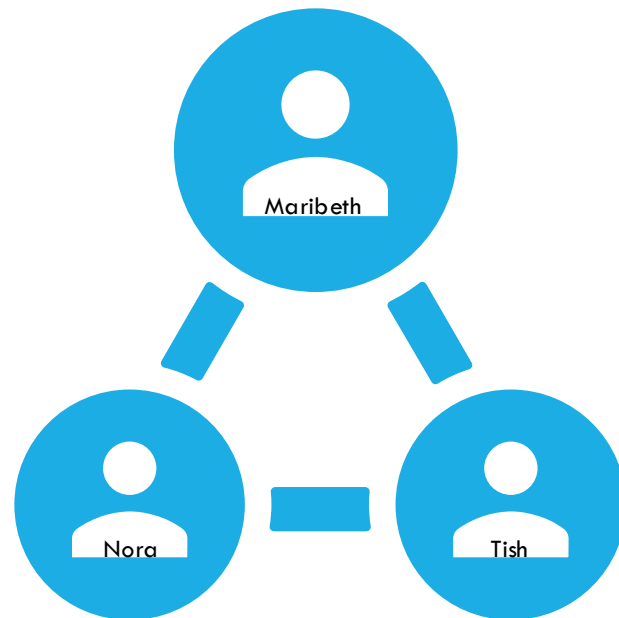


ORIENTATION FOR PRESENTERS AND CLASS MANAGERS

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

March 3 at 11AM via Zoom
March 5 at 4PM via Zoom



INTRODUCING: NORA AND TISH

Nora Quinlan

Nquinlan-affiliate@vassar.edu

all morning classes

Tish Fitzpatrick

Tfitzpatrick-affilia@vassar.edu

afternoon on campus classes

off campus classes

Single in person class



POWERPOINT OF
THIS PRESENTATION



RECORDING OF
SPRING 2025
PRESENTATION



ON-CAMPUS
GUIDELINES FOR
CLASS MANAGERS

VC LLI
INFORMATION
FOR
PRESENTERS
AND CMS

OneLogin

View Report Card

Ravelry: Kinglet...

Bellflower_socke...

Your Voice Matte...

employment appi...

Free Job Applicat...

Employers | Inde...

How do I close m...

Lifelong Learning

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

Aria Wang

Senior, Economics

845-318-8550

yuhuiwang@vassar.edu

Will attend the on-campus orientation in
Kenyon Room 134 on March 7 At 11am

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



CLASS MATERIALS

Viewable by all members of Vassar LL

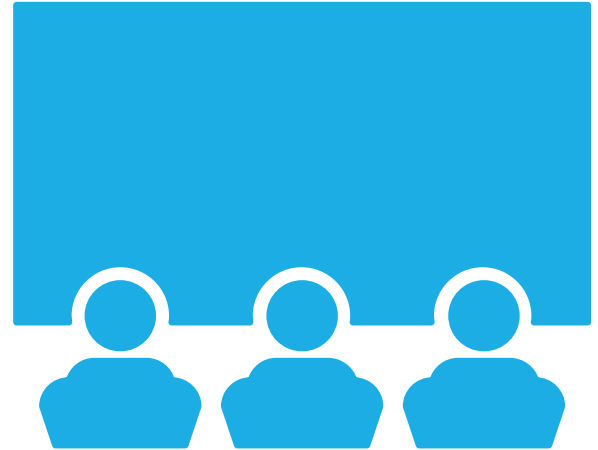
Copyrighted material:
posted behind a privacy wall
registrants will receive a special access code

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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Lifelong Learning Institute



WELCOME!!

NAME BADGES

Member suggestion

Helps to remember names

Fosters a connection

Hospitality Room on first
day

thereafter: contact Rachel
Etkin, Administrative
Assistant

retkin@vassar.edu



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



ATTENDANCE FOR OFF- CAMPUS

Electronic reporting

Use the link on the “Information for Presenters and Class Managers” page

Select class and fill in the fields

Automatically populates spreadsheet

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**)

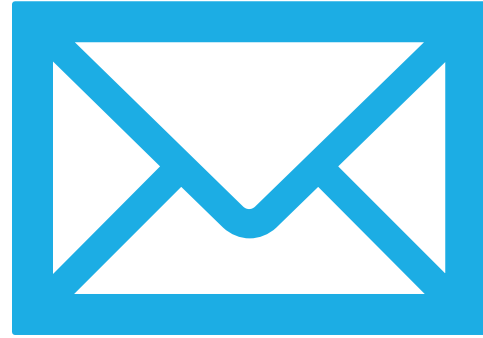
Presenter: Sally Jones jones@gbot.com

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

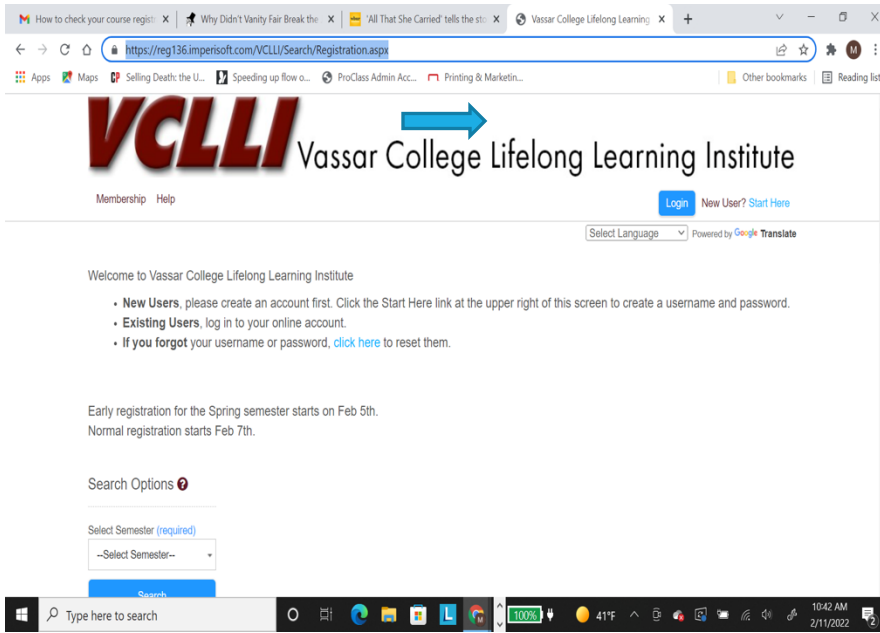
Roster

- 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** 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.

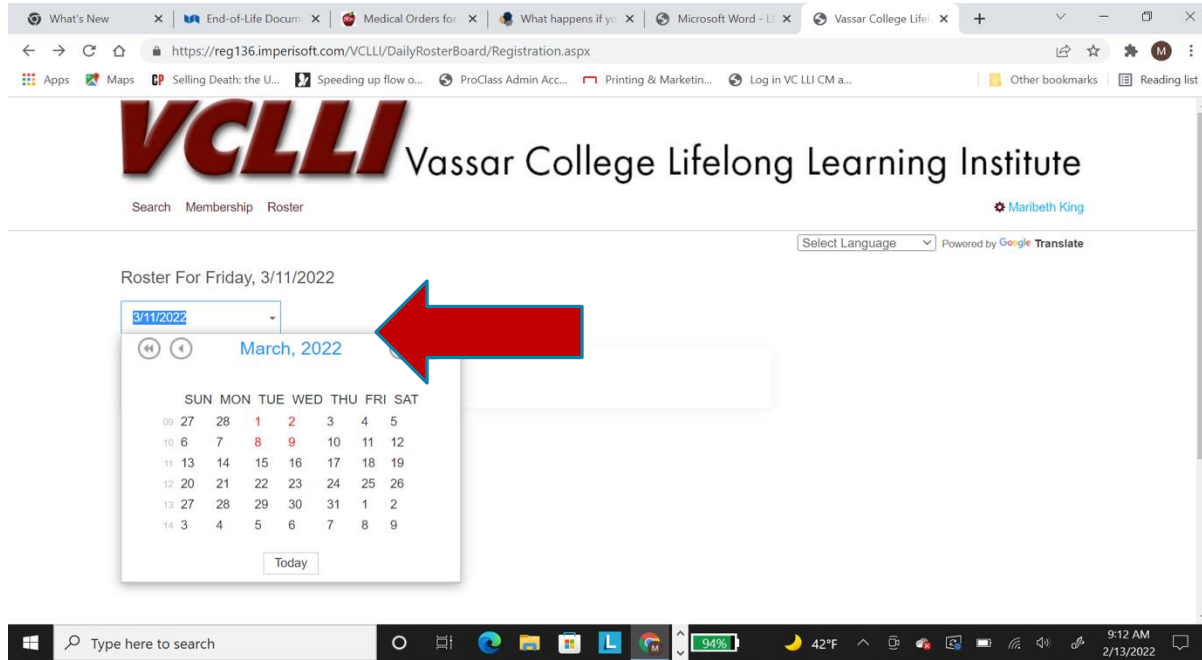
Search Options

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 is a search bar, a "Membership" link, and a "Roster" link. A "Select Language" dropdown menu is visible, along with a "Powered by Google Translate" notice. The main content area displays "Roster For Friday, 3/11/2022". A date selection calendar is open, showing the month of March 2022. A red arrow points to the date 3/11/2022 in the calendar. The calendar 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 x End-of-Life Docum x Medical Orders for x What happens if yo x Microsoft Word - LI x Vassar College Lifel x +

https://reg136.imperisoft.com/VCLLI/DailyRosterBoard/Registration.aspx

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	Registered	Available	
	60	30	30	Scheduled

Attendance Roster Pdf Email Sms

94% 42°F 9:10 AM 2/13/2022

SELECT ROSTER FOR REGISTRANTS

What's New | End-of-Life Docu... | Medical Orders for... | What happens if y... | Microsoft Word - L... | Vassar College Life...

← → ↻ 🏠 <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](#)

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 | Type here to search | 91% | Sno... | 9:36 AM 2/13/2022

EMAILING REGISTRANTS

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". A user profile for "Maribeth King" is visible in the top right corner.

The main content area is titled "Navigating Healthcare" and displays a summary of registration statistics:

Seats	Registered	Available	Scheduled
60	30	30	

Below the statistics, there are five buttons: "Attendance", "Roster", "Pdf", "Email", and "Sms". A blue arrow points from the "Email" button to the "Email" button in the "Navigating Healthcare Roster" table below.

The "Navigating Healthcare Roster" table lists registrants with their contact information and registration status:

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

Each row in the roster has "Email" and "Sms" buttons next to the student's name.

SELECT EMAIL RECIPIENT TYPES

The screenshot shows a web browser window with the URL <https://reg136.imperisoft.com/Pages/App/Registered/SelectEmailRecipientTypes.aspx>. The page header features the VCLLI logo and the text 'Vassar College Lifelong Learning Institute'. Below the header, there is a search bar and a 'Membership Roster' link. The main content area is titled 'Select E-mail Recipient Types' and contains four checkboxes: 'Student' (checked), 'Primary Contact', 'Billing Contact', and 'Emergency Contact'. A blue arrow points to the 'Student' checkbox, and another blue arrow points to the 'Continue...' button. The bottom of the browser window shows the Windows taskbar with the search bar and various application icons.

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

← → ↻ 🏠 🔒 <https://reg136.imperisoft.com/Pages/App/Registered/SelectEmailRecipientTypes.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

Select E-mail Recipient Types

☒ Student

☐ Primary Contact

☐ Billing Contact

☐ Emergency Contact

Continue...

Type here to search

9:57 AM 2/13/2022

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

Normal	Arial	(Font Size)	Insert Merge Field	B	<i>I</i>	<u>U</u>	S		

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

March 7 @ 11am Orientation to
Classroom Technology
Kenyon 134

March 7 @ 12noon Pizza Party
All Presenters and Class Managers
Hospitality Room

