# Ready · Set · Teach! A Gathering of Winter Term OLLI Instructors



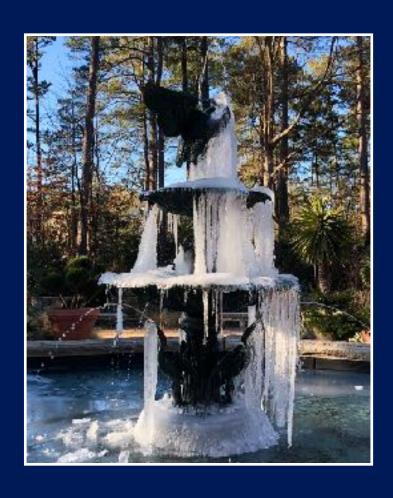
Hosted by OLLI's Instructor Relations Committee (IRC)

January 10, 2023





### Welcome to Winter Term 2023!

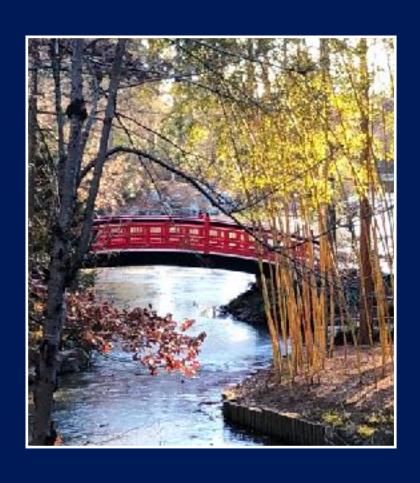


- OLLI Staff:
  - Chris McLeod Jenny Levine
  - Kathy Parrish Betina Huntwork
- IRC Members & Other Volunteers:
  - Alan Teasley Howard Koslow
  - Dick Chady Chris Abrons
  - Beth Anderson





### Welcome to Winter Term 2023!



- Number of courses offered: 72
  - In Person: 32
  - Online: 40
- Total number of Instructors: 81
  - New: 13
  - Returning: 68





## Plan for Today's Session

#### Ready!

- To do before registration
- Set!
  - To do between registration & Class 1
- Teach!
  - Resources available as you teach







### Please Introduce Yourself

- Type the title of your course into Chat
- Check out the variety of courses represented today!



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# Ready! (Prior to Registration)

- Review Instructor Checklist relevant to you: www.olliatduke.online/instructors
  - Different checklists for In-Person & Online
- If you have a course website . . .
  - Submit link via this form: LINK



# Ready! (Prior to Registration)

- Is your course plan ready?
  - Content or activities outlined for each session?
  - Instructors vary in what they provide students:
    - List of topics for each date (minimum)
    - Content outline with topics, assignments, other resources
    - Formal syllabus
- What student preparation for each class will you expect?
  - Readings, written responses, projects?





### Ready! (Prior to Registration)

- What strategies will you use to engage students . . .
  - In your course content?
  - With other students?
  - With OLLI beyond your class?
  - Before class 1?
  - Between classes?
- How do you plan to break the ice with your students?
- How might you build community within your course?



### 2022 Member Survey · Recommendations

#### Suggested Improvements for Instructors:

- Provide course outline/syllabus to students
- Use a variety of teaching methods, resources, & guests
- Be authentic, be engaging, and leave time for Q&A
- Provide active moderation/facilitation to keep Q&A relevant





# Your Tips & Questions





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### Set! (Between Registration & Class 1)

- Plan with your Moderator (online courses)
- Make use of the Instructor Portal
- Make initial contact with students
- Attend required training and rehearsals
- Practice, Practice!



### Plan with Your Online Course Moderator

#### **Course Moderators...**

- Assist with 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 instructor's course style and needs





### Make Use of the Instructor Portal

- Check course roster & monitor enrollment
  - Students may enroll through the first week of your class
- Communicate with students
- Find Zoom link for your course (Course Profile)
- If your course is recorded, locate links to recordings after class 1





### Make Initial Contact with Students

#### Send a welcome email through the Instructor Portal

- Email entire class or individual students.
- In addition to the message, you may attach files (PDFs are best).

#### ■ In welcome emails, instructors include . . .

- Description of course beyond catalog info
- What students will learn in the course
- For required texts: bibliographic information & how to purchase
- Preparation you expect from students before class 1 and/or
- A formal syllabus





### Make Initial Contact with Students

- Remember to re-send your welcome email a few days before class 1 (if necessary)
  - Sort the class roster on the "enrollment date" column
  - Send message only to those who registered since you sent the first message





### Attend Required Training & Rehearsals

- JRC Audio-Visual (AV) Training—Required for ALL In-Person Instructors (new & returning)
  - Learn about classroom AV & microphones
  - Practice in your assigned classroom
  - Arrange alternate time if you cannot attend





### Attend Required Training & Rehearsals

- New Online Instructors: 1-on-1 Prep & Check Session
  - Via Zoom
  - Sign up for time slot HERE (2 weeks before term starts)
  - These are also available for returning instructors
- Class Rehearsal or Team Intro
  - Required for every team the week before term starts
  - Course team: OLLI staff, instructor, moderator
  - Practice Zoom transitions
  - Same weekday & time as your class meets





### Training Calendar – Winter 2023

Webpage: olliatduke.online/training

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec 2022	11	12	13 Instructor Training Material Available (online)	Cutting in rooms	10 a.m IRC New Instructor Orientation	16	17
	18	19	20	21	22	23 Duke Holiday	24
	25 Christmas	26 Duke Holiday	27	28	29	30 Duke Holiday	31
Jan 2023	1 New Year's	2 Duke Holiday	3	4	5	6	7
	8	9	10 1p.m IRC Ready, Set, Teach!	11	12	13	14
			Registration Opens				2000
	15	16 MLKJ Day	17	18	19	20	21
			Instructor 1-on-1 Pep & Check Sessions				
	22	23	24	25 10 a.m JRC AV Training	26	27	28
		Reh	nearsals (new instructors) + Team introductions				
	29	30 Winter Term Begins	31	1	2	3	4





### Practice, Practice!

#### Online:

• Use time with your OLLI staff person and moderator before each class to check volume level and transitions, plan Q&A, etc.

#### In Person:

Make sure you know how to use AV equipment at JRC

#### • All Courses:

- If you use any equipment, check the connections, controls, and Internet access
- Practice moving from your presentation software to YouTube, audio files, CDs & DVDs, etc.





# Your Tips & Questions





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# Teach! (Resources available to you)

- Important Dates & Contacts for Canceling Classes
- Events and Publications
- Web-based Resources
- Individual Coaching
- Course Feedback (Student Surveys for your course)
- Tips for managing class time



### Important Dates & Contacts

- Reminder of the OLLI Winter 2023 Schedule
  - Registration: opens Tue & Wed, January 10-11
  - Rehearsals & Team Introductions: January 23-27
  - Classes: Monday, January 30 Thursday, April 6
  - Make-up classes: April 10-13
- Canceling an Online Class Contact Betina Huntwork
  - <u>Betina.Huntwork@Duke.edu</u> & your Zoom staff person
- Canceling an In-Person Class Contact Kathy Parrish
  - Kathy.Parrish@Duke.edu





### Additional Support Personnel

- Your Curriculum Committee Contact (Area Chair)
- IRC Chair Alan Teasley <u>alanteasley@yahoo.com</u>
- OLLI Director & Staff
  - Director: Chris McLeod, Chris.McLeod@duke.edu
  - Program Coordinator: Jenny Levine, <u>Jenny.Levine@duke.edu</u>
  - Staff Lead: In-Person Courses: Kathy Parrish, Kathy.Parrish@duke.edu
  - Staff Lead: Online Courses: Betina Huntwork, <u>Betina.Huntwork@duke.edu</u>
- OLLI Office: olli@duke.edu





### **Events and Publications**

#### Online "Coffee & Conversation" Events

- Next date Friday, March 10, 9:30-10:45 a.m.
- These are recorded—past C&Cs available on instructor website
- Instructor Lunches (in-person)
  - Currently on hiatus, but hope to have one in April
- Instructor Newsletter
  - Published 4 times per year—next issue February 9
  - Dick Chady is the editor: <a href="mailto:rchady1@gmail.com">rchady1@gmail.com</a>





### Web-based Resources

- Start Here: olliatduke.online/instructors
- Learnmore Instructor Portal: learnmore.duke.edu
- OLLI Instructor Website: <u>olliatdukeinstructors.pbworks.com</u>
  - News, key dates, contacts
  - "Best Practice" Tip Sheets—examples:
    - Course Outlines & Syllabi
    - Pre-Course Communications
    - Using a Course Website





## Individual Coaching

#### Course Website Service

- Assist to create/maintain website using Weebly
- Contact: Dan Kuntzman, <a href="mailto:dankuntzman@me.com">dankuntzman@me.com</a>

#### Presentation Software Mentoring

- Assist to create PowerPoint or Keynote
- Contact: Howard Koslow, <u>Howard.Koslow@gmail.com</u>

#### Instructor Coaching Service

- Advice/feedback from experienced OLLI instructors
- Contact: Alan Teasley, <u>alanteasley@yahoo.com</u>





### Student Feedback: Early Term Feedback

- OLLI will not administer a formal survey this term.
- Historically, questions have asked about pace, depth, and interactions with an open-response text box.
- Instructors are free to design their own methods for obtaining feedback from students.





### Student Feedback: End-of-Course Survey

- Administered by OLLI Staff
- Electronic survey available in student portal the last week of course
- Multiple-choice questions and written comments
- Summary report emailed to Instructor, Area Chair, and OLLI Director





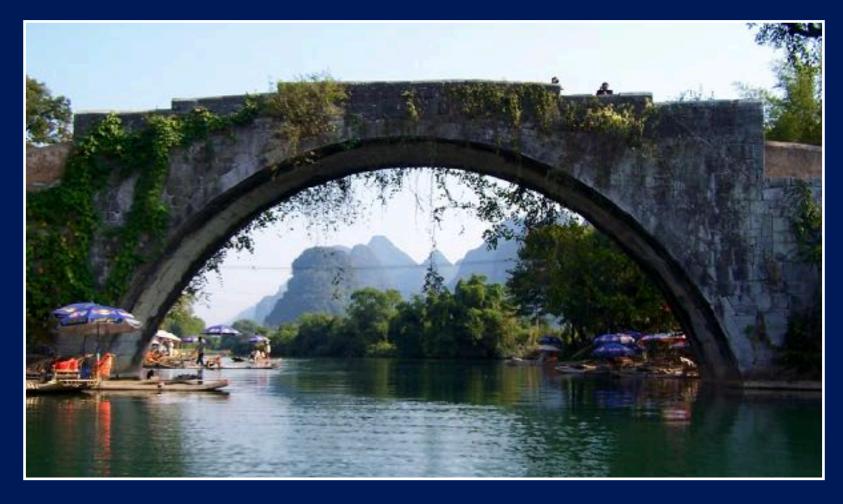
## Tips for Managing Class Time

- Monitor class time
- Begin on time and end on time
- Empower your Class Assistant or Moderator to give you time signals
- If you pause for Q&A, set a time limit & have students use the Chat feature (online), or capture unanswered questions in writing (in-person)





# Your Tips & Questions





### Final Reminders

#### • Online Instructors:

- Sign up for 1-on-1 prep & check HERE
- Update to latest version of Zoom

#### In-Person Instructors at JRC:

• AV Training – January 25, 10:00 AM

#### All Instructors:

- Provide your course website URL via this LINK
- Prepare introductory email to students
- Check webpage olliatduke.online





# Any Final Questions?

