



MARION MUSIC  
ACADEMY

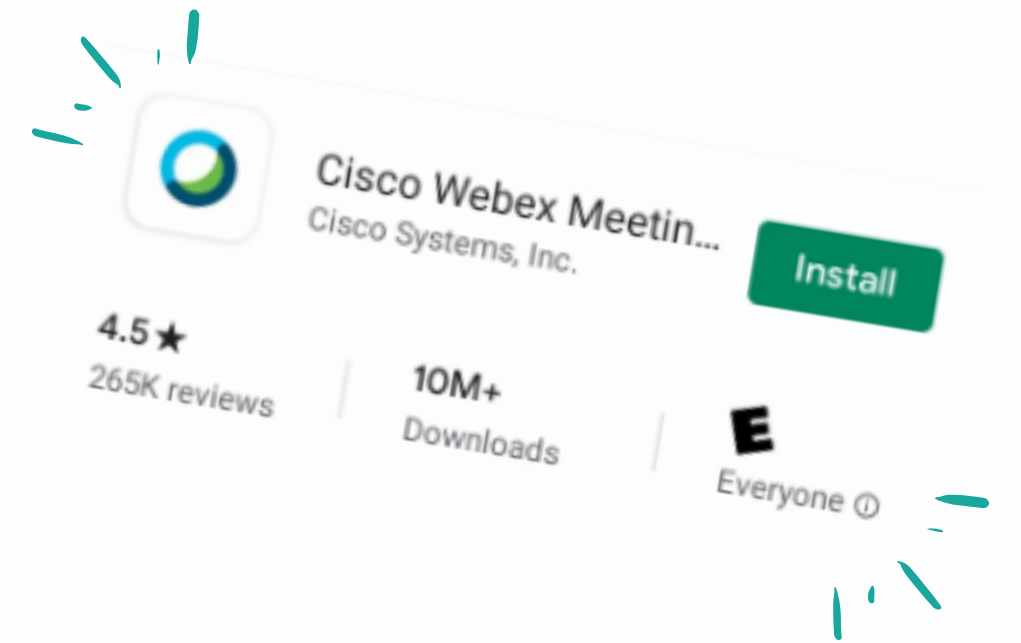
# LIVE STREAMING GUIDE

We are excited to be live streaming lessons on Cisco Webex!  
All you need to get started is a computer with a webcam, tablet, or smart phone!

You will need to download the Webex Meeting app ahead of time,  
no matter how you are accessing the site.

iOS: [rebrand.ly/iOSWebex](https://rebrand.ly/iOSWebex)

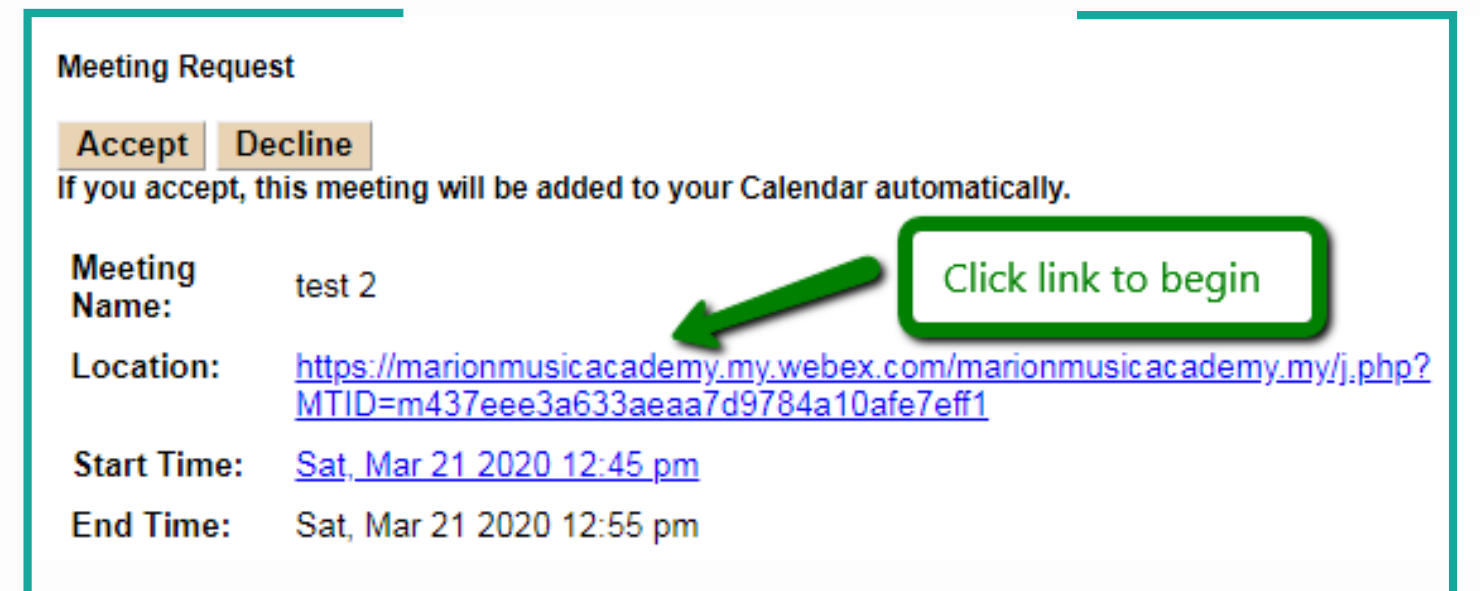
Android: [rebrand.ly/AndroidWebex](https://rebrand.ly/AndroidWebex)



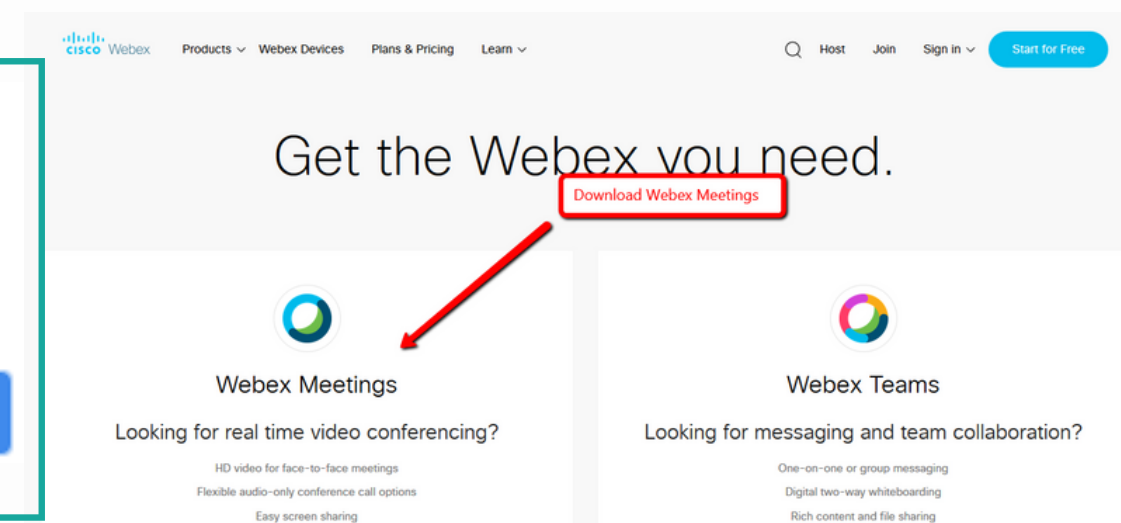
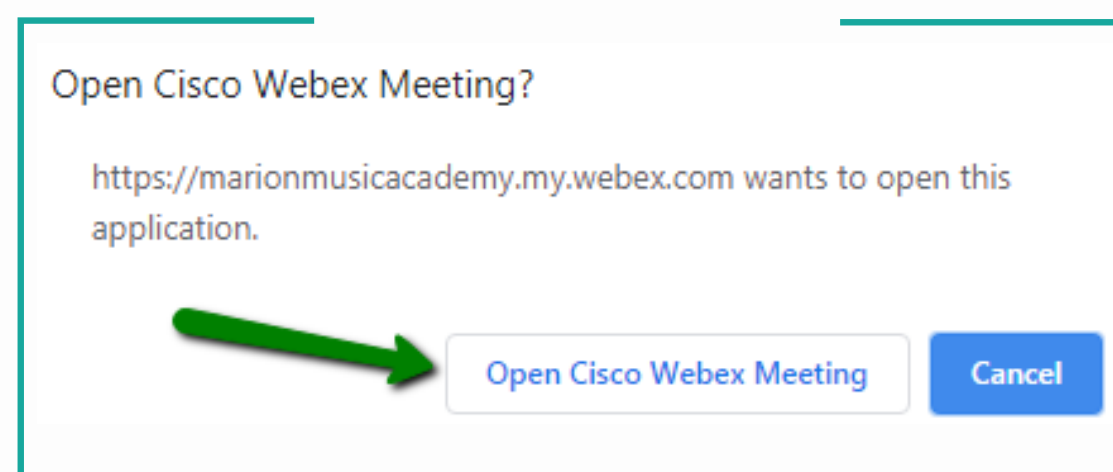
Computer users will also need a working microphone as well as a webcam.

## Login Instructions for computers:

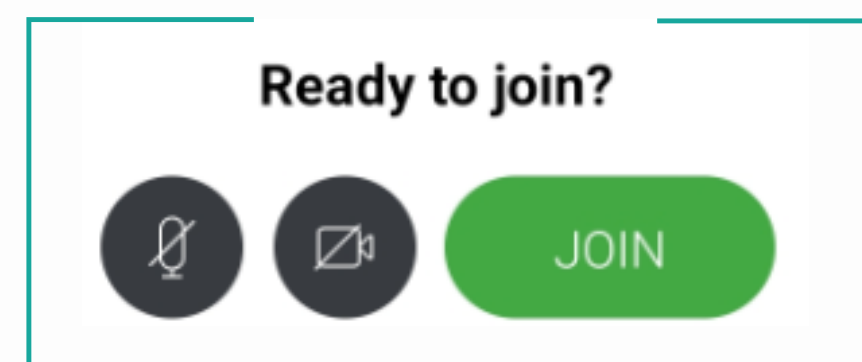
1. Each week before your lesson, you will receive a link in your email inbox for your lesson 15 minutes before it starts.



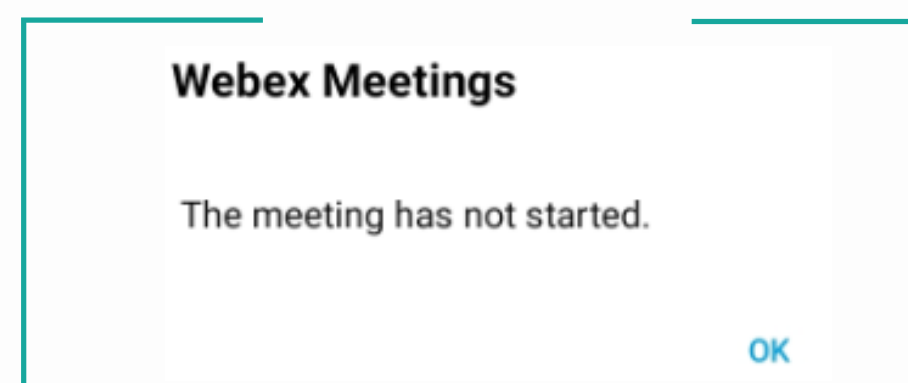
2. After clicking the link, it will prompt you to download the Webex info to run the lesson.  
• Click 'Open' and once the screen pops up,  
• click 'Join Meeting'



3. Click 'JOIN'



4. If your teacher is not in the lesson yet, please go back to your email and click the link again until the teacher is there.



**Note: All lessons will end three minutes before the teacher's next lesson starts, to enable the teacher to start the next video meeting on time. We always have a bit of a "passing period" at the Academy while students open or close cases and take care of books, coats, gloves, etc. Those three minutes will be our virtual passing period!**



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# LIVE STREAMING GUIDE

CONTINUED

## *Helpful Tips for a Successful Lesson*

- Be set up before your lesson starts each week: have your music out, your instrument put together, and a pencil nearby for writing in your music.
- Older string and woodwind students should tune their instrument before the lesson starts.
- Parents should help get the meeting started and make sure everything is working smoothly. For elementary age students, it would be helpful if the parent would stay nearby for the entire first lesson, to ensure things go smoothly.
- Plan on ending each lesson two or three minutes before the start of the next lesson for "passing in the halls" to the next student.

## *Things to Consider in Your Home*

- Have your device fully charged or leave it plugged in; video streaming uses a lot of power.
- Limit the use of the internet in your home during your lesson so the video will run well.
- Where possible, have the student be in a place with as few distractions as possible yet close by enough that you can help them should they require it.

## *Troubleshooting Lessons*

- Can't see yourself? Make sure you enable your video by clicking the video icon so it is black, not red.
- If your technology is not working, try closing all media players that could interfere (iTunes, Google Play, etc.) and restart your computer.
- Calls can get dropped, but don't worry - just click on the same link and rejoin.

**Post a picture or video of your student practicing or taking a lesson and tag the studio on FB and Instagram with the hashtag [#MMAVirtualLessons](#)**