



OLLI AT RINGLING COLLEGE INSTRUCTOR HANDBOOK 2022-2023

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Welcome to OLLI at Ringling College

Thank you for joining the Osher Lifelong Learning Institute (OLLI) at Ringling College instructor team!

We are glad you chose our OLLI community as a place to share your experience, resources, and passion for lifelong learning. Instructors are an integral part of our program's success, and we appreciate your dedication and commitment to excellence.

At the heart of every OLLI is a robust community of members. OLLI at Ringling College is one of 125 OLLIs across the nation. The one feature that sets us apart from other lifelong learning programs is community. Our members help OLLI stay vibrant and continue to grow through sharing ideas, forming valuable friendships, and supporting OLLI through the purchase of memberships and course registrations.

We hope this guide will provide you with an overview of who we are, as well as the information you need to succeed as an OLLI instructor.

Our mission is to enrich the lives of mature adults in Sarasota and Manatee counties by providing affordable, outstanding educational programs and social interaction covering a broad spectrum of topics that are rich in intellectual stimulation, interactive in scope, and worthy of academic consideration.

OLLI at Ringling College Learning Environment

Above all else, our ultimate goal is to provide a stimulating and thoughtful learning experience.

We are committed to creating an intellectually nurturing environment that encourages a collegial exchange of ideas and concepts and enables us to broaden our perspectives and hone our opinions.

Sometimes we agree with others' viewpoints; sometimes we question them and feel the need to present an alternative view. This honest give and take of scholastic discourse, tempered with mutual respect and an open mind, makes for a memorable learning experience.

OLLI Students

OLLI at Ringling College students are primarily retirees (age 50 and older) who seek to enrich their lives through academic interests. They are not concerned with grades or credits. OLLI students are intelligent and curious lifelong learners. They simply enjoy learning for the joy of learning!

Teaching Older Adults

Even if you have been a professional teacher or group facilitator, teaching older adults may be new to you. It is important to recognize that OLLI students are active, well-educated, and inquisitive with a significant body of knowledge and experience. It is important to avoid "teaching down" or watering down your content unless it is of a technical nature.

It is important to allow time for questions either during or after your presentation. Creating an inclusive environment is also important. OLLI instructors should be flexible, informed, and open to differing or new perspectives. Issues and differences of opinion need to be addressed in a positive and constructive manner.

Location

The Osher Lifelong Learning Institute (OLLI) is located at Sarasota Art Museum on the Ringling College Museum Campus
1001 S. Tamiami Trail
Sarasota, FL 34236
Office: 941-309-5111
Email: OLLI@Ringling.edu
Website: www.OLLIatRinglingCollege.org

Communications from OLLI

Most of our routine communications are via email. You will receive emails from OLLI and from the School of Continuing Studies (SCS) regarding registration, class rosters, Zoom links, etc. Please add the following addresses to your email address book so you will not miss important messages:

OLLI@ringling.edu

SCS@ringling.edu

You will also receive email messages from individual staff members that originate from an “@ringling.edu” email address.

Communications with Students

Prior to the start of the term, you will receive instructions via email for accessing your class roster. Save the email with the link, and access the class roster each time you communicate with students.

You may choose to send a brief “Welcome Note” to your students prior to your first scheduled session. You can also communicate any special instructions to students by email prior to the first class and throughout the term as needed.

Encourage students to read any resources you send to them electronically to reduce the need to produce photocopies/handouts.

When you email your students, always use the blind carbon copy (BCC) option. Attached PDFs are the most universally readable; participants use different operating systems and software. If you do not know how to create a PDF from a Word, Docs or Pages file, ask OLLI staff for help.

Use your class roster only for communication specifically related to the course you are teaching in the current term.

Osher Lifelong Learning (OLLI) Staff

Staff Member	Title / Area of Concentration	Direct Number	Email
Main Number	OLLI	941-309-5111	olli@ringling.edu scs@ringling.edu
Phyllis Brown	Director, OLLI	941-309-5111	pbrown3@ringling.edu
Sheila Reed	Assistant Director, OLLI	941-309-5115	sreed@ringling.edu
Melinda Whitson	Records and Account Specialist, OLLI and Studio + Digital Arts	941-309-5114	mwhitson@ringling.edu
Meghan Burrows	Administrative Assistant, OLLI	941-309-5121	mburrows@ringling.edu
Beverly Jennings	Administrative Assistant, Continuing Studies	941-309-5112	bjenning@ringling.edu
Public Safety *24-hour Emergency	Museum Campus: Main Number:	941-309-4700 *941-359-7500	

Curriculum Committee

Committee Member	Topic Area Chairperson	Email Address
Jeff Ryder	Chair, Curriculum Committee	july4writer@gmail.com
Judy Levine	Art Appreciation	judylevine77241@gmail.com
Jeff Ryder	Arts & Entertainment	july4writer@gmail.com
Marty Fried	Current Events & Global Affairs	mlfried@law.syr.edu
Stan Bastacky	Economics & Finance	stan850@gmail.com
Bonnie Spadafora	Health & Well-Being	sarabonnie@aol.com
Al Tripodi	History	aatlbk@yahoo.com
Stan Bastacky	Language, Culture, and Travel	stan850@gmail.com
Martha Hill	Literature & Writing	onemittywon@gmail.com
Tony Moon	Music Appreciation	tonymoononly@gmail.com
Alan Freedman	Philosophy, Religion	Alanfreedman1@gmail.com
Jeff Ryder	Psychology	july4writer@gmail.com
Bill Lakin	Science	wlakin@together.net
Alan Freedman	Technology	alanfreedman1@gmail.com

Academic Calendar 2022-2023

Term Dates

Fall Term Sept. 28-Nov. 18	Spring Term Jan. 9-Mar. 3	Spring Term Mar. 13-May 5	Summer Term May 15-July 7
Gold Member Registration Sept. 6	Gold Member Registration TBA	Gold Member Registration TBA	Gold Member Registration TBA
Silver Member Registration Sept. 13	Silver Member Registration TBA	Silver Member Registration TBA	Silver Member Registration TBA

Course Proposal Due Dates

Fall Term	Winter Term	Spring	Summer
May 1, 2022	Aug. 22, 2022	Nov. 1, 2022	Nov. 1, 2022

No classes held on these dates.

Sept. 26-27 (Rosh Hashanah)
Oct. 5 (Yom Kippur)
Nov. 24-25 (Thanksgiving)
Dec. 19-Jan. 1 (Winter Break)
Jan. 16 (Martin Luther King Jr. Day)
May 29 (Memorial Day)
June 19 (Juneteenth)
July 4 (Independence Day)

Course Proposal Guidelines

The course proposal is often the first interaction a prospective student will have with an instructor. When preparing your course, imagine that you are the student and that your proposal is a 30-second elevator pitch. Consider these tips.

- Write a course title that clearly indicates the focus and intent of your course. The title should be 7-8 words. Be creative, but air on the side of clarity.
- Course descriptions should be 100-125 words or less. Be clear, concise, and relevant.
- Consider writing your proposal and biography in a Word document, then copy/paste the content into the online form. The online form times out after 25 minutes.
- Include your presentation style – e.g., lecture or discussion
- List required or recommended readings or books for your course.
- Your biography should be 65 words or less. Cite credentials, experience, and other points that pertain to the subject matter you wish to teach.
- Course proposals are required for each class and each term you wish to teach.

Course Proposal Review/Acceptance

The Curriculum Committee reviews all course proposals and selects the courses that will be offered in the upcoming term. Accepted courses should fall within the scope of OLLI's mission.

- The Curriculum Committee consists of current and former instructors, individuals who have served in a similar professional capacity, and Advisory Council members. Each committee member oversees a specific topic area within OLLI's program.
- Topic area chairs will notify successful candidates if their proposal has been approved. The instructor will also receive an official acceptance letter via email and U.S. mail. Candidates whose courses have not been approved will also be notified via email and U.S. mail.
- All course descriptions, instructor biographies, and schedule options will be reviewed by an editor. Each course will be edited for clarity, relevance, and grammar. Instructors will have an opportunity to review their course description, biography, and schedule.

New Instructors: Onboarding

When the course proposal deadline closes, the Curriculum Committee and the topic area chairs begin their review process.

- New instructors are interviewed by the relevant topic area chair from the Curriculum Committee.
- The course is presented to the Curriculum Committee for consideration.
- The topic area chairs will notify candidates of the status of their course proposal followed by a letter of acceptance or regret.
- Instructors who teach in-person or online are required to attend an orientation.
- Instructors will receive orientation information at least one month before the term begins.
- Instructors teaching in-person must attend orientation at the Ringling College Museum Campus.
- Instructors who teach online via Zoom will also have an online orientation.
- Instructors teaching online must also attend Zoom training or demonstrate proficiency in prior Zoom instruction.

Note: Returning instructors are encouraged to attend scheduled orientations prior to each semester. Orientation sessions are great way to meet new colleagues, get information about future programming and events.

New Instructors: First Semester

The topic area chair, or another Curriculum Committee representative, visits new instructors' classes at least once to observe, offer feedback and/or assistance as needed.

- New instructors must successfully complete their first semester with satisfactory evaluations. Instructors teaching more than one course must receive satisfactory evaluations from all courses.
- New instructors who receive satisfactory evaluations may discuss repeating a course(es) or offering a new course in the following semester.
- New instructors who do not receive satisfactory course reviews will have an opportunity to meet with the topic area chair or the curriculum committee chair to discuss next steps.

Instructor Classification, Honorariums, and Benefits

Instructors are classified as independent contractors and are paid an honorarium for teaching. All instructors must complete a W-9 tax form and sign a contract before the term begins. Anyone earning \$600 or more in any calendar year will be issued a 1099 form.

- Honorariums are \$25 per class session. For example, the fee for a 4-session course is \$100.
- The honorarium for a one-time, half-day workshop (minimum of 3 hours) is \$100.
- Some instructors choose to donate their honorariums back to OLLI. This is a voluntary decision that does not negate the requirement for contracts and payments.
- Anyone choosing to donate their honorarium must receive payment, then donate their chosen amount to OLLI by check or credit card.
- OLLI instructors receive a 10% discount at the Bistro on the Ringling College Museum Campus.

Free Class Policy (New and Returning Instructors)

Instructors and their spouses/partners are eligible to take up to a combined total of 12 free classes in an academic year based on the following guidelines:

- The instructor must teach at least one course in the academic year (fall – summer). Note: The instructor must have taught the course, not just offered the course.
- The instructor must receive satisfactory course evaluations for the course(s) taught.
- Instructors and their spouse/partner must have a Gold (\$85) or Silver (\$25) membership to register for any multi-session course, and or workshop.
- Memberships are individual and non-transferable. Memberships (Gold or Silver) are non-refundable.
- Priority is given to students who register and pay for a course. If a course has an enrollment cap and/or space limitation, neither the instructor nor spouse/partner can take the seat of a paying student.
- To ensure a seat in a chosen class, instructors and spouses/partners may choose to pay the regular course fee during registration.
- Free classes do not apply to other members of the household or family (only a spouse/partner).
- Instructors and their spouses/partners may provide their free course requests anytime during the registration period.
- Registrations for free classes are processed three days before the start of the first scheduled class. An email confirmation will be sent once the enrollment is completed.
- To get the course at no cost, you must call the office at 941-309-5111 or email OLLI@ringling.edu with your course requests.
- Late registrations are not permitted. Anyone requesting to join the class after the first scheduled session must be approved by the instructor teaching the class.
- Lectures and other special events are not eligible for free registration.
- Free class options do not apply to the Studio + Digital Arts curriculum.

Classroom Management Tips

- Begin and end classes on time. We have a 40-minute window between classes.
- Be mindful of both students as well as other instructors who might be scheduled for the same classroom you are using.
- Once your class has ended, please allow 30 minutes for the incoming instructor to set up for their class. If you and members of your class wish to continue discussion, please consider moving to the courtyard or the Bistro.
- Ask that cell phones be silenced and that people step out of the room to accept a call.
- Speak loudly and clearly or use a microphone.
- When writing on a board, write in large letters.
- Explain how you would like questions presented — during or after your presentation to avoid frequent interruptions. Repeat the question before answering.
- If using audiovisual equipment, keep the sound at a comfortable level.
- If you are aware of people attending your class who are not registered, ask them to register in the OLLI office.

Instructor Best Practices

- Instructors are responsible for sharing factual information. You should not share personal perspective or attempt to sway students to a particular viewpoint.
- Instructors are not permitted to use students' emails or classroom time for the purpose of selling goods or services, advice, books, or any other materials.
- Instructors must not share students' contact information (email or phone number) with other students without written consent from each registered student.
- Instructors have full responsibility and authority to maintain respectful interaction and etiquette in their class.
- Instructors should make sure their materials (notes, PowerPoints,) and presentations are free of grammatical errors, typos, misspellings, fact errors, etc.

Course Registration Requirements

Each course must receive a minimum number of registrations to be offered. Any course that does not receive the minimum number of registrations will be canceled. The instructor will be notified of the cancellation 4-5 business days before the first scheduled class.

- Classes must have the following minimum registrations:
- 7 to 8 sessions: minimum of 7-8 registrations
- 5 to 6 sessions: minimum of 6-7 registrations
- 2, 3, and 4 sessions: minimum of 4-5 registrations
- Half-day workshop (meeting one day for 3 hours): minimum of 4-5 registrations

Course Evaluations

All courses are evaluated by students at the end of the term via Survey Monkey. Students will receive an email from scs@ringling.edu with the survey link.

- Surveys help assess an instructor's delivery of content as outlined in the course description, student engagement, online skills, classroom management, overall proficiency, and more.
- Surveys remain open for at least two weeks after class ends. Once an 80 percent response rate is achieved, survey results will be emailed to the appropriate topic area chair. The topic area chair will review the surveys and email the results to the instructor.
- Instructors should remind students to complete their surveys as soon as the class concludes. The quicker the response rate, the sooner the instructor will receive their evaluations.

Course Materials and Preparations

Each instructor needs to be familiar with current copyright law—for print and electronic materials—and is personally responsible for avoiding infringement issues. For information, visit <https://www.copyright.gov>

Instructors should prepare any course resources for distribution to students (e.g., course outline, handouts, reading lists, syllabi, etc.) well in advance of the first scheduled class.

Instructors must complete a copy request form for any materials they would like copied for distribution in their class.

The request must be submitted two weeks from the date content is needed. Multiple requests can be submitted. To fill out a copy request form on the OLLI website go to, Instructor and select the “Course Materials” dropdown.

For information, call 941-309-5111 or email OLLI@ringling.edu

Posting Course Materials Online

Instructors who would like to have their course materials posted online, must submit files in a PDF format.

Files must include the course title and class week.

Example: #EC 108-Advanced Investment Analysis, Week 1

Students can access your material as follows:

Step 1. Go to the OLLI website www.OLLIatRinglingCollege.org

Step 2. On the website, go to Instructor and select the “Posting Materials” dropdown.

Step 3. From the dropdown menu, choose the corresponding semester.

Step 4. A password screen opens. Enter the password: lifelong learning (*lower case, two separate words; the space between the two words is important*)

Step 5. Scroll down to find the class(es) by the title and click on the desired course materials. The students can then download or print the materials.

Accessing Class Rosters

Instructors can access their class rosters at any time by logging into the Lumens registration system. This will allow you to monitor student registrations and to send course-related correspondence to students.

Remember, if you wish to email all students (group email) in your class, you must use the blind carbon copy (bcc) field to maintain the privacy of email addresses.

- For in-person classes, rosters will be placed on the lectern in the classroom on the first day of class.
- For online classes, rosters will be emailed one day prior to the start of the class.

Class Attendance

Instructors are now required to take class attendance each week. This information is vital and will assist us with our annual reports to the Osher Foundation.

Attendance for In-person Classes

- For in-person courses, your roster will be placed in your classroom 20 minutes before your class begins.
- If you wish to pick up your roster, come by the OLLI office in Room 105 (Fran Mann Reception Area) 30 minutes before the start of your class.
- Each instructor and, or a student (that you choose) should remind students to sign-in as they enter the classroom.
- Each roster must be returned to the OLLI office on the same day of class. Instructors are asked to drop off the roster or have a student drop it off in the office.

Attendance for Zoom Classes

- Sign in to Zoom in a web browser.
- Click Reports on the left-hand side of the page.
- Click Usage
- Enter the appropriate dates of the class and click search
- Locate the desired class and click the number of participants on the right-hand side.
- If someone leaves the meeting and comes back in – the report records them twice. This makes it difficult to take attendance manually.
- Click “show unique users” – this will condense the users and not show any duplicates.
- In the upper right corner – click “Export” and the data will download as a CSV file (like Excel).
- Save the file and email the spreadsheet to OLLI@ringling.edu

For more information, review this Youtube tutorial link

<https://www.youtube.com/watch?v=FIMIiWj5s-Q>

Instructor Responsibility

If a student disrupts a class, the instructor has a responsibility to ask the student to refrain from class disruptions. If the disruptive behavior persists, the instructor has a responsibility to ask the student to leave class.

The definition of disruptive behavior includes not complying with the Student Code of Conduct. It may also include any behaviors or actions considered threatening, abusive, or inconsiderate of other students.

A student may return to class only if they refrain from disruptive behavior. If the student refuses to comply, security will be called and the student will be escorted from the classroom.

For online classes (Zoom), If the class is online, you may use the “Remove” function to remove the student from your class and not allow that student to re-enter.

Once you remove a student from class, please notify the OLLI staff at the end of class.

The director and the assistant director of OLLI at Ringling College must be notified if an incident occurs where a student is asked to leave the classroom or is removed from a Zoom class.

Student Code of Conduct

We all play a role in maintaining this balance of civility and academic freedom. You may wish to share these points and any other specific guidelines that apply to your class.

Students are expected to:

- **Allow** others to have their say.
- **Respect** the rights of others to express their views.
- **Listen** quietly while the instructor or other students are speaking.
- **Refrain** from quarrelsome interruptions to an instructor’s presentation.
- **Ensure** cell phones are switched off or muted during the class.
- **Comply** with OLLI staff and instructor requests.

Instructor and Student Privacy

OLLI at Ringling College does not share instructors' contact information (email or phone number). If a student wants to contact any instructor (past or present), the staff will forward their information to the instructor for follow-up.

OLLI also does not share student information with other students or former instructors. Students may choose to exchange their personal information while in class. If an instructor wants to contact a former student, the staff will forward their information to the student for follow-up.

Instructors who wish to share their contact information with students may personally make it available to them before the start of the term or during a class session.

Student contact information is available to instructors on the Lumens registration system. This information may not be used for any purpose other than sharing class-related information or materials.

If you wish to email all students (group email) in your class, you **must** use the blind carbon copy (bcc) field to maintain the privacy of email addresses.

Instructor Absences

Instructors are expected to make-up any missed sessions. Any sessions that cannot be made-up, must be discussed with the OLLI Director. In planning a make-up option, a majority of the students must agree with the chosen option.

- In the event of an unscheduled absence, instructors are asked to notify the office at 941-309-5111 and by email at OLLI@ringling.edu as soon as possible.
- The OLLI staff will notify students of your absence.
- For a planned absence, the instructor must let the OLLI staff know two weeks before the start of their first scheduled class.
- Instructors should also let the students know one week before the start of their first scheduled class.

Class Make-up Options:

- Extending the class by an additional week. If a class is extended, the final session must take place within the term the course is offered.
- Adding an extra time (10-15 minutes) to the remaining class sessions. You must confirm this option with the OLLI staff in advance.

If another class is scheduled in the room you are in, you must allow the next instructor at least 30 minutes to prepare for their class.

If there are no classes scheduled in the room you are in, you may remain in your classroom.

Class Guest Policy

- Instructors must provide the OLLI staff with the names and email addresses of any guest speakers or guest students three business days in advance of the class session they will attend. This policy applies to in-person and online classes.
- Guest speakers will not receive compensation for their appearance in class unless prior arrangements have been discussed and approved in writing by the OLLI Director.
- Instructors are responsible for making all arrangements for guest speakers including providing the Zoom link for their class.
- A guest who attends class as a student may not take the seat of a tuition-paying student.
- Guests who are “students” may attend only two class sessions (in-person or online) and on a space-available basis.
- The OLLI staff will email online guest students the Zoom link, the day before the scheduled class.

Emergency Protocol for the Ringling College Museum Campus

Instructors **must** be familiar with campus protocol in case of emergency.

Each classroom is equipped with an emergency call box, the phone number for campus security and the front office, and black lockdown shades on the door(s).

Medical Response

- If critical, call 9-1-1 while sending someone to the reception office to notify staff: (a) an ambulance has been called and (b) the classroom number.
- Someone should stay with the student who is having the emergency.
- Do not move the injured or ill person.
- Call museum security (phone number is posted on classroom bulletin boards). Someone will respond with a first-aid kit, assess the situation, and take over from there.

Fire Alarm

Instructors should:

- Be prepared to lead their students out of the building in at least two directions to one of the outside muster zones.
- Take a student head count and report to campus security if anyone is missing.
- Those in wheel chairs on the upper floors will wait for the assistance of campus security/fire department.
 - The instructor should inform security ASAP that someone in a wheelchair or with limited mobility is on an upper floor. Elevators are not in service during a fire alarm.
 - Security will respond and assist that person.
 - If a false alarm, security will simply wait with them.
 - If an actual fire, the fire department will assist to bring them down and in a dire situation security will deploy the Evac chair located near the OLLI 3rd floor elevator to bring the person down the stairwell.

Security will:

- Oversee the evacuation.
- Investigate the alarm.
- Meet the fire department.
- Call the all-clear.
- Reset the fire system.

Active Assailant

- Each classroom door is equipped with a black lock down shade that can be rolled down and extended to cover the window.
- If sheltering in place, the instructor will pull and secure the shade, lock the door deadbolt(s), turn the lights off, and move away from the doors.
- Basics are:
 - 1) Know the sound of gunfire. Come to understand as soon as possible what is happening.
 - 2) How to Respond: Run. Hide (blackout shades, locked door, lights out, out of sight). Fight.
 - 3) Know what to expect and how to respond as law enforcement arrives.
 - 4) Important safety reminders for students:
 - a. Remain calm, and follow law enforcement officers' instructions.
 - b. Put down any items you have in your hands.
 - c. Avoid making quick movements toward officers.
 - d. Avoid pointing, yelling/screaming, or instructing officers.
 - e. Keep moving and do not stop for any reason when evacuating the building.

OLLI Systems Overview

OLLI at Ringling College uses various systems, each with its own website and login to access. Below is a summary of each system and the link to the website. There is also a space for you to mark down (keep track of) your username and password.

Audio Visual (Crestron) Technology

Crestron is the computer system for the Ringling College Museum Campus. For an overview of the system, go to Instructor and select the “Crestron Guide” dropdown.

A hands-on, in-person Crestron training session is scheduled prior to the beginning of each semester.

Lumens

<https://rcad.augusoft.net/>

Username: _____

Password: _____

Lumens is the registration system for all of Ringling College “Continuing Studies.” You can visit this site to check your roster. If you are logging in as an instructor, you will use a different username and password than you use for your student account.

The Lumens website looks like this:

The screenshot shows the Ringling College Continuing Studies website. At the top left is the logo and text: "Ringling College Continuing Studies" and "Your community for creative learning." To the right is a search bar with "search for a class..." and a "GO" button, along with "advanced search options >". Below the search bar are links for "DONATE" and "BUY eGIFT CARD". A yellow navigation bar contains "Welcome, Danielle" and "LOGOUT" on the left, and "VIEW CART (0)" and "HELP" on the right. Below this bar is a menu with "BROWSE" (checked) and "MENU". The main content area shows "LAST VIEWED" with a list of categories: "SCIENCE WEDNESDAYS (OLL_ONLINE)", "SCIENCE (SI)", "LECTURES (LC)", and "ALTERED FORMS: CROSS-POLLINATION (SDA ON CAMPUS)".

Welcome!

Ringling College Continuing Studies
Winter Spring 2021

Classes offered online and on site
Register for all programs now!

Zoom Guide

If you opt for teaching with OLLI online via Zoom, you will be registered for a licensed Zoom account through Ringling College of Art + Design for the semester. The licensed account is the property of Ringling College and offers added security measures, together with ample class times and sizes. This Zoom account is to be used solely for your classes and for communication related to your classes.

You will need to check the email address used to set up this Zoom account for your rosters, updates, and other information related to your classes.

Staff will set up your account, using the email address you designate as your User ID. If you already have a Zoom account that is linked to your current email address, it is necessary that you provide a separate, distinct email address for your OLLI account.

Once your Zoom account has been created, you will receive an email from Zoom (no-reply@zoom.us) at the email address you provide for your OLLI Zoom account. In the body of that email, click *Activate Your Zoom Account*. You will be asked to create a password. Do not choose to continue with Google. Select the step for creating a password.

You can log in to your Zoom account on the web using the email address you provided for your OLLI Zoom account at any time, at zoom.us/signin. Then use the panel on the left to navigate the Zoom portal. You can update your profile.

System requirements

- Laptop, desktop, tablet, or mobile device
- An internet connection: broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone: built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam: built-in or USB plug-in

Scheduling on Zoom

Your OLLI classes will be scheduled by staff. You will receive your class roster, and both you and your students will receive a link to your class from the OLLI office.

ZOOM

<https://zoom.us/>

Username: _____

Password: _____

Zoom is where you go to teach online. Think of Zoom as a school building, your meeting is like your class room, and the link is the key to get in. However, your key will not work unless you are logged in first. You need to login to zoom.us before clicking the link to start your class.

The Zoom website looks like this:

