



Moving into the Online Space with Zoom

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As social distancing makes face-to-face lessons impossible, we want to help you make the digital step to teaching online. None of us are certain how long this pandemic will last, so it is vital to transfer your skills and expertise to the online space quickly and efficiently. With this in mind, Kawai Australia aims to help you, the teacher, make this transition by offering a number of useful tips and helpful resources.

There are several platforms for online teaching at your fingertips, including Zoom, Youbrio, FaceTime, and Skype. This guide will focus on Zoom. It's easy to set up, works on many different platforms, the video quality is great, and many schools and universities have already migrated their courses online via this platform.

You will need:

- A computer/laptop, tablet or smartphone
- A reliable internet connection
- A reliable power supply



INSTALLING ZOOM

- Go to <https://zoom.us> and click on **SIGN UP, IT'S FREE** in the top right-hand corner of the screen to create an account. Enter your email address, and Zoom will send you an email with a button to activate your account. Click that button, and you'll be taken back to the Zoom website to continue setting up your account:

Welcome to Zoom

Hi, Your account has been successfully created. Please list your name and create a password to continue.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

- You'll be prompted to invite your colleagues. You can safely skip this, if you like.
- Clicking "Start Meeting Now" on the next screen will cause the computer to prompt you for permission to download and install the Zoom app. This process will be a little different for different users, so try following the prompts and if you run into any problems, give us a call and we can help.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/>

Start Meeting Now

Go to My Account



- Once the app has been installed, simply sign in with your email address and password:

A screenshot of the "Sign In" screen of the KAWAI app. The screen has a dark background. At the top left, there are three colored dots (red, yellow, green). The title "Sign In" is in white, and "Sign Up Free" is in blue. Below the title, there is a white input field for email. Below that is a password field with a blue border and a "Forgot?" link. To the right of the password field is a small "or" separator. To the right of the "or" separator are three buttons: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). Below the password field is a checkbox labeled "Keep me signed in" and a "Sign In" button. At the bottom left, there is a "< Back" link.

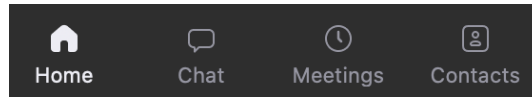
Your students will also need to install Zoom to be able to join your sessions.

Done! Now you can connect with your students.

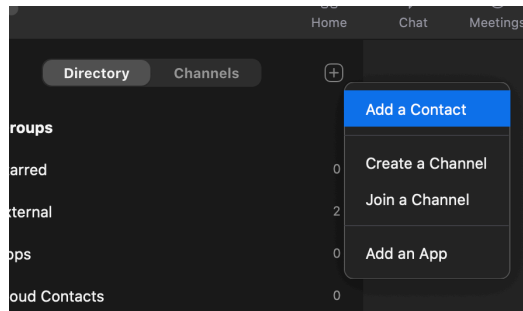


CONNECTING WITH YOUR STUDENTS

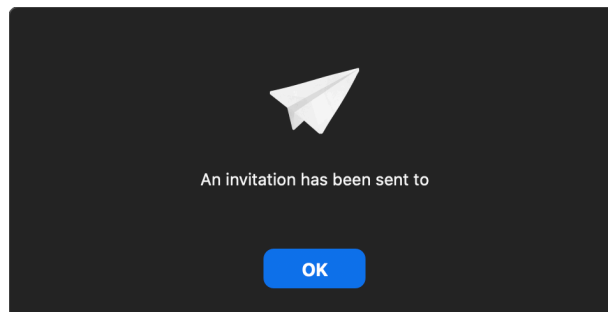
- The main window of the Zoom app includes this menu bar:



Click on "Contacts," and then the small plus sign at the top right hand of the left panel, and then click on "Add a Contact"



- Once they have confirmed that they have successfully installed Zoom, you can begin inviting students by entering their email addresses on this screen. Once an invitation has been sent, you'll see this:

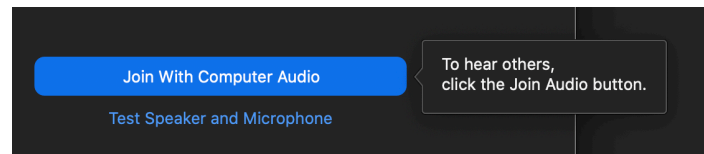


Easy! Now you're ready to start hosting your lessons.



HOSTING A LESSON

- Click “New Meeting,” then follow the prompts to test your speakers/headphones and microphone. After the tests, click “Join with Computer Audio”



Make sure the box marked ‘Automatically adjust microphone settings’ is unticked. If left ticked, Zoom will try to block out background sounds to make speech clearer, which can result in poorer instrument sound quality.

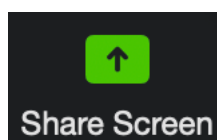
- Go to “Invite” to invite the students you’ve added. You will be given a personal meeting ID and a ‘meeting password’ so that no unwelcome guests can hijack your meeting.

Congratulations! You’ve moved into the digital space!



TIPS

- Make sure your student has access to a smartphone, tablet or computer with a camera and microphone.
- Ensure that your student has also downloaded the Zoom software – they may need the help of a parent or guardian to do this.
- Create your ideal teaching space and make sure the camera and microphone are placed so that your student can see and hear you clearly.
- Try to minimise potential disruptions such as pets, phones, children, etc in your new virtual workspace while you're teaching.
- The free account with Zoom includes unlimited one-on-one meetings, however group meetings with 3 or more people are limited to 40 minutes at a time. If you need to extend beyond this time, simply start a new meeting.
- If you are having video or audio issues, make sure you and your student both have video and audio enabled, using icons at the bottom left of the screen.
- In your lesson you have the opportunity to share with your student what is on your screen. This can be especially helpful when drawing attention to a particular part of the score. First, open a tab or document/PDF with the sheet music, then click the "Share Screen" button:



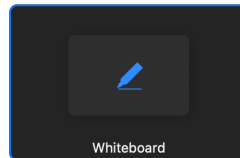
After you have done this, select the screen that you want to share with the student, then click "Share." Your student will be able to see your screen, including your cursor, so you can point to the page in real life!

- Zoom makes it easy to share content from many different sources, including multiple screens, multiple cameras, files from the cloud, and even videos from YouTube, with your students. For YouTube, be sure to click "Share computer sound" and "Optimize Screen Share for Video Clip."

☐ Share computer sound ☐ Optimize Screen Share for Video Clip



- You have the ability to 'draw' by using the "Whiteboard" option and share it with your student in real time. You will need a mouse or touchscreen to effectively use this feature:



- If you would like to schedule a regular lesson with a student, go to the "Home" tab and click the "Schedule" button in the bottom left. This will then take you to the next screen to schedule the meeting. Scheduling a meeting and syncing it to your calendar is a great way to keep track of your upcoming online lessons.

A dark-themed "Schedule Meeting" form. The title "Schedule Meeting" is at the top in white. Below it, the "Topic" field contains "Piano lesson with Sam Citizen". A checked checkbox for "Recurring meeting" is followed by a yellow warning box that says "Remember to check recurrence or repeat in your calendar invitation". The "Meeting ID" section has two radio buttons: "Generate Automatically" (selected) and "Personal Meeting ID 691-195-6697". The "Password" section has a checked checkbox for "Require meeting password" and a text field containing "012345". The "Video" section has two sets of radio buttons: "Host" with "On" (selected) and "Off", and "Participants" with "On" (selected) and "Off". The "Audio" section has three radio buttons: "Telephone", "Computer Audio" (selected), and "Telephone and Computer Audio". The "Calendar" section has three radio buttons: "iCal", "Google Calendar" (selected), and "Other Calendars". At the bottom, there is an "Advanced Options" link with a dropdown arrow, and two buttons: "Cancel" and "Schedule".

- If possible, we recommend using a laptop or desktop computer as the teacher, since some settings are unavailable on iPad, smartphone or other mobile devices.
- The biggest impact on any online platform is internet speed, which will be affected by family members playing online video games, watching Netflix, etc. You'll get the best results by kicking everyone off the internet, plugging your computer directly into your router, and closing any unnecessary tabs. Your area internet speed also plays a factor. If audio is still horrendous, keep the Zoom call video going, and call the student on your phone for the audio.



At the end of the day, we are all navigating this new space together and need to support each other as much as possible. Now is the time to be motivated, determined, compassionate, understanding, and open-minded as we traverse this terrain together.

We all need to look at this as an opportunity to broaden our skill set and be proactive in adapting our current knowledge to a new landscape. Kawai Australia is here to support you.

MORE INFORMATION

Zoom Help Centre:

<https://support.zoom.us/hc/en-us>

Zoom Frequently Asked Questions:

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>

Ask Kawai:

andrew@kawai.com.au

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