Virtual Senior Academy

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ABOUT THE VIRTUAL SENIOR ACADEMY

The Jewish Healthcare Foundation has developed a web-based platform to connect seniors in Pittsburgh to their peers through interactive online classes.

Many seniors experience loneliness and social isolation, which can be associated with negative physical, mental and emotional health consequences. Technology provides a unique opportunity for engagement, expanding the reach of existing educational programs for seniors.

Who can participate in Virtual Senior Academy?

Individuals 55+ who live in our region with access to a computer, webcam, and internet.

What kinds of classes are offered?

The Virtual Senior Academy is offering a wide variety of classes, at varying times of the day. There are topics to suit a broad range of interests including: Health and wellness, history and the arts, book clubs, arts and music and SO MUCH MORE!
Who can teach classes?
Individuals of varying ages who are interested in sharing their knowledge, expertise and personal experience with seniors on a variety of topics such as:

- Health & Wellness
- Book Clubs
- Technology
- Arts & Music
- History
- Philosophy & Religion
- ...AND so much more!

What are the benefits for joining the Virtual Senior Academy?
- Life-long learning
- Interaction with peers and opportunities for social engagement
- Expansion of social networks—Meet new people in your area!
- Increased comfort with technology (it’s easy to use, we promise!)

What can you find on this Guide?
This Guide was developed to help you throughout the process of becoming a successful Virtual Senior Academy Participant. Please e-mail us at help@virtualsenioracademy.org if you have any questions.
Virtual Senior Academy

SIGNING UP FOR THE VIRTUAL SENIOR ACADEMY

Welcome to the Virtual Senior Academy! We are so excited for you to start your virtual experience. First we would like to confirm some requirements prior to signing up and logging in. You can run Virtual Senior Academy on any of these browsers!

![Browsers](image)

To be a Virtual Senior Academy Participant, you will need a:

- Computer, Laptop or Tablet (10 years or Newer)
- Webcam
- Microphone
- Good internet connection
- Headphones
- Email Address

Don’t Have an Email Address? We Can Help You Set One Up!
Contact us: 412-594-2579
How Can I Sign up for Virtual Senior Academy?
Virtual Senior Academy

HOW TO: SIGN UP TO BE A PARTICIPANT

Step 1: Go to Virtual Senior Academy Website

1. Using the address bar on your internet browser, type in website address: www.virtualsenioracademy.org.

2. Click on “Sign up” button.

3. From this page, you will be redirected to a new sign up screen.
Step 2: Sign up to be a Participant

The Sign-up Screen will ask for Basic Information:

1. In the “Name” box, fill in your name (First and Last).
2. In the “Email” box, put in your email address. This will be used in the future for you to log into the Virtual Senior Academy.
3. In the “Password” box, create a new password for the Virtual Senior Academy. This password should be at least 6 characters with a capitalization, number, and symbol to increase security. An example could be: Hotdog7!
4. Re-enter your password by typing it again in the “Verify Password” box.
5. Click “Next”. 

TIP: Write down the email address and password used during sign up and put in a secure location for later use.
Step 3: Sign up and Tell Us a Little About You

1. Click the drop-down button to select “Gender” (Male, Female, Other, or Don’t Wish to Disclose).

2. Click the drop-down button for “Select Age Range” and select the age range that applies to you. You may choose “55-65”, “66-75”, “Over 76”, or “Don’t Wish to Disclose”.

3. Click into the “Zip code” box to type in a preferred zip code, such as your home zip code or the zip code of your community center.

4. Click drop-down to “Select your Race”. Choose from options “Asian”, “African American”, “White”, “Other” or “Don’t Wish to Disclose”.

5. Click drop-down arrow for “Select Organization”. Organizations include “JAA”, “JCC”, “Vintage”, “Longwood at Home”, “Plum Senior Center”, “Riverview Towers”. If you are not a part of an organization, you may choose the option of “No Affiliation”.

TIP: If you belong to an organization not listed, Select “No Affiliation”.

6. Under “Referred By”, please put down the name of the person or organization that you heard about Virtual Senior Academy.

7. Click “Sign up”.

To Confirm Registration, you must click “Sign up”.
4. You Are Almost Ready to Take Your First Class

1. You will see the above message appear after clicking “Sign up”: “Your sign-up request requires approval. Once approved, you will be sent an approval notice to the e-mail address you entered. When you receive the approval, you will be able to log in.”
2. Check the email that you used to sign up for Virtual Senior Academy to see when you can log in.
3. Once you have received the email from Virtual Senior Academy staff, you will be able to log in.

Congratulations!

You have successfully registered for the Virtual Senior Academy!

Now we will show you a step by step guide to help you navigate the site!
How Can I Log in to the Virtual Senior Academy?
HOW TO: LOG IN TO THE VIRTUAL SENIOR ACADEMY

Step 1: Go to the Login Page


2. Click on “Login” in the top right corner of site.

3. You will be redirected to the login screen.
1. Click in the “Email” box and type in the email you used during the signup process.
2. Click in the “Password” box and type in the password you created during the signup process.
3. Once you have filled the boxes with correct email and password, click the blue “Login” Button.
4. Once you have logged in to the Virtual Senior Academy you will arrive at your “Home Screen”.

TIP: You previously wrote down an email and password during sign up. Retrieve this piece of paper to help you remember Email and Password.
What Do I Do Once I Have Logged on to the Virtual Senior Academy?
HOW TO: BROWSE YOUR HOME SCREEN

The below image shows what the “Home Screen” will look like once you have logged into the Virtual Senior Academy. Here you have several options to explore the Virtual Senior Academy website.

To view what is on the Virtual Senior Academy – Look towards the bottom of the page to see the four buttons “Course Catalog”, “Course Schedule”, “Facilitators”, “Materials”, and “My Class History”. See an explanation of the buttons on the next page.
Virtual Senior Academy

Course Catalog

“Course Catalog” is one of two ways to explore and register for classes on the Virtual Senior Academy. Click “Course Catalog” to explore classes by filtering or scrolling through all classes.

Course Schedule

“Course Schedule” is the second way to explore and register for classes on the Virtual Senior Academy. Click “Course Schedule” to see a weekly view of classes.

Facilitators

“Facilitators” button shows the profiles of all the Facilitators for classes offered on the Virtual Senior Academy.

Materials

“Materials” is a section to use after you have registered for courses. When there is a course with materials needed prior to entering the class, click “Materials”. This will show the materials needed for every class you are registered for.

My Class History

“My Class History” is a section dedicated to classes you have taken in the past. The section allows you to take a small survey to rate your overall experience of the class. This information will be used to improve your classroom experience.
How Can I Look for Classes Offered on the Virtual Senior Academy? There are Two Ways.

Option One: Find Classes through the Course Catalog
HOW TO: FIND CLASSES IN THE COURSE CATALOG

1. Click on “Course Catalog”.
2. Once you click “Course Catalog” you will see a screen that looks like this below:

From here, you can either “Filter Courses” to search for courses of your interest or you can scroll through all available courses on the Virtual Senior Academy.

Let’s start by learning about the “Filter” function and we will follow with an example!
HOW TO: FILTER CLASSES IN THE COURSE CATALOG

Use the “Filter” function to select classes by “Topic” and “Level of Difficulty”.

First you will see “Topic”. Click on the boxes to search for the topic you are interested in. Topics include “Arts and Music”, “Fitness”, “Health and Wellness”, and “Life Skills and Education” to find a course you are interested in.

After selecting a topic to search, refine your search further by selecting a “Level of Difficulty”. Select what difficulty level you feel comfortable with for the topic of course. Level of difficulty includes, “Beginner”, “Intermediate”, and “Advanced”.

Click “ok” to submit your search.

Click the “Reset” Button if you do would like to change your search.
TIP: If you see this screen, currently there is not a class that matches your search. Go back to the Filter to try a new search.
Virtual Senior Academy

HOW TO: FILTER CLASSES EXAMPLE

Are you Interested in Learning More About Art and Music?

Start by selecting a “Topic” by clicking in the small square box next to “Arts and Humanities” to select that topic.

What is “Level of Difficulty”? You are not sure how much you know about “Art and Humanities”, so you may select a level of difficulty that is “Beginner” where you will join others who are also learning more about “Art and Humanities”. Click on the box next to “Beginner”.

Click on “ok” to search for the criteria you selected for “Arts and Humanities.” Classes that fit your search will appear next to the filter function.
Instead of using the Filter function on the “Course Catalog” you can choose to browse all the courses currently offered through the Virtual Senior Academy by scrolling down.

Use the Scroll Bar on the Right to browse courses
Virtual Senior Academy

HOW TO: VIEW DETAILS IN THE COURSE CATALOG

To get more information on a course you are interested in:

1. Click on “Course Catalog”.
2. Scroll to find the course of interest.
3. Click into highlighted area of the course you are interested in.
4. Screen will redirect to view more information on the course.
HOW TO: VIEW MATERIALS IN THE COURSE CATALOG

As you are browsing classes, you may notice in the class description a “View Materials” icon. Icons only appear in classes that have materials available. These materials may be additional information that may be helpful to you or resources.

1. Click on “View Materials”
2. You will be redirected to a page that looks like THIS
3. When you enroll in a class with materials. You can also select the “Materials” option on the bottom to view the materials for the class you enrolled in.
See a course that you like? Great! Hold your spot to attend class by following these quick registration steps:

1. From this screen, you can click on the top left green “Register Button”.
2. The green “Register” button will turn to a white “Unregister” button.

Not the Course for you? To Find other classes that meet your interest follow these steps:

1. Click “Course Catalog” on the bottom bar of the screen.
2. Filter for a specific course or browse all courses available.
3. Click on the green “Register” button to register for the course.
HOW TO: UNREGISTER FOR CLASSES IN THE COURSE CATALOG

Need to change your schedule?

The “Course Catalog”, “Course Schedule”, and “Home” screen will allow you to unregister for a course:

1. From the “Course Catalog”, click on the white “Unregister” button or any highlighted area.

2. You will be redirected to a page where you can view details of the class.

3. Click on the white “Unregister”

4. When you unregister for the course, the course will change back to the green “Register” button.
How Can I Look for Classes Offered on the Virtual Senior Academy? There are Two Ways.

Option Two: Find Classes through the Course Schedule
HOW TO: FIND CLASSES IN THE COURSE SCHEDULE

1. You are currently browsing “Course Catalog”. From here, click on the “Course Schedule”.

![Course Schedule Image]
2. Once you have clicked on “Course Schedule” you will see the courses offered that week. Below is an image of the “Course Schedule”.

3. To view courses later in the month – look for the date on the page. Next to the date will be two small blue arrows:

4. Select the blue arrows to view the following week courses available.
HOW TO: VIEW DETAILS IN THE COURSE SCHEDULE

From the Course Calendar You Can Find More Information

1. You are viewing the courses on “Course Schedule”.
2. Click on course of interest in calendar view.
3. Screen will redirect to view more information on the course.

Click anywhere in the highlighted box to view details on Global Health 101.
HOW TO: VIEW MATERIALS IN THE COURSE SCHEDULE

As you are browsing classes, you may notice in the class description a “View Materials” icon. Icons only appear in classes that have materials available. These materials may be additional information that may be helpful to you or resources.

4. Click on “View Materials”
5. You will be redirected to a page that looks like THIS
6. When you enroll in a class with materials. You can also select the “Materials” option on the bottom to view the materials for the class you enrolled in.
See a course that you like? Great! Hold your spot to attend class by following these quick registration steps:

1. From the view descriptions screen you can register for your class.

2. Click on the green “Register” Icon on above the class name.
If you don’t want to register for the example class:

1. Click “Course Schedule”.

2. View classes on the “Course Schedule”.

3. Click anywhere in the box of the class you would like to register for.

4. You will be redirected to a page of the class description.

5. Click on “Register”.

6. Click on “Home” button to See Your Class.

Click on the green “Register”.
HOW TO: UNREGISTER FOR CLASSES IN THE COURSE SCHEDULE

Need to change your schedule?

1. To unregister for a course, click the white “Unregister” button.

2. When you unregister for the course, the course will change back to the green “Register” button.

3. You can unregister from the view details section of a class, such as the image above or you can “Unregister” in the calendar view like the image on the following page.

4. Click on “Home” button to return to “Home Page” or click on “Course Catalog” or “Course Schedule” to continue to browse for other courses.
What Happens After I Register for a Class?
How to: Find Your Class Once You’ve Registered

What Happens After I Register for a Class?

1. Once you register for a course or courses, click on “Home” button. The “Home” button is always located on the top right of the screen you are on.

2. After clicking on “Home”, you will be redirected to another page.
3. The “Home Page” will show all the courses you registered for. This includes “Today’s Courses” and any “Future Courses”.

![Home Screen Example]

4. This image shows you an example of the “Home Screen” when you have registered for classes. The right side has “My Schedule Today” and includes the date. Under this section, you will see what classes that you have registered for.

5. On the Left side is “All My Future Classes”, which show today’s classes and all upcoming future classes you registered for in advance.

TIP: Later in this guide, there will be instructions on how to join your class after registration.
Virtual Senior Academy

How Can I Find Materials Needed for My Class?
HOW TO: FIND MATERIALS NEEDED FOR CLASS

Now that you’ve registered for your course, let’s check to see if you have any materials needed prior to entering the class.

1. On the bottom navigational bar, there is a “Materials” Button. When you have registered for a class, you can check to see if you have materials needed for the course by clicking “Materials” Button.

2. Once you clicked “Materials”, you will be redirected to a screen where you will see materials needed for every class you are registered for.
3. Once you have been redirected. You will see “My Materials”, “Arts & Humanities”, “Fitness”, “Health & Wellness”, and “Life skills and Education”.

4. To see materials from a class you registered for, click “My Materials”.

5. To see materials for any class offered on the Virtual Senior Academy, click on any of the other buttons like “Arts & Humanities”, “Fitness”, “Health & Wellness”, and “Life skills and Education”.
How Can I Find Out More Information on My Facilitator?
HOW TO: VIEW INFORMATION ON MY FACILITATOR

How can I find more information about my class’s Facilitator?

From the “Home Page”, “Course Catalog”, or “Course Schedule”

1. Click on the class you want to view more information on the Facilitator.
2. Once you click on the class, you will see the detailed description of the class. The name of the Facilitator will be listed in gray underneath the time and title of the class.
3. Click on the name.
4. Once you click on the name, you will be redirected to a new screen. Below is an example of what a profile of a Facilitator might look like. The description of the Facilitator might include passions and interests as well as the class topic.

**Mara Leff**
Hello!
My name is Mara, and I am part of the Virtual Senior Academy team at the Jewish Healthcare Foundation here in Pittsburgh. I am passionate about the field of aging and ensuring that our region's seniors live happy and healthy lives. I am excited to teach classes around global cuisine here on the Academy! Hope to see you in one of my classes soon!
Interested in learning more about other Facilitators?

1. Click on the “Facilitators” Button on the Bottom Navigation Bar.

2. You will be redirected to a new screen where you can view individual Facilitator profiles. Scroll down the page to view more profiles. Facilitators are alphabetized by first name.

3. Select any Facilitator by clicking within the highlighted box to see more detailed information.
How Can I Join My Class Once I Have Registered?
HOW TO: JOIN MY CLASS ONCE I’VE REGISTERED

Once you have registered for the classes you want to take, you will return to the Home Screen. From the “Home Page”, you will see the class you want to go into offered today.

1. Under “My Schedule Today”, you will see a green “Join Now”. Click “Join Now.”
2. Once you click “Join Now” you will be redirected to another page.
How Do I Rate My Class?
HOW TO: RATE MY CLASS

Once you have completed a class, you can rate your overall classroom experience. The navigation bar at the bottom of Home Page will allow you to go back and rate classes you have attended through the Virtual Senior Academy.

1. Click on “My Class History”

2. You will be redirected to a page that shows your previous class history. The following image is an example of what your class history might look like. Click on the green “Take Survey” next to the class you would like to rate.
3. The “Take Survey” will take you to a Class Survey Page where you can select answers to the following questions: “Did you attend this class”, “How did you attend this class”, “What is your overall rating of this class”, “I found this class content to be informative?” “The video and audio technology worked well?” and “I would take future classes with this instructor”, and “This class added value to my day”.

4. There is also an “Additional comments” section to type in thoughts about class. This could include concerns, things you liked about the class, or things you would like to see in the future.
5. To select an answer, click on the circular bubble next to the answer you want to select. Clicking on the bubble will change the circle’s color to indicate that you have selected that answer. The below image is an example.

6. To submit answers to survey, scroll to bottom of the page and click on “Submit Survey”. When you have completed a survey, you will see that the class you’ve taken in the past is no longer available under the “My Past Course”.
How Do I Download Zoom?
HOW TO: DOWNLOAD AND SET UP ZOOM

TIP: Downloading Zoom and setting up Zoom is a onetime process.

Zoom is the video conferencing software used along with the Virtual Senior Academy to connect you to your virtual class. The download process begins when you join a class for the first time.

1. Once you click the “Join Now” you will be redirected to a page where you will be asked to download the program “Zoom”. You need “Zoom” to attend a class for Virtual Senior Academy.
2. At the Bottom left of your screen you will need to click on the download called “Zoom_launcher.exe” to run the program.

3. Once download is complete and your Facilitator has logged in, you will receive a notification to enter a meeting. Click “Open Zoom Meetings”.

4. After you click to “Open Zoom Meetings”, you will see a new pop-up requesting you to put your name in the box. This will be used when you participate in the class for the Facilitator to call on you if you ask questions. Click check box next to “Remember my name for future meetings” to have Zoom remember your name.
5. Click “Join” to enter the Zoom video classroom. You will not be able to see the other participants or the Facilitator until the Facilitator has logged into the class.

6. After clicking “Join”, you will be viewing the participant Zoom. As you enter the class, you will receive an initial message that asks you if you would like to test your audio speakers and microphone. This message will appear every time you log in to the Zoom platform to attend a class.

7. If you want to test your speakers and microphone, click the blue “Test Computer Mic & Speakers.”

8. Click “Join Audio Conference by Computer” if you do not want to check audio or video.
More About Zoom
HOW TO: USE THE PARTICIPANT SCREEN IN ZOOM

From the participant screen, we will help you navigate Zoom by looking at how to adjust your volume, video, and how to ask questions in the class. Below is an image of the participant view when you enter Zoom.

![Participant view in Zoom]

The bottom panel will help you adjust audio, start or stop video, manage participants, take a poll, or end your meeting. Below is a brief description of each button, which the guide will go into more detail later.
You Can:

1. “Mute” and “Unmute” are available to turn on and off to participate in class.

2. “Start Video” and “Stop Video” will turn off and on the video.

3. Click on “Participants” to bring up a white panel of options to interact within the class; such as “Raise Hand”, “yes” or “no”, to “go slower” or “go faster”.

4. “Leave Meeting” will exit you out of the class.

5. There may be survey questions at the end of your class.

TIP: Some functions on Zoom are not available, such as “Invite” or “Share Screen”. Share Screen is only available for Facilitators as additional classroom tools.
HOW TO: ADJUST AUDIO AND VIDEO IN ZOOM

On the bottom left of the participant screen, is a panel that will have a headset image and a video image.

Adjust Audio:

1. Click on the microphone image to adjust the audio. You can “mute” and “unmute” yourself by clicking on the microphone button. The red slash through the microphone means you are muted. When you are muted, classmates and the Facilitator will not be able to hear you. It is recommended to “Mute” yourself, while Facilitator is speaking to reduce background noise.

2. It is recommended to use a headset while using zoom to better hear the participants and Facilitator.

TIP: Your Facilitator may have you muted at the start of class.
Adjust Video:

1. Click “Start Video” to start your video. There will not red slash on the video icon. Turning on the video will allow participants and the Facilitator to see you.

   TIP: Your video will automatically start when you enter the class. Please leave the video on during the class for optimum experience for you and your peers.

2. “Stop Video” – Click on stop video to turn off the video. There will be a red slash that goes over the video. Other participants will be unable to see you when video is stopped.
How can I enlarge my screen to better see the other participants?

From the participant video screen, in the top right corner there is a “Enter Full Screen” button. “Enter Full Screen” allows the video to take up the entire desktop screen. This will allow you to see the other participants and Facilitator better if you are having difficulty seeing everyone.

1. To “Enter Full Screen” click on

2. To “Exit Full Screen”, click on
HOW TO: PARTICIPATE IN CLASS USING ZOOM

Now that you’ve set up your audio and video, you may want to know how to participate in class when you are talking.

1. Click on “Participants” on the bottom bar to see options to interact with Facilitator on Zoom while in class. Clicking on “Participants” will pull up a white panel.
2. On the white panel, next to your Zoom Screen, you will see the list of your classmates’ names as well as options on the lower half for “Raise Hand”, “Yes”, “No”, “Go Slower”, “Go Faster” and “More”.

3. Hover over “More” to use options “dislike”, “like”, “clap”, “need a break”, and “away”

4. **How Can I Ask Questions?** Click on the “Raise Hand” button. The “Raise Hand” will send a notification to your Facilitator that you have a question or want to make a comment.

5. **How Can I Ask my Facilitator to Talk Slower?** There is a “Go Slower” button that will send a message to your Facilitator that they are speaking too quickly.
Class is coming to an end; How do I leave my class?

To leave a class:

1. You can wait to have the Facilitator disconnect the class.
2. Or you can click “Leave Meeting” on the Bottom panel of the video.
Where Do I Go If I Need Additional Help?
**HOW TO: RECEIVE ADDITIONAL HELP**

During your Virtual Senior Academy Experience, you may have difficulty with certain portions of the site. Your successful and happy experience is very important to the Virtual Senior Academy staff. If you find that you need help, there are several ways we can direct you to get help.

1. Click on the “Help” button next to the “Home” button on the top right of your screen. By clicking on “Help”, you will be taken to new page where you will able to download materials to address problems.

![Help Button](image)

2. If you are having trouble on the Zoom video conferencing platform. Please click on the following link: [https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing](https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing). This link will provide tips and educational videos to help you have a successful experience on Zoom.

**At Any Time**

3. Please contact a Virtual Senior Academy staff for help navigating the Virtual Senior Academy site or Zoom. You can contact us through email or phone. Our email is [help@virtualsenioracademy.org](mailto:help@virtualsenioracademy.org) or call at 412 – 594 – 2579.