

Thank you for volunteering to teach an OLLI course! Below please find basic information and resources available to OLLI instructors.

Topics:

- 1. Parking permits***
 - 2. Classroom A/V technology***
 - 3. Photocopying***
 - 4. Posting reference materials online***
 - 5. Enrollment numbers & Rosters***
 - 6. Use of Student Information***
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1. Parking permits

If you don't already have a UAF parking permit and are teaching a class that meets in the Old UPark Building before 5:00 pm, OLLI will provide you with a pass that allows you to park in the UPark lot. If you haven't had one of our parking passes before OR have a different vehicle, please send us the following information so that we can register your vehicle permit:

Name of registered owner
License plate number (& state if not Alaska)
Year, make, and model
Color

2. Classroom A/V technology

If your class meets in UPark 151, 156, 158 or in Murie Auditorium, you will have access to a (Windows) desktop computer that communicates with a ceiling-mounted projector.

You can:

- Open a browser and display web pages, YouTube videos, etc.
- Insert a USB drive and play a PowerPoint or show other documents. (NOTE: You won't be able to use Mac-only programs such as Keynote or Pages.)
- Play a DVD using the DVD drive of the computer.
- Attach your own laptop to the system. (NOTE: Use the desktop computer for any internet-based work because the hard-wired internet connection is better than wifi.)

If you're going to bring your own **laptop** or other device, please make an appointment to come in the week before your class begins to test everything. If you're bringing a Mac laptop and have a VGA adapter (often called a "dongle"), bring it.

If all you need is to play a **PowerPoint** presentation, you can email it to us several

days in advance and have us test it to be sure it works, saving you an extra trip. We'll put it on a USB drive and try it out to be sure it plays.

3. Photocopying

Please limit photocopies to an average of 5 or fewer black and white single sided pages per student per class meeting. Better yet **Save A Tree** and we'll post documents on our OLLI website, - see below for options to post online.

A month prior to class sessions we send our list of authorized signers to Dateline Digital Printing, located in the little mall at the corner of College and University, 3677 College Road #2. Please do your class photocopying there:

****Tell them you're with UAF's Osher Lifelong Learning Institute; our account is in the WHITE pages of the RED book; and ask for the UNIVERSITY RATE.****

There is a limit of \$50 per charge, so if you're teaching a high-enrollment class that meets 4 times, you might need to do separate batches to get all 4 weeks' worth done.

If color copies are essential for your class, we can print color on our office printer. We'll need either an electronic version (preferred) or a loose sheet (not a page bound in a book or magazine), no more than 8.5" wide. Color prints are time-consuming and expensive, so please give us several days advance warning and limit copies to things that will be used in class. Limit color copies to 1 or 2 per student per class meeting.

4. Posting reference materials online

OLLI staff can post documents and web links on our website where nearly all your students will be able to access them. Many students appreciate having a PDF of your lecture slides available online. If you think people will want to print the slides, it's nice to provide a black-and-white version with several slides per page. Some students like to print these before class and use them to take notes in class. Please give OLLI staff at least one business day to post your documents.

5. Enrollment numbers & Rosters

We will send out class rosters approximately one week prior to the first class meeting, and an update approximately one week after the class has started. Rosters include student names, email addresses, and phone numbers.

If you want to know how enrollment numbers are looking, just contact the office (474-6607 or UAF-OLLI@alaska.edu) and we can give you a current number. We can also create and send an updated roster any time you want – just ask.

If you don't want us to allow new students to join your class after the first class meeting, let us know so we can close online registration if necessary.

6. Use of Student Information:

- Please limit the number and content of emails to class-related information.
- Get students to sign up to opt IN if they want to receive additional emails not directly related to the class; don't automatically send to everyone in the class.
- When you email your class, please put student email addresses in the "bcc" field to protect their privacy, unless you have asked for permission to share email addresses with the entire class. We appreciate a cc to UAF-OLLI@alaska.edu to keep us in the loop.
- Another option for sending an email to the entire class is to send it to the OLLI office and ask us to forward it to your class.

7. Changes in Class dates

- Please try to keep to the originally agreed & published schedule. If something comes up and you must miss a class, we might be able to schedule a make-up class during an Add-On week.
- **Contact the office** before you promise a make-up session to your students, to ensure we'll have an available room.
- If you schedule an off-site meeting (e.g., a field trip) please let the office know the date, time, and meeting place so we can answer when students call and ask.

Thanks again for volunteering to share your expertise and time with OLLI.
Please let us know if we can offer any other assistance.

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