

STUDY GROUP REP (SGR) ONLINE CLASS

INTRODUCTIONS

- On the first day, please introduce yourself to your study group leader (SGL) and ask how you might be of help to him/her during the semester/session.
- You may send an email to your fellow class members, if you'd like, to introduce yourself and briefly describe your role, welcome them, and give any additional information. If you'd like to do this, more information about using the class email list is under "Contacting Class Members."

ATTENDANCE

- You do not need to take attendance in your class since it's online. Zoom automatically records who is in attendance.

ANNOUNCEMENTS

- **Fall/Spring only:** Please briefly announce the next week's lecture, which is listed on the website under "Lectures/Events."
- Ask members to stay muted anytime they're not participating in class OR remember to mute themselves if they need to take a call or talk with someone on their end.
- Remind members that everything on their end can be seen if their camera is turned on.

CLASS HANDOUTS

- Digital class handouts can be found on the handouts page of the website under the heading "Classes" for members to download. If there are no handouts listed for a class, the SGL has not submitted any to the office. Some SGLs prefer to email handouts to class members directly.

CONTACTING CLASS MEMBERS

- You will be sent updated attendance lists over email as an attachment. You can use the information on it to contact a class member if needed. In the body of the email will be the email addresses. To email the whole class, click the "Email All Registrants" link. If this does not work with your email platform, you can also copy/paste all the emails into the Bcc field of a new email.

FEEDBACK & SGL GIFTS

- **Please remind class members to provide feedback:**
 - The second week of the semester (*Fall/Spring only*)
 - Towards the end of the semester/Shorts/Minis
- Constructive feedback helps OLLI know what members think about the classes, but most importantly, it serves as a reward for the time, effort, knowledge, and talent that our volunteer SGLs put into their classes. Feedback is collected via the OLLI website under the heading "Classes." Emails are sent to members with a direct link to the online feedback form.
- As SGLs are volunteers, it's been a tradition among OLLI members to give a (completely voluntary) gift to their SGL at the end of the semester/session. **SGL gifts are collected online via the OLLI website under "Give" in the menu bar across the page.** **Note:** *The voluntary donations do not apply to any classes that are comprised of a different speaker every session, such as those from an AU department or Middle East Institute, etc.*

EMERGENCIES

Always call 911 if there is an emergency. Then, please call the OLLI office at 202-895-4860.

OLLI LOCATION AND PARKING

Class Location

4801 Massachusetts Ave., NW
Office is in Room 501
Phone: 202-895-4860
Email: olli@american.edu
Website: www.olli-dc.org

Parking

All those coming to OLLI must park in the building's attached parking garage (\$2/hr) or in a metered spot on the street.

The "PaybyPhone" app can be downloaded from your phone's app store in order to pay for parking and add more time without going back to the garage. The 4-digit location code for the garage is 4889.

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TECHNOLOGY

- If an SGL requests one, an online class has a Virtual Room Monitor (VRM), who is usually an OLLI intern or staff member.
- The VRM will help with muting/unmuting, the chat, virtual hand raising, etc. depending on the SGL's needs.
- If there is no VRM present and there's a technology problem that the SGL cannot solve, or is ongoing, please inform the office:
 - *Immediate need:* call 202-895-4860
 - *Non-immediate need:* email the office (olli@american.edu)

SUBSTITUTE SGR

- If you will be missing a class, please find a substitute SGR within your class. **If you need to drop your class, please let the office know so we can find another SGR.**