EMORY UNIVERSITY

Osher Lifelong Learning Institute

Emory Continuing Education

INSTRUCTOR MANUAL

March 2024

Emory Continuing Education
2635 Century Parkway NE, Suite 300
Atlanta, GA 30345
(404) 727-5489

Welcome Instructors!

Welcome to the Osher Lifelong Learning Institute (OLLI) at Emory University!

OLLI at Emory engages the metro Atlanta community with hundreds of stimulating courses each year, designed especially for adults over 50 who are interested in continuing the pursuit of knowledge in a relaxed but challenging environment. OLLI is a volunteer-supported program operating with overall direction from OLLI staff.

As an OLLI at Emory instructor, you will join other highly qualified teachers leading educational journeys of personal development and intellectual growth. We hope you will motivate and encourage our students to reach higher levels of learning and understanding, while sharing your expertise and knowledge with individuals who are eager to learn.

This manual is intended to give you specific guidelines that will make your teaching experience at OLLI enriching for both you and your students. In addition, OLLI staff members are here to help you if you have additional questions. After all, your success translates to success for the OLLI program and our members, and we want to do everything possible to make sure you feel welcomed and well-equipped when you join the OLLI instructor team.

With sincere appreciation,

Stephanie Tarpley

Stephanie Tarpley, MS
OLLI Program Manager

Instructor Benefits

We hope the joy of teaching students eager to learn from you is the primary benefit of being an instructor at OLLI. We do, however, offer the following additional benefits:

Complimentary OLLI Membership

Instructors who teach at least one OLLI course per year will receive a free OLLI membership during that year. (Note – OLLI memberships run from September 1st to August 31st each year.)

Free Courses

Instructors who teach an OLLI course also receive a free course in exchange for teaching. The free course is good for 6 months from the start of their course. That means instructors can use the free class during the session they are teaching or the session that follows. Free classes do not accumulate beyond the period for which they are offered and must be used before their expiration date. To register and take a free course, email the OLLI Staff, olli@emory.edu, or call 404-727-5489. *(Please note: Any courses with additional fees above the normal course fee will need to be paid by the instructor when registering.)*

Getting Started

Course Proposal Forms

- Instructors who wish to teach a course **must** submit an Online Course Proposal Form, which can be found on the OLLI website under the "Teaching at OLLI" tab, then scroll down to "Course Proposal Form." The information provided is used to schedule and enter course information directly into the OLLI registration software.
- After the form is received by OLLI, your proposal will be reviewed by Staff and representatives of the Curriculum Committee. If more information is needed, you will be contacted.
- Once approved, you will receive a confirmation email confirming the course title, description and the date and time it will be offered. If there are any discrepancies in this information, please contact OLLI staff immediately.

Classroom A/V Equipment

Instructors are required to identify their classroom needs on the Course Proposal Form. The available equipment includes a desktop PC, projector and screen, DVD player, CD player, microphone, dry erase board, flip chart, markers, and a podium. Tent cards are available upon request. Individual instructor technology orientations are offered to familiarize instructors with the classroom A/V equipment. All instructors are encouraged to test their presentations in the classroom before their scheduled course. Please arrange a convenient practice time with Staff.

Instructor Portal

The instructor portal is a way for you to email your students, view and print your class roster and view your teaching schedules. You can also access a list of all the courses you have taught at OLLI. Access to the portal is available on the OLLI Website, olli.emory.edu. Instructions on accessing the portal are located in Appendix A of this manual.

Format for Classes at OLLI

OLLI classes are generally presented in one of three formats: classroom only, Zoom only, or in a "hyflex" format featuring simultaneous in-person and Zoom presentations.

Classroom-Only Courses

In this format, the instructor and students are all present in the classroom. We recommend doing a "dry run" prior to your first session to become familiar with the sound and audiovisual equipment. You may also want to practice with others to get feedback on your content. Schedule a visit with the OLLI Office to make sure the classroom is available. Always feel free to contact OLLI Staff if you have any questions or concerns about your classroom.

Zoom-Only Courses

Zoom-only courses are online offerings. You will likely be managing the presentation from your home or office computer. Most courses will have an assigned "facilitator" who can monitor student comments or otherwise monitor student participation. Instructors who are inexperienced teaching via Zoom will meet with Staff and/or the course facilitator to do a "dry run" with your materials, typically the week prior to the start of your course. If you have someone in particular that you wish to help facilitate your course, please let us know. During your practice Zoom session, you will go over sharing your screen and testing audio and video settings, if needed. This is also a good time to discuss with Staff and your facilitator how you want students to interact with you and the class while teaching. Note: if a student is having some technical difficulty with Zoom, the facilitator or staff will step in and help – instructors are not expected to handle students' technical issues.

Hyflex Courses

Hyflex courses include an in-person classroom experience as well as a Zoom broadcast to remote participants. You will generally be in the classroom, on camera, and presenting at the podium or close by in a designated area that will be discussed with you prior to the beginning of your class. A facilitator or co-host will help with online participants -- i.e., review chat room questions, mute and unmute participants as necessary or bring matters to your attention related to the online presentation.

We recommend that online participants turn on their video but mute their sound unless they have a question/comment. They can raise their hand or use the "reactions" button in Zoom, or they can write a question or comment using the "chat" feature. When questions are asked, it is good to

remember to repeat the question for all. For in-class participants, it is critical to avoid side bar conversations. You may wish to rotate taking questions from online and then in class participants to promote engagement. As the instructor, it is up to you to inform the class of your preferences as they may change with the course or group of students you have in the class.

*Please Note -- With all Class formats, plan to arrive or join your students at least 15 minutes prior to the class start time.

Practical Information for Instructors

Student Demographics

- Ages 48-98
- Highly educated
- Curious and vocal

Your Role as an OLLI Instructor

- You set the tone.
- Share an agenda/outline with students on or before your first class.
- Come to class prepared and organized.
- Begin and end class on time – students may have other classes to get to and another instructor might need your classroom.
- If needed, adjust your course content to meet the needs and interests of your students.
- Encourage participation and the sharing of ideas to build a community of learners and friends. Engage your students early and often during class if class participation is an important component of your class.

Managing Your Classroom

- This is your classroom and you, as the instructor, are the authority figure.
- Establish a safe and comfortable learning environment.
- Promote respect for diverse opinions (for example, unless you are teaching a political course, keep political comments or any other potentially incendiary discussions to a minimum. We have members from many political ideologies and backgrounds.)
- Classroom discussion is an integral, collaborative activity. Before any discussion begins, establish guidelines and boundaries to maintain order. Our students will have varied and strong opinions and they often like to express those opinions, sometimes with vigor. Set your expectations for discussions at the beginning of a course.

<u>**Student Engagement Tips**</u>

- Typically, classes do not include homework assignments or tests. There may be a few exceptions, such as literature or foreign language courses, where assigned readings are necessary to fully participate in the course.
- Use technology and presentation tools effectively to enhance your course (e.g., use PowerPoint or Keynote to illustrate or supplement your presentation, but not as a script).
- Use a variety of strategies to solicit ongoing feedback and adjust your class as needed.
- Provide students with optional resources for continued research outside the classroom.
- Remember, your students are here because they want to be, not because they have to be!

OLLI at Emory Policies and Procedures

<u>**Absence of Instructor**</u>

Instructors who are late or are unable to attend class must notify the **Program Manager or OLLI Office** as soon as possible so students can be notified. Call 404-727-5489 or email OLLI@emory.edu or stephanie.tarpley@emory.edu as soon as possible to alert us of your expected absence. Please work with the OLLI Office to arrange a make-up class, if necessary, but do not plan for makeup classes without first discussing with OLLI Staff.

<u>**Announcements**</u>

Instructors are representatives of OLLI at Emory and, as such, OLLI staff may occasionally request that they share brief, timely and important information about the OLLI program with their students. Instructors will receive an email with a written announcement from the **Program Manager** if there is something that needs to be shared with students.

<u>**Classroom Set-up and Clean-up**</u>

The normal set-up for a classroom is "classroom style" (tables and chairs facing the front of the room). If a different set-up is needed, please check with OLLI staff before the day of your class. Instructors are asked to leave their classrooms as they found them so that they will be ready for the next instructor's class. In addition, please use classroom disinfecting wipes to wipe down the instructor keyboard and mouse at the podium, as well as the whiteboard, if used, before leaving.

Please note: Each classroom is equipped with the number of chairs allowed by the city fire code. Extra chairs are not permitted in classrooms. OLLI staff and volunteers provide enough chairs for members registered in each class. If an instructor sees chairs being pulled into the classroom, ask the student to remove the chair. Any student not on the roster must visit the OLLI Office to find out if seats are available to accommodate them.

Course Supplies Requiring Fees

If a course requires a specific supply, it should be noted on the Course Proposal Form. All supplies for a course must be identified and approved by the **Program Manager**. Reimbursement for supplies will only be made for items approved in advance with the **Program Manager.** In most situations, supplies are included in the course fee.

Course Cancellations

In the absence of a minimum enrollment set by the instructor, we generally require an enrollment of at least **5** students for classroom or hyflex courses unless the Program Manager specifically decides otherwise. Every effort will be made to give our students and instructors advance notice if a course is cancelled.

Classroom Etiquette

Be respectful of instructors who are teaching courses before or after your scheduled course and be mindful of time. Classes begin promptly as scheduled. Kindly leave the classroom on time to allow the next instructor sufficient time to set-up for their own class. Instructors are encouraged to remind students to turn off cell phones before class begins to minimize disruptions. Also, if you use the Dry Erase Board, please wipe the board at the end of class using the provided Clorox wipes. Leave the classroom as you would want it to be when you arrive.

Evaluations

The OLLI program encourages its members to evaluate classes to assure quality programming. Evaluations are distributed via email to all students at the end of each course. A summary of the completed evaluations will be emailed to the instructor, typically at the end of the session. Staff and members of the Curriculum Committee review all course evaluations. Evaluations help OLLI measure the success of a course and assist OLLI in designing upcoming curricula. We highly recommend that instructors verbally remind students and the end of their last class to complete their evaluations.

Copies/Handouts

Electronic copies should be emailed to students via the instructor portal. **Please note - No copies will be made by OLLI staff on class days.**

Important Emory University Policies That Apply to OLLI Instructors

Confidentiality and Emails

Emory University's confidentiality policy requires that student and instructor emails be kept private. Instructors are encouraged to use their Instructor Portal to contact students. Instructions on how to use the Portal are included in this manual. If for some reason you are not able to utilize the Portal, Instructors may send around a sign-up sheet to gather their students' email addresses. However, student emails must be used for class purposes **ONLY**. If a student gives an instructor an email address, it is to be used by the instructor only for OLLI-related purposes unless otherwise indicated by the student.

Copyright Materials

Instructors should be aware that material you copy for use by your class may be copyrighted. Improper use of this copied material without permission is illegal. However, "fair use" by an educational organization, such as OLLI, may be exempted and allowed if certain conditions are met. The factors by which to assess whether or not your materials come under "fair use" is whether they are:

1. For educational purposes and do not have an economic effect.
2. Essentially factual, rather than creative in nature.
3. Are being used verbatim, without being transformed.
4. Represent a small portion of the total work from which they are extracted.
5. Are properly attributed, including source and authorship.

To access Emory's information regarding this topic visit:
https://sco.library.emory.edu/copyright/classroom/classroom-exemption.html

OLLI Contact Information

Phone: 404-727-5489

Email: olli@emory.edu

OLLI Office Hours: Monday – Thursday
9am – 4pm
(best time to call: 2:00 – 4:00 p.m.)

OLLI at Emory Staff:

Stephanie Tarpley, MS   *Annie Nichols*   *Deanna Queen*
OLLI Program Manager   OLLI Program Associate   OLLI Program Associate
stephanie.tarpley@emory.edu   ann.kinnett.nichols@emory.edu   deanna.queen@emory.edu

Emergency: 911 or 611

Emory University Emergency Numbers	
Emory Police, Fire or EMS	404-727-6111
Critical Event Preparedness and Response	404-717-1300
Emory Emergency Medical Services (EMS) (Non-emergency calls)	404-727-0180
Emory Police Department (Non-emergency calls)	404-727-8005
Environmental Health and Safety	404-727-5922
Facilities Management Services	404-727-7463
Fire Safety (Non-emergency calls)	404-727-7378
Weather Hotline: School Closing Information	404-727-1234

Fire Safety

All instructors are expected to lead by example and request that students leave the classroom immediately if a fire alarm sounds. Emory Staff will be stationed in the hallways directing students to the nearest exit. Do NOT use the elevators -- you must use the stairs. When exiting the building, students must follow Staff directions and walk to the back of the parking lot as far from the building as possible until the "all clear" signal is given.

It is critically important that students not stand and block the front or side doors as fire trucks and other emergency personnel need to have quick access to the building. Individuals with mobility concerns will be placed in the fire safe stairwell, where emergency personnel will come to physically help them out of the building.

APPENDIX A – Accessing the OLLI Instructor Portal

To set up login and password – first time only

1. Go to the OLLI website, olli.emory.edu, and click on "LOGIN" at the top right of the page and select ECE Instructor Login.
2. Go to "Forgot password?" Click here to look up your account and have a new password emailed to you".
3. Enter your Login (first initial full last name, i.e., jsmith).
4. Answer the security question – what is your last name?
5. A new, temporary password will be emailed to you from learn@emory.edu. Please be sure to check your junk folder!
6. Go back to one of the links above and enter in your Login and type in the temporary password – do not copy and paste, it won't work! You will need to change your password upon logging in. To change your password, you will click on the "Change Password" tab at the top right of the page. You will enter in the password that was emailed to you, and then choose a new password you will remember and enter it twice.
(Resetting your password – Always follow the directions emailed to you from Emory)

To use the portal

1. Login to your Account
2. Once you are logged into the portal, the main page is the first tab, **View Schedule**. You can view all upcoming classes here. It will list the dates, times, course name, section number, meeting type, and location.
3. **Current Sections** – You can view all current classes under this tab. You will see a green button on the right that says, **Show Detail**. By clicking this you will see more information about your class (course description, maximum enrollment, etc.). You'll see a green button at the bottom that says **Show Schedule** – which will do exactly that. You will then see more green buttons:

   Section Roster – will list the student names enrolled in your class. Please print and bring to your first two classes.

   Send Email to Section – will open a form to fill in. You can enter a subject and a message. You can also attach and send any documents to your class using the "Choose File" and then "Attach File" buttons. Please note that you can only add one document at a time. Click Send to send your message to your class.

3. **Completed Sections** – You can view all completed classes here.

Click "LOGOUT" at the top right of the page when completed with your session

Login to Instructor Portal

OLLI AT EMORY   COURSES   SOCIAL ▾   MEMBERSHIP   VOLUNTEER   ≫ LOGIN   🔍

INSTRUCTOR LOGIN

Instructors can reset passwords, update their profiles, view current and upcoming courses, and send messages to students.

≫ **MANAGE ACCOUNT**

Instructor Login

If you have not reset your password since May 17, 2021, you will need to do so before you can log in as an instructor.

> **Note:** Please enter all email addresses in lowercase.

I Have An Account Already

Email Address (case insensitive) :

starple@emory.edu

Password (case sensitive) : Forgot Password

••••••••••

Continue
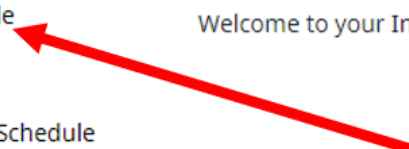
Login with your email and password created.

If you need to reset your password, click "forgot password" and follow the prompts to reset.

Once you have changed your password, close your browser. Start the sign-in process again. You must close your browser after resetting!

Emory Instructor View

Instructor Home

My Profile

Courses

Current Schedule

Forms and Policies

Announcements

Help

Welcome to your Instructor View.

My Profile= Change contact info

Emory Instructor View

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Welcome to your Instructor View.

Courses

Courses Open For Enrollment/In Progress

Course - Section No.	Section Title	Start Date	End Date
2500 - 001	OLLI Volunteer Information - Facilitating / Class Host	Aug 30, 2021	Aug 30, 2021

Completed Courses
Courses You Have Previously Taught.

Course - Section No.	Section Title	Start Date	End Date
2326 - 006	Town Hall Meeting (29JUN21 T 2PM)	Jun 29, 2021	Jun 29, 2021
2050 - 001	OLLI Tuskegee Day Trip	Jan 1, 2020	Apr 29, 2020

You can view courses open for Enrollment and Completed courses. Click on the Course Section No., to view more information about the course. (Above example 2500-001)

Class List

OLLI Volunteer Information - Facilitating / Class Host

Instructor Home

My Profile

Courses

Class List

Grading Sheet

Course Profile

Current Schedule

Forms and Policies

Announcements

Help

Student contact information shown below is **PRIVATE AND CONFIDENTIAL**. It may only be used for course-related communications.

Class List (as of Aug 26, 2021 2:16:16 PM)

	Name	Student No.	Date Added
☐	Bussian, Eric	X017361	21 Aug 2021
☐	Cantwell, Judith	X017366	25 Aug 2021
☐	Holcombe, Molly	X017508	23 Aug 2021
☐	Littman, Muriel	X017568	18 Aug 2021
☐	Mitchell, Theresa	X017607	19 Aug 2021
☐	Munzert, Deanna	X017617	18 Aug 2021
☐	Rogers, Werner	X017674	23 Aug 2021
☐	Symoens, Yuko	X015761	18 Aug 2021

8 items found, displaying all items.

Print Class List	Print Attendance Sheet	Print Emergency Contact Report	Email Selected Students	Email All

Options are simple to follow.

You can then click on the Class List, to view the current enrolled students.   Also, you can print a class list or email students in this window.

Class List

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☐	Symoens, Yuko	X015761	18 Aug 2021

8 items found, displaying all items.

Print Class List	Print Attendance Sheet	Print Emergency Contact Report	Email Selected Students	Email All

Options are simple to follow.

Send Class Email

OLLI Volunteer Information - Facilitating / Class Host

Please note that a program assistant will receive a copy of this message.

To:

Class

From:

learn@emory.edu

Reply To:

steph7036275@gmail.com

Subject:*

You can now attach files and send to students.

File Name: Choose File No file chosen   Attach File

Message:*