How to set up Zoom for online lessons

A step-by-step guide by AMEB Ltd.

New to the world of online teaching? AMEB is here to help you get set up.

Zoom is one of the great platforms for delivering online and remote lessons. It's not the only one - Microsoft Teams, Skype and Facetime can all work equally well.

Before you start:

- Choose your device. Any is fine (laptop, computer, smartphone, tablet) – you'll just need a reliable internet connection.
- Make sure you have your device connected to power supply, so you don't run out of battery halfway through a lesson.

To get started on Zoom:

1. You'll need to set up an account with Zoom. This is free.
2. On your computer, go to zoom.us. Click on 'Sign up' to make an account.
   SIGN UP, IT'S FREE   You'll need your email address for this. Next enter your details.
3. You'll receive an email to activate your account. Click on the link in this email to go to the next step.
4. When prompted to invite your colleagues, click on 'Skip this Step'.

5. Next, download the Zoom software. Click on the "Resources" menu at the top right of the screen, and then 'Download Zoom Client'.
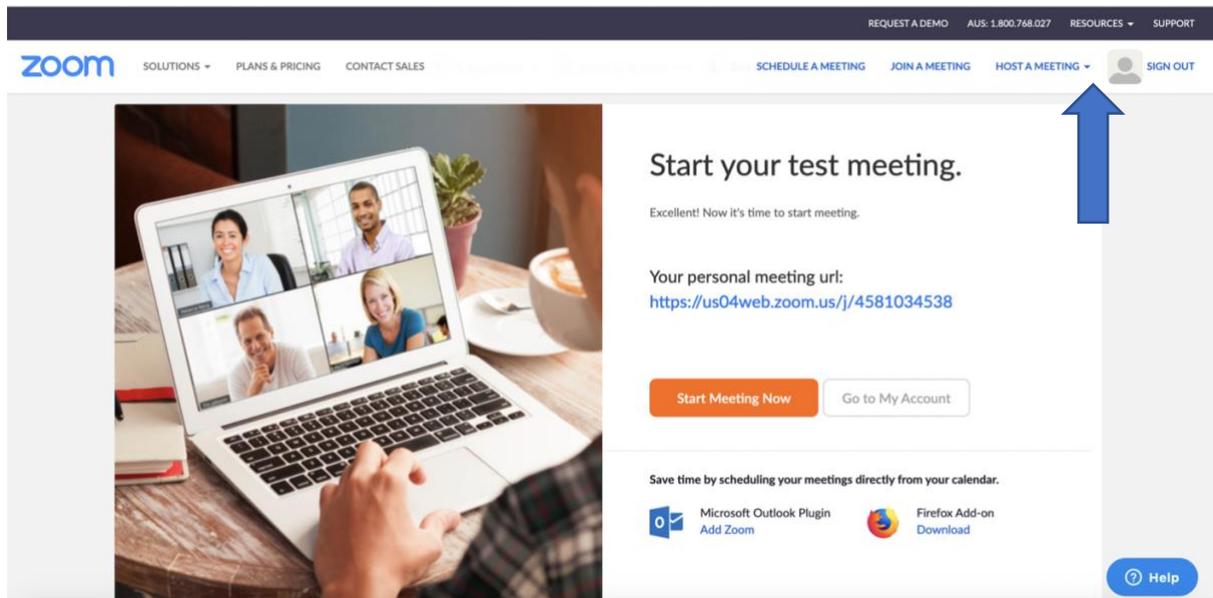
6. Click on 'Start meeting now' to open the Zoom software. Here, you can copy the URL (the web link) to share with students or invite a student directly by sending them an email. Just click on 'Invite Others' and enter their email address.
7. Here you can test video and audio – click on 'Test Speaker and Microphone' and follow the prompts. Important: 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. This can result in poor sound quality of your and your students' playing.

8. You will receive a personal meeting ID, which acts like a virtual meeting room.
9. You're ready to start your online lessons!
10. You can also run Zoom from your smartphone. To download the app, open your app store, and search for Zoom. You'll need to sign in using the same email address and password you just used to create your Zoom account.

Running Lessons on Zoom

- Make sure you have your teaching room set up how you want it. Ideally, your camera and microphone should clearly pick up your instrument and your face, so your student can see you playing and speaking to them.
- You'll need to make sure that your student has access to a phone or computer with a camera and microphone.
- Your student will also need to download the Zoom software. (See 5 above). They won't need an account to access the meeting.
- Start a meeting by opening the Zoom app on your computer or other device. You can start a lesson in one of two ways:
    1. Under the 'Meetings' tab, click 'Start'. Then click on Invite Others to send an email to your student with a link to join your Zoom meeting.
    2. Send your Meeting ID with your student via email, text, etc. Your Meeting ID is a 10-digit number that is specific to your account. It is found under the 'Meetings' tab when you open the app.
- Once your student has joined the meeting, make sure you can see their face, and their instrument (i.e. if they're playing piano, their hands on the keys). They'll also need to ensure that the box for 'Automatically
- You're ready to teach!

Other useful information

- Your free account with Zoom includes unlimited time for 1-on-1 meetings. Meetings with 3 or more people (such as group lessons) are limited to 40 minutes. If you need to extend beyond this time, just start a new meeting. The web link for your meeting will not change.

- If you have a PDF of the sheet music your student is playing, you can let your student see this too. Just open the PDF, click 'Share screen' from the Zoom app, and select the PDF from your open tabs. Your student will be able to see what's on your screen including your cursor, so it's almost like pointing to the page in real life! This can also be useful for sharing videos, diagrams etc.

- Is your student unable to see you? Can't hear your student from their end? Make sure you both have video and audio enabled, using the icons at the bottom left of the screen. If these logos are crossed in red, they're not recording.
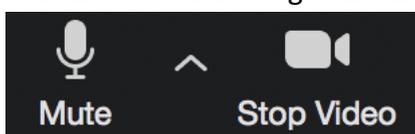
- To minimise disruption between lessons, you can enable a 'Waiting Room'. This is like the digital equivalent of having your next student wait outside the lesson room! To enable the Waiting Room for your account, login to Zoom in your browser, open Account Management, then Account Settings. Toggle the 'Waiting Room' button (pictured below) to On. For more detailed instructions, see Zoom's instructions for enabling Waiting Room.

More information

- Zoom Help Centre
- Zoom Frequently Asked Questions
- AMEB Online Support: 1300 725 709 or online@ameb.edu.au

This guide was not sponsored or affiliated in any way by Zoom.

AMEB is Australia's leading provider of examinations for music, speech and drama and performing arts. We're here to help teachers, students, parents and everyone involved in performing arts education throughout this time of rapid change. To help you transition to online teaching and learning we have compiled a list of tools and resources on our website ameb.edu.au/here-to-help