

Surrey Arts Online Learning

Guidance for staff: Setting up and using your account for teaching

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Creating an account

We will send you a Zoom link which is associated to the email address that we have on file/or have set up for you on the Surrey Arts Zoom master account. This will direct you to the Zoom website and your Surrey Arts Zoom account. Please download the Zoom software and follow the onscreen set up instructions and be sure to use the same email address that we have on file for you.

If you already have Zoom then make sure it is updated to the latest version.

TIPS:

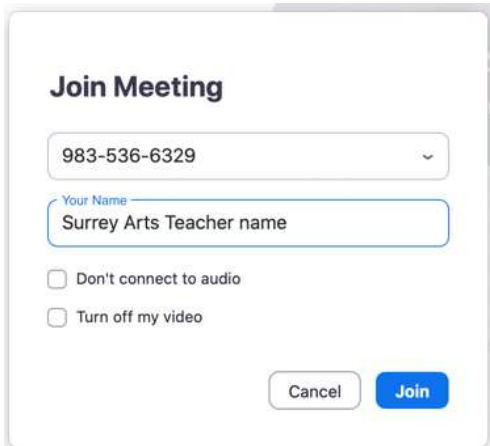
- Zoom will work in your web browser (Internet Explorer, Chrome, Safari etc) or as a program on your computer or app on your iPad or tablet. We recommend always running music lessons via the program/app but if you can only get it working through a web browser then Zoom advises us that Chrome is the best one to use
- Any Zoom meetings that are set up using the email that we have on file for you will automatically show up and be recorded within the Surrey Arts Zoom account. If you wish to use Zoom for private/personal use please set up another account, using a different email address.

How to access your virtual classroom and allow your student to join

Your Zoom account will automatically create a unique 'Personal Meeting ID' in the form of a weblink and a 10 x digit personal ID code. For example, 983-536-6329 and <https://zoom.us/j/9835366329>. This is essentially the key to your virtual classroom. It is where you will log on to meet your students and it is the code we will send your students to in order to have their lesson with you.

Your 'classroom' will have a Surrey Arts 'waiting room' and you will be able to let students enter the classroom via the Manage Participants button.

1. From your Zoom app select **'Sign in'** and once signed in select **'Join Meeting'**.
2. Enter your Personal Meeting ID code which will allow you to enter your own virtual classroom.



3. When your student is logged in, they will be automatically be sent to your virtual waiting room. When ready click **'Manage Participants'** and will be able to allow them access by clicking **'Admit'**.



4. When the lesson has ended the student should click **'Leave Meeting'** which will keep your teaching space live and allow you to **'Admit'** your next student.

TIPS:

On the window with button **'Join With Computer Audio'** button, don't forget to first tick the small box (bottom left) that says **'Automatically Join Audio by Computer when Joining A Meeting'**, then click the button. This is the page which you will arrive on for future meetings (as the software will already be downloaded and installed).



Video image

After following the on-screen prompts detailed above you should now be able to see and hear each other. Experiment with Full Screen / Gallery View (top right) to see which you prefer.

Within 'Video Settings' there is an option to have a virtual background or to use any other image file instead. This is the preferable option in terms of non-personalising the session but it can blur out fingers / parts of instruments so cannot always be used when playing. If the virtual background is problematic then please ensure that your physical environment is neutral and without personal or age inappropriate images in the background.



TIPS:

- In 'Video Settings' there is an option to 'Mirror My Image' (for your view of yourself only) which can be useful for some lessons as you can switch to align with your student.
- Stopping your video feed and continuing with audio only is another way to help with bad connections. (Click the camera icon bottom left).

There is a virtual whiteboard you can both share and access.

Audio set-up

By default, Zoom is set up so that you can hear each other's microphone and nothing else. If you need to share sound directly from your computer (as well as your microphone) then you will need to select '**Share Screen**', then click '**Advanced**' and then select '**Computer Sound Only**' and then '**Share**'. This will share your audio and not your screen.



If there are any problems with the microphone or speaker go to the pop-up Audio and Video Settings menus at the bottom left next to the **'Mute'** and **'Stop Video'** buttons and check the correct microphone and speakers are selected (and not muted / volume down / headphones plugged in etc).



IMPORTANT: IF THE RECORD FUNCTION HAS NOT STARTED AUTOMATICALLY PLEASE CHECK YOU ARE LOGGED INTO YOUR SURREY ARTS ZOOM ACCOUNT AND PRESS RECORD MANUALLY.

TIPS:

- It is highly recommended that both tutor and student use headphones and if possible, an external USB microphone.
- INTERNET CONNECTION IS EVERYTHING. If your home wi-fi signal is weak you could try plugging your computer directly into the router with a network cable, or something like this can work well: Devolo dLAN 1000 duo+ Powerline Starter Kit - plugged straight into wall socket NOT extension.
- Always check you have the latest Zoom update (Mac: under ZOOM.US then CHECK FOR UPDATES / PC: Click your profile picture and CHECK FOR UPDATES).

Screen sharing

If you need to share a part of your screen, then press the 'share screen' button:



You can choose to share the whole screen or just certain programs. It is not recommended that the student shares their screen unless absolutely necessary, for example, in music production training.

The tutor should have set up an alternative log-on profile to eliminate the risk of accidentally sharing personal information.

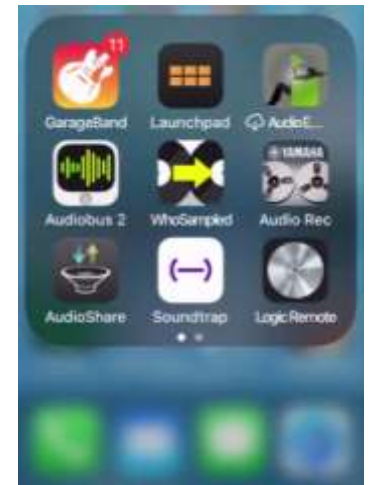
Remember, if you also want to share computer audio (as well as the screen window) tick the **'Share Computer Sound'** box, bottom left in the Share Screen window.



Using an iPad to teach

Most of the processes described in this document will be similar on an iPad although the layout and functionality will greatly depend on the age and operating system of the iPad you are using.

White board sharing and Screen Sharing is accessed via the **'Share Content'** option however we have found that not all music players will be heard by the participant/student.



Advanced functionality

iPads and Tablets.

You can connect an iPad or iPhone via cable or AirPlay to the computer on the **'Share Screen'** page which can be really useful and yet another option in having a virtual keyboard or guitar to hand as well as share apps. Some tablets will also work but not always with audio. There might be a download on some systems to use this feature, and some steps to follow the first time use on the iPad.

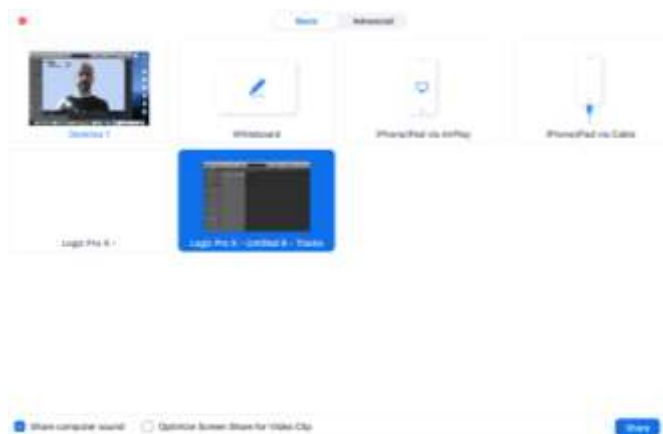


As ever, don't forget to make sure the **'Share Computer Sound'** box is always ticked (bottom left of 'Share Screen' page).

Connecting local and online music production software.

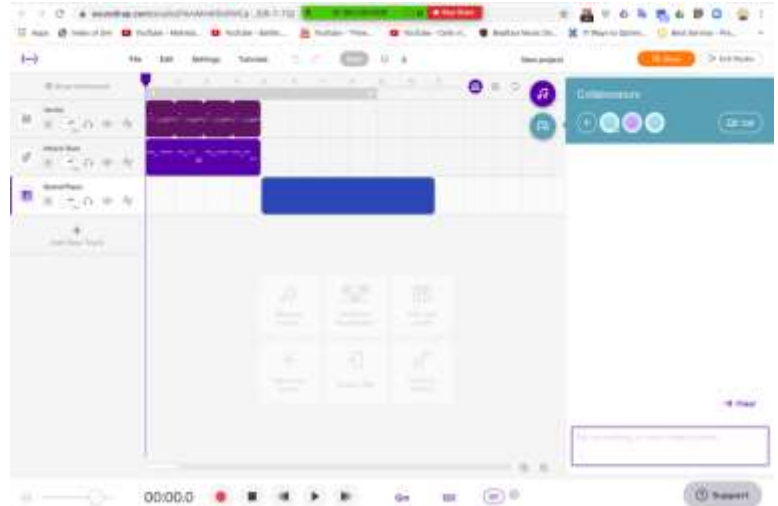
As well as connecting tablets it is possible to teach music production using Zoom by screen sharing your chosen DAW (Logic, GarageBand, Cubase, Sibelius etc) window.

When sharing audio from your DAW select Zoom as the audio output device within your DAW's audio device settings.



It is also possible to connect cloud-based music production software. Programmes such as Soundtrap allow both student and tutor to be working simultaneously on the same project. This software connects well with Zoom and even recognises Zoom as an audio input channel with the DAW. This opens up the possibility of recording live onto each other's projects.

Whilst offering exciting possibilities, like all interactive online platforms it is reliant on a steady broadband with good bandwidth.



ADVANCED TIPS:

- A second camera can be very useful for some instruments as you can switch between face view and instrument view very quickly (shortcut is Command(⌘)+Shift+N).
- You can also achieve this by joining the meeting with another device (phone / iPad) and using that as a second camera. Zoom will just treat this like an extra person joining the meeting – make sure the microphone and speakers on the new device are both muted.
- Another way of using a second device as a camera is to select iPad / iPhone on SHARE SCREEN (with cable or Airplay) and then simply go to the usual camera on the device.
- If you have an instrument with a jack socket / pick up / etc then it is best to plug it directly into the computer rather than it just being heard through the built-in mic. The best way of doing this is to plug the instrument and a (ideally XLR) microphone into a soundcard and then select that as the input (as Zoom doesn't easily support multiple inputs). Then you have your mic, your instrument plugged in and computer sound all available.

You can also route the microphone through your DAW, so can use effects etc. Remember to select ZOOM AUDIO DEVICE as the output.

Useful links

- Online Tuner: <https://www.imusic-school.com/en/tools/online-tuner/>
- Online Piano: <https://www.onlinepianist.com/virtual-piano> (useful with Share Screen option)
- Zoom Shortcuts: <https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>
- Broadband speed checker <https://www.broadbandspeedchecker.co.uk>