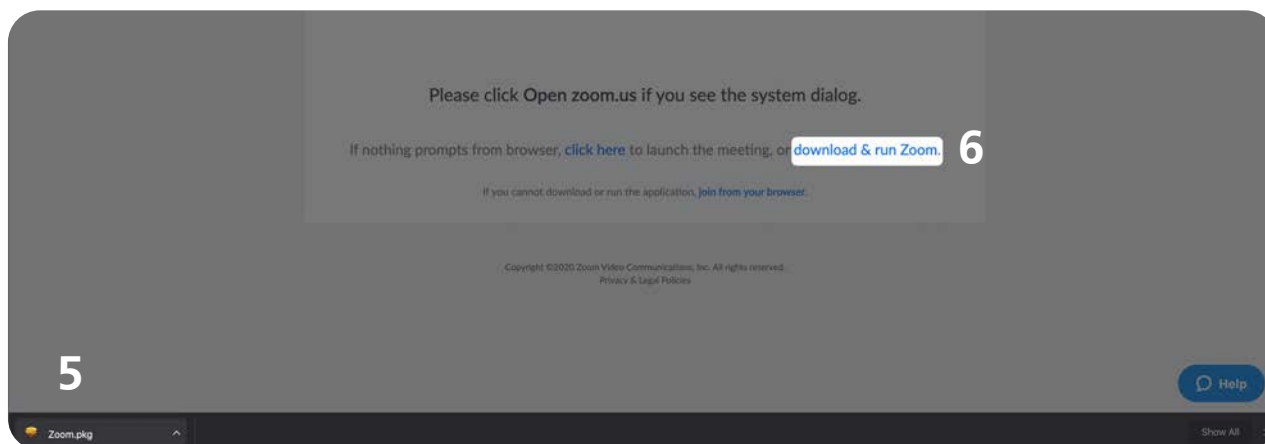
There are multiple ways to start your personal meeting room. We'll show you how to do that from the Zoom website.

1. Open your internet browser and log in to your Zoom account at https://zoom.us/signin
2. Go to the **Meetings** tab and select **Personal Meeting Room**
**3.** Click the **Start Meeting** button on the right to launch your Personal Meeting Room
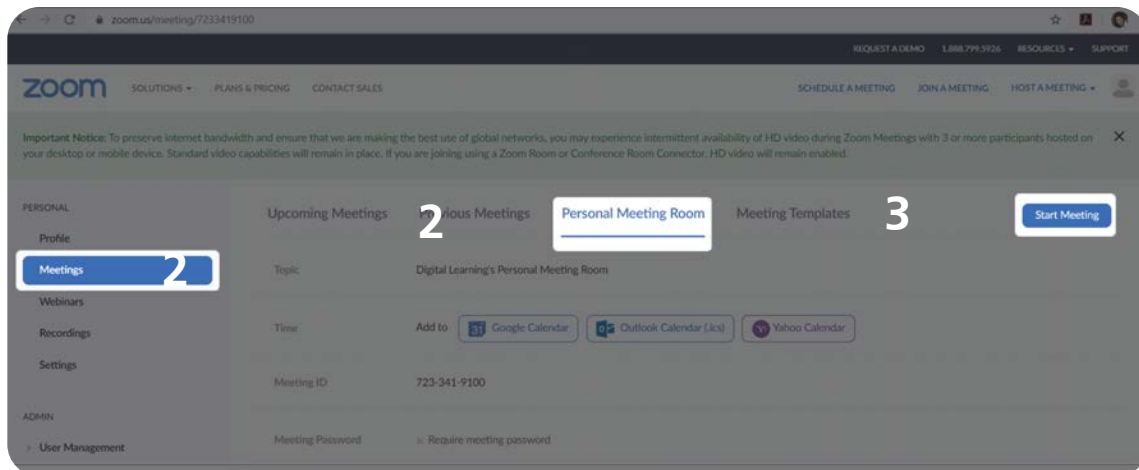
4. The first time that you start or join a Zoom meeting, the Zoom application will either automatically download or prompt you to download depending on your browser settings. (If prompted to download, save to your preferred location.)
**5.** Once downloaded, click the file to install.

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6. If you run into an issue with your download, you can click on download & run Zoom to start the installation again.Once installed, Zoom will now open on your device.

7. Once installed, Zoom will now open on your device.

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, **click here** to launch the meeting, or **download & run Zoom.** **6**

If you cannot download or run the application, **join from your browser.**

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8. Select "**Join with Computer Audio**" to connect your microphone.

9. Select **Manage Participants** from the control ribbon to see participant(s) who are waiting to join the session.
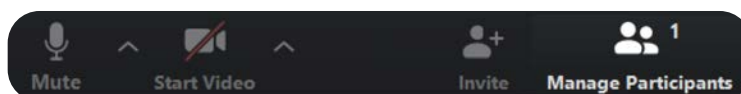
10. Click **Admit** to let student(s) in so you can start your online lesson.
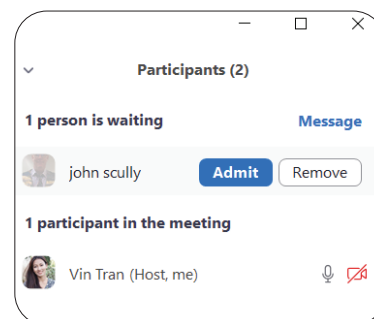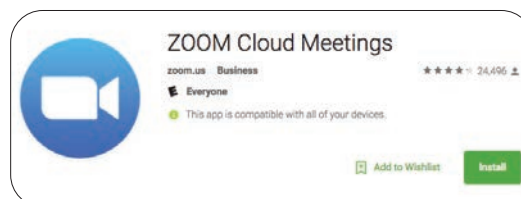

More options to download Zoom application

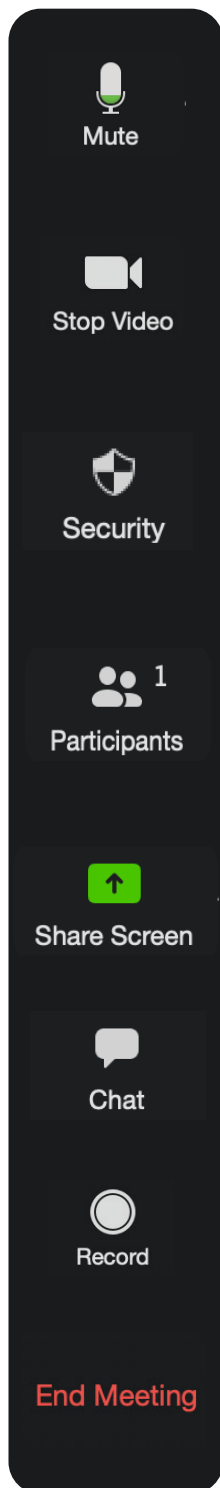Mac or iPhone/iPad: you can install Zoom from the Apple App Store.

Android phone: please visit the Google Play store to install Zoom.

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Using Zoom

Below are the control options that you will find in your Zoom Meeting.

Mute/Unmute
Click once to mute or unmute your own microphone. A red line across means your microphone is off. Click once to turn it on. Click the up arrow beside it to select a different microphone (if available) or access Audio Settings.

Start/Stop Video
Click once to stop or start sharing your video. A red line across means your video is off. Click once to turn it on. Click the up arrow beside it to select another camera (if available) or access Video Settings.

Security
This menu allows you to manage the meeting's security and privacy. You will see options to lock the meeting, enable the waiting room, remove participants, and restrict participants' ability to share their screens, chat, rename themselves, and annotate on shared content.

Manage Participants
Click to see a list of student(s) currently in the meeting as well as those who are waiting to join. You can control the student's audio and video from here. You also can access the Invite option and put the student back in the waiting room at the end of their session.

Share Screen
This feature allows you to share your screen. This is helpful if students need to view documents or musical scores that you have open on your iPad or computer.

Chat
This lets you type in messages to an individual student or to everyone who is currently in your meeting.

Record
You have the option to record your lesson for later playback. This will save the recording to your computer. Cloud recording is also available to paid users. We recommend speaking to the student and their parent/guardian before recording.

Leave Meeting/End Meeting
At the end of all your lessons, click End Meeting to exit Zoom for both you and everyone in the meeting room.

Getting Additional Help

For additional assistance, please take a look at Zoom's "**How To Zoom**" YouTube collection. These in-depth videos cover how to use Zoom and troubleshoot any issues you have. You can also check out Zoom's Help Center at https://support.zoom.us/hc/en-us