

Remote Vocal & Instrumental Teaching at Saturday Music School and Lyric lessons (Cello Maestros, Clarinet lessons and Keyboard centre)

Cheat Sheet for Tutors

April 2020

Sound and other technical guidance

- Using a laptop or computer will work better than a smart phone. You will be able to see the pupil more clearly and therefore be better equipped to help with things like instrument hold and embouchure. If you are using a desktop, you will need to make sure you have a webcam and external microphone.
- Headphones will help your sound quality and connection considerably. This is because of feedback, and limited quality of in-built microphones and speakers (although this depends on the device you are using).
- External devices used on a laptop/tablet can also help significantly. If you can order a webcam, external microphone and some good headphones – then this would be a sound investment during this uncertain period. You may like to try teaching via. Zoom for a couple of weeks and see how you get on first.
- Make sure your device is either plugged in, or fully charged.
- Put your device on 'do not disturb mode' to ensure you are not interrupted. Alternatively, make sure all notifications (email, apps, alarms etc) are disabled.

If you are having connection issues, it is worth trying the following:

- Close all applications on your desktop which you do not need whilst teaching.
- Try plugging an ethernet cable straight into your device (rather than WIFI).
- It may also be worth asking other members of your household not to do large downloads or streaming (Netflix, Youtube etc) whilst you are trying to teach.
- **If you are having serious technical issues, do not try and resolve these with your pupil/parent for any longer than 5 minutes. If the problems persist, please CALL your designated member of the core team (Katie/Hannah) during the lesson and they will come in and arrange to reschedule the lesson for another time.**

Top Tips for you and your pupils to get the most out of lessons

- Camera positioning Ensure the camera is positioned in an appropriate way for the lesson: not too near/far to the device and showing enough space for the instrument.
- Be prepared to move around; it may be that you move away from the camera to play something (so that the pupil can see your whole profile) but come back to it to talk.
- Pianists should have the camera on the right-hand side of the piano so that the right hand is closest. The camera should be propped up high enough that the pupil can see your fingers. Other instruments should consider their angle carefully (45 degrees often provides a better view of instrument hold than straight on).
- Be aware that lighting can be an issue in this setting. Ensure that you are clearly visible to your pupils and them to you.
- Try having more than one device with Zoom, to give your pupil two different angles of you. You can join the 'meeting' using the same link on a second device (for example, both your phone and laptop).
- The pupil will need to position their music so that they can read from it, whilst staying in full view of the camera so that you can check technique, instrument hold and posture.
- Have resources available and ready to use that will support and enhance the lesson, for example any PDFs that need sharing across the device.
- **If you do not have PDF's of particular learning resources**, please take pictures of them then transfer them to the device that you are using for online teaching. These resources can be shared during a ZOOM lesson by doing the following: Go into the lesson Chat, click on file, then select the file you wish to share. Only materials relevant to the lesson must be shared this way. Please ensure your pupil can keep these after the lesson has finished.
- And finally...we strongly recommend that you **trial your setup before the first lesson**. Try playing for a friend or relative to check sound, internet and visual quality.