

A FEW GUIDELINES ON CONNECTING AND THE TIMING OF LESSONS

- Let John or Candace call you at the beginning of your lesson as we are usually just finishing out a lesson right before you. A little pop up window will be shown on the screen with three buttons. Just push the larger center button "**Answer Video Call**" and we will see each other within seconds. If there are any issues with distorted sound or extra choppy video, McCoy's Music can give you some suggestions on your settings for a smooth webcam lesson.
- McCoy's Music tries to be very prompt about starting and ending lessons with approximately a one minute buffer zone of when we start and end a lesson. This means on average that a half hour lesson will be about 28 minutes long, and an hour lesson will average 58 minutes long. This is actually more efficient than the traditional music store or lessons place experience when you consider the teacher coming out to greet the student, getting the instrument out of the case, tuning, having a 25 minute lesson, and putting the instrument away.
- Take advantage of the Webcam lesson format by already having your instrument tuned up and warm up a few minutes before your lesson. Having a tuner, metronome, and a writing utensil for making notations on sheet music or for making notes on what you need to practice for the week makes for an efficient use of time during the lesson.
- Boot up your computer 5-10 minutes before the lesson while you are tuning and warming up, and get **SKYPE** up and running.
- **LIFE HAPPENS:** McCoy's Music has a timer function to keep us on time, but if we occasionally don't hear the timer and we are 4 minutes late, (make sure your clock is set correctly), just give us a courtesy call by phone to let us know we are LATE. Since we at McCoy's Music can see if you are online through SKYPE'S main window, if you are not online we will give you a call after 5 minutes into your lesson time to see if you are there. Please let us know by e-mail or a phone call that you can't make your lesson.
- **Finally:** As we get to know each of our students, we can let you write down your own assignment pages, or we can scan you our lesson plan that we write down for you, or at the end of our teaching day we can send files to you on our time and not the lesson time. We are flexible as to your needs. For McCoy's Music to be most efficient for getting your, (the students), PDF files and MP3 music files for special assignments that you need help on, make sure to e-mail these files the day before the lesson or sooner.

Thank you very much,

John and Candace McCoy