



WUSS 2019 Class Coordinator Guidelines

Important Help Information:

A/V Tech Support: Jake Brand, (618) 977-6075

Class Coordinator *check off list*

The class roster, evaluation forms, and a slide advancer/laser pointer will be brought to you. Use the same envelope to return materials at the end of the class.

- **Arrive at least 30 minutes before the start of the class.**
 - For a **Wednesday morning** class, please arrive for breakfast by 7:30 am and then help set up the class at 7:45 am.
 - For a **Friday afternoon** class, please arrive for lunch by 1:00 pm and then help set up the class at 1:15 pm.
- **Help the instructor set up their slide show.**
 - Make sure everything projects correctly on the screen (e.g. centered and in focus). Check the volume of the microphone and speakers. If the A/V equipment is not operating correctly, call the A/V Tech Support. Give the slide advancer/laser pointer to the instructor.
- **Check off the names on the class roster**
 - You may not be able to meet everyone at the door therefore you should go to each seated person and check off their names. If someone's name is not on the roster, direct them to the Registration Desk to register. When they return with a registration receipt, add their name to the roster and check it off. If they are not on the original roster or have a receipt, they cannot take the class.
- **Distribute class handouts and evaluations**
 - If the instructor has class notes/handouts, give one to each student, even if they ask for a second. You can ask the instructor to mention that the evaluation forms have been distributed and they can leave them at the back of the class when leaving. Please distribute evaluations at the beginning of the class.
- For room temperature adjustments, contact Louise Hadden at 617-513-2646.
- Adjust the room lighting as necessary.
- Signal the instructor if s/he needs to speak louder.
- At the end of class:
 - Put the evaluations, the class roster and the slide advancer/laser pointer in the envelope. Please wait in the room until Louise collects them.

If there are any issues other than AV or Room problems during the class, call or text Louise Hadden, Classes Coordinator, cell: 617-513-2646.

If you cannot reach Louise, contact Richann Watson, Volunteer Coordinator, cell: 513-476-3162.

Please keep in mind your main responsibility is to provide support to the instructor so that s/he can focus on presenting the class material.