



# UDOLLI MODERATOR 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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## 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 one of the preeminent university-based programs for continuing education of adults 50 years of age and better.

Dear Moderator,

Thank you very much for your dedicated support of the Osher Lifelong Learning Institute at the University of Dayton. Moderators are the lifeblood of our program: without moderators there's no UDOLLI. 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 Office of Special Programs and Continuing Education, if you have questions, suggestions or need assistance.

With appreciation for all you do in support of the UDOLLI,

Julie Mitchell, Executive Director  
Special Programs and Continuing Education

# MODERATOR PRIVILEGES

UDOLLI seminar moderators are volunteers who receive no monetary compensation. However, UDOLLI offers many perks in recognition of the generous donation of your time, talent and expertise to the program. In exchange for teaching a seminar, you'll receive:

- a. Complimentary UDOLLI membership for one year, which includes no charge for seminars for you and your spouse.
- b. Complimentary parking permit, (\$60 value), one per household.
- c. Invitations to both the moderator orientation and audio-visual training.
- d. An invitation to the moderator and liaison reception.
- e. An invitation to the moderator appreciation luncheon.
- f. Use of on-campus facilities.
- g. Priority status for a free locker for the term which you moderate.
- h. A seminar liaison to help your seminar run smoothly and make your job easier.
- i. Bottled water at the start of each seminar (ask your liaison).
- j. Distinguished Moderators, (those offering ten or more seminars), receive a special gift from UDOLLI.

**UDOLLI MEMBERSHIP:** As a UDOLLI moderator, you'll receive announcements of other UD programs, seminars and events on campus. You are encouraged to attend these events and take advantage of the variety of educational opportunities the University has to offer, including other UDOLLI seminars.

**PARKING:** Parking permits will be distributed during the first week of seminars. These are only good for parking in Lot R1 at Daniel J. Curran Place. Please display the permit from the rear view mirror in your car with the campus map on the permit facing you in the driver's seat. Once you've received your parking permit, please do not park in a UD visitor's parking space or in a handicapped spot designated for UD employees. If you have special parking needs, the Office of Special Programs and Continuing Education will assist you. In addition, RTA provides schedule and senior discount information (937-425-8300).

**LOCKERS:** You are entitled to 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 electronics, musical instruments, posters, and other teaching aids. (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.

**MODERATOR ORIENTATION:** You will receive an invitation to a moderator and seminar liaison orientation scheduled before the start of the program. We encourage you to come learn more about UDOLLI and take advantage of the opportunity to ask questions and meet your liaison.

**AUDIO-VISUAL TRAINING:** Training in the use of classroom AV equipment is offered in conjunction with your orientation. If you're new to the program and will be using any of the equipment discussed on Page 11 and the addendum, you are strongly encouraged to attend. Special one-on-one training can be arranged for any or all audio-visual equipment. Just contact the Office of Special Programs and Continuing Education at 937-229-2605.

**VOLUNTEER LUNCHEON:** A luncheon is held for moderators in conjunction with orientation. Your seminar liaison will also be at the luncheon, giving you the opportunity to get acquainted with one another.

**MODERATOR APPRECIATION LUNCHEON:** At the end of the spring program, UDOLLI hosts a moderator appreciation luncheon. Spouses are welcome to attend. Moderators are recognized at this luncheon, as are seminar liaisons and all UDOLLI volunteers.

**USE OF ON-CAMPUS FACILITIES:** As a moderator, you are welcome to use the main library and various other campus facilities and services, including the Osher resource room (S2075) and the Daniel J. Curran Place dining room.

**GUESTS:** Requests for guests must be made to Julie Mitchell, [jmitchell1@udayton.edu](mailto:jmitchell1@udayton.edu), who will approve or deny the request after consideration and consultation with the seminar moderator. Note that all guests must sign in at the reception desk and wear a UD visitor badge. The visitor badge must be returned to the front lobby receptionist or placed in the return box. Please sign out before leaving the building.

## ADMINISTRATIVE DETAILS

**BEING ABSENT:** Let the office know if you won't be able to attend on a day you're scheduled to moderate a seminar. Unless someone will be substituting for you, work with your liaison to cancel and reschedule the seminar and notify the participants.

**BIOGRAPHICAL INFORMATION:** Send a brief résumé to the Office of Special Programs and Continuing Education if you have not already submitted biographical information on your moderator seminar information form. The seminar liaison will use this information to introduce you on the first day of the seminar. If you prefer, you may also introduce yourself.

**BREAKS:** Give students a short break (approximately 10 minutes) somewhere in the middle of your seminar.

**FEES:** If participants are required to purchase a book or materials for your seminar, please note it on your moderator seminar information form. You'll find more information under 'UDOLLI policies' on pages 13-15.

**GUEST SPEAKERS:** If there are guest speakers you'd like to include in your seminar, please contact the Office of Special Programs and Continuing Education so parking arrangements can be discussed. Guests need to sign in at the front desk and get a visitor badge.

**IT SUPPORT:** If the audio-visual equipment is not functioning properly, use the hall telephone on the wall outside the classroom to contact UD's information technology department for help. If off-site, ask the company's information technology personnel to help solve the problem.

**MEDIA/AUDIO-VISUAL TRAINING:** Before the start of the program, you will receive an invitation to a media technology training session. We strongly encourage you to come and learn how to use the classroom equipment.

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

**ROOM SETUP:** The rooms are set up for maximum capacity by the Division of Facilities Management. If you wish to rearrange the setting—please be sure to return the classroom to the layout displayed in the picture on the wall near the door at the end of your seminar session.

**RUNNING OVERTIME:** Thank you for not extending beyond your scheduled time. If your seminar ends at 2:30 p.m., try not to run overtime because the next moderator may be waiting to set up.

**SHUTTING DOWN:** At the end of your seminar, make sure the computer is *logged off* (not shut down) and that the projector and microphone are turned off. If yours is the last seminar of the day be sure the screen is up.

**TEXTBOOKS:** Consider carefully before requiring (rather than simply recommending) a textbook. Please consider the most inexpensive option (for example, used books and e-books) and suggest possible sources.

**UDOLLI SEMINAR ROOMS.** You'll probably be assigned to one of six rooms in the south wing on the second floor of Curran Place. Rooms S2035 and S2055 hold 24 people each. Room S2005 holds 36 people. Rooms S2060 and S2080 each hold 48 people. Room S2006 holds 70.

**ZOOM:** UDOLLI offers two types of seminars: in-person at Curran Place and virtual seminars using Zoom. (Occasionally there will be a seminar off-site.) Most of this handbook relates to the former. The following tips are provided for moderators of Zoom seminars. They are not meant to be a general guide to Zooming but are intended to enhance your UDOLLI experience. Note that Zoom seminars (like in-person seminars) should not be recorded without the prior approval of the Executive Director of Special Programs and Continuing Education.

## ADMINISTRATIVE DETAILS *(Continued)*

### **ZOOM:**

1. You'll be assigned a technology liaison to help you. Make him or her a co-host. They can monitor the "chat" window, answer "chat" questions when possible, help students with technical problems, keep track of questions that need to be raised to you, mute or actually remove somebody from the seminar if warranted, let you know if you're sharing the wrong thing or can't be seen or heard, and even show your slides for you if you're uncomfortable doing that.
2. Decide who's responsible for what tasks before the seminar begins.
3. Exchange phone numbers and maybe have a Zoom meeting before the seminar.
4. Practice your presentation by creating a fake Zoom meeting with only yourself or practice on your technology liaison.
5. Get together virtually with your technical liaison after the seminar to share advice and lessons learned.
6. Reboot or restart your computer well before seminar, so you'll have all the latest upgrades. Log on 30 minutes before seminar, so you can work out problems.
7. If necessary, re-name yourself by clicking on your picture and type "moderator" after your name. You and your liaison (if you've made him or her a co-host) can also re-name seminar participants.
8. Start on time, even if some people haven't logged on yet; ask people if they can see and hear you before you launch into your presentation.
9. Think about how you want to take breaks: a scheduled break for everybody or (since they'll probably be at home) let seminar participants break whenever they want; be sure to tell them before you start your presentation.
10. Think about using advanced features like breakout rooms (for small group discussions) or polling (to take anonymous surveys); UDOLLI will train you!
11. As a moderator you can enter breakout rooms to see what's happening or join in the discussion.
12. Decide how and when questions should be asked, for example through the "chat" window, verbally whenever they occur, during a designated question period, or at the end of your seminar.
13. Don't take questions during breaks, because some people will miss the answers; you may want to "table" some questions to keep the seminar moving.
14. Stop your PowerPoint presentation while answering questions, so you can see your seminar participants' faces and they can see you.



15. Don't stop an entire seminar just to help one seminar participant.
16. Don't insist people turn on their webcams; their names will appear on the screen even if there's no picture. Some may need renaming.
17. Mute everybody at the start of your seminar, then unmute yourself; remind seminar participants to unmute when talking, then re-mute.
18. Use "share screen" at the bottom of the computer screen to show your PowerPoint slides.
19. Only hosts and co-hosts can share, but you can let your seminar participants share visuals if you want to.
20. Show slides in "reading" view rather than "slide show" view; the image will be smaller, but you'll have access to more on-screen controls.
21. Draw on the screen using the "annotate" button at the top of the screen.
22. Don't expect videos to work well all the time; embedded videos will probably work better than ones taken directly from YouTube; make sure "share sound" is activated.
23. If for some reason your screen freezes, continue with your presentation; try to solve the problem during the intermission or after the seminar ends.
24. If bandwidth seems to be a problem, ask seminar participants to turn off their video cameras.
25. If you need to send material (e.g. links) to seminar participants, do it before or after your seminar. Type their addresses in the "bcc" line so their email addresses are kept private. Send handouts the same way, as discussed elsewhere in this booklet.
26. Contact Mary Riordan, Fran O'Connor or the Special Programs and Continuing Education Office 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.

**For more information:**

There are quite a few books on Zooming, including *Zoom for Dummies*, *Zoom for Beginners*, and *Zoom Made Easy*. There are also several Zoom books aimed at teachers, which to some extent at least moderators are.

There are lots of informational videos on YouTube. The following are provided by the University of Dayton's information technology department:

[Download Latest Zoom Client](#) - Download and install the top option—Zoom Client for Meetings

[Sharing a PPT](#) (and utilizing 'Reading View') in Zoom (3 minutes)

[Sharing a YouTube Video in Zoom](#) (2 minutes)

[Create a Test Meeting in Zoom for Practicing](#) (3 minutes)

[Moderator \(Host\) View while conducting a Zoom Session](#) (16 minutes)

# SEMINAR LIAISON

You'll be assigned a volunteer seminar liaison to help things go smoothly. Their responsibilities include:

- Introducing you at the start of the first seminar session.
- Providing directions to restrooms, vending machines, the dining room, the lost and found and the Office of Special Programs and Continuing Education.
- Making announcements as required at the start of each seminar.
- Taking attendance and delivering the results to the Office of Special Programs and Continuing Education.
- Encouraging people to become UDOLLI volunteers.
- Encouraging people to recycle their cans, bottles and surplus papers.
- Tidying the room as required after each seminar.
- Providing bottled water for you, the moderator.
- Verifying that the computer is logged off and that the projector is turned off after the seminar.
- Discussing safety procedures, as discussed on Page 12.
- Reminding people to turn off or silence their electronic devices, especially cell phones.
- Possibly helping you with audio-visual equipment, as discussed below. (Not all liaisons are trained A-V experts.)
- Explaining the feedback process, as discussed on Page 15.
- Assuring a substitute volunteer seminar liaison will be available in the event of an absence.
- Helping you as required to ensure a successful seminar.

# AUDIO-VISUAL EQUIPMENT

Before UDOLLI begins, you should attend the special AV training offered for moderators. At a minimum, you should familiarize yourself with the equipment you plan to use before your seminar begins. Seminar liaisons are available to help should problems occur before and during the seminar, although they may not be familiar with the equipment. In the event of serious problems, contact the Office of Special Programs and Continuing Education or use one of the phones in the hall to speak with the information technology assistants.

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 control touchscreen.
- One or two wall-mounted projection screens.
- A remote controller with built-in laser pointer for use with PowerPoint presentations. The remote only works in the room to which it is assigned and should not be removed.

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 hearing-impaired work in these rooms and are available from the Special Programs and Continuing Education Office.

A set of iClickers, which allow participants to vote and have their votes tabulated automatically on the screen, is available in the office, along with instructions on how to use them. You’ll find instructions for using all this equipment on page 18.

Using your own computer: Although you may use your own computers with UDOLLI’s audio-visual equipment, many moderators find it convenient to put presentation materials (including downloaded YouTube videos) on a flash drive. Moderators wishing to use personal computers must provide a power cord.

PowerPoint presenters should note that 18-point type is acceptable in our two smaller classrooms, but that 24-point type is preferred in the larger rooms. In the larger rooms, the bottom quarter of the screen often is not visible to people sitting in the back.

# EMERGENCY PROCEDURES AND CLOSINGS

## **MEDICAL EMERGENCY**

- In the event of any emergency situation, 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, the moderator, seminar liaison or participant needs to immediately 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 through them.
- 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, UD will activate our 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 SCHOOL CLOSINGS.** The UD provost decides whether to close the University. If UD is closed, then UDOLLI seminars will be canceled. If unsure, check radio and TV. The University's media relations office will notify local radio and television stations by 6 a.m. to announce any closings. The official closing order will not specifically mention UDOLLI or any other specific program or seminar. In the event that a Level Three emergency is declared by authorities in the UD area all UDOLLI seminars will be canceled. Participants living in another area where a Level Three emergency is declared are not expected to attend a seminar even if UD is open.

**WEATHER-RELATED DELAYS:** : If UD is delayed until 10 a.m. then a 9:30 a.m. seminar is canceled. However, seminars can be rescheduled with the concurrence of the participants and the SPCE Office. Let the office know of any changes. If a moderator cannot make it to the seminar, we request that he or she contact the Office of Special Programs and Continuing Education at 229-2347 as soon as possible so that we can notify UDOLLI participants in the seminar via email. If the situation is ambiguous, 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 UDOLLI's seminar offering, this request shall be included in the information provided on the Moderator Seminar Information form submitted to the Executive Director for the program catalog.

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

If the Executive Director consents, 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 shall only offer books or materials that are directly related 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 catalog 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 seminar participants 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.

Material not directly related to any UDOLLI seminar shall NOT be distributed. 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.**
- 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 UDOLLI for the members.

**RECORDING AND PHOTOGRAPHY:** Approval must be obtained from the Executive Director of Special Programs and Continuing Education before anyone uses an audio or video recording device or takes photographs during a seminar.

**SPINOFF GROUPS:** UDOLLI recognizes that individual members may voluntarily choose to continue meeting, as a group, after a UDOLLI seminar is completed. Continued exploration of a topic may be a very positive result from 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 of UDOLLI at best they can:

- UDOLLI moderators should feel no obligation to continue with such groups. We 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.
- Spin-off groups should not interfere with any other UD or UDOLLI program.

**FEEDBACK PROCESS:** Feedback from moderators and seminar participants is very important for the continued success of our program. Participants will be asked to complete an online seminar feedback form in which they evaluate the seminar and suggest areas for improvement. An analysis of this information to include comments will be sent to the moderator. Moderators will be sent, via email, a special feedback form to see if their expectations and needs were met and identify areas for future improvement.

**UDOLLI FILM SEMINAR:** All seminars, including film seminars, must adhere to UDOLLI's two-hour time frame, must include a break halfway through and leave time for discussion at the beginning of the seminar 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.

**EMAILING HANDOUTS TO YOUR STUDENTS:** Moderators should send their handouts by email instead of having the office print copies. When sending emails (e.g., handouts) to your participants, make sure "UDOLLI" appears in the subject line. This will help get the recipients' attention. The following six easy steps will let you copy and paste the email addresses on your seminar roster (aka participant list) into an email, so you don't have to enter them 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 Office of Special Programs and Continuing Education.
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](mailto:fran.oconnor@gmail.com) (Windows) or Mary Riordan at [riordanmt@gmail.com](mailto:riordanmt@gmail.com) (Macs).

# UDOLLI MODERATOR'S CHECKLIST

- ✓ A liaison has been assigned to help make your experience as smooth, pleasant and successful as possible. He or she will need time at the start of each seminar (especially the first one) to make announcements. Liaison duties are listed on Page 10 of this handbook.
- ✓ Arrive at least 15 minutes early.
- ✓ Give students a short break somewhere in the middle of the seminar. If there's no time for a break, tell them to leave whenever they need to.
- ✓ Be sure you know how to use the audio-visual equipment required for your seminar. Tailored one-on-one training can be arranged by contacting the Office of Special Programs and Continuing Education at 937-229-2605.
- ✓ Although you may use your own computer with UDOLLI's audio-visual equipment, many moderators find it more convenient to put their presentation materials (including downloaded YouTube videos) on a flash drive. Moderators using personal computers must provide their own power cords, as well as a special adapter for Apple computers. A special code needs to be activated with Apple products for images to display properly on the screen.
- ✓ If you will be using PowerPoint slides, please note 18-point type is acceptable in our smaller classrooms but 24-point type is preferred in the larger rooms. Also note that, in the larger rooms, the bottom quarter of the screen often is not visible to people sitting at the back. Keep in mind that the fonts on your home computer may not be the same as those on a UDOLLI computer.
- ✓ At the end of your seminar, make sure the computer is logged off (not shut down) and that the projector and microphone are turned off.
- ✓ Let the office know if you won't be able to attend on a day you're scheduled to moderate. Unless someone will be substituting for you, work with your liaison to cancel the seminar and notify participants. Seminars can be rescheduled with the concurrence of the participants and the executive director.
- ✓ If your seminar is scheduled to end at 2:30 p.m., try not to run overtime because the next moderator may be waiting to set up.
- ✓ If your seminar ends at 5 p.m. please make sure the screen is raised.
- ✓ If you need to rearrange the furniture in your seminar room, please be sure to return it to the configuration shown on the layout chart posted near the door.
- ✓ You'll be emailed a special feedback form at the end of the term to see if your expectations and needs were met and to identify areas for future improvement. Please return it to the Office of Special Programs and Continuing Education.



- ✓ You'll also be sent a summary of the feedback forms completed by your students and a statistical evaluation of their assessments.
- ✓ If your seminar involves guest speakers, field trips, spinoff groups, recording of any sort or selling materials to the students, first read the appropriate sections of this handbook.
- ✓ Also familiarize yourself with UDOLLI's emergency and closing procedures on Page 12 of this handbook.
- ✓ 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 your seminar 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.

## HOW TO USE UDconnect WIRELESS ON YOUR PERSONAL DEVICE

UDconnect provides unencrypted, temporary wireless access for campus guests. We recommends Chrome as the preferred browser.

Visitors to UD can self-register for temporary access to UDconnect. Self-registered accounts are good for seven days. Once the account has expired, you can self-register for an additional seven days.

**IMPORTANT NOTE:** You must be connected to the on-campus UD network to use the self-register URL. Self-registered guest network access also requires a mobile phone number and an email address to fulfill UD's legal obligation of being able to identify users of UD's network. The self-register URL will appear when you open your browser.

Sponsored Guest Access : Campus faculty and staff hosting visitors who require long-term or wired network access should review the University Policy on Volunteers, submit a Non-Employee Personnel Action Form (PAF). If the self-register URL does not work"

- Clear your browser history – it isa great practice anyway, just like closing apps on your phone.
- Try to go to a neutral site like bn.com (Barnes and Noble)
- The self-registration screen should appear.

# USING THE AUDIO-VISUAL EQUIPMENT

## **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 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.)

Working with videos Videos can make a PowerPoint presentation more fun. Downloaded videos increase the size of your file but ensure the videos stay with your presentation because you don’t have to find them on the internet. The easiest and most reliable way to download a video is to use something called YouTube Premium. It’s legal and supported by YouTube, but relatively expensive. 4K Video

Downloader and YTD Pro charge less and also come in free versions with reduced capability. Some people think VLC Media Player (installed on all UDOLLI classroom computers) is one of the best free players. Clip Grab is free and user-friendly but flagged as malware by security software. So there’s a trade-off among cost, capability, ease of use, and safety. Whatever you use, save your video downloads as mp4 files and your audios as m4a files. Be sure to test your downloads on your classroom computer well before your presentation!

**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 seminar.

### **Playing a DVD in the disc player.**

1. Tap “Blu-ray 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.**

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 "Blu-ray 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 "Blu-ray 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. They're very expensive and rather delicate, so treat them carefully. 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 Resource Center (Room S2075). If not, see the friendly people in Special Programs and Continuing Education for replacements. You may either discard the batteries or take them home to recycle. Turn off the mic when you're finished using it to save the batteries.
3. Be careful with cords. Don't tie knots in them, don't put lanyard clips on them, or wrap them around the receiver unit. They're delicate and easily damaged. When you're done, unclip the mic, don't simply pull it off your shirt.

**Assistance for the hard of hearing.** 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 touchscreen 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.)
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 adapter, which must be provided by the moderator. Macs require a Thunderbolt-to-VGA adapter, which you can borrow from Special Programs and Continuing Education. Make sure your adapters work with audio as well as video inputs. Be sure to return the Mac adapter 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 their synchronization. The remotes have a limited range and don't always work reliably. If there are no replacement batteries in the console, check in the resource room (S2075) or see the people in 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 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 seminar") 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 seminar."

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. You’ll know the answer but your students won’t!

### **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 sometimes 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 Special Programs and Continuing Education. Please make sure everything is there.
6. Check in Special Programs and Continuing Education about how to return the clickers when the office is closed.

**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 giving the last seminar of the day, be sure to turn off the lights on your way out. 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, ask a Red Lanyard or use one of the classroom support phones in the hall to call the information technology department’s help desk.

Dear Moderator:

Thank you for your unwavering commitment to the Osher Lifelong Learning Institute (UDOLLI) at the University of Dayton. Whether this is your first seminar or your seasoned tenth, your dedication enriches our vibrant community.

About UDOLLI:

- UDOLLI holds a distinguished position among the 125 universities that form the Osher Lifelong Learning Institutes network.
- Our model thrives on peer-driven education, where volunteers generously share their time, knowledge, and talents with fellow lifelong learners.
- The Curriculum Committee diligently plans a diverse array of seminar topics, ensuring exceptional learning experiences.
- As a moderator, you have opportunities for training, including technology, and networking with your fellow moderators and liaisons.

Our Home:

- We're fortunate to call the Daniel J. Curran Place at the South Campus of the University of Dayton our home—a beautiful space for both classrooms and socializing.
- Beyond learning, take advantage of UDOLLI's social activities:
  - Enjoy coffee or lunch in the cafeteria.
  - Unwind in the Reflection Garden.
  - Utilize the resource room.
  - Engage in conversations about sports, music, books, or travel.

Appreciation:

- Whether you're a seasoned moderator or a fresh face, we sincerely value your contributions.
- If you ever need assistance or have questions, don't hesitate to reach out.

Welcome to the UDOLLI family and thank you for enriching our community!

Warm regards,

Fran O'Connor, President, UDOLLI Board of Advisors