

Zoom Virtual Recital Guide

For ECMS Faculty

-Lynn McGrath

Create Meeting

Create a meeting for your recital, 10 or 15 minutes before recital start as long as you will be there to start the meeting. Extend beyond time expected (I had folks connect afterwards and share news, etc.).

Settings

In the screen for creating a new meeting, I suggest the following:

- Video on for host and participant

- Select telephone and computer audio

- No join before host

- Mute upon entering

- Optional: disable waiting room. Otherwise, you will manually have to admit as everyone arrives, even if they are quite late, and it easy to miss folks. This, however, reduces security, so if advertising link publicly I would use waiting room.)

More Advanced settings:

- Click on Manage Participants, then “more”

- Up to you: allow participants to unmute themselves

- Disable “Play enter/exit chime”

- Disallow screen share for guests

- Share Screen, click on carrot

- Who can share: select “Only host”

- Video Options, click on carrot, then Video Settings

- Under meetings, you can select “Display up to 49 participants”

Sharing Program

Create a program

Save as a pdf (to avoid cursor/spell check lines, etc. from showing)

Open program on your computer before recital

Use “Screen Share” and select Adobe/your pdf viewer displaying the program

- Screen share this every 3-4 performers

- It takes up a lot of space on their screen, so I don’t like to share it when someone is performing.

Sound

Optional: Make sure sound was working for students. I called on each to play a little before the recital started, then muted them again and went to next.

If you have a lot of students, have them wave at you to find them on the screen to unmute. If you are allowing control of muting for students, you can also ask them to unmute themselves to solve that issue.

More advanced settings:

There are lots of ways to help students to have better sound/better quality connection. Look at the tutorials on "Enable Original Sound" and suggest that students with known issues with internet connection to move closer to the router/modem or connect to it directly, and to have any family members not use the internet or streaming when they perform. It makes a HUGE difference and is worth it!

Visuals

Suggest that all of the participants select "Speaker view" assuming all are muted. Make sure to mute yourself too. Otherwise, if you make any sound, even moving in your chair, you will be on the "big screen" in this view.

I reminded audience members and performers that they are on camera...people can forget and do things that they should not and would not publicly. I told audience members they were welcome to disable camera. Performer could also do this until their time to perform (a few did this).

Muting

Related to the above, be vigilant about those who are unmuted. If you give them the power to unmute, kids might do that, so hover over the images in gallery view to keep track of things.

Applause

Students and audience can use clapping or thumbs-up emojis, or to clap in an obvious way if they are on camera.

Co-Host

I suggest assigning a co-host to the meeting (an intern or fellow teacher) who can help advise you if they notice any issues/if you have to take a break, etc.

Other Tips

I ask students and audience members to use their real names, and not nicknames. A number of folks still did not do this, but most followed my request. Otherwise, it's harder to find performers on a packed screen, and it reduces security.