



Virtual Senior Academy

Facilitator Reminder Sheet



1. Download Zoom

1. You will receive an email from Virtual Senior Academy staff with an invite to download Zoom.
2. Click the link to download, follow the instructions from Zoom as it downloads to your computer.
3. **Use the same email and password for Zoom and VSA**
4. Refer to the Zoom guide provided at your training session for more information or contact help@virtualsenioracademy.org.

2. Create Your Account on VIRTUAL SENIOR ACADEMY

1. Go to www.virtualsenioracademy.org
2. Click “Sign-up” in the center of the screen
3. Use the same email and password as your Zoom account.
4. VSA will send you an email to verify your account. Click the link in the email to verify.

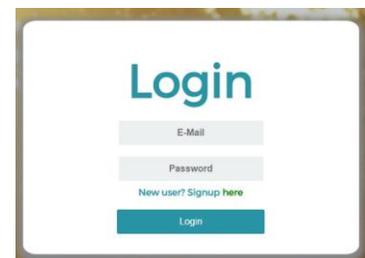


My email is:

My password is:

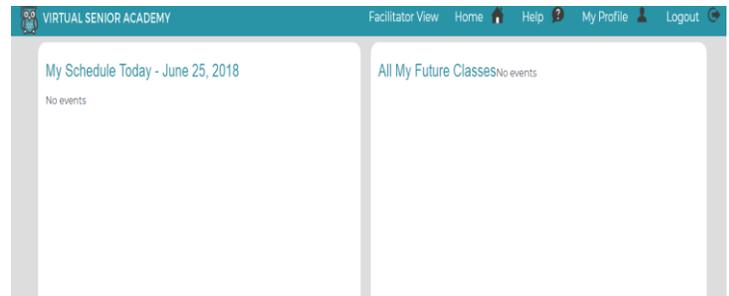
3. Log in to VIRTUAL SENIOR ACADEMY

1. Go to www.virtualsenioracademy.org
2. Click “Login” in the upper right hand corner
3. Use the email and password you created for your account.



1. Create Your Facilitator Profile

1. Click “Facilitator View” at the top of your home screen
2. Click “Facilitators Profile”
3. Click “Edit” on the left hand side of your screen. Then click “Update Your Profile”
4. You can add content to the “A Little About You”, “Facilitator Information”, “Canvas”, and “Portrait” sections of your profile. **Do not change the information under “Basic Information”**



2. Create Your Class

1. Click “Facilitator View” at the top of your home screen
2. Click on “Create Class” in the top right of the screen.
3. From here there are three tabs you will use to create your class: “Common”, “Calendar”, and “Attendance Options”.
4. Click on “Common” to put a class description, select level of difficulty, select your facilitator name, upload course materials, and upload a photo for your class.
5. Click on “Calendar” to select date and time of your first class.
6. Under “Attendance Options”, there are three sections: “Start Registration Period”, “Close Registration Period”, and “Close Cancellations Period”.
7. “Start Registration Period” refers to the day you would like to begin advertising the class to participants on the Virtual Senior Academy calendar.
8. Select the “Close Registration Period” and “Close Cancellations Period” to be the day after your class has ended. For example, if your class is on March 18th, the close periods should be on March 19th.
9. Reminder: Be sure to contact VSA staff to coordinate the date of your first class.
10. Click on “Manage Classes” to see your newly created class.
11. Click “Edit” if you are interested in adding any other material to your class.

A screenshot of the 'Create A Class' form, Common tab. It features a 'Title' text field, a large 'Description' text area, and a 'Class Image' section with an 'Upload Image' button (max 3 MB) and a 'Choose File' button. Below these are fields for 'Facilitator' (a dropdown menu) and 'Topic' (a horizontal menu with options: Arts and Humanities, Fitness, Health And Wellness, Life Skills and Education). At the bottom, there is a 'Level Of Difficulty' section with radio buttons for 'Beginner', 'Intermediate', and 'Advanced'.A screenshot of the 'Create A Class' form, Calendar tab. It has a 'Start date' field with a calendar icon, set to '03/14/2018'. Below this is the 'Start, End, Duration' section, which includes 'Start Time' (1:00 am) and 'End Time' (2:00 pm) fields, each with a dropdown for 'am' or 'pm'.A screenshot of the 'Create A Class' form, Attendance Options tab. It contains three sections: 'Start Registration Period' with a 'Start Registration Date' field set to '12:00 am'; 'Close Registration Period' with a 'Close Registration Date' field set to '1:00 am'; and 'Close Cancellations Period' with a 'Close Cancellations Date' field set to '1:00 am'. Each date field includes a calendar icon.

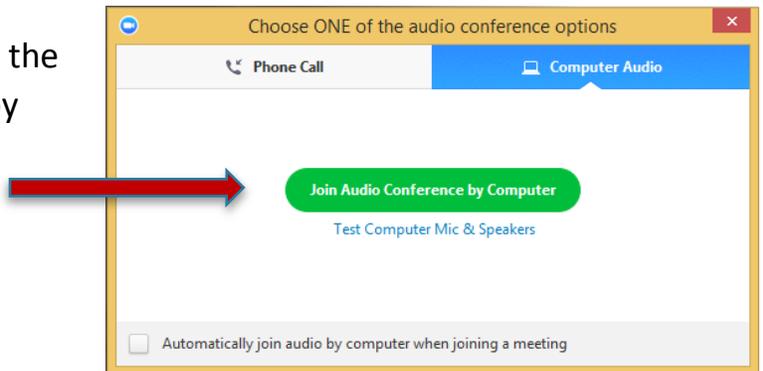
3. START YOUR CLASS

1. On the day of your class, log in to virtualsenioracademy.org 15 minutes before your class begins.

2. Click the “Enter Room” button next to your class



3. When your zoom classroom appears on the screen click the “Join Audio Conference by Computer” button.



4. To end the class, click “End Meeting” in the bottom right hand corner of the screen.

