

## Practical Information for OLLI Moderators

OLLI office: 513-556-9186 or [olli@uc.edu](mailto:olli@uc.edu)

### For all MULTI-WEEK course moderators:

- Class rosters and room assignments will be emailed to you about one week before your class begins. There may be late registrants to your class. Call the office if you need to verify additional student names or request an updated roster after the first class.
- A benefit of teaching a multi-week course is free OLLI membership for the term. Please call 513-556-9186, before registration begins, to take advantage of this perk.

### For ALL moderators:

- AV training is offered before the term begins. AV support and troubleshooting will be available throughout the term, but the goal is for you to be able to run your presentations independently by the second or third week of class.
- For virtual classes, OLLI supports and provides training in Webex Meetings.

### If you are teaching at Adath Israel (ADI):

- No food or drink is permitted in the building—except water. This is a condition of OLLI's lease at this kosher facility.
- AV Training: ADI Facility Manager/AV Specialist Jim Finley will offer Tech Try-Outs before the term begins. You will be notified of the date and time via email. Bring what you are going to present to test out on the AV equipment. Jim will work with you individually to make sure that everything runs smoothly. Direct specific questions to [jfinley1950@aol.com](mailto:jfinley1950@aol.com) or 513-373-6867.

### If you are teaching at Victory Parkway Campus (VPC):

- Parking:
  - Parking is available in the lot behind the VPC buildings, accessed off of Cypress Street. Do not park in the upper lot in front of the Administration Building. This is reserved for UC staff.
  - Parking permits are required. If you do not have a parking permit you will receive a ticket.
  - New parking permits are available at the start of the fall term. The hang-tag permits are valid for the entire school year (fall, winter, spring, summer) and will be available at the Welcome Tables during the first week of classes or in the OLLI office.
  - A temporary parking pass is available for yourself or a guest. Call the office to have one emailed to you.
- **AV Training** will be offered before classes begin for the term. You will be notified of the date and time via email. There will be a brief overview of the equipment followed by individual questions and try-outs. You may bring your presentation materials.
- **Copies:** if you make copies to distribute to your students, please consider making them on our office copier. It is more cost effective than going to a retail location. Please drop off a paper original or email ([OLLI@UC.EDU](mailto:OLLI@UC.EDU)) a digital document to the office a week in advance. Reimbursement of copy costs is limited to \$50 per class per term and requires submittal of receipts.
- **Recommended – A Digital Alternative:** rather than paper copies, we can upload your presentation in PDF format to our website for easy student access. Email your digital file to [OLLI@UC.EDU](mailto:OLLI@UC.EDU). Call the OLLI office if you have any questions.