



## Introduction

This guide is for students and parents who are new to Zoom and wish to participate in 1-1 lessons or 1-to-many group classes using video over the Internet. Arcadia Academy of Music 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 (not required for joining lessons)
2. Start your first online lesson
3. 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.

## Prerequisites

To facilitate your lesson with your teacher, 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 (we recommend a quiet room in your home)
- Google Chrome or Safari as your Internet browser 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 your teacher can evaluate your movements as well as your sound quality. You may need to adjust the placement of the camera to find what works best for both you and your teacher.



## How Does Online Lessons Work?

The logistical set up for your online lessons will be almost the same as in person. You will continue to schedule lesson times with your teacher as always. However, you will have your lessons over video using Zoom Meetings or any other conferencing tool that works for you. You, and your classmates if it is a group lesson, will join from your own locations.

This guide will instruct you on how to start your lessons and how to participate in 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.** A Zoom account is not required to join online lessons. Your teacher will schedule lessons and send you a Zoom invite with an URL via either email or text.
  - 2.** 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. Students do not need to have a Zoom account to join these online lessons.
  - 3.** When it's time for your lesson, join the Zoom meeting by clicking on the URL in the meeting invite. Take a moment to test out the audio and video for both you and your teacher. Then, begin your lesson.
  - 4.** If you are placed in the waiting room after clicking on the URL, your teacher has not yet started your lesson. Simply wait a few minutes until your teacher starts the Zoom meeting.
  - 5.** Once the Zoom meeting has started, click on "Join with Computer" to connect your microphone.
  - 6.** At the end of a lesson, click "End Meeting" to exit Zoom.
- It may take you a few sessions to get comfortable with having lessons 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 instrument(s). See Resources for short video clips on how to optimize your audio in Zoom.





Mute

**(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.



Stop Video

**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

**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.



Participants

**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

**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

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

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Record

**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.

End Meeting

**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.

For additional help please go to <https://support.zoom.us/hc/en-us>