

OLLI AT SIERRA COLLEGE INSTRUCTOR RESOURCE GUIDE

SEPTEMBER 6, 2023



OLLI
Osher Lifelong
Learning Institute

CRAFTED BY:

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OLLI's Instructor Resource Website

→ Find **Answers!**

→ Enjoy Easy Access to **Instructor Resources, Reference Materials, Zoom Links & More!**

→ Stay in the **Loop!**

All an OLLI Instructor Needs, All in One Place!

*Website domain to remember:

www.tinyurl.com/instructor-tools

PREVIEW / SNAPSHOT

HOME PAGE

Instructor Resource Webpages

Click the Page Title below to open that particular webpage:



Important Pre-Term Emails

Stay in the loop! Don't miss these important emails from us! Emails contain pertinent course and term information.



Course Zoom Links

- Access the Master Zoom Links List
- How to Start Your Class on Zoom
- Download latest version of Zoom to Desktop/Computer
- NEW! OLLI Zoom Etiquette Slide



Class Rosters & Handouts

- Learn where and how to access Class Roster(s)
- Instructor Class Handout Instructions



OLLI Knowledge Base

Stay current on OLLI Membership Requirements, Term dates, and Policies!



Recording Zoom Classes

All you need to know about recording online OLLI classes via Zoom!



Available Class Recordings

Here you can find the available Online-Zoom OLLI class recordings from the current Term.



Instructor Bio and Photo for Website

- Submit or revise your instructor biography
- Submit or exchange instructor photo of self for website display



Get Paid - Instructor Invoice

- Download OLLI Instructor Invoice Form
- Read invoice submission instructions



Course Proposal Forms

- OLLI Course Proposal Forms
- NEW! Spring 2024 Term Course Proposal Form Now Available!



Schedule Training

- Smart Classroom Training for On-Ground (in-person) Classes
- Zoom Training for Online Classes



Questions? Contact Us!

Have a question not covered on this website? Submit your question to us now!

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OLLI's Student Registration Website

www.sierraolli.org

Membership Requirements and Registration Information

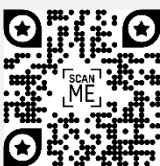
MEMBERSHIP: Membership in OLLI is required to participate in Club OLLI courses, Special Interests Groups, and Field Trips.

- OLLI at Sierra College Membership is only \$20 to renew or join for the Fall 2023 Term. **OLLI Membership 2023-2024** is now available! This new membership year **will cover our Fall 2023, Spring 2024, and Summer 2024 Terms.**
- OLLI at Sierra College Membership is valid until July 31, 2024. If you are not a current member, **a Membership must be purchased before registering for Fall 2023 Term course offerings** or you must have a Membership in your shopping cart.

SELECT INDIVIDUAL COURSES: On the HOME page you can select courses by category under appropriate term (semester), including On-Ground courses, and don't forget to **look under OLLI Extras for our OLLI Field Trips, SIGs (Special Interest Groups), Non-Credit Tuition free - OLLI classes** and required registration information, Club OLLI Newsletters, Class Schedule Calendars and more!

DO YOU STRUGGLE REGISTERING ONLINE? Struggle No More! You can use our digital registration form. Please use one form per person. **OLLI Tuition-free Courses are not accepted on this form.** Please visit our Tuition-free OLLI page under OLLI Extras.

More information is available on our website's Home page, under ABOUT OLLI > **Registration Information** or **Scan the QR code below:**



or **Click the QR code (if viewing this electronically)!**

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FAQs

...Scan the QR code to visit FAQs webpage

or Click the QR code (if viewing this electronically)!



Tuition-free OLLI vs. Club OLLI – What's the Difference?

OLLI at Sierra College has **two types of courses: Club OLLI and Tuition-free OLLI**. Each requires a different registration process. The OLLI Tuition-free courses are part of the Sierra College curriculum but are still noncredit with no test or grades. You must be a Sierra College student to take these classes hence this separate registration process. Application and Registration Forms available.

***FYI:** Because these courses are under Sierra College curriculum, **we can only offer Tuition-free OLLI courses in select subject areas**. These subject areas include: **English, Music, and Theater**.

Student and Staff Parking Information

Parking permits are required on the main Sierra College campuses (Rocklin and Nevada County). A complimentary parking permit will be mailed to registered members **and instructors** of in-person classes happening at either campus.

Zoom Links, Reminder Emails, and Class Recordings

Registered students, enrolled in Online-Zoom courses, will receive their course Zoom link(s) in their emailed class confirmation. We also send the links to enrolled students (and the instructor) via our **class email reminder, that will be sent at 7am on each day of class**.

Zoom class recording links will be automatically emailed to all students registered in each course once available. **Each class recording will expire after 14 days** (expiration date will be noted).

Teach for Us tab – OLLI Instructor Recruitment

We are always looking for new OLLI talent! Please refer prospective instructors, and interested people, to the Teach for Us tab (under ABOUT OLLI) and have them complete and submit a Course Proposal Form. Prior to submission, we encourage our prospective OLLI Instructors to browse our website, become more familiar with our Program, and review our Term dates and submission policies.

THANK YOU!

OLLI Advisory Council

About the Council

Sierra College's OLLI Advisory Council is designed to assist the Sierra College OLLI Program to ensure quality programming, coordinate marketing activities and assist in resource development. All Council members provide additional volunteer service in a variety of ways beyond Council meetings to support the Sierra College OLLI Program.

OLLI Advisory Council Members

Terence McAteer – OLLI Advisory Council Chair

Bill Drabin – OLLI Advisory Council Vice Chair

Linda Derosier – OLLI Advisory Council Member

Joan Griffin – OLLI Advisory Council Member

Susan Rogers – OLLI Advisory Council Member

Lynne Snyder – OLLI Advisory Council Member

Alan Greene – OLLI Advisory Council Member



Feel free to reach out to an Advisory Council Member nearest you, for questions or concerns regarding the OLLI at Sierra College Program. They are here to help!

Volunteer Opportunities with OLLI at Sierra College

- **Volunteer Your Time** to the OLLI Program
- Lead/Moderate a **Brown Bag Lecture Series** Zoom Discussion
- Lead a **Special Interest Groups Course** | Run by a Volunteer

Let us know if you are interested in becoming a Volunteer today!

Email us at: olli@sierracollege.edu and tell us how you'd like to help ☺.

OLLI Office and Staff



OLLI Office Address

316 Vernon Street, Suite 257
Roseville, CA 95678
US



OLLI at Sierra Team

Program Manager, Shari Smith

ssmith@sierracollege.edu | (916) 781-6243

Administrative Assistant, Brooklynn Bridges

bbridges2@sierracollege.edu | (916) 781-6292

Admissions & Records, Alex Yarmolyuk

OLLI Phone Line

(916) 781-6290

OLLI at Sierra Email

olli@sierracollege.edu



In-Office Hours *Roseville Center*

*We are available by email/phone:
M-Th 9am-4pm and F 8am-12pm
Closed on Weekends and Holidays

***FYI:** On Wednesdays after 1pm and on Thursdays and Fridays, OLLI's Administrative Assistant works virtually from home (Zoom and phone appointments are still okay).

***Note:** Sierra College and the OLLI office are closed on Fridays over the Summer.



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