

Important Tips and Reminders for Class Aides - In Person Courses

- Please talk with the instructor before the first class and explain the importance of building community as well as learning. Please try to have new members introduce themselves at the start of the first class, and unless it's not possible for some reason, have the instructor (or you, if s/he prefers) ask everyone to introduce themselves to 1-2 of their neighbors for 2 minutes.
- At the beginning of every class, mention that those who have trouble hearing should move to the front row and/or let you know. Have the instructor test the microphone before lecturing to optimize the volume. If the back row cannot hear, ask the instructor to use the hand microphone. Ask members to indicate during class in real time if they cannot hear, so adjustments can be made.
- Periodically remind participants to let you or the instructor know if they have any concerns that could be addressed as the course progresses – we don't want to find out for the first time afterward in the evaluations!
- Please let us know if there are serious problems that are appropriate for the staff to know. Email courses@encorelearning.net.
- There is a new "Instructor Corner" on the Encore Learning website. Please take a look at it and also offer the link to your instructor. <https://encorelearning.net/instructors/>