

2026 GUIDELINES for ON CAMPUS CLASS MANAGERS

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BEFORE THE FIRST CLASS

- ☐ Speak with the presenter (the week before first class)
- ☐ Confirm date, time and location of class and find out if there are any planned cancellations/modifications to the schedule
- ☐ Obtain his/her bio so you can introduce them (Brief bios are in the course catalog on the LLI website **except** for the multiple-presenter classes)
- ☐ Exchange your emails and phone numbers for emergency cancellations
- ☐ Discuss how questions and comments will be handled.

FIRST CLASS

- ☐ Arrive on campus a few minutes early to retrieve your attendance sheet. * Ask members to sign in as they arrive.
- ☐ Get acquainted with presenter
- ☐ Time flies by quickly, best to start class on time
- ☐ Review on-campus guidelines:
- ☐ Share any pertinent announcements.
 - Cell phones in the off/airplane/silent mode - complaints have been received regarding vibrating cell phones.
 - Beverages are **only allowed in COVERED, CLOSED** containers. **No food** is allowed in classrooms.
 - Point out emergency exits and bathrooms.
 - Encourage use of our Hospitality Room (upstairs in the Kenyon Club Room)
- ☐ Announce where the class material (if any) is to be found
- ☐ Ask if anyone needs to sign the attendance sheet.
- ☐ Introduce the presenter using the bio you've agreed upon.
- ☐ Discuss how questions/comments will be handled, during or at the end of presentation.
- ☐ It's a nice touch to thank the presenter and give a round of applause.
- ☐ Return attendance sheet to Hospitality Room or LLI office **within 10 minutes of class ending**

BEFORE THE FIRST CLASS AND WEEKLY

- ☐ Send a reminder email 2 days prior to the class EACH week
- ☐ Make sure your Subject Line in the email begins with VC LLI: and the name of the class (Example: VC LLI: Guide to Exploring)

**FOR UNEXPECTED CANCELLATIONS,
IMMEDIATELY NOTIFY EVERYONE BY EMAIL.**

MEMBERS ARE RESPONSIBLE FOR CHECKING THE VASSAR COLLEGE WEBSITE FOR
EMERGENCY NOTIFICATIONS (SNOW CANCELLATIONS OR OTHER CAMPUS-WIDE
NOTIFICATIONS)

TAKING AND REPORTING ATTENDANCE:



Attendance sheets for ALL classes held in Kenyon and Blodgett Halls are located in file boxes located in the Hospitality Suite in the Kenyon Club Room (2nd floor) until 3pm for pickup before class.

The attendance folders for classes are color coded based upon class time:

- 9:30 am classes (period 1): are **blue**
- 11:05 am classes (period 2): are **green**
- 1:45 pm classes (period 3): are **pink**
- 3:20 pm classes (period 4): are **purple**

Please return all attendance folders to the file box no later than 10 minutes after class ending

For all classes located Blodgett Hall:

- Folders can be returned to the **LLI office in Blodgett 115** to the hanging file holder box on the wall at any time instead of putting them back to the file box in Kenyon Hall.

For all 3:20pm classes only:

- The hospitality suite closes at 3pm. If possible, please try to pick up attendance folders before then

After 3pm, the file boxes will then be moved to the Kenyon Lobby

- They will be available there **until 4:45pm**
- After 4:45pm, you must return your attendance folder to the **LLI office in Blodgett Hall Rm. 115**. Place your Attendance folder in the hanging file holder box on the wall outside the LLI office Rm 115 anytime before **5:00pm**. **Doors to Blodgett lock promptly at 5pm.**

TAKING AND REPORTING ATTENDANCE

For all OFF CAMPUS (Including ALL ZOOM) CLASSES:

- Take attendance at each class.....count the total number of people attending and also make a note of any people Registered for the class who are not in attendance
- Go to the Vassar LLI Website and click on the “Information For Presenters and Class Managers” link.
- When the page opens, scroll down towards the bottom until you see the link that says “To Report Weekly Attendance For Courses Not On Campus (Zoom and Off-Site): Click this Link.” Click that link and when the page opens, follow these steps:
 - Select the name of the Course from the Drop Down Menu
 - Enter the date that the Course met (that you are entering the weekly attendance for)
 - Enter the TOTAL number of people attending the class
 - Enter the names of any people not attending who are registered for the class
 - Click “Submit”