

## For RIAM Faculty: Using Zoom for Online Teaching in the RIAM

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### 1. What is Zoom?

Zoom is a video-conferencing app that enables you to have meetings online. It is similar to Skype and Facetime, but has more features suited to teaching.

RIAM is recommending it for teachers to enable online teaching during the COVID-19 shutdown. Teachers need to set up a Zoom account, but students are not required to. Both teachers and students will need the Zoom software to use it.

### 2. Setting up Zoom

- Go to <https://zoom.us> and select the **Sign up** button on the top right.
- Enter your RIAM email address
- Check your email for the verification link. If it doesn't appear in the inbox, check your Spam/Junk folder
- Click the link and fill out your details, e.g. full name & password.
- You are now ready to use Zoom and set up lessons & meetings

### 3. Setting up a class/lesson

Go to <https://zoom.us> and sign-in. Then select **Schedule a Meeting**. Give the meeting a meaningful topic name, e.g. instrument and name of student.

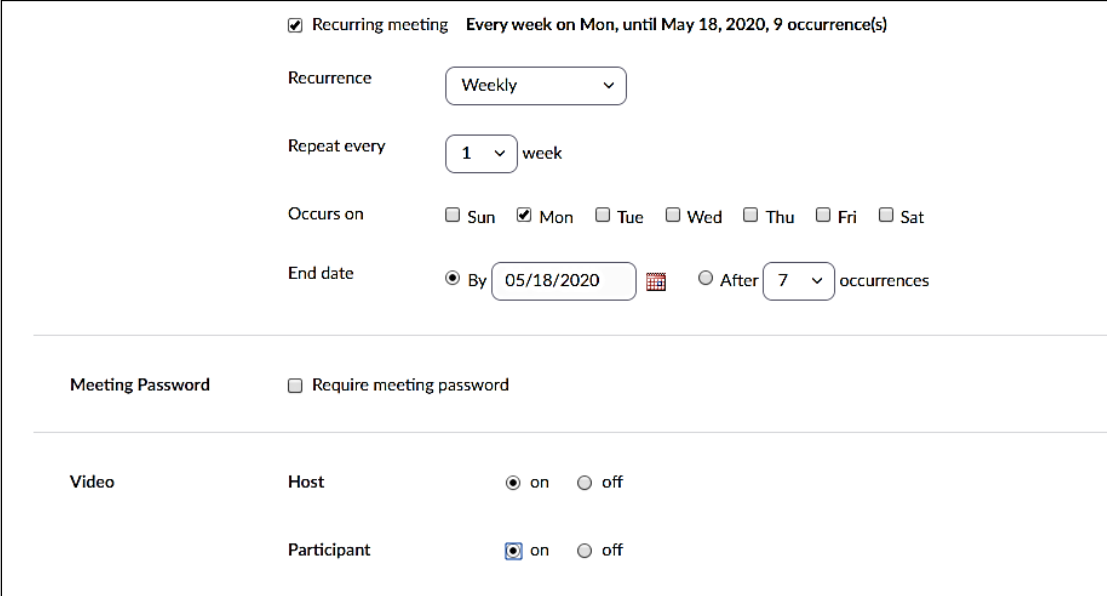
The screenshot shows the Zoom web interface for scheduling a meeting. On the left is a navigation menu with 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management) sections. The 'Meetings' option is highlighted. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields:

- Topic:** A text input field containing 'Violin lessons - Sean O'Kelly'.
- Description (Optional):** A text input field with the placeholder text 'Enter your meeting description'.
- When:** A date selector set to '03/23/2020', a calendar icon, a time selector set to '2:00', and a PM/AM selector set to 'PM'.
- Duration:** A duration selector set to '0' hours and '45' minutes.

**Note:** on the free version, any classes with more than 3 participants have a limit of 40 minutes per session. To get over this you can restart the same session.

**Note:** you will probably prefer to set up a series of lessons rather than have to recreate the meeting every week. To do this, tick the “Recurring” checkbox and fill in the remaining details (e.g date lessons end, day of week etc.).

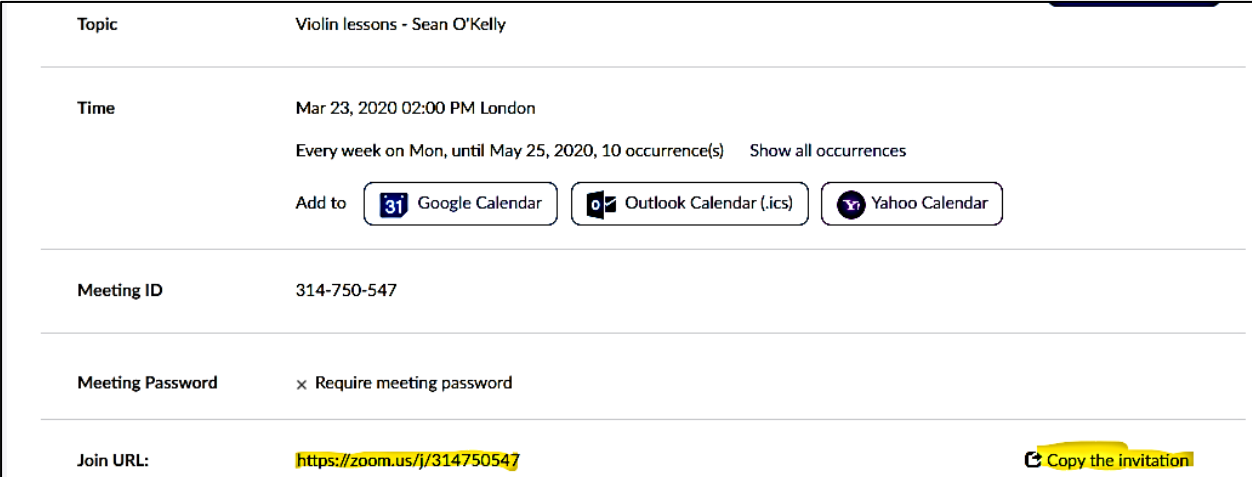
**Other suggested settings:** Select Video for Host & Participant to be on at the beginning of the meeting.



The screenshot shows the Zoom meeting settings for a recurring meeting. The 'Recurring meeting' checkbox is checked, with the text 'Every week on Mon, until May 18, 2020, 9 occurrence(s)'. The 'Recurrence' dropdown is set to 'Weekly'. The 'Repeat every' dropdown is set to '1' week. The 'Occurs on' section has checkboxes for Sun, Mon (checked), Tue, Wed, Thu, Fri, and Sat. The 'End date' section has two options: 'By' (selected) with a date of '05/18/2020' and a calendar icon, and 'After' with a value of '7' occurrences. Below this, the 'Meeting Password' section has a checkbox for 'Require meeting password' which is unchecked. The 'Video' section has two rows: 'Host' with 'on' (selected) and 'off' radio buttons, and 'Participant' with 'on' (selected) and 'off' radio buttons.

#### 4. Sending the invite to the class or lesson

- Select the **Meetings** link to list all the scheduled meetings/lessons
- Select the particular meeting you want to send the invite for
- Either select and copy the Join Url, or else click **Copy the invitation**
- Send an email to the student. Note: the student does not need to have created a Zoom account to join the session.



The screenshot shows the Zoom meeting invitation details for a meeting titled 'Violin lessons - Sean O'Kelly'. The 'Time' is 'Mar 23, 2020 02:00 PM London'. Below the time, it says 'Every week on Mon, until May 25, 2020, 10 occurrence(s)' with a link to 'Show all occurrences'. The 'Add to' section has three buttons: 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'. The 'Meeting ID' is '314-750-547'. The 'Meeting Password' section has a checkbox for 'Require meeting password' which is unchecked. At the bottom, the 'Join URL:' is 'https://zoom.us/j/314750547' and there is a 'Copy the invitation' button.

When sending the email, paste (Ctl+V (PC) or Cmd+V Mac) the copied invitation into the email.

You may wish to edit the invite as needed. To make sure the url is clickable, position the cursor at the end of the link in your draft email and press *Return* or *Enter*. It should turn blue, which means it is now clickable.

If you are teaching a Junior RIAM student remember that you must send the link to the student's guarantor email, so you may need to indicate the name of the student you are teaching.

## 5. Starting the class or lesson

For the student to start the Zoom session to join the class, they just need to click on the link you sent them, or else copy it into the address bar of a browser.

At this point your students will see prompts to download or run Zoom on their computer.

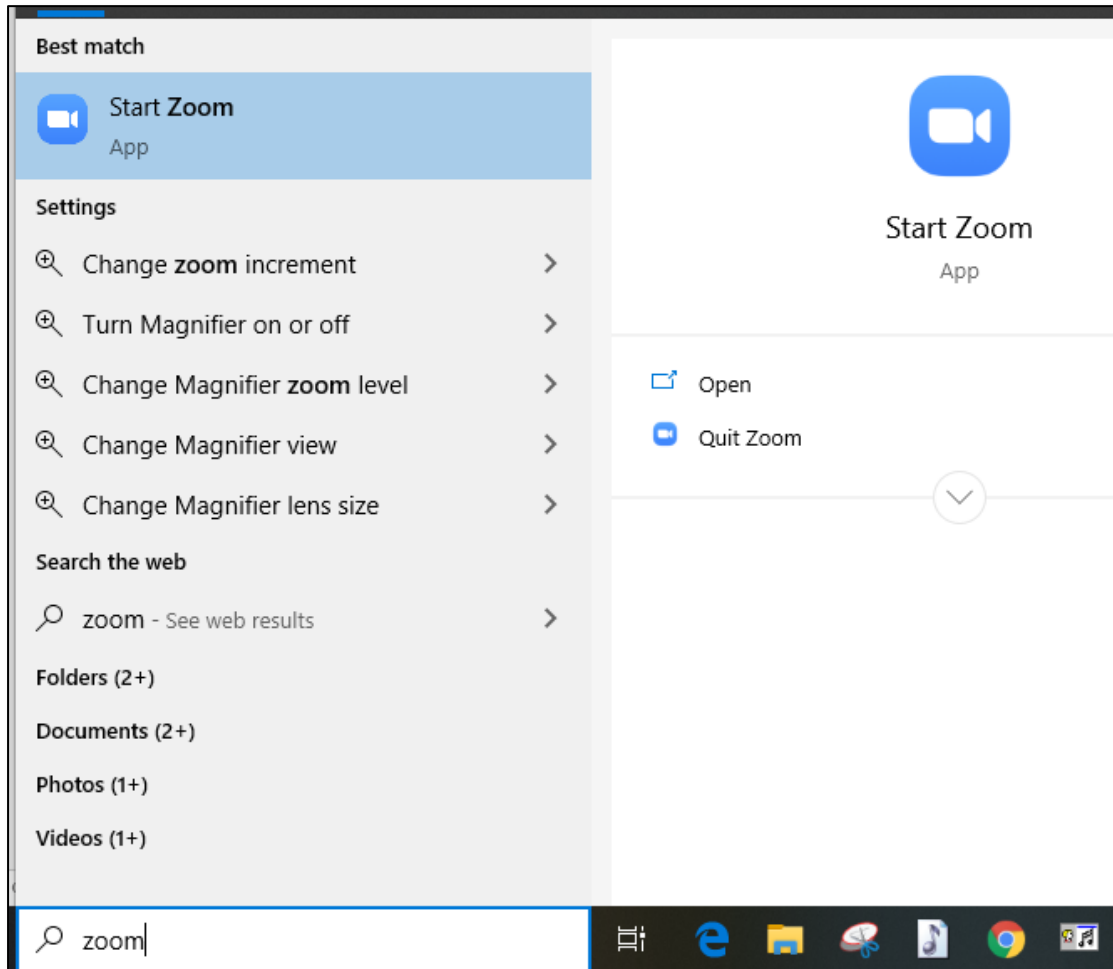
While you may have your students an email invitation email, it is probably advisable to send them a reminder just before it starts.

To start the class, just click on the link in the email you sent to the students. Alternatively from the Zoom browser window (<https://zoom.us/profile>) select **Meetings** and click the **Start** button beside the relevant class.

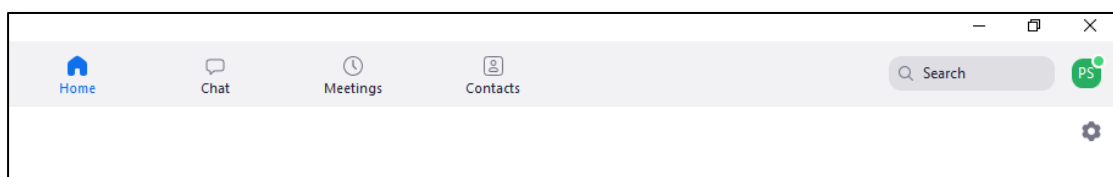
Start Time ↕	Topic ↕	Meeting ID	
Today 11:00 AM	My Meeting	710-477-296	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Mon, Mar 23 (Recurring) 12:30 AM	Aural	470-770-776	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Mon, Mar 23 (Recurring) 02:00 PM	Violin lessons - Sean O'Kelly	314-750-547	<input type="button" value="Start"/> <input type="button" value="Delete"/>

## 6. Optimising the sound settings for the lessons

To improve the sound playback for all sessions run the Zoom application (if you can't find it, type *Zoom* into the search bar or Finder)



Click on **Home** and locate the Settings icon in Zoom (gear symbol on right right).



- Select **Audio**
- Under **Microphone** uncheck **Automatically adjust volume**
- Select **Advanced**
- Check the box **Show in-meeting option to “Enable Original Sound from Microphone”**
- Set **Suppress Persistent Background Noise** to **Disabled**
- Set **Suppress Intermittent Background Noise** to **Disabled**
- Make sure **Echo Cancellation** is set to **Auto**

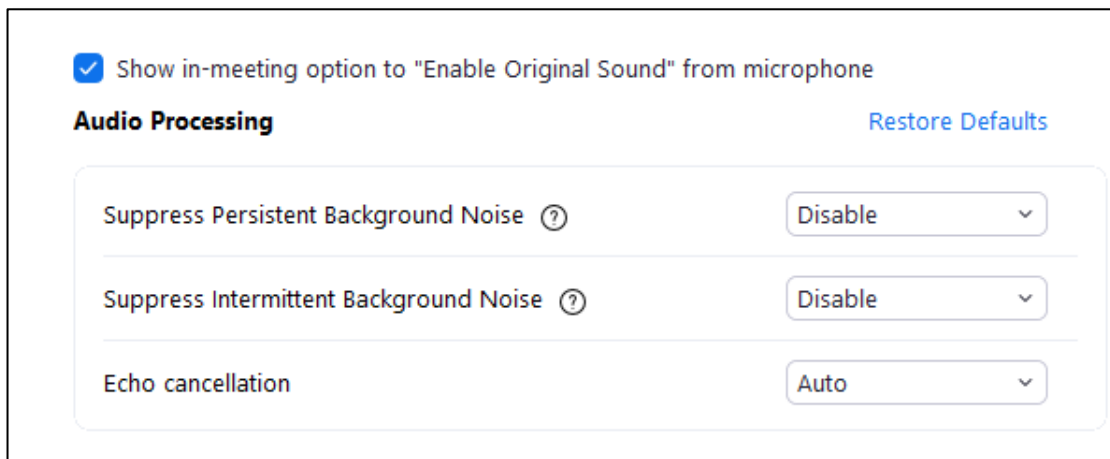
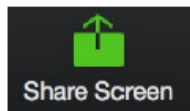


Figure 1 Recommended sound settings for Zoom

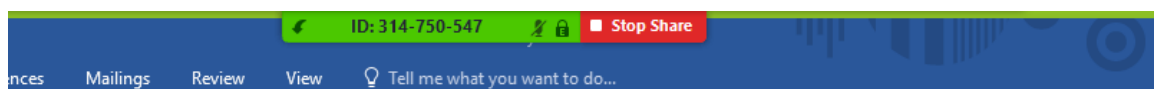
**NOTE: both the teacher and the students will need to apply settings shown above inside the Zoom client.**

## 7. Sharing screen

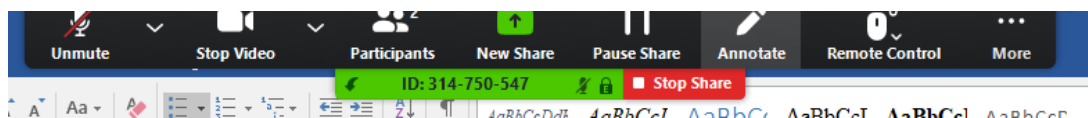


You can share your screen in the meeting. You could use this for e.g. sharing a Youtube video or music score, or corrected assignment. You can also permit or disable the student(s) from sharing their screen.

- **SHARE YOUR SCREEN:** hover over the bottom of your Zoom screen and click on **Share Screen**—and additionally be sure to click in the tiny check box, lower left, for **Share computer sound**. Then click on **Share Screen** (lower right). Click on **Stop Share** when you are done sharing your screen (red button, top of your active window).
- **ANNOTATE A SCREEN YOU ARE SHARING:** Hover over the bottom of your Zoom screen and click on **Share Screen**
  - navigate to or open the file/document you want to show
  - hover over (or push with your cursor) the green ID tab or the red Stop Share tab at the top of your screen



- the Zoom menu will open out again. click on **Annotate**



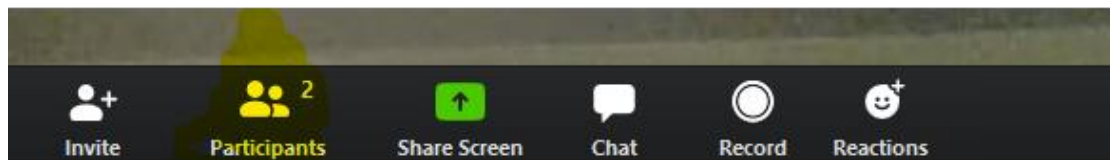
- click on any of the tools on the pop-up tool bar (Mouse, Test, Draw, Spotlight, Erase, Save) => click on **Stop Share** when you are done (red button, top of your active window).
- **ANNOTATE SOMEONE ELSE’S SHARED SCREEN:** Click on **View Options** at the top of your screen and choose **Annotate**. Then select from any of the tools.

## 8. Student/Teacher interactions & virtual gestures online (“Raise hand” etc.)

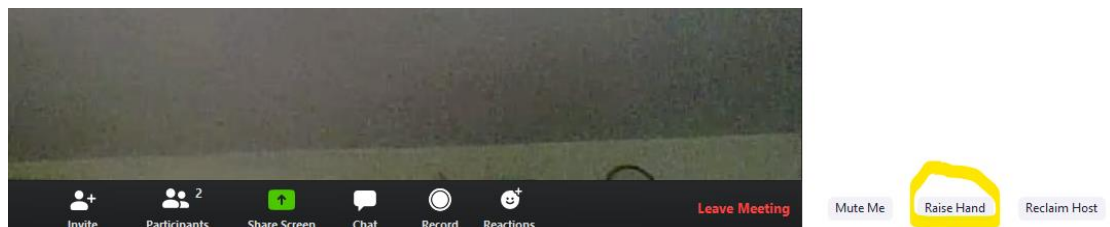
Zoom sessions can become problematic if people try to interrupt or speak at the same time. This is more an issue for classes rather than individual lessons

Zoom has a feature to allow a student indicate virtually they have raised their hand.

To do this the student hovers mouse to the bottom of the screen and clicks **Participants**.



Then they select **Raise hand** from the right-hand panel which pops up.



You will see the notification popping up on your screen:



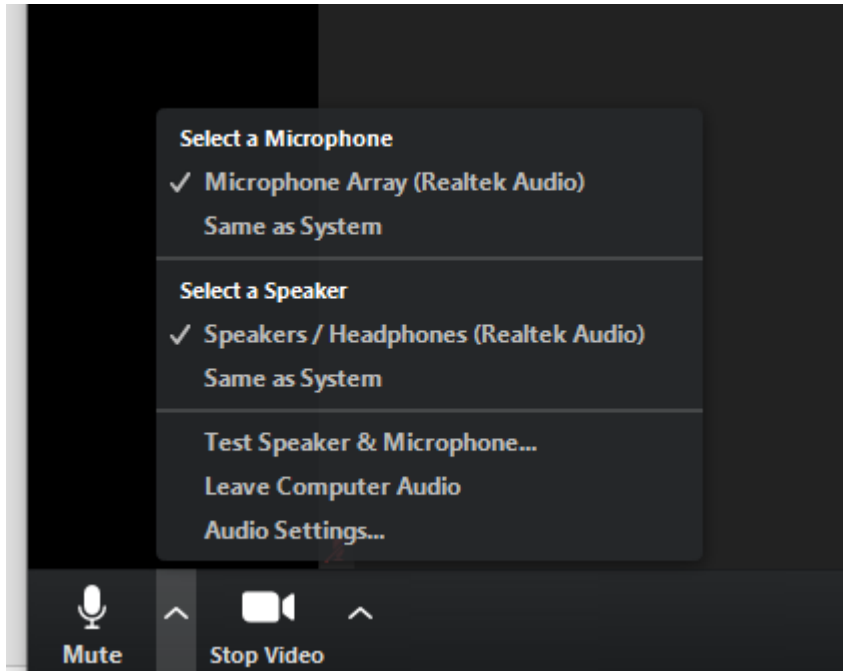
## 9. Changing settings during a Zoom session

If the connection is poor, you might wish to cut the video during the session.

To change the session settings, access the Zoom menu by hovering mouse at the foot of the Zoom screen

Click on “Stop Video” will allow you to cut video.

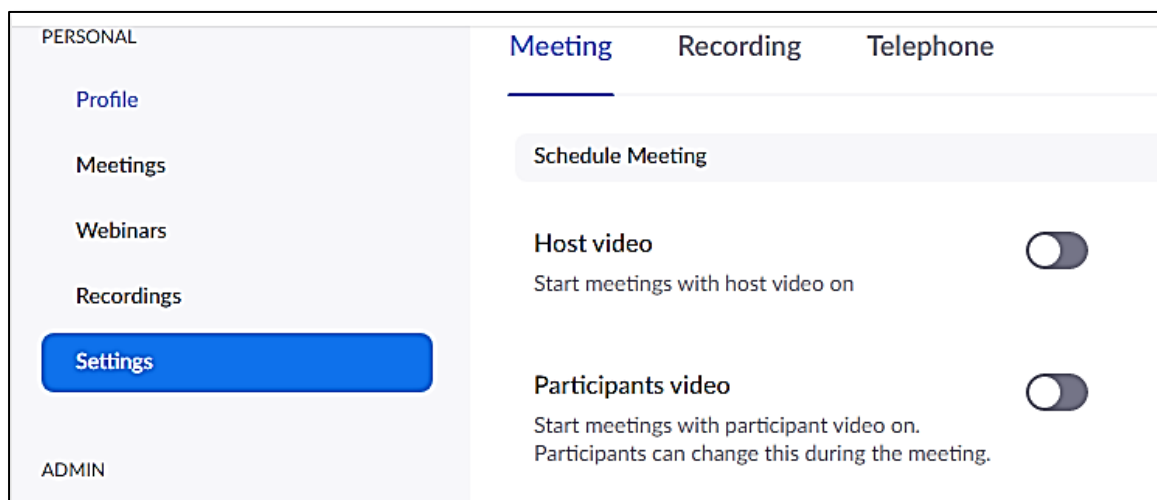
Clicking on the arrow beside microphone symbol with “Mute” will allow access to Audio settings via a menu



## 10. Changing settings for meetings etc.

Switch back to the Zoom browser window and go to settings  
<https://zoom.us/profile/setting>

There are a variety of options that you can preset for future meetings. For example you can set video & audio to be enabled for both teacher and student by default.



## 11. Recording sessions

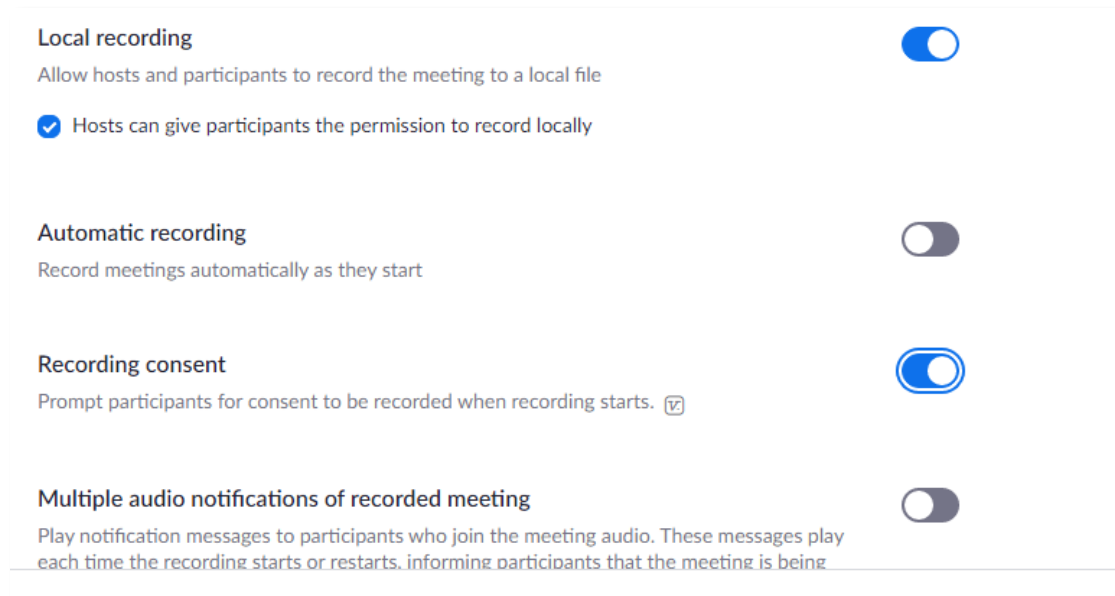
Zoom enables you to record the classes or lessons.

**If you wish to record classes or lessons, you must have prior consent of all the students, or of the guarantors, in the case of a Junior RIAM student or a student under 18.**

Please note you can also grant your students the facility to record the lessons or classes via Zoom. Please agree with them beforehand what you would like them to do.

If you wish to allow your students recording the lessons via Zoom, do the following:

- Go to settings from this url <https://zoom.us/profile/setting>
- Go to the **Recordings** tab
- Ensure the **Hosts can give participants the permission to record locally** is checked
- You can also require the participants to give permission for you to record at each session. However it is best to discuss this issue in advance with the student/guarantor to ensure clear consent is understood and given.



*Figure 2* These settings enable you to give student permission to record, as well as asking for consent to you to record before each session

**In case of any queries, please contact [philipshields@riam.ie](mailto:philipshields@riam.ie)**



**Further useful resources:**

Simon Hewitt-Jones – How to prepare a lesson via webcam – some really practical advice for teachers

<https://www.violinschool.com/prepare-webcam-violin-lesson/>

Royal Danish Conservatoire – Youtube guide to Zoom, in particular Audio settings for best results. <https://youtu.be/50NoWiiYECA>