

OLLI at Duke

New Instructor Orientation

Winter 2022

# Welcome!

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- ▶ *We're glad you're here!*
- ▶ OLI wouldn't exist without instructors
- ▶ Each term at least 20% of courses are taught by 1st-time OLI instructors... *you're in good company!*
- ▶ We're here to support you

## Brief Introductions

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



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# 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

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## ▶ **OLLI at Duke Code of Conduct**

- An environment that fosters learning and social connection
- Inclusive and affirming learning community
- Mutual respect among members, instructors and staff
- Academic integrity and civil discourse
- Contact the Director, Chris McLeod, for questions/concerns

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

# Things You Need to Know

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## ▶ **OLLI Winter 2022 Schedule**

- Registration opens Tuesday & Wednesday, Jan 11 & 12
- Classes begin Monday, Jan 24
- Most classes end Thursday, Mar 31
- Makeup days, Apr 4-7

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

▶ **Rescheduling** – Contact the OLLI Director

# Things You Need to Know

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## ▶ 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

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## ► In-Person at JRC

- Education Building at Judea Reform Congregation (JRC)  
1933 W Cornwallis Rd, Durham, NC 27705
- COVID policy: Masks / Physical distancing / Vaccines
  - [learnmore.duke.edu/olli/olli-person-guidelines](https://learnmore.duke.edu/olli/olli-person-guidelines)
- Parking pass: get from staff, leave on dashboard
- No food or beverage in building (but bottled water)
- No copier for class handouts

# Things You Need to Know

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

- If course fills up then OLLI office manages the waitlist
- Refer all student questions on waitlists to OLLI office.
- Instructors cannot offer waitlist spots to students.
- Do not permit unregistered students to attend a course.

# Things You Need to Know

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## ▶ **Sending Messages to Students** (all courses)

- Use OLLI's Learnmore Instructor Portal to send messages (and file attachments) to your class
- Class roster and email function available *3 weeks (or less) before your first class*
- Instructor portal access covered in training sessions
  - Go to [learnmore.duke.edu](https://learnmore.duke.edu), click “Instructor Login”
  - Use your email address from course proposal
  - See instructions on [olliatduke.online/instructors](https://olliatduke.online/instructors)
  - Portal also has Zoom link for online course

# Things You Need to Know

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- ▶ **Student Feedback: Early term** (“real time”)
  - OLLI will provide an electronic survey to your students after the third class asking about:
    - *Course pace and depth of content*
    - *Comments/suggestions to improve*
  - Summary report emailed to each instructor

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

- OLLI will provide an electronic survey to your students the last week of each course
- Multiple-choice questions + write-in comments
- Summary report emailed to each instructor and shared with Area Chair

Instructor  
Training Schedule  
Winter 2022

- ▶ **PowerPoint/Keynote for OLI Courses** – Tue Jan 11, 1 pm
  - techniques & tips to create effective presentations
  - optional but highly recommended
  
- ▶ **JRC Multimedia Training** – Thu Jan 20, 10 am
  - using classroom equipment: slides + microphones
  - required for both new and returning instructors

- ▶ **Online Teaching** – View Recording (required)
  - course styles (e.g., lecture, discussion), class protocol
- ▶ **Zoom for Instructors** – View Recording (required)
  - technology, using Zoom features, instructor portal
- ▶ **Zoom Advanced Topics** – View Recording(s)
  - sharing slides/videos, polling, breakout rooms
- ▶ **PowerPoint/Keynote for OLI Courses** – Tue Jan 11, 1 pm
  - techniques & tips to create effective presentations
  - optional but highly recommended

- ▶ **1-on-1 Prep & Check** – Jan 10-20
  - 1-on-1 practice using Zoom
  - required for all new online instructors
  - sign up for time slot: [olliatduke.online/instructors](https://olliatduke.online/instructors)
  
- ▶ **Class Rehearsals** – Jan 18-21
  - course team: OLLI staff, instructor, moderator
  - required for all new online instructors
  - practice Zoom transitions with your slides
  - days/times TBD

# Training Calendar

Month	Mon	Tue	Wed	Thu	Fri
Jan 2022	3	4	5	6 1 PM: (IRC) New Instructor Orientation	7
	10	11 1 PM: PPT/Keynote for OLLI Courses Winter Registration Opens	12 1 PM: Moderator Training	13	14
	Instructor 1-on-1 Prep & Check Sessions				
	17 <i>MLK Day</i>	18 Instructor 1-on-1 Prep & Check Sessions	19	20 10 AM: Multimedia Training at JRC	21
	Rehearsals (new instructors) + Team introductions				
	24 Winter Term Starts	25	26	27	28

Questions?

# Resources For Instructors

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

# Resources for Instructors

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▶ *The OLLI Instructor News* (emailed 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)

## ▶ IRC Best Practices “Tip Sheets” for OLLI Courses

Examples:

- *Good Practices Using Zoom*
- *Course Outlines & Syllabi*
- *Pre-Course Communications*
- *Creating Effective Slide Presentations*
- *Using a Course Website*

## ▶ Find them on Instructor Website:

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

## ▶ Course Website Service

- volunteer mentors, use free Weebly website builder
- assist in creating and showing how to maintain
- Contact: Dan Kuntzman, [dankuntzman@me.com](mailto:dankuntzman@me.com)

## ▶ Presentation Software Mentoring

- volunteer mentors for PowerPoint and Keynote
- assist in creating slides (not presenting them)
- Contact: Hilary Williams, [hilwill123@aol.com](mailto:hilwill123@aol.com)

- ▶ Instructor Coaching Service
  - ask a veteran OLLI instructor questions or sit in on your class and provide feedback
  - Contact: Alan Teasley, [alanteasley@yahoo.com](mailto:alanteasley@yahoo.com)
  
- ▶ Your Curriculum Committee contact (Area Chair)
  
- ▶ Course moderator - described in training sessions
  
- ▶ 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 – learn to avoid technical 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

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- ▶ Be prepared...*and have a back up plan!*
- ▶ Practice, and practice again
- ▶ Know how to pace the course material
  - Be able to 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 your PowerPoint / Keynote slides, etc.

# Tips for a Successful Course

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- ▶ At your first class (or even before)
  - Provide outline or syllabus – a course “roadmap”
  - Spell out how students can get the most out of your course (readings, homework, etc.)
- ▶ Allow time for questions
- ▶ Ask for feedback
- ▶ Don't fret if not everyone attends every class (especially if classes are recorded)

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

Questions?