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☑ Setup Checklist:



Student device (in front of student):

This device is run by students to read their PDFs and hear their MP3s. It can be a laptop or tablet (anything that has a large screen in portrait) OR a colour printed hard copy of current work

Should have the shared Piano Folder downloaded from Dropbox or Google Drive and made available offline with automatic sync turned on. During lessons, stay online so students can refresh the page in real time. Dropbox, Google Chrome and Google Drive apps should be downloaded for use, not used via your browser.

Student device to play backings (within arm reach of student, to the side and on the opposite side of the teacher device and microphone):

This device is run by students to play their MP3 backings. It can be a phone that is blue toothed to an external speaker – using a phone's speaker will not be loud or clear enough

This device should have the shared Piano Folder downloaded from Dropbox or Google Drive and made available offline with automatic sync turned on. Dropbox, Google Chrome and Google Drive apps should be downloaded for use, not used via your browser.

Teacher device (to the right-hand side of student):

This device should have an external microphone attached via USB (eg Blue Yeti USB Microphone)

Wired headphones or wired earbuds (without a microphone) should be plugged into the external microphone that is then connected to the teacher device. Any external microphone used needs a headphones slot. *Headphones without a microphone need to be used to avoid feedback into the microphone!*

For younger students, a parent will need to listen during the lesson with the student. Use a 3.5mm to 2 Female Splitter with Jack on the back of the external microphone. This will allow two headphones to be connected.

This device should be a laptop or desktop and should be connected to the internet via an ethernet cable rather than WIFI.

For lessons, go to Google Chrome, open a new incognito tab (three dots on the upper right hand side of the top bar) then log in to Rock Out Loud Live via the link <https://rockoutloud.live/join/drjane>



- The camera on the teacher device to be above so that both hands (and if possible, feet) are clearly visible to the teacher.
- An ethernet cable to connect the teacher device to the router (if possible, please do not use wifi)
- Dropbox, Google Chrome and Google Drive apps should be downloaded for use, not used via your browser.

Other:

- Software: run any update any software, and remember to empty caches, and empty recycle bin.
- Trim fingernails regularly so that when the fingers are extended the nail does not cover the fingertip.
- Student seats need to have no back and preferably be an adjustable bench. Check that when the student is sitting (halfway forward, not all the way back!) and hands are on the keys, that the wrist is a little higher or even with elbows. Then check that feet are flat on the floor or on a footstool.
- Before each lesson turn off all other devices using wifi to maximise bandwidth. Turn on all lesson devices and check battery levels (attach power adaptor if needed).
- Talk to your student about playing between lessons: do first playing session immediately after the lesson, or within 24 hours. Do the second playing session within 24 hours of the first. Aim for 2 or more playing sessions before the next lesson. Message Jane with any questions or problems. If stuck, tell student to do the bits they can and leave out the bits they can't.

- 1) External speaker (bluetoothed to phone or other device to play backings)
- 2) Student device (wifi laptop or ipad) to read music from Dropbox or Google Drive
- 3) Wired headphones or wired earbuds (without microphone) connected to external microphone
- 4) External microphone (with headphones connected to microphone) connected to teacher device - *splitter jack if needed with second headset (for parent)*
- 5) Teacher device with RockOutLoudLive, ethernet cable to router (not wifi)

