



OLLI AT RINGLING COLLEGE

INSTRUCTOR HANDBOOK

2024-2025

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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 by 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	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
Meghan Burrows	Administrative Assistant, OLLI	941-309-5121	mburrows@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
Colleen Lundwall	Chair, Curriculum Committee	lund856@gmail.com
Lynda Rizzio	Art Appreciation	rizzi126@yahoo.com
Angela Carrubba	Arts & Entertainment	angelacarr@comcast.net
Colleen Lundwall	Current Events & Global Affairs	lund856@gmail.com
Michael Gibson	Economics & Finance	mikegibson808@gmail.com
Carol Ellis	Health & Lifestyles	carolelliso4@gmail.com
Jeffrey Newman	History	jnewmanfam@gmail.com
Michael Gibson	Language, Culture, and Travel	mikegibson808@gmail.com
Martha Hill	Literature	onemittywon@gmail.com
Stan Bastacky	Music Appreciation	stan850@gmail.com
Alan Freedman	Philosophy, Religion	alanfreedman1@gmail.com
Michael Gibson	Psychology	mikegibson808@gmail.com
Bill Lakin	Science	wlakin@together.net
Alan Freedman	Technology	alanfreedman1@gmail.com
Martha Hill	Writing	onemittywon@gmail.com

Academic Calendar 2024-2025

Fall Term Sept. 30-Nov. 22	Winter Term Jan. 13-Mar. 7	Spring Term Mar. 17-May 9	Summer Term May 19-July 11
Gold Member Registration Sept. 10	Gold Member Registration Dec. 3	Gold Member Registration Feb. 25	Gold Member Registration Apr. 29
Silver Member Registration Sept. 17	Silver Member Registration Dec. 10	Silver Member Registration Mar. 4	Silver Member Registration May 6

Course Proposal Due Dates

Fall Term	Winter Term	Spring	Summer
May 15, 2024	Aug. 15, 2024	Oct. 1, 2024	Feb. 1, 2025

No classes held on these holidays or during winter break.

Rosh Hashanah
Yom Kippur
Thanksgiving
Dec. 19-Jan. 6 (Winter Break)
Martin Luther King Jr. Day
Memorial Day
Juneteenth
Independence Day

Class Times

Monday and Wednesday (multi-session classes 2-8 weeks)

- 10-11:20 am (80 minutes)
- 12-1:20 pm (80 minutes)
- 2-3:20 pm (80 minutes)
- Mondays: 9 am-12 pm (Writers' Workshop)

Tuesday and Thursday (multi-session classes 2-8 weeks)

- 9-10:20 am (80 minutes)
- 11 am-12:20 pm (80 minutes)
- 2-3:20 pm (80 minutes)

Friday (half-day works = 3 hours min)

- 9:30 am-12:30 pm
- 10 am-1 pm
- 12:30-3:30 pm
- 1-4 pm

Friday (multi-session classes 2-8 weeks)

- 10-11:20 am (80 minutes)
- 12-1:20 pm (80 minutes)

Friday (lectures/presentations)

- 1-2 pm (60 minutes)
- 2-3 pm (60 minutes)

Term Lectures: 2-3 pm or 2-3:30 pm (Monday-Thursday)

Listening to Women: 2-3:30 pm (Thursday)

CONNECTIONS: 2:30- 4:30 pm (Tuesday)

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:

- Be creative with the title of your course, but air on the side of clarity. Make sure the title indicates the focus and intent of your course. The title should be 7-11 words.
- Be clear, concise, and relevant. Course descriptions should be 100-125 words or less.
- Instructor biography should be 65-70 words or less. Cite credentials, experience, and other points that pertain to the subject matter you teach.
- Include your presentation style – e.g., lecture or discussion.
- Include class minimums and maximums.
- List required or recommended readings or books for your course.

The online form will time out after 25 minutes. You may consider writing your proposal and biography in a Word document and then copy and paste the content into the form.

You must submit a course proposal for each term you choose to teach.

Course Proposal Review/Acceptance

The Curriculum Committee reviews all proposals and approves the courses for an 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 instructors if their proposal is approved. The instructor will receive an official acceptance letter via email and U.S. mail.
- Instructors whose courses are not approved will be notified via email and U.S. mail.
- Course descriptions, instructor biographies, and schedule options will be reviewed by an editor.
- Courses will be edited for clarity, relevance, and grammar. Instructors will have an opportunity to review their course description, biography, and schedule before publication.

New Instructors: Onboarding

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

- New instructors are interviewed by the relevant topic area chair from the curriculum committee.
- Courses are presented to the curriculum committee for discussion.
- Topic area chairs will notify candidates via email if their course has been accepted or rejected. OLLI will also send instructors confirmations or declines via email and U.S. mail.
- 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 who teach online must demonstrate a high level of proficiency in Zoom.

New Instructors: First Semester

The topic area chair or another curriculum committee representative will visit new instructors' classes at least once to observe and offer feedback.

- New instructors must complete their first semester with satisfactory course reviews. Instructors teaching more than one course must receive satisfactory evaluations from all courses.
- 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 options.
- New instructors who wish to repeat a course(s) will not be eligible to teach until one or two semesters after successful completion of their first course(s). *This delay is because course proposals due dates occur before course evaluations are received and reviewed.*

Instructor Classification, Honorariums, and Benefits

Instructors are classified as independent contractors and are paid an honorarium for teaching. All instructors, who wish to receive their honoraria, must complete a W-9 tax form and sign a contract before their first scheduled class.

Anyone earning \$600 or more in any calendar year will be issued a 1099 form.

Instructor honorariums are \$25 per class session. For example, the fee for a 4-session course is \$100.

- Half-day workshop (minimum of 3 hours): \$100
- Single session class: \$25 for 60 minutes or 80 minutes
- Single session class: \$30 for 90 minutes

If an instructor declines their honorarium, the fee will go back to OLLI. Please inform the staff if you wish to donate the fee to OLLI.

Free Class Policy (New and Returning Instructors)

Instructors and their spouses/partners are eligible to take up to a combined **total of 12 classes for free** 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 reviews.
- Instructors and their spouses/partners must have a Gold (\$85) or Silver (\$25) membership to register for any multi-session course.
- Memberships (Gold and Silver) are individual and non-transferable.
- Priority is given to students who register and pay for a course. If a course has an enrollment cap, neither the instructor nor spouse/partner can take the seat of a paying student.
- To ensure a seat in a desired class, instructors and spouses/partners may choose to pay for the course.
- Free classes do not apply to other members of the household or family (only a spouse/partner).
- Lectures and other special events are not eligible for free registration.
- Instructors and their spouses or partners can submit their free course requests during the registration period. Instructors may call 941-309-5111, send an email to OLLI@ringling.edu, or come by the office (Room 103) during business hours.
- Free class registrations are processed three days before the scheduled start date. Once the registration is complete, instructors will receive an email confirmation.
- Late registrations are not permitted. Anyone requesting to join a class after the first session, must get approval from the instructor.
- Free class options do not apply to the Studio + Digital Arts curriculum.

Classroom Management Tips

- Begin and end classes on time. Be mindful of other instructors and students who are scheduled for the same classroom you are in. *If you wish to continue discussions with your students, please exit the classroom and allow the next instructor to set up for their class. If your class ends after 3 pm, you can remain in the room.*
- We highly recommend that use either the hand-held or lavalier microphone. *Please note that some students use hearing devices and some do not. Those not using a hearing device, may not be comfortable letting you know if they have any hearing issues.*
- When writing on the white board, write legibly.
- Let students know your preference for taking questions (e.g., during your lecture or at the end). Repeat the question before answering.
- If using audiovisual equipment, keep the sound at a comfortable level.
- If a student is not listed on the roster, ask that student to write their name on the roll. *In the event that a student is not registered for the class, the staff will contact the student.*
- Ask students to silence their cellphones or step out of the room to accept a call.

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. Any course that does not receive the minimum number of registrations will be canceled.

The instructor will be notified of the cancellation 7-10 days before the first scheduled class.

Classes must have the following minimum registrations:

- 7 to 8 sessions: minimum of 7 registrations
- 1, 2, 3, 4, 5, and 6 sessions: minimum of 6 registrations
- Half-day workshop (meeting for 3 hours): minimum of 8 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.
- Instructors are encouraged to 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.
- Surveys remain open for at least **two weeks** after the class has concluded. Once a 70 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 then email the results to the instructor.

Course Materials

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.

Printing Copies and Online Posting

Any request to have content printed or posted online should be submitted **two weeks** in advance from the dates needed. Instructors can submit multiple requests, for printed and online, content. Be sure to include your name, title of your class, and the class session (e.g. week 1 material).

In order to keep our printing costs down, we ask that you consider posting material online.

Printed Content

Option 1: email a PDF of your material to Meghan Burrows at mburrows@ringling.edu or OLLI@ringling.edu

Option 2: Stop by Room 103 and complete a copy request form.

Print Guidelines

- **Black and white:** 6-10 pages printed two-sided
- **Color:** 5-6 pages printed single-side or two-sided.

Online Content

Email a PDF of your material to Meghan Burrows at mburrows@ringling.edu or OLLI@ringling.edu Be sure to include your name, title of your class, and the class session (e.g. week 1 material).

Files must include the **course title** and the **class session**.

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

Class Attendance

Instructors are required to take class attendance each week. Attendance is needed for annual Osher Foundation reports and for Ringling College's records.

In-person classes

Every classroom has a white notebook that contains rosters for **every instructor** using the same room. Classes are separated by tabs. There will be a roster for every session you teach (e.g. if your class is 4 sessions, you will have 4 rosters).

- Look for your class, and remove the roster. Place the roster on the table for students to check their names. *This is standard practice, but you may have a different system or prefer to take vocal attendance.*
- In some cases, a student may register for a class after the rosters have been printed. Before you begin your introduction/welcome, remind students to check off their names or add it, if it's not on the roster.
- Instructors are asked to drop off their roster in the office (room 105) after their classes end. If you don't have time to do this, please ask a student to drop off the roster for you.

Zoom classes

- Sign in to Zoom in a web browser.
- Once class ends, save the file and email the spreadsheet to OLLI@ringling.edu

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

Instructors who wish to share their contact information with students may do so before the start of the term or during a class session.

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 students' email addresses.

OLLI at Ringling College does not share instructors' personal information (email address or phone number).

If a student wants to contact an instructor, the staff will forward that request to the instructor for follow up if they choose to do so.

OLLI at Ringling College does not share students' 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 that request to the student for follow up if they choose to do so.

Instructor Book Policy

Any instructor or guest lecturer with a book to promote may engage in a "soft sell," meaning they can mention the availability of their book at the beginning or end of their class, lecture, or workshop.

The mention should be brief, consisting of the title and a few words about the book's content.

Alternatively, instructors can display information about their book on a PowerPoint slide at the beginning or end of their class. The slide can include where to purchase details.

An instructor may not make their book a requirement for their class, lecture, or workshop; however, the book can be included on a suggested reading list.

Instructors are responsible for collecting all payments from the sale of their books, whether in cash, check, or other means.

The OLLI staff cannot assist with book sales or sale collections.

Instructor Absences

Instructors are expected to make up any missed sessions, if possible. Any sessions that cannot be rescheduled, must be discussed with the OLLI director or assistant director. In planning a makeup session, a majority of the students must agree with the option.

- **Unscheduled absences:** instructors must inform the staff by email (OLLI@ringling.edu) or by phone 941-309-5111 as soon as possible; leave a voicemail message if calling outside of regular office hours. The staff will notify students of the instructor's absence.
- **Scheduled absences:** instructors must inform the OLLI staff before the start of their first scheduled class. Instructors must inform students on the first day of their scheduled class.

Rescheduling Options

Please speak with a member of the OLLI staff **before** discussing rescheduling options with students. Any student who cannot attend a makeup class is eligible for a refund for that session.

- 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.

Guest Speaker Policy

- Instructors must provide the OLLI staff with the names of any guest speakers or presenters **three business days** in advance of the class session they will attend. This policy also applies to classes held online.
- Guest speakers or presenters will not receive compensation for their participation in class unless prior arrangements have been discussed and approved, in writing, by the OLLI director.
- Instructors who teach online are responsible for making all arrangements for guest speakers including providing the Zoom link for their 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 audiovisual system for the Ringling College Museum Campus. For an overview of the system, go to Instructor and select the “Creston 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:



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 the 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:

