

Instructor Portal Quick Reference Guide

This quick reference guide provides streamlined instructions for managing your class. For more detailed instructions, see the comprehensive guide below.

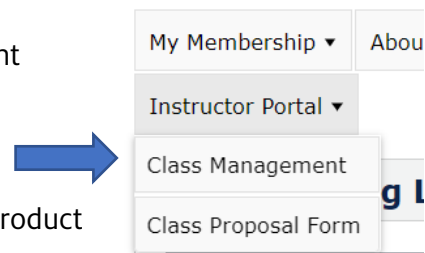
Accessing the Class Management Screen

All Instructor activities can be performed via the Product Info popup menu, which is accessible through the Class Management Screen using either the Calendar or Grid view.

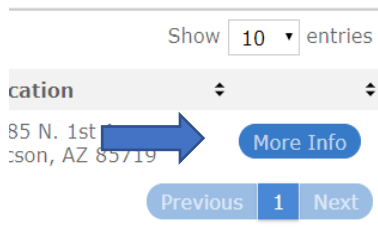
Step 1: Log in to the OLLI-UA Website and select the Class Management menu item within the Instructor Portal menu.

Step 2: Access the Product Info popup menu.

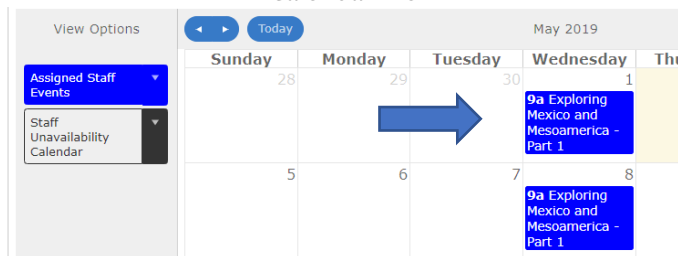
If you are using the grid view, click on the More Info button and the Product Info popup will appear. If you are using the calendar view, click on any session of your class to accomplish the same.



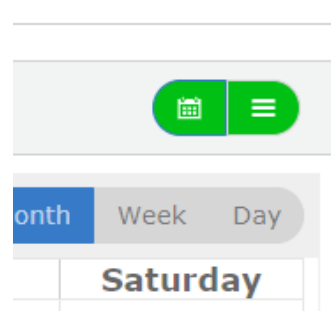
Grid View



Calendar View



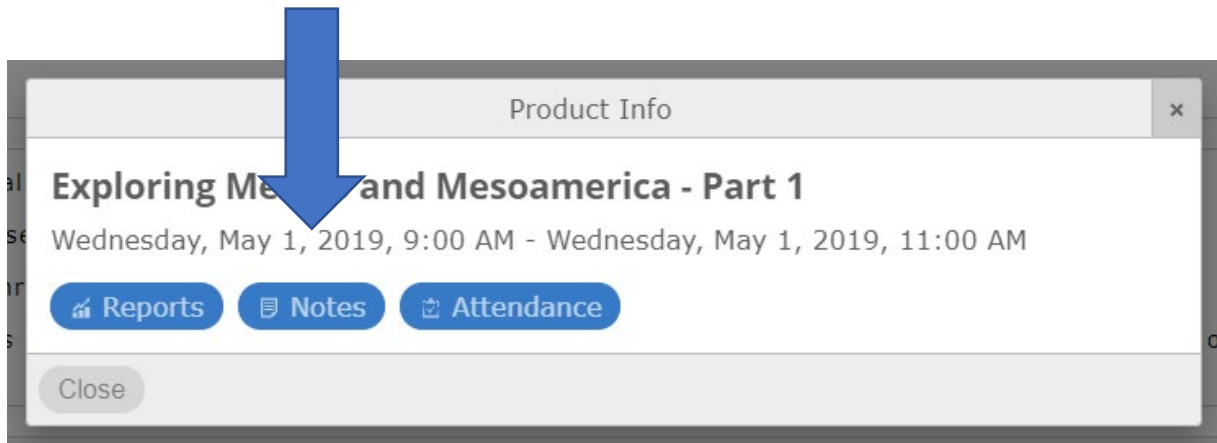
Note: The Class Management Screen defaults to the Grid View. Use the green buttons on the top right of the grid/calendar to toggle between the views:



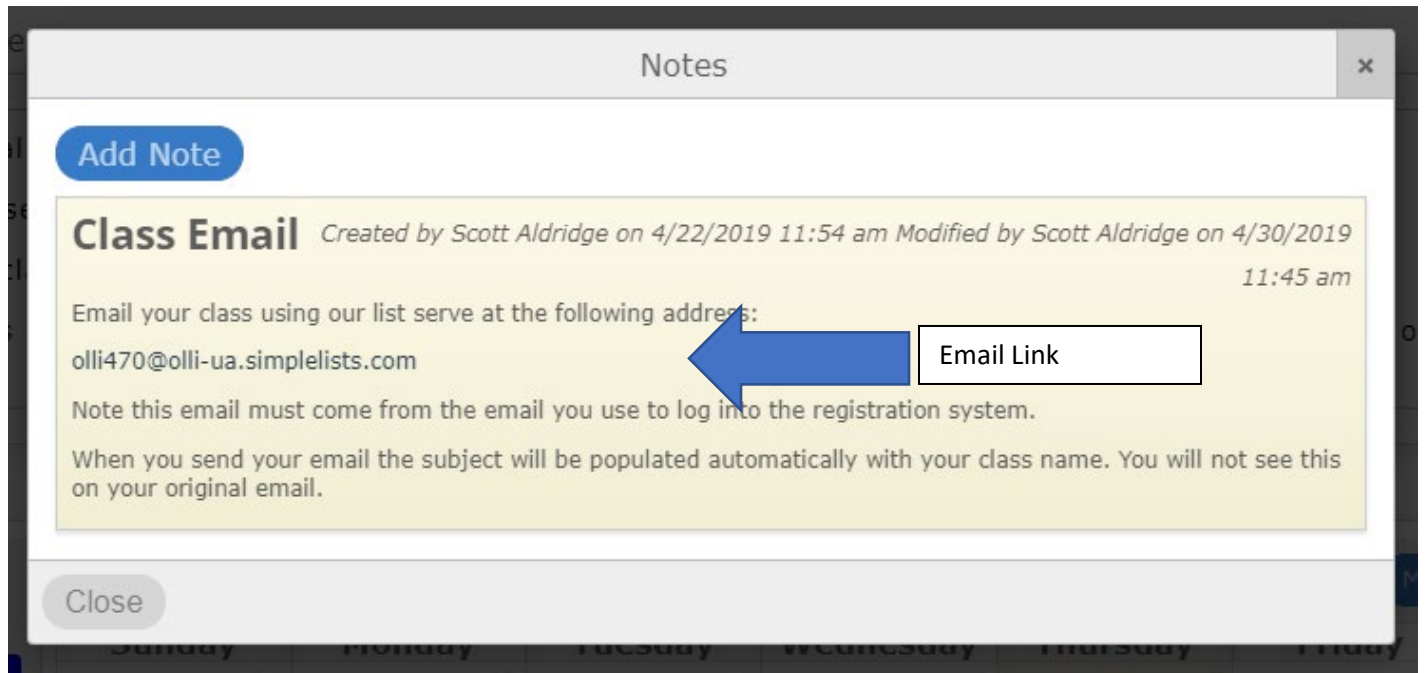
Emailing Your Class

Emailing your class is managed via the Notes section of the Product Info popup menu.

Step 1: Click on the Notes button on the Product Info popup.



The following popup will appear:

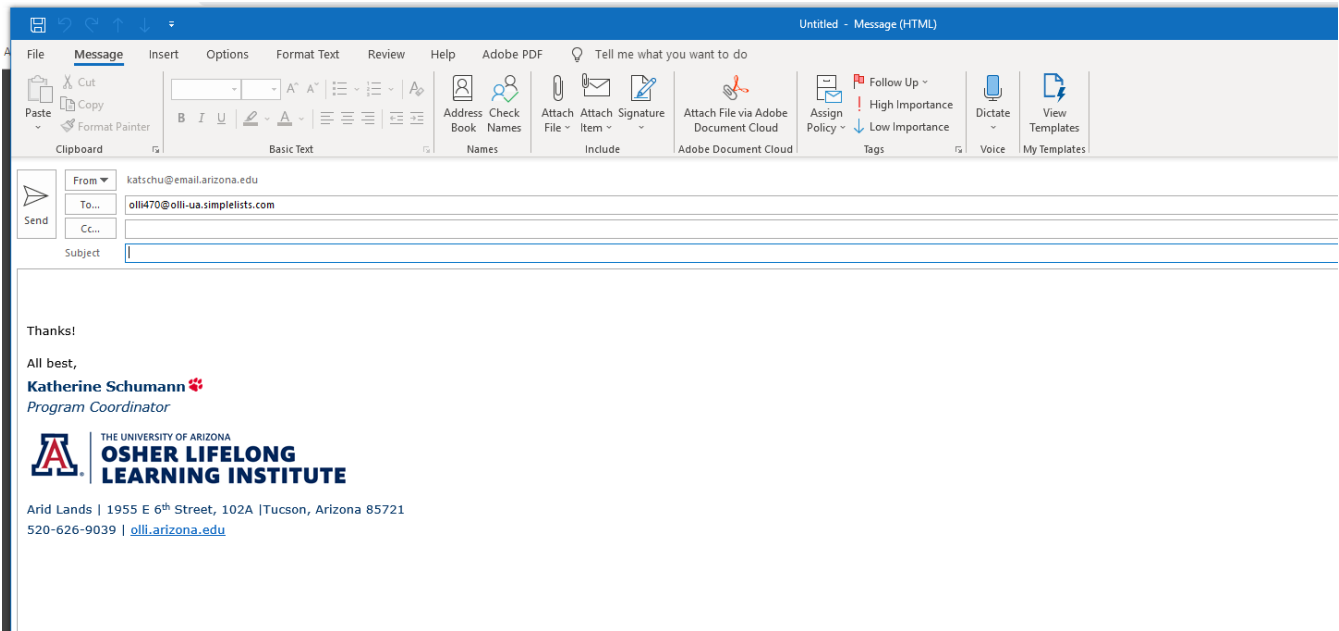


Step 2: Click the email link.

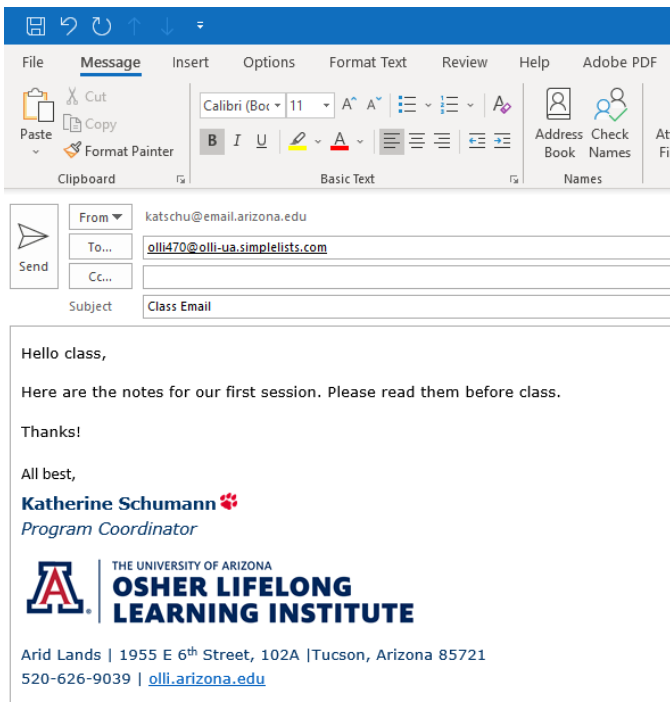
This will open an email addressed to your class via your default email program:

Your screen may look different than pictured below depending on the email program you use.

Note that the email **must** come from the email address you use for your OLLI-UA login. You can also copy/paste the email address into your own email program if the link above does not work for you.



Step 3: Write your email as you normally would. Then, click send.



A Note on Emails

How to Send

To send an email to your students is just as easy as sending an email from your own computer. When you send an email it goes out in a broadcast email to anyone registered in your class. They will only see the email as coming from you. Students can then reply directly to you. You should also get a copy of the email to show it went out.

Email Recipients

The email system may not always have the most up to date list of registered students. We will be updating these lists regularly, but keep in mind many students are adding and dropping classes in the first few weeks and not all will receive your messages. Our office will be staying on top of this but we wanted you to be aware.

Email Subject

Class emails are configured to automatically add the class name in front of your subject. Example: If you teach *Economics for Dummies* and you put a subject in your email of "Welcome to Class". The receiver will see *Subject: Economics for Dummies: Welcome to Class*.

Best Practices

Email systems struggle these days with many deliverability issues. The more complex your messages are to students (adding attachments, numerous web links and the like) the more issues you will have with email getting blocked or filtered as Junk and SPAM in inboxes. We continue to look for solutions to aid in getting communications through but in the meantime keep in mind, simple text based messages will give you the highest deliverability.

Attachments

This new system will allow attachments however we encourage you to use them as sparingly as possible (see best practices above) and keep the size of attachments to a minimum. You **will not** be able to send a message that has attachments greater than 7 MB or it will kick back as undeliverable.

Please Use OLLI-UA Email Responsibly.

Remember, OLLI-UA email is intended only for official communications from instructors to participants for the purposes of class instruction and administration. Student contact information is to be kept confidential and not used or kept for any other purpose.

Accessing Your Roster Quick Guide

Whether you are accessing your roster via the Calendar View or the Grid View, the easiest way to do so is via the Reports section.

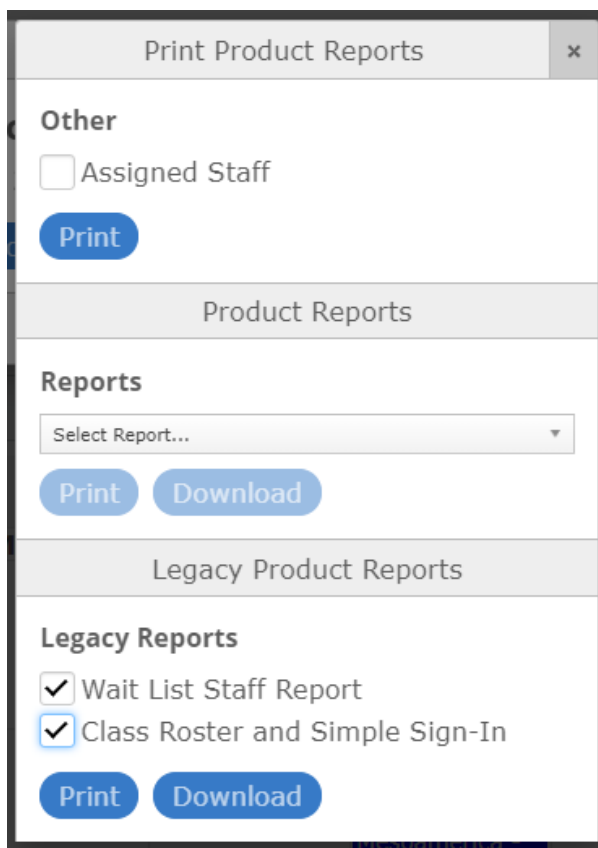
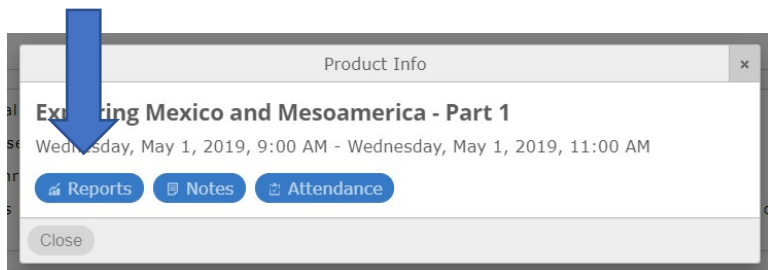
Step 1: Click the Reports button on the Product Info popup menu.

Step 2: Use the Legacy Product Reports section at the bottom to access your roster and/or waiting list.

To view your roster, check the box next to the Class Roster and Simple Sign-In option.

To view your waiting list, check the box next to the Wait List Staff Report option.

Or, you can check both boxes to view the reports at the same time.



Instructor Portal Comprehensive Guide

This comprehensive guide provides complete instructions for managing your class. For a quick reference guide, see the document above.

Navigating the Instructor Portal

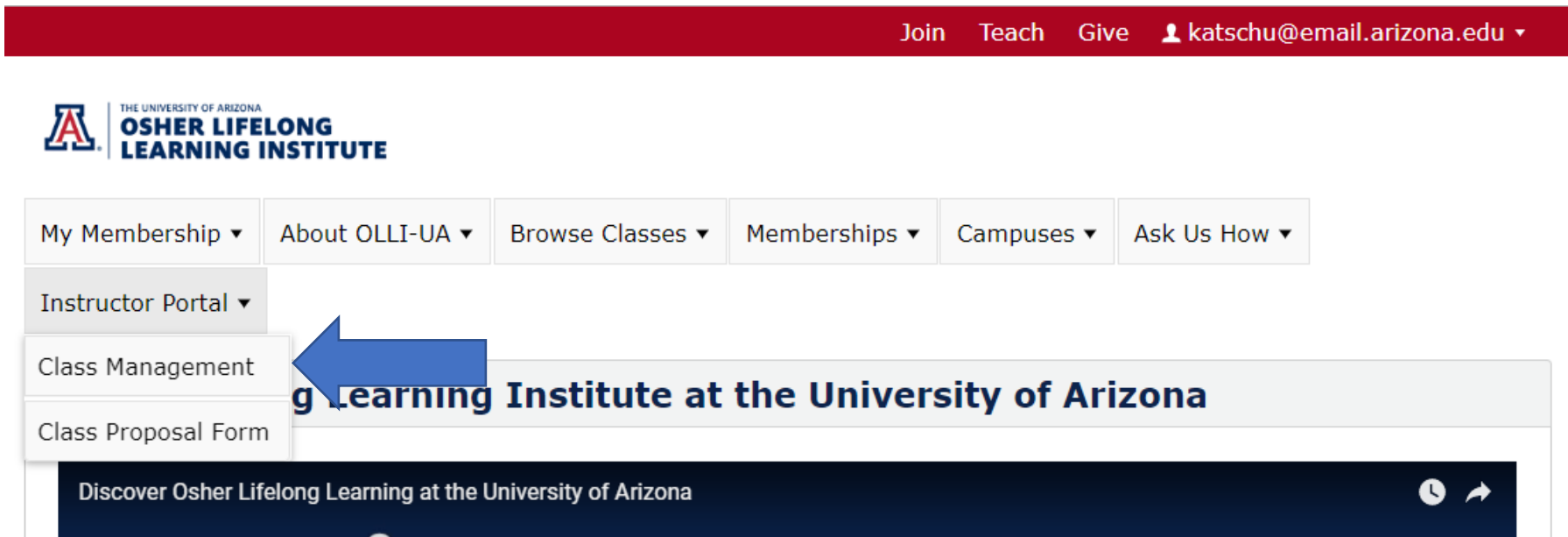
Step 1: Log in to the OLLI-UA website and navigate to the Instructor Portal tab.*

From here you can access the Class Management screen, which is where you will be able to perform instructor activities like check your roster and email your class.

Note that the menu also has a link directly to the OLLI-UA Class Proposal Form.

**If you are a member of OLLI-UA, your Instructor login will be the same as your member login.*

Step 2: Click on the Class Management menu item.



The screenshot shows the top navigation bar of the Osher Lifelong Learning Institute website. The bar is dark red with white text for 'Join', 'Teach', 'Give', and a user profile icon with the email 'katschu@email.arizona.edu'. Below the navigation bar is the Osher Lifelong Learning Institute logo, which includes the University of Arizona 'A' logo and the text 'THE UNIVERSITY OF ARIZONA OSHER LIFELONG LEARNING INSTITUTE'. A horizontal menu contains several items: 'My Membership', 'About OLLI-UA', 'Browse Classes', 'Memberships', 'Campuses', and 'Ask Us How'. The 'Instructor Portal' item is expanded, showing a dropdown menu with 'Class Management' and 'Class Proposal Form'. A blue arrow points to the 'Class Management' option. Below the menu is a banner for the Osher Lifelong Learning Institute at the University of Arizona, with a dark blue background and white text. A clock and share icon are visible in the bottom right corner of the banner.

This will take you to the landing page for instructor activities:

Your OLLI-UA Class Management Screen

From here you can see your upcoming class schedule, assigned classes, enrollments, run a class roster, and access a link to your dedicated class email.

There are two views - a calendar view and the grid view. The grid view offers the fastest way to access most general reporting needs. The grid only shows currently active classes. The calendar will show all classes past and present.

[Click here for detailed instructions.](#)

Calendar View/Grid View Buttons



Staff Calendar



Show entries

Start Date	Start Time	Name	# Reg	# Wait List	Campus	Location	Weeks	End Date	
9/19/2019	9:00 AM	Understanding China	73	0	Central Tucson Campus	Ocotillo Room	10	11/21/2019	More Info
9/30/2019	9:00 AM	Understanding China Today	43	0	Green Valley Campus	Community Learning Center - Room 205	8	11/18/2019	More Info

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

The grid view pictured above offers a handy snapshot of key information for all the classes you are teaching: Start Date, Start Time, Class Name, # Registered Students, # Waitlisted Students, Campus, Location, Weeks, End Date.

Note that if you have multiple classes, you can change the sort order by clicking any of the column headers above.

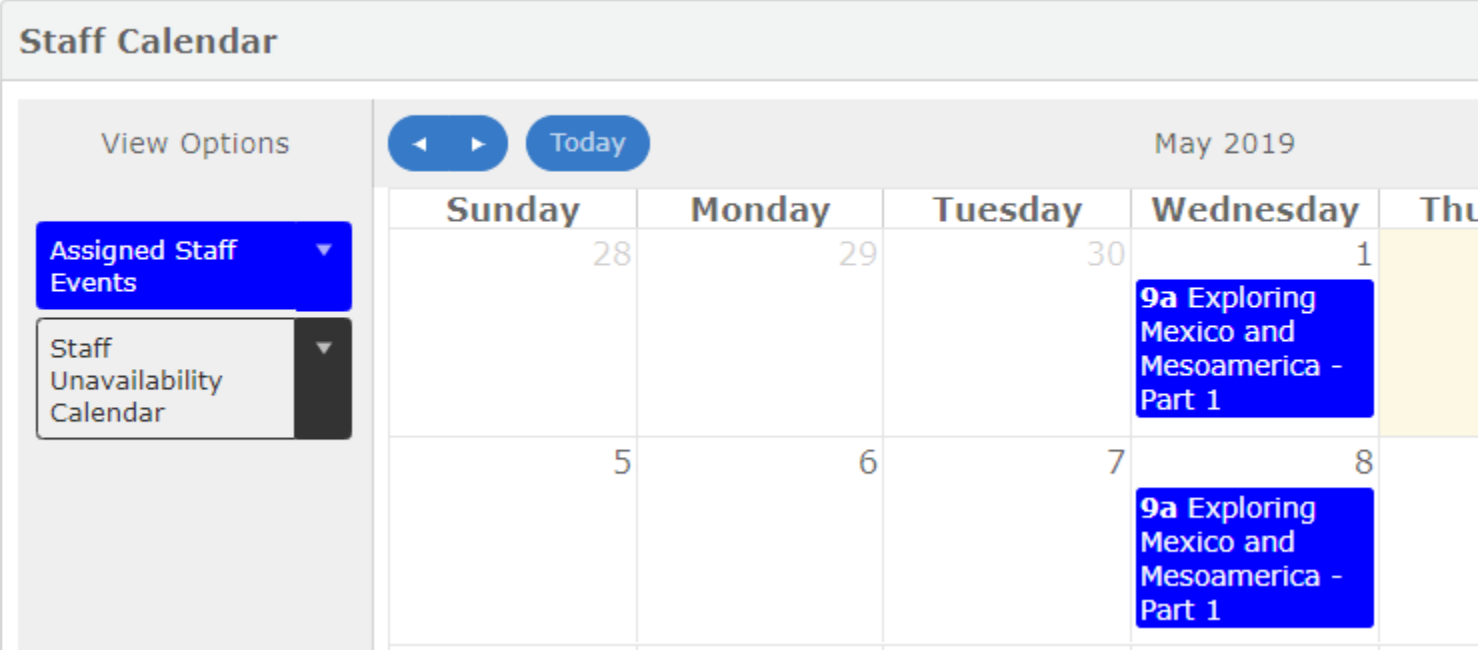
In addition to the grid view (pictured above) you can also access a calendar view by clicking on the green calendar button:

The screenshot displays the 'Staff Calendar' interface. At the top, there are 'Calendar Navigation Buttons' (left and right arrows) and 'Month/Week/Day Calendar View' buttons. A 'Calendar/Grid Buttons' icon is also present. The main calendar grid shows the month of October 2019, with days of the week as columns and dates as rows. Events are listed for each day, including '9a Understanding China Today' and '9a Understanding China'. Vertical bars labeled 'Class Sessions' are shown for Wednesday and Saturday. A 'Staff Calendar Components - Click to Toggle On/Off' box is located on the left side of the grid.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
	9a Understanding China Today	←	Class Sessions	9a Understanding China	←	Class Sessions
6	7	8	9	10	11	12
	9a Understanding China Today	←		9a Understanding China	←	
13	14	15	16	17	18	19
	9a Understanding China Today	←		9a Understanding China	←	
20	21	22	23	24	25	26
	9a Understanding China Today	←		9a Understanding China	←	

If you don't see your classes on the calendar, double check that the "Assigned Staff Events" button is toggled on:

Note that if it is toggled on, it will appear as a filled blue box. If it is toggled off, it will appear as an outlined blue box, similar to the Staff Unavailability Calendar button below.



The screenshot shows the 'Staff Calendar' interface. On the left, under 'View Options', there are two buttons: 'Assigned Staff Events' (a filled blue box) and 'Staff Unavailability Calendar' (an outlined blue box). A large blue arrow points to the 'Assigned Staff Events' button. The calendar grid shows dates from Sunday to Thursday. The event '9a Exploring Mexico and Mesoamerica - Part 1' is shown as a filled blue box on Wednesday, May 1st and 8th.

Sunday	Monday	Tuesday	Wednesday	Thu
28	29	30	1 9a Exploring Mexico and Mesoamerica - Part 1	
5	6	7	8 9a Exploring Mexico and Mesoamerica - Part 1	

You can manage your class using either the Calendar View or the Grid View. Whichever method you use is up to you!

Managing Your Class via the Grid View

Step 1: Locate the class you would like to manage in the Grid:

Instructor Portal

Your OLLI-UA Class Management Screen

From here you can see your upcoming class schedule, assigned classes, enrollments, run a class roster, and access a link to your dedicated class email.

There are two views - a calendar view and the grid view. The grid view offers the fastest way to access most of your general reporting needs. The grid only shows currently active classes. The calendar will show all classes past and present.

[Click here for detailed instructions.](#)

Staff Calendar



Show 50 entries

Start Date	Start Time	Name	# Reg	# Wait List	Campus	Location	Weeks	End Date	More Info
9/19/2019	9:00 AM	Understanding China	73	0	Central Tucson Campus	Ocotillo Room	10	11/21/2019	More Info
9/30/2019	9:00 AM	Understanding China Today	43	0	Green Valley Campus	Community Learning Center - Room 205	8	11/18/2019	More Info

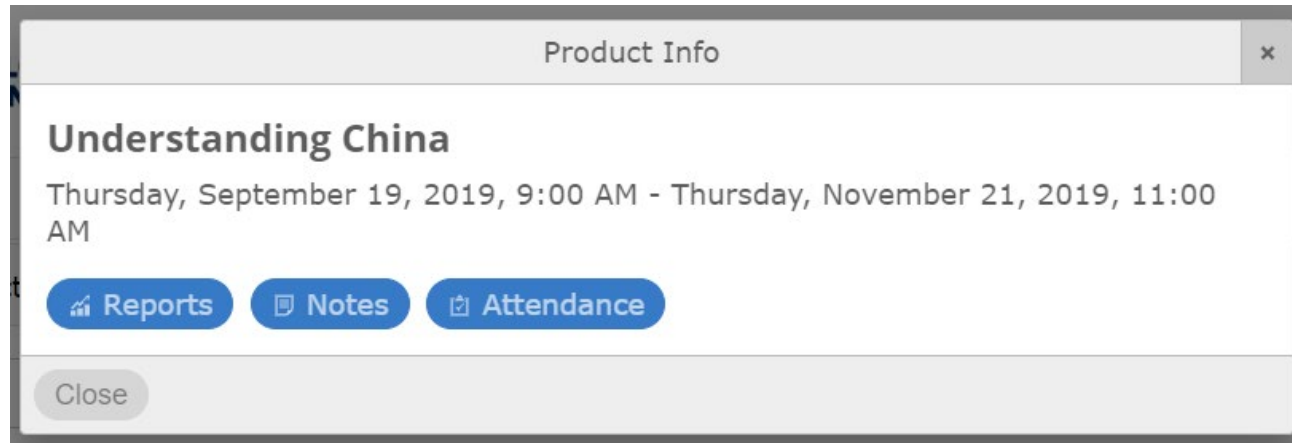
Showing 1 to 2 of 2 entries

Previous 1 Next



Step 2: Click on the More Info button.

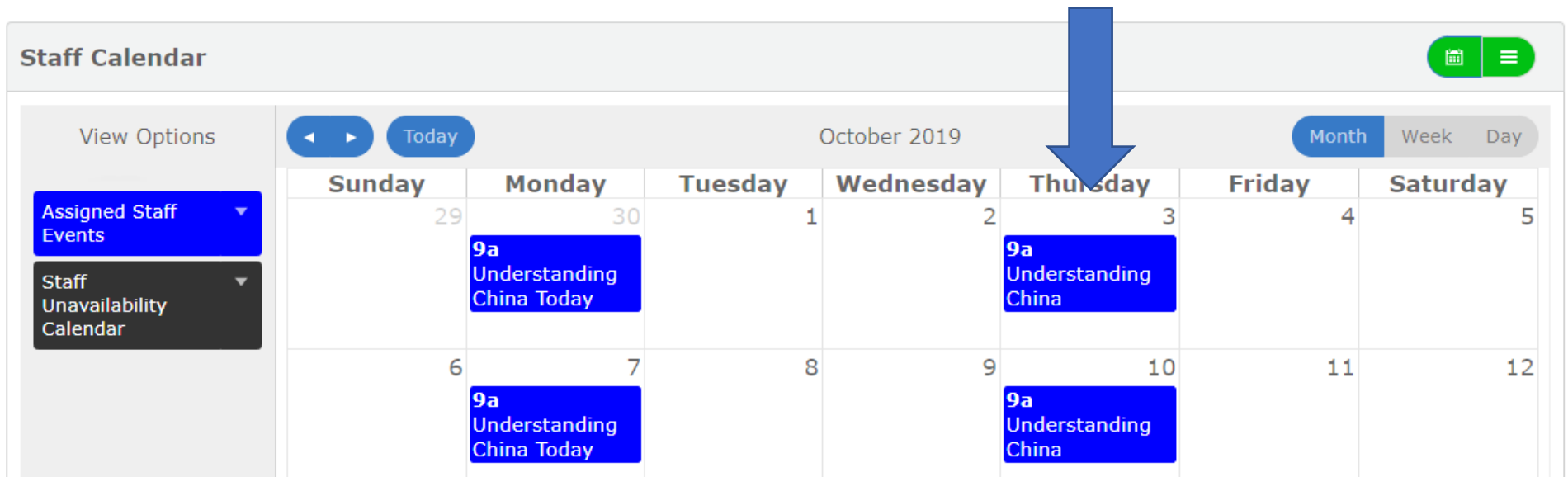
The following popup will appear:



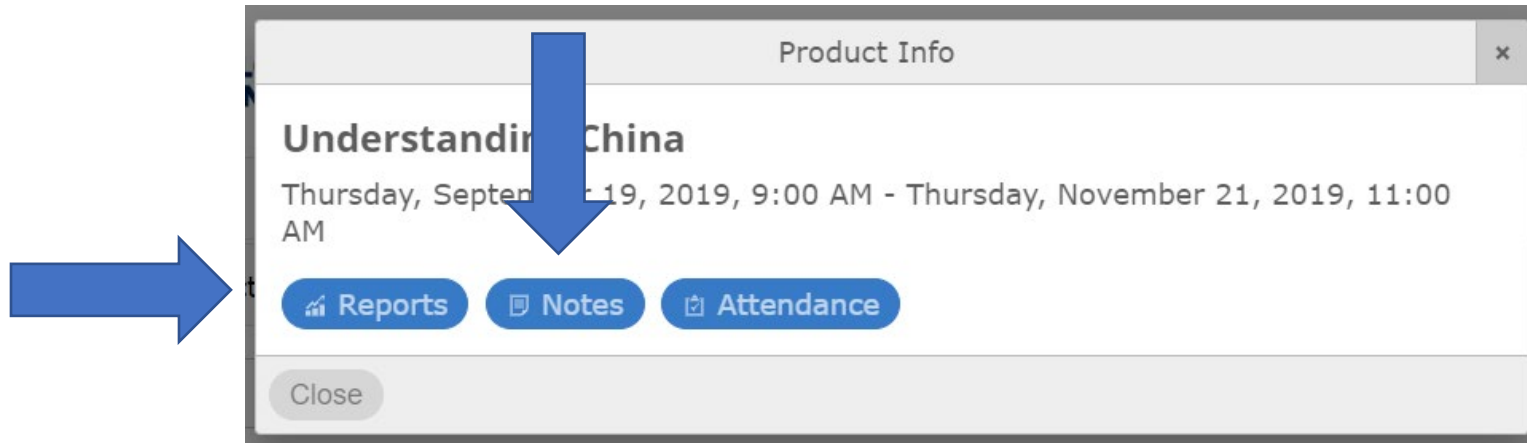
From this menu, you can check your roster and email your class. More info on this below.

Managing Your Class via the Calendar View

Step 1: Use the calendar to locate the class you would like to manage:



Step 2: Click on one of the sessions of your class. The following popup will appear:

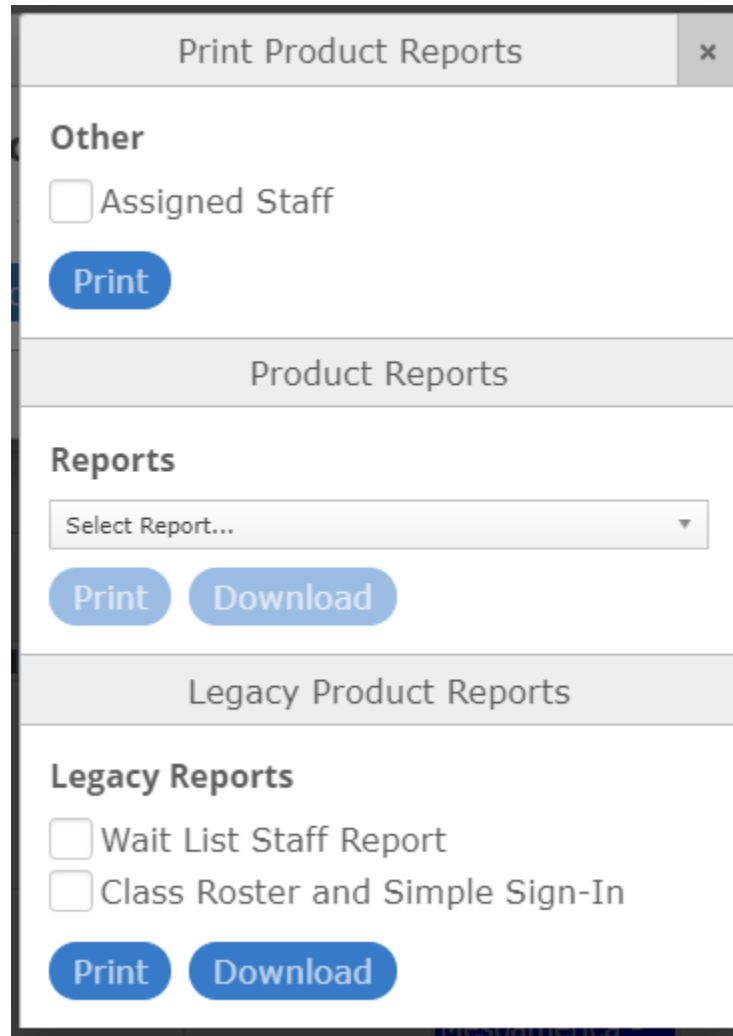


From this menu, you can check your roster and email your class. We recommend focusing on the Reports and Notes section to perform the class management activities outlined below.

Accessing Your Roster

Whether you are accessing your roster via the Calendar View or the Grid View, the easiest way to do so is via the Reports section.

Step 1: Click the Reports button on the menu(s) pictured above. The following popup will appear:



The screenshot shows a popup window titled "Print Product Reports" with a close button (x) in the top right corner. The window is divided into three main sections:

- Other**: Contains a checkbox for "Assigned Staff" and a blue "Print" button.
- Product Reports**: Contains a "Reports" section with a dropdown menu labeled "Select Report...", and two blue buttons: "Print" and "Download".
- Legacy Product Reports**: Contains a "Legacy Reports" section with two checkboxes: "Wait List Staff Report" and "Class Roster and Simple Sign-In", and two blue buttons: "Print" and "Download".

Step 2: Use the Legacy Product Reports section at the bottom to access your roster and/or waiting list.

To view your roster, check the box next to the Class Roster and Simple Sign-In option.

To view your waiting list, check the box next to the Wait List Staff Report option.

Or, you can check both boxes to view the reports at the same time.



Print Product Reports ×

Other

Assigned Staff

[Print](#)

Product Reports

Reports

Select Report... ▼

[Print](#) [Download](#)

Legacy Product Reports

Legacy Reports

Wait List Staff Report

Class Roster and Simple Sign-In

[Print](#) [Download](#)

Step 3: Click the Print button to view these reports on screen:

Wait List Staff Report			
Wait List Order	ProductName	Account First Name	Account Last Name
3461	Exploring Mexico and Mesoamerica - Part 1	Constance P.	Brunt
3464	Exploring Mexico and Mesoamerica - Part 1	Leonard	Cisneros
3474	Exploring Mexico and Mesoamerica - Part 1	Helen	Warburton
3475	Exploring Mexico and Mesoamerica - Part 1	Stanley	Read
3476	Exploring Mexico and Mesoamerica - Part 1	Catherine	Welty
3478	Exploring Mexico and Mesoamerica - Part 1	LaVeta	Read
3482	Exploring Mexico and Mesoamerica - Part 1	Alex	Wilson
3483	Exploring Mexico and Mesoamerica - Part 1	Joy	Greenway
3486	Exploring Mexico and Mesoamerica - Part 1	Edward	Farrelly
3487	Exploring Mexico and Mesoamerica - Part 1	Bette	McConnell

Or, click the Download button to download an Excel file with the same information:

	A	B	C	D	E	F
1	Wait List Order	ProductName	Account First Name	Account Last Name		
2	3461	Exploring Mexico and Mesoamerica - Part 1	Constance P.	Brunt		
3	3464	Exploring Mexico and Mesoamerica - Part 1	Leonard	Cisneros		
4	3474	Exploring Mexico and Mesoamerica - Part 1	Helen	Warburton		
5	3475	Exploring Mexico and Mesoamerica - Part 1	Stanley	Read		
6	3476	Exploring Mexico and Mesoamerica - Part 1	Catherine	Welty		
7	3478	Exploring Mexico and Mesoamerica - Part 1	LaVeta	Read		
8	3482	Exploring Mexico and Mesoamerica - Part 1	Alex	Wilson		
9	3483	Exploring Mexico and Mesoamerica - Part 1	Joy	Greenway		
10	3486	Exploring Mexico and Mesoamerica - Part 1	Edward	Farrelly		
11	3487	Exploring Mexico and Mesoamerica - Part 1	Bette	McConnell		
12	3488	Exploring Mexico and Mesoamerica - Part 1	John	Kautz		
13	3489	Exploring Mexico and Mesoamerica - Part 1	Richard	Balash		
14	3490	Exploring Mexico and Mesoamerica - Part 1	Mary Jane	Henley		
15	3491	Exploring Mexico and Mesoamerica - Part 1	Elaine	Orman		
16	3496	Exploring Mexico and Mesoamerica - Part 1	Joel	Alpert		
17	3497	Exploring Mexico and Mesoamerica - Part 1	Charles	Hunter		

Class Summary Report

The Class Summary Report is another handy tool available to you via the Reports button. It is a quick way to access key information about your class, including Title, Enrollment Count, Max Seats Available, Waitlist Count, Campus, Location, Days/Dates, as well as Number of Sessions and Session Hours. To access the Class Summary Report, follow the steps below:

Step 1: Click the Reports button and select the report from the middle Product Reports section.



Print Product Reports ×

Other

Assigned Staff

[Print](#)

Product Reports

Reports

Class Summary Report - Staff ▾

[Print](#) [Download](#)

Legacy Product Reports

Legacy Reports

Wait List Staff Report

Class Roster and Simple Sign-In

[Print](#) [Download](#)

