Technology Jargon for OLLI at DU (cheat sheet to keep handy)

ProClass - **a software program** that OLLI at DU has purchased
- OLLI instructors can:
  - Set up AN ACCOUNT in ProClass using login and password (this will be your account for all future terms)
  - Obtain CLASS ROSTERS by loggin in and clicking the word "Attendance" (then be sure to enter the date of your course)
  - SEND AN EMAIL to class members from this attendance list
  - REGISTER to attend courses for free during the term which you are teaching (select membership type "Facilitator" when "purchasing a membership. The system will know you are free
- OLLI members can:
  - Set up AN ACCOUNT in ProClass using login and password (this will be your account for all future terms)
  - BROWSE the term catalog of courses and bookmark ones of interest
  - PURCHASE a membership for the term you want ($130 per term)
  - REGISTER for courses by clicking the word "Register" after the class

To access ProClass, use this link (also called a URL or a address you put in your Google or safari search window: https://reg134.imperisoft.com/OLLIatDU/search/registration.aspx

ZOOM - **a internet platform to host virtual meetings** to which DU has purchased a subscription (DU's is called an Enterprise Platform which has more secure settings and allows unlimited meeting members and unlimited time; individual Zoom accounts have limits)
- Each OLLI course will have its own unique Zoom registration for the class members and instructors
- OLLI Course Members and Instructors will:
  - Receive an email from the instructor or the Zoom Room Host assigned to that course a week prior to the first class
  - Click on the link in the email which takes you to a ZOOM REGISTRATION PAGE (you can register at any time and it is advised to do this as soon as you receive the email)
  - Fill in first and last names and email address
  - After registering with Zoom for the course, you will receive a course meeting INVITATION which allows you to enter the Zoom meeting for that course
  - Important to keep this meeting invitation handy. Tip: many OLLI members copy and paste it onto dates on their calendar on their computers
  - Click on the meeting invitation and you will enter a waiting room (similar to a doctor/dentist waiting room).
  - The Class Assistant or Zoom Room Host will admit you to the ZOOM Classroom (this is an extra security step which OLLI at DU uses)
  - Remember to immediately "mute" yourself (bottom left corner for Mac/PC; top for iPad)

PORTFOLIO - **a website** used by OLLI at DU and each of the six sites
- On these websites, you can find:
    - General Information about our OLLI at DU Program
    - Links to the other six Portfolio websites (Boulder, Central, East, On Campus, South, and West)
    - Registration information for the current term
    - Syllabi for current term courses

To access the Portfolio website for OLLI at DU, click here:
https://portfolio.du.edu/olli

To access the Portfolio website page for OLLI Online, click here. Note: this is a treasure trove of information about using Zoom as a member or an instructor!
https://portfolio.du.edu/ollionline

To access the Portfolio website page for the On Campus Program for OLLI at DU, click here:
https://portfolio.du.edu/ollioncampus