



IKEBANA INTERNATIONAL TECHNIQUES FOR TEACHING USING ZOOM

- **Goals**
 1. Assist and encourage qualified Ikebana sensei to offer classes and workshops via Zoom
 2. Mentor aspiring sensei
- **Objectives**
 1. Develop a library of examples of effective teaching tools via Zoom
 2. Provide effective tips to critique student arrangements using Zoom
 3. Enable aspiring sensei to connect with a Zoom-experienced sensei
- **Action Steps**
 1. Create a library of best practices for teaching on Zoom
 2. Develop a storage location for the library that can be accessed through a password, dedicated link, or is accessible on ikebanancar.org. Library to include:
 - Selected videos by Zoom-experienced sensei
 - Videos and explanations of Zoom capabilities (including how to annotate)
 - Samples of classes led by Zoom-experienced sensei from the different schools of Ikebana
 - PowerPoint and/or other written material that illustrates effective class presentation and critiques
 3. Develop a list of Zoom-experienced sensei willing to mentor aspiring Zoom sensei
- **Important Notes**
 1. If a student wants to begin study with a virtual sensei, the student, virtual sensei and their current sensei should be in agreement
 2. All sensei should be certified to teach by their ikebana school
 3. Not all on-line instruction follows the same method. The size of the class may determine best practices. Also, in some cases, the students may not be at the same level, which will require the sensei determining the best way to teach and critique. See details of three possible methods on pages 2-3



REVIEW OF BEST PRACTICES FROM ZOOM EXPERIENCED SENSEI

The following techniques have been used by members of the 2021 Sensei Committee who are actively teaching on Zoom. They are meant as a starting point for each sensei as they develop their own style of teaching. **Not every point is applicable for everyone.**

- The ikebana schools each have their own systems for advancing students through the course of study through on-line lessons. It is advised that each sensei follow the guidelines from their schools
- Three possible methods:
 - It is helpful to send information about the lesson prior to the actual class. Information can include textbook references, detailed hand-outs, or other information the sensei chooses.
 - At the conclusion of the lesson, information, materials, containers and/or video on the next lesson can be provided to the students
 - Methods to receive questions from students can include the chat function in Zoom, email or text messages, either during the lesson or during the off-line preparation

Examples of the methods to present the lesson:

- Method 1
 - Some Sensei prefer to send the video of the lesson out early, asking students to complete the lesson off-line, then send photos via email of finished arrangements for critique by the sensei before the class time
 - The sensei can present the offline arrangements in a document such as PowerPoint and review the photos in a live session
- Method 2
 - The lesson usually includes a live or pre-recorded demonstration
 - Show- and Share- time, in which the-sensei shares photos of the prior class and explains the important critique points
 - Students are given a time limit to create their arrangements with a live critique to follow
 - Class time average is 1.5 to 2 hours
 - Critique in a live workshop via Zoom



- Method 3
 - Class material and demonstration are viewed during a Zoom session. Students come prepared to make an arrangement based on information previously provided by the sensei
 - After viewing lesson material and demonstration, students create while Zoom session is on-going
 - Each students' arrangement is viewed and critiqued during this lesson time by the sensei and viewed by those students who have completed their arrangement as well

It should be emphasized that each sensei may develop their own method of providing lesson materials, demonstrating and critiquing students' arrangements. The above methods are merely ideas for consideration.

Zoom techniques for Live Critique

Review the “Training Protocol Using Zoom to Teach” prepared by Sima Sariaslani and E-Ling Lou at [this link](#)

- **Enable Zoom Window During Screen Sharing (A demo at the meeting would help, or a video screen shot)**
 1. Double-click on Zoom shortcut to launch it
 2. Click on the gear icon in the upper right corner to open Zoom Settings
 3. On the left pane, click on the Share Screen tab and check the “Show my Zoom Windows to other participants when I am screen sharing” checkbox on the right pane
 - Show my Zoom Windows to other participants when I am screen sharing
 4. Exit Zoom Settings and relaunch the Zoom videoconferencing app.
- **How to Screen Share & Annotate YouTube video**
 - <https://www.youtube.com/watch?v=QGQkAsKtriU&feature=youtu.be>
 - Good overview on Zoom screen sharing options
 - Annotating while Zoom screen sharing starts around 2:45 minutes of this video
- **Share Zoom Window During Live Critique Step by Step**

Share screen

 - Click on Annotation tool bar
 - Student can turn the arrangement to show all sides of the arrangement, a turntable can be an effective tool
 - Use Annotation tools (e.g. using spotlight arrow, draw) to provide feedback on the arrangement
 - The annotating tool is invaluable to point out specific flower, branch or leaf that needs adjusting, and can point to the correct placement of the item
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- **Zoom techniques for Live Critique (continued)**
 - If the arrangement requires several corrections, the teacher can point out the changes, then move on to another student
 - When the corrections are made, the teacher can go back for further review, or ask the student to send photos of the corrected arrangement
 - This allows time for every student to receive a complete critique
 - Students can submit photos of completed arrangement via email, text messages or the messenger app.

Payment for Teaching – Electronic Payment Methods

- It is important to clarify with the student the cost of lessons and other expenses; where and when the money should be deposited; and the preferred method of receiving the money
 - Each sensei determines the costs and fees of their classes
 - In the discussion with the committees examining virtual teaching, it was emphasized that payment should be received before any study sheets were sent, and/or the link to join the class
 - Several apps are available to send and receive money
- a) Zelle (free transfers from many banks -) <https://www.zellepay.com/>
 - 1) Zelle partners with your bank or credit union to move money directly from account to account, much like a wire transfer. There is no charge for using Zelle, and the payee does not have to be a member but their bank or credit union must offer Zelle. If your bank does not offer Zelle, you may sign up using the app and a credit or debit card
 - b) Apple Pay
 - 1) Send and receive money with [Apple Pay](#)
 - c) Venmo -
 - 1) Venmo is owned by PayPal and money can be sent with no fees, through a debit card or direct bank account access. There is a fee of 3% for credit card charges. They have a messaging feature between the sender and receiver of payments.
 - 2) [Venmo - Share Payments](#)
 - d) PayPal (fee charged, international payments)
 - 1) PayPal is probably the best for sending money overseas. They charge about a 4% fee for each transaction, if that is your choice, the student can be responsible for the fee
 - 2) [How do I send money? - PayPal](#)
 - e) Wise.com (formerly TransferWise.com)– slightly better rates than PayPal for international payments
 - f) Personal checks mailed to the sensei