

# 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](https://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](https://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](https://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.