

FACILITATOR PORTAL GUIDE

The OLLI at DU Facilitator Portal is a platform that allows OLLI at DU facilitators to keep their profile information updated, access important course information (schedules and rosters), and submit their biographies and course proposals online.

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ACCESSING THE FACILITATOR PORTAL

- Go to OLLI at DU's website: olli.du.edu
- Click on Facilitator in the top, right corner of the screen
- Click on Facilitator Portal
- Or go directly to: <https://ollidenver.du.edu/duolli/instructor/Signin.aspx>

HOW TO LOG-IN

Your Facilitator Portal credentials are separate from your OLLI student account. Contact your site manager for your username and password.

To sign in:

- Enter your username and password, then click **Sign In**
- If you've forgotten your credentials, use the "Find My Username" or "Reset My Password" links below the sign-in button

NAVIGATING THE FACILITATOR PORTAL

THE TOP NAVIGATION MENU


SIGN OUT

logo


Welcome Eave Hastings

[Home](#) [My Information](#) [Course Proposals](#) [Change Password](#)


Home Custom Description




MY COURSES
A listing of all courses for which you are assigned as a facilitator.



MY INFORMATION
View and update your personal information, biography and maintain your account pas



MY SCHEDULE
A calendar showing all dates, course titles, class locations and the like.



COURSE PROPOSALS
View, manage, and submit course proposals.


From any screen in the portal, you can use the links in the top navigation menu to

HOME: return to the home screen

MY INFORMATION: access and make changes to your personal information including name, contact info, and your facilitator bio

COURSE PROPOSALS: View your previous course proposals or submit a new one

CHANGE PASSWORD: change the password you use to access the facilitator portal




THE HOME SCREEN

1


2

3


4




MY COURSES
A listing of all courses for which you are assigned as a facilitator.



MY INFORMATION
View and update your personal information, biography and maintain your account password.



MY SCHEDULE
A calendar showing all dates, course titles, class locations and the like.



COURSE PROPOSALS
View, manage, and submit course proposals.

logo

Welcome Faye Hastings

[Home](#) [My Information](#) [Course Proposals](#) [Change Password](#)

Home Custom Description

Click MY COURSES to view:


- Your class schedule
- Your class roster
- History of your courses

Click MY INFORMATION on the home screen or in the top navigation menu to update your:

- Name
- Contact information
- Facilitator Biography

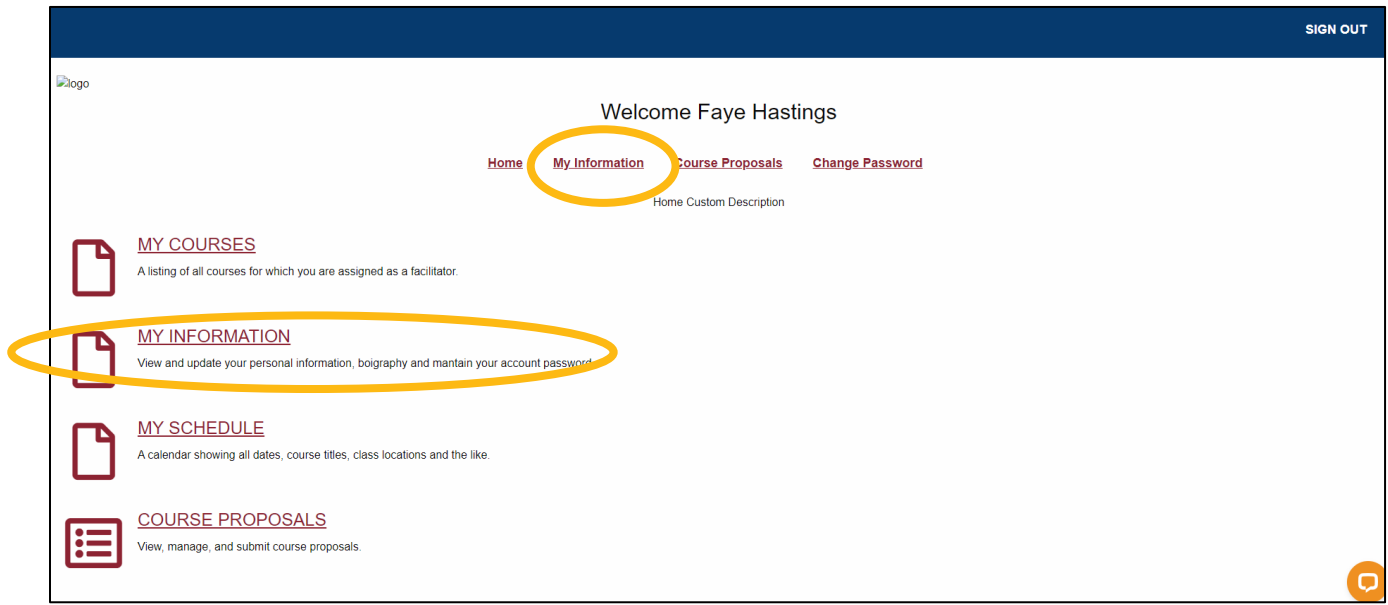
Click MY SCHEDULE to view your current class schedule in calendar form.

Click COURSE PROPOSALS to view a history of your course proposal forms or to submit a new course proposal.

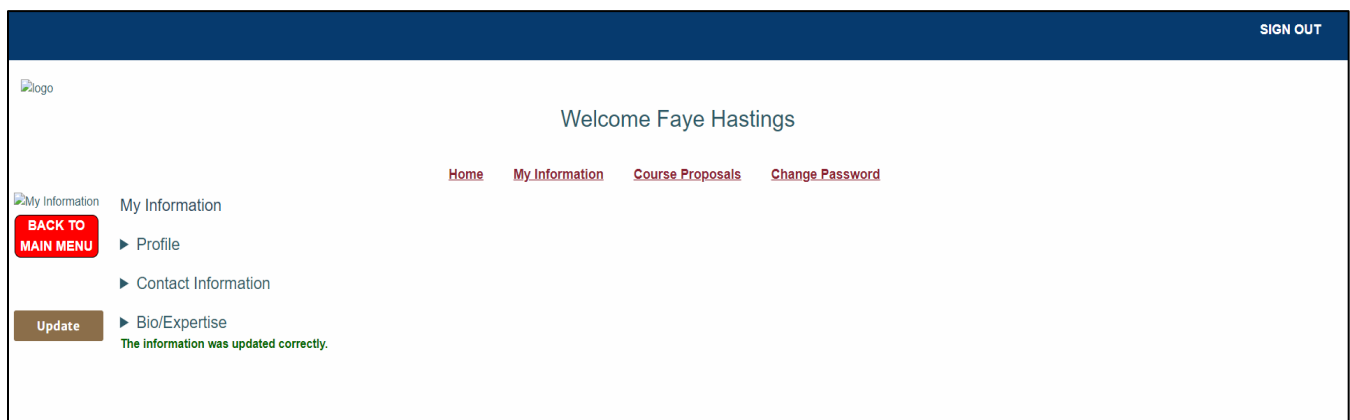


HOW TO UPDATE YOUR PERSONAL INFORMATION

- Click **MY INFORMATION** in the top navigation menu or on the home screen



THE “MY INFORMATION” MENU



Click **PROFILE** to update your **name**. Click the brown UPDATE button at the bottom of the screen to save changes.

Logo

Welcome Faye Hastings

Home My Information Course Proposals Change Password

My Information

BACK TO MAIN MENU

▼ Profile

Employee ID

Alternate ID

Date of Birth

mm/dd/yyyy

* First Name

Faye

* Last Name

Hastings

Middle Name

Vendor Id

Company

Preferred Name

Title

None

Suffix

None

Gender

--Select one--

Highest Education Level

Select education level

► Contact Information

Update

► Bio/Expertise

The information was updated correctly.

Click **CONTACT INFORMATION** to update your phone number(s) and email address(es). Click the brown UPDATE button at the bottom of the screen to save changes.

Welcome Faye Hastings

Home My Information Course Proposals Change Password

My Information

BACK TO MAIN MENU

► Profile

▼ Contact Information

Address 1

Address 2

Web Site

Zip Code

County

Comments

City

Country

United States

State

Colorado

* Day Phone

Display Name

Evening Phone

* Email 1

Email 2

Update

► Bio/Expertise

The information was updated correctly.

Click **BIO/EXPERTISE** to update your biography or to view your facilitator expertise ranking. Click the brown **UPDATE** button at the bottom of the screen to save changes.

Welcome Faye Hastings

Home My Information Course Proposals Change Password

My Information

BACK TO MAIN MENU

My Information

- Profile
- Contact Information
- Bio/Expertise**

Biography

Please consider using a site such as [HTTPS://WWW.GRAMMARLY.COM/](https://www.grammarly.com/) to check spelling and grammar before submitting your materials. It's a great way to ensure clarity and professionalism in your content.

STYLES - FORMAT - FONT - SIZE - COLOR - ?

This is my biography:

BODY

Expertise

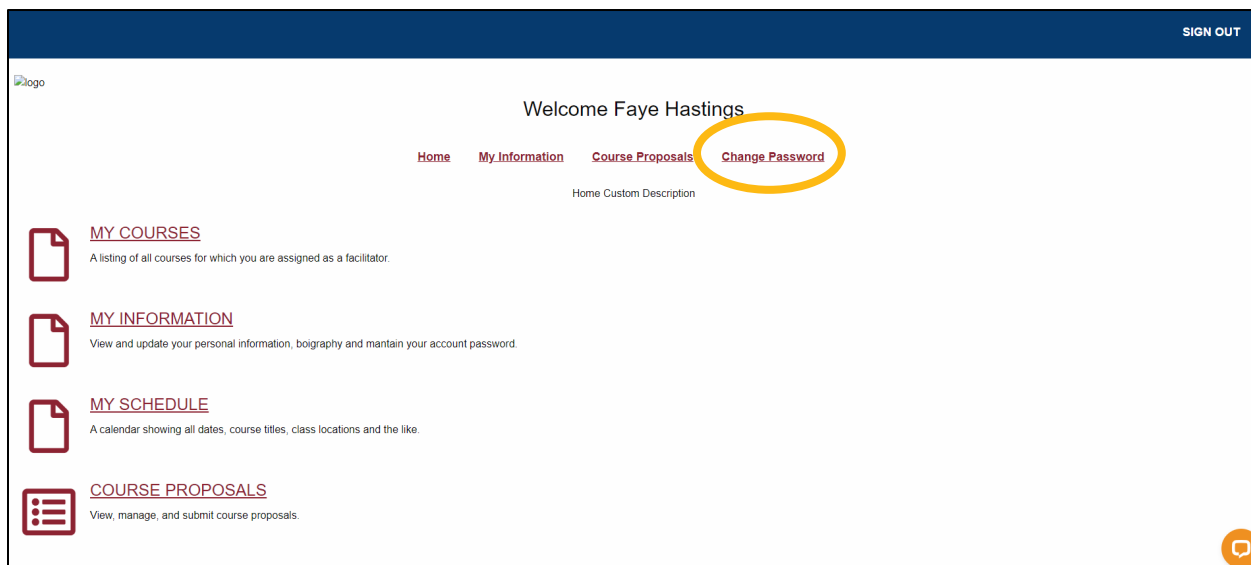
- Diamond Facilitator
- Facilitator
- Master Facilitator
- Platinum Facilitator
- Senior Facilitator

Update

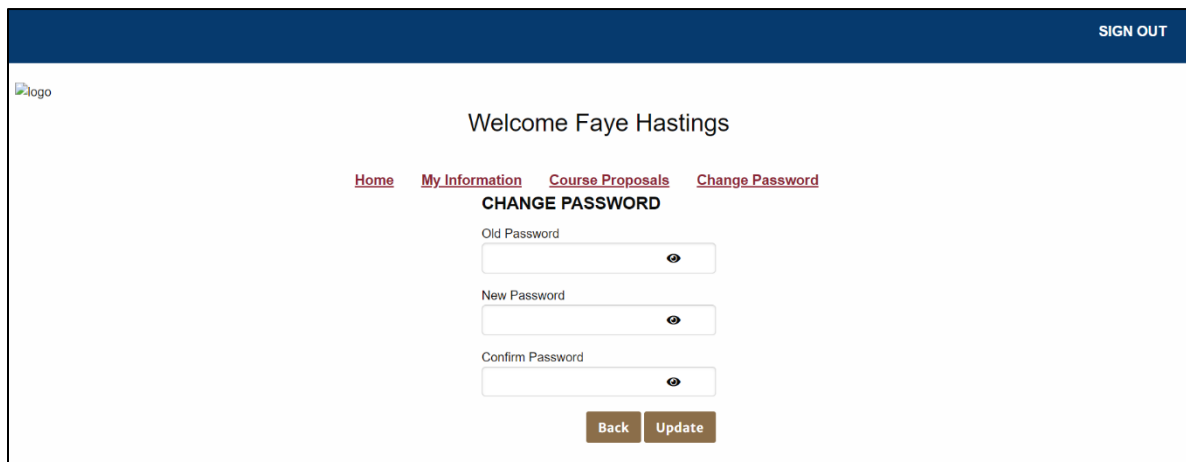
HOW TO CHANGE YOUR PASSWORD

To protect your privacy, we always recommend changing your password the first time you log in.

- Click on CHANGE PASSWORD in the top navigation menu.



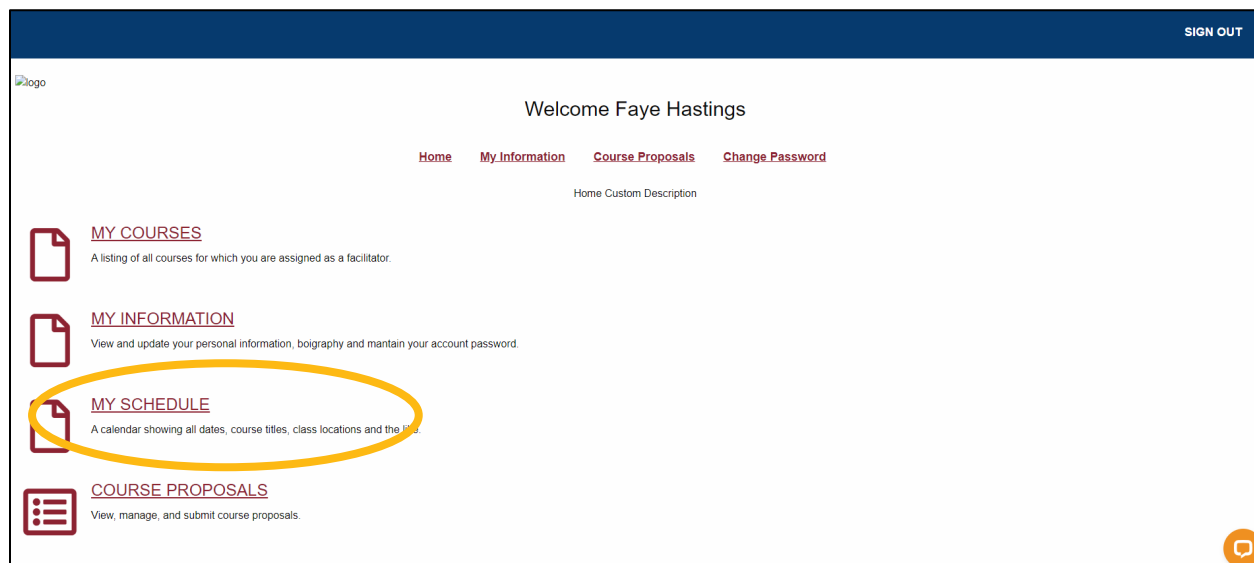
Enter your current password, then enter your new password twice to confirm. Click **UPDATE**.

A screenshot of the 'CHANGE PASSWORD' form. The form is titled 'CHANGE PASSWORD' and is located below the navigation bar. It contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each input field has a small eye icon to its right, indicating a toggle for password visibility. Below the input fields are two buttons: 'Back' and 'Update'.

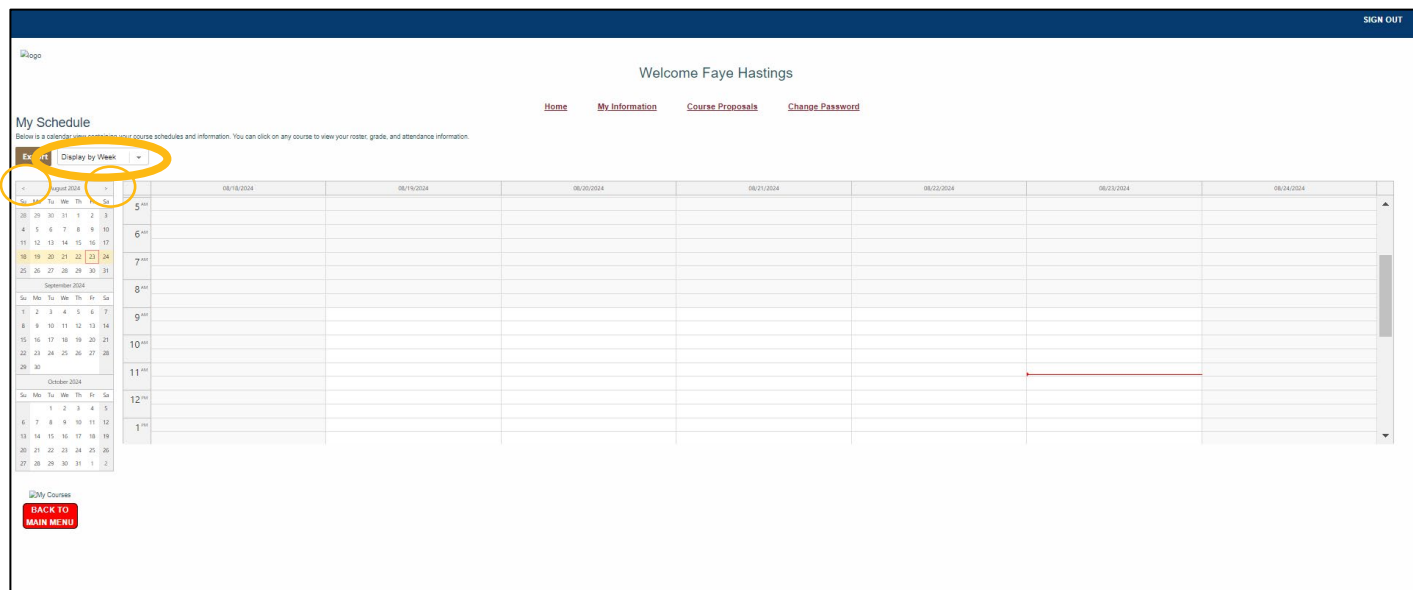
HOW TO VIEW YOUR COURSE SCHEDULE

CALENDAR VIEW

- From the HOME page, click MY SCHEDULE.



- Use the drop-down menu to change calendar view (day, week, or month)
- Navigate between months using the arrows next to the month name



MY COURSES:

- From the HOME page, click MY COURSES
- Course schedules are displayed in the table
- Sort by clicking any column header

[BACK TO MAIN MENU](#)

My Courses

Export

Show 25 Entries

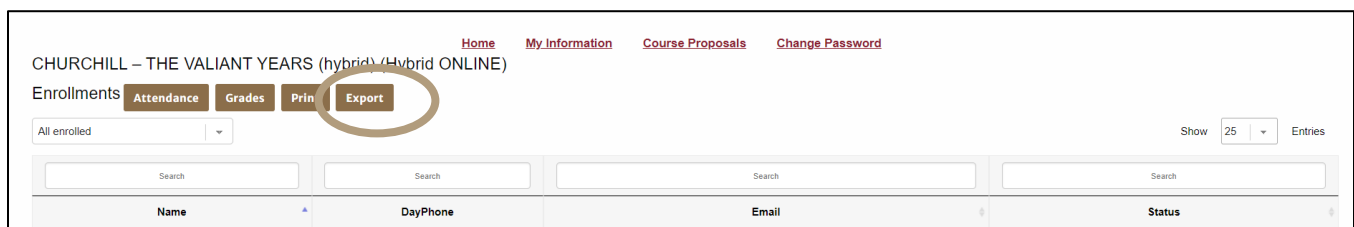
TITLE	SKU	TERM	START DATE	END DATE	START TIME	END TIME	DAYS	STATUS	ENROLLED
CRUSADE IN EUROPE: WORLD WAR II (Hybrid ONLINE)	s24HEC101001	s24	2024-04-02	2024-05-21	1:00PM	3:00PM	Tu	Active	29
CRUSADE IN EUROPE: WORLD WAR II (Hybrid - In-Person - On Campus)	s24HEC101002	s24	2024-04-02	2024-05-21	1:00PM	3:00PM	Tu	Active	13
Prelude to the Second World War - Hybrid (Hybrid In-Person - Ruffatto)	w24HSEC100601	w24	2024-01-16	2024-03-05	1:00PM	3:00PM	Tu	Active	17
Prelude to the Second World War - Hybrid (Hybrid ONLINE)	w24HSEC100602	w24	2024-01-16	2024-03-05	1:00PM	3:00PM	Tu	Active	38
War on the Eastern Front (Hybrid In-Person - Ruffatto)	t23HSEC100501	t23	2023-09-19	2023-11-07	1:00PM	3:00PM	Tu	Active	12
War on the Eastern Front (Hybrid ONLINE)	t23HSEC100502	t23	2023-09-19	2023-11-07	1:00PM	3:00PM	Tu	Active	46
CHURCHILL – THE VALIANT YEARS (hybrid) (Hybrid ONLINE)	t24HEC107301	t24	2024-09-17	2024-11-05	12:30PM	3:00PM	Tu	Active	29
CHURCHILL – THE VALIANT YEARS (hybrid) (Hybrid In-Person - Ruffatto RM 204)	t24HEC107302	t24	2024-09-17	2024-11-05	12:30PM	3:00PM	Tu	Active	9
MATINEE AT THE BIJOU – MORE BOGART AND FRIENDS (ONLINE)	t24VPA100901	t24	2024-09-16	2024-11-04	12:30PM	3:00PM	M	Active	34
MATINEE AT THE BIJOU: MORE AGATHA CHRISTIE MYSTERIES (ONLINE)	s24VPA105401	s24	2024-04-01	2024-05-20	12:30PM	3:00PM	M	Active	88
Alfred Hitchcock Presents 3 (Online-On Campus)	w24VPA100201	w24	2024-01-22	2024-03-11	12:30PM	3:00PM	M	Active	2

HOW TO VIEW YOUR CLASS ROSTER

- Go to **HOME**, click **MY COURSES**, then click on your course title
- View enrolled students' names, phone numbers, email addresses, and payment status

To email your class:

- Click **Export** to download your roster as an Excel file
- Use this spreadsheet to copy and paste the list of email addresses.

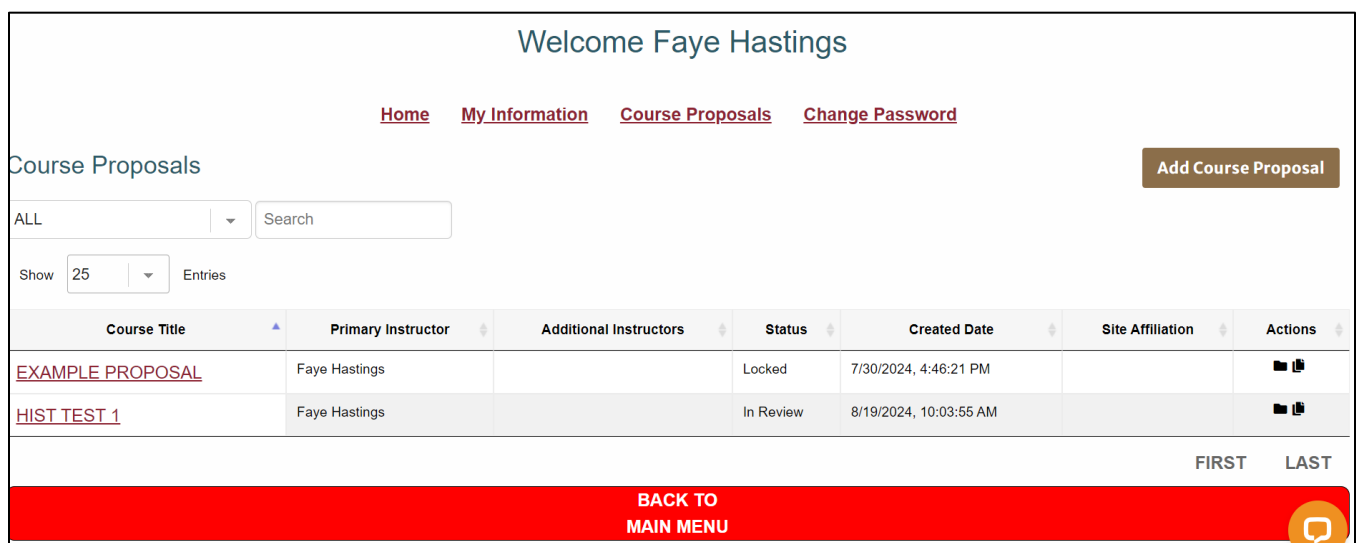
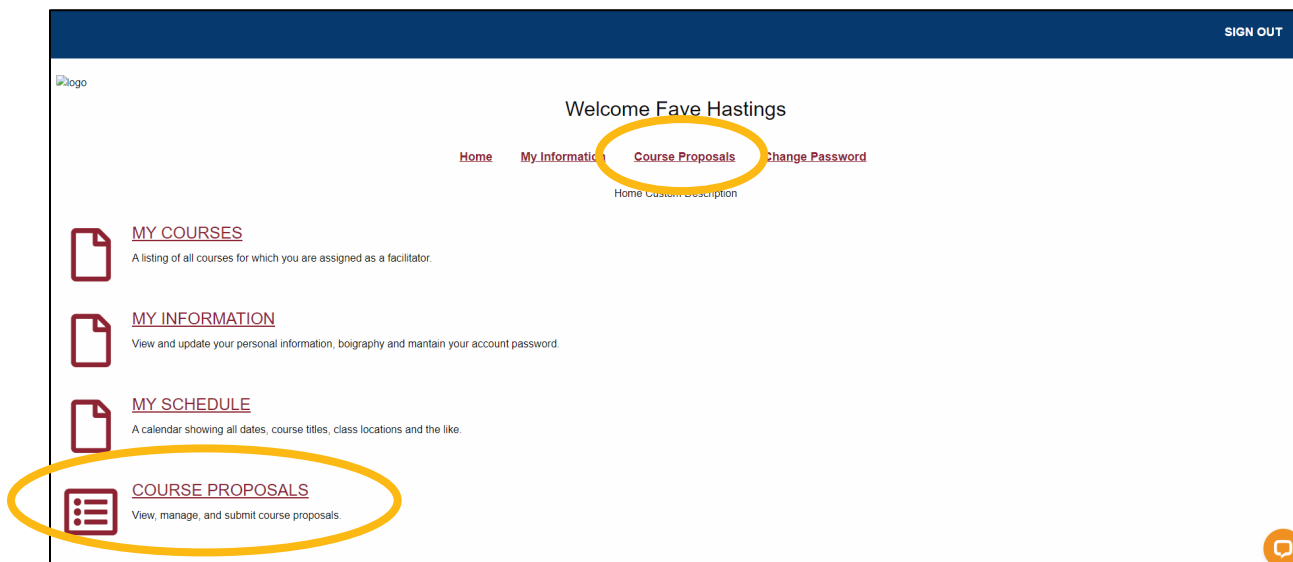


The screenshot shows a web interface for a course titled "CHURCHILL – THE VALIANT YEARS (hybrid) (Hybrid ONLINE)". At the top, there are navigation links: [Home](#), [My Information](#), [Course Proposals](#), and [Change Password](#). Below the course title, there is a section labeled "Enrollments" with four buttons: **Attendance**, **Grades**, **Print**, and **Export**. The **Export** button is circled in brown. To the left of the buttons is a dropdown menu labeled "All enrolled". To the right is a "Show" dropdown set to "25" and an "Entries" link. Below these elements are four search bars, each labeled "Search". At the bottom, there is a table header with four columns: **Name**, **DayPhone**, **Email**, and **Status**.

COURSE PROPOSAL FORMS

ACCESS YOUR COURSE PROPOSAL FORMS

- Click **COURSE PROPOSALS** in the top navigation menu or on the home screen
- Click any course title to view proposal details



HOW TO COMPLETE & SUBMIT A NEW COURSE PROPOSAL

Adding a Course Proposal

- Click **ADD A COURSE PROPOSAL** (top right)
- Complete all form fields (contact your site manager with questions)
- Click **SAVE** to save progress and return later, or **SEND TO APPROVE** to submit

Before you **SEND TO APPROVE**:

- All required fields (red asterisk) must be completed
- Once submitted, changes cannot be made

After clicking **SEND TO APPROVE**:

- Successful submission returns you to your course proposals list OR
- Errors display in red at the top of the form, please correct then click **SEND TO APPROVE** again
- Your site manager, coordinator, or curriculum team will contact you to review

HOW TO SUBMIT A SYLLABUS/COURSE OUTLINE

Submitting a syllabus/course outline is optional.

Syllabi can be submitted with your course proposal or at a later date

To submit:

- Open your course proposal and scroll to "Will you be providing a Syllabus/Course Outline?"
- Click the provided link to access the form
- Complete all fields (leave additional weeks blank for courses under 8 weeks)
- Proofread and click Submit

After submitting:

- Your syllabus is automatically sent to OLLI staff
- You'll receive an email copy

USING AI TO WRITE YOUR BIOGRAPHY AND/OR COURSE PROPOSAL

We recommend using an AI writing assistant program such as Grammarly to improve your writing when submitting your Facilitator Biography and your Course Proposal descriptions.

Grammarly can detect grammatical and spelling errors, as well as offer suggestions to rephrase text to improve tone or clarity in your writing. Grammarly has free plans and paid plans. Go to www.grammarly.com to learn more or download their software.