

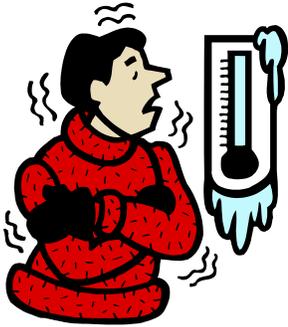
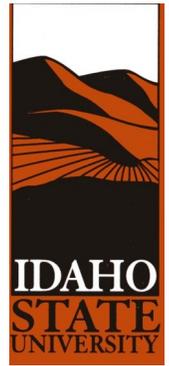
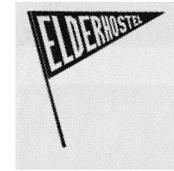
Friends For Learning Newsletter



www.FriendsForLearning.com

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A word from our President.... "Brrrrr."

WELCOME FFL MEMBERS

It's cold and dreary outside, but this *is* the Spring Semester so come keep warm with other members of FFL. We'll have FUN, we'll LEARN and we'll SOCIALIZE!

Classes Begin - Registration is behind us and we're ready to begin classes next week. I hope you were all able to get into the classes you requested, and I'm sure that you'll enjoy them. If anyone has a question or a problem relating to their schedules, please give me a call; I'm sure things can be rectified to your satisfaction.

Name Tags - If you are NEW to FFL be sure to wear your name tag (keep it with you and wear it to every class) so that we get to know you. Introduce yourselves to others and enjoy the Spring Semester. If you did not get a name tag at registration and need one, there will be a sign-up sheet at each class held in TAB 200 (auditorium). Put your name on that list and a name tag will be made for you; pick it up at the next TAB 200 class. Be sure to keep your name tag — don't return it to the table.

If you failed to sign up for a class because you were not sure you could make it and now you find your schedule is open that day, "*WELL, COME ON DOWN!*" If the class is in the auditorium (TAB 200) and is unlimited, we would LOVE to have you attend — and bring a friend! Just remember that a parking pass is required in the ISU parking lot.

Classroom signs - So ... you get to school and realize you don't know the classroom location. Our wonderful facilitators will be putting signs outside the classrooms announcing the FFL class. This will eliminate your wandering through the halls of ISU looking for familiar faces!

Ideas - We are always looking for ideas for new classes. If you have a class suggestion and know a person who can present it, contact Joan Linde, Curriculum Coordinator, at 520-1207.

Facilitators — As we begin developing classes for each semester, we need facilitators. A facilitator assists the presenter in preparing the Course Information Sheet. There are just a few questions and a bio of the presenter, and equipment requirements for the class. Check the FFL website, www.friendsforlearning.com, and click on "Facilitators Package" for details. It is an easy job and you'll be helping with a vital service. Contact Joan Linde to offer your services to FFL. And thanks in advance for jumping in to volunteer.

Notification of Limited Classes for those without EMAIL addresses - FFL members who do not have email will be called by facilitators of limited classes to let you know if you have made it into the class or not. Make sure your telephone answering machine is on so in case you're not at home, she will be able to leave a message. Our facilitators aren't able to call you time and again to inform you of class status. Thank you so very much for your understanding and assistance in this matter.



Clarissa J. Olson, FFL President
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UPGRADED COMPUTER PROGRAM MAKES FOR SPEEDY ENROLLMENT

At Registration January 25, you may have noticed Denise Morton, Joanne Johnson and Eileen Jenkins intently checking papers at a table in the back of the room. They were beginning the formerly time-consuming task of registering students and enrolling them in classes.

Time for this process has been cut way down this semester thanks to several enhancements to the computer program used for registering students. A year ago two or three individuals worked approximately 50 hours enrolling about 250 students. This semester the task was finished in about 14 hours for 351 students.

The computer upgrade was approved by the FFL Board a year ago. Since that time a computer expert, Jason Songhurst, has worked tirelessly with Board members Allen Perkins, Computer Liaison, and Eileen Jenkins, Secretary, in streamlining the Access program to fit our needs. Facilitators were a great help in testing the program. All the hard work has paid off with quick registration of our largest student body ever.

Enrollment process

Enrolling students is an involved process. It begins as soon as we receive your Registration Forms. We first check for addresses and phone numbers against our "Master" data base and add new students. Generally 30-35 new students join FFL each semester. This procedure takes several hours.

Next, we begin enrolling students in classes. Most students take several classes, up to 35 or more each semester. It requires two board members working together to add students to class rosters.

- One person recites the class numbers from the student's Registration Form.
- The other person enrolls the student, class by class, into the data base.
- They then compare the total number of classes shown on the computer against the total shown on the Registration Form. If the totals do not agree, everything is rechecked to find the error.

After all students are enrolled, the computer automatically makes a roster for each class. If a class is limited, the roster is in random order with a separate "wait list" for those who did not make it into the class. All other class lists are alphabetized. An individual class schedule is also generated for each student.

A welcome letter is then sent by email to all students who have an email address. This is an important step as most correspondence is done through email. Bogus email addresses often show up in this process. Errors have to be tracked down.

Corrections are made on the "Master" data base, and automated class rosters are sent to facilitators. In the past approximately three to four hours was required to prepare and send rosters to facilitators. The new upgrade allows us to do this same task in minutes!

Membership in Friends for Learning continues to grow each semester. The Board continually looks for ways to streamline procedures that will save time and enhance your learning experience.

Students Receive Class Schedules

Marilyn Quast was surprised recently when she opened an email from Friends for Learning to discover an attachment with her own class schedule for the Spring semester.

The ability to generate individual class schedules is another enhancement to the recently completed computer upgrade.

"It was great having my class schedule sent to me," Marilyn says. "I especially like having the classes listed by date. This will make it easier for me to get to all the classes I've signed up for."

"The FFL Board has always wanted to provide class schedules for students," says President Clarissa Olson. "However, until now this has not been possible."

Having a class schedule automatically sent to you serves two purposes.

- You can verify that you have been correctly enrolled in the right classes.
- You will easily be able to see when and where classes are held.

As class schedules are automatically generated, only those with email addresses will receive them. Students who do not have emails should continue to make a copy of your Registration Form. If you are among this group and decide to get an email address, please contact Eileen Jenkins at 529-8225 or by email, jenkinseileen404@gmail.com so we can add you to our email list.