



TEACHER ORIENTATION

WINTER 2025

AGENDA

1. Welcome & Introductions
2. Logistics
3. Location Information
4. Online Classes
5. Course Evaluation
6. Marketing and Social Media

The logo for MA LT is located in the bottom left corner. It consists of the letters 'MA' stacked above 'LT' in a bold, green, sans-serif font. A small green leaf icon is positioned to the right of the 'A' in 'MA'. The entire logo is enclosed within a light beige circular background.

**MA
LT**



WELCOME!

NAME

PRONOUNS

WHAT YOU'RE TEACHING THIS TERM

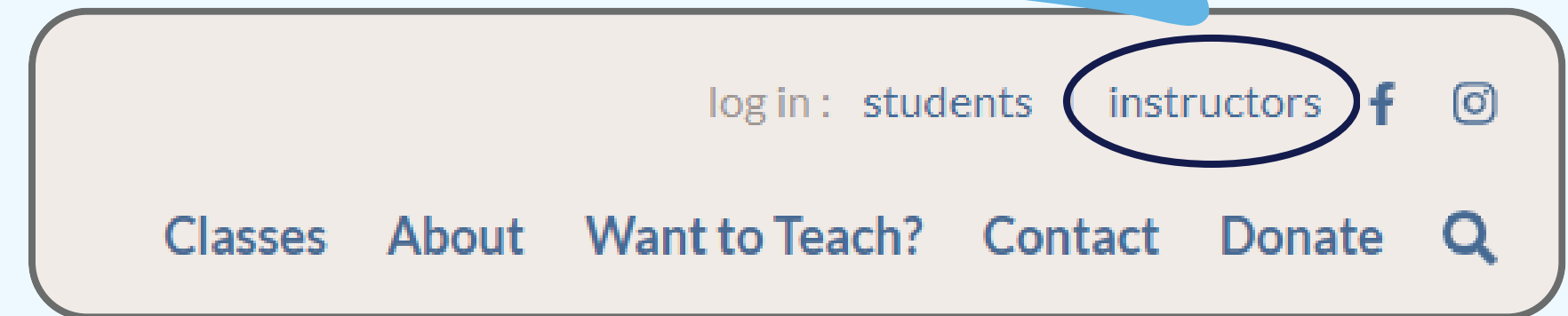


WELCOME!

- **MALT History**
 - 1981: 17 classes, 125 registrants
 - Today: ~750 classes, 3,500 registrants annually
 - Winter 2025: 233 classes, 28 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 - Christopher Coan

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
Yoga/Pilates Mix	Active	17		01/16/2025	03/06/2025	Th from 6:30 PM to 7:30 PM	Christopher Coan	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

[refresh list](#)





25WEX13 Yoga/Pilates Mix

January 16 - March 6, 2025

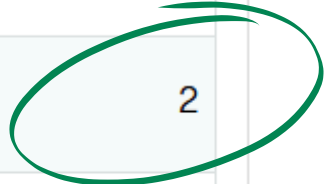
Th from 6:30 PM to 7:30 PM

Summit Presbyterian Church, 6757 Greene, Room: St. at Westview

Rosters Course Details Tools (Email/Export/Reports)

17 enrolled as of 01/06/2025 10:38:23 AM.

Name	Address	Phone	Email	Seats Sold
Bromberg, Elise	Philadelphia, PA 19119-2941	[REDACTED] 6 (Day)	[REDACTED]g@hotmail.com	1
Byrne, Julie	Philadelphia, PA 19118	[REDACTED] 98 (Day)	[REDACTED]gmail.com	1
Canuso, Marianne	Philadelphia, PA 19119-3701	[REDACTED] 3 (Day)	[REDACTED]gmail.com	1
Cervantes, Alice	Philadelphia, PA 19119 USA	[REDACTED] 6 (Day)	[REDACTED]es@gmail.com	1
Flaherty, Christina	Philadelphia, PA 19119 USA	[REDACTED] 2 (Day)	[REDACTED]mail.com	1
Harkins, Jim	Philadelphia, PA 19128 USA	(615) 999-1737 (Day) [REDACTED] 3 (Evening)	[REDACTED]s@gmail.com	2





25WEX13 Yoga/Pilates Mix

January 16 - March 6, 2025

Th from 6:30 PM to 7:30 PM

Summit Presbyterian Church, 6757 Greene, Room: St. at Westview

Rosters	Course Details	Tools (Email/Export/Reports)
Type:	Event	
Dates:	January 16 - March 6, 2025	
Meets:	Th from 6:30 PM to 7:30 PM	
Sessions:	8 Session Details	
Location:	Summit Presbyterian Church, 6757 Greene, Room: St. at Westview	
Minimum Enrollment:	5	
Maximum Enrollment:	20	
Web Publish Properties:	Published/Registration Allowed	
Web Registration Deadline:	January 17, 2025	

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

Course Note (included in registration confirmation)

Course Description



25WEX13 Yoga/Pilates Mix

January 16 - March 6, 2025

Th from 6:30 PM to 7:30 PM

Summit Presbyterian Church, 6757 Greene, Room: St. at Westview

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

print roster

save to excel

attendance sheet

Email Students

Email All Students Email All Students (Outlook users)

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

[Redacted]@hotmail.com [Redacted]@gmail.com [Redacted]@gmail.
com, [Redacted]es@gmail.com, [Redacted]mail.com, [Redacted]ns@
gmail.com [Redacted]ail.com [Redacted]@germantownaca
las@verizon.net [Redacted]aol.com, [Redacted]gmail.com, [Redacted]
ve@outlook.c [Redacted]@gmail.com, [Redacted]n@gmail.c [Redacted]
[Redacted]phiacathedra [Redacted]@gmail.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.



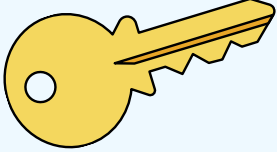
If you are not feeling well, please do not attend class.

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

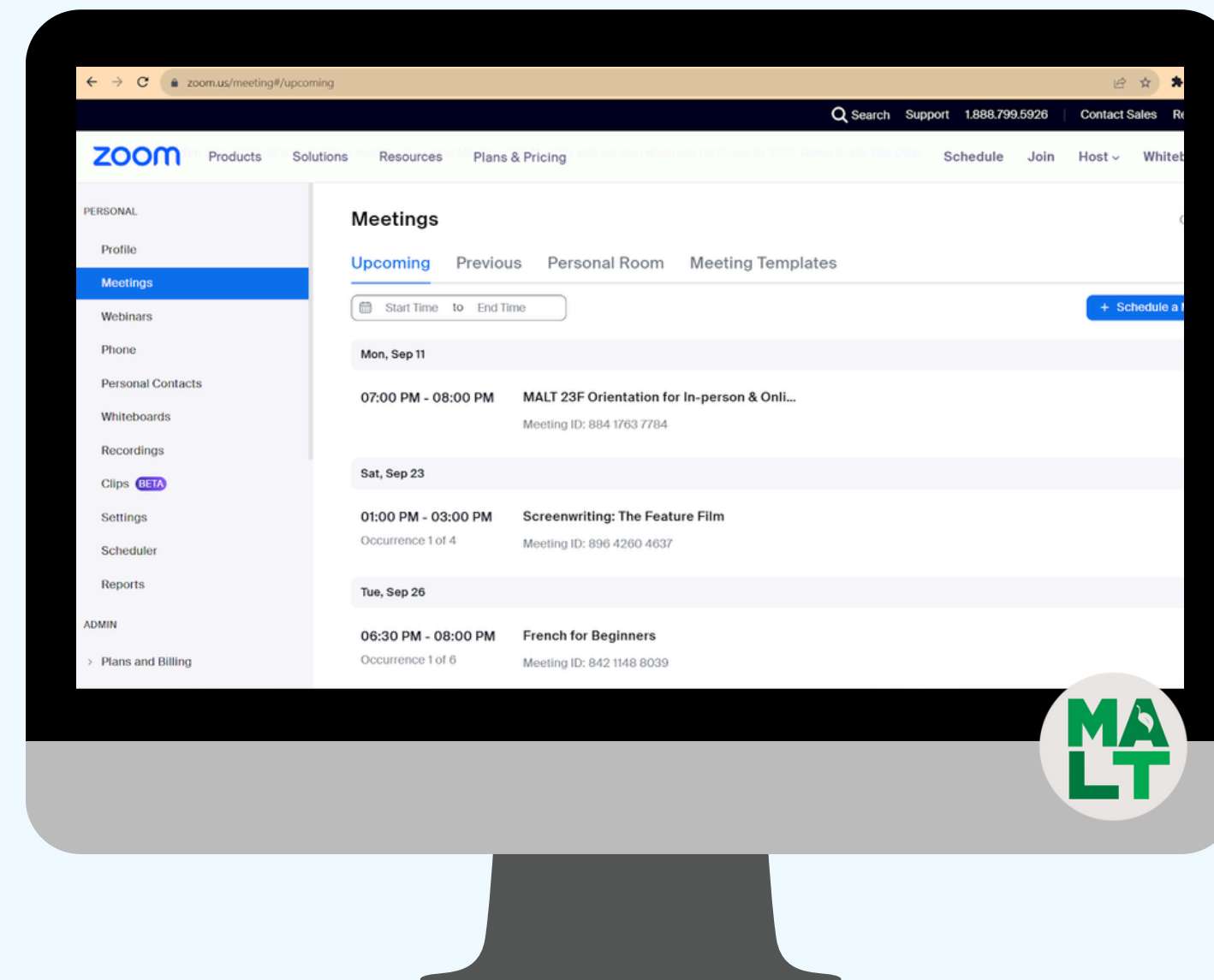
HOW DO I LOG ON?

- 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

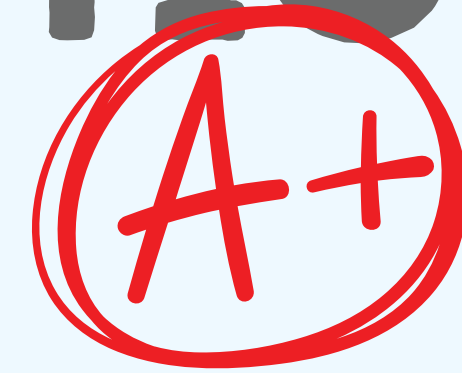
- If you have specific questions and would like some one-on-one support, send us an email!

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.

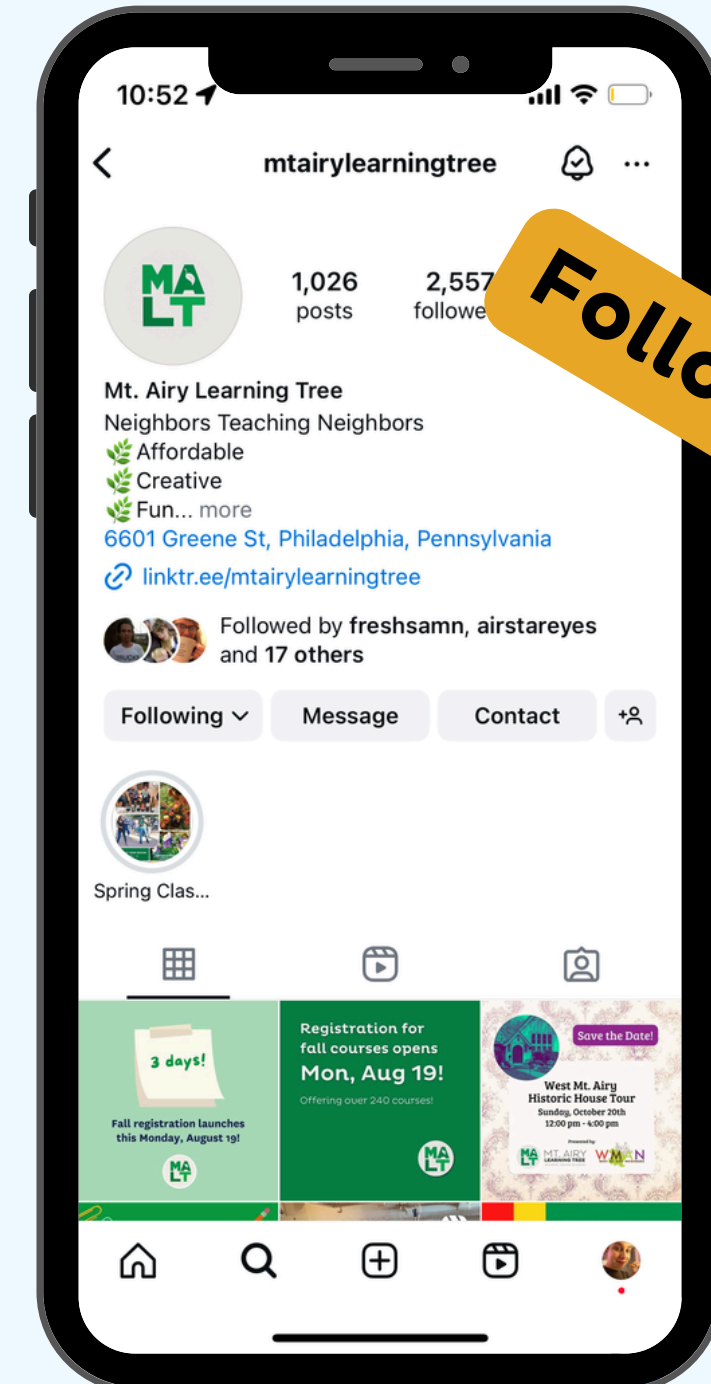
Zoom Training Guide

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 registration links and QR codes. 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: "Painted pet portraits are a beautiful way to celebrate, honor, or memorialize your beloved pet. In this beginner-friendly class, you will create an acrylic painting of your pet based on a reference photo. In the process, you will learn techniques for accurately reproducing an image as well as adding your own personal imagination and style to the portrait. Every student will complete a pet portrait by the end of two sessions. We will also use group discussion to share and learn from one another. This class is open to adults, as well as kids ages 10+ to attend with an adult."

The post has 21 likes and was posted 1 day ago.

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 with various green plants. The text of the post reads:

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

The post also includes a detailed description of the class: "First class is almost full! Make sure you check out this and other amazing classes at @mtairylearningtree this semester."

The post has 21 likes and was posted 21 weeks ago.

SPRING 2025 PLANNING

- Spring term runs from Mid-April 2025 to June 30th, 2025.
- Ready to commit to Spring Dates? If you're a regular MALT teacher, give us your dates early: <https://forms.gle/zF4PXmqWSWbUUq9c8>
- Our WISH LIST:
 - Bike maintenance, Home repair, Upholstery, Pottery, Mending



SPRING 2025 PLANNING



Save the Date
**FLOWER
POWER
WEEKEND**

Sunday, June 1
Annual Hidden Gardens Tour



The graphic features a vibrant yellow and orange sunburst background with stylized flowers in pink, red, and purple on the left side. The text is centered and uses a mix of green and blue colors. A circular logo with the letters 'MA' over 'LT' and a small flower icon is positioned to the right of the main title.





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!



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*

*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!

