

MUSIC CREATORS

TEACHER'S GUIDE ON

HOW TO: PREPARE FOR ONLINE LESSONS



THE THINGS THAT YOU NEED TO GET STARTED

You will need:

- ☒ **Two** devices with a built in camera and microphone. For example: laptop, tablet or phone
- ☒ A safe place to place your device. For example: desk, tripod, music stand, chairs
- ☒ Access to video call or video conferencing services Skype **and** Zoom
- ☒ All sheet music that your students for that day will be working on, and a metronome
- ☒ A note-taking method (straight into My Music Staff, or by hand which you will then photograph and add into My Music Staff's note function as an attachment)

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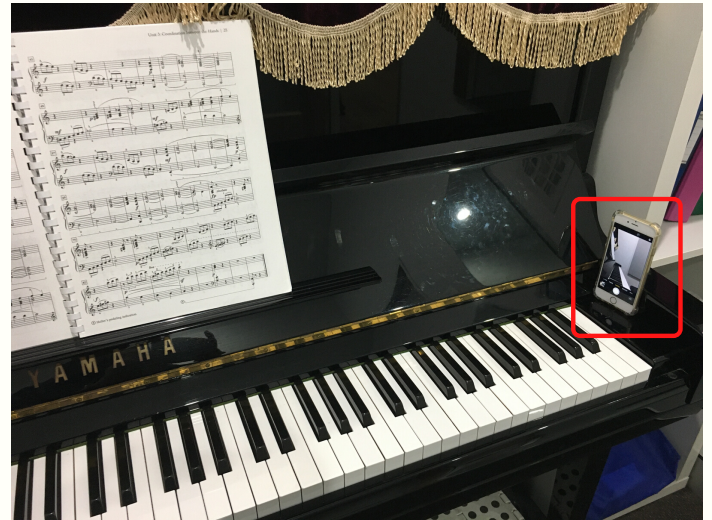
SAY CHEESE TO THE CAMERA : THE PERFECT POSITION

PIANO

Place the camera to the right side of your playing position so that your hands and body are visible like in the picture below

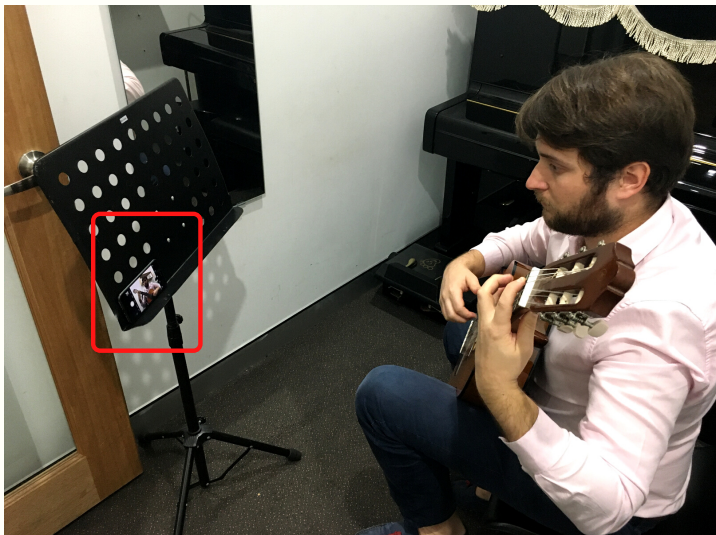


If that is not possible, the next desirable camera position is so that the hands and keys are in the shot as in the picture below



GUITAR

Place the camera in front of you so that your hands and body are visible like in the picture below, or on a chair/table for a computer.



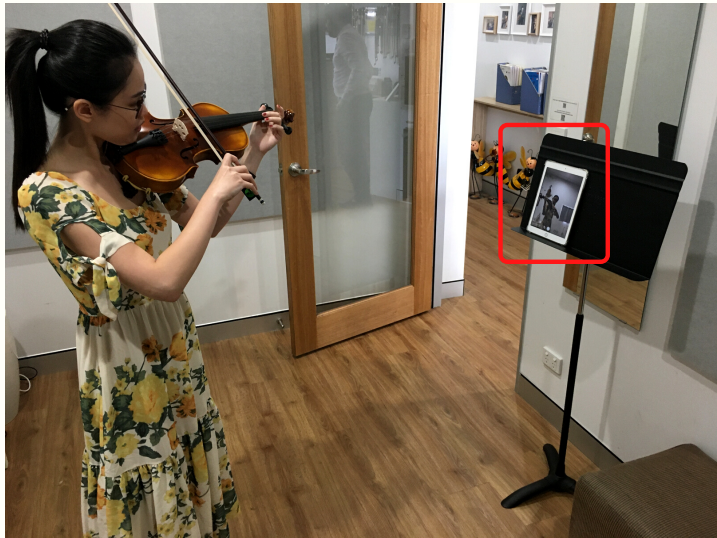
This is how it will look like from the student's view. It will be perfect!



SAY CHEESE TO THE CAMERA : THE PERFECT POSITION

VIOLIN & VIOLA

Place the camera in front of you so that your hands and body are visible like in the picture below.

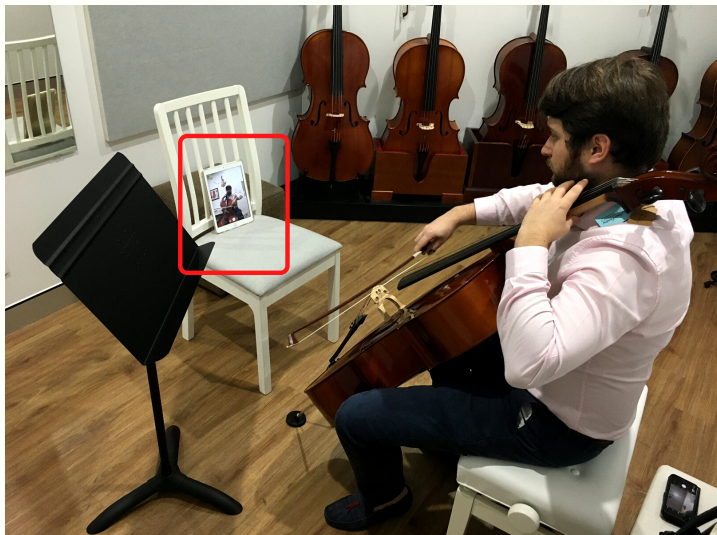


This is how it will look like from the student's view. It will be perfect!

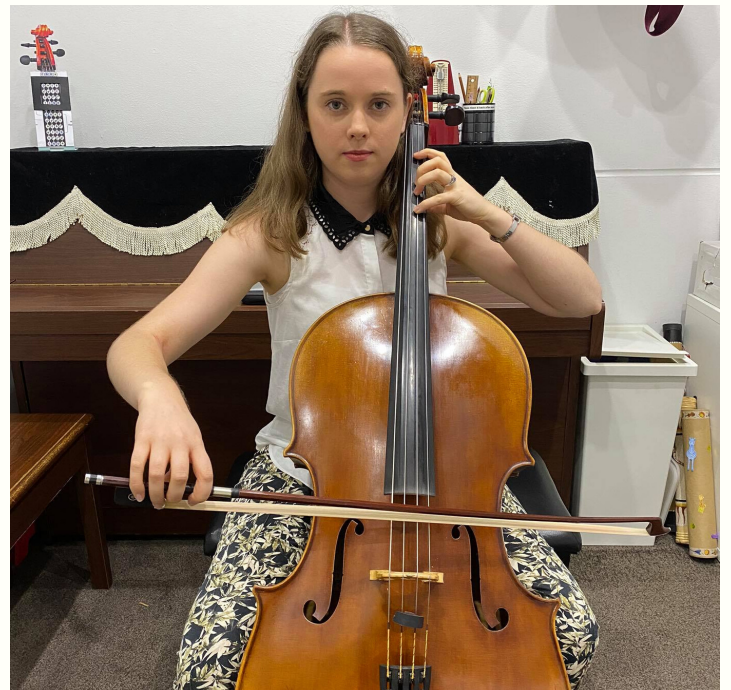


CELLO

Place the camera in front of you so that your hands and body are visible like in the picture below. You can use a chair or music stand.



This is how it will look like from the student's view. It will be perfect!



TEACHER SET-UP CHECKLIST FOR ONLINE LESSONS



MAKE SURE TO CALL AND HANG UP ON TIME



DEVICES

You need a device to stream online lessons. You can use a laptop, tablet or phone. Please ensure that your device is charged or plugged in during your online lesson. Always have a spare device ready. **Suggestion: switch devices if you have two online lessons back-to-back to prevent devices from overheating, and do not charge devices while in a video call.**



VIDEO CALLING SOFTWARE

Please download the software for Skype and Zoom to your devices for online lessons.

For **Skype**, log in with your Music Creators Gmail account and password. Then, on the My Music Staff calendar, commence the video call by clicking on the lesson location ("online") and on the Skype icon.

For **Zoom**, set up an account when first opening the app and please inform us of your Personal Meeting ID (PMI) number. Always start a meeting using your PMI so that students can join each session using the same PMI. You can begin each lesson directly from in the Zoom app.



STOOL, DESK, MUSIC STAND OR TABLET STAND

Please find a stool, desk, music stand or tablet stand to place your device. The device should be positioned so that the student can see you and the instrument clearly. If you are using a tablet, please use a tablet stand if you have one. Make sure the music stand (if you are using one for music) does not obscure the view.



MUSIC MATERIALS

Please make sure that you have your method books, pieces and last week's student notes ready for each student before their lesson time begins so you can get started right away.

TIPS FOR REASSURING PARENTS AND STUDENTS

ABOUT THE EFFECTIVENESS OF ONLINE LESSONS



COMMUNICATE

Remind parents that, while schools remain open, they can still choose to attend lessons in person. **Video lessons are optional from March 23rd.** They will only become a whole-school protocol if the government close schools. This will not be our choice, but due to government restrictions for the health of everyone.



INFORM

Let students and parents know that **video lessons are used worldwide** for students in remote areas, or students who wish to learn from a particular teacher in another city/country. Many private schools in Brisbane have been transferring to online instrumental lessons for the foreseeable future as well.



DEMONSTRATE

Show students and parents what the video lessons will look like from both points of view: theirs and yours. Show them where to put the camera. Go through the checklist with them for everything they will need to have ready: books, last week's notes, pencil, metronome and instrument.



REASSURE

Remind parents and students that you will still be setting regular homework each week, to ensure that the current situation does not disrupt the student's routine and progress. Talk about upcoming events which they can still focus on preparing for - exams still going ahead at AMEB, performing at the end of the year, next year's Eisteddfods and competitions etc.

Remember: nothing is more valuable to children and their parents than positive assurances from their teacher, which will encourage them to continue their learning during these complicated times!