



Instructor Handbook



University of Pittsburgh

Osher Lifelong Learning Institute (OLLI)

Office of Engagement and Community Affairs

Location:

4227 Fifth Avenue
710 Alumni Hall
Pittsburgh, PA 15260

Phone: 412-624-7308

Email: osher@pitt.edu

Office Hours:

Monday through Friday, 8:30 a.m. to 4 p.m.
Staff work remotely on Fridays and are available via phone or email.

Website: olli.pitt.edu

Updated February 2026



Welcome

Dear Osher Lifelong Learning Institute Instructor,

Welcome to the University of Pittsburgh's Osher Lifelong Learning Institute! Quality instruction is the hallmark of our program, and we are excited to have you join our dynamic and engaging community. Since its founding at the University of Pittsburgh in 2005, Pitt OLLI has endeavored to create a dedicated intellectual environment for older adult students nurturing a lifelong passion for learning.

Our goal is to provide a curriculum of stimulating learning opportunities and special activities for members 50 years of age and better. The Institute fosters learning through courses and programs that engage the learner, provide social interaction, and enrich lives. OLLI's faculty includes not only University of Pittsburgh professors and retired faculty, but educators from across the country and subject matter experts from a wide range of professional disciplines. Our instructors challenge members to understand the cultural forces of today, to interact socially and intellectually with one another, and to live empowered lives.

This handbook contains information that we hope you will find helpful when you teach a course. We have additional resources available on our website and our office staff is also available to assist you.

Many OLLI instructors find teaching our members to be an extremely rewarding experience. We hope you will enjoy teaching as much OLLI members will enjoy your classes.

Sincerely,

Lisa Sharfstein

Lisa Sharfstein, Director

Osher Lifelong Learning Institute

University of Pittsburgh

Phone: 412-624-4274

Email: lrs127@pitt.edu

OLLI Program Staff Contacts

Anna Mihalega, Operations and Administration Assistant; 412-383-4119; anm520@pitt.edu

Anita Quagliani, Program Assistant; 412-624-7308; arq8@pitt.edu

Table of Contents

Welcome	2
Table of Contents.....	3
Introduction	4
OLLI Members	4
Course Proposal Process	5
Before Classes Begin	6
Class Monitors.....	7
Teaching the Class.....	7
In-Person Classes.....	8
Online Classes	8
Evaluations.....	10
Onboarding/Compensation.....	10
Conduct and Etiquette	12
Virtual Class Etiquette	13
Suggestions for Teaching OLLI Students.....	14
Summary of Responsibilities	16
OLLI Staff Responsibilities	16
Course Instructor Responsibilities	16
Classroom Emergencies (In-Person Classes)	17
Questions.....	17
OLLI Program Resources and Websites of Interest	17
AV/OneDrive/ Zoom Information.....	17
Appendix I – Checklist for First Class	18
Appendix II - Online Instruction Checklist	19



Introduction

The Osher Lifelong Learning Institute (OLLI) is a program in the Office of Engagement and Community Affairs at the University of Pittsburgh. Established in 2005, it is supported by the Bernard Osher Foundation and is one of 124 OLLIs located on college campuses throughout the United States. The National Resource Center for Osher Lifelong Learning Institutes, located at Northwestern University, is a non-governing center of excellence for all OLLI programs across the country.

The Pitt OLLI curriculum consists of multi-week sessions (5 or 10 weeks) for each of three consecutive terms. In addition, single lecture Master Classes (1.5 hours) and mini courses (2-3 weeks) are also offered throughout the year. Instructors will find that much of the information in this handbook is applicable to those courses, too.

OLLI classes are non-credit, non-graded classes.

OLLI Members

OLLI students are adults aged 50 and older who seek to enrich their lives through academic endeavors. OLLI students are intelligent and curious lifelong learners who enjoy learning for the joy of learning. OLLI members bring a lifetime of experience and knowledge with them into the course setting. Participants are self-motivated, want to be there, and want to contribute as well as learn. This fact is often gratifying to our instructors—knowing that the individuals in the class truly want to be there.

Course Proposal Process

Course Proposal: New instructors and returning instructors not on the pre-approved list are required to complete an online application by accessing the link “Propose a Course” in the “Instructors” portal on the Pitt OLLI website (olli.pitt.edu) The website contains useful tips on proposal submittal, schedules, and the evaluation process

Pre-Approved list: Instructors that have demonstrated a high level of performance over time are eligible to be vetted for inclusion on the Pre-Approved Instructor List. The Curriculum Committee has set performance criteria by which prospective candidates are evaluated. The Pitt OLLI staff periodically reviews the list of returning instructors for potential candidates for the Pre-Approved Instructor List. Candidates who successfully meet the criteria are notified and excluded from the standard proposal process in the instructor portal. Requests for course proposals are emailed to pre-approved instructors approximately three months before classes begin. Once the course is accepted, instructors are notified.

Course description: Course descriptions will appear in the OLLI catalog. They need to be concise and provide an overview of the material to be covered. Some courses may require participants to read certain material or watch video material to fully engage in the class. If out-of-class assignments are required, instructors should include that information in the proposal form and course description so that students are aware of expectations. It is essential that instructors who propose teaching a course outside of the work experience described in their resumes provide additional experience or education that qualifies them to teach the course.

OLLI Curriculum Committee: The mission of the committee is to ensure a broad, diverse, and intellectually stimulating curriculum is provided to our members. The committee develops course ideas, recruits instructors, and evaluates proposals. Proposals from new instructors and returning instructors not on our Pre-Approved List are evaluated by the committee. Those placed on the Pre-Approved Instructor list are excluded from the standard proposal process. The committee meets at least twice each term for a minimum of six times per year. Once a course has been approved, every effort will be made to accommodate scheduling preferences, but flexibility may be required.

University Computing Account: Each instructor will be provided with a Pitt username and password. Instructors teaching online are required to access their Pitt account and establish a Zoom meeting link and OneDrive folder. If you currently have a username and password, a new one will not be assigned, and you can continue to use your existing account.

Before Classes Begin

Equipment: Instructors must provide their own hardware for both in-person and online teaching (e.g., laptops, cameras, etc.). Instructors should assess their equipment's working condition before classes start.

Orientation. Before the term begins, OLLI staff will schedule an online orientation session to familiarize instructors with teaching for OLLI at the University of Pittsburgh. The session will include information on class management dos and don'ts, using the roster and OneDrive, accessing the library, and using Zoom on the Pitt system. It is expected that instructors proposing to teach online classes already possess a basic working familiarity with Zoom. OLLI staff will not be able to provide training in online pedagogy or technical instruction.

Classroom orientation (In-person): Prior to the start of classes, the OLLI staff can meet with the instructor in their assigned classroom to familiarize them with the room set-up and using the audio-visual equipment.

OneDrive folder: To enable consistency between all classes, instructors are encouraged to use a Pitt OneDrive folder to share class materials. This may include presentations, articles, syllabus, handouts, etc. It is recommended that the upload of documents be done at least 1 week before the start of classes. Instructions on using OneDrive are available; contact OLLI staff for access.

- It is generally best to upload files into the OneDrive folder rather than sending them as attachments via email.

Objectives: Instructors should set and share clear objectives for each class.

Class Roster: Before the course starts, instructors will receive an email with the class roster including the email address of all attendees. Instructors should send a brief introductory message via email before the first scheduled class. This message may be used to communicate the syllabus and/or assignments for the first class and provide supplemental information throughout the course.

- When you email your attendees, **always use the blind carbon copy (BCC)** option to ensure privacy and confidentiality are maintained. The most universally readable format for documents is the PDF since attendees use a variety of operating systems and software. The OLLI staff can help prepare a PDF or other document types if needed.
- OLLI staff will not share instructor contact information with members. Instructors may share contact information in an email or include it in a handout. Membership lists are not to be used for professional or personal marketing purposes.

Pre-start Communication: One week before classes start, the OLLI staff will e-mail all enrollees providing the Zoom meeting link or classroom assignment as appropriate. The announcement will also include the link to the course OneDrive link.

Class Monitors

When possible, before classes start, the OLLI staff will assign a volunteer student monitor to help the instructor with class management. This includes alerting the staff to problems, reminding the instructor when a break is needed or that class time is expiring. For in-person courses, the monitor can help the instructor take attendance. For online classes, the monitor should be assigned as cohost to assist with ensuring participants are muted when not speaking, using the raise-hand function, helping recognize class members who wish to speak, and letting the instructor know if they are not being heard. Monitors may also be requested by the OLLI staff to make special announcements. The assigned class monitor will contact the instructor before classes start to introduce themselves and set expectations.

Teaching the Class

Review: It is recommended instructors briefly review the previous week's course concepts and provide an overview of the current week's objectives. OLLI courses have no tests or grades, with low "homework" expectations. Instructors may suggest assignments for at-home learning, but these should be described as optional. While many, if not most, of our members enjoy verbally participating and sharing ideas, classroom participation is also optional. Please do not require anyone to speak.

Assignments: If outside of class assignments are given, instructors should ensure they are reasonable and incorporated into class discussions. If instructors are including material for background learning that will not be used in class, note that in the syllabus or in class. Instructors should share assignments via email or by posting to the OneDrive folder in advance.

Instructor Absence/Course Change: Instructors should notify the OLLI office immediately if they cannot attend a scheduled class or need to reschedule a planned session. If there are any major changes to the approved curriculum, instructors must notify the OLLI staff prior to implementing these changes.

Classroom Etiquette: OLLI instructors strive to create a learning environment where questions and discussion are encouraged. If members act in a manner not conducive to learning (e.g., dominating discussion, aggressively questioning or arguing, treating others disrespectfully, etc.) instructors should first attempt to address the situation with the member privately. If problems persist, the matter should be brought to the attention of the OLLI staff.

Class Break: All OLLI instructors should provide a break midway through the class. Online breaks should be about 5 minutes; in-person breaks should be 8-10 minutes.

Announcements: Periodically, class monitors may be requested by the OLLI staff to make announcements of general interest to the membership community. Please accommodate these requests.

In-Person Classes

Classroom Availability: Classrooms should be available 10 minutes prior to the class start time. If another class is using the room, quietly wait outside. If 5 minutes before the course the room is not vacant, the instructor only should quietly enter the room to speak with whomever is leading the class. At no time are members allowed to bring guests to class unless prior approval has been granted by OLLI staff.

Microphones: When necessary, instructors should use a wireless microphone array to ensure students can clearly hear the lecture. Equipment is available upon request from the OLLI office.

Attendance: The instructor or classroom monitor should ensure students sign the class roster provided or conduct a physical headcount and report it to the OLLI office.

Food/Beverages: No food or beverages are permitted in university classrooms.

Problem Reporting: Instructors experiencing problems with audio/visual equipment should contact the OLLI office at 412-624-7308. Office staff can often handle troubleshooting over the phone. If necessary, OLLI staff can contact Classroom Services on behalf of instructors.

Training Material: A set of instructional videos on using classroom technology is available at [Classroom Technology Training Videos](#)

Emergency Evacuation Route: During the first class, review the emergency evacuation route.

Online Classes

The Zoom application must be installed on the instructor's computer or laptop. Instructors must login to their Pitt account to initiate the Zoom meeting. It is recommended that instructors conduct a practice session before classes start to ensure everything works properly. When classes start, log in to your Zoom meeting 10-15 minutes before class starts.

Communicate expectations for class discussions. Instructors should be clear about how and when they want members to communicate during class. Responses can vary from asking members to unmute themselves to ask questions, using the chat feature to type questions, or using the Zoom "Raise Hand" function to be recognized before speaking.

Training Material: A set of instructional videos prepared by the OLLI staff is available. **It is expected that instructors proposing to teach online already have a basic working familiarity with Zoom.** Additional instructional material is available at the [Zoom Blog](#).

Using Zoom: Instructors teaching online must have a set of essential equipment to successfully conduct a class through Zoom.

- A computer or laptop with internet capability is required. Chromebooks, smartphones, and iPads are not recommended.
- A stable internet connection is required.
- A video camera and microphone are necessary for attendees to see and hear the presentation. If you have a recent laptop, your device probably has a built-in camera and microphone. A headset of earphones is optional but may be necessary if you have trouble hearing the sound on your computer.
- A quiet space without distractions – this is not technology but is necessary.

Problem Reporting: Instructors experiencing problems with Zoom should contact the OLLI office at 412-624-7308.

Co-host: OLLI staff will ask a student registered for the class to volunteer to serve as the monitor for your class. This individual can assist by ensuring attendees are muted when not speaking, using the “raise the hand” function, recognize attendees who wish to speak, and letting the instructor know if there any audio or technology issues.

Set up to start the class

- Test the audio and ensure you can be heard clearly
- Enable the video cam
- Start the Live Transcript (CC or Subtitles) function

Recording: OLLI at Pitt policy does not allow the recording of OLLI classes. Instructors should not record classes, nor allow members to do so.

Evaluations

Pitt OLLI works with the University's Office of Measurement and Evaluation of Teaching (OMET) to collect and analyze student feedback to assist in improving teaching effectiveness. Course evaluations are distributed to all participants by email at the conclusion of every course. Responses are compiled, and a summary of the evaluations including detailed comments will be sent to instructors, generally within a month after the end of the course. While The Curriculum Committees does not have access to the detailed comments, it employs the overall OMET scores as a metric to determine future consideration of the course for repetition and the instructor for future courses.

Onboarding/Compensation

The University of Pittsburgh requires that all instructors receive payment for their services. There are different methods for how OLLI instructors can be paid. Compensation is based on instructional time only; prep time is not compensated. Starting rates are \$55/instructional hour which translates to \$550 for a typical five-week course.

- Current Pitt instructors and exempt staff receive a supplemental payment via the standard payroll process. Non-exempt staff complete additional hours on their timecards.
- Instructors from an incorporated entity such as an LLC or other institution (museum, club, business) with an EIN number will need to be paid as contractors/vendors and will need to be established as university suppliers in Pitt's payment/procurement system. New contractors must fill out a Supplier Verification Form, W-9 Form, and a Services Agreement Form. They will receive a 1099 tax form.
- All other Instructors teaching for the first time and who are external to the University are considered part-time employees. Several required onboarding documents must be completed in Pitt's online Talent Center to establish new instructors in the university payroll system. An e-offer and information for logging into Talent Center will be emailed the month before courses start. All onboarding tasks must be completed before the instructor's first day of teaching. Onboarding tasks include completing tax forms and completing the [I-9 verification process](#). Part one of the I-9 is completed online. **Part two must be completed in-person** on the University of Pittsburgh campus **or** through an in-person service center for instructors not local to the Pittsburgh area.
- One-time lecturers will be paid a flat-fee honorarium and will be required to complete a W-9 form and a teaching agreement.
- OLLI at Pitt instructor positions may be bargaining unit eligible. Instructors who meet performance and term requirements as set forth in the University of Pittsburgh faculty collective bargaining



agreement may be eligible for pay increases.

Conduct and Etiquette

All OLLI members are required to sign the Code of Conduct.

The OLLI Code of Conduct states:

I understand that OLLI members are required to respect the University learning environment, and that member behavior must contribute to a safe and civil community. I agree to follow OLLI policies and University rules.

OLLI members agree to:

- Show instructors the appropriate level of respect as the authority in the class. This includes not interrupting and asking questions respectfully.
- Respect opinions that are different from their own.
- Not dominate course discussions, including chat in online classes.
- Interact appropriately and avoid confrontational behavior with other members, instructors, and University staff, students, and faculty.
- Be on time and do not leave classes early unless arrangements have been made with the instructor.
- Not eat or drink in the physical classrooms.
- For in-person classes, mute or turn off cell phones.
- For online classes, remain muted unless asked to speak.
- Attend only courses for which they are registered.
- Register for courses they expect to attend.
- Drop classes for which they registered but cannot attend by calling the OLLI office.
- Not bring guests to OLLI classes (An instructor cannot approve bringing a guest to class).
- Be courteous and listen when the instructor, another student, or a staff member is speaking.
- Attempt to do class assignments and otherwise participate fully in the class.

Finally, OLLI strives to be a welcoming place for members and instructors of all backgrounds. We ask that members be thoughtful about any comments they may make in or between classes or during conversation at an OLLI activity. We encourage members to welcome newcomers among us. Show congeniality and hospitality among members, instructors, and guests of OLLI.

Additionally, as an OLLI member, I agree to follow the rules and procedures of the OLLI program and that it is my obligation to review and understand them. In the event an issue arises which violates OLLI rules, procedures, or compromises the OLLI code of conduct, I understand that OLLI administration and/or other University administrators have the authority to remove a member from the class and/or the program.

The goal of the Osher Lifelong Learning Institute at the University of Pittsburgh is to create an environment where students feel welcomed, respected, and appreciated. Many of our courses and other events offer a forum for the lively and even sometimes passionate exchange of views and ideas. Our learning community follows principles of courtesy and mutual respect that promote reasoned discourse and intellectual honesty. Opposing viewpoints are honored and respected to preserve the dignity of all participants.

Instructors are responsible for creating learning environments that foster safe, respectful, and equitable discourse. Instructors should lead and facilitate classroom discussions in a way that gives all students the opportunity to voice their opinions without fear of denigration, harassment, or discrimination.

It is inappropriate to use the OLLI classroom setting for promotion of a product or service available from a for-profit company for whom the instructor is employed. However, an instructor can make known such an affiliation in the biography listed in the OLLI catalog or when introducing themselves to a class. Marketing one's business or using member emails outside of the classroom parameters is not permitted.

Additionally, online students have virtual class etiquette guidelines:

Virtual Class Etiquette

In OLLI at Pitt's virtual classrooms, help contribute to a positive learning environment for all by adhering to the following guidelines:

- **Test all technology**, including the camera, internet and Wi-Fi connection, audio (headset, microphone, and/or speakers) *before* the class meeting.
- Check to be sure that your **Zoom is up to date**. If you have the app downloaded to your device, go to www.zoom.us/download to update the program to the most recent version.
- Follow your instructor's directions and **general online learning etiquette**:
- Place yourself on "mute" to minimize auditory distractions for others, unless you are speaking. In large classes, participants may all be muted on entry.
- In most cases, you will be asked to place questions and/or comments in the chat.
- Some instructors will ask you to "raise hand" (using the Zoom tools or your actual hand) to be called on.
- Learn more about Zoom tools: [Joining a Zoom Meeting](#); [Basic In-Meeting Navigation](#); and [Meeting Reactions and Nonverbal Feedback](#);
- Try not to dominate discussion; practice your active listening skills as well as speaking.
- Make sure your **environment is conducive to learning**, both for yourself and others if your camera is on. Try to avoid highly "personal" places such as bedrooms or bathrooms.

- Check your lighting; face a light source (window, lamp) if you can.
- Turn your camera OFF if you are moving (walking, in a vehicle, etc.).
- Treat your classmates, instructors, and instructional assistants with respect.

Suggestions for Teaching OLLI Students

Even individuals who have been professional teachers or training facilitators have found that teaching older adults is different from teaching other groups of students. OLLI members are active, often well-educated, and inquisitive with a significant body of knowledge and life experience.

1. Instructors should avoid “teaching down” or watering down content unless it is of a technical nature.
2. Supplemental materials: OLLI members appreciate lists of outside readings, articles, reference materials, and websites that provide additional information. Supplemental materials should be uploaded in the OneDrive folder. Be sure to include website links to this material when necessary.
3. If you are teaching a class that you have professional or personal experience in, prepare a few real-life examples to add to the points of discussion to help students relate to the material.
4. Prepare a slide for the first class stating student expectations: no recording, phones on mute unless speaking, if you prefer cameras on, how to ask questions (hand up or put in chat for later).
5. Make it relevant. Participants will be more involved and learn more if they can understand how this topic can be applied in their daily lives. Try to show the benefits of learning this information.
6. As an instructor, you will learn a lot from your students, acknowledge that to the students.
7. You don’t have to be able to answer every question, especially if it is beyond the scope of your expertise.
8. Acknowledge controversial topics or opinions on those topics. OLLI’s goal is to create healthy learning environments for everyone. Occasionally members need to be reminded of conduct expectations and the importance of being respectful to each other, even when perspectives differ from our own.
9. Align your teaching to the description in the OLLI catalog. If you listed the course as lecture, the students will be expecting primarily lecture, with the instructor sharing most of the information. If you described the course as a discussion, that is what will be expected.
10. Manage class time efficiently. Don’t try to cover too much in a short time. Plan to pace the presentation to get through the material and topics described in the syllabus.
11. Intervene early if a class member attempts to monopolize discussion or “grandstand”. The instructor is responsible for ensuring that no one monopolizes class time or leads the course topic and content astray. Contact the OLLI office with persistent disruptive issues.

12. Speak slightly slower than your conversational speaking rate. Allow a slightly longer time for a response to questions and group discussion. When taking questions, repeat the question for the class before you answer it.
13. Be sensitive to possible impaired hearing ability. Check regularly to be sure everyone can hear you. For in-person courses, wear a wireless microphone if you receive that request. For online classes, remind students they can turn on closed captions.
14. Be mindful of accessibility:
 - a. Create easily readable handouts and use [accessible document](#) principles.
 - b. Make sure [PDFs are accessible](#).
 - c. Explore [other ways](#) your video, audio, and documents can be accessed by all.
15. When using a slide deck:
 - a. Keep slides simple, uncrowded, and easy to read.
 - b. Avoid text-heavy slides
 - c. Avoid acronyms and jargon in your presentation as much as possible
 - d. Display slides with a large enough font (no smaller than 24 pt.) to enable people at the back of the room to read easily.
 - e. Use bullet points vs. complete sentences. Avoid using paragraphs.
 - f. Avoid reading your slides to the class unless it is textual material from an assigned reading.
 - g. Provide bibliographies or resource lists when appropriate.
 - h. Consult Pitt's Center for Teaching and Learning Resources for [Creating accessible slides](#)
16. If instructors wish to share slides, they should be placed in the OneDrive folder. The office will not duplicate slide presentations.

Summary of Responsibilities

OLLI Staff Responsibilities

- Set up a university computing account user ID and password for instructors
- Schedule classes.
- Secure a classroom for in-person courses.
- Conduct an orientation session on teaching for OLLI at Pitt.
- For instructors teaching in-person courses, schedule a classroom orientation session.
- Distribute to course enrollees the Zoom meeting link for online courses or the assigned classroom for in-person courses.
- Assist instructors with any issues or concerns
- Provide instructors with the course roster.
- Facilitate course evaluations through the Office of Measurement and Evaluation of Teaching and provide feedback to the instructor.

Course Instructor Responsibilities

- Complete required onboarding tasks and documentation (new instructors).
- Sign a teaching agreement (all instructors)
- Login to assigned Pitt account and set up a OneDrive folder and, if necessary, a Zoom meeting link.
- Upload course materials, as needed, into the OneDrive folder.
- Ensure readiness to use classroom equipment and/or Zoom
- Instruct the course as stated in the proposal
- Inform the OLLI office of any major changes in the course
- Notify the OLLI office immediately if unable to meet a class or have any deviation from the schedule.
(You will be asked to assist in contacting class members.)
- Ensure accessibility to the Zoom meeting link, and OneDrive Folder.
- Complete the instructor survey when requested.

Classroom Emergencies (In-Person Classes)

In case of any emergency immediately call the Pitt Police at 412-624-2121.

- Report the building and classroom information
- As soon as you are able, inform the OLLI Office at 412-624-7308

It is recommended that instructors have these numbers readily available should they be needed quickly.

Questions

Please feel free to contact the OLLI office at 412-624-7308 between 8:30 a.m. and 4 p.m., Monday through Friday. Staff will be happy to assist with any questions or issues that may arise.

OLLI Program Resources and Websites of Interest

[OLLI University of Pittsburgh](#)

[University Center for Teaching and Learning – Teaching Resources](#)

AV/OneDrive/ Zoom Information

[Zoom Blog](#)

[Classroom Technology Training Videos](#)

[Classroom Av Problem Reporting](#)

Appendix I – Checklist for First Class

- **Classroom Environment (In-Person):**
 - Check the outside of the classroom to ensure there is no information posted that may confuse students as to the location of the class.
 - Ensure projectors, screens, or whiteboards are functioning properly.
 - Ensure the phone numbers of the OLLI Program Coordinator (412-624-7912), the Pitt Police (412-624-2121), and Classroom Services (412-624-7912) are readily available in case you require assistance.
- **Learning Objectives**
 - Present objectives for the class.
 - Prepare any materials you'll need (presentations, handouts, activities).
- **Student Information:**
 - Familiarize yourself with the student roster.
- **Classroom Management:**
 - Establish clear rules and expectations for classroom behavior (discussion, participation, respect, etc.).
 - Have a plan for addressing disruptions and enforcing consequences.
- **Technology:**
 - Test any technology you'll be using (projector, sound system, online platform).
 - Know the problem reporting procedures.
 - Have a backup plan in case of technical difficulties.
- **Welcome and Introduction:**
 - Introduce yourself. Provide a short bio on your background and interests.
- **Course Information:**
 - Share the syllabus, course schedule, and any other important information.
 - Explain how to access online resources or assignments (if applicable).
- **Communication Channels:**
 - Optionally, you can inform students on how to reach you outside of class (email, text).

Appendix II - Online Instruction Checklist

Before the class:

- Ensure you have:
 - An internet-enabled computer with microphone and video capability.
 - A quiet space to conduct the session.
- Review Zoom meeting controls for screen sharing and other functions.
- Prepare the material you wish to use or share, i.e. PowerPoint presentations, videos, etc.
- Arrange for a co-host to moderate the chat area.
- Conduct a dry run on Zoom to get familiar with running a classroom session and ensure everything works correctly.
- Send an introductory message to class enrollees with the Zoom link.
- Load your presentation and any resources to your computer.

Twenty minutes before the class:

- Login to the session at least 20 minutes before the scheduled start time.
- Check to ensure your microphone, video and audio are working.
- Clear your screen. It is recommended that you clear your screen of applications / private documents and anything else not needed for the sessions (especially important if sharing your screen).
- Ensure the phone numbers of the OLLI Program Coordinator (412-624-7912 is readily available in case you require assistance.
- Check you have assigned co-host rights to the moderator.

At the start of class:

- Start the class on time, do not wait for stragglers.
- Ensure that the participants are muted.
- Set classroom discussion etiquette and expectations (i.e., use the hand raise tool to get recognition).
- Enable live transcript.