University of Dayton
Special Programs and Continuing Education

OSHER LIFELONG LEARNING INSTITUTE

UDOLLI SEMINAR LIAISON HANDBOOK

Special Programs and Continuing Education

Celebrating Lifelong Learning since 1994

OSHER LIFELONG LEARNING INSTITUTE AT THE UNIVERSITY OF DAYTON (UDOLLI)

UDOLLI is one of the programs under the auspices of the University of Dayton Office of Special Programs and Continuing Education. It operates with its own board of advisors, consultants, bylaws and committees, and it relies on the many contributions of volunteer members who assist the executive director with program delivery and logistics.

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CONTENTS

OUR MISSION

The Osher Lifelong Learning Institute at the University of Dayton offers adults 50 years and better a wide variety of seminars based on the peer-learning concept and designed to be intellectually stimulating in an informal and noncompetitive environment.

OUR VISION

The Osher Lifelong Learning Institute at the University of Dayton is recognized as the preeminent university-based organization for continuing education of adults 50 years of age and better.

Dear Seminar Liaison,

Thank you very much for your dedicated support of the Osher Lifelong Learning Institute at the University of Dayton. The overwhelming success of our program is due largely to your willingness to share your time, talent and expertise. For this, the University of Dayton community and the members of our UDOLLI are sincerely grateful.

We hope you find this information helpful. As always, please do not hesitate to contact the Special Programs and Continuing Education, or the Office of Special Programs and Continuing Education, if you have questions, suggestions or need assistance.

Best regards,

 Julie Mitchell, Executive Director
Special Programs and Continuing Education

SEMINAR LIAISON PRIVILEGES

ORIENTATION. You will receive notice of a moderator and seminar liaison orientation scheduled one week before the start of the UDOLLI program. We encourage you to come learn more about the program and take advantage of the opportunity to ask questions, meet your moderator and learn more about your role. Training in the use of classroom audio-visual equipment is offered in conjunction with your orientation. If you are new to the program, you are strongly encouraged to attend.

Lockers: You can use one of the 30 lockers near the vending machines on the second floor of Daniel J. Curran Place. Each locker is 16 inches wide, 22 inches deep, 37 inches high, and comes with two coat hooks. They're great for storing things like musical instruments and in the winter they might come in handy for coats and umbrellas. They're available on a first-come, first-serve basis. There's a $20 deposit, refundable when you return your key at the end of the program.

Volunteer Luncheon: A luncheon is held for seminar liaisons after your orientation. Your moderator will also be at the luncheon, giving you the opportunity to get acquainted with each another.

SEMINAR LIAISON RESPONSIBILITIES

All UDOLLI moderators have one or more seminar liaisons recruited by the Executive Director and the volunteer committee. Seminar liaisons are the link between the moderator and the Office of Special Programs and Continuing Education. Seminar liaisons help the moderators achieve a smooth, functioning seminar.

EVERY SEMINAR SESSION

- Arrive 30 minutes early.

- Make sure the moderator has a bottle of water from the resource room, S2075.

- Someone from Special Programs and Continuing Education, the UDOLLI office, will deliver the sign-in sheets for morning (9:30 am) and evening (6:00 pm) seminars. For afternoon (12:30 and 3 pm) seminars, liaisons should pick up the sheets in Special Programs and Continuing Education. Only those registered for the seminar may attend. If someone arrives who in not listed on the attendance roster, please direct the individual(s) to the office. Liaisons can keep the sign-in sheets throughout the duration of the program but liaisons must contact the office with the names of anyone who did not attend the first session.

- Take attendance each week, total at the bottom of the form and return the sheet to the office. Some liaisons have people sign in as they enter the room, some circulate the attendance sheet after the seminar has begun. Zoom seminars have Technical Liaisons who take attendance, assist the moderator with keeping the session running smoothly and report the weekly attendance to Julie Mitchell after the final seminar session.

- Remind seminar participants to silence all audible electronic devices, especially cell phones.

- Help the moderator as much as you can with the audio-visual equipment as discussed on pages 14-23.

- Close the classroom door(s) and dim the lights, as appropriate.

- If yours is the last seminar of the day, verify that the screen is raised, the projector and microphone are off, and that the moderator has logged out. Make sure the room is tidy and ready for use by the next seminar. Turn off the classroom lights and close the door(s).

FIRST DAY OF SEMINAR

- Always assume there's a new UDOLLI member in the seminar.

- Introduce yourself and give seminar title to confirm participants are in the right place.

- Ask participants to put their name tents in front of them so moderators know who they are. Remind them that they must wear their name badge while on campus.

- Introduce any Board Advisors and Consultants in seminar. Advisors have silver name tags so you can spot them easily. Seminar participants should contact them concerning any issues or questions they may have.

- Give directions to restrooms, vending machines, dining room and the Office of Special Education and Continuing Education.

- Introduce the moderator to the extent he or she wants.

- Communicate to the office any absences in the first seminar. Otherwise their seats may be given to people on the wait list.

- Let the office know of name tags and tents still needed by participants.

- Recruit another seminar member to act as your backup if you're unable to attend.

- Discuss the material provided in training and summarized immediately below.

FIRST DAY ANNOUNCEMENTS AT THE START OF SEMINAR

- For security reasons, always wear your name badge when in Daniel J. Curran Place.

- Parking permits should be displayed on the rearview mirror of your car with the campus map facing you.

- Park between the lines.

- Do not park in a UD visitor's spot or in a handicapped spot designated for UD employees. People with special parking needs should contact the Special Programs and Continuing Education.

- Sign in every week. Write "absent" if you will not be in attendance or missed a prior seminar. People in the Special Programs and Continuing Education track attendance to see if there may be problems they should address. (Note to liaisons: Be sure to total the number at the bottom of the attendance form.)

- Recycle your cans, bottles and papers. There are containers near the vending machines and sometimes in the classrooms.

- Speak clearly and in a loud voice when asking questions so all can hear.

- Turn off your cell phone and other electronic devices.

- Become a UDOLLI Volunteer (greeter, liaison, moderator, office helper, committee or advisory board member). See me, your seminar liaison, if you'd like to help or stop by the Special Programs and Continuing Education Office to complete a Volunteer form.

- The doors of the classroom lock automatically at 5:30 p.m. The main entrance to the building locks at 4:30 p.m. You'll be able to leave after that but unable to re-enter the building.

- The dining room is open from 10:30 a.m. to 1:30 p.m. You may bring food and drink to the seminar.

- In the event of a tornado, go to the basement and avoid windows/glass areas.

- In the event of a fire alarm, use the stairs to go outside. Do not use the elevator.

- If UD is closed because of weather UDOLLI seminars are cancelled.

- You may not bring guests unless approved by the Executive Director. Requests for guest participation in seminars should be sent to Julie Mitchell, jmitchell1@udayton.edu.

- Be quiet in the hall because other seminars may be in session.

- If your seminar is in Room S2006, open the end door and encourage latecomers to use it and sign in during the break.

- There is a lost and found in the Osher resource room (S2075). You may also want to check with the Office of Special Programs and Continuing Education for missing property.

- There is to be no recording of any sort without the approval of Julie Mitchell, executive director of the Office of Special Programs and Continuing Education.
- If you have not received a UDOLLI tote bag, you can pick one up in the Special Programs and Continuing Education.
- RTA (937-425-8300) provides schedule and senior discount information.
- See a Board Advisor or Julie Mitchell with compliments, questions, suggestions or complaints.
- Read the member's handbook. It has almost everything you need to know. Let us know what else we should include.

LAST SEMINAR SESSION
- Present the certificate of appreciation to the moderator with appropriate words.
- Return the attendance sheet to the office.
- Remind students to complete the online seminar feedback form they'll be sent by the office. If this is the spring term, they'll also be sent a feedback form about the entire school year.

REMINDER
- Be sure to attend both the liaison training and audio-visual training sessions.
- Be sure to have a knowledgeable backup liaison if you cannot attend a seminar.

EMERGENCY PROCEDURES AND CLOSINGS

MEDICAL EMERGENCY
- In the event of any emergency, such as personal illness or injury, natural disaster, terrorist attack or other dangerous situation occurring in or around the location of UDOLLI activities or seminars, contact Julie Mitchell, 937-229-2614 and the Department of Public Safety at 937-229-2121 and follow their directions.
- When UDOLLI seminars are off-site, UDOLLI will follow the off-site general safety rules or guidelines for emergency procedures.

FIRE EMERGENCY

- Consider all fire alarms to be the result of a real fire.

- Evacuate the building immediately.

- Know evacuation routes. Fire exits are located on the second floor. Be familiar with at least two exit routes.

- Never use the elevator.

- Avoid smoke-filled areas but, if unavoidable, crawl.

- Feel doors for heat before you open them.

- Once outside, stay outside and keep at least 50 feet from the building.

- If you're trapped inside a room, call 911 with your location, keep the door shut, open the window if possible, and yell for help.

- Wait for emergency personnel to give the all-clear signal before re- entering the building.

TORNADO

In the event of a tornado warning that threatens University of Dayton environments, UD will activate its campus emergency notification system. If you receive such a warning, please keep calm and take shelter immediately by going to an interior room without windows on the lowest level of the building. Do not go outdoors or attempt to outrun the storm.

WEATHER-RELATED CLOSINGS

The provost decides whether to close the University. If UD is closed, then UDOLLI seminars will be cancelled. If you're unsure, check radio, TV and your email. The official closing order will not specifically mention UDOLLI or any other specific program or seminar. In the event that authorities in the UD area declare a level three emergency, all UDOLLI seminar sessions will be cancelled. Participants living in an area where a level three emergency is declared are not expected to attend a seminar session even if UD is open.

WEATHER-RELATED DELAYS

If UD is delayed until 10 a.m. then a 9:30 a.m. seminar session is cancelled. However, seminar sessions can be rescheduled with the concurrence of the participants. Let the office know of any changes.

If the situation is ambiguous or if other local schools or universities are delayed, there will be a message on the Office of Special Programs and Continuing Education phone at 937-229-2605 or 937-229-2347.

UDOLLI POLICIES

UDOLLI SEMINAR FIELD TRIPS

If a moderator desires to schedule a field trip as part of the UDOLLI seminar offering, this request shall be included in the Moderator Seminar Information form.

All field trips shall require approval by the UDOLLI Executive Director prior to the first day of the session.

If the Executive Director consents to this field trip, this consent does not imply that UD or UDOLLI assumes any responsibility for the safety or property of participants or any costs related to the field trip.

Participation in the field trip by an individual member of a seminar shall be entirely voluntary, without any negative impact on one's participation in the seminar.

DISTRIBUTING AND SELLING MATERIALS

Seminar moderators <u>shall only offer books or materials that are directly related</u> to the subject matter of their seminar, or if the moderator genuinely believes that the material offered shall be of interest to the seminar participants. Other restrictions are:

• No sales pressure shall be used.

• Seminar time shall not be used to handle any such transaction.

• Unless stated in the curriculum brochure description prior to seminar registration, no participant shall be required to purchase anything; nor shall those who purchase material receive any benefit or special treatment because of the purchase.

• UDOLLI shall have no involvement or responsibility in any such transaction between a moderator and a seminar participant.

• Unless approved in advance by the Executive Director, a moderator shall not use seminar time or special event time to sell written material that the moderator has prepared or written personally. A moderator may advise his/her class or those attending a special event that such written material is available, if anyone is interested, and give directions on how to contact the moderator by e-mail, telephone or in person.

<u>Material not directly related to any UDOLLI seminar shall NOT be distributed</u>. To avoid the potential result of allowing 'materials' without limits, the following Policies shall apply:

• No distribution of material shall occur in or near the classroom or building.

• No material may be left in the classrooms or hallways, nor posted.

• No material shall be distributed to classroom participants except at the direction of the moderator and seminar liaison for use in the moderator's seminar.

- No material may be distributed to participants or displayed in the River Campus Building or displayed on the bulletin boards, nor left on tables.
- Approval shall be granted only with the explicit approval of the UDOLLI Executive Director and only to distribute or make available materials related to the UDOLLI for the members.

SPINOFF GROUPS

UDOLLI recognizes that individual members may voluntarily choose to continue meeting, as a group, after the UDOLLI session is completed. Continued exploration of a topic may be a very positive result from the UDOLLI seminars.

- Some groups meet on an ongoing basis; others meet for a specified number of times.
- All such groups are independent of the Osher Lifelong Learning Institute at the University of Dayton.
- Therefore, the University assumes no responsibility or liability for the spin-off group.

UDOLLI requests that such spin-off groups respect the following concerns:

- UDOLLI moderators should feel no obligation to continue with such groups. We would hope that the first loyalty of the moderators would be to their availability for future UDOLLI seminars.
- Any spin-off group should not expect to use UD facilities or personnel to support their meetings.
- UDOLLI expects that spin-off groups would not interfere with any other UD or UDOLLI program.

EMAILING HANDOUTS TO UDOLLI SEMINAR PARTICIPANTS

Moderators should send their handouts by email instead of having the office print copies. The following six easy steps explains how to copy and paste the email addresses from the seminar roster (aka participant list) into an email, so they don't have to be entered one at a time. Note that these were written for a PC. Macs may be a little different.

1. Open the seminar roster that was sent to you by the UDOLLI office.
2. Near the top of the screen, click on the down arrow next to "PDF" and choose "XLS" (for "Excel spreadsheet").
3. Click on the left-hand disc icon next to "XLS" to save your work as a download to your computer. Click on "participant list" in the lower left-hand corner of the screen to open it as an Excel spreadsheet. (It may take a few seconds for the words to appear.)
4. If you're using a PC, click on "enable editing" in the yellow bar at the top of the screen. This will let you widen column K ("Email") so that the entire address fits on a single line. To do this, use your mouse to drag the vertical dividing line between "K" and "L" to the right until all the addresses fit.
5. Use your left mouse button to highlight the email addresses from first to

last. (Don't include the word "Email" at the top of the column.)

6. Use the right mouse button to copy and paste the list into the "BCC" line of the email to your students. (Use "BCC" rather than "CC" to protect the addresses of your recipients.). Don't be alarmed if the addresses look messy in your BCC line, because most mail programs will correct the list. Put your own email address in the "To" line so that you'll get a copy of the sent message. You can use it again the next time you distribute handouts!

For questions and more information, contact Fran O'Connor at fran.oconnor@gmail.com (Windows) or Mary Riordan at riordanmt@gmail.com (Macs).

TEXT BOOKS: If a textbook is required for a seminar, as opposed to simply recommended, please consider the most inexpensive option for seminar participants to consider, i.e., used books, e-books, etc.

UDOLLI FILM SEMINARS: All seminars, including film seminars, must adhere to the UDOLLI two-hour period, must include a break halfway through and leave time for discussion at the beginning of the session and at the end. If there are questions in this regard, please contact Julie Mitchell, executive director of the Office of Special Programs and Continuing Education.

UDOLLI WIFI

UDOLLI members may request a guest account from the Office of Special Programs and Continuing Education. You will be issued a User Name and password that expires quarterly. User Names are typically your first name and last name followed by _g (for guest). Example: johndoe_g. Passwords are assigned and randomly generated.

On your mobile device select the network UDConnect. You will see the wifi symbol on your screen, but you still must sign in to access the internet from your browser.
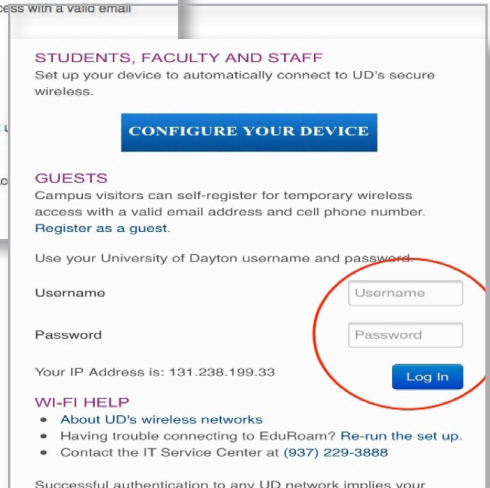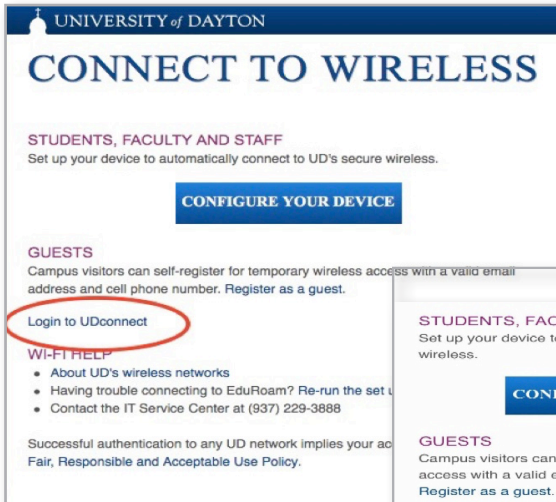
THE AUDIO VISUAL EQUIPMENT

Not all moderators take time to learn how to use the equipment. Even experienced moderators may encounter a problem that's new to them. If you're comfortable around computers, you may be able to help them advert a classroom crisis! The following instructions have been written for our moderators. You, the liaison, may also find them interesting and useful.

Liaisons are encouraged to attend the special AV training offered before the program begins in order to be ready to assist moderators before and during the seminar. If audio-visual equipment is not ready or set up or is malfunctioning, locate a Red Lanyard first. If needed, use the hall telephone on the wall outside the classroom to contact UD's IT Help Desk for further assistance.

Every classroom has the following:

• White boards and dry-erase markers.

• A computer for running flash drives, playing CDs and DVDs and accessing the Internet.

• A document camera for use with both transparencies and opaque materials.

• One or two ceiling-mounted projectors operated from the touchscreen control panel.

• One or two wall-mounted projection screens.

• A remote controller with built-in laser pointer for use with PowerPoint presentations. (Note that the remote only works in the rooms to which it has been assigned. It should not be taken out of its assigned room)

• Two of the classrooms have SMART Boards, which require special training and practice to use effectively.

• The three larger classrooms have microphones feeding speakers in the ceiling. "Listen" headsets for the hard of hearing work in these rooms by amplifying what comes over the microphone. They're available from the Special Programs and Continuing Education. Be sure to return them. The microphones should not be removed from their assigned room.

• A set of iClickers, which allow participants to vote and have their votes tabulated automatically on the screen, is available in the office.

RED LANYARDS: Most UDOLLI members have a blue lanyard. People with red lanyards are there to help moderators solve technical problems associated with the audio-visual equipment. If your moderator is having technical trouble, first look for a red lanyard in your room. If there are none, find one in another room. You can tell by the red dots on the door signs outside each classroom. If you can't solve the your problem and can't find a red lanyard, use the telephone in the hallways to call for help.

WHEN USING AUDIO-VISUAL EQUIPMENT

Remember the three P's: patience, preparation and practice. You may need to be patient as you wait for the projector to warm up or for the computer to load a large file. Know what you're going to do and try it out before class begins, while there's still time to get help. A little practice wouldn't hurt, especially if the equipment is new to you. Checking out a room to which you've been assigned is strongly encouraged. Be sure to tell UDOLLI about any equipment that's not working.

Starting out.

1. Power up the computer if necessary. (Usually it will be on already.) You'll find the button on the front of the tower in the cabinet. (The other button opens the CD/DVD drawer.)

2. Tap the Crestron touchscreen once or twice to get its attention.

3. Tap "power on/off." This will lower the screen(s) and turn on the computer

4. Log in if necessary. Press "control-alt-delete" simultaneously. Enter the username by pressing "tab" and enter the password, then press "enter" on the keyboard. These are shown on labels at the bottom of the monitor. Unless you'll be connecting with the internet (discussed later), close the "network access" screen by clicking the red square with the white X in the upper right-hand corner of the screen.

5. If you'll be showing something on the screen, be sure to close the blinds.

Connecting with the UD network and the internet.

Moderators sometimes need to connect with the Internet, often to access YouTube videos. Moderators and liaisons are given a list of Internet access codes at the beginning of the term. (Some lists say "log in" where they should really say "user name.") Simply enter them on the screen called "network access," search for "YouTube," choose "videos," and type in the name of the video you're looking for. Active and retired UD employees may substitute their university assigned credentials. It might be better to put your videos on a flash drive using a YouTube downloader. This eliminates ads, pop-ups and the risk of your video having been deleted.

Using a flash drive.

Many moderators use flash drives to store their PowerPoint slides, film clips and downloaded YouTube videos. (That way you don't have to search for them on YouTube, put up with commercials and run the risk of a clip having been deleted or blocked by UD security.)

1. Plug your flash drive into one of the two USB ports on the left side of the control console. (It will only go in one way, so don't force it.) If you encounter a USB port that doesn't work or if both ports are already in use, remember that there are more ports and in the computer tower inside the cabinet.

2. The computer may immediately display the contents of your drive. If not, click on the Windows logo in the lower left-hand corner of the screen, choose "this PC," and then click on the name of your drive. Alternately, go to "file" in the upper left-hand corner, click on "browse," your drive, and then the name of your presentation.

3. Open PowerPoint if necessary and double-click on the presentation you want to show. Be patient if you're opening a large file. It may take several minutes to open.

4. When you're done, close PowerPoint and safely remove the drive as explained in the next step.

5. Mouse down to the lower right-hand corner of the screen and find the tiny white "up" arrow. Click on this to display the hidden icons.

6. Click on the icon that looks like a flash drive. When it disappears, it's safe to remove your flash drive. If the computer says the drive is in use, repeat the process. (Sometimes you have to do this twice, so don't panic.)

Adjusting the volume.

There are three ways to adjust the volume: use the touchscreen (recommended, but some screens are much less sensitive and slower to respond than others), clicking on the loudspeaker icon in the lower right-hand corner of the computer screen and adjusting with the slider, or using the knob on the black box in the cabinet. Each has its advantages, so know what to do before your class.

Playing a DVD in the disc player.

1. Tap "Bluray player" on the Crestron touchscreen, then tap "power on/off."

2. Tap "disc eject." That will open the drawer on the player. Insert your disc then push the open/close button on the player or tap "disc eject" on the touchscreen.

3. Use the arrows surrounding the "OK" button on the touchscreen to navigate the disc's menu, then push "OK" on the touchscreen.

4. Use the double arrows at the bottom of the touchscreen to fast forward and fast reverse. Use the single arrow to play the disc, use the parallel lines to pause the disc, and the square button to stop the disc.

5. Tap "disc eject" on the touchscreen or push the button on the player to eject your disc. Don't forget to take it with you!

   Playing a CD in the disc player. Use the >>| and the <<| on the touch screen to navigate through the tracks on your disc. You can also use the start, pause, stop and fast forward/reverse buttons.

Switching Back and Forth from PowerPoint to disc and vice versa.

1. Some moderators present PowerPoint slides, show something on a DVD (a movie or a song on CD, for example) and then return to PowerPoint. Know what you're doing before you begin your presentation.

2. If you're in PowerPoint, tap "Bluray player" on the touchscreen. Cue up your disc and pause it where you want to begin (for example skipping the ads on a movie or playing a specific track on a CD).

3. Tap "back" and then "PC" on the touchscreen and resume or start your presentation.

4. When you're ready for your video or song, tap "Bluray player" and use the controls as described earlier.

5. Repeat this process as necessary throughout your presentation.

6. Click on the PowerPoint icon, then open and give your presentation.

Using the microphones.

The three largest classrooms (S2006, S2060 and S2080) have wireless microphones that feed the speakers in the ceiling. Each microphone works only in a specific room. For example, the mic in S2006 will not work in room S2080. Check your mic before the seminar begins so you don't waste time. Don't take the microphones out of their designated locations because this will ruin the synchronization of the mic with the room.

1. Clip the microphone on your shirt or blouse. Note that it's very sensitive, so avoid touching it. You can hold the controller/battery pack in your hand, clip it to your belt or stick it in your pocket. You may encounter feedback if you stand directly under a speaker mounted in the ceiling, in which case you'll need to move.

2. The "power/mute" button is on the front of the unit, along with arrow buttons to adjust the volume. (You can also adjust the volume using the Crestron touch screen on the console). The liquid crystal display will tell you if the power is on and if the batteries are running low. A set of batteries is supposedly good for about four hours. There may be spares in the top drawer of the control console. If not, there may be some in the UDOLLI resource room (Room S2075). If not, see the friendly people in the Special Programs and Continuing Education for replacements. There is a recycle jar in the UDOLLI resource room to put used batteries for recycling. Turn off the mic when you're finished using it to save the batteries.

Assistance for the hard of hearing.

The Special Programs and Continuing Education has headphones for those rooms equipped with microphones (S2006, S2060 and S2080). They're called "Listen" devices and you have to sign for them. Note that they're not transferable across rooms. For example, a "Listen" for room S2006 will not work in, say, S2080. A student will have to return one unit and sign for another one. The listening devices only amplify the sound coming from the moderator's microphone; they will not help with audio coming from a disc. If you're in a room without a microphone (S2005, S2035 and S2055), you might encourage people with hearing problems to move to the front and center of the room, so they'll be close to you, the moderator.

Using the document camera. This lets you project both transparent and opaque materials (including three-dimensional objects) through the computer and onto the screen. Some of the document cameras have remote controllers.

1. Pull out the drawer on the right side of the console (as you're facing the control panel), raise and extend the arm of the unit, and rotate the projector head so it points down.

2. If necessary power up the camera by pushing the grey button on the side of the black base and the "camera" button on the base's control pad.

3. Choose "document cam" on the control console to project the image onto the screen.

4. To show opaque materials, turn on the overhead light by moving the sliding switch on the narrow end of the camera head. (The switch gives you four options: no light, a light, four red laser dots indicating the corners of what the camera sees, and the light with the dots.) To show transparent materials, turn on the white light box using the switch near the power cord and don't use the overhead light.

5. To show transparent materials, turn on the white light box using the switch near the power cord and don't use the overhead light.

6. Push the auto-focus button and the lens will automatically adjust for the best image of your subject.

7. The camera head can be angled so you don't have to shoot straight down. You can zoom in and out using the buttons on the base unit. (Extreme close-ups are very sharp.) The camera head rotates in 90-degree increments to accommodate material in landscape and portrait format.

8. Practice placing your image or object under the camera so it appears properly on the screen. There are several ways to do it wrong but only one way to do it right.

9. Note that you can "toggle" back and forth between the document camera and your PowerPoint slides by alternately using the "CAM" and "PC" buttons on the control panel.

10. When you're finished, be sure to turn off the document camera and stow the unit back in its drawer.

Using your own laptop computer.

Some moderators prefer to use their personal computers rather than the ones provided by UD.

1.   There's a cable affixed to the left side of the control console that plugs into your PC. (UD's cable plugs into the "laptop" and "audio" outlets on the control console.)

2.   It might be wise to bring in your power cord, rather than running on battery power. There are two power outlets on the control console.

3.   Most PCs require an HDMI-to-VGA adaptor, which must be provided by the moderator. Macs require a Thunderbolt-to-VGA adapter, which you can borrow from the Special Programs and Continuing Education. Make sure your adaptors work with audio as well as video inputs. Be sure to return the Mac adaptor to the office.

4.   Note that putting your presentation on a flash drive and using UD's equipment may be safer, easier and more reliable than using your own computer.

Using the remote controller.

Each room has a remote that will let you control your PowerPoint slides. It has four buttons: a "forward" button with an arrow pointing to the right, a "backup" button with an arrow pointing to the left, a button for the laser pointer, and a button to turn off the ceiling-mounted projector. (This is called "muting".) You should avoid using the last button, because this shortens bulb life. Note that the remotes only work in the rooms to which they've been assigned. The remotes should not be removed from their assigned classrooms, because this may affect the synchronization. The remotes have a limited range and don't always work reliably. If there are no replacement batteries in the console, see the people in the Special Programs and Continuing Education.

The voting iClickers let up to 49 students vote on as many as five choices and have the results immediately and anonymously tabulated on the screen. They're available from the Special Programs and Continuing Education. The moderator keeps the blue control clicker and the students get the white voting clickers. Turning off the clickers after voting will conserve the batteries. Practicing incorporating this capability into your presentation is strongly encouraged. It's easy and fun once you get the hang of it.

Setup.

1.   If you're using a flash drive to show PowerPoint slides, insert it into a USB port on the console, or the computer "tower" inside the cabinet.

2.   Plug the black transformer into a power outlet on the control console and the other end of the power cord into the white clicker box. Plug one end of the gray cord into an open USB port on the console or the computer tower. Plug the clicker flash drive into the box, then insert the clicker flash drive.

3. Relevant images will now appear on the computer screen. Use the mouse to double-click on "Windows users," then "iClicker." Choose "1700 users." ("1700" is the building address.) Minimize the clicker screen (which should say "start session") and open your PowerPoint presentation.

4. If the "relevant images" don't appear automatically, click on the Windows icon in the lower left-hand corner of the screen, and choose "this PC," "iClickers," "Windows users," "iClicker" and "iClicker 1700."

Using the iClickers.

1. Give your presentation. Stop where you want to take a vote, and press "esc" on the computer keyboard.

2. Click on the iClicker icon at the bottom of the computer screen and choose "start session."

3. Reopen your PowerPoint presentation at "current slide." Start and stop the polling using the top button on the blue controller. Show and hide the results using the second button from the top of the blue controller. The forward and back arrows will let you change slides.

4. Use the mouse to move clicker-related images (the control bar and the bar charts) to wherever you want them on the screen. For example, you can put the results summary beneath the question on your PowerPoint slide.

5. Note that the white clicker box has a display that will tell you the results of the voting before you show them on the screen. This can be useful when preparing for discussion.

Shutting down the iClickers.

1. When you're done, click on the X in the clicker control bar, then click on the white X in the red box in the upper right-hand corner of the monitor.

2. When you're done, safely remove the iClicker's flash drive as explained in the next step.

3. Mouse down to the lower right-hand corner of the screen and find the tiny white "up" arrow. Click on this to display the hidden icons.

4. Click on the icon that looks like a flash drive. When it disappears, it's safe to remove the drive. If the computer says the drive is in use, simply repeat the process. (You have to do this twice, so don't panic.) Use the same process to safely remove your flash drive.

5. Unplug the transformer from the control console, disconnect everything else, put all the equipment in the iClicker case, and return to the Special Programs and Continuing Education. Please make sure everything is there.

6. Check in the Special Programs and Continuing Education about how to return the clickers when the office is closed.

Zoom Tips for Technology Liaisons

Some UDOLLI seminars are offered via Zoom, rather than on campus at Curran Place. The following tips were prepared to help you, the technical liaison. Your job is to help the seminar moderator and keep things running smoothly. They are not meant to be a general guide to Zooming but are intended to help you do a better job. Note that Zoom seminars should not be recorded.

1. Talk to your moderator to decide who's responsible for what tasks before the seminar begins.

2. If your moderator makes you a co-host, you can monitor the "chat" window, answer "chat" questions when possible and keep track of questions that need to be raised to the moderator, mute or remove somebody from the seminar if warranted, and let the moderator know if he or she is sharing the wrong thing or can't be seen or heard.

3. Exchange phone numbers with your moderator and have a Zoom meeting before the seminar. If you're new to the job, it will be good practice for both of you.

4. Get together virtually with your moderator after the seminar to share advice and lessons learned.

5. Log on 30 minutes before class, so you can work out problems. Make sure you're running the latest version of Zoom.

6. Do what you can to help people with their technical problems.

7. Re-name yourself if necessary by clicking on your picture and type "technology liaison" after your name.

8. If your moderator has made you a co-host, you can rename seminar participants if their names aren't shown (and if you know who they are).

9. If necessary, remind your moderator when it's time for a break and remind them when the class has only 15 minutes to go.

10. Report attendance for the (usually) six seminars to Julie Mitchell either weekly or by week at the end of the term; for a one-day seminar, report when the seminar is over.

11. Ask people to unmute at the end of the seminar, so they can thank the moderator; alternately, they can say "thanks" through the chat box or thank them with an appropriate emoji.

12. Contact Special Programs and Continuing Education with problems you can't resolve. They'll be available to provide Zoom support on seminar days. Phone numbers will be provided to you before the seminar begins.

When you're done for the day, log off (but don't shut down) the computer. (Leaving the computer powered on allows updates and maintenance routines to be run at night.) Press "control-alt-delete" simultaneously and choose "log off." Push the "power" button on the control console to turn off the projector. (Bulbs are expensive and have a short life). Raise the screen(s) and gather all your materials. If you're the last seminar of the day, be sure to turn off the lights on your way out. Gather all your materials. The door to your classroom will automatically lock at 5:30 and you won't be able to get back in.

Need help? If you have an insurmountable and immediate problem, use one of the classroom support phones in the hall to call the information technology department's help desk. Please do not hesitate to contact Julie Mitchell or any UDOLLI Board Advisor for more information.

Dear Seminar Liaison:

Thanks for your time and effort to volunteer with the Osher Lifelong Learning Institute at the University of Dayton. UDOLLI is a premier program in the network of 125 universities that comprise the Osher Lifelong Learning Institutes.

UDOLLI is a model of peer-driven education with volunteers sharing time, knowledge and talent with their fellow learners. Students attend to learn new subjects, expand their minds and learn from the members with years of professional experience or lifelong avocation. The Curriculum Committee works to plan a wide variety of seminar topics and ensure the highest quality of learning experiences. Opportunities are provided for liaison training including technology training and networking with your moderators. Liaisons are also welcome to submit proposals for new topics and to recommend or become moderators.

Liaisons are an important part of the educational process. Supporting the moderator in the classroom, making new members feel welcome, and communicating information about UDOLLI with attendees make the UDOLLI seminars run smoothly and enhance the educational program.

We are fortunate to have the beautiful Daniel J. Curran Place at the University of Dayton for our classrooms and for space to socialize. Take advantage of the UDOLLI social activities, have coffee or lunch in the dining room, enjoy the Reflection Garden, or take a break in the resource room. Meeting new people, discussing art, music, books or travels, are all important to keeping mind and spirit refreshed.

We hope you enjoy your seminar liaison experience. You are an important part of the UDOLLI family!

Laureene Bollinger,
President, UDOLLI Board of Advisors