

ePistle

Volume 1, Issue 2

July 2018

Editor's Comments

Jim Dunphy



Thank you for all the nice comments after the first edition of the ePistle. I particularly want to shout out to Louis Coglianese. He made a simple suggestion to save the ePistle not in a word format but as a pdf. I tried it and voila, the appearance was outstanding. Sometimes the most simple ideas produce the greatest results, and this is certainly an example of that! I am also pleased to have an article from Martha Powers on inserting videos in power points. Using short videos I think enhances the class, and now you have a number of ways to use them (and a caveat – if the video goes

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How to Load Videos in PowerPoint

Martha Powers



How to Imbed a Video Clip in Your PowerPoint Presentation

(Note: the low tech person Martha is referring to is moi. I have been downloading videos using a variety of programs – the most recent being qdownloader – then saving them in the folder for the class. I have the folder on background, and when I get to the video in my class, I minimize the power point, and click on the video. When the video is finished, click on the power point again, and from slide show, click on From Current Slide. For a more high tech version, see below)

If you've been mousing your way from your PowerPoint presentation to video links stored elsewhere, you can save several steps (and your class won't bear witness to your mousing skills!) by imbedding the video in your PowerPoint file. This also means you won't be dependent upon the speed and availability of the internet when you're presenting.

First, a caveat: you should never download video to be used in a public venue, or if your PowerPoint will be stored on OLLI's DocStore (which is public). Most videos are copyrighted.

Here's how to do this:

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more than 5 minutes or so, you usually have some shifting around by the students, so keep that in mind!) I also this month had the distinct privilege of attending Kathie West's class, and the highlights are later in the ePistle. I hope this is the first of a regular series of classes that Kathie and other master instructors teach to provide best practices. If you think you have something to offer in this regard, please let me or Jennifer and Alice know.

I would also like to thank the many folks who also provided information and thoughts in response to the June Newsletter. Nothing is more boring than listening to one person pontificate and the more voices we have the better the Newsletter. In fact, there was too much to get in July so wait until August!

Finally, I would like to close with the signature line of OLLI Instructor Tom Hady, whose suggestions are later in the newsletter. It is *Minds are like parachutes. They only function when they are open.* I cannot think of a better slogan for the Teacher Resource Initiative! Thanks Tom for letting me steal your line!

Alice and Jen's Corner

Greetings from Alice and Jen's Corner, Happy Summer! While you are enjoying your OLLI classes, sunshine and warm breezes, don't forget that the deadline for winter term course proposals is July 27. If you are super motivated and your creative juices are flowing, we encourage you to send in now your spring term 2019 proposals as well. The deadline for spring term is October 12. As a gentle reminder, we are asking that you please submit course proposals earlier than these deadlines and that you use the course proposal due date as final for submitting new proposals to the program associates. Late proposals throw a kink into our scheduling

processes and we may not be able to accommodate them.

Just days after the course proposal deadline, we begin scheduling all of the approved courses/presentation/events. This is a precarious game of Jenga, matching teacher availability with classroom space. With the amount of offerings at record levels these days, this process has become even more challenging with little room for flexibility.

In this context, course proposals received late throw a wrench in this delicate scheduling. Please do your best to honor deadlines so the time it takes us to create the term calendar is as efficient as possible. Alice and Jen

Kathie West Class

Kathie West shared some of her experience as a teacher in secondary schools and a long time OLLI instructor in her class Teaching Tips for OLLI Instructors recently. She had some excellent tips for OLLI instructors and would be instructors. The overarching point she made was that you had to consider your audience. Even those instructors who like her have experience teaching at the elementary, secondary or college levels need to realize that the OLLI audience is different from those groups and you have to adjust your planning accordingly. For example, no matter what your topic is, you might find someone in your class that knows more about it than you do. Instructors should also be aware of the learning styles of their students – whether they are auditory or visual learners, sensory or intuitive learners. Obviously, you need to adjust your teaching style using these factors, but also be aware that in your class students will not all use the same styles. As previously noted, classes such as this will be part of the overall Teacher Resource Initiative, along with many other programs. Stay tuned for more information on such classes in the future!

CALENDAR OF EVENTS

SPECIAL EVENT

PLACE OLLI

TIME JULY 17

Winter 2019 Course Proposals due

SPECIAL EVENT

PLACE TALLWOOD TA1

TIME SEPTEMBER 6, 1230

Teacher Welcome Event

SPECIAL EVENT

PLACE OLLI CAMPUSES

TIME SEPTEMBER 17

Fall Semester Starts

SPECIAL EVENT

PLACE OLLI

TIME OCTOBER 12

SPRING 2019 COURSE PROPOSALS DUE

Calling All Instructors

Don't forget that OLLI has locations in Reston and Loudoun – when you fill out the course proposal form, consider teaching at one of those locations or if you have already taught a class at Fairfax and have all the materials ready, consider teaching the class at Reston or Loudoun.

I can say from experience that they are not on the dark side of the moon, and the students are very enthusiastic about the classes. Classes in Loudoun are usually taught at a facility shared by OLLI from George Mason, with the most up to date technology available.

If you have any questions about classes in one of these locations, contact Elizabeth Lambert (elambert@gettysburg.edu) for Reston or Barbara Wilan (bwilan@nvcc.edu) for Loudoun.

Teacher event

Make sure you have September 6 on your calendar for the first Teacher event!

- 1) First, open a new blank slide in PowerPoint.
 - 2) Go to downloader at <https://qdownloader.net/>
 - 3) Open another browser, and go to YouTube. Find the video clip you want to copy, and copy its URL. (It will typically start with <https://www.youtube.com/watch?v=>.)
 - 4) Go to your downloader browser and enter the YouTube URL into the window that says "Enter the video's link..."
 - 5) Click "Download." The video will be downloaded quickly.
 - 6) Scroll down and choose your format. Most likely, you will want "Download Video with Sound" in the highest available format (usually mp4). Click "Download" for your desired format.
 - 7) You'll be given the options "Open/Save/Cancel." Choose "Save."
 - 8) You'll be given the options "Open/Open Folder/Download." Choose "Open Folder."
 - 9) Your folders should appear, with the new download highlighted. Right-click on it and choose "Copy."
 - 10) Go to a new blank slide in your PowerPoint and paste the video there. You can expand it to fill the screen. You can also use Format/Poster Frame/Current Frame to select a shot from the video that will appear onscreen before you play the video, and you can use Playback to trim the video at the beginning or end.
- When you're playing your slide show in PowerPoint, the video slide will show first as a still photo (or dark screen if you haven't chosen to follow #11 above).
- Simply click the laptop remote once (or click the forward arrow on the laptop) and the video will play. There's no need to go onscreen and look for the video start arrow.

SOME POWER POINT THOUGHTS

TOM HADY

One further thought on PowerPoint presentations. If you are showing pictures, don't use a white background on your slides. Gray or black works much better. If the room is dark (as it always should be for pictures) your audience will be dazzled by the bright white light and the pictures will seem dark and lifeless.

Dropbox vs. Docstore

As many of you know, John West has taken a well-deserved retirement from running the Docstore, and OLLI is working on selecting a new Duke (or Duchess of the Docstore)

Dan Feighery provided an excellent method for using Dropbox instead of the Docstore, but darn it, ran out of room in July – so look forward to it in the August edition of the ePistle!

THOUGHTS

POWER POINT APPEARS TO BE AN ISSUE THAT MANY INSTRUCTORS WOULD LIKE ASSISTANCE WITH.

WHILE WE ARE IN THE PROCESS OF CONSIDERING A FORMAL CLASS ON THIS SUBJECT, POWER POINT EXPERTS NANCY SCHEELER AND PETER ANSOFF (THE LATTER AN ACE WHEN IT COMES TO ANIMATION) HAVE AGREED TO PROVIDE ONE ON ONE INSTRUCTION ON POWER POINT

WHAT THEY WOULD LIKE IS FOR INSTRUCTORS TO HAVE A SUBJECT AND HAVE DONE RESEARCH, SO THE INSTRUCTION WILL RESULT IN A POWER POINT FOR AN ACTUAL CLASS

IF YOU ARE INTERESTED, PLEASE CONTACT ME AT [DUNPHYJJ@AOL.COM](mailto:dunphyjj@aol.com) WITH SPECIFIC DATES AND THEN I WILL WORK WITH THE INSTRUCTORS ON A DATE AND OLLI STAFF ON A LOCATION

Closing Thoughts

I was in the Army for 35 years, and combined with 20 years as a fed and 5 years teaching middle school, I am aware of the old saying "the job isn't finished until the paperwork is done!"

So I keep, and advise all OLLI instructors keep, a status chart file. Here, I note each class and term. It allows me to remember if I sent a course proposal, and when I get the dates/times for the class, I have a place to remember them (it is June as I write this, and already have a class date/time for January – Alice is as efficient as ever!)

I also put on the chart dates that I will be unavailable to teach, due to travel or other commitments. As Alice and Jen note, scheduling takes place early and is not easy. So if I can tell them I am not available from March 1 to March 15, they can take that into consideration in developing the schedule, rather than putting the pieces together and then being told oops.

Finally, it gives me a place to put in ideas for possible future classes. I always think anything can be an OLLI class. I was driving one day and heard the theme from "The Good, the Bad and the Ugly" and thought Spaghetti Westerns would be a great class. Or I read a bio of Paul Simon, and thought, there's a multi session class. So having them all in one place is a good repository of ideas. If you would like to see what I have done, please drop me a line at dunphyjj@aol.com. Take a look at my status chart, see what you think, and of course fine-tune it to meet what you want.

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