

Getting Started with Zoom

□ Add your Personal Meeting ID in MMS

- Click **Settings** in the top right-hand corner and select **My Preferences**
- Enter your ID in the **Zoom Personal Meeting ID** field
(You can find your Personal Meeting ID in your Zoom Profile)
- Click **Save**

□ Create new Zoom Meeting location

- Navigate to **Calendar** from the main menu on the left
- Click the **Categories** button above the calendar
- Select the **Locations** tab and click the **Add Location** button
- Give your new location a name and choose an icon
- From the **Type** drop-down menu, choose **Zoom Meeting**
- Click **Save**

□ Schedule lessons using Zoom Meeting location **OR** edit existing lessons and update to Zoom Meeting location

□ Edit Email & SMS Reminder templates to include Zoom link

- Click **Settings** in the top right-hand corner and select **Studio Settings**
- Select the **Email & SMS** tab
- Click the blue edit button next to **Event Reminder**
- Move the cursor where you want to insert the location/Zoom link
- Click the **%** button in the editor toolbar and select **Event Location**

Wait Your Turn

Creating a Waiting Room in Zoom is a great option for back to back online lessons. This ensures that your next student doesn't interrupt the current lesson. Here's how you can enable that:

- Log into your Zoom web account (**zoom.us/signin**)
- Navigate to **Meetings** from the main menu
- Select the **Personal Meeting Room** option
- Scroll to the bottom and click **Edit this Meeting**
- Under **Meeting Options**, choose **Enable Waiting Room**
- You may also want to select **Enable Join Before Host**
- Click **Save**

zoom

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Getting Started with FaceTime

□ Add students' FaceTime IDs

- Navigate to **Students** from the main menu on the left
- Click the blue zoom button beside the student's name
- Click **+Click to display Additional Details** (below the Student Phone field)
- Enter the student's ID in the **FaceTime ID** field
- Scroll to the bottom and click **Save**

□ Create new FaceTime Lesson location

- Navigate to **Calendar** from the main menu on the left
- Click the **Categories** button above the calendar
- Select the **Locations** tab and click the **Add Location** button
- Give your new location a name and choose an icon
- From the **Type** drop-down menu, choose **FaceTime Lesson**
- Click **Save**

□ Schedule lessons using FaceTime Lesson location **OR** edit existing lessons and update to FaceTime Lesson location

An Apple a Day

FaceTime only works on iOS devices. Both the teacher and the student must be using Apple devices in order to use FaceTime (i.e. iPhone, iPad, Mac).

Your students can find their FaceTime ID by following these steps:

- On their Apple device, click the **Settings** icon
- From the **Settings** list, tap **FaceTime**
- Their **FaceTime ID** will be listed on that page with a grey check mark to the left of the entry

If your student has multiple Apple devices, each device may have a different phone number or email address associated with it for receiving FaceTime calls. Make sure your student is communicating the correct FaceTime ID so that their preferred device is called.



Getting Started with Skype

□ Add students' Skype usernames

- Navigate to **Students** from the main menu on the left
- Click the blue zoom button beside the student's name
- Click **+Click to display Additional Details** (below the Student Phone field)
- Enter the student's username in the **Skype Username** field
- Scroll to the bottom and click **Save**

□ Create new Skype Lesson location

- Navigate to **Calendar** from the main menu on the left
- Click the **Categories** button above the calendar
- Select the **Locations** tab and click the **Add Location** button
- Give your new location a name and choose an icon
- From the **Type** drop-down menu, choose **Skype Lesson**
- Click **Save**

□ Schedule lessons using Skype Lesson location **OR** edit existing lessons and update to Skype Lesson location

□ Download Skype app on your device

What's in a name?

Skype has changed their username format over the years. Your student's username could be:

- their full email address
- part of their Microsoft email address
(e.g. **first.name@hotmail.com** could become **live:first.name**)
- alphanumeric
(e.g. **live:0943jkfdkjf9393**)

Here's how they can find their username:

- Log in to **Skype**
- Tap or click their profile picture
- Tap or click **Skype Profile** - both the **Skype Name** and the account they're signed in as will be displayed
- Copy the **Skype Name**



Student Portal Setup

- ❑ **Add the login widget to your external website**
 - View instructions for different website builders at support.mymusicstaff.com

- ❑ **OR Create a login page on your MMS-hosted website**
 - Navigate to **Website** from the main menu on the left
 - Select the **Pages** tab
 - Click the green **+Add Page** button
 - Select **Login Page** as your **Page Type**
 - Fill in all relevant details
 - Click **Save**

- ❑ **Enable beta Student Portal and check Student Portal settings**
 - Navigate to **Settings** in the upper-right corner of your account
 - Select **Studio Settings** from the drop-down menu
 - From the **Options** tab, scroll down to the **Student Portal** section
 - Select the **Enable Beta Version** box by clicking the checkbox to the left
 - Click **Save Options** to apply the change

- ❑ **Write Studio News post with general online lesson information**
 - Navigate to **News & Blog Posts** from the main menu on the left
 - Click **+New Post**
 - Write your news post
 - Select **Student Portal (Studio News)** as the **Publish Location**
 - Click **Save**

- ❑ **Download Student Portal Cheat Sheets to share with families**
 - Go to support.mymusicstaff.com and search for **"How can I teach my families to use the Student Portal?"**

- ❑ **Send student & parent login information**
 - Navigate to **Students** from the main menu on the left
 - Use the checkboxes beside the student's names to select multiple students
 - At the top of the page, click the yellow **Messaging** button
 - Select **Send Student Login Info** or **Send Parent Login Info**

Other Tips & Tricks

❑ Embed YouTube videos in repertoire notes

- Get the YouTube video's HTML code by clicking Share, then Embed
- In the MMS Repertoire editor, select **Plain HTML Mode** below the **Notes** field
- Paste the YouTube code you copied into the text box
- Select **Graphical Mode** to preview the video
- Click **Save**

❑ Enable "Allow students to email me from Practice Log"

- Click **Settings** in the top right-hand corner and select **My Preferences**
- Check the **Allow students to email me from the Practice Log** box
- Click **Save** at the bottom of the page

❑ Set deadlines for students to register and cancel through the Student Portal

- Click **Settings** in the top right-hand corner and select **Studio Settings**
- Select the **Policies** tab and set the deadlines under **Student Portal Deadlines**
- Click **Save Policy** at the bottom of the page

❑ Upload audio, videos, and PDFs to Online Resources (max. file size 2GB)

It's Playback Time

Some audio and video file formats can be streamed directly in the Student Portal:

Audio Files

- .mp3
- .m4a
- .ogg
- .oga
- .wav

Video Files:

- .mp4
- .ogg
- .webm
- .mov

If you upload a file in a format that is not listed above, it can still be downloaded to the student's device for playback.

The tempo can be controlled by clicking **100%** in the audio or video playback.

Click the **circular arrow** button to loop the audio/video file. Use the **blue sliders** to loop a specific part.