

Fall 2026 VC LLI Orientation for Presenters and Class Managers

Two Sessions

Tuesday, September 8, 11 AM to 12, noon
via Zoom

or

Thursday, September 10, 4 – 5 PM via Zoom

Presenters:

Tish Fitzpatrick and Nora Quinlan

Class Manager Coordinators

Nora Quinlan

Nquinlan-affiliate@vassar.edu

All morning classes

Tish Fitzpatrick

Tfitzpatrick-affilia@vassar.edu

All afternoon classes

Lunch and Learn

Maribeth King

mking-guest4@vassar.edu

Zoom Trainer

AGENDA

- A partnership: Presenters and Class Managers
- First Day reminders for Policies and Best Practices
- On Campus Classroom Tech support
- CM: Taking Attendance
- Posting Class Material on Reserve
- Demo on how to Find Class Roster in ProClass
- Absent Procedures
- Attend Orientation to Classroom Technology

VC LLI INFORMATION for Presenters and Class Managers

1. A copy of this power point presentation will be posted on the VC LLI Website
2. A recording of this presentation will be posted online via YouTube with a link on the VC LLI Website
3. On-campus guidelines for class managers posted on the VC LLI Website

<https://pages.vassar.edu/lifelonglearning/presenters/>

Presenters and Class Managers

How does that partnership work?

-
- Roles
 - Communication
 - Coordination with other LLI volunteers



VC LLI

Policies and Best Practices

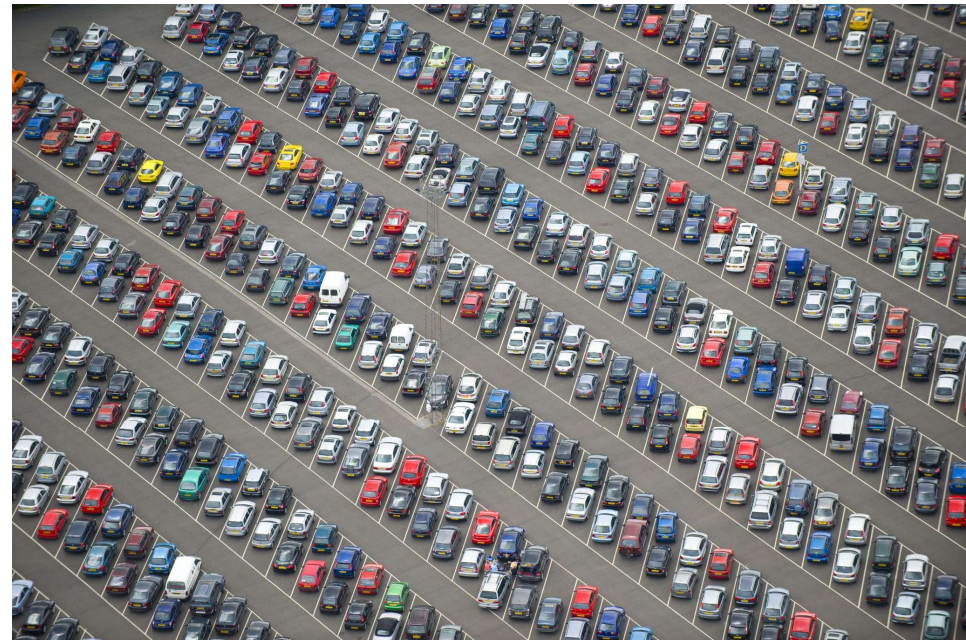
Parking Passes

On first day of in person classes, pick up your parking pass in Kenyon Lobby

After first day, pick up is in the Hospitality Room, 2nd floor, Kenyon

Please observe Vassar College parking rules and signage:

<https://offices.vassar.edu/campus-safety/parking/>



Name Badges

- + You must wear your name badge when on campus
 - Helps to learn and remember names
 - Fosters a connection
- + Returning members please bring your name badge
- + If you do not have a name badge: Pick up in Kenyon Lobby on first day of in person classes
- + After first day, pick up is in the Hospitality Room, 2nd floor Kenyon



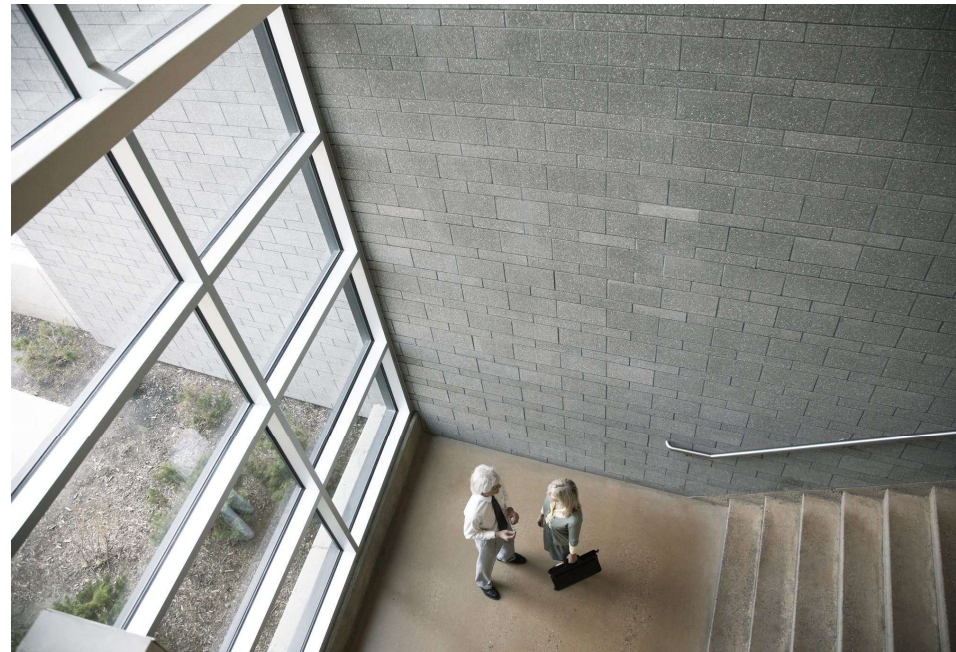
LIFE & SAFETY

At the beginning of the first day of your class, CM should inform the class of the location of:

- + **Emergency Exits**
- + **Elevator**
- + **Bathrooms**

Maps for Kenyon and Blodgett can be found at:

[Campus/Resources – Lifelong Learning Institute](#)



First Day Introductions

- CM introduces the presenter
- Remember - consult with your presenter as to what they would like you to say
- CM acknowledges any new VC LLI members in the class. For example, you can say:

“Welcome to our new VC LLI members in our class today. If you see anyone with a new member ribbon on their ID badge, please welcome them”

Classroom ETIQUETTE #1

Please silence your phone!



CLASSROOM ETIQUETTE #2

NO FOOD
ALLOWED!



CAMPUS ETIQUETTE #3

USE SPILLPROOF
CONTAINERS



Lifelong Learning Institute

[Welcome to Vassar LLI](#)[About Vassar LLI](#)[Who We Are](#)[Calendar](#)[Current-Semester General Information](#)[Course Registration/ProClass](#)[Membership](#)[Current-Semester Course Materials](#)[Catalogs](#)[Newsletters](#)[Volunteering for LLI](#)[Volunteer Positions with LLI](#)[Information for Presenters and Class Managers](#)[Campus/Resources](#)[Contact Us](#)[In Memoriam](#)

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.

We are committed to forming a community that will advance the education of its members in a collaborative fashion. Most classes are conducted in small groups to promote discussion informed by the inter-

On-campus Classroom Tech Support

- Nicholas Denton, Vassar Student Tech Assistant
- Will attend the on-campus AV Tech Training orientation on September 18
- Available in the Hospitality Room to assist VC LLI **ON campus classes only** on Fridays as needed
- **Need Tech Help?** CALL or TEXT the Student Assistant's cellphone 845-681-3884



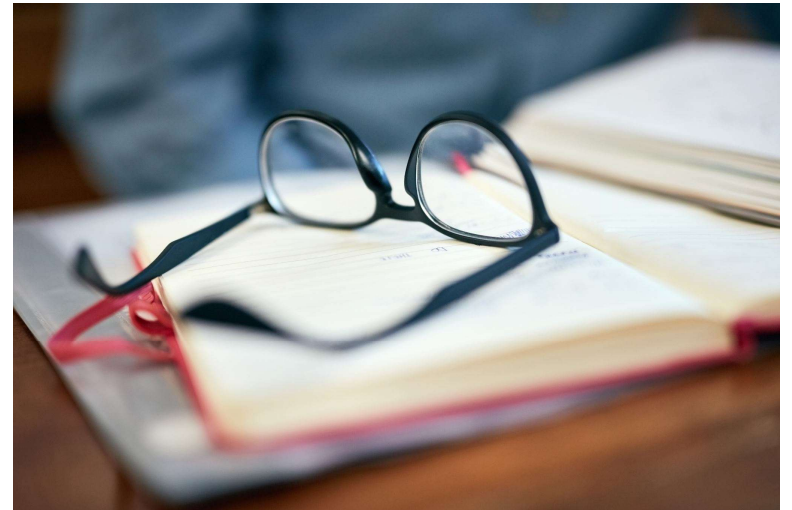
Posting Class Materials for Current Semester

Presenter Class materials will be posted on the VC LLI website Home Page under the tab:

Current Semester Course Materials.

These can include:

- Photos
- PDF files
- Short films\Pieces of music
- Documents, an article, or a website link



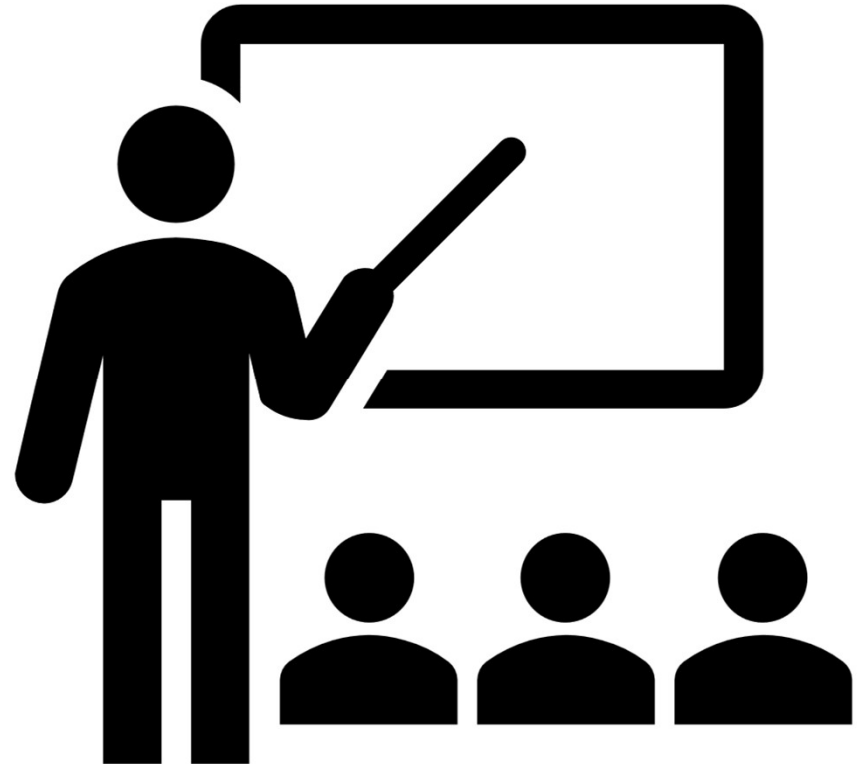
You **cannot use** your PERSONAL email to send out any class materials!

Accessing Class Materials

- + Material will be viewable online by all members of VC LLI
- + To access : go to VC LLI website and click on tab:
Current Semester Course Material
- + Copyrighted materials are restricted and must be posted behind a privacy wall.
- + Only students in that class will receive a special access code (password) from the class Presenter to view this material

How to Post Class Materials

- Presenters or Class Managers should submit all course materials such as films, music, articles, etc. to both:
- Mihai Grunfeld (grunfeld@vassar.edu)
- Rachel Etkin (retkin@vassar.edu)



Taking Attendance On Campus – Done by CM

BEFORE EACH CLASS In EITHER KENYON OR BLODGETT:

- Retrieve your assigned class attendance sheet from the File Box in the Hospitality Room, 2nd floor Kenyon.
- Folders are labeled and color coded based on class meeting time
- For 3:20pm classes, because the Hospitality Room closes at 3:00 pm, pick up your sheet in the File Box in the Hospitality Room before 3 pm
- After 3 pm retrieve the sheet from the File Box now located in the Kenyon Lobby.
- Have attendees check in upon entry to classroom and at the end of the class remind people to check in if not done already.
- If attendee's name is not on the attendance sheet, have them print their name on it. This will be reviewed by Rachel Etkin, and she will notify you if they are registered for the class or not.

Note: If a person is not registered in the class, they cannot attend the class.



AFTER EACH CLASS

- Return attendance sheet to folder in Hospitality Room **no later than 10 minutes after THE END OF EACH CLASS.**
- After the 3:20 classes, return attendance sheets to the file box now moved to the Kenyon Lobby. File boxes remain in Kenyon until 4:45 pm.
- Between 4:45 and 5:00 pm, please deliver sheet to Rachel Etkins in Blodgett Hall, Room 115. Doors lock after 5 pm.

NOTE: Blodgett Hall assigned classes can also deliver weekly sheets directly to Rachel's hanging file box outside Room 115 in Blodgett Hall.

TAKING ATTENDANCE FOR OFF-SITE AND OFF CAMPUS CLASSES

- Use Electronic Reporting
- Go to “Information for Presenters and Class Managers” on the VC LLI website, open the page, and scroll to the bottom to find section for “Attendance Taking for Off Campus Classes” to find link
 - **TO REPORT WEEKLY ATTENDANCE FOR COURSES NOT ON CAMPUS...**
- Click and open the form, then select your assigned class and fill in the fields
- Automatically populates spreadsheet

VC LLI Newsletter

Jo Hausam, Editor

Consider writing a paragraph or two about your class or taking photos of the 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!!

Contact johausam138@gmail.com



COURSE EVALUATIONS

- Emailed directly to course registrants by Rachel Etkin, VC LLI Administrative Assistant, at the end of a 1 day, 4, 6, or 8 week course
- The CM must send an email **AT THE END OF THEIR COURSE AS WELL**, to remind registrants to complete the evaluation
- Remind class members that evaluations expire within 5-7 days

Class Managers Emails

Send an email to your Class Presenter **two weeks before your class is to meet**, introducing yourself and asking how you can support them.

Using ProClass, send an email, with class information, to your class students, introducing yourself as the Class Manager **one WEEK Prior to Class Start Date**.

Weekly Class Email Format:

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**)

Class Location: Kenyon 488

Presenter: Sally Jones
joness@gbot.com

Class Manager: Bob Smith
smithb@blab.com

Zoom Link: xxxxxxxx [if needed]

Emails to Class Participants

- After the first class send a weekly email reminder in ProClass to class participants about the class two days before EVERY class.
- All email messages must be sent through the VC LLI email system in ProClass and are sent BCC to all class participants.
- Do not email or cc the Presenter in ProClass VC LLI email to students! ALL Emails to Presenter must be sent separately.



HOW?
PROCLASS
MAKES YOUR
LIFE...



Accessing Class Roster in ProClass

Presenters and assigned class managers are provided access to the roster for their **specific** course in ProClass.

You only have access to rosters for the VC LLI classes that you are a Presenter or Class Manager for.



BY ACCESSING THE ROSTER, YOU CAN -

- + VIEW class participants
- + EMAIL individual, selected or group class participants
- + And the ROSTER automatically updates when class participants add/drop the class

ACCESSING THE ROSTER IN PROCLASS

The screenshot shows a web browser window with the URL <https://reg136.imperisoft.com/VCLLI/Search/Registration.aspx>. The page features the VCLLI logo and the text "Vassar College Lifelong Learning Institute". A blue arrow points to the "Login" button, which is next to the "New User? Start Here" link. Below the navigation bar, there is a "Welcome to Vassar College Lifelong Learning Institute" message followed by instructions for new and existing users. A "Search Options" section is visible at the bottom, with a dropdown menu for "Select Semester (required)" and a "Search" button. The Windows taskbar at the bottom shows the time as 10:42 AM on 2/11/2022.

How to check your course regi... | Why Didn't Vanity Fair Break the... | 'All That She Carried' tells the sto... | Vassar College Lifelong Learning

<https://reg136.imperisoft.com/VCLLI/Search/Registration.aspx>

Apps | Maps | Selling Death: the U... | Speeding up flow o... | ProClass Admin Acc... | Printing & Marketin... | Other bookmarks | Reading list

VCLLI

Vassar College Lifelong Learning Institute

Membership Help

[Login](#) New User? [Start Here](#)

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**, log in 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 ?

Select Semester (required)

--Select Semester--

Search

Type here to search

100% 41°F 10:42 AM 2/11/2022

Click on word 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** log in 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 course STARTS (CAN VARY!)

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Vassar College Lifelong Learning Institute" and the address bar shows the URL "https://reg136.imperisoft.com/VCLLI/DailyRosterBoard/Registration.aspx". The website header features the "VCLLI" logo and the text "Vassar College Lifelong Learning Institute". Below the header, there are links for "Search", "Membership", and "Roster". A "Select Language" dropdown menu is visible, and a "Powered by Google Translate" notice is present. The main content area displays "Roster For Friday, 3/11/2022". A date selection calendar is open, showing "March, 2022". The calendar has a grid with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates. The date "3/11/2022" is highlighted in the calendar. A large red arrow points to the calendar. The Windows taskbar is visible at the bottom, showing the search bar, task view button, and various application icons. The system tray shows the battery level at 94%, the temperature at 42°F, and the time as 9:12 AM on 2/13/2022.

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, 3/11/2022

3/11/2022

March, 2022

	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

Today

Type here to search

94% 42°F 9:12 AM 2/13/2022

Click on button for Roster

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 navigation bar with links for "Search", "Membership", and "Roster". A large blue arrow points down from the "Roster" link to a button labeled "Roster" in a row of buttons (Attendance, Roster, Pdf, Email, Sms). The "Roster" button is highlighted with a blue arrow. The page also displays a date selector set to "4/8/2022" and a table with the following data:

Navigating Healthcare	Seats	Registered	Available	
	60	30	30	Scheduled

The Windows taskbar at the bottom shows the time as 9:10 AM on 2/13/2022.

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		[REDACTED]		[REDACTED]@aol.com	Nancy Auffarth	Registered		\$0.00	...
Bouchev, Linda		[REDACTED]		[REDACTED]?@gmail.com	Linda Bouchev	Registered		\$0.00	...
Bunnell, Alice		[REDACTED]		[REDACTED]mail.com	Alice Bunnell	Registered		\$0.00	...
Catapane, Theresa (Terry)		[REDACTED]		[REDACTED]ahoo.com	Theresa (Terry) Catapane	Registered		\$0.00	...

Emailing Class registrants

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

Navigating Healthcare

Seats 60 Registered 30 Available 30 Scheduled

Attendance Roster Pdf **Email** Sms

Navigating Healthcare Roster

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

Windows Taskbar: Type here to search, 88% battery, 9:54 AM 2/13/2022

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 for Vassar College Lifelong Learning Institute (VCLLI) includes a search bar, links for Membership and Roster, and a user profile for Maribeth King. A language selection dropdown is set to 'Select Language' and powered by Google Translate.

The main content area is titled 'Select E-mail Recipient Types' and contains the following options:

- ☒ Student
- ☐ Primary Contact
- ☐ Billing Contact
- ☐ Emergency Contact

A blue 'Continue...' button is located below the list of options. Two blue arrows point to the 'Student' checkbox and the 'Continue...' button, indicating the selection process.

Enter Subject - VC LLI:



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

From: Maribeth King <kingmaribeth@gmail.com>

Recipients: 30

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

* Subject

[Begin with] VC LLI: course name

* Body

A screenshot of an email composition toolbar. It includes icons for undo, redo, insert link, insert image, insert video, insert audio, insert calendar, insert location, insert map, insert table, insert quote, insert code, insert merge field, bold, italic, underline, strikethrough, bulleted list, numbered list, and indent. Below the icons are dropdown menus for font style (Normal), font face (Arial), and font size. The toolbar is set against a light blue background.

NOTE!

All recipients must be BCC'd

How to Access the Class Roster

- Go to VC LLI Website and go to Registration/ProClass
- Once page opens, scroll halfway down to [CLICK HERE](#) for ProClass
- Click on Login (on upper right of screen) to open ProClass
- Click on Roster (on upper left of screen)
- **Select Date for the Class**
- Select Roster for registrants (email and telephone of each registrant)
- Select Email at top bar to contact all registrants
- Select Student, then Continue
- Then click Load Template: *Class Manager to Class Members* (in the dropdown)
- Enter Subject (remember to begin with VC LLI: [course name], then continue to body of email.
- Type your message



CM Absences – What do **you** need to do?

- + Identify a responsible person in the class to cover for you at the start of the semester.
- + Send an email to the class reminding them of the next class and provide the name of the person who will be covering if you are going to be absent.
- + Also notify the Presenter in a **separate** email.
- + If you cannot send email reminder then notify either Tish or Nora, CM Coordinators, to do it for you.
- + The person covering for you will be responsible for the attendance sheet.

Presenter Absences – What do **you** need to do?

- + email *Rachel Etkin* (retkin@vassar.edu)
- + let her know of your absence as soon as possible
- + Phone/Text CM and let them know as soon as possible
- + The CM will notify the class students that they class is cancelled
- + Afterwards, contact Rachel to set up a date and time to reschedule class if needed
- + Rescheduled class must be confirmed with Rachel before informing class due to need to ensure a classroom is available.
- + Have CM send out new class meeting date and time once confirmed

Next Meeting For both Presenters and Class Managers

Friday, September 18 @ 10:30 am to 12, noon
Orientation to Classroom Technology

- For All Presenters and Class Managers
- **IN PERSON**
- Location: Kenyon 134

Friday, September 18 @ 12, noon
Pizza Party

- For All Presenters and Class Managers
- Location: Hospitality Room, Kenyon

