

# Guidelines for Instructors

## Dissemination of Information to Classes

**Overview:** There is frequently a need for Instructors 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 online registration system lets the site administrators send emails to the specific class members with information, Internet links, and/or attachments. Site administrators are:

- Jill Lagana: [jd.lagana@assumption.edu](mailto:jd.lagana@assumption.edu)
- Karl Hakkarainen: [kh@queenlake.com](mailto:kh@queenlake.com)
- Joe Corn: [jdcorn45@gmail.com](mailto:jdcorn45@gmail.com)

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