

MYU3A Help for Tutors

Secretary, U3A Highvale

December 2019

How to Use the Tutor Portal

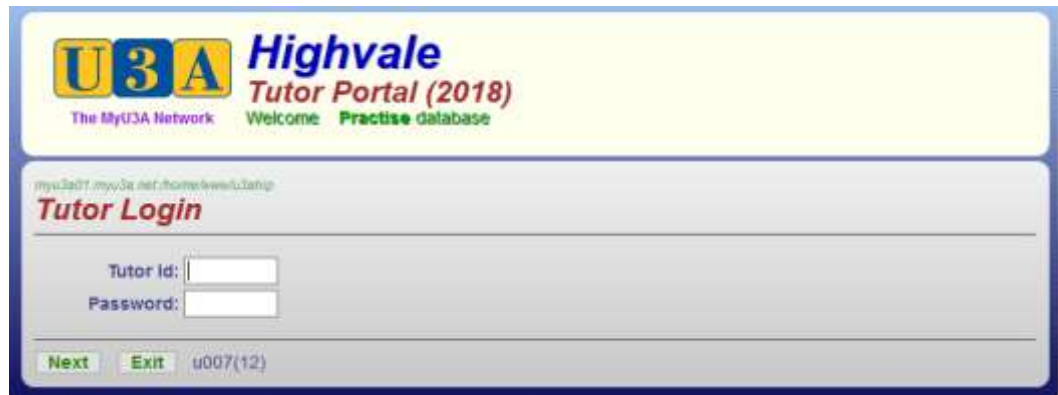
The Tutor Portal enables you to:

- Manage class members enrolled or waitlisted
- View class members' contact details and emergency contacts if any
- Mark the roll (i.e. enter attendance into the system)
- View class attendance over a period of time.

Please note the screens used in this document are examples from the year 2018.

Step 1

Tutor Login



This is the first page you see when you click [Tutors](#). Enter your ID and password and click [Next](#).

Step 2

Classes



Class Year	Name	PlcRsv	W/L	Enr	From	To	Day	Time	Term	Venue	Suburb
13-012019	Life Skills	15	0	0	01/02/2019	29/03/2019	Fri	1030-1130	1	1stFn Highvale Village	Glen Waverley
13-012018	Life Skills	15	0	0	14/20/07/2018	23/11/2018	Fri	1030-1130	34	1stFn Highvale Village	Glen Waverley

If you need guidance on how to proceed click [Help](#). See Step 3.

Select the relevant class and click [Select](#) to view its profile. See Step 4.

Step 3

Tutor Portal
Help

U3A Tutor Portal
The MyU3A Network

Functions of this APP

- Adjusting Class Session Dates and Class Sizes
- Moving Students on and off the Wait List
- Removing Students from the class
- Moving Students to another class (eg advanced to beginners)
- Print an Attendance Report (Roll)
- Print Contact and Emergency details for your students
- Mark the Roll

General Instructions

Action buttons are located at the bottom of the page. These are the actions of the standard buttons:

- **Next**: Takes you to the next step in the procedure
- **Back**: Takes you back to the previous step in the procedure
- **Select**: Selects an item from a list. The item is indicated by clicking on the radio button (a small circle) at the left line.
- **Exit**: Immediately aborts the procedure and returns you to the APPs menu.

Errors

When an error occurs a red error message appears above the Action Buttons at the foot of the page and in cases immediately below the page title at the top of the page. You will not be able to proceed to the next the procedure until all errors are corrected.

Log On

Enter your Id and Password and click **Next**. If you have forgotten either, contact your office or local support member.

The Class **Students** **The Roll**

For further assistance, [Email the help desk](#).

Created: 10th May 2011 Modified: 17th August, 2012
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This page tells you about the Tutor Portal and displays a series of help screens.

Click **The Class** button to get help on Managing Your Class.

Click **Students** button to get help on Managing Students.

Click **The Roll** to get help on Managing the Class Roll.

Step 4

Class Profile

Class Profile

Class: 13-01 Year: 2019: [] Life Skills

Participants will be invited to discover the ways they can increase the happiness and spirit of optimism in their own lives, especially as we deal with age-related issues.
They will be presented with a range of strategies and options based on reputable research to help develop a healthy balance in their lives that will lead to greater awareness, well-being and wisdom.
The information presented is obtained from sociology, psychology, philosophy, literature and spirituality.

Tutor: 1/2 John Keogh (03 9560 7470)

Places: 15 **Reserved:** 0 **Requests:** 0 **Enrolled:** 14 **Last Updated:** 03/01/2020

Course Phn: 03 9903 8592

Venue: Highgate Retirement Village [ML -Manor Lounge] 42 Capital Avenue Glen Waverley Fri 1030-1130 (1stFri) Terms:1234

Class Dates: Start: 01/02/2019 End: 22/11/2019

Term: 1 1/2, 15/2, 1/3, 15/3, 29/3
Term: 2 26/4, 10/5, 24/5, 7/6, 21/6
Term: 3 19/7, 2/8, 16/8, 30/8, 13/9
Term: 4 11/10, 25/10, 8/11, 22/11

Dates To update class dates or class places

Students To adjust students in your class

Tutor info Your private list of emergency & student contact details

Next Return to your list of classes **Email Class** Email students in this class

Term 1 2 3 4 **Mark Day** Record student attendances at your class

Exit u007(3)

The **Dates** button lets you update class dates or class places.

The **Students** button lists the members who have applied to join your class. You can also view a list of members on the waitlist in priority order, if one exists. Changes to the student list and waitlist can be made as required.

Adjusting Students in your class

- To add a member to your class, key the first 3 letters of the student's Family Name (the **Namekey**) in the text box to the left of the **Add** button and the reason you are adding the student in the **Reason** text box. Then click the **Add** button. A list of members matching the namekey you keyed will be presented. Click the radio button to the left of the member you wish to add, and then click the **Select** button. The **Student List** page will return with that member added. If you decide not to add that student, click the **Back** button to abort.
- To move a member to another of your classes, identify the member by clicking the radio button to the left of the student line, key the destination class code in the left hand text box and the reason for the move on the right hand text box then click the **Move** button. The page will refresh with the student no longer in that class.
- To move an enrolled student to the waitlist, identify the student, key the reason in the text box and click the **Waitlist** button.
- For each student on the waitlist, an **Accept** button will be on the right end of the student's line in the list. Just click this button to accept the student into the class, then advise the student.
- To delete a student from your class, identify the student, enter the reason and click the **Del/Act**. The deleted student will be highlighted in pink, but will no longer appear on the Attendance report. If you wish to re-instate the student at some later time, just identify the student and click the **Del/Act** button again to activate the enrolment.

The **Tutor Info** button displays a list of contact details (telephone and email) as well as emergency contact details for each class member. You have the opportunity to print the list, if you wish.

The **Next** button enables you to return to your list of classes and select another class to view.

The **Email Class** button lets you send an email directly from the Tutor Portal to all members of the selected class. See Step 5.

Click **Mark Day** to record class attendance online. See Steps 6-8.

Step 5

E-mailer

* **Subject:**

* **Email Text:**

Send to: Currently ONLY Email command implemented

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Please note that you don't have to specify a class code as the class is already selected at Step 2.

Also be aware that attachments are not supported by this Email function.

After sending the email, you need to wait patiently until all members in the class have been emailed and the log has been displayed back to you.

Step 6

Mark Class

13-01 Life Skills
Venue: Highvale Village Glen Waverley Room 2 (ML-Manor Lounge)
Class Dates: 20/07/2018 thru 23/11/2018 **Sessions:** 1030 - 1130 **Fri (1stFh)** **Terms:** 34

○ ○ ○ ○ ○

	Id	Name	20/7	3/8	17/8	31/8	14/9
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Step 1. To Apologise, indicate the member, starting date and how many, then click **Apology**
 To remove Apologies, indicate the member, starting date and how many, then click **Apology**
 How many?

Step 2. To Withdraw or Reinstate a member, indicate the withdrawal Date, the member, and a reason then click **Del/Act**
 Dissatisfaction with Course

Step 3. To mark the roll for the day, indicate a date and click **Mark Date**
 Dates highlighted in green have been marked but previous marking can be revised

Step 4. When finished all entries for the day, click **Done**

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Each session of the class during the selected term is displayed across the top and each of members involved in the class down the side. Days already marked are highlighted in green.

Choose the date you intend to mark from the list across the top of the table and click

Step 7

Mark Class

Mark Class 20/7

13-01 Life Skills
Venue: Highvale Village Glen Waverley Room 2 (ML -Manor Lounge)
Class Dates: 20/07/2018 thru 23/11/2018 **Sessions:** 1030 - 1130 **Fri (1stFn)** **Terms:** 34

		<input checked="checked" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Id	Name	20/7	3/8	17/8	31/8 - 14/9
<input type="checkbox"/>		<input checked="checked" type="checkbox"/>			A A
<input type="checkbox"/>		<input checked="checked" type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		<input checked="checked" type="checkbox"/>			<input type="checkbox"/>
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<input type="checkbox"/>		<input checked="checked" type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		<input checked="checked" type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		<input checked="checked" type="checkbox"/>			<input type="checkbox"/>

Step 3. To mark the roll for the day, untick any members not present on this day and click **Mark** or click **Cancel**

If the session is being remarked, the result of the previous marking is shown. If this is the first time that date has been marked, all members will be shown as present. Just uncheck any absentees and click the **Mark** button below the table.

Step 8

Mark Class

Mark Class

13-01 Life Skills
Venue: Highvale Village Glen Waverley Room 2 (ML -Manor Lounge)
Class Dates: 20/07/2018 thru 23/11/2018 Sessions: 1030 - 1130 Fri (1st/Fri) Terms: 34

		Mark Date				
		20/7	3/8	17/8	31/8	14/9
<input type="radio"/>	Id					
<input type="radio"/>	Name					
<input type="radio"/>		Y				
<input type="radio"/>		Y	A		A	
<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				
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<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				
<input type="radio"/>		Y				

Step 1. To Apologise, indicate the member, starting date and how many, then click **Apology**
To remove Apologies, indicate the member, starting date and how many, then click **Apology**

Apology How many?

Step 2. To Withdraw or Reinstatement a member, indicate the withdrawal Date, the member, and a reason then click **Del/Act**

Del/Act Dissatisfaction with Course

Step 3. To mark the roll for the day, indicate a date and click **Mark Date**
Dates highlighted in green have been marked but previous marking can be revised

Step 4. When finished all entries for the day, click **Done**

Done

Exit u007(9)

To record apologies, ensure the appropriate date has been selected, then click the radio button to the left of the person's name. If the member apologising has already been marked present, the apology count will start from the first absent date.

To remove a person from the class, select the reason for the removal. Then click the radio button to the left of the person's name and click **Del/Act**.

Dissatisfaction with Course

- Class level not suitable
- Unexpected Commitment
- Over-comitted generally
- Timetable no longer suits
- Health (self or others)
- other

Dissatisfaction with Course

If the person later rejoins the class, select the radio button to the left of the person's name and click **Del/Act** to activate the membership.

When you have finished and wish to return to the Class Profile, click **Done**.