



## Introduction

**These are challenging times for everybody, and we've been looking at how we might make life a bit easier for teachers and their students. Three of our teachers got together to pool their knowledge and share their experience of teaching the harp on-line. Our thanks to Deirdre Granville, Gráinne Hambly and Anne-Marie O'Farrell. If you have anything to add or further ideas, let us know and we will add them to the document and post them on our Facebook page.**

## Programmes for teaching

Zoom, Facetime, Skype, Meet, Teams and Microsoft Hangouts.

Please note that Skype has an option to record the video call, which some people use just for a specific section of the lesson e.g. to record a new tune. However, to ensure good sound quality you could record tunes on a smartphone during the lesson and email it afterwards, so they have clear sound to work from.

It is better to teach a class from a laptop as opposed to phone and utilise a good camera; possibly one such as a USB Logitech camera, which can be pointed at the teacher or at the harp as needed. Also do a close up as necessary, while still getting a full view of the student on the laptop screen.

For students using a mix of tablets, phones and laptops for their side of the lesson, ask them to position the device to their left, roughly where you might have a music stand if using one. On FaceTime, landscape mode gives a better view of the harp. You can adjust the view within the programmes.<sup>1</sup>

---

<sup>1</sup> Advice from Grainne Hambly about teaching online.

There are some other good troubleshooting tips regarding call quality here:

<https://support.skype.com/en/faq/fa12097/troubleshooting-issues-with-skype-call-quality>

## TOP TIPS

### 1. **Wear Headphones**

If teacher and student both wear headphones (just normal ones, not any special type) it vastly improves the sound quality and also eliminates some of the issues of time lag and feedback.

2. Be prepared for some timing issues - at times depending on the connection, the sound feed can speed up or slow down to catch up to the picture, and it's good if students know this can happen.

3. If possible, try to avoid having other members of the household streaming or using wifi on other devices in the background which uses up the bandwidth. This really does make a difference, although it's hard to control! <sup>2</sup>

## Additional Information

### ZOOM

#### 1. Protect your account- **Set passwords on your meetings**

Password protection is now being rolled out as a default by Zoom, but it's important to ensure users are exercising this practice anyway. All Zoom meetings should have both an entry link or ID and a password in order to get in.

#### 2. Use your work e-mail to register with Zoom

**Set up a registration system-** Another way to avoid putting up a public link or meeting ID is by using a registration system. Tools such as Eventbrite can be used to register the details of those who want to attend a session, and then the registered attendees can be sent a private message with the link and password in order to gain entry to the meeting.

#### 3. Be careful of fake Zoom apps.

#### 4. Don't use social media to share conference links.

---

<sup>2</sup> Ibid. G. Hambly

5. Protect every meeting with a password.
6. Enable Waiting Room: **Set up a waiting room**

The waiting room is another feature that will become a default setting as part of Zoom's latest security measures, and it is an excellent way of monitoring who is coming into your meeting.

When scheduling a meeting, go to your settings and click advanced options. Here you will have the ability to 'enable waiting room', which means that when participants do join the meeting, they will be added to a virtual waiting room, where the host of the meeting can vet participants before allowing them to join the call.

The waiting room also gives you a chance to set up your meeting properly before participants enter, such as having the right screen shared, if necessary, and ensuring participants' powers are managed in advance.

---

**Advanced Options** ^

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

**Schedule** **Cancel**

7. Pay attention to screen-sharing features.

This definitely adds some extra steps, but essentially enables additional safety gates for event hosts to monitor who is being added to the meeting, particularly with so many large and public events going virtual. It also helps moderators double-check participants during the next step.

8. Screenshot: Zoom

### **Restrict participant powers**

You can restrict the powers of your participants during meetings, which can often be good practice in general. More importantly, it will restrict the powers of any troublesome entrants.

For example, you can mute all attendees upon entry to ensure that there are no disruptions. This can be done while scheduling the meeting; under advanced options in the same place you set up the waiting room, or it can be done once you have entered the meeting.

The bar along the bottom of the screen allows you to manage participants. You can mute everyone on the call or prevent them from unmuting themselves. You can also ensure that only the host has the ability to share their screen by clicking the arrow next to 'share screen'. In addition, you can restrict chat options if chat is not needed, or limit chatting to the host only.



### Lock the meeting

Another helpful feature is locking a meeting when it has started, as an additional security measure – just as you might lock your front door, once everyone is in the house at night.

Once the meeting has started, you can select 'manage participants' and choose 'more' at the bottom of the side bar. This will give you the option to lock the meeting, which will prevent any further participants from joining.

For private meetings, this could be done once everyone has entered the meeting, and for more public virtual events, it could be done 10 minutes after the event has begun, for example. Think of it like a theatre, where late entries will not be permitted once the show has started.

It's also important that users know about the chat function. For example, if a Zoom call is recorded, all chats, [even private chats between two participants](#), will be downloaded into a 'minutes' folder once the call ends. <sup>3</sup>

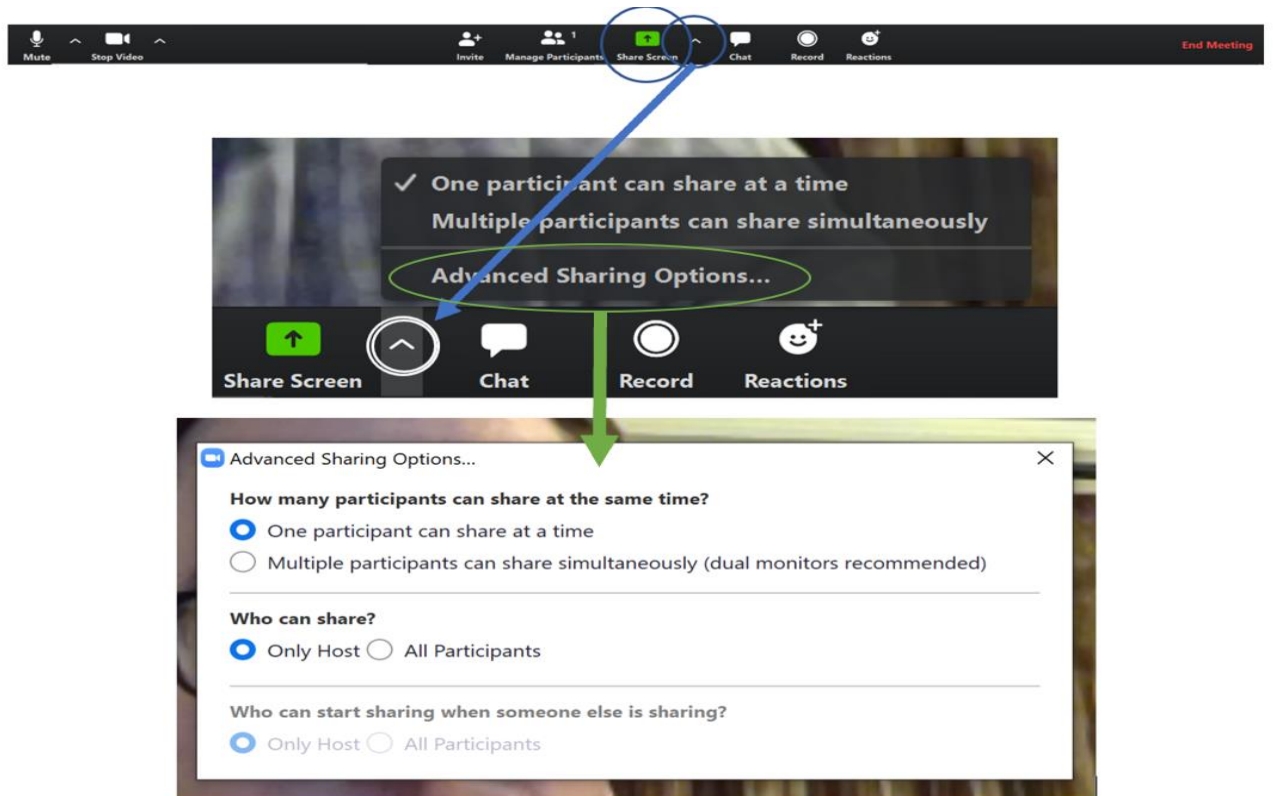
### Screenshot: Zoom

Depending on how large your Zoom meeting is, you may need to give other people hosting permissions to allow them to moderate, mute or monitor participants' behaviour. This is particularly important if the original host is also the one who will be busy speaking during the meeting. However, co-hosting will require at least a Pro Zoom account.

---

<sup>3</sup> [Siliconrepublic.co](https://siliconrepublic.co)

Don't let students share the screen (Screen Share), or maybe you do want to show their work.

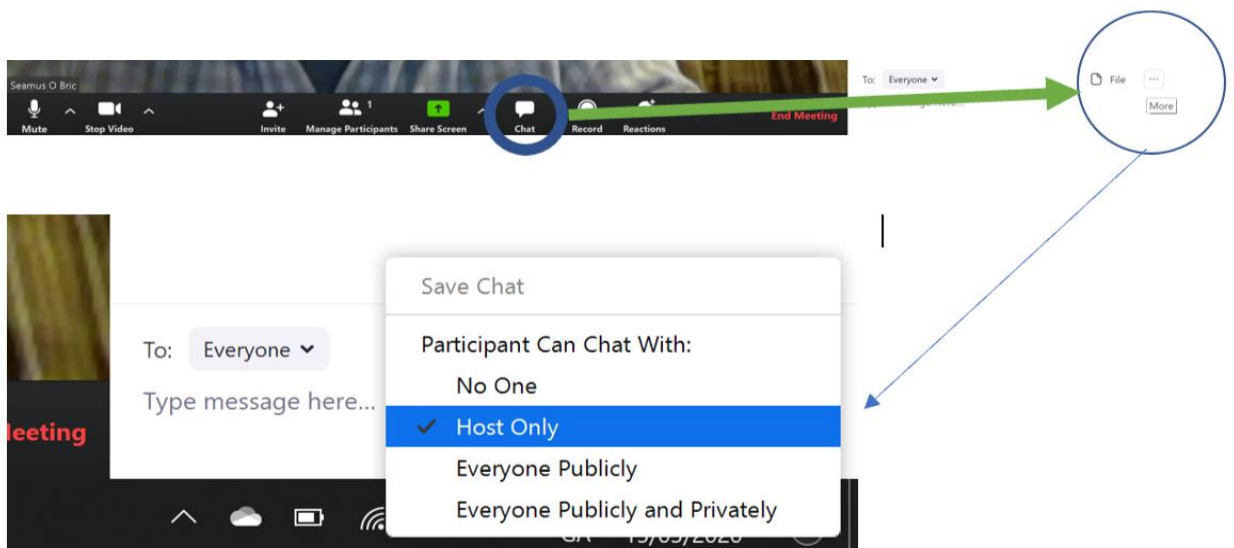


Make sure that *Who can share? Only Host* is selected.

If you have multiple students and you do not want to let them chat.

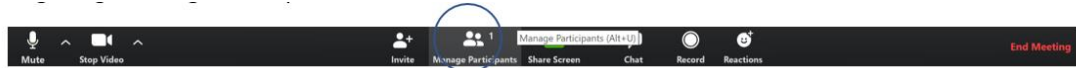
Choose Chat

Select the 3<sup>rd</sup> spot.



Select 'Participant Can Chat With: Host Only'

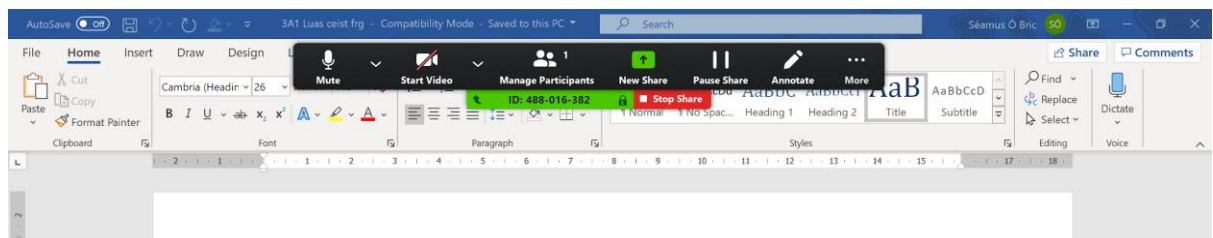
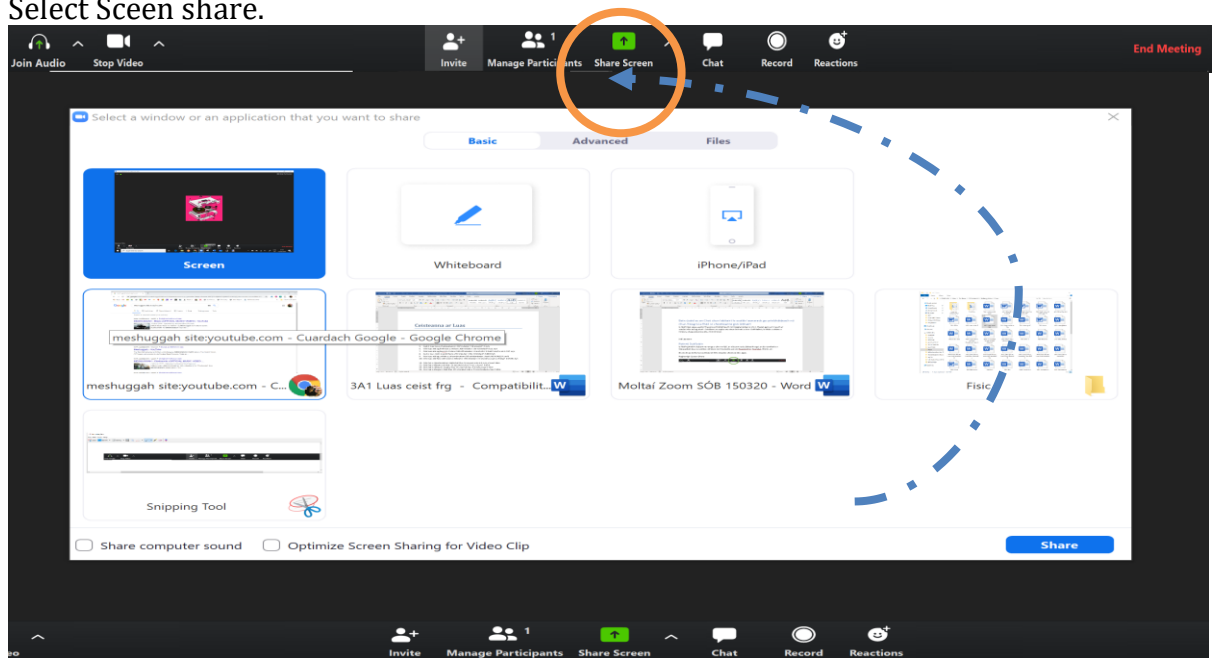
If there is noise or feedback you can mute students.



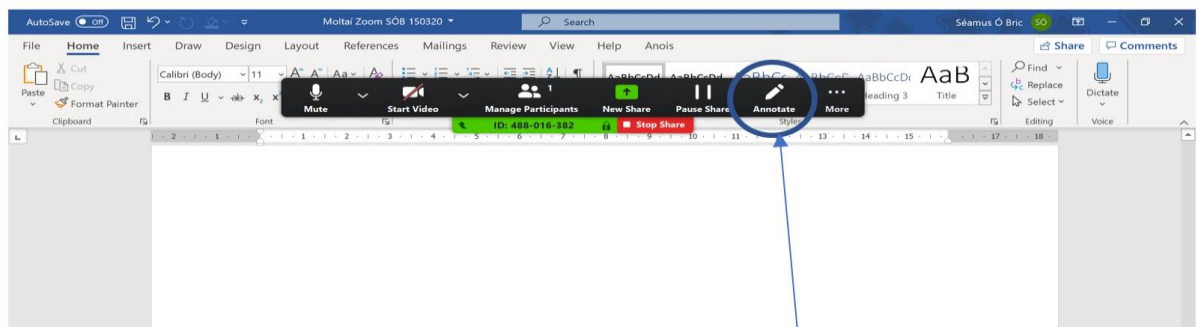
If you need to mute the student, select *Stop Video*

Screen Share: You can share documents from computers or your phone, ipad etc.

Select Screen share.



If you do not want students to share writing on your shared screen; select *Annotate, only host.* <sup>4</sup>



<sup>4</sup> Advice from Deirdre Granville about teaching using Zoom.

## MEET:

Meet is a similar application to Zoom and is accessed through the Google apps icons or <https://meet.google.com>

Anyone with a gmail account automatically has a Meet account. It works in a very similar style to Zoom but the Meet team have rolled out some adjustments in light of the current climate.

### Google Hangouts Meet improvements for remote learning

#### Improved meeting control features: 'mute' and 'remove'

For education users, we're only allowing the meeting creator, meeting calendar owner, or person who sets up a meeting on an in-room hardware device to mute or remove other participants in a meeting. This means that if a teacher creates the meeting or owns the calendar the meeting was created on, students can't remove or mute other students.

#### Improved teacher controls for nicknamed meetings

Participants will not be able to re-join a meeting after the final participant has left if:

- The meeting was created using a short link like [g.co/meet/nickname](https://g.co/meet/nickname).
- The meeting was created at [meet.google.com](https://meet.google.com) by entering a meeting nickname in the "Join or start a meeting" field.
- The meeting was created in the Meet app by entering a nickname in the "Meeting code" field.

This means if the teacher is the last person to leave these types of meetings, students cannot join later without the teacher.<sup>5</sup>

Further information on:

<https://support.google.com/a/answer/9784550?hl=en>

**TEAMS:** Further Information on teams below:

<https://docs.microsoft.com/en-us/microsoftteams/remote-learning-edu>

---

<sup>5</sup> From Google Meet Team, March 2020.

## ONLINE RESOURCES

- Suzuki Teaching: Online Alternatives  
<https://suzukiassociation.org/suzuki-teaching-online-alternatives/>
- Music Teachers National Association:  
[https://www.mtna.org/MTNA/Learn/Parent and Student Resources/Wbsites for Kids.aspx](https://www.mtna.org/MTNA/Learn/Parent%20and%20Student%20Resources/Wbsites%20for%20Kids.aspx)
- Post Primary Music Teachers Association: <http://ppmta.ie/>
- Teacher Training:  
<http://www.iayo.ie/teacherandorganisertraining/online-internet-teaching-resources/?fbclid=IwAR2lnovyEcQaT4ELoycOTNcLyWMzO1Mc1TUEwo2gz-uJvzb6IHi7wniqw>
- Further information on Zoom:  
[https://zoom.us/docs/doc/Tips and Tricks for Teachers Educating on Zoom.pdf](https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf)  
<https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf>

### Musicianship skills:

- [www.teoria.com](http://www.teoria.com)
- [www.artusi.xyz](http://www.artusi.xyz) (Free for music teachers during the pandemic).