

Class Aide Checklist - HYBRID 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.
- A staff member may schedule a meeting/rehearsal with the class aides and instructor. Ask staff member if there will be a rehearsal.
- Determine with staff if the Class Aide managing virtual students will need a computer or use their own device.

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 of class. They may prefer to self-introduce.
- Remind the instructor to bring their own cable connector if they are bringing a Mac laptop to teach.
- 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?).
- Rehearsals may be scheduled by staff for any new hybrid instructor.

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 help set-up.
- Turn on A/V upon entering the room so that it can warm up.
- Lay out attendance sheet(s) with a pen. Note any students who need a name badge and share names with staff.
- Station one aide near the door to guide and welcome participants as they enter the classroom, point them to the sign in, and remind those with hearing concerns to sit near the front.
- The aide handing the virtual components should log into zoom to ensure connectivity.

- Conduct a sound check before the class starts to ensure participants in the classroom and in zoom can hear the instructor well.
- Admit virtual students when classroom is ready, and at least 5 minutes before class begins.
- Make initial Introductions and Housekeeping Remarks:
 - See the green script in the folder for suggested points to cover.
 - For Virtual participants:
 - Remind students to remain muted with video off (unless instructor prefers otherwise, though strongly discouraged) (N/A for webinars.).
 - Ask virtual participants to put their questions/comments in the chat or Q/A if a webinar
 - Technical questions can be sent to info@encorelearning.net
 - 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.

All Classes

- Set up A/V upon entering the room so that it can warm up.
- Lay out attendance sheet(s) with a pen. Note any students who would like a name badge
- Guide the instructor through a sound check before the class starts to ensure class participants can hear. Remind class members to sit in the front if they have hearing difficulties and to raise their hand to alert the instructor to any issues with the audio during the session.
- Remind class members to silence their cell phones and to sit in the back if using electronic devices, always being mindful of not disturbing other students.
- 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.
- During the class, monitor the chat for questions/comments from virtual participants.
- At the end of class, "end meeting" for virtual participants (click on the red box in the lower right corner 'End Meeting').
- At the end of class and if there is no following class, follow A/V shutdown procedures.
- Return room to order. Collect attendance sheet(s). Notify staff of name badge requests.
- 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 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.