Orientation for Presenters and Class Managers

Maribeth King
Gina Klein
Vassar College Lifelong Learning Institute
September 15, 2022
Presenters and Class Managers
VC LLI Homepage

- PowerPoint of this presentation
- Recording of Spring 2022 presentation
- Quick reference guide with FAQs – posted under Presenters/Class Managers
Tech Support

Tech Support on Tuesdays/Zoom
Mihai Grunfeld
845-505-0618
grunfeld@vassar.edu

Tech Support on Fridays/on campus
Henry Turner
208-350-1506
hturner@vassar.edu
Waivers for off campus courses

+ In-person, off campus courses **require a signed waiver** of liability from each member prior to allowing them to participate. These must be signed and sent to Rachel Etkin, retkin@vassar.edu, **before** the course starts.

+ This applies to:
  - Pickleball
  - Gentle Walks in the Hudson Valley
  - Gallery Tours
  - Screen Printing on Paper and Textiles
Roles for VC LLI

+ **Presenter** – course instructor, prepares course content
+ **Class Manager** – introduces the presenter and takes care of other duties mentioned in these slides
+ **Participants** – course registrants (also known as students)
+ **Zoom Host** – person who schedules and usually starts the meeting; typically, the presenter or class manager; able to assign co-host
If the presenter desires to share class materials, this can be done via **Moodle** (instructions are on the VC LLI homepage, Presenter/Class Managers)

Email attachments **cannot** be done via **ProClass**
Rules of the Road

ON SILENT MODE PLEASE
On Campus Rules of the Road

Life Safety
at the beginning of each class:

• emergency exits
• elevator
• nearest bathroom locations
On Campus Rules of the Road
On Campus Rules of the Road
On Campus Rules of the Road

For emergency situations
Vassar Safety and Security, 
Campus Resource Center (CRC) 
845-437-7333
On Campus Attendance

- Retrieve your attendance sheet from Hospitality Room (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
Zoom Attendance

- report **number** of participants to Rachel Etkin, retkin@vassar.edu
- choose the “average” number
- Include the name of the course, the date, and the number of participants
Once the semester has ended, consider writing a paragraph or two about it for the LLI Newsletter

What did you learn?

What did you like?

What surprised you?

Did it change your thinking or feelings about the subject?

If you have any photos from the event or class, please consider submitting them.

Share your experience!!  johausam138@gmail.com
Email to Course Participants

- Send out prior to course start date
- Include “VC LLI”, name of course, date and time of course, Zoom link for Zoom courses, building and room for on campus courses, location for off-campus courses.
- For Zoom courses, it’s recommended that you send the course info every week, 2 days before class (people lose prior emails)
ProClass makes life........
ProClass Access to Roster

+ Presenters and assigned class managers provided access to the roster for their specific course – not all courses
ProClass Roster

+ View class participants
+ Email individual, some, or all participants
+ Roster automatically updates when participant drops/adds a course
Accessing Class Roster

- Instructions are included on Quick Reference sheet
- 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

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 of course (start/week)
### Roster For Friday, 4/8/2022

<table>
<thead>
<tr>
<th>Course</th>
<th>Seats</th>
<th>Registered</th>
<th>Available</th>
<th>Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigating Healthcare</td>
<td>60</td>
<td>30</td>
<td>30</td>
<td>Scheduled</td>
</tr>
</tbody>
</table>

**Attendance** | **Roster** | **Pst** | **Email** | **Smile**
Select Roster for registrants

Vassar College Lifelong Learning Institute

Navigating Healthcare Roster

<table>
<thead>
<tr>
<th>Student</th>
<th>Age</th>
<th>Account</th>
<th>Phone</th>
<th>Email</th>
<th>Primary Contact</th>
<th>Description</th>
<th>Attendance Status</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
<td>Auffarth, Nancy</td>
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<td>Auffarth, Nancy</td>
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<td>Nancy Auffarth</td>
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</tr>
<tr>
<td>Bouchey, Linda</td>
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<td></td>
<td>Linda Bouchey</td>
<td>Registered</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Bunell, Alice</td>
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<td>Bunell, Alice</td>
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<td></td>
<td>Alice Bunell</td>
<td>Registered</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Catapane, Theresa (Terry)</td>
<td></td>
<td>Catapane, Theresa (Terry)</td>
<td></td>
<td></td>
<td>Theresa (Terry) Catapane</td>
<td>Registered</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Emailing registrants
Select Email recipient types
Enter Subject - VC LLI:

Vassar College Lifelong Learnin

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:
Class Manager & Zoom Host Duties

+ Zoom Host will schedule the meeting or receive link from VC LLI
+ Zoom link will be accessible on ProClass
+ Each course will have a unique link, and the same link will be used every week of the course. Zoom links should not be shared.
+ Will send the Zoom link out the Sunday before Tuesday’s class
+ Polls – If the Presenter is using their own Zoom account, they should make polls ahead of class. If someone else is the Zoom Host, you will have to ask the Host to make the polls.
Tips for teaching online

- LLI provides most of the Zoom links. The Presenter or Class Manager will use a Host Key to start.

- **Host key** for all Vassar Zoom classes is **135790**

- **Do not** use the Waiting Room feature.

- If using personal Zoom account consider making the Class Manager the co-host after launching the Zoom meeting
Tips for teaching online

+ Start classes 15 minutes early to give students time to chat with each other. Seeing friends is important during social distancing!

+ Just like a regular classroom, the instructor must take control if a participant talks too much. (“We need to move on.” “We need to give others a chance to speak.”)

+ If you have a long video to discuss in class, send the link to the participants a few days ahead to watch on their own time. Then show a minute or two in class before discussing.
Taking questions/comments

Presenters must discuss this with their CMs and decide which method(s) they want to use.

Tell participants how you want them to ask questions. Here are some choices:

1. Participants can use the “Raise Hand” feature *
2. Participants can type questions in the “Chat” feature *
3. Participants can unmute themselves and speak.
   (For small classes, #3 is easiest. But it doesn’t work well for large classes.)

* Presenter or Class Manager must watch the Participants list for 1 or 2.
Ground Rules for Zoom Meetings

+ Briefly review prior to each meeting
  ○ Mute all participants (recommended)
  ○ How questions/comments are managed
  ○ Raise hand/lower hand function
  ○ If showing videos, may ask to have participants turn off video
Class Manager monitors participants for questions, raised hands, etc

+ Use the “Participant” icon at the bottom of the Zoom screen
  ○ to see the names and status of everyone on the Zoom
  ○ muted or not muted
  ○ hand raised
  ○ chat

+ Note: When the Host or Co-host Unmutes someone, Zoom will ask them if they want to unmute or stay muted. Until they click on this, they are still muted.
Class Manager Duties

- CM will notify participants by email if class is interrupted and can’t be restarted.
- Remind participants to complete class evaluation emails will be sent on the appropriate date by Rachel Etkin, retkin@vassar.edu, Administrative Assistant
Presenter tips for teaching on Zoom

+ Pay attention to **lighting** – use front lighting, avoid windows and bright lights behind the presenter. Cover windows with shades.
+ The **camera** should be aimed straight at the Presenter (not up from an iPad).
+ Have an uncluttered **background** behind you. Backgrounds are cool but can be distracting. However, bookshelves can also be distracting.
+ Recommended if you plan to show lots of **YouTube videos** – get YouTube Premium ($12/month, first month free). It’s annoying and a waste of time to get interrupted by ads during class.
Tips for teaching online

✦ Zoom looks slightly different on different devices, so if participants have difficulty finding buttons during class that’s probably why.

✦ If the presenter’s video gets choppy, try having the participants turn off their own video to reduce bandwidth demands. They can turn it back on during discussion.

✦ Bandwidth – if other people in your house are streaming videos (Netflix) or playing online games it will use up your bandwidth and affect your Zoom experience. Ask your family not to watch videos or play online games while you’re teaching.

✦ You might need more bandwidth. Try a bandwidth speed test: https://www.speakeasy.net/speedtest/
When sharing videos or music on Zoom, click the boxes to share sound and optimize video.
Zoom security

- Zoom link for each course available via ProClass in registrants' membership
- LLI will use the same Zoom link for each day of the course.
- Sometimes Zoom requires you to install a new version of its software. If that happens, you may be delayed a few minutes while the software installs.
- [https://zoom.us/security](https://zoom.us/security)
Zoom training links

Go to the Zoom Help Center website

✦ You can find videos on Joining a Zoom meeting, adding a co-host, etc.
✦ Here’s one on sharing your screen (3:41)
✦ Using polls
✦ Managing Breakout rooms

✦ If you’re interested:
  ○ Zoom Meetings for Education (45 minutes)

✦ Explore the Zoom Help Center or YouTube for more information. You can find instructions specific to smart phones and iPads there.
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