



ProClass Meeting Invites

Instructions for Instructors

Introduction

In ProClass, *instructors* are LLI presenters, producers, and session managers. *Instructors* can login to the front-end of ProClass and email up-to-date course registrants using the **Attendance** function.

If you want to also email the *instructors* in a course, simply copy the message and paste it into a Gmail message and send the same message to the *instructors*.

Some of the shortcuts below are described as Ctrl-X (for PC users) and Cmd-X (for Mac users).

Accessing the Email Course Registrants Function

Log in to ProClass from the LLI website under Courses> ProClass Registration Link or use this link: <https://reg138.imperisoft.com/BardLLI/Search/Registration.aspx>

Click the **Attendance** link in the upper left (this only displays for *instructors* in ProClass and you will only see student registrations for courses where you are designated as an *instructor*).

On the Roster page, click the down arrow to find a date where your course meets. These are shown in red. **Click a red date**. You will not see a roster for any date except scheduled class dates.

A list of courses where you are on the instructor team is displayed. Click the **Email** button.

Select **Member** as a Recipient Type and click **Continue**.

Finalizing the Email Message for Session Managers

In the top dropdown Load Template field, choose **Fall 2020 Zoom Invite**.

Fill in the Subject, adding the date and time of the session and the course name from the catalog. For the first, welcome email, enter:

9/24 - 11/6 - Bard LLI - catalog name of course

In the body of the email, you should fill in the information shown in **bold**:

1. Welcome to Bard LLI - **add the course name here**
2. Course information (**course name, dates, time**)
3. Instructor team and email addresses (no email address for the presenter(s), just their names. Optional Hint: to add an email address as a link:
 - 3.1. Type in the email address (such as `jdoe@lli.bard.edu`)
 - 3.2. Select the email address and copy it (Ctrl-C/Command-C)
 - 3.3. Click the Link button in the top icon bar; it looks like a world with a link over it
 - 3.4. On the Insert link dialog box, click the radio button "E-mail address"
 - 3.5. Click OK
 - 3.6. Now, when a recipient receives this email, he/she clicks the link and the email client opens.
4. Zoom invite data: copy from your Zoom meeting and paste it in. You might have to add line breaks here. There are four elements that you should include here:
 - 4.1. The Join Zoom Meeting link.
 - 4.2. The Meeting ID.
 - 4.3. The One Tap Mobile for Smartphone access number (for people that will access the meeting via a Smartphone). Include only one number.
 - 4.4. The Dial in for Audio access number (for people that will join the audio only portion of the meeting via telephone). Include only one number.
5. Click the **Preview** button (at the bottom of the body frame) to preview your work. Click **Design** to go back to editing.

Before You Click Send

This email message is sent to people registered in the course. You also want to send it to the instructors via your LLI Gmail account.

To do this:

1. Click somewhere in the body of the email
2. Select all with Ctrl-A/Cmd-A
3. Copy all with Ctrl-C/Cmd-C
4. Go to your email account and Compose a new email
5. Paste what you saved into the body of your new email
6. Add the other instructor team email addresses as recipients to the email
7. Add a subject
8. Send the Gmail to the instructor team

Go Back to ProClass and Send

This makes sure you have sent the information to the instructor team as well as to class members before you have sent out the message.

ProClass does not keep copies of messages, so the only way you can copy/paste is to do it **before you click Send**.

Use Copy/Paste for Weekly Invites

Once you receive your email message as an Instructor, save it someplace you can access the following week (such as starred in your inbox, in a folder in your Gmail account, added as a task, or copied into a Google Doc).

Then, each week when you send out the invitation, you can simply copy all from the saved message, paste it into the body of the ProClass email message, and change the dates in the subject and body.

The Final Email

9/8/2929 - BARD LLI - Test Zoom Invite Σ Inbox x



Deborah Schwartz <noreply@imperisoft.com>
to me ▾

3:16 PM (0 minutes ago) ☆ ↶ ⋮



Welcome to Bard LLI Test Zoom Invite

Dear Deborah,

We are delighted that you registered for this course:

- Course name: Test Zoom Invite
- Course date(s): September 24 - November 6
- Course time: 9:00 am - 10:30 am

We are the team that will be working to make your learning experience enjoyable. The course instructor team includes:

- Producer: Deborah Schwartz dschwartz@lll.bard.edu
- Presenter: Wonderful presenter
- Session Manager: **[enter name and LLI email]**
- Session Manager: **[enter name and LLI email]**

Producers design and manage courses, presenters provide the instruction, and session managers provide logistical support for the Zoom online sessions.

Zoom Meetings

The Zoom meetings for this course use the same links each week, as shown below:

Join Zoom Meeting

<https://llibard.zoom.us/j/82415464503>

Meeting ID: 824 1546 4503

One tap mobile for Smartphone:
+19292056099,,82415464503#

Dial in for Audio:
+1 301 715 8592

New to Zoom?

Learn how to join Zoom online meetings and the controls that are available within the meetings at this link: <https://lll.bard.edu/how-to-zoom-online-meetings/>

Do want a bit more practice with Zoom? You will receive an optional Zoom meeting invite before classes begin so you can practice using Zoom.