

# Spring 2026 VC LLI Orientation for Presenters and Class Managers

## **Two Sessions**

Tuesday, March 3, 11 AM to 12, noon via Zoom

or

Thursday, March 5, 4 – 5 PM via Zoom

Presenters:

Tish Fitzpatrick and Nora Quinlan

# Class Manager Coordinators

Nora Quinlan

[Nquinlan-affiliate@vassar.edu](mailto:Nquinlan-affiliate@vassar.edu)

In person and Zoom

Morning classes

Tish Fitzpatrick

[Tfitzpatrick-affilia@vassar.edu](mailto:Tfitzpatrick-affilia@vassar.edu)

In person and Zoom

Afternoon classes

All off campus in person classes

Maribeth King

[mking-guest4@vassar.edu](mailto:mking-guest4@vassar.edu)

Zoom Trainer

# AGENDA

- First Day reminders for Best Practices
- On Campus Classroom Tech support
- CM: Taking Attendance
- Presenters: Posting class material on reserve
- Demo on how to Find Class Roster in ProClass
- Attend Orientation to Classroom Technology

# VC LLI INFORMATION for Presenters and Class Managers



POWERPOINT OF THIS  
PRESENTATION



RECORDING OF SPRING,  
2026 PRESENTATION  
POSTED ONLINE



ON-CAMPUS GUIDELINES  
FOR CLASS MANAGERS  
POSTED ONLINE

# 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, 2<sup>nd</sup> floor, Kenyon

**Please observe Vassar College parking rules and signage:**

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



# Name Badges

- + Please 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, 2<sup>nd</sup> 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](#)



Classroom  
ETIQUETTE  
#1



**ON SILENT MODE PLEASE**

# CLASSROOM ETIQUETTE #2



# 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

- Beatrice (Bea) Pitt Stoller
- Student Assistant
- (917) 757-0530
- *bpittstoller@vassar.edu*
- Will attend the on-campus AV Tech Training orientation on March 6 at 10:30 am
- Located: Available to assist VCLLI **on campus classes only** on Fridays in the Hospitality Room
- **Need Tech Help?** CALL or TEXT Bea's cellphone



# Posting Class Materials for Current Semester

Presenter Class materials can 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
- Document, an article, or a website



# 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 are posted behind a privacy wall.

Only students in that class 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](mailto:grunfeld@vassar.edu))

Rachel Etkin ([retkin@vassar.edu](mailto:retkin@vassar.edu))

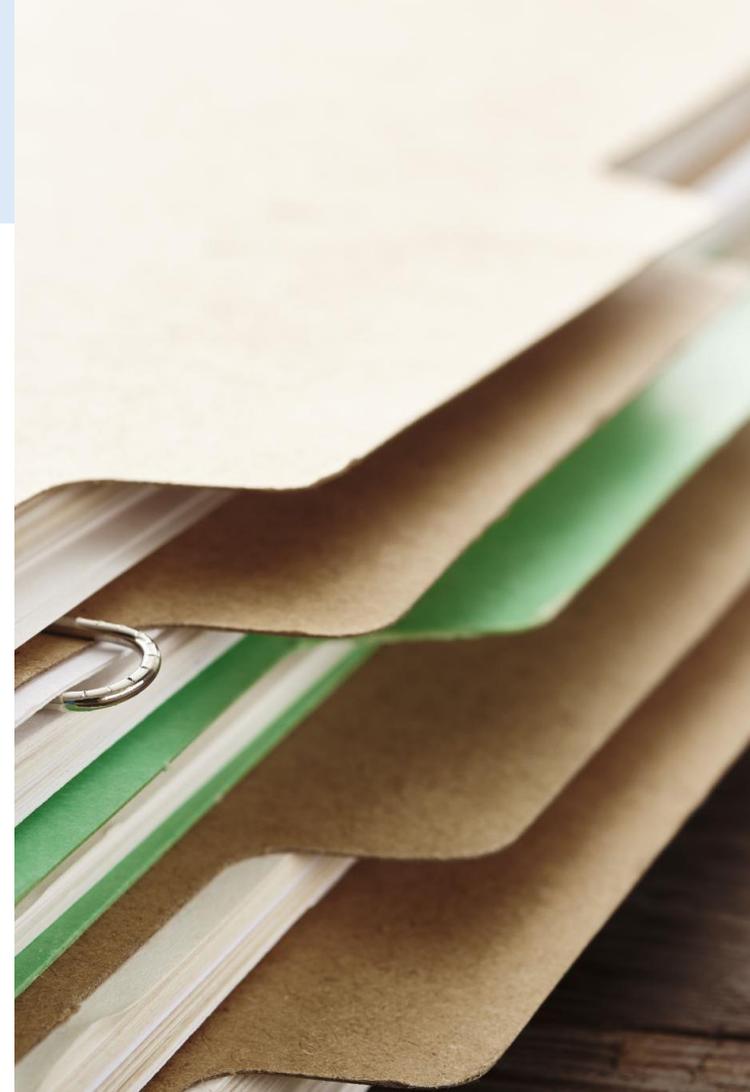


# Taking Attendance On Campus – Done by CM

## BEFORE EACH CLASS In EITHER KENYON OR BLODGETT:

- Retrieve your assigned class attendance sheet from the File Box in the Hospitality Room, 2<sup>nd</sup> 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.

**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 sheets directly to Rachel's hanging file box outside Room 115 in Blodgett Hall.

# TAKING ATTENDANCE FOR OFF-SITE AND OFF CAMPUS CLASSES

Electronic reporting

Go to “Information for Presenters and Class Managers” on the VC LLI website, open the page, and scroll to the bottom of the page to find section for Off Campus Classes

Click and open form, then 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!!
- + **Contact [johausam138@gmail.com](mailto:johausam138@gmail.com)**



# COURSE EVALUATIONS



EMAILED DIRECTLY TO COURSE REGISTRANTS BY RACHEL ETKIN, ADMINISTRATIVE ASSISTANT AT THE END OF A 1 DAY, 4, 6, OR 8 WEEK COURSE



THE CM SENDS AN EMAIL AT THE END OF A COURSE AS WELL, TO REMIND REGISTRANTS TO COMPLETE THE EVALUATION



EVALUATIONS EXPIRES WITHIN 5-7 DAYS

# Class Managers Emails

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

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

Send a weekly class reminder to students about class.

*A SAMPLE Weekly Class Email includes:*

**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  
joness@gbot.com

**Class Manager:** Bob Smith  
smithb@blab.com

On Campus Room: Kenyon 488

Zoom link: xxxxxxx [if needed]

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 do **not** have access to rosters for all of the VC LLI classes.



# BY ACCESSING THE ROSTER YOU CAN -

## View

- class participants

## Email

- individual, selected, or all participants

## Roster

- automatically updates when participant drops/adds a course

# How to Access the Class Roster

- Login to 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



# 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 header features the VCLLI logo and the text "Vassar College Lifelong Learning Institute". A blue arrow points to the "Login" button, which is next to a "New User? Start Here" link. Below the header, there is a "Select Language" dropdown menu and a "Powered by Google Translate" notice. The main content area includes a welcome message and a list of instructions for new and existing users. At the bottom, there is a "Search Options" section with a "Select Semester (required)" dropdown menu and a "Search" button. The Windows taskbar is visible at the bottom of the screen, showing the time as 10:42 AM on 2/11/2022.

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**, please 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 course STARTS (CAN VARY!)

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", and a user profile for "Maribeth King". 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 selector dropdown is open, showing a calendar for "March, 2022". The calendar grid 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 date "3/11/2022" is highlighted in the date selector dropdown, and a large red arrow points to it. The "Today" button is visible at the bottom of the calendar pop-up.

The Windows taskbar at the bottom shows the search bar with "Type here to search", the taskbar icons, and the system tray with a battery level of 94%, a temperature of 42°F, and the date/time "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 are navigation links for "Search", "Membership", and "Roster". A "Select Language" dropdown menu is visible, along with a "Powered by Google Translate" notice. The main content area displays "Roster For Friday, 4/8/2022" and a date selector set to "4/8/2022". A table provides summary statistics:

Navigating Healthcare	Seats	Registered	Available	Scheduled
	60	30	30	

Below the table, a row of five blue buttons is displayed: "Attendance", "Roster", "Pdf", "Email", and "Sms". A large blue arrow points from the top of the page down to the "Roster" button, and another blue arrow points from the left side up to the "Roster" button. The Windows taskbar at the bottom shows the search bar, system tray, and the date/time "9:10 AM 2/13/2022".

# See Roster for registrants

Search Membership Roster [Maribeth King](#)

### Navigating Healthcare Roster

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 ...
Bunnell, Alice		Bunnell, Alice	84 [REDACTED]	[REDACTED]	Alice Bunnell	Registered		\$0.00 ...
Catapane, Theresa (Terry)		Catapane, Theresa (Terry)	84 [REDACTED]	[REDACTED]	Theresa (Terry) Catapane	Registered		\$0.00 ...

# Emailing Class 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", and a user profile for "Maribeth King".

The main content area is titled "Navigating Healthcare" and displays the following statistics:

Seats	Registered	Available	Scheduled
60	30	30	Scheduled

Below these statistics are five blue buttons: "Attendance", "Roster", "Pdf", "Email", and "Sms". A blue arrow points to the "Email" button.

Below the buttons is a section titled "Navigating Healthcare Roster" containing a table with the following data:

Student	Age	Account	Phone	Email	Primary Contact	Description	Attendance Status	Balance
Auffarth, Nancy				[REDACTED]@gmail.com	Nancy Auffarth	Registered		\$0.00 ...
Bouchey, Linda				[REDACTED]@gmail.com	Linda Bouchey	Registered		\$0.00 ...

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", the system tray with icons for network, volume, and battery (88%), and the date and time "9:54 AM 2/13/2022".

# Select Email recipient types

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

https://reg136.imperisoft.com/Pages/App/Registered/SelectEmailRecipientTypes.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

### Select E-mail Recipient Types

- Student
- Primary Contact
- Billing Contact
- Emergency Contact

Continue...

Type here to search

87% | Sno... | 9:57 AM 2/13/2022

# Enter Subject - VC LLI:



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

From: Maribeth King <kingmaribeth@gmail.com>

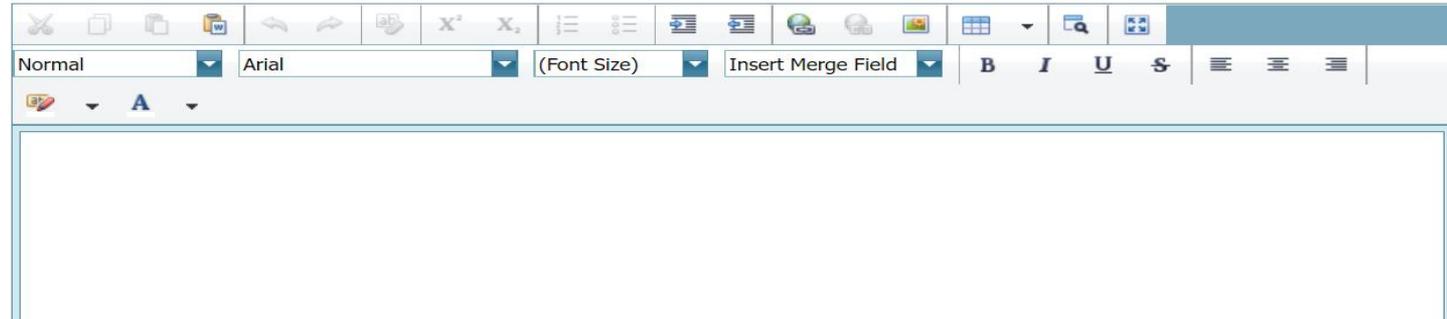
# Recipients: 30

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

\* Subject

[Begin with] VC LLI: course name

\* Body



**NOTE!**

**All recipients must be BCC'd**

# 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.

# Next Meeting For both Presenters and Class Managers

Friday, March 6 @ 10:30 am

Orientation to Classroom Technology

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

Friday, March 6 @ 12, noon

Pizza Party

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

