



MUSIC LEARNING COLLECTIVE

Online lesson Student Toolkit

Welcome

Welcome to your guide to your online music lessons with MLC. In the guide you will find detail on:

- How lessons will be scheduled
- How to set up your online lesson at home including the equipment you will need
- How to log in and join your online lesson
- Safeguarding and guidance for students under 18
- Frequently Asked Questions

If you have any questions/queries about your lessons please contact the following people dependant on the query:

- Lesson timings - contact your teacher
- Payment schedule - Please contact your centre manager for details on payments and where you are in your payment schedule
- Technical queries - teacher in the first instance and then centre manager if there are still unresolved issues

Lesson scheduling

Lesson timings may change to suit online delivery and your availability. Your teacher will be in touch to arrange a suitable lesson time.

We advise you to leave at least 15 minutes of free time before your scheduled lesson time to arrange your setup. Ideally if you practise and set up half an hour before then you should get the most from your lesson.

Setting up your online lesson

It is very important that your online lessons are set up well in advance in order for you to get the most out of the lesson.

You will need the following equipment to run a successful lesson:

- Your instrument
- Your music and a music stand
- Access to a computer/laptop or mobile phone with internet access
- Some way to rest/position your device whilst playing. Preferably a tripod or gorillapod if possible.

Other things to consider:

- Ensure that your environment at home is set up in a light and open environment and not in a bedroom/closed space (see safeguarding details for information on under 18 safeguarding)
- Make sure that your instrument/gear are switched on, tuned and ready to go
- Make sure that you have all of your resources ready as per your teachers request
- If possible, you might record a video of yourself playing the latest piece or section and send to your teacher or upload it to YouTube. The teacher can then evaluate and give feedback for you to work on. [How To Upload A Youtube Video On Your Phone](#)

How to set up your Camera/Device

When setting up your device, one of the most important things will be the sound quality. If you have more than one device try to use the newest one as the microphone quality will be better on more up to date models.

Below are examples of how to position your device ready for the lesson.

Drums

An over the left shoulder view can be the best way for the teacher to see all the drums and pedals. This may require a high vantage point for the camera.



Guitar, Bass and Ukulele

A mount for your phone or tablet would allow you to angle the camera down and onto the fretboard for a clear view.



Piano

The keys but also the position of your arms and wrists should be in shot to aid the teacher in their assessment.



Vocals

A wide angle shot may be required in order for the teacher to evaluate posture. This could mean that a larger room might be of benefit.

How to log in and join your online lesson

Google Hangouts Meet by google is a platform that enables video meetings to take place using your network at home.

Joining your lesson

Your teacher will invite you to the lesson via a calendar invitation to your email account. This will include a hangouts meet link.

Google Hangouts works best with a Gmail account - please provide your teacher with this email address if you already have one. We would recommend that you get a free account if you haven't already.

To join a lesson follow the steps below:

If you have a Gmail account:

On a computer/laptop:

- Open the calendar invite and click on the 'Hangouts meet' link in your calendar invite and join the meeting (you may need to enter your name) please note that this functionality works only in firefox/chrome/edge browsers

On a phone/tablet:

- Download the 'Hangouts Meet by Google' app onto your device ahead of the scheduled lesson
- Log into your gmail account on the app on your device, the scheduled meeting will show and you just click join (this is the easier option)

If you don't have a Gmail account:

On a computer/ laptop:

- Open the calendar invite and click on the 'Hangouts meet' link in your calendar invite and join the meeting (you may need to enter your name) please note that this functionality works only in firefox/chrome/edge browser. Or copy and paste the link from the invitation into a suitable browser

Your teacher might need to approve you to enable you to enter the meeting, your teacher will be waiting to do this.

Safeguarding and guidance for students under 18

MLC have very strict child protection policies and all of our teachers are fully DBS checked and have undergone relevant NSPCC training.

Whilst online lessons are taking place the following additional measures will be taken:

- We would ask that all lessons take place in an open environment and not a bedroom/closed room so that parents/carers have visibility and access at all times. We will ask that teachers terminate the lesson should an adult not be present
- The hangout software enables the lesson to be recorded, all lessons will be recorded and securely stored for reference only. This is also useful should the connection of the lesson fail, we can send the recorded lesson to the student and the learning objectives can still be met
- We have a full online teaching safeguarding policy which can be viewed upon request
- All teachers have signed the Teaching Online Policy Agreement before any online lessons commence

Frequently Asked Questions

- What happens if the connection is poor?
 - If the problem occurs with the teacher's connection they will try to resolve it as soon as possible by logging out and reconnecting. If you are experiencing issues please be patient. The screen can occasionally freeze but you may continue to hear audio. This will usually resolve itself. If you have regular connection issues try resetting your internet connection and reconnecting to us. Further issues may require a phone call to your MLC branch
- Can we use alternative online lesson programs? e.g Skype or Facetime
 - MLC uses Google for it's email addresses and calendar which will be linked to the online lesson so for this reason we will be using Google Hangouts Meet. Please do not use any other program
- As a parent do I need to monitor the entire lesson?
 - A parent needs to be there initially to help set up and monitor the lesson but they do not need to sit in the entire time
- Will my lessons be with my usual teacher?
 - Unless your usual teacher is unwell the lessons will be with them as normal
- Can I leave my lessons until they can be resumed through face to face contact?
 - We have found online lessons very successful with the students we have already taught. As well as wanting to support our teachers to continue to teach, one of the most important objectives is the progress of our students. Some students may still have exams booked or performances scheduled so the contact with us remains important. If you have any comments we welcome your feedback as with all our tuition
- What can i do if i don't have the equipment listed and pictured above?
 - Even if you don't have a mount for your device or cannot get the exact angle we have described we suggest you try the lesson out. The teacher will be able to inform you if they are struggling to teach you through your setup