

Guidelines for Group Leaders

Dissemination of Information to Classes

Overview: There is frequently a need for Group Leaders to pass information on to their classes. This might be because:

- They want the class to complete a particular reading assignment prior to the next class;
- They want to provide a link to some information on the Internet;
- They want to email some course information to the class;
- They need to cancel an upcoming class due to an emergency.

Guidelines: The WISE on-line registration system lets the site administrators send emails to the specific class members with information, Internet links, and/or attachments. Site administrators are:

- Joe Corn, e-mail: jdcorn45@gmail.com
- Karl Hakkarainen, e-mail: kh@queenlake.com
- Jill Lagana, e-mail: jd.lagana@assumption.edu

To have this information passed on to the class, the Group Leader only needs to contact one of these administrators with instructions on what information needs to be conveyed.