

## FACILITATOR TRAININGS

OLLI at UCI – 15207 Barranca Parkway  
ONKEN, IRVINE STATION

- Two addresses for Irvine Station  
#15209 is classroom/office entry – **lock box (4620) + key opens door**  
#15207 is an emergency door ONLY - not regular entrance/exit.
- **Key:** *Open the lock box. Punch each number . . . 4-6-2-0 and then press the top button downward. The key is hanging on a tiny hook. If it doesn't open, push the bottom button to restart the procedure. To unlock the door, put the key in and turn it to the right. To lock it, put the key in and turn to the left two times. Test the door before leaving!*
- **Entrance to classroom.** Facilitator table remains in place until class gets started. *Pull table toward the windows allowing space for exiting at the break.* One facilitator remains for late comers.
- **On the Table:** Feedback forms  
Basic Facilitator Procedures have not been changed:
  - Print Attendance roster on day before class meets
  - Best to have 3 facilitators for every OLLI course
  - End of class - "clean up" and "lock up"
  - DO NOT TURN THE COMPUTER OFF!
  - Robert Ray receives final course report
  - Recommend no coffee in classroom

### New information:

- Due to larger classroom space the "Waitlist & 5-Minute Rule" may be obsolete.
- Light switches – on/off + dimmer
- Switches for controlling AV
- Control of screen in lounge
- Four (4) doors to check
- Restrooms NOT in classroom! *"one-minute walk"*
- Emergency classroom door – how to lock & unlock
- Conference Room for committee meetings
- Storage for bridge tables, extra chairs
- Office Supplies in lobby storage cupboard

# Facilitator Checklist

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## Before class:

- View and Print the Class Attendance Roster from your computer **the day before the course begins**. Maintain an accurate attendance record. (See Class Attendance Roster.)
- Arrive early to meet other facilitators and to complete the following duties:
  - a.) Classroom neat/tidy with chairs facing forward and lights ON?
  - b.) Front door unlocked and the classroom door OPEN?
  - c.) Facilitator Table in place?
  - d.) Feedback forms available?
  - e.) Computer ON and microphones are charged?
  - f.) Course number, presenter's name, and course title on white board?
- Once the course begins, **close** the classroom door and pull the Facilitator's table away from the door.
- In case of a large enrollment (150+), those who are enrolled will have first access to the course. All who show up but are not enrolled **will be given a number according to their arrival time, and asked to wait until all enrollees have taken a seat.** (*Waiting persons stay outside in the patio/hallway*)  
The "5-Minute Rule" applies. (See How to Manage Large Enrollments)
- Maybe notify the audience of important up-coming announcements, although typically this will be done by a "seasoned" facilitator or the Developer.

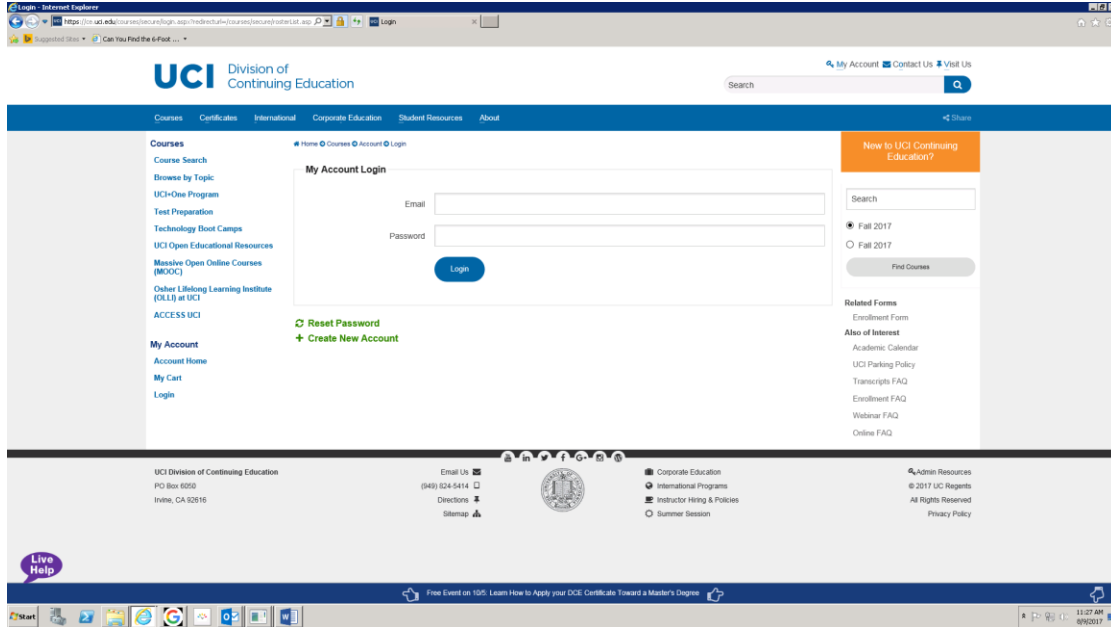
## After Class:

- Remember to "close down!"
  - a) *check* all **FOUR** doors
  - b) *turn off* microphones, lights, and LCD
  - c) **DO NOT TURN OFF THE COMPUTER!**
  - d) *replace* chairs and *pick up* any trash
  - e) *collect* Feedback Forms, give to Developer and/or put in Facilitator drawer
  - f) *record* daily attendance
  - g) *fill out* Attendance Summary, and put in Robert Ray's mailbox after the final class session.
- **COMPUTER ALWAYS STAYS ON –THERMOSTAT IS NEVER TOUCHED!**

# CLASS ATTENDANCE ROSTER

How to LOGIN to access the class attendance list (class roster)

1. Go to the OLLI website at ce.uci.edu/olli. At the bottom of the page, click on Facilitator Login
2. On the Login page, enter your e-mail address and password, and then click on Login. Remember, passwords are case sensitive.



How to VIEW a Class Roster

1. Once logged in to your account, click on **Instructor Course Maintenance (Rosters, Grading, AV Equipment)** located on the bottom, left of the page. A list of classes and associated class rosters will appear. See figure below.

## My Rosters

**Instructor:** Patricia Linehan  
**Instructor ID:** 000734043

| Course Title   | Meeting Day and Times                             | Location  | Adds | Roster                      | AV Requests                | Enter Grades                 | Graded |
|--|---|-----------|------|-----------------------------|----------------------------|------------------------------|--------|
| CURRENT EVENTS FORUM MISC 994.1 (00444)                    | Sep 15 2014 - Jan 19 2015 (M - 1:30pm - 3:30pm)   | WVC ONKEN | 42   | <a href="#">View Roster</a> | <a href="#">AV Request</a> | <a href="#">Enter Grades</a> | N      |
| INTRODUCTION TO METEOROLOGY, PART 1 MISC 994.1 (00364)     | Apr 30 2014 - May 21 2014 (W - 1:30pm - 3:30pm)   | WVC ONKEN | 66   | <a href="#">View Roster</a> | <a href="#">AV Request</a> | <a href="#">Enter Grades</a> | N      |
| THE WORLD'S GREATEST GEOLOGICAL WONDERS MISC 994.1 (00356) | Apr 8 2014 - Apr 29 2014 (Tu - 10:00am - 12:00pm) | UNIC      | 133  | <a href="#">View Roster</a> | <a href="#">AV Request</a> | <a href="#">Enter Grades</a> | N      |
| THE FUTURE OF JOURNALISM MISC 994.1 (00378)                | Mar 6 2014 - Mar 6 2014 (Th - 10:00am - 12:00pm)  | WVC       | 80   | <a href="#">View Roster</a> | <a href="#">AV Request</a> | <a href="#">Enter Grades</a> | N      |

[Return to Account Home](#)

2. To view a class roster, click on **View Roster**. The page below will display.

NATIONAL COMMUNITY RESOURCES STUDENT SERVICES ABOUT

## Class Roster - Fall/2014

**Course Title:** CURRENT EVENTS FORUM **Reg #:** 00444  
**Course Number:** MISC 994.1 **Section:** 320  
**Instructor:** Patricia Linehan **Class Limit:** 40  
**Course Fee:** \$0.00 **Adds:** 42

[Print Attendance Sheet](#)
[Download Attendance Sheet](#)

This is the current list of students enrolled in your class. Anyone who is not on this list should be referred to the UCI Extension Student Services Office: (949) 824-1010.

| Student ID     | Student Name        | Grade Option | Credit |
|----------------|---------------------|--------------|--------|
| 1 0001         | Alexander, Jeanette |              | 0.000  |
| 2 0002         | Ardley, Andrea      |              | 0.000  |
| 3 0005<br>0008 | Benson, Nadine      |              | 0.000  |
| 4 0007         | Conant, Kathy       |              | 0.000  |
| 5 0009         | Crossett, Mary      |              | 0.000  |

How to PRINT a Class Roster (Attendance Sheet)

1. Click **Print Attendance Sheet**.

## Class Roster - Fall/2014

**Course Title:** CURRENT EVENTS FORUM **Reg #:** 00444  
**Course Number:** MISC 994.1 **Section:** 320  
**Instructor:** Patricia Linehan **Class Limit:** 40  
**Course Fee:** \$0.00 **Adds:** 42

[Print Attendance Sheet](#)
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|--------------------------|---------------------|--------------|--------|
| 1 0001                   | Alexander, Jeanette |              | 0.000  |
| 2 0002                   | Ardley, Andrea      |              | 0.000  |
| 3 0005<br>0008           | Benson, Nadine      |              | 0.000  |
| 4 0007                   | Conant, Kathy       |              | 0.000  |
| 5 0009<br>00087<br>00045 | Crossett, Mary      |              | 0.000  |

2. A page similar to the one below will display. Click **Print**.

## Attendance Sheet - Fall/2014

**Course Title:** CURRENT EVENTS FORUM  
**Course Number:** MISC 994.1  
**Instructor:** Patricia Linehan  
**Course Fee:** \$0.00

**Reg #:** 00444  
**Section:** 320  
**Class Limit:** 40  
**Adds:** 42

Print

| Student ID | Last Name | First Name | 09/15 | 10/20 | 11/17 | 12/15 | 01/19 |
|------------|-----------|------------|-------|-------|-------|-------|-------|
| 0001       | Alexander | Jeanette   |       |       |       |       |       |
| 0002       |           |            |       |       |       |       |       |
| 0005       | Ardley    | Andrea     |       |       |       |       |       |
| 0008       |           |            |       |       |       |       |       |
| 0007       | Benson    | Nadine     |       |       |       |       |       |

A Print box will appear on your screen.

The screenshot shows a web browser window with a print dialog box open. The dialog box is titled "Print" and has a "General" tab selected. It shows a list of printers, including "Octane - Dell Color Laser 1320c", "OLL1 - HP Officejet Pro 8500 A909a Series", "OLL2 - HP LaserJet 600 (PCL6)", "PLAN - HP LaserJet 60", "PLAN2 - HP LaserJet 6", and "REG1 - HP LaserJet 60". The "Print" button in the dialog box is circled in red. The background shows the attendance sheet interface with a "Print" button at the top.

3. Click the **Print** button inside the print box. The class roster (class attendance sheet) will be sent to your printer.

### How to EMAIL Student Services Updates/Changes to a Class Roster

1. Scroll to the bottom of the roster and enter your comments in the **text box**,
2. Click on **Email Student Services** to send your message. Student Services will update the class roster and reply to your message. (Note, you will only see the text box after you click View Roster.)

#### Waitlisted Students

|   | Student ID   | Student Name    | Grade Option | Credit |
|---|--------------|-----------------|--------------|--------|
| 1 | 000933736    | Uslaner, David  |              | 0.000  |
| 2 | 000560044    | Linton, Laurel  |              | 0.000  |
| 3 | 000100020005 | Waldman, Marsha |              | 0.000  |

|                    |    |
|--------------------|----|
| Active Students:   | 42 |
| Reserved Seats:    | 0  |
| Waitlist Students: | 3  |
| Drop Students:     | 0  |

Please enter the full name, phone number and e-mail address for anyone attending your class who does not appear on this roster:

Please add John Doe to this class  
714-222-1234  
JohnDoe@aol.com

Email Student Services

Print Roster

[Return to Roster List](#)

If you have trouble accessing your online web accounts, call or email:

Lei Catindig  
Division of Continuing Education  
949.824.1980  
catindig@uci.edu

## HOW TO MANAGE LARGE ENROLLMENTS

**Facilitators need to access the online attendance list, maintained by UCI Continuing Education, to know who is currently enrolled and waitlisted. Print a copy for yourself *the day before the class begins*. Course attendance lists will not be available in the office.** Members may enroll online in courses where space is available.

Occasionally OLLI has one or more courses with an "over enrollment." There is a procedure in place to assist Developers and Facilitators to manage the attendance in a fair and friendly manner. It's fairly common to expect some "no-shows", so often there is seating available. Seating capacity at Onken, Irvine Station Classroom is 150.

If Facilitator/Developer is notified that someone has cancelled the course, a waitlisted person can be contacted to take that seat.

## **Managing the Class on the day of the Course.**

- Those who are enrolled will have first access to the course.
- ALL members who show up but are not enrolled will be given a number according to their arrival time, and asked to wait until all enrollees have taken a seat.  
(*Waiting persons stay outside*)

**THE FIVE-MINUTE RULE:** 5 minutes before the course is to begin, empty seats can be filled by those who have been given numbers.

### **FAQ:**

- **I am on a class wait list. How do I know if I can get into the class?**  
Through KIT Mail, OLLI members will be notified if space becomes available, or if OLLI is able to create a second session.

Additionally, call the Facilitator or just show up early on the first day of class to see if there is room. In many cases, there will be space available.

|    |    |    |    |
|----|----|----|----|
| 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 32 |
| 33 | 34 | 35 | 36 |
| 37 | 38 | 39 | 40 |
| 41 | 42 | 43 | 44 |
| 45 | 46 | 47 | 48 |



**OLLI@UCI**  
**CLASS ATTENDANCE**

**PLEASE FILL OUT THIS FORM AFTER THE FINAL CLASS**

Leave the sheet in the office mailbox for Robert Ray

TITLE OF CLASS \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF PRINCIPAL FACILITATOR \_\_\_\_\_

NUMBER ENROLLED ON ORIGINAL ROSTER \_\_\_\_\_

NUMBER ON ORIGINAL WAIT LIST \_\_\_\_\_

DROPPED PRIOR TO 1<sup>ST</sup> SESSION \_\_\_ ADDED PRIOR TO 1<sup>ST</sup> SESSION \_\_\_\_\_

.....  
**SESSION #1** (DATE) \_\_\_\_\_

NO. ATTENDED \_\_\_\_\_ WALKINS \_\_\_\_\_ NOSHOWS \_\_\_\_\_

**SESSION #2** (DATE) \_\_\_\_\_

NO. ATTENDED \_\_\_\_\_ WALKINS \_\_\_\_\_ NOSHOWS \_\_\_\_\_

**SESSION #3** (DATE) \_\_\_\_\_

NO. ATTENDED \_\_\_\_\_ WALKINS \_\_\_\_\_ NOSHOWS \_\_\_\_\_

**SESSION #4** (DATE) \_\_\_\_\_

NO. ATTENDED \_\_\_\_\_ WALKINS \_\_\_\_\_ NOSHOWS \_\_\_\_\_

**SESSION #5** (DATE) \_\_\_\_\_

NO. ATTENDED \_\_\_\_\_ WALKINS \_\_\_\_\_ NOSHOWS \_\_\_\_\_

**SESSION #6** (DATE) \_\_\_\_\_

NO. ATTENDED \_\_\_\_\_ WALKINS \_\_\_\_\_ NOSHOWS \_\_\_\_\_

**THANK YOU!**