

OLLI at Duke

New Instructor Orientation

Spring 2022

# Welcome to OLLI at Duke!

2



## Brief Introductions

- Your name
- Title of your course
- Location (not in NC Triangle?)



Photo by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/4.0/)

# Today's Agenda

- ▶ Things You Need to Know
- ▶ Instructor Training Schedule
- ▶ Resources for Instructors
- ▶ How to Deal with Problems & Issues
- ▶ Tips for a Successful OLLI Course
- ▶ Questions

# Things You Need to Know

4

## ▶ **OLLI at Duke Code of Conduct**

- Positive environment for learning & connection
- Mutual respect and civil discourse
- Personal and academic integrity
- Contact the Director, Chris McLeod, for questions/concerns

[Chris.McLeod@duke.edu](mailto:Chris.McLeod@duke.edu)

# Things You Need to Know

5

## ▶ **OLLI Spring 2022 Schedule**

- Registration: opens Tue & Wed, April 12 & 13
- Classes: Mon, April 25 - Thu, May 26
- Make-up: May 31 - June 2

▶ **Canceling a Class** – Contact the OLLI Director  
704-608-8661, [chris.mcleod@duke.edu](mailto:chris.mcleod@duke.edu)  
or your Zoom staff person

▶ **Rescheduling** – Contact the OLLI Director

# Things You Need to Know

6

## ▶ Severe Weather

- Online courses: we do not cancel or delay
- In-person courses: OLLI's policy is to follow Durham Public Schools (**DPS**)
  - *When DPS are closed, OLLI is closed*
  - *When DPS are delayed, OLLI is delayed*
  - *When DPS close early, OLLI closes early*

# Things You Need to Know

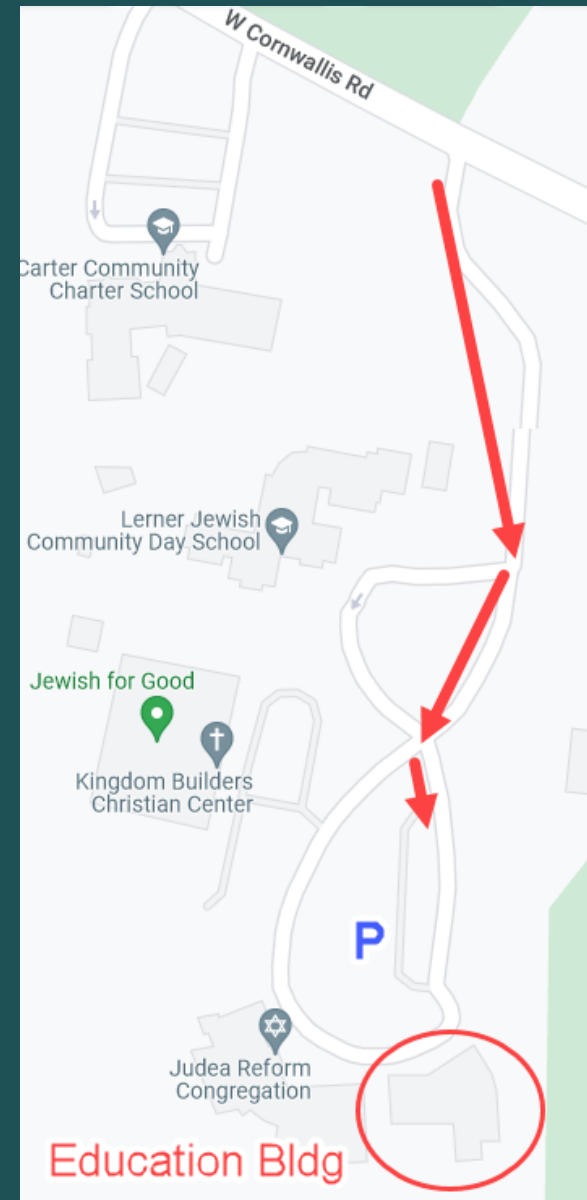
7

## ► In-Person at JRC

Judea Reform Congregation

1933 W Cornwallis Rd,  
Durham, NC 27705

Education Building



# Things You Need to Know

8

## ► In-Person at JRC

- COVID policy
  - Vaccination + Masks + Physical distancing
  - [learnmore.duke.edu/olli/olli-person-guidelines](https://learnmore.duke.edu/olli/olli-person-guidelines)
- Instructor name badge
- Parking pass: get from staff, leave on dashboard
- No food or beverage, except bottled water
- No copier for class handouts



# Things You Need to Know

9

## ▶ **Waitlists** (for course registration)

- If course fills then OLLI office will handle
- Refer student questions to OLLI office
- Instructors cannot offer waitlist spots
- Do not permit unregistered students to attend

# Things You Need to Know

10

## ▶ **Sending Messages to Students**

- Use OLLI's Learnmore Instructor Portal to send messages (and file attachments) to your class
- Class roster + email available  
*3 weeks before your first class*
- Can use attachments or website links

# Things You Need to Know

11

## ▶ Instructor Portal

- Go to [learnmore.duke.edu](https://learnmore.duke.edu), click “Instructor Login”
- Use same email address as course proposal
- See instructions on [olliatduke.online/instructors](https://olliatduke.online/instructors)
- Portal has Zoom link for online course
- Use of portal covered in training sessions

# Things You Need to Know

12

- ▶ **Student Feedback: Early term** (“real time”)
  - Electronic survey to students after 3rd class
    - *Course pace, depth of content*
    - *Comments/suggestions to improve*
  - Summary report emailed to each instructor
  - Only for **6-week** (or longer) courses

*Not used for Spring 2022*

# Things You Need to Know

13

## ▶ **Student Feedback: End-of-Course**

- Electronic survey to students in last week
- Multiple-choice questions  
+ write-in comments
- Summary report emailed to each instructor,  
shared with Area Chair + Director

Instructor  
Training Schedule  
Spring 2022

- ▶ **PowerPoint/Keynote for OLI Courses** – *View Recording*
  - techniques & tips for effective presentations
  - highly recommended
  
- ▶ **JRC AV Training** – Thu April 21, 10 am / 1:30 pm
  - using classroom AV + microphones
  - **Mandatory** for new and returning instructors

**Note:** *these are self-paced videos*

- ▶ **Online Teaching** *(required)*
  - course styles (e.g., lecture, discussion), class protocol
  
- ▶ **Zoom for Instructors** *(required)*
  - technology, using Zoom features, instructor portal
  
- ▶ **Zoom Advanced Topics** *(view as needed)*
  - sharing slides/videos, polling, breakout rooms
  
- ▶ **PowerPoint/Keynote for OLLI Courses**
  - techniques & tips for effective presentations
  - highly recommended



- ▶ **1-on-1 Prep & Check** – April 11-20
  - 1-on-1 practice using Zoom + instructor portal
  - required for all new online instructors
  - sign up for time slot: [olliatduke.online/instructors](https://olliatduke.online/instructors)
  
- ▶ **Class Rehearsals** – April 18-21
  - course team: OLLI staff, instructor, moderator
  - required for all new online instructors
  - practice Zoom transitions with your slides
  - same day & time as class meets

# Training Calendar – Spring 2022

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March	27	28	29 Instructor Training Material Available	30	31	1 Moderator Signup Deadline - Noon	2
	3	4	5	6	7 1 PM: (IRC) New Instructor Orientation	8 Notify Moderators of assignments	9
April	10	11	12 1 PM: Update for Returning Online Instr. <b>Spring Registration Opens</b>	13 1 PM: Moderator Training	14	15	16
	Instructor 1-on-1 Prep & Check Sessions						
	17 Easter	18	19	20	21 10am/1:30pm JRC In-person Practice	22	23
	Instructor 1-on-1 Prep & Check Sessions						
	Rehearsals (new instructors) + Team introductions						
24	25 <b>Spring Term Starts</b>	26	27	28	29	30	

Questions?

# Resources For Instructors

# Course Moderators *(Online courses)*

21

- Assist instructor / student interactions
  - Engage students before class starts
  - Manage questions: Zoom Chat or Raise Hand
  - Assist with time-keeping
- Attend mandatory rehearsal with instructor
- Share observations about class
- Support your course style and needs

- ▶ Instructor Training
- ▶ Online “Coffee & Conversation” Events)
  - recordings on instructor website
- ▶ Instructor Lunches (in-person) - currently on hiatus
- ▶ Instructor Workshops

▶ *OLLI Instructor Newsletter* (4x / year)

▶ Instructor website:

[olliatdukeinstructors.pbworks.com](http://olliatdukeinstructors.pbworks.com)

- News, key dates, contacts
- Teaching best practices
- Many useful references

▶ Online Learning website (instructors page):

[olliatduke.online/instructors](http://olliatduke.online/instructors)

▶ Learnmore website: instructor portal

[learnmore.duke.edu](http://learnmore.duke.edu)

# Teaching Best Practices

24

## ▶ IRC Best Practices for OLLI Courses

Examples:

- *Course Outlines & Syllabi*
- *Pre-Course Communications*
- *Using a Course Website*

## ▶ Find them on Instructor Website:

[www.olliatdukeinstructors.pbworks.com](http://www.olliatdukeinstructors.pbworks.com)



## ▶ Course Website Service

- assist to create/maintain website using Weebly
- Contact: Dan Kuntzman, [dankuntzman@me.com](mailto:dankuntzman@me.com)

## ▶ Presentation Software Mentoring

- assist to create PowerPoint or Keynote
- Contact: Howard Koslow, [howard.koslow@gmail.com](mailto:howard.koslow@gmail.com)

## ▶ Instructor Coaching Service

- advice/feedback from experienced OLLI instructor
- Contact: Alan Teasley, [alanteasley@yahoo.com](mailto:alanteasley@yahoo.com)

- ▶ Your Curriculum Committee contact (Area Chair)
- ▶ Course moderator – online
- ▶ Class assistant – in-person at JRC
- ▶ OLLI Director & Staff
  - Director: Chris McLeod, [chris.mcleod@duke.edu](mailto:chris.mcleod@duke.edu)
  - Assistant to the Director: Kathy Parrish, [kathy.parrish@duke.edu](mailto:kathy.parrish@duke.edu)
  - Staff Assistant: Betina Huntwork, [betina.huntwork@duke.edu](mailto:betina.huntwork@duke.edu)
  - OLLI Office: [olli@duke.edu](mailto:olli@duke.edu) Do not phone, staff working from home

- ▶ Classroom (Zoom) Technology
  - Attend Zoom training – to avoid issues
  - Practice with Zoom, ask for help before classes
  - Assigned support staff can assist
- ▶ Class Decorum (*these are rare*)
  - Students, Instructors and OLLI staff are expected to engage in a respectful manner

## **OLLI Policy**

*If, in the opinion of the instructor or class members, a participant interferes with the goals of learning, he or she may be asked to leave the class and ultimately may not be able to continue his or her affiliation with OLLI at Duke.*

- Report unresolved or recurring issues to the Director

# Tips for a Successful Course

28

- ▶ Be prepared...*and have a back up plan!*
- ▶ Practice, and practice again
- ▶ Know how to pace the course material
  - Cover content in allotted time (with Q&A)
  - Running over is not an option
- ▶ Use good presentation techniques
  - Engage class members
  - Don't just read slides

- ▶ Zoom instructors: sign up for 1-on-1 prep & check
- ▶ Send us your course website URL
  - we post on student portal
- ▶ Update to latest version of Zoom
- ▶ Prepare introductory email to students
- ▶ Check [olliatduke.online/instructors](https://olliatduke.online/instructors) for training

**OLLI is...**  
***Learning For The***  
***Love Of It!***

Questions?