Downloading, setting up, and creating a lesson in

Zoom

A teachers Guide.

Kathleen's Piano Studio has been using the Zoom platform for online lessons. Zoom is easy, secure, and a reliable platform to use for video conferencing. And Zoom does not require your students to setup an account to use it. Although you as a teacher will need to do so, and that is what this guide will show you how to do.
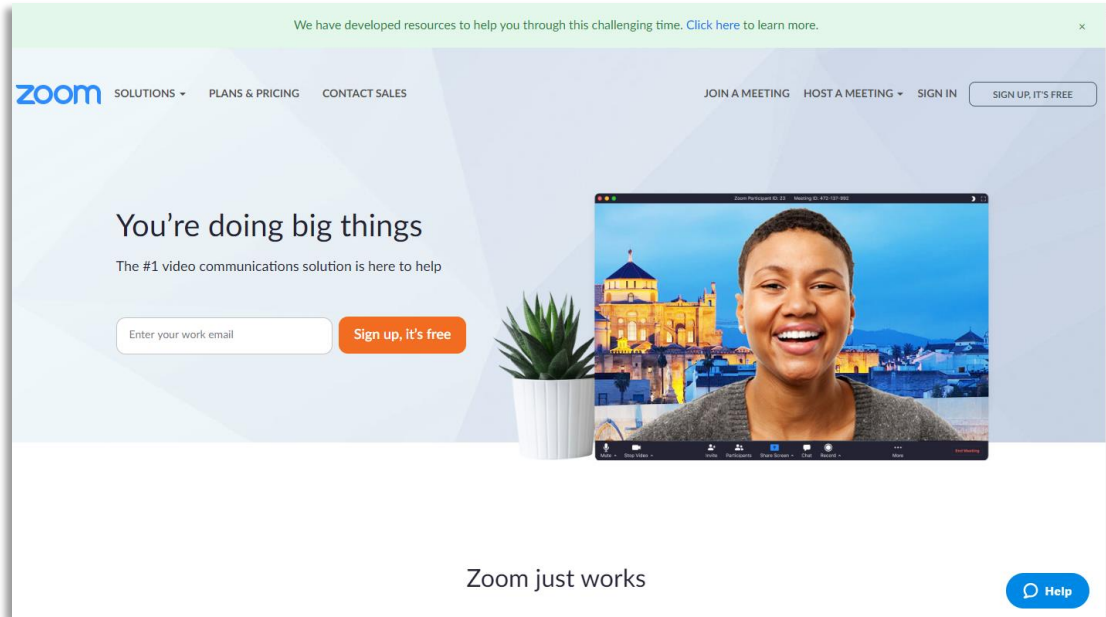
This guide is for you as a teacher to get setup and operational on Zoom. It accompanies the other guide *"Zoom Student guide for Online Lessons"* that was written to be distributed to the students.
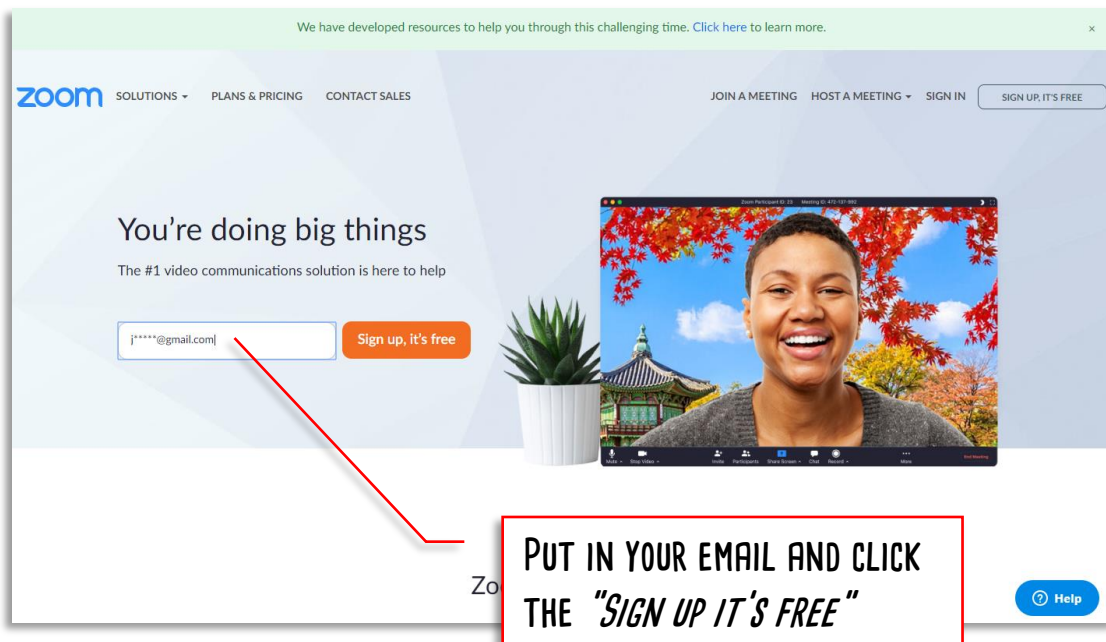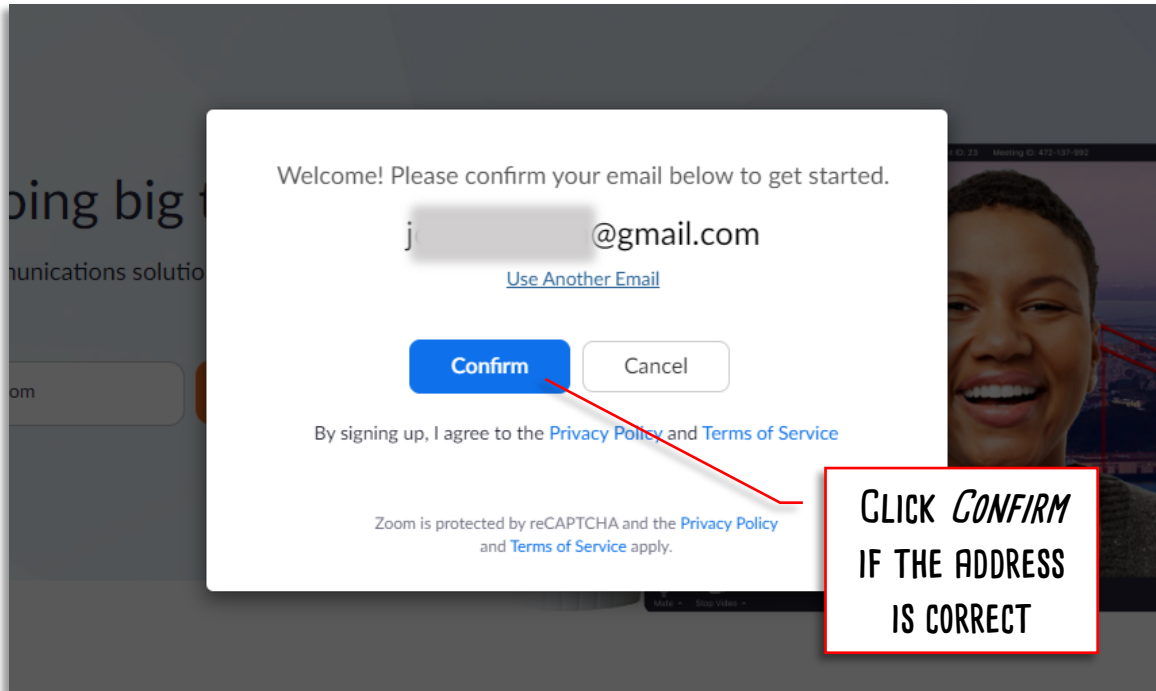
Contents

Section 1: Setting up Zoom as a teacher

Navigate to the Zoom main page. It can be found at WWW.ZOOM.US
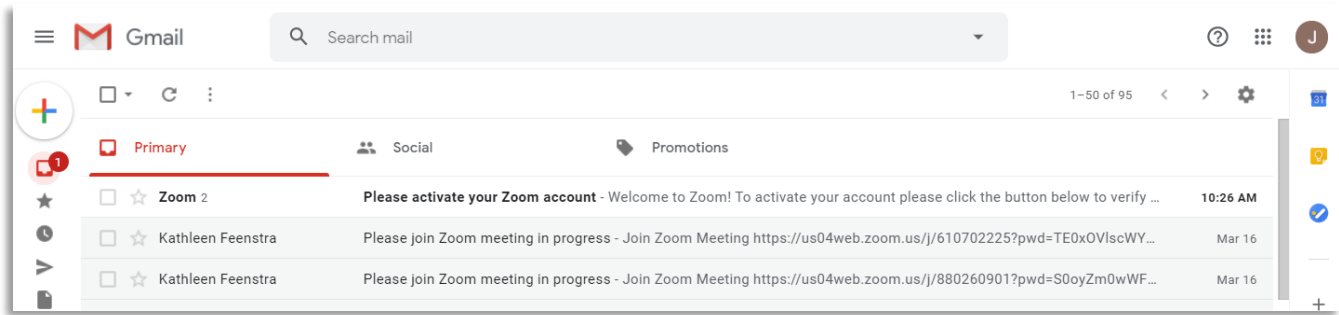

Enter your email in the box to sign up.

Put in your email and click the *"Sign up it's free"*

Zoom will ask you to confirm your email. Do so if it is correct

Welcome! Please confirm your email below to get started.

j███████@gmail.com

Use Another Email

Confirm   Cancel

By signing up, I agree to the Privacy Policy and Terms of Service

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Click *Confirm* if the address is correct

A new page will display, telling you that an email was sent to your address.

We've sent an email to j███████@gmail.com.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,
Resend another email

Go to this email now and look for the message
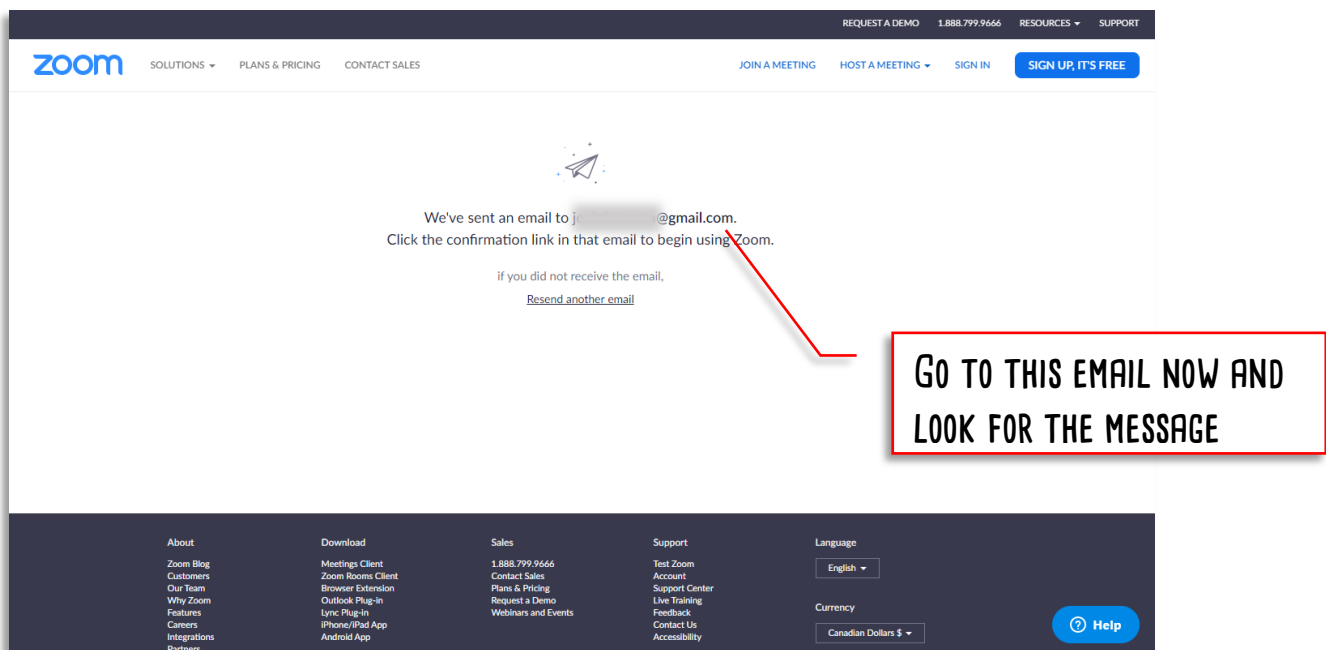
You should see an activation email in that email account. Open it.

Once it opens, click the big *"Activate Account"* box.
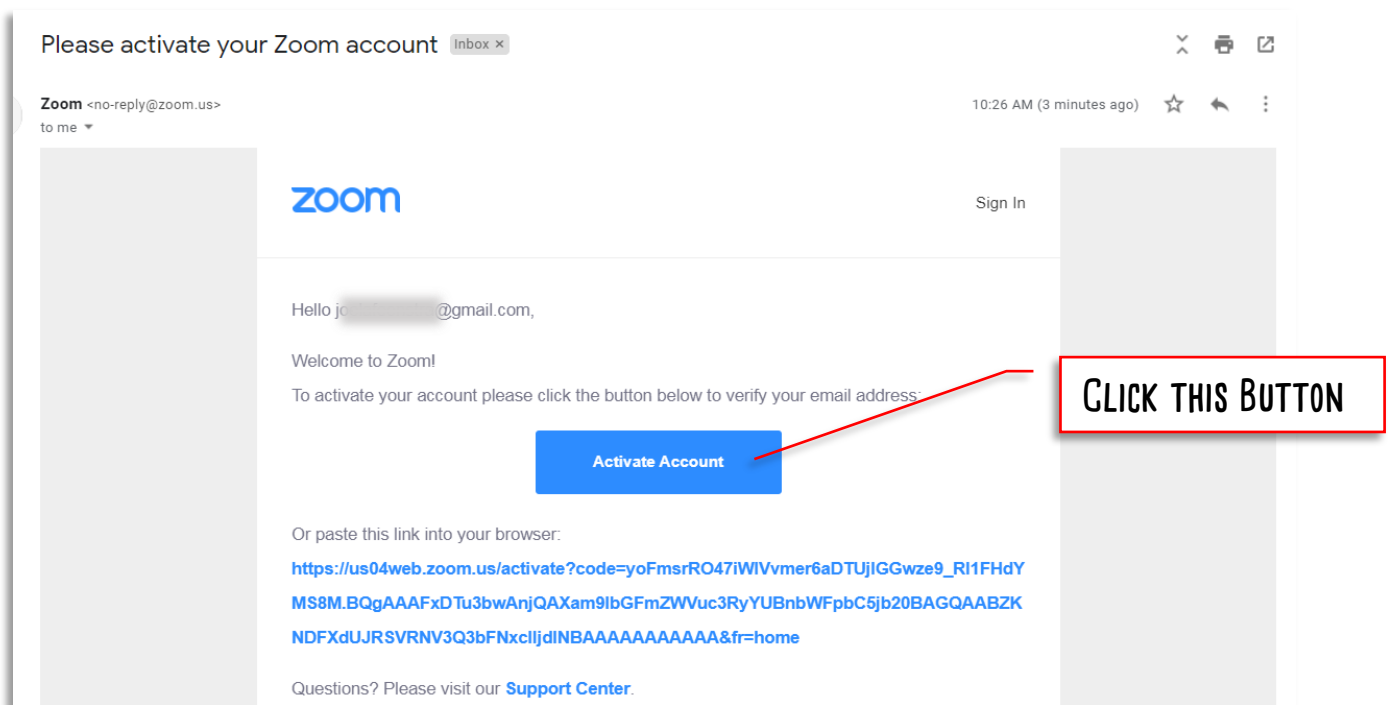
This will take you to a form page, where you need to enter your name and create a password. Fill it in, then click Continue.

Fill out the form, then click here

The next page is an optional invitations page that you can use to invite you colleagues to use Zoom with. This is not the client (Student) installer, so don't send this invitation to them. I would skip this step.

I'd Skip this step

Now the account is created. But you still need the software. Click the *Start Meeting now* button, which will start the software download automatically.
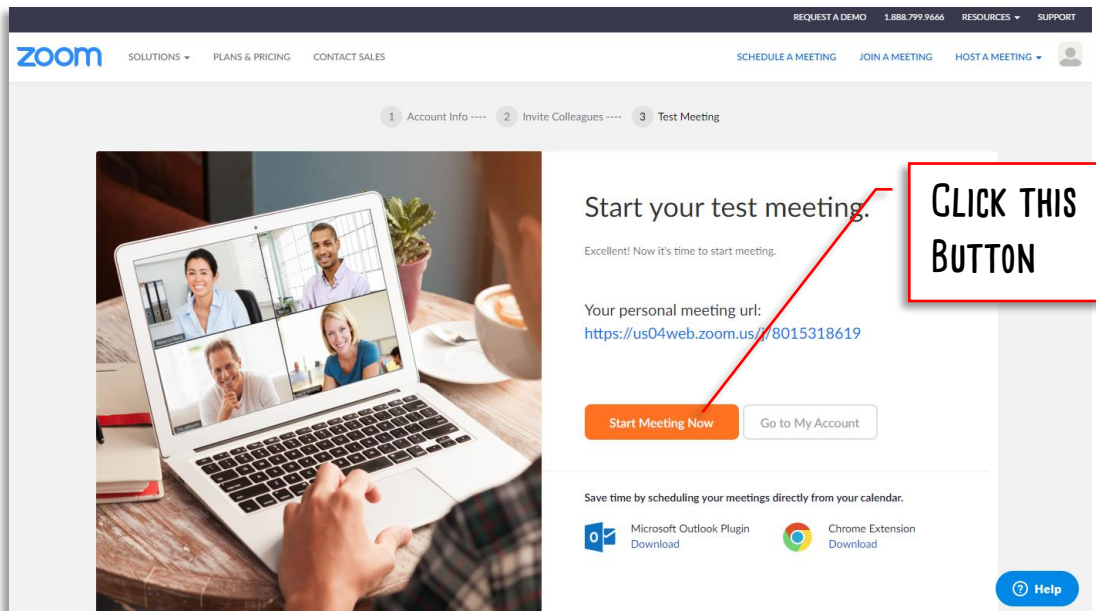
You should see a screen like this. Zoom should download automatically. When it is fully downloaded, click on it to open the launcher.
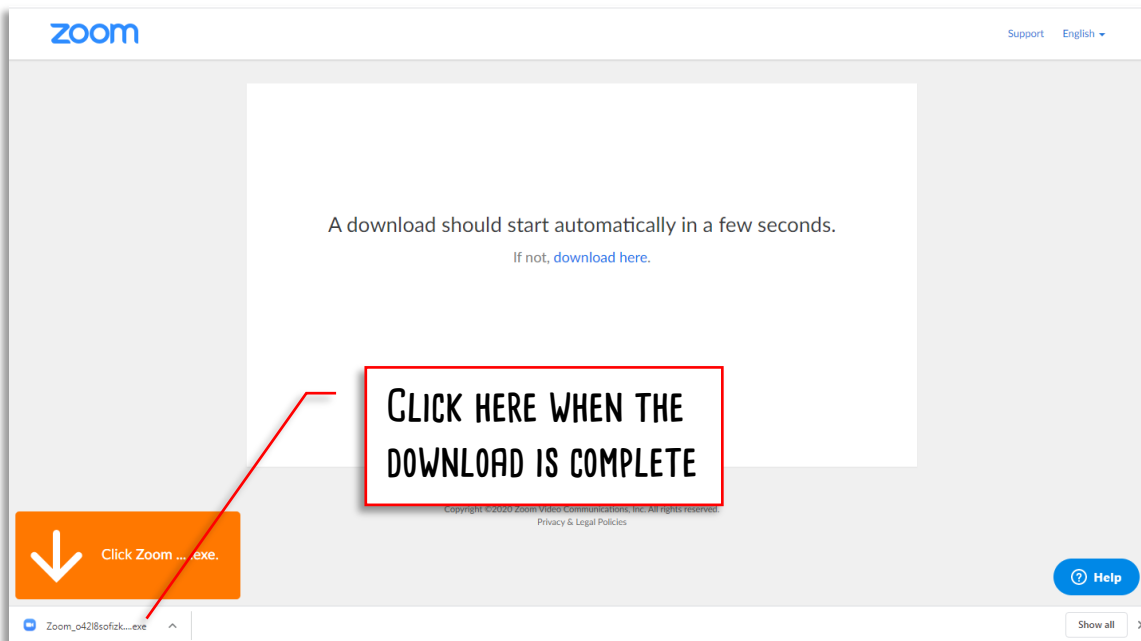
A security warning will popup asking you if you want to do this. Zoom software is safe. Click on the *run* button.
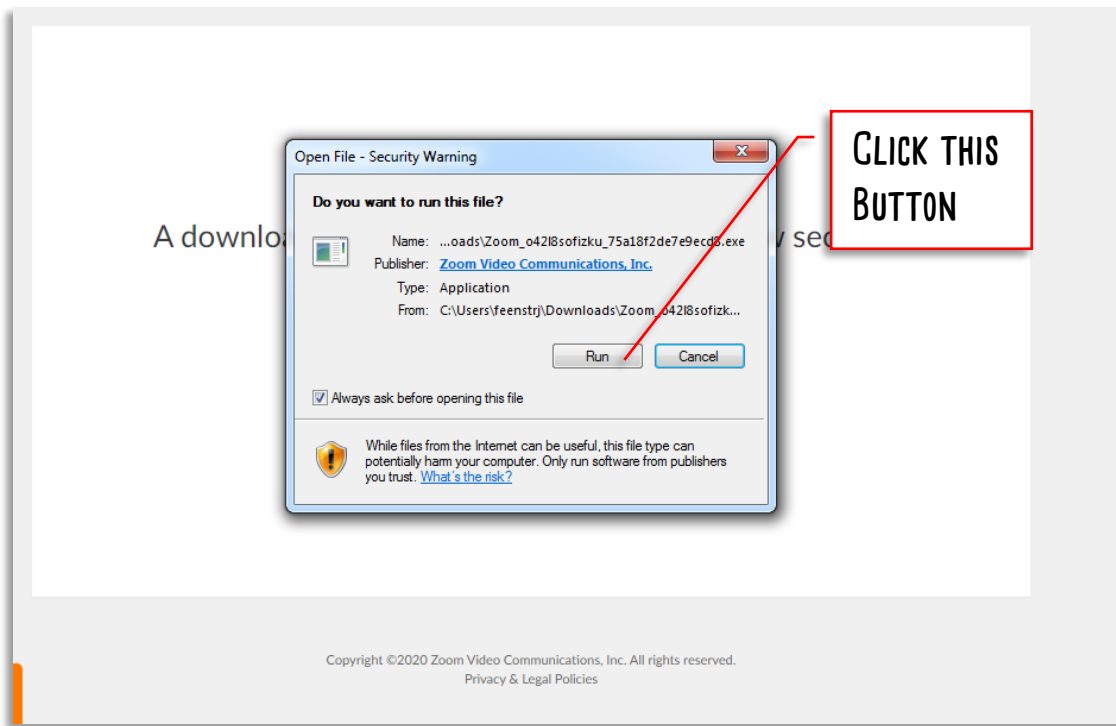
You will see a window that will show the progress of the download and install.

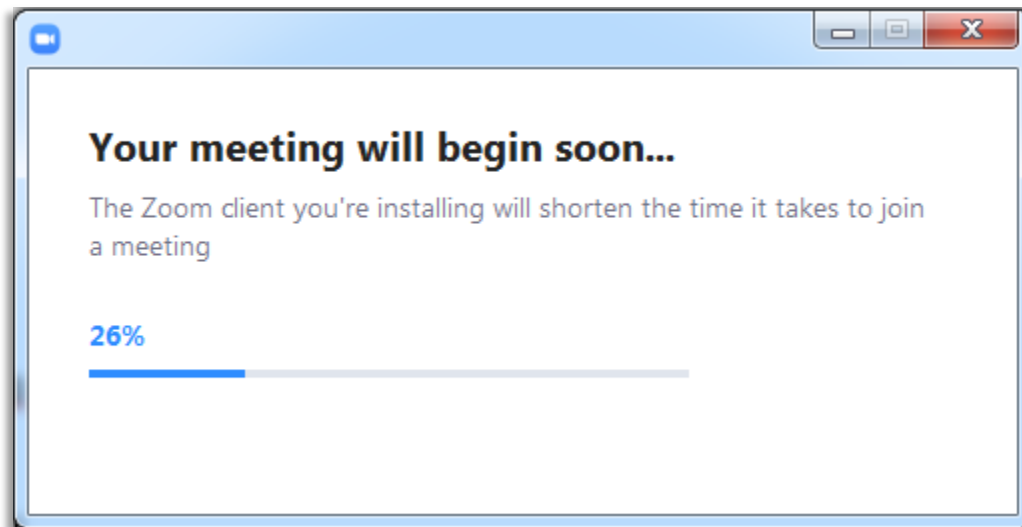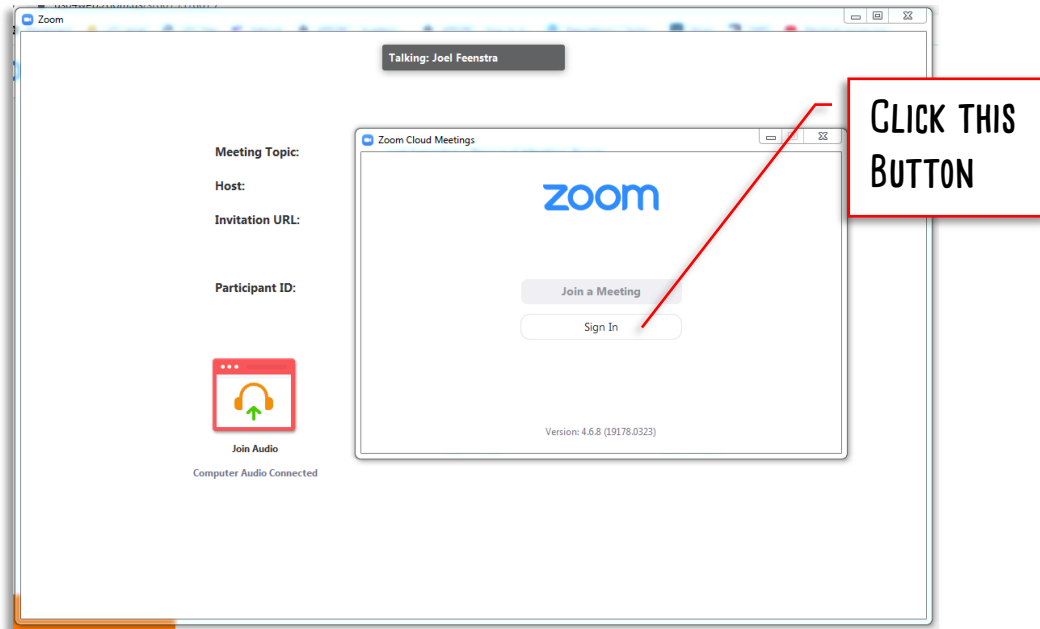Two new windows will popup when the previous step completes. Go to the smaller window and click on *Sign In*. (A dialogue box about computer audio might also popup. You can click to join with computer audio if you want.)

Click this Button

Enter the email address you signed up for zoom with as your user name, and use the ZOOM password you created earlier. (Don't use your email password. Your email address is just being used as your account name for Zoom)

Fill in your Zoom user name and Zoom password, then click here.

Click here if you want to stay logged in so you don't need to do so each time.
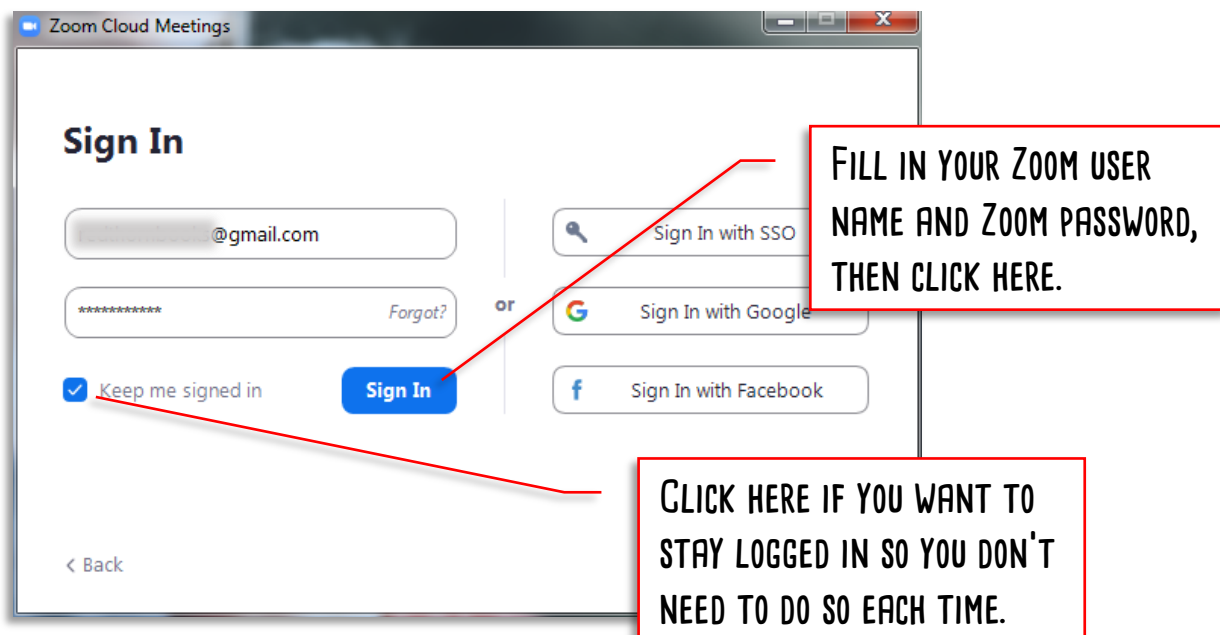
Now close all Zoom windows. You are done the installation and are ready to start using it!

Section 2: Running a Zoom Lesson

Find the Zoom Program in your PC programs list and open it. You should get a window like this. Click on *New Meeting*.

Click this Button
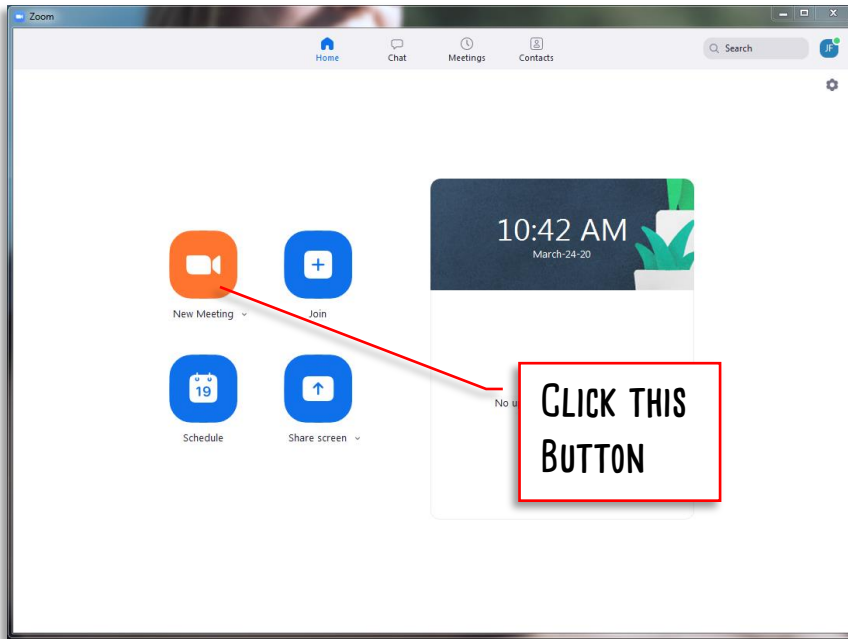
Zoom will ask to use your computer audio. It needs to do this to access the Microphone and speakers. Click *Join with Computer Audio*.

Click this Button
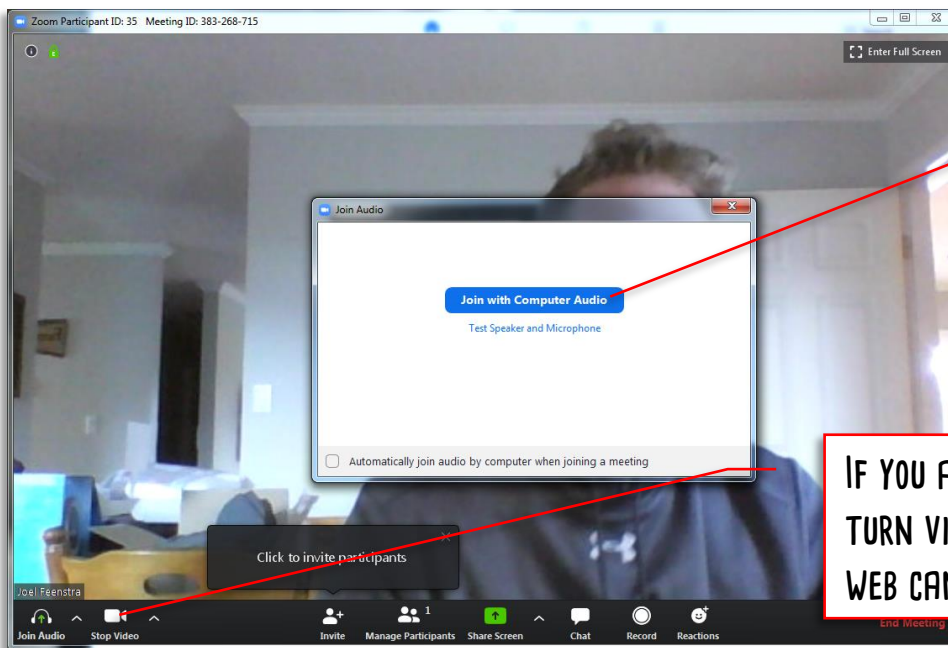
If you are not visible, Click here to turn video on and make sure your web camera lens is not covered.

Now you need to invite your student. Click on *Invite*.

Click this Button

A new window will show up. Click on *Email*.

Click this Button

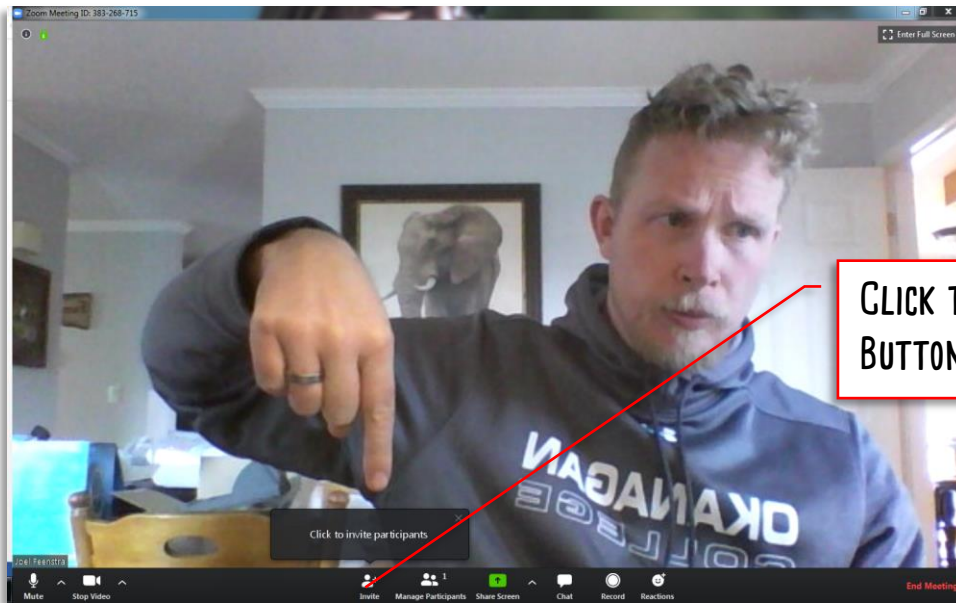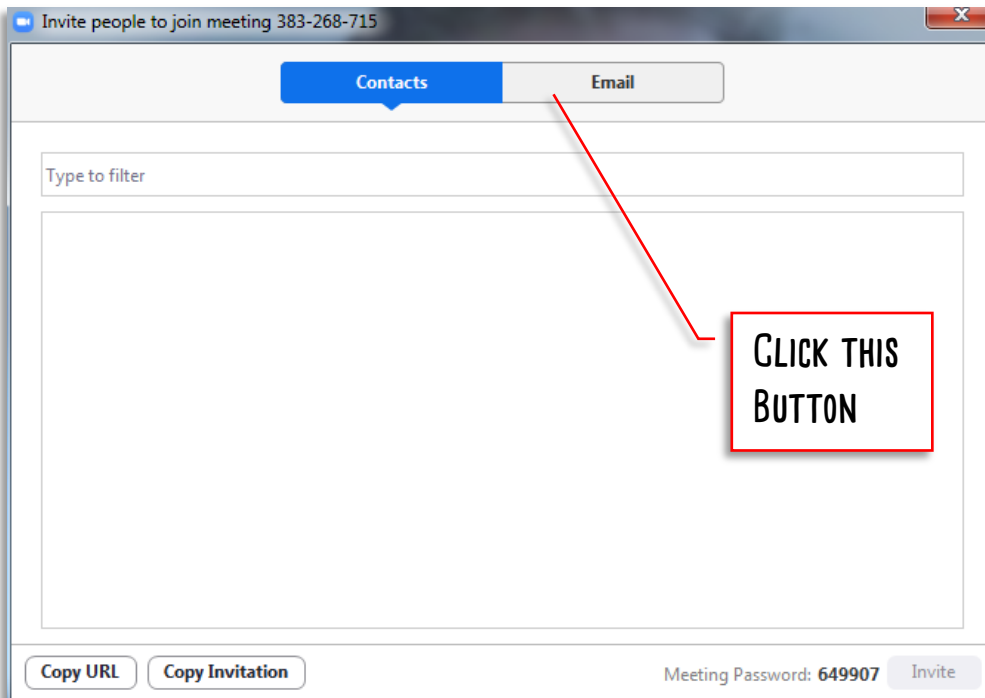SELECT WHICH EMAIL PROGRAM YOU WANT TO USE. I WILL BE USING GMAIL FOR THIS. *(Default Email will open the email that you use with Microsoft outlook. If your email program is not listed, use the bottom buttons to copy the invitation and you can paste it into a separate email to your student.)*
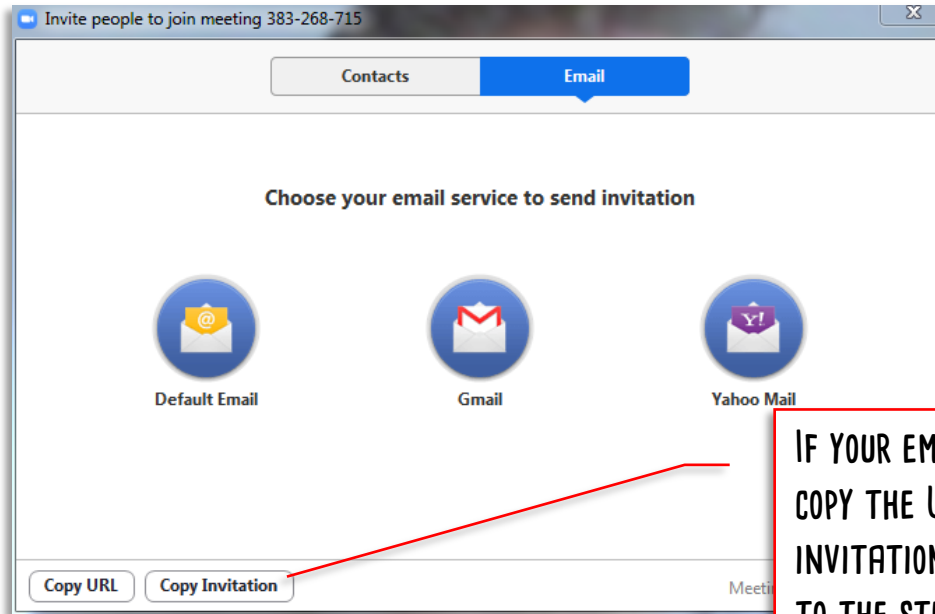
IF YOUR EMAIL IS NOT LISTED, THEN COPY THE URL OR COPY THE INVITATION INTO AN EMAIL MESSAGE TO THE STUDENT THROUGH THE EMAIL PROGRAM YOU USUALLY USE.

USING GMAIL, A NEW MESSAGE WILL OPEN. ENTER YOUR STUDENT'S EMAIL ADDRESS, THEN SEND THE EMAIL. THE EMAIL WINDOW WILL CLOSE AUTOMATICALLY AFTER A SECOND OR SO.
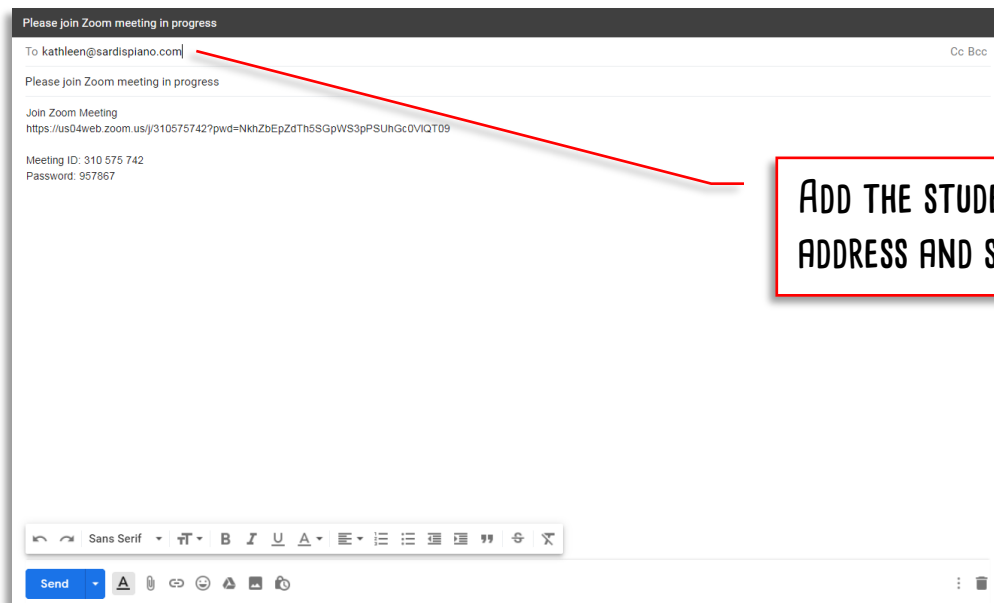
ADD THE STUDENT EMAIL ADDRESS AND SEND!

Your Student will show up as soon as they accept the lesson. If you cannot hear or talk to them, check your audio settings. *(There is more information on this at the end of the document)*
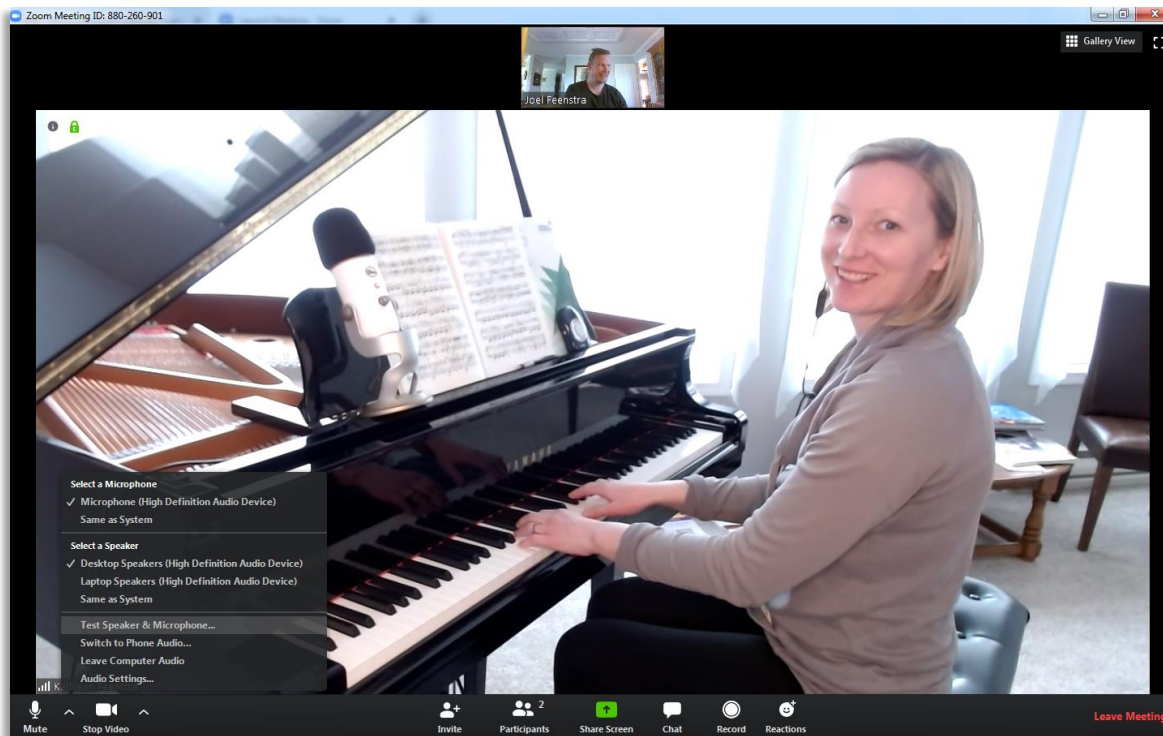
To end the lesson, click on *Leave Meeting*.

Bring your mouse to the bottom of the screen to bring up the toolbar. Then Click here leave the meeting
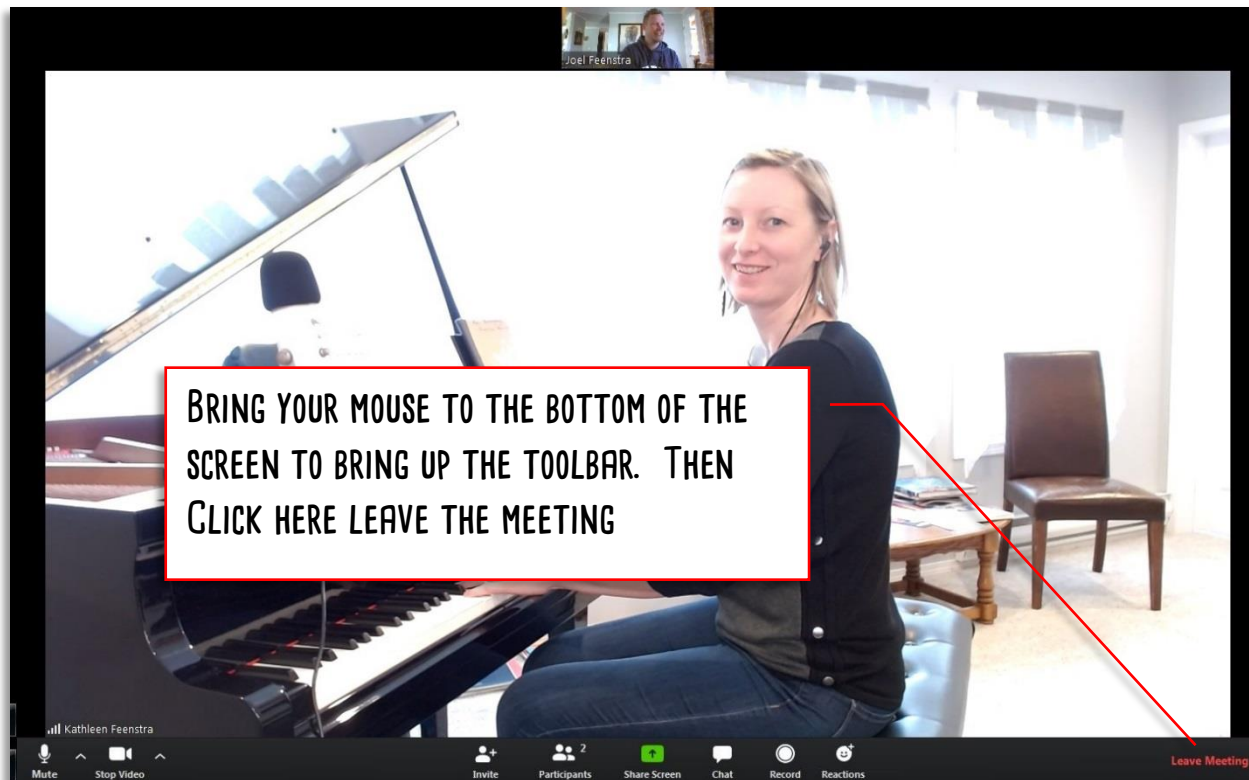
A new window will show up. Click on *End meeting for All*
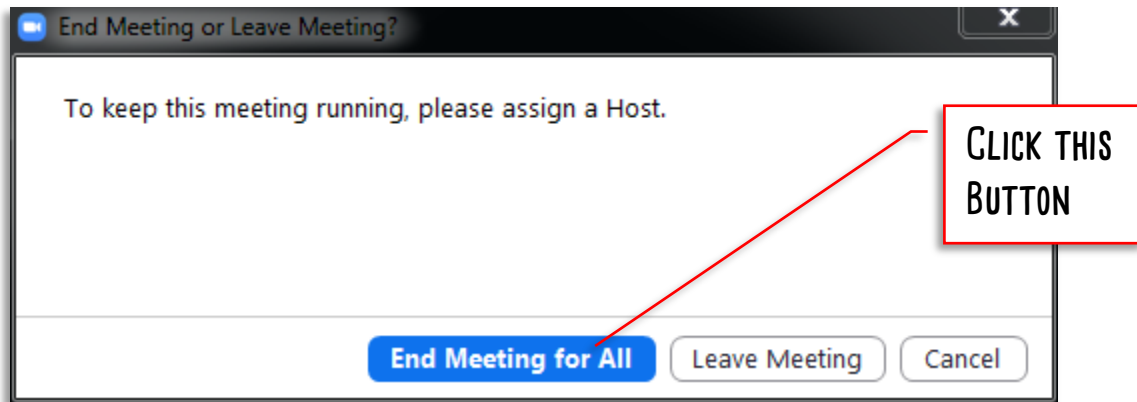
This has been just an introduction to using Zoom. There are many more features that will allow you integrate it into you email calendar, preschedule meetings instead of sending an email at the beginning, or use Chat or Screen sharing to share text or scanned documents. As you get more familiar with Zoom, experiment with them!

Section 3: Questions and Troubleshooting sound issues

Why don't all microphones work for Piano?

- Microphones have a "Frequency Response", which is the audio frequencies that they pickup best. The human voice creates frequencies between 85 Hz to 255 Hz. So a microphone designed to pickup human voice (like those in web cameras, phones, tablets etc) will be tuned to respond best between 60 to 300 Hz in most cases. But pianos create frequencies from 26 Hz to 20,000 Hz. This is well beyond the upper and lower range of most voice-grade microphones, which means that the audio can be distorted or "Clipped".

## Should I use Headphones or Speakers for my Lesson?

- Headphones will be better. Using headphones prevents audio feedback. They also block out some of the surrounding noises so you can hear Kathleen better and focus on your lessons.

Why can the video/audio quality be so low at times?

- You can imagine the flow of data between your place and Kathleen's Piano studio like a pipe. Anytime there is a restriction on the data flow (imagine a smaller diameter pipe section there), the quality drops or it freezes. We have provided the best quality we can at our end with a powerful dedicated computer and hardwired, high-speed internet. But there could be a restriction at your end. The most common reasons for this are these:
  - Using Wifi or cellular data for your internet connection.
  - Using a device (computer/tablet/phone) that has a lot of background apps or programs running. *(Close those!)*
  - Using an old device (computer/tablet/laptop) that has a slow processor and cannot render the graphics and audio quickly.
  - Other Data users at you house using your router bandwidth by downloading or streaming music, video, or games.

Audio Settings in Zoom

(Desktop/laptop/Tablet Version - Mobile is slightly different)

Select your Microphone in this section

Select your Speaker/headphone in this section
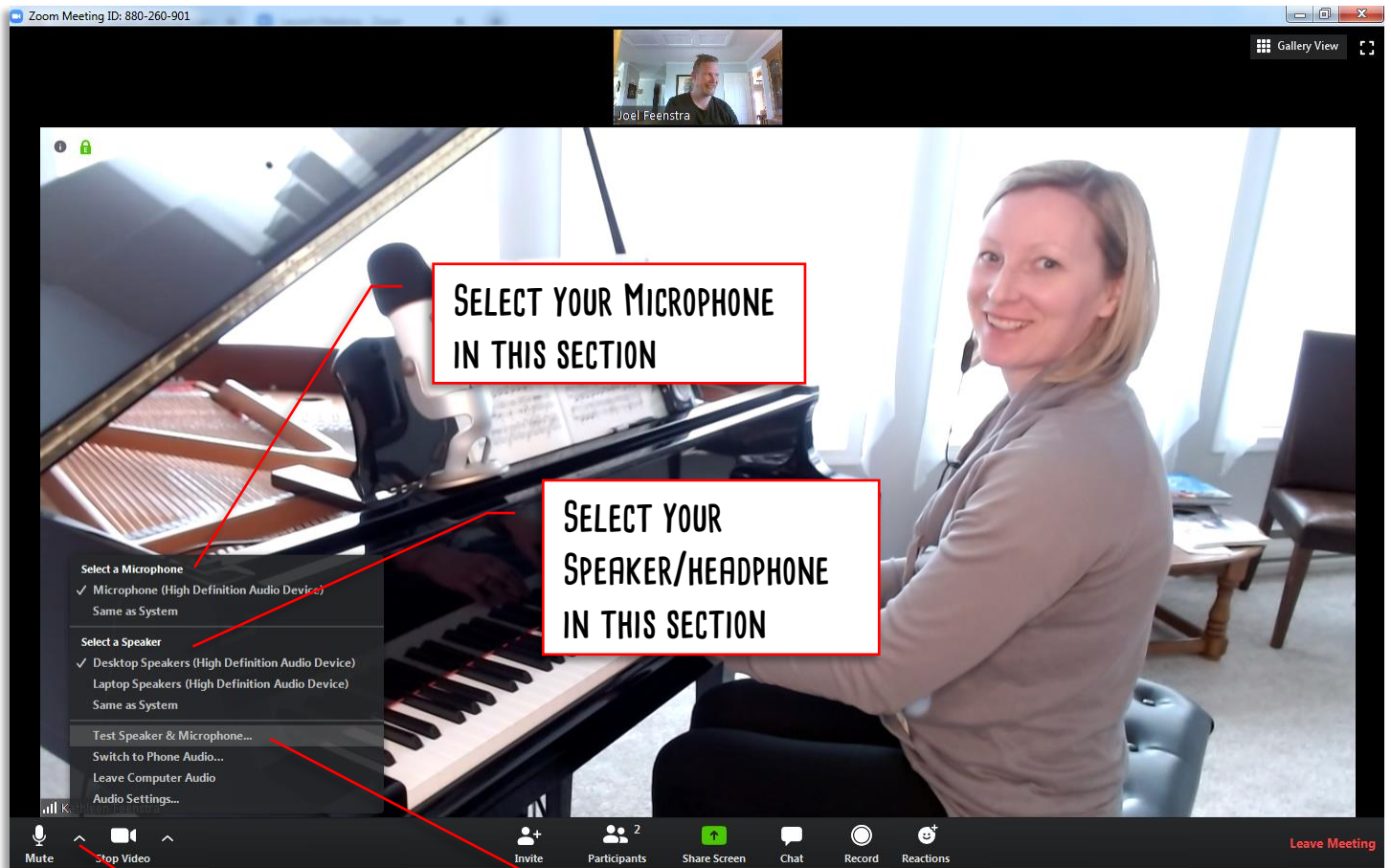
You can use this tool to test your speakers and microphone

Bring your mouse to the bottom of the screen to bring up the toolbar. Then Click here to open the Audio Settings

Appendix A - Kathleen's Video Lesson Equipment

Web Camera:

Logitech C920S - This is a 1080P HD web camera with built in microphone. The video feed is really good, and is the reason we have selected this one. But like all web-cameras, the microphone is tuned for human voice range, not the Piano range. It is still better than most built-in laptop/tablet mics though.

https://www.logitech.com/en-hk/product/hd-pro-webcam-c920

Microphone:

Blue Yeti - This is a professional USB connected multi-pattern microphone. It has a frequency range *(from 15 Hz to 22,000 Hz)* that will cover the piano's complete range. It also has several setting like gain and pattern that can be used to set the sensitivity and directions that sound is picked up in, allowing you to focus the audio where you want it.

https://www.bluedesigns.com/products/yeti/#full-features

Headphones:

Jaybird X4 - Like a stage musician, Kathleen uses wireless in-ear headphones for her audio. If she would use regular speakers, the sounds from those speakers would get picked up by the microphone, amplified, fed back out of the speakers, picked up again, amplified, etc in an endless loop... This is called "feedback", and is that Shrieking or Booming noise that you sometimes hear when people are using microphones too close to a speaker. Using an in-ear Bluetooth headphone prevents that feedback from happening, as the sound stays contained.

https://www.jaybirdsport.com/en-ca/x4.985-000808.html

Lighting:

Kathleen uses a 10" ringlight on a portable stand. The web camera is mounted in the centre of that so that the view is well lit. Sometimes you can see that reflection in her glasses. ☺