



Coordinator/Presenter Manual

And

A/V User's Guide

Thank you for volunteering to serve as coordinator/ assistant coordinator. You are the backbone of OLLI at Auburn. Without coordinators, there would be no OLLI at Auburn, it's that simple.

INTRODUCTION

The Auburn University Academy of Lifelong Learning, AUALL, was founded on the idea of member-led study groups. Each member is free to propose a possible topic of study, and encouraged to volunteer to be a study group presenter, coordinator, or facilitator. As we continue under our new name, the Osher Lifelong Learning Institute at Auburn University, OLLI at Auburn, so does our focus on member-led classes.

By the time you read this guide, you will have already agreed to present or coordinate a course and have had it approved by the Curriculum Committee.

If this is your first time to present or coordinate a course for OLLI at Auburn, this guide is designed to make your job easier. If you have presented or coordinated courses before, you still may find some of the information useful. The guide will offer some of the ways that have proven successful over the years.

Most classes are held on Monday and Tuesday but we can now have classes offered every day of the week. On Monday and Tuesday, classes are held at the Lexington Hotel. Tuesday afternoon classes can also meet at the Jule Collins Smith Museum of Fine Art. Painting and drawing classes can be offered on Wednesday and Thursdays at the Jan Dempsey Art Center. Class periods are usually 90 minutes each. There are eight sessions in each of OLLI's academic year terms. The Curriculum Committee determines the time of day each class is to be held.

You will find that the Office of Professional and Continuing Education (OLLI is part of this office) is essential to the success of your course. See page 5 for information on the role of the Outreach Office in our courses.

GETTING STARTED

Have your OLLI Course Proposal approved by the Curriculum Committee.

The OLLI office/staff will have books ordered, copies made, and AV equipment ready for your class based on the approved Course Proposal. Any changes to Approved Course Proposal must be submitted in writing to the Curriculum Committee, and the Curriculum Committee must approve all changes before office or staff can act on them.

On the first day of class, welcome everyone. Ask if there are any new OLLI at Auburn members and if "yes," offer a special welcome to them. If the class is not too large, you may also want to ask each person to introduce himself/herself. **PLEASE ASK CLASS PARTICIPANTS TO ALWAYS WEAR NAME TAGS. THIS HELPS US GET TO KNOW EACH OTHER.**

COURSES TAKE DIFFERENT FORMATS. SEVERAL ARE LISTED BELOW FOR YOUR CONSIDERATION:

COORDINATOR/DEVELOPER/PRESENTER.

In this scenario, you had the idea for the course, presented it to the Curriculum Committee and when approved, you did the research, developed the course, and will serve as the presenter. In order to make your job easier, you will probably want at least one Assistant Coordinator to do the housekeeping chores each week (see role of Asst. Coordinator page 4). The AV equipment you requested on the approved Course Proposal will be in your classroom. Please make sure the presenter and/or coordinator can operate the equipment.

COORDINATOR - WITH GUEST LECTURER(S).

In this scenario, you plan the course of study. You determine if you want a different lecturer each week or only one or two for the entire quarter. You contact the lecturer(s) to determine their availability, go over the topic they are to present (if more than one lecturer is to speak to the class), and determine date(s) of their presentations. Any equipment guest lecturer(s) will need should be listed on course proposal form so it will be available on day needed.

Since those in your class may not know the guest speaker(s), you should ask for biographical material in advance in order to properly introduce the person to the class. Always plan to be at the meeting room a few minutes before class begins to be sure everything is in order for the speaker - equipment ready to use, podium and lapel mike,¹ glass of water for speaker, etc. Since some courses do require this set-up time, it is very important to finish on time for the benefit of the next coordinator. The final class day may be the exception to this rule- but you will need to put away AV if you run past 4:00 p.m.

When the guest speaker arrives, welcome him/her and assist in any way possible to get ready for the lecture. At the end of the course, please send a thank you letter to guest lecturer(s). Contact the Office of Professional and Continuing Education if you prefer that office to send the letter(s).

COORDINATOR - USING MATERIAL FROM AN OUTSIDE SOURCE.

In this scenario, members of the class may be asked to purchase the study material prior to the first day of class. When your Course Proposal is approved, the OLLI office will order materials/books needed for your class. As Coordinator, it will be your responsibility to lead the discussion (unless you assign different class members to specific topics), keep the topic under discussion on track and involve as many members in the discussion as possible.

You will probably want to ask someone to serve as your Assistant Coordinator to take care of the housekeeping chores (See page 4).

When your Course Proposal is approved, videos will be ordered or reserved. Appropriate AV equipment will also be reserved. Make sure you know how to use the A-V equipment. The AV assistant will set up and take down AV equipment, as well as troubleshoot. However, it would be to your advantage to know as much as possible about using AV as there are up to four classes at a time and you might have to wait for the AV assistant to finish with another class.

COORDINATOR - USING VIDEO SERIES OR FILMS.

If you are coordinating a course where a film will be shown each week or music played on a "boom box", there may be little time for class discussion. This will depend on the length of the film or the music played. Appropriate AV equipment will be reserved when your Course Proposal is approved. Oftentimes, the Coordinator will bring his/her own "boom box" when music is to be played.

You may decide that an Assistant Coordinator is not necessary for this type of course. However, if this is your first time to coordinate such a course and you do not plan to use an Assistant Coordinator, you will want to refer to page 4 for information on role of Assistant Coordinator and your additional duties.

PLEASE NOTE: For classes 25 and over, when members ask questions, please have the person stand and face class members, OR, you, as coordinator, may repeat the questions loud and clear. Remember, many OLLI at Auburn members may have hearing impairments.

¹ Encourage speaker to use lavalier lapel microphone as many class members may have difficulty hearing - especially if there are 25 or more in the class.

IMPORTANT SAFETY, EMERGENCY AND SEVERE WEATHER INFORMATION

INCLEMENT WEATHER POLICY

OLLI at Auburn follows the policy of Auburn University with regard to closing in times of inclement weather. If Auburn University is closed because of weather conditions, our classes will also be canceled. Local closing announcements may be obtained from television or radio news.

EMERGENCY AND SAFETY GUIDELINES

During an emergency, always call 911 first!

Police/Fire/Medical Emergency - Dial 911

AU Public Safety & Security/Emergency Management – (334) 844-8888

ROLE OF ASSISTANT COORDINATOR/FACILITATOR

The Assistant Coordinator/Facilitator assists the Coordinator in making the course a success. The major responsibilities include, but are not limited to, the following EACH week.

1. Contact the front desk if there are problems with temperature control or the AV assistant if there are problems with equipment, or other problems.
2. Provide a glass of water for presenter. Place on the podium or table at front of room.
3. Close the classroom door at the appointed class hour to keep out hall noise.
4. Locate the large BROWN FOLDER in the classroom; remove the class roll and any notices or special announcements.
5. Circulate the class roll among class members or place roll in a convenient location near room entrance for class members to check off. Be sure there is a pen.
6. Make any special announcements.
7. Locate house light controls and turn off and on as needed by the Coordinator or Presenter.
8. Assist with operation of A-V equipment,² if needed. Be sure to get instruction on its proper use before the term begins.
9. At the close of the class period, put any special announcements, class roll, etc., back in the BROWN FOLDER for pickup by Outreach office.
10. Instructors/Presenters, please sign attendance roster at end of course term.

ROLE OF OFFICE OF PROFESSIONAL AND CONTINUING EDUCATION STAFF

(OLLI at Auburn, 301 Smith Hall, Auburn, AL 36849, 334-844-5100)

The Office of Professional and Continuing Education staff is very important to the smooth running of the OLLI at Auburn classes. The OLLI staff includes Linda Shook, coordinator; Mary Burkhart, director; Betty Hare, A/V assistant; and the OPO clerical staff. They provide the following services to the Coordinators:

1. OLLI at Auburn contracts with the Lexington Hotel and other facilities for classroom space, A-V equipment storage space, and other special needs. Coordinators are requested to provide the Office of Professional and Continuing Education with course name, type of A-V and other

² For the last class of the day, if the AV assistant is not available, prepare the AV cart for storage and lock it in the AV room beside the restaurant entrance. Do not lock the AV room until all 4 carts are in the room.

- equipment needed and the date(s) needed.
2. Order from an outside source or through the AU Bookstore any text material requested by Coordinators. Coordinators are requested to make their requests in 6 to 8 weeks prior to the beginning of the quarter after the Course Proposal has been approved.
 3. Prepare class roll for each course.
 4. Write and edit the Bulletin Board
 5. Duplicates class materials requested by Presenters/Coordinators. Presenters/Coordinators should leave original materials to be duplicated in the class folder, email materials to olli@auburn.edu , or take the original copy to the Office of Professional and Continuing Education by Wednesday for materials needed the following week. NOTE: OLLI staff will make copies based on Approved Course Proposal.
 6. Prepares notices of special class announcements for Coordinators.
 7. Assembles above materials in large BROWN FOLDERS on Friday for next week's classes.
 8. Deliver all BROWN FOLDERS to the appropriate classroom by 8 a.m. on the day of class. Volunteers will help if AV assistant is not available to deliver and collect BROWN FOLDERS.
 9. Collect all BROWN FOLDERS at the end of the class day.³ Volunteers will help if AV assistant is not available to deliver and collect BROWN FOLDERS.
 10. Check all BROWN FOLDERS each week to note any new class members and add them to the class roll (computer printout), follow through on any written requests in the BROWN FOLDER by Coordinators or class members.

³ AV assistant or volunteer will take BROWN FOLDERS to the office on Tuesday (stop at museum) and pick up Friday PM.

OLLI at Auburn (OLLI) has four complete AV carts containing a projector (with case), a DVD/VCR player, and a set of speakers; these are located at the Lexington Hotel. There are also four laptops (with cases) that are available for presentations (two Dell D830's and one IBM R51 ThinkPad). These are stored separately from the AV carts. OLLI has two wireless lapel microphone/speaker sets.

Because all of the equipment in each of the carts is not exactly the same, each of the carts will be associated with an individual room. Each cart will be labeled. This will provide consistent AV equipment from week to week.

Each class with AV needs will have someone (facilitator, presenter, or member of the class) who is responsible for operating and, if necessary, setting up and taking down the equipment. * The key to open the AV room is at the front desk of the Lexington. The AV assistant will open the room at 7:30.

For Monday and Tuesday classes held at Lexington Hotel

AV setup

The AV assistant will be responsible for getting all carts from the storage area, moving the carts to the classrooms and setting them up. If the AV assistant is absent, the coordinator of the first class will need to set up.

AV takedown

The coordinator of the last class of the day needing AV equipment will need to locate the AV assistant or be responsible for taking down the equipment, storing it in the locked compartment of the cart and returning the cart to the storage area off the second floor lobby.

Computer setup and takedown

A computer is to be checked out from AV assistant and returned to the AV assistant at the end of the class unless it is passed to the next class. The person checking it out will be given an orange tag that is to be worn until the computer is returned. Computers are to be removed from the locked locker (currently the top of the three lockers) and returned to a LOCKED locker after each class. If the next class in the room will be using the laptop, the computer and card may be passed directly to its coordinator. The coordinator should notify the AV assistant that the card has been passed, and then the second person will be responsible for returning it to a LOCKED locker when their class is over. The combination to this locker will be changed each quarter.

Computer Configuration/Operation

Dell D830 Laptop	IBM R51 Laptop
Office 2007	Office 2003
Open Office 3	
Irfanview 4.25 Picture Viewer, Sound File Player, Movie Player	
To sign-on – press Alt, Ctrl and Delete keys at the same time, then enter “presenter” for both user-id and password.	
To switch display from laptop only, projector only or both hold down Fn key and also press F8	To switch display from laptop only, projector only or both hold down Fn key and also press F7

The storage room for the AV carts and computers is normally closed and locked when classes are not in session. During the class day leave the door slightly open. If it is closed it will lock and only the Lexington staff will be able to reopen it. If the door is locked and equipment is needed, go to the Lexington registration desk and ask to have someone unlock the room.

Guide to Audio/Visual Equipment at the Lexington Conference Center

Presently OLLI holds classes in the Lexington in four separate meeting rooms. All rooms have a DVD/Video player and projector on a cart assigned to them. As needed, a laptop computer is available for use with the projector.

Following is a brief guide to operating the audio/video equipment. This guide is intended for class coordinators. The coordinator may want to select someone in the class to operate the A/V equipment.

Lighting – All rooms have both fluorescent and recessed incandescent lighting (low-level) with switches to operate each independently. It is recommended that the incandescent lights remain on to supply some light for safety.

Microphones – Two microphones are available. In Ballroom CD, it is best to use a wireless microphone. Both the receiver unit (connected to the sound system) and the transmitter (connected to the microphone) must be turned on. When the microphone is not needed, the transmitter should be turned off to extend the battery life, as well as to minimize extraneous noise. There is a volume control on the receiver to adjust the loudness. If the sound system produces a loud squeal (feedback) the volume should be lowered until the feedback stops. Placing the receiver/speaker box near the back of the room with the speaker facing the back wall will also help minimize feedback.

The first floor rooms are small enough that microphones are not normally needed.

DVD/VCR – A DVD/VCR, projector, and sound system is available for each room. See the separate documents – OLLI AV Setup and OLLI AV Operation.

There is one button to select between DVD and VCR output. There should also be an indicator that shows which is selected.

The following buttons are used to control the VCR or DVD:



The location of the buttons will be different for each different DVD/VCR player. Know the location of the buttons so that you can find them in dim lighting. On some models the stop and eject symbols are on the same button. If a tape is playing, the first press of the button will stop the tape. The second press will eject the tape.

In order to fully control a DVD, the remote control should be used. A DVD or tape will automatically pop off pause after a certain time.

Laptop Computer / LCD Projector

A laptop computer can be setup with the LCD Projector to project computer images on the wall (or screen) for PowerPoint or Internet presentations. The Lexington has wireless internet connections. Guest speakers may want to use their own laptop with their presentation loaded. They will know how to setup their laptop for presentation.

Setup consists of three main areas:

- Power and cabling
- LCD Projector startup and shutdown
- Laptop setup

Power and cabling

In the Lexington ballrooms, there are electrical outlets at the floor in the front of the room. These can be identified by the circular brass plates recessed in the floor. If the projector will be set out in the front of the room, these floor receptacles are more convenient than wall plugs. If someone is sitting near the floor plug be sure to let them know it is there. If possible, keep cords away from the aisles.

Plug the laptop power cords into the cart. A video cable will connect the laptop to the projector. If laptop sound is to be used the green audio plug in the projector will have to be transferred to the laptop line out plug. The cable has a 'D' type connector with three rows of pins. Connect one end to the like connector on the laptop and the other to the line **input** connector on the projector.

LCD Projector Start Up and Shutdown

Start Up

1. Plug the power cord into the projector **and** into a wall socket.
2. Turn on the main power switch (if the projector has one).
3. Press and hold **POWER** to start the unit.

(When the power is turned off, there is a 120-second cooling period before the projector can be re-started.)

Shutdown

1. Press and hold **POWER** and a warning message will appear. To turn off the projector, press **POWER** again.
2. The fan will continue to run for approximately two minutes.
3. Turn off the main power switch after the fan shuts down.
4. Disconnect the power cord from the wall socket.

Caution: Please do not unplug the power cord before POWER is shut down or during the two-minute cooling process. This is to protect the projector bulb and projector electronics. A new bulb costs over \$300.

Laptop Setup

A good trick to remember is to connect the laptop to the projector and power up the projector before turning on the laptop. This will often make the next step unnecessary.

After connecting the laptop to the projector with the cable, the laptop will have to be setup to send the video output signal on that cable. This is handled by pressing the laptop **F_n** key, while at the same time pressing the laptop **F7** (for IBM) or **F8** (for Dell) key. This will allow switching between the laptop display, the projector display, or both the laptop display and the projector display.

The AV (audio visual) equipment consists of a DVD/VCR, a projector, a set of speakers and associated cabling. The DVD/VCR and projector are stored in the locked storage area at the bottom of the cart when not in use. The speakers are tied to supports on the bottom shelf and should remain set up when cart is stored.

Equipment arrangement: While facing the storage door side of the cart –

On the **top shelf**, place the **DVD/VCR** (facing you).

On the **bottom shelf**:

Projector – lens pointing toward you and in the center of the cart.

Speakers – one will have the controls for power and volume. The speakers will face away from you and be aimed to the sides.

Cabling

Power – the power cables for the speakers and projector should already be attached to the cart. Plug the projector power cord into the projector and plug the DVD/VCR to the power strip on the left side of the cart.

Signal –

DVD/VCR to projector – connect the cable with the red, white and yellow ends to the Line Out set of jacks of the DVD/VCR (match the colors). This set of jacks is marked with a short black line above and below the jacks. The other end of the cable will go to the red, white yellow jacks of the projector.

Projector to speakers – connect the light green cable plug from the Audio Out of the projector to the input on the left speaker.

Speaker to speaker – connect the cable with the RCA plugs on the ends between the left and right speaker.

Computer to projector – this is a heavy black cable with video connectors at either end.

Do NOT swap cables between carts. Most cables are not interchangeable, and are not easily replaced if lost. If you can not find a cable, contact the AV assistant.

Preliminary check

Power – make sure the power outlet strip on the left of the cart is on – switch pushed in at top. Make sure all equipment will power up.

Operational check – set DVD/VCR to DVD. Projector should show startup image.

See other side of sheet for **AV operation**.

Equipment Storage

At the end of the class day the DVD/VCR and projector must be removed from the cart shelves and placed in the cart's storage area. The power cables and speakers should be left on the cart. The projector should be put in the carrying case and then placed in the cart's storage area. Cables may also be placed in the other side of the projector case. The **door** to the equipment **must be locked when the last cart has been stored**.

OLLI AV Cart Operation

The operation of the AV (audio visual) equipment is much the same as using a TV with a DVD/VCR player. The projector, DVD/VCR player, and speakers should all be in place and wired together. If they are not, see the reverse side of the sheet for **Setup**.

1. Plug the cart in to an outlet. There may be outlets located in the floor as well as in the wall.
2. Remove the lens cap from the projector (if it has one). Turn on all equipment. If indicator lights do not come on, also turn on the power switch on the cart.
3. Press the Power button on the projector or projector remote. The **projector** will take about a minute to come on. If the projector indicator was already on and there is no light coming out of the projector, the projector probably shut itself down to preserve bulb life. To reactivate the projector - using the InFocus remote – aim the remote at the projection wall or screen and press the power button. It will take about a minute to come on.
4. Focusing the projector – there are two adjustable rings at the lens of the projector. The inner one adjusts the size of the image and the outer one adjusts the focus.
5. The **DVD/VCR** is controlled using the remote which must be pointed at the front of the DVD/VCR player.
6. The **speaker** volume is controlled by the knob on the speaker.

Projector shutdown:

Using the InFocus remote press the power key twice (with remote pointed at the projection wall or screen OR at the lens). This will shut off the projector bulb and allow the fan to cool the bulb. Once the fan has stopped the projector can be unplugged. Do NOT just switch off or unplug the projector as this will greatly reduce the bulb life and expose the electronic cards in the projector to excessive heat thus shortening their lives.

Computer setup:

1. Connect the cable from the computer to the projector. (The InFocus X3 projector will require the use of its special adapter cable.)
2. Turn on the projector, then the computer.
3. If the computer screen image does not display, the computer may have to be changed to send the display signal to the projector. This usually requires pressing the Fn key on the computer at the same time as pressing a second function key – usually F7 or F8 (laptop model dependant) to cycle through:
 1. computer screen only
 2. projector only
 3. both computer screen and projector

Computer shutdown:

1. Remove any CDs or DVDs you have in the laptop's drive.
2. Choose the Turn Off option on the start menu. Do **not** choose Suspend, Hibernate, or Stand By.
3. Do NOT unplug the laptop power supply until the laptop shuts down.
4. Disconnect all cables and USB devices. If the mouse is a wireless USB mouse, dock the USB device into the back of the mouse to turn it off.
5. Store the computer-to-projector cable with the projector, **NOT** the laptop.
6. Store the mouse and laptop power supply with the laptop in its case.
7. Check in the laptop with the AV assistant.