

ORIENTATION FOR PRESENTERS AND CLASS MANAGERS

Maribeth King – On campus CM Coordinator
mking-guest4@vassar.edu

September at 9 11AM via Zoom
September 11 at 4PM via Zoom





Margery Groten and Rosealice D'Avanzo



POWERPOINT OF
THIS PRESENTATION



RECORDING OF
FALL 2024
PRESENTATION



ON-CAMPUS
GUIDELINES FOR
CLASS MANAGERS



ZOOM GUIDELINES
FOR CLASS
MANAGERS

VC LLI
INFORMATION
FOR
PRESENTERS
AND CMS

OneLogin x View Report Card x Ravelry: Kinglet... x Bellflower_jocke... x Your Voice Mathe... x employment app... x Free Job Applicat... x Employers | Inde... x How do I close m... x Lifelong Learning x

https://pages.vassar.edu/lifelonglearning/

Maps ProClass Admin Acc... Log in VC LLI CM an... Mid-Hudson Library... Calm - The #1 App f...


All Bookmarks

Lifelong Learning Institute

- Welcome to Vassar LLI
- About Vassar LLI
- Who We Are
- Catalogs
- Newsletters
- Facebook
- Membership
- Course Registration
- Current Semester Course Materials
- Current Semester General Information
- Volunteering for LLI
- Volunteer Positions with LLI
- Calendar
- Information for Presenters and Class Managers
- Campus/Resources

Vassar College

Lifelong Learning Institute



WELCOME!!

The Lifelong Learning Institute at Vassar College (Vassar LLI) offers a broad range of non-credit educational courses and activities to members aged 55 and over at a minimal cost. Classes are taught by volunteer members, retired and active Vassar faculty, and outside experts.

Vassar LLI is a volunteer-run organization. It is designed for adults who love to learn and who wish to contribute to the larger community in their pursuit of knowledge.

45°F Sunny Search 11:23 AM 2/8/2024

ON-CAMPUS TECH SUPPORT

Etta Fontenot

Senior, Film Studies

213-864-7315

efontenot@vassar.edu

Located: Fridays in the Hospitality Room



COURSE MATERIALS

All class materials will be posted on a Vassar LLI website accessible via the homepage

- ◆ Photos
- ◆ PDF files
- ◆ Short films
- ◆ Pieces of music
- ◆ Document, an article, or a hyperlink
- ◆ PDF files



NEW THIS YEAR: COPYRIGHTED CLASS MATERIALS

Viewable by all members of Vassar III
EXCEPT copyrighted- protected material

Posted behind a privacy wall

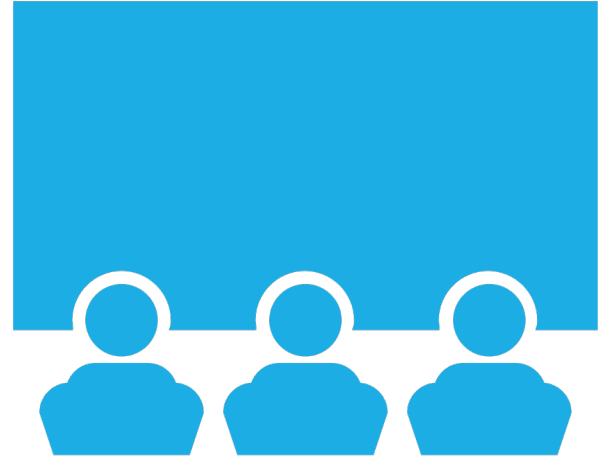
Special access code provided to course registrants **ONLY**

ALL CLASS MATERIALS

Submit course materials, films, music, etc

Mihai Grunfeld (grunfeld@vassar.edu)

Rachel Etkin (retkin@vassar.edu)



Welcome to Vassar LLI

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Vassar College

Lifelong Learning Institute



WELCOME!!

NAME BADGES

Member suggestion

Helps to remember names

Fosters a connection

Need a badge: contact
Rachel Etkin, Administrative
Assistant



LIFE SAFETY

At the beginning of the first class:

Emergency Exits
Elevator
Bathrooms



CLASS ETIQUETTE



ON SILENT MODE PLEASE

CLASS ETIQUETTE



ON CAMPUS



ON CAMPUS ATTENDANCE

- Retrieve your attendance sheet from Hospitality Room
- Folders are labeled and color coded based on time
- Have participants sign in upon entry to classroom
- Not registered – can't attend
- Return attendance sheet to folder in Hospitality Room



VC LLI NEWSLETTER

JO HAUSAM, EDITOR

- + Consider writing a paragraph or two about your class for the VC LLI newsletter
- + What did you learn?
- + What did you like?
- + What surprised you?
- + Did it change your thinking or feelings about the subject?
- + Consider submitting photos from an event or class
- + Share your experience!! johausam138@gmail.com



COURSE EVALUATIONS



EMAILED TO COURSE
REGISTRANTS BY RACHEL
ETKIN, ADMINISTRATIVE
ASSISTANT



REMIND REGISTRANTS TO
COMPLETE THE EVALUATION



EXPIRES WITHIN 5-7 DAYS

EMAIL CONTENT FOR PARTICIPANTS

Course: Climate Change and the Hudson Valley

Time: 9:30-10:45 am

Weeks: 3/11, 3/18, 3/25, 4/1 (no class 3/29)

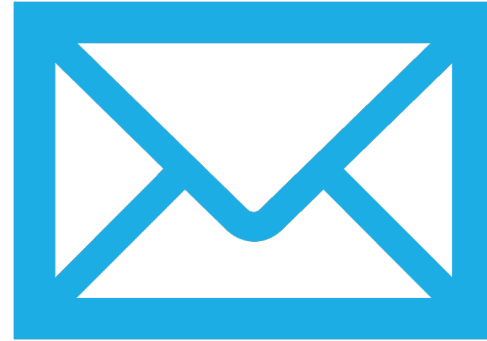
Presenter: Sally Jones jones@gbot.com

Class Manager: Bob Smith smithb@blab.com

On Campus Room: Kenyon 488

Zoom link: xxxxxxxx

Send out prior to course start date



PROCLASS MAKES
LIFE.....



- + Presenters and assigned class managers are provided access to the roster for their specific course – **not all courses**



BY ACCESSING THE ROSTER

View

- class participants

Email

- individual, some, or all participants

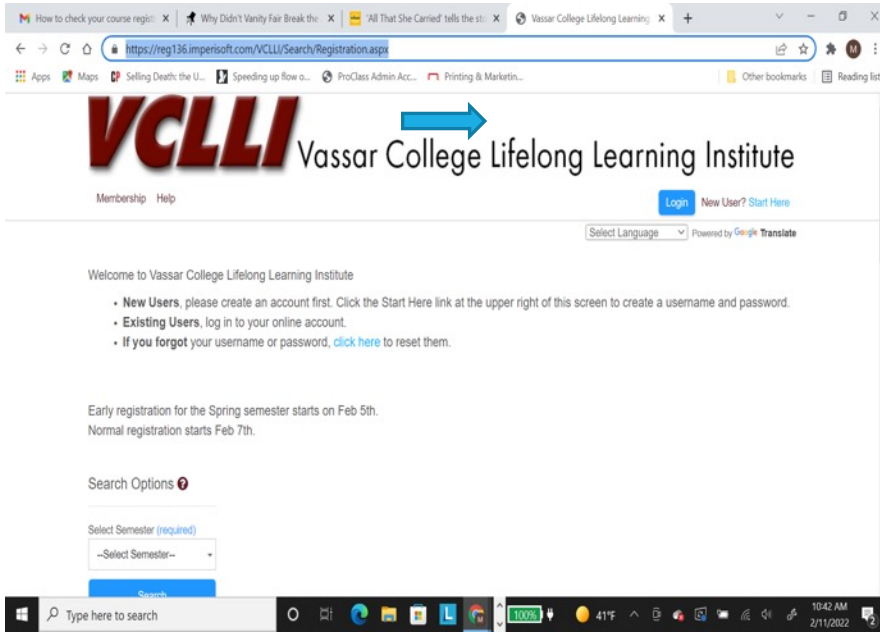
Roster

- automatically updates when participant drops/adds a course

ACCESSING CLASS ROSTER

- Login
- Click on **Roster** (on upper left)
- Select **Date** for the Course
- Select **Roster** for registrants (email and telephone of each registrant)
- Select **Email** to contact all registrants
- Select **Student**, then **Continue**
- Enter **Subject** (remember to begin with VC LLI: xxxxxxxx), then continue to body of email





ACCESSING THE ROSTER IN PROCLASS

CLICK ON ROSTER



[Membership](#) [Roster](#) [Help](#)

 [Maribeth King](#)

Select Language  Powered by  [Google Translate](#)


Welcome to Vassar College Lifelong Learning Institute

- **New Users,** please create an account first. Click the Start Here link at the upper right of this screen to create a username and password.
- **Existing Users** please login to your online account.
- **If you forgot your** username or password, [click here](#) to reset them.

Early registration for the Spring semester starts on Feb 5th.
Normal registration starts Feb 7th.

Search Options

View Courses for

All Contacts 

Select Semester [\(required\)](#)

SELECT DATE OF COURSE (START/WEEK)

The screenshot shows a web browser window with the URL <https://reg136.imperisoft.com/VCLLI/DailyRosterBoard/Registration.aspx>. The page header features the VCLLI logo and the text "Vassar College Lifelong Learning Institute". Below the header, there are navigation links for "Search", "Membership", and "Roster", and a user profile for "Maribeth King". A "Select Language" dropdown menu is visible, powered by Google Translate.

The main content area displays "Roster For Friday, 3/11/2022". A date selection calendar is open, showing "March, 2022". A red arrow points to the date "3/11/2022" in the calendar. The calendar grid shows the following dates:

SUN	MON	TUE	WED	THU	FRI	SAT
09 27	28	1	2	3	4	5
10 6	7	8	9	10	11	12
11 13	14	15	16	17	18	19
12 20	21	22	23	24	25	26
13 27	28	29	30	31	1	2
14 3	4	5	6	7	8	9

The "Today" button is located at the bottom of the calendar.

What's New | End-of-Life Docum... | Medical Orders for | What happens if yo... | Microsoft Word - LI | Vassar College Lifel... | +

← → ↻ 🏠 🔒 https://reg136.imperisoft.com/VCLLI/DailyRosterBoard/Registration.aspx 📄 ☆ ⚙️ M ⋮

📱 Apps 🗺️ Maps 🗨️ Selling Death: the U... 🖨️ Speeding up flow o... 🔄 ProClass Admin Acc... 🖨️ Printing & Marketin... 🔄 Log in VC LLI CM a... | 📁 Other bookmarks 📄 Reading list

VCLLI Vassar College Lifelong Learning Institute

Search Membership Roster ⚙️ Maribeth King

Select Language ▼ Powered by Google Translate

Roster For Friday, 4/8/2022

4/8/2022 ▼

Navigating Healthcare	Seats 60	Registered 30	Available 30	Scheduled
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Attendance Roster Pdf Email Sms

9:10 AM 2/13/2022 42°F 94%

SELECT ROSTER FOR REGISTRANTS

Search Membership Roster Marbeth King

Navigating Healthcare Roster

Student	Age	Account	Phone	Email	Primary Contact	Description	Attendance Status	Balance	
Auffarth, Nancy		Auffarth, Nancy	[REDACTED]		Nancy Auffarth	Registered		\$0.00	...
Bouchey, Linda		Bouchey, Linda	[REDACTED]		Linda Bouchey	Registered		\$0.00	...
Bunnell, Alice		Bunnell, Alice	[REDACTED]		Alice Bunnell	Registered		\$0.00	...
Catapane, Theresa (Terry)		Catapane, Theresa (Terry)	[REDACTED]		Theresa (Terry) Catapane	Registered		\$0.00	...

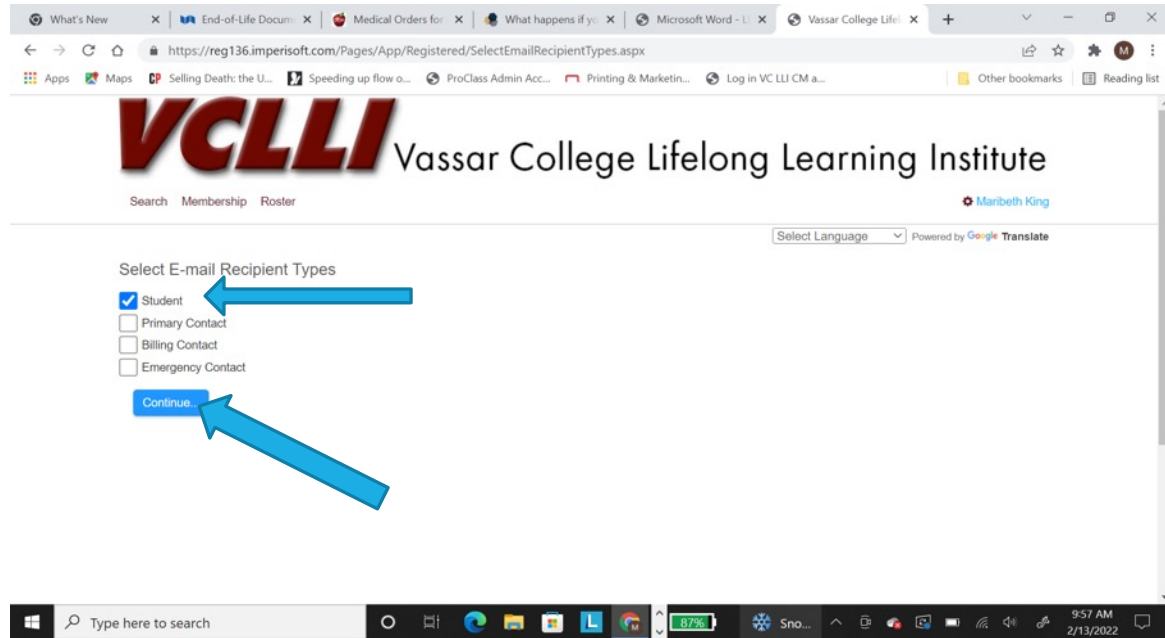
Windows taskbar: 9:36 AM 2/13/2022

EMAILING REGISTRANTS

The screenshot shows a web browser window displaying the VCLLI website. The URL is <https://reg136.imperisoft.com/VCLLI/DailyRosterBoard/Registration.aspx>. The page features the VCLLI logo and the text 'Vassar College Lifelong Learning Institute'. Below the logo, there are navigation links for 'Search', 'Membership', and 'Roster', and a user profile for 'Maribeth King'. A summary box for 'Navigating Healthcare' shows 60 seats, 30 registered, and 30 available, with a 'Scheduled' status. Below this, there are buttons for 'Attendance', 'Roster', 'Pdf', 'Email', and 'Sms'. A blue arrow points to the 'Email' button. The 'Navigating Healthcare Roster' table lists two registrants: Nancy Auffarth and Linda Bouchey. Each row has 'Email' and 'Sms' buttons. The table columns are Student, Age, Account, Phone, Email, Primary Contact, Description, Attendance Status, and Balance.

Student	Age	Account	Phone	Email	Primary Contact	Description	Attendance Status	Balance
Auffarth, Nancy		Auffarth, Nancy	[REDACTED]	[REDACTED]	Nancy Auffarth	Registered		\$0.00 ...
Bouchey, Linda		Bouchey, Linda	[REDACTED]	[REDACTED]	Linda Bouchey	Registered		\$0.00 ...

SELECT EMAIL RECIPIENT TYPES



ENTER SUBJECT - VC LLI:



[Search](#) [Membership](#) [Roster](#)

From: Maribeth King <kingmaribeth@gmail.com>

Recipients: 30 All recipients with be BCC

any contacts without e-mail addresses have been removed from the recipient list

* Subject **Begin with VC LLI:**

* Body

A screenshot of an email editor's toolbar. It includes icons for undo, redo, copy, paste, and other editing functions. Below the icons, there are dropdown menus for "Normal" (font style), "Arial" (font family), and "(Font Size)" (font size). To the right of these are buttons for "Insert Merge Field", "B" (bold), "I" (italic), "U" (underline), and "S" (strikethrough). At the bottom left of the toolbar, there are icons for text color and background color.

EMAIL CONTENT FOR PARTICIPANTS

Course: Climate Change and the Hudson Valley

Time: 9:30-10:45 am

Weeks: 3/11, 3/18, 3/25, 4/1 (no class 3/29)

Presenter: Sally Jones jones@gbot.com

Class Manager: Bob Smith smithb@blab.com

On Campus Room: Kenyon 488

Zoom link: xxxxxxxx

NEXT ON THE AGENDA

September 13 @ 11am Orientation
to Classroom Technology
Kenyon 132

September 13 @ 12noon Pizza Party
All Presenters and Class Managers
Hospitality Room

