

# Guidelines for Class Leaders

Last updated 4/16/2021

Questions? Contact Greg at [info@theoalc.org](mailto:info@theoalc.org) TOALC Office: 570-422-7810

## Comped Semester Memberships

The current membership fee to take classes at TOALC is \$25 for the semester (plus additional fees if attending certain special classes, as indicated in the course book). When you lead a class, we give you a free membership for a future semester. If you led a class during the winter semester, you're welcome to sign up for classes free this summer, with our thanks.

## Summer Kickoff Meeting May 16 via Zoom

You are invited to attend the TOALC Summer Semester Kickoff on Sunday, May 16 from 2 – 4 pm. We'll send out Zoom invitations around the beginning of May.

Don't feel obligated to come. But it's an opportunity for you to promote and for TOALC members to learn about classes from class leaders while people are still registering. Let us know if you are planning to attend so we'll be sure to call on you as we run through the summer schedule. Remember we have a lot of classes to go through. So, "Be bright, be brief, begone!"

If you can't attend, let us know if there's anything you'd like mentioned about your class beyond the class description in the course book (available for download at <https://www.theoalc.org/catalog> ).

## Class Rosters and Attendance

We'll start sending out class rosters Monday, May 10. We'll send a final roster a week before each class starts, with updates for stragglers. We accept new registrations throughout the semester unless you tell us to close your class to further registration.

The class rosters will include phone numbers and email addresses where available. Communicate directly with students when appropriate. Please send all emails "blind copy". That way, no one sees classmates' email addresses. We want to respect TOALC members' privacy or they may decide not to share their emails with us.

If you send out any "Welcome" messages to the class, please send us a copy at [info@theoalc.org](mailto:info@theoalc.org). That way, we can include a copy of it with any notices we send to those who register for your class later on.

Class leaders or co-hosts should take attendance. It's important for us to be able to document the value members find in our offerings when we search for funding. For planning purposes, it's also important to know how classes on various subjects have been received.

Attendance records are especially important for in-person courses. In the unfortunate event that someone contracts COVID-19, these records might assist with contact tracing.

With the exception of ESU students at joint ESU/TOALC classes, all class members must be registered. Please direct those not yet registered to the TOALC Courses page or to the TOALC office for assistance.

### Reminder Notices to Class Members

We'll send out reminder notices to those who signed up for a class at least two weeks ahead of a class's first meeting.

### Class Cancellation / Rescheduling / Holidays

Tell your class about any scheduling changes at least a week in advance. Where there is insufficient lead time, let us know and we'll arrange a notification by phone. Remember that not everyone checks email on a regular basis. Don't rely on email for time-critical information.

Do not reschedule a class without telling us first.

TOALC is closed for Memorial Day. All Monday classes except Tai Chi are cancelled that day.

## Wait Lists / Dropouts

If your class has an enrollment maximum, we will notify anyone registering too late that they are on the wait list and not to attend the class until a seat becomes available. But we will send you that person's registration information for your reference.

If there is a wait list and someone stops attending, please let us know. We'll contact that person to see if he or she is planning to return to class. If not, we'll notify the next person on the wait list to attend the class.

## Class Meeting Reminders

- Please start on time. People will learn to be punctual if they know you start on time. The rest of the students will appreciate it.
- Open your classes on Zoom at least 15 minutes early for chitchat, problem resolution, etc. Then start the class on time.
- Please appoint a co-host or assistant to help with attendance and other housekeeping tasks.
- Co-hosts are especially important to monitor the Waiting Room on Zoom. Use the "Participants" pop-up window to keep an eye out for latecomers. Also, people who lose the connection to the class will have to re-enter. They will show up at the top of the Participants window after any pop-up notices of people waiting in the Waiting Room have disappeared.
- Remember that many of our members have sight and hearing challenges. Please make sure any documents you share in print or online are easily readable. The means you use to display a document online (word processor or browser) may have options to zoom in for an enlarged view.
- In Zoom classes, be aware that there if two people are speaking at the same time, one will not be heard. Allow a short delay before you speak. Also, people may need time to unmute themselves before responding.

- Encourage people in Zoom meetings to use the “Raise Hand” feature rather than signaling a request to speak by actually raising a hand. The “Raise Hand” feature displays an icon on the person’s video and brings them to the forefront of the video gallery. A physically-raised hand may be overlooked.
- Do your best to maintain an atmosphere of mutual respect where all feel free to share their thoughts and experiences.
- You are responsible for the conduct and content of your class. You have final say over who will be admitted. You also have the right to remove anyone whose actions disrupt the class or jeopardize safety.

If you are leading classes on Zoom, contact us if you’d like to learn more about hosting a Zoom meeting.

## Zoom Recordings

It is the policy of TOALC not to permit recordings of Zoom meetings. We feel that recording a class might inhibit the free expression of ideas. Also, some participants might not wish to have their likeness captured online.

## In-Person Classes

Please become familiar with class leader responsibilities as outlined in the document “In-Person Class Policy” at <https://www.theoalc.org/catalog> .

## Questions / Comments?

Check the TOALC course book (available online at <https://www.theoalc.org/catalog> ) for other helpful information.

On this web page, also look for “Learn about Zoom Video Conferencing”, a FAQ document on Zoom.

If you have any questions, contact TOALC at 570-422-7810 or by email at [info@theoalc.org](mailto:info@theoalc.org) .