



TEACHER ORIENTATION

FALL 2024

AGENDA



1. Welcome!



2. Introductions



3. Logistics



4. Location Information

5. Online Classes

6. Course Evaluation

7. Marketing and Social Media

The logo for MAA LT, featuring the letters 'MAA' stacked above 'LT' in a bold, green, sans-serif font. A small white leaf icon is positioned to the right of the 'A' in 'MAA'. The logo is set within a white circular background.

MAA
LT



MA
LT

WELCOME!

NAME

PRONOUNS

WHAT YOU'RE TEACHING THIS TERM



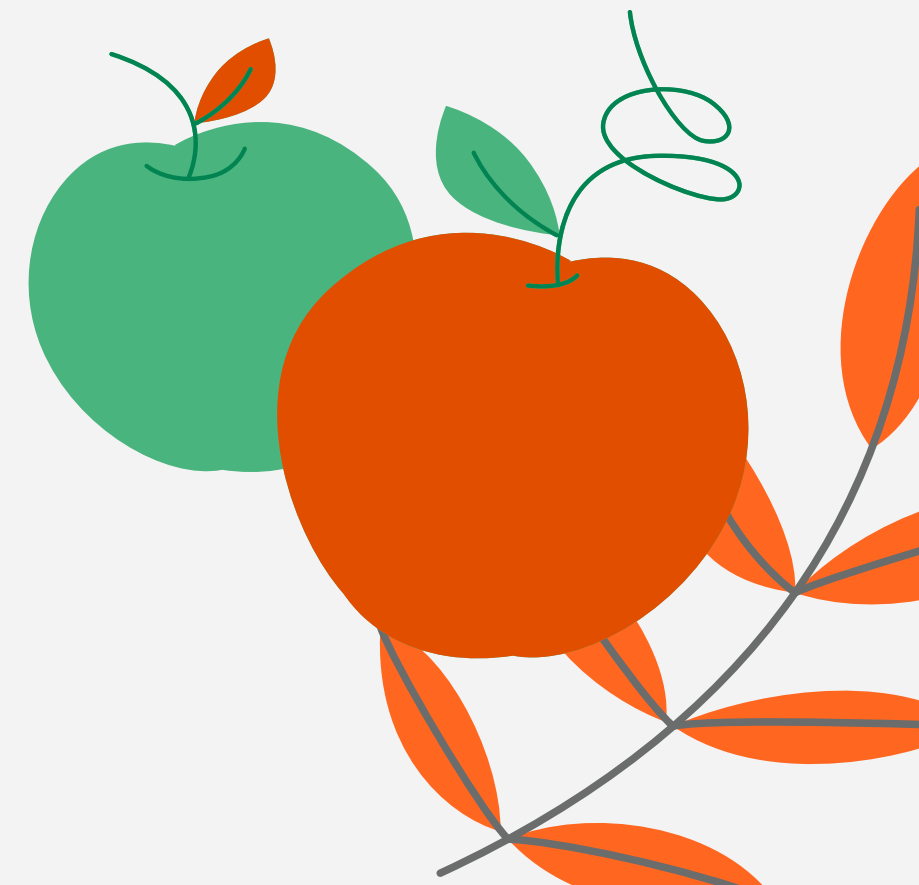
WELCOME!

- **MALT History**

- 1981: 17 classes, 125 registrants
- Today: ~750 classes, 3,500 registrants annually
 - Fall 2024: 250 classes, 32 online
- Staff & Board

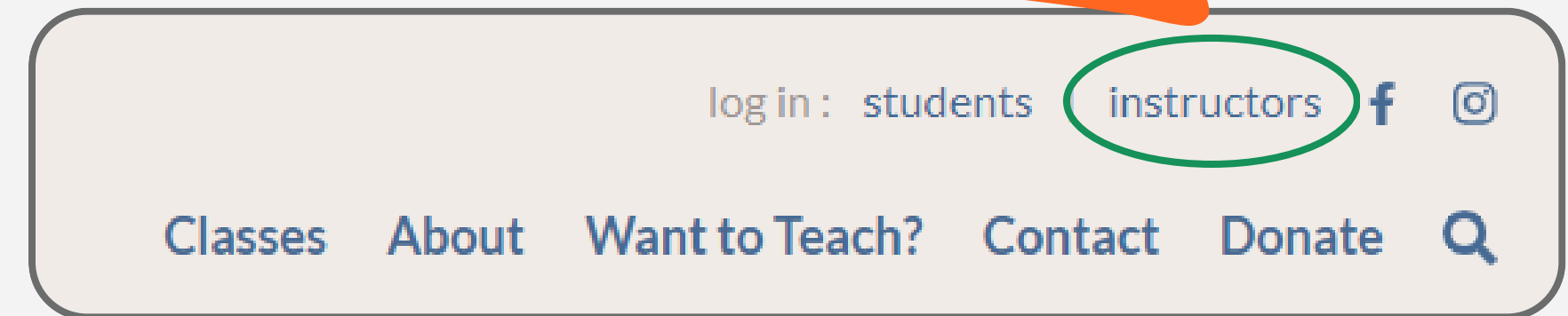
- **NEIGHBORS TEACHING NEIGHBORS**

- **A community of teachers and learners!**



LOGISTICS

- Log in to monitor registrations, print your roster, etc
<https://aceweb.mtairylearningtree.org/Instructor.awp>



- ✉ Email your students before class – make sure they have any pertinent details (parking info, room number, directions, etc). Make sure to BCC all students and include info@mtairylearningtree.org.
- Low enrollment: Most classes require 5 students to move forward
- No walk-ins! Please take attendance 😊
- Instructor perk! YOU can enroll in two classes during the term and receive a discount of up to 50%! Call the office to use your discount.



When do you get paid? We mail checks twice per term.



Instructor - Marck "Flaco" Best

Visit our [Teacher Info page](#) for helpful information, including social media tools, signage, and location contacts and directions.

[My Calendar](#) [My Profile](#) [Submit Course Proposal](#) [Log Off](#)

Courses

Course	Status	Enrolled	Opens	Begins	Ends	Meets	Instructor	Roster
Bachata for Singles AND Couples	Active	2		09/18/2024	10/23/2024	W from 7:30 PM to 8:30 PM	Marck "Flaco" Best	list
Bachata for Singles AND Couples	Active	0		10/30/2024	12/04/2024	W from 7:30 PM to 8:30 PM	Marck "Flaco" Best	list
Beginning Salsa	Active	4		09/17/2024	10/15/2024	Tu from 6:30 PM to 8:00 PM (no class 9/24)	Marck "Flaco" Best	list
Beginning Salsa	Active	3		09/21/2024	10/26/2024	Sa from 6:30 PM to 7:30 PM	Marck "Flaco" Best	list
Beginning Salsa	Active	1		10/22/2024	11/19/2024	Tu from 6:30 PM to 8:00 PM (no class 11/05)	Marck "Flaco" Best	list



Filter Options

- Show current and upcoming courses
- Include Online, Membership, and Donation courses
- Include Inactive Courses (courses taught in the past, or future courses that are not open for enrollment)
- Include Gradebook links to course workshops/lessons



24FDA07A Beginning Salsa

September 17 - October 15, 2024
Tu from 6:30 PM to 8:00 PM (no class 9/24)
Church of St. Martin the-Fields, 8000, Room: St. Martin's L

Rosters | **Course Details** | Tools (Email/Export/Reports)

4 enrolled as of 09/09/2024 11:19:09 AM. **Minimum Enrollment of 5 has not been met.**

Name	Address	Phone	Email	Seats Sold
Griffith, Jessica	1017 Garfield Ave Glenside, PA 19038 USA	(267) 528-9286 (Day)	jessg1179@yahoo.com	1
Johnson, Evonne	118 Wiedner St Philadelphia, PA 19120	(856) 397-4066 (Day) (267) 303-6800 (Evening)	elightbourn78@gmail.com	1
Morales, Victor	149 Fountain Street Philadelphia, PA 19127 USA	(347) 757-8254 (Day)	victor.morales1990@gmail.com	1
Seawright, Jonas	3620 Calumet Street Philadelphia, PA 19129	(215) 432-7765 (Day)	jonaseawright@gmail.com	1

[Back to Course Listing](#)



24FDA07A Beginning Salsa

September 17 - October 15, 2024

Tu from 6:30 PM to 8:00 PM (no class 9/24)

Church of St. Martin-in-the-Fields, 8000, Room: St. Martin's L

Rosters	Course Details	Tools (Email/Export/Reports)
Type:	Event	
Dates:	September 17 - October 15, 2024	
Meets:	Tu from 6:30 PM to 8:00 PM (no class 9/24)	
Sessions:	4 Session Details	
Location:	Church of St. Martin-in-the-Fields, 8000, Room: St. Martin's L	
Minimum Enrollment:	5	
Maximum Enrollment:	20	
Web Publish Properties:	Published/Registration Allowed	
Web Registration Deadline:	September 18, 2024	

Preview the [Course Status Page](#) (Student View)

Course Note (included in registration confirmation)

Flaco's Dance Factory is located close by in Jenkintown, Montgomery County and the classes include MALT students and student from the dance studio. Students will change dance partners.

Course Description

Salsa Dance Class: Immerse yourself in the vibrant and rhythmic world of salsa with our dynamic dance class. Originating in the lively streets of New York in the 1960s, salsa is a fusion of Cuban dance music, like Son and Rumba, and American influences such as swing and tap. This class will not only teach you the fundamental steps and techniques of salsa but also delve into the rich cultural history that shaped this energetic dance form. From its roots in Cuba, where the influence of Latin American rhythms met American creativity, to the emergence of distinct styles like Cuban and Colombian salsa, our class explores the global journey of salsa. Whether you're a beginner or an experienced dancer, join us as we celebrate the universal appeal of salsa, a dance that has captivated hearts and moved feet across continents, from New York to Benin and Ghana. Get ready to step into the rhythm and embrace the passion of salsa!

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24FDA07A Beginning Salsa

September 17 - October 15, 2024

Tu from 6:30 PM to 8:00 PM (no class 9/24)

Church of St. Martin-in-the-Fields, 8000, Room: St. Martin's L

Rosters Course Details **Tools (Email/Export/Reports)**

print roster save to excel **Email Students**

Email All Students Email All Students (Outlook users)

Or click this list to copy the emails to the Clipboard (for pasting into your email app):

```
jonsg1179@yahoo.com,elightbourn78@gmail.com,  
victor.morales1990@gmail.com,jonaseawright@g  
mail.com
```

[Back to Course Listing](#)

LOGISTICS

MALT COVID-19 POLICY Effective August 1, 2024

- Review MALT's COVID Policy – it's always up to date on our website:
<https://mtairylearningtree.org/covid-policy/>
- We are following the city's and CDC's guidelines
- If a student has to miss class due to Covid, please help them make up the missed content as much as possible. Contact us if you have questions.

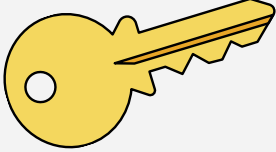


If you are not feeling well, please do not attend class.

We will help you reschedule.

LOCATION, LOCATION, LOCATION



- <https://mtairylearningtree.org/teacher-info/>
 - Review the location info sheet
 - Do you need a key for your location? 
- Would you like to check out your location ahead of time?
- BYOM - Bring Your Own Materials
- Communication is key!
- We are guests! Please leave the space better than you found it.





TEACHING ON ZOOM

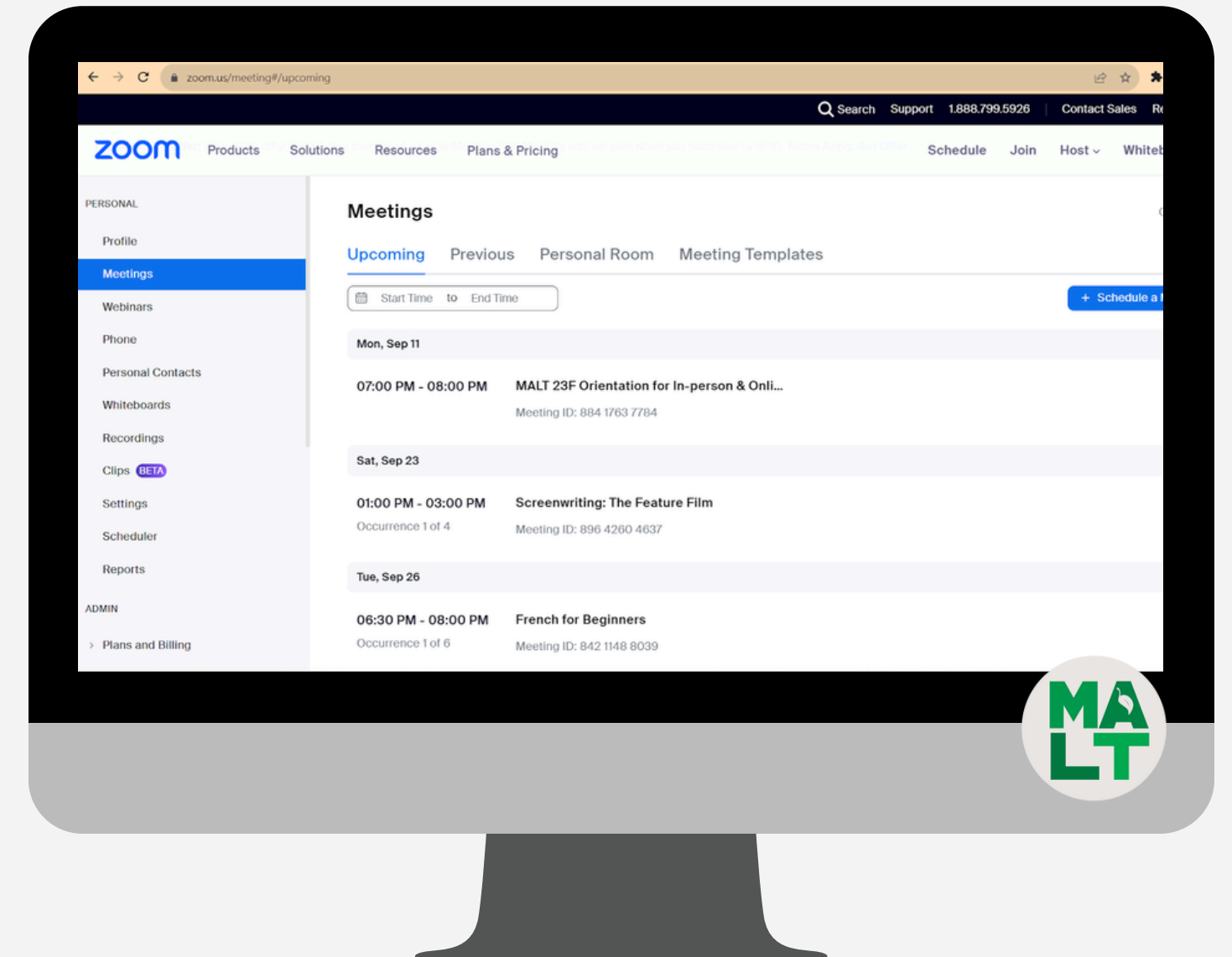
HOW DO I LOG ON?

- You have received an email with Zoom login details for your class.
- Go to www.zoom.us.
- LOG OFF of your personal account, LOG IN with MALT credentials.

*****VERY IMPORTANT!*****

Please only use this login information to teach your MALT class -- set up your own Zoom account for personal meetings.

- After you log-in, navigate to 'Meetings' and click on your meeting. You'll be able to press 'Start'.
- Please log in during MALT office hours (M-F 9AM - 2PM) so that we can help troubleshoot if needed.
- Do NOT begin more than 30 mins early, and be sure to end no more than 30 minutes after class.





TEACHING ON ZOOM

SENDING STUDENTS THE ZOOM LINK

- MALT sends a reminder email to your students a day before the first class with the Zoom link to join your class.
- We ask that you **please also email your students with the link** before each week of a multi-week class. (It's always the same link, regardless of how many weeks your class meets.)





TEACHING ON ZOOM

ZOOM SUPPORT

<https://learning.zoom.us/learn>

- Zoom has a lot of features available. If you're interested in finding out more, browse through their Quickstart guides and support topics.

MALT STAFF

- If you have specific questions and would like some one-on-one support, send us an email!

info@mtairylearningtree.org





COURSE EVALUATION

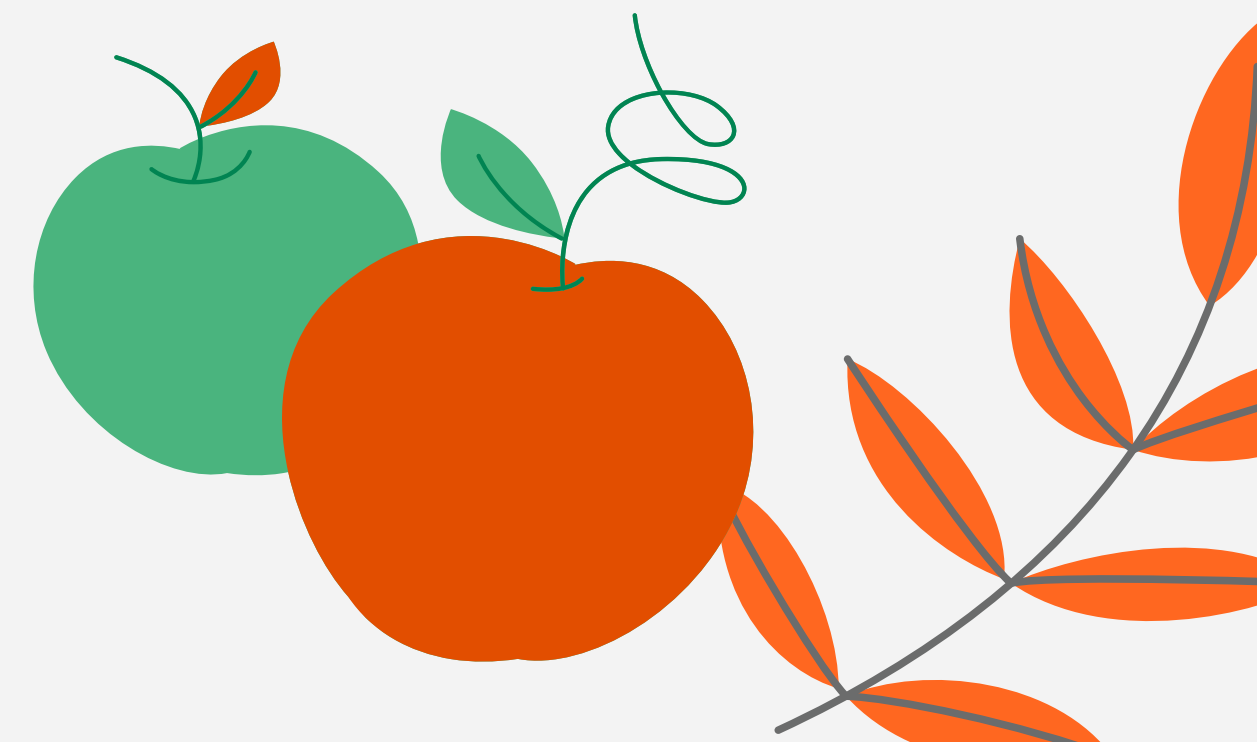


STUDENT EVALUATION FORMS

- Students are emailed an evaluation form when the class is complete. Please send it to your students when your class ends too – this helps us get a higher response rate!
 - https://www.surveymonkey.com/r/2019_MALT
- If you are interested in receiving your evaluations, be in touch at the end of the term!

INSTRUCTOR EVALUATION FORMS

- <https://mtairylearningtree.org/instructor-feedback/>



SOCIAL MEDIA & MARKETING



www.mtairylearningtree.org/teacher-info

General Info

For tips and more general information about faculty pay, general location information, what we expect from you and what you can expect from us [click here](#).

For New Instructors

[W-9 Form](#) (print, fill out, & mail)

Please fill in your name and address in Part I, provide your social security number in Part II, sign and date in Part III. Then mail to: MALT, 6601 Greene St, Philadelphia, PA 19119.

Zoom Training Guide

Click [HERE](#) to download our guide for using Zoom (pdf).

Promoting Your Class Via Social Media

We have written out some suggestions you can use to promote your class through various social media platforms [HERE](#).

Need our logo? Get it [HERE](#) and [HERE](#) for special teacher logo



***Don't forget the signup link!**

The screenshot shows a Facebook post from the Deaf-Hearing Communication Centre, Inc. The post is titled "Fall 2024 ASL Classes" and lists several offerings with QR codes and registration links. The offerings include:

- In-Person - Radnor:** MLSN 1, Tue 9/24 - 12/10 (make-up 12/17) 10-11:30a. Register for MLSN class. REGISTER: <https://tinyurl.com/msn2024>
- In-Person - Mt. Airy:** MALT 1, Mon 9/23 - 12/2 (make-up 12/9) 10a-12n; MALT 2, Tue 9/24 - 12/10 (make-up 12/17) 6:30-8:30p; MALT 4, Thurs 9/26 - 12/19 (make-up 1/2/25) 6:30-8:30p. Register for MALT classes. REGISTER: <https://tinyurl.com/MALTFALL2024>
- Bucks Virtual 6:30-8:30p:** Bucks 2, Mon 9/23 - 12/2 (make-up 12/9); Bucks 3, Wed 9/25 - 12/11 (make-up 12/18); Bucks 4, Thurs 9/26 - 12/19 (make-up 1/2/25). Register for Bucks classes. REGISTER: <https://tinyurl.com/bucksfall2024>

The MALT logo is visible in the bottom right corner of the screenshot.

The screenshot shows an Instagram post for a class titled "Paint Your Pet!". The post features a painting of a cat named "Cleo" by Samara, age 9. The text of the post reads:

Paint Your Pet!
"Cleo" by Samara, age 9
A 2 session class through Mt. Airy Learning Tree
• October 27th and November 3rd
• 9:30am - 12pm
• 6300 Greene St., Philadelphia, PA

The post also includes a detailed description of the class and a comment from the user "sondraro".

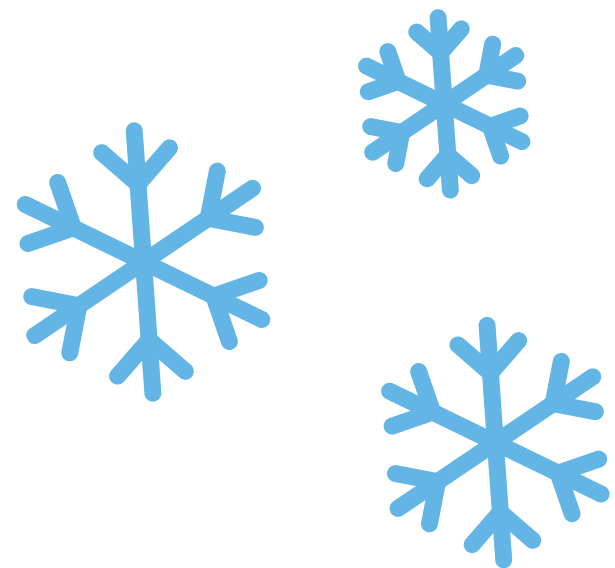
The screenshot shows an Instagram post for a class titled "Growin Up Torres Container Gardening Class". The post features a photo of a container garden. The text of the post reads:

Growin Up Torres
Container Gardening Class
April 21st & May 5th

The post also includes a comment from the user "growinup_torres" and a caption with hashtags.

WINTER 2025 PLANNING

- Winter term runs from Mid-January 2025 to March 31st, 2025.
- Ready to commit to Winter Dates? If you're a regular MALT teacher, give us your dates early: <https://forms.gle/FuC6eShZrcbHSgX69>.
- Our WISH LIST:
 - Conversational Spanish, Bike maintenance, Home repair, Upholstery, Pottery, Mending





BEYOND TEACHING

WAYS TO GET INVOLVED

Teacher Committee

Join the Teacher Committee. This committee is led by the Board of Governors with support from MALT staff. We will let you know when the first meeting is planned.

Facebook Group

Join the [MALT Facebook Group](#) for Instructors & Staff. Post resources to let the group know about your projects, exhibits, or resources.



Garden Committee

Join our Garden Committee to help plan our Annual Hidden Gardens Tour. Help on the day of the tour as a garden stop docent, or by planning other special fundraising events like our the Historic House Tour!

FALL FESTIVALS



SAVE THE DATE



Sun 9/15 Chestnut Hill Fall for the Arts
8000 Block of G'Town Ave

Sun 9/22 Mt Airy Village Fair
Green St. & Carpenter Ln.

Sun 9/28 Mt. Airy Arts Festival
Allens Lane Arts Center

Sun 10/20 **West Mt. Airy Historic
House Tour!**





CONTACT INFO

ADDRESS

6601 Greene Street
Philadelphia, PA 19119

Hours

Monday – Thursday: 9:00 AM – 2:00 PM

Friday: 9:00 AM – 2:00 PM*

*Sometimes we work remotely on Fridays;
call to confirm hours.

General Inquiries

215-843-6333

info@mtairylearningtree.org



QUESTIONS?

We are here for you!



MT. AIRY
LEARNING TREE
NEIGHBORS TEACHING NEIGHBORS

THANK YOU!
HAVE A GREAT TERM!

