

Encore Learning Offsite Class Aide Checklist – OFFSITE Classes

Pre-Course Aide Contact

- Call the other Class Aide to introduce yourself and to discuss the tasks outlined in your folder.
- Divvy up responsibilities according to your strengths. This is the most important feedback we have received from successful aides.
- Review current class schedule on website. Determine how to handle any dates either Aide will not be in class.

Pre-Course Instructor Contact

- Instructors are anxious to hear from their class aide. As soon as possible, contact the instructor to explain your role in the course, and share contact information for you and your co-Class Aide.
- Confirm the course location, dates, and times as this info may have changed – always use the website as your guide. Tell the instructor how many students are currently enrolled in the course.
- Exchange all phone and email addresses for emergency delays.
- Ask whether you should introduce the instructor on the first day or if they prefer to self-introduce.
- Remind the instructor that they should send class materials (class media) directly to staff at courses@encorelearning.net at least one week before it should be read. Class aides have no role in distributing class media.
- Determine when and how the instructor will take questions (as they arise, at end of class, directly or through the class aide?). Ask if they want to allow time at the beginning of class for students to introduce themselves to the class.

Contact with class members is via Staff only

- Staff sends a welcome email to all class members with instructions on verifying class info online.
- Staff notifies the entire class via email of any class media provided by the instructor and includes instructions for accessing it through the class webpage.

First Class

- Arrive at least a half hour early to follow instructions for “All Classes” below.
- Introduce yourself and the co-Class Aide to the class. See *green script in folder* for suggested points to cover.
- Mention any changes in the class schedule from that listed in the catalog. Remind all to check online for any schedule changes or inclement weather issues before coming to class each week.
- Remind class members to adhere to time constraints in their questions and comments, and to be respectful of other viewpoints.
- Introduce the instructor if that is the instructor’s wish. Have students do self-introductions if the instructor wishes and the class size permits.

Note: Try to cover these points quickly since class time is short

All Classes

- Take attendance on the attendance sheet(s) with a pen; do head count each week and note on the top of the attendance sheet. Note any students who need a name badge and notify staff after the session.
- Remind class members to silence their cell phones
- Remind class members to adhere to time constraints in their questions and comments, and to be respectful of other viewpoints.
- If the instructor has provided it, remind students to access class materials on the class webpage.
- Notify staff promptly of any issues that arise during the class. Concerns related to teaching or course content should be referred to the Academic Programs Committee as soon as possible.

Last Class

- Remind class to look for email from courses@encorelearning.net with a link to the Course Evaluation.
- Invite the class to thank the instructor with a round of applause.
- Convey attendance sheet to the Encore Learning office as you deem best (email photo/scan, US mail, drop-off at the office in Room 715, etc.) as soon as possible.