

# Study Leader Orientation

Fall 2024

# Today's Topics



1. Introductions (name, course leading)
2. Your questions today?
3. Profile of Osher adult learners
4. Teaching support and resources
5. Classroom management
6. First Day/Last Day
7. Obtaining participant feedback

# Introductions



1. Name
2. Brief description of course
3. How did you find and get connected with Osher?

**Your  
Questions?**



# Who Are Our Participants?

Osher adult learners ...

- Have extensive, varied backgrounds
- Want to integrate new ideas with existing knowledge and experience
- Come to learn about your subject
- Learn by doing and by discussing ideas
- Prefer to learn through interaction with others: sharing, discussing, collaborating, socializing.
- Primarily Upper Valley region, sometimes other states and countries
- Other attributes?



# A lot has happened in the world of lifelong learning over the last few years ...

- Virtual learning and teaching (Zoom; HyFlex)
- Options in how learn and teach
- Educational technology
- Google Drive for sharing course files
- Digital handbook/Osher Study Leader pages on website
- New roles for participants: Zoom Class Monitor



# Three Options for Teaching

Now you can teach in a classroom and/or virtually.

## 1. Face to Face (67%)



## 2. Virtual Learning (22%)



## 3. HyFlex: Face to Face and Virtual Learning (11%)

# Teaching Resources

1. Study Leader Support
2. Mentors: course design, syllabus, best teaching practices
3. Training through Osher Office (Zoom, HyFlex, Google Drive)
4. Google drive folder
5. Feedback from participants
6. Class representative and Class monitor
7. Digital handbook (Osher Study Leader webpages)
8. Osher Office: questions, special arrangements, training



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# Study Leader Support



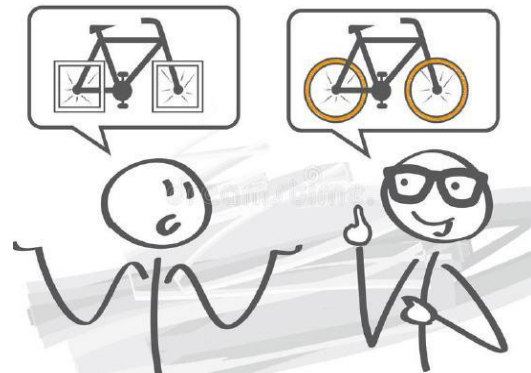
*Helps Study Leaders prepare and present courses; available for any questions related to planning and giving a course*

- Help develop an idea into a formal proposal
- Advise on design of a course outline or syllabus
- Be a sounding board in organizing content and slides for class sessions, and in addressing pedagogical use of technology
- Share best teaching practices, esp. when teaching via Zoom and HyFlex
- Brainstorm strategies for encouraging discussion among participants

# Mentors for Study Leaders

*Study Leaders helping Study Leaders.*

Experienced Study Leaders volunteer to mentor new and returning Study Leaders who are working on course ideas, ways of teaching and course design. They are also available throughout the course for teaching and technical advice.



# Course Outline/Syllabus

*Be ready. Plan ahead.*

The course outline is your master plan for the course overall and for individual sessions.

- Goals for the course and sessions
- Topics and questions by session
- Learning outcomes sought
- Course materials and assignments (readings, videos, online resources ...)
- Teaching techniques (lecture, small group discussion, case study, simulation, ...)

Review with mentor. Share outline with participants 3-4 weeks before first class.

# Google Drive: Your Course's Online Folder\*

*A cloud storage service that allows users to share course information and materials with the class.*

- Allows you to see the course roster, add course materials, find the Zoom link, share large files
- Allows course participants to see the roster, find the Zoom link, view course materials, and download files
- Requires a Google account. Create an account if you don't have one. (Gmail account = Google account)

***\*Osher Office sends the link to your course's Google Drive folder and gives you editing privileges (e.g., uploading files)***

# Class Representative

*A volunteer among in person participants who provides help during a class session*

- Tracks attendance for first 2 course sessions. For first session, notifies staff of missing participants for follow up.
- Sends welcome letter with links (first session only)
- Liaison to Study Leader
- Liaison to Office for information, concerns, complaints

# Class Monitor (Zoom, HyFlex)

*A volunteer liaison among Zoom participants who works with the Study Leader on class management and communication*

## **Before a session**

- ❑ Send Zoom links to class before each class session.
- ❑ Plan with Study Leader management of questions and discussion, and cancellation policy

## **During and after a session**

- ❑ Mute participants, as needed
- ❑ Monitor chat and hand raising, inform Study Leader, as needed
- ❑ Help with technical aspects of class along with Osher staff
- ❑ Provide feedback to Study Leader on success in engaging Zoom participants (use of questions, visuals, discussion)

# Teaching with Technology



Technology available in the office: PCs, Macs, laser pointers, document cameras, conference phone, hearing assistance devices

## **All courses:**

- Inform office staff of needs for specific equipment, use of special Zoom functions
- Plan for guest speakers' tech requirements
- Share tech needs with office staff at least 2 weeks before course begins

## **HyFlex course:**

- Must use the office laptop (Mac or PC)
- Load course materials on Google Drive or bring a flash drive.

## **In-person course:**

- For support purposes, use office laptop (office preferred)
- Let office staff know if you do NOT plan to use an office laptop

# Classroom Management

## *Questions to Ask Yourself*



- Do you need to show slides, images or videos? How will you do this so everyone see them?
- Have you thought about how to manage: materials, discussions, time, pacing, breaks?
- Have you talked with your Class Representative and Class Monitor about managing questions and discussion?
- Have you planned to do a practice run at least two weeks before? Schedule with staff.
- Have you uploaded relevant course material to Google Drive
- For virtual classes: do you need training or refresher in Zoom or in HyFlex?
- Have a class cancellation policy and process (for weather, illness, etc)?



# What to Do on Day One

- Arrive/Open Zoom 20 minutes ahead of time (Office staff will join for the first session to assist, answer questions)
- Once session begins, introduce yourself and the Class Representative/Monitor
- Go over class management
- Discuss cancellations, if necessary (e.g., email, phone chain); Advise and plan a make-up session with Osher Office)
- Consider introductions by participants (name, why they took this class, background)
- Give a class break around halftime (leave Zoom open for chats)
- Contact the Office for key if need to claim Zoom host
- Copy the Office on emails sent to the class, so the Office can help students, if needed [osher@dartmouth.edu](mailto:osher@dartmouth.edu)

# How Are We Doing?



*Participant feedback provides information for changes in the course – it's design, whether discussion was effectively managed, the value of supporting materials, even suggestions for other courses.*

- ❑ Don't wait until the last class to ask. Ask participants for feedback anytime before, during, or after class
- ❑ Ask participants to fill out the Osher anonymous online feedback form at the end of the course

# The Osher Office runs day-to-day organization\*

- Assigns an office staff person to each course
- Connects Study Leaders with appropriate resources as needed/requested
- Schedules classes, manages classrooms.
- Schedules virtual learning classes and meetings (Osher Zoom account), provides Zoom links
- Creates and manages Google Drive course folders
- Provides training on Google Drive and on Zoom
- Provides class rosters
- Assists Study Leaders with equipment, as needed, upon request
- Compiles and sends feedback survey results



*One stop shopping*

*\*Call the Osher office for any support needs: 603-646-0154*

# Explore the Digital Handbook

*Quick lookup online resource*

1. How it all works
2. Propose a course
3. Design the course
4. Lead the course
5. Meet our Study Leaders
6. Osher help

Study Leader web pages on

[osher.dartmouth.edu](https://osher.dartmouth.edu)

# Do You Know?

*Some benefits of teaching an Osher course:*



1. Teach One / Take One (a free class for each one you teach!)
2. Register before official registration opens through the office
3. Library card for Baker Library
4. Reimbursement for expenses (<\$60)
5. End of term feedback roundtable with Study Leaders
6. End of year social gathering for Study Leaders

Have we answered your questions?



# Thank you!

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