**2023 GUIDELINES for CLASS MANAGERS OF ZOOM COURSES**

**BEFORE THE FIRST CLASS**

\_\_\_\_ Speak with the presenter (the week before the first class)

\_\_\_\_ Confirm date and time of class and find out if there are any

 planned cancellations/modifications to the schedule

\_\_\_\_\_ Share host key **135790**

\_\_\_\_ Obtain his/her bio and make sure to introduce them at the start of the

 first class.(Brief bios are in the course catalog on the LLI website **except** for

 the multiple-presenter courses)

\_\_\_\_ Exchange your emails and phone numbers for emergency cancellations

\_\_\_\_ Discuss how questions and comments will be handled

**ON CLASS DAYS**

\_\_\_\_ Start the Zoom **15 minutes before class start time**–host key is **135790**

\_\_\_\_ Make Presenter co-host

\_\_\_\_ Time flies by quickly, best to start class on time

\_\_\_\_ Share any pertinent announcement

\_\_\_\_ Advise that all participants will be muted as the presenter begins to speak

\_\_\_\_ Announce where the class material (if any) is to be found on Moodle, or via

 an attachment to an email sent by the Presenter

\_\_\_\_ Discuss how questions/comments will be handled using chat room or raised

 hand function, during or after the presentation

\_\_\_\_ Introduce the presenter using the bio you’ve agreed upon

\_\_\_\_ If using a personal (not Vassar-supplied zoom link) send the **number** of

 attendees to retkin@vassar.edu

\_\_\_\_ It’s a nice touch to thank the presenter and give a round of applause at the

 end of the session

**BEFORE THE FIRST CLASS AND WEEKLY**

\_\_\_\_ Send a reminder email 2 days prior to the class.

\_\_\_\_ Make sure your Subject Line in the email refers to VC LLI, the name of the

 Class, date of the class and time (Example: VC LLI –Mansions, Thursday

 9/21@ 9:20am)

\_\_\_\_ **A reminder that the Zoom link remains the same for the duration of the**

 **semester. Please do not share the link with non-registrants. Recording of**

 **a presentation using a Vassar link is prohibited.**

**IN THE EVENT OF A LAST MINUTE CANCELLATION IMMEDIATELY NOTIFY EVERYONE BY EMAIL.**

**If you would like 1:1 “hands on” training with basic operations on Zoom or sending an email to course registrants via Pro Class, please contact one of the following:**

**Rob Cohen** **rob.cohen@gmail.com**

**Rachel Reisman** **MsRachelR@aol.com**

**Sudhir Desai** **sdesai-guest@vassar.edu**