

Online Classroom Assistant (CA) Responsibilities

We want you to enjoy your class. For this reason, we've simplified the CA responsibilities. You provide much-needed support but that should not interfere with your being a part of the class. Thank you for volunteering.

Basic Responsibilities

- Attend Class Assistant or Basic Zoom training before the term begins.
- Connect with course facilitator(s) prior to the start of the course to discuss Expectations, and how you can best assist. Determine how questions and discussion will be handled.
- Enter your class 15 minutes early. Ask the facilitator or staff to make you a Co-Host. In the **first class, provide a simple zoom control walk through:**
 - MUTE and UNMUTE
 - STOP and SHOW Video (Face) Camera
 - open PARTICIPANT List
 - open CHAT
 - Gallery, Speaker, and full screen VIEWS from the upper right-hand corner
 - EXIT full screen
 - RAISE and LOWER hand
- If a class member is having difficulty prior to the start of class, see if you can assist and if not, contact your staff support person.
- If facilitator is having issues that you cannot resolve, contact your staff support person.
- Be prepared to MUTE participants who are making noise during the class.
- Make any OLLI announcements sent to you by your Staff person.
- **Have fun!!**