

MyU3A Help for Tutors

Secretary, U3A Highvale

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How to Use the Tutor Portal

The Tutor Portal enables you to:

- View class members' contact details
 - Manage class members enrolled or waitlisted
 - Send emails to class members
 - Mark the roll (i.e. enter attendance into the system)
 - View class attendance over a period of time.
- [Parts 1-3]
- [Part 4]

PART 1 How to View Class Member Details

Step 1-1 On the U3A Highvale website click MyU3A Login and access the Tutor Portal.

Tutor Login



The Tutor Login displays.



Enter your ID and password and click **Next** to display Classes.

Step 1-2

Classes



| Class Year | Name | Plc | Rsv | W/L | Enr | From | To | Day | Time | Term | Venue | Suburb |
|---|----------------------|-----|-----|-----|-----|------------|------------|-----|-----------|-------------|-------------|---------------|
| <input checked="" type="radio"/> 31-03-2022 | Yoga (Pranayama):Wed | 20 | 0 | 0 | 10 | 02/02/2022 | 30/11/2022 | Wed | 1600-1700 | 1234 weekly | Google Meet | Glen Waverley |
| <input type="radio"/> 31-02-2022 | Yoga (Pranayama):Tue | 20 | 0 | 0 | 9 | 01/02/2022 | 29/11/2022 | Tue | 1600-1700 | 1234 weekly | Google Meet | Glen Waverley |
| <input type="radio"/> 31-02-2021 | Yoga (Pranayama) | 20 | 0 | 0 | 9 | 18/05/2021 | 30/11/2021 | Tue | 1500-1600 | 234 weekly | Google Meet | Glen Waverley |
| <input type="radio"/> 31-01-2021 | Yoga (Pranayama) | 20 | 0 | 0 | 9 | 21/04/2021 | 01/12/2021 | Wed | 1500-1600 | 234 weekly | Google Meet | Glen Waverley |

Highlights: Inactive Next Year Last Year

Select Back Exit Help u007(1)

If you need guidance on how to proceed click **Help**. See **Appendix** on page 8.
Select the relevant class and click **Select** to view its profile.

Step 1-3

Class Profile

The screenshot shows the 'Class Profile' page for a 'Yoga (Pranayama)' class. The page includes a header with the class name and a description of the class as an online session via Google Meet. It provides details about the course, including the venue (Google Meet Online), class dates (02/02/2022 to 30/11/2022), and a list of terms with their respective dates. At the bottom, there are several interactive buttons: 'Students', 'Tutor Info', 'Next', 'Email Class', 'Mark Day', 'Roll Card', 'Summary', and 'Exit'. The 'Students' button is highlighted in green.

Class Profile
Class: 31-03 Year: 2022 [Wed] Yoga (Pranayama)
This is an online class conducted via Google Meet.
This course teaches yoga breathing exercises and techniques.
"Pranayama is control of Breath", "Prana" is Breath or vital energy in the body. On subtle levels prana represents the pranic energy responsible for life or life force, and "ayama" means control. So Pranayama is "Control of Breath".
If you wish to join this class you need to purchase a non-slip yoga mat.
After you have enrolled as a paid-up member, please send an email to: enquiries@u3ahighvale.com.au to request the link to the Google Meet session.
Tutor: 2/2 Krishan Pathak (0405 707 475)

Places: 20 Reserved: 0 Requests: 0 Enrolled: 10 Last Updated: 23/09/2022
Course Phn: 03 9803 8592 [Day roll]
Venue: Google Meet Online Glen Waverley Wed (weekly) 1600-1700 Terms: 1234
Class Dates: Start: 02/02/2022 End: 30/11/2022
Term: 1 2/2, 9/2, 16/2, 23/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4,
Term: 2 27/4, 4/5, 11/5, 18/5, 25/5, 1/6, 8/6, 15/6, 22/6,
Term: 3 13/7, 20/7, 27/7, 3/8, 10/8, 17/8, 24/8, 31/8, 7/9, 14/9,
Term: 4 5/10, 12/10, 19/10, 26/10, 2/11, 9/11, 16/11, 23/11, 30/11.

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
Terms: ☐ 1 ☐ 2 ☒ 3 ☐ 4 **Mark Day** Record student attendances at your class
Start Date: 05/10/2022 **Roll Card** **Summary** Print a roll card / look at class status
Exit u007(3)

The **Students** button displays the Enrolment Status which shows the members who have applied to join your class. Each member is listed by ID, name, suburb, phone and email address. 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 if required. Alternatively, get assistance from the MyU3A Administrator. (See Part 2).

The **Tutor Info** button displays the Contact Information for class members. Each member is listed by ID, telephone, email and payment status. Emergency contact names and phone numbers are provided. You have the option 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, if applicable.

Click **Email Class** to send emails to your class members, see Part 2 on page 3.

The **Mark Day** button allows you to record class attendance online. This is covered in Part 3 on page 4.

The **Roll Card** button lets you mark attendance online, especially useful for classes held via Zoom or Google Meet, etc. This function is also used by the MyU3A Administrator to print blank class rolls for in-person classes for each new term.

The **Summary** button enables you to view class attendance and withdrawals for a specified period. But this is only possible if you have recorded the attendance on the system.

Click **Exit** to finish.

PART 2 How to Manage Class Enrolment & Waitlist

Step 2-1 When you log in to the Tutor Portal your class(es) are automatically displayed.

Class Profile Select the relevant class and click **Select** to view its profile.

Class Profile

Class: 14-01 **Year:** 2023 **Line Dancing (Improvers)**
Participants must be adept at the beginners level already and are looking to improve their line dancing skills further. Practice at home and/or additional classes at this level at least (private and/or at other U3A) are expected. You are welcome to observe or try a class before you enrol.

Tutor: 3/2 (Doris Teh)

Sessions: 0930 - 1045 **Fri (weekly)** **Trms:** 1234 **Last Updated:** 18/02/2023
Places: 18 **Reserved:** 0 **Requests:** 3 **Enrolled:** 18
Course Phn: 03 9803 8592 [Day roll]
Venue: Glen Waverley Uniting Church **Address:** 10-12 Bogong Ave Glen Waverley
Class Dates: **Start:** 03/02/2023 **End:** 01/12/2023
Trm: 1 3/2, 10/2, 17/2, 24/2, 3/3, 10/3, 17/3, 24/3, 31/3,
Trm: 2 28/4, 5/5, 12/5, 19/5, 26/5, 2/6, 9/6, 16/6, 23/6,
Trm: 3 14/7, 21/7, 28/7, 4/8, 11/8, 18/8, 25/8, 1/9, 8/9, 15/9,
Trm: 4 6/10, 13/10, 20/10, 27/10, 3/11, 10/11, 17/11, 24/11, 1/12.

Update **Next** **Course** **Students** **Tutor info** **Exit** u008(15)

Trm: ☒ 1 ☐ 2 ☐ 3 ☐ 4 **Mark Term**

Start Date: 18/02/2023 **Roll Card**

Start Date: 18/02/2023 **Summary**

Step 2-2 At the Class Profile page click **Students** to display the Enrolment Status.

Enrolment Status Please note that no real names and details are shown in these sample screens.

Enrolment Status

14-01 2023 Line Dancing (Improvers)
Tutor: Doris Teh **03/02/2023**
Venue: Glen Waverley Uniting Church Glen Waverley
Class Dates: 03/02/2023 thru 01/12/2023 **Sessions:** 0930 - 1045 **Fri (weekly)** **Trms:** 1234

| | Id | Name | Suburb | Phones | Email | Requested | Accepted |
|-----------------------|-----------|-------------------|---------------|---------------|----------------------|-----------------------------------|-----------------|
| <input type="radio"/> | 811 | Chelsea Dymock | Glen Waverley | 0403 535 694 | CD@yahoo.com.au | | 22/12/2022 |
| <input type="radio"/> | 854 | Caleigh Kertzmann | Glen Waverley | 0406 209 859 | izieme@cronin.org.au | | 03/12/2022 |
| <input type="radio"/> | 789 | Jerel Medhurst | Vermont South | 03 8167 8998 | gaylord@wiza.edu | | 03/12/2022 |
| <input type="radio"/> | 987 | Bill Tag | Glen Waverley | 0491 570 156 | billbord@yanoo.com | 21/01/2023 23-28 07/02/2023 | Waiting |

The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.

Highlights: Withdrawn Offer Expired Offer in Grace

Reason

Add (namekey): **Add**

Move to Class: **Move**

Waitlist: **To Waitlist**

Delete/Activate: **Del/Act**

Places=18 Reserved=0 accepted=18 (18) requests=3 (3) Offers=0 Expired=0 withdrawn=3

History **List Waitlist** **Next** **Exit** u008(4)

Step 2-3

Wait List

The Enrolment Status displays a list of class members and indicates the date when a member was accepted into the class or if **Waiting**, the date when a request to join the class was made.

To view the Wait List click **List Waitlist** and the following screen displays (this is a sample only and the details are fabricated).



Wait List

14-01 2023 Line Dancing (Improvers)

Tutor: Doris Teh

Venue: Glen Waverley Uniting Church Glen Waverley

Class Dates: 03/02/2023 thru 01/12/2023 Sessions: 0930 - 1045 Fri (weekly) Trms: 1234

| Id | Name | Suburb | Phones | Email | Date | Time |
|-----|-------------|---------------|--------------|-------------------|------------|------|
| 987 | Bill Tag | Glen Waverley | 0491 570 156 | bilbord@yahoo.com | 19/01/2-23 | 2215 |
| 711 | May Day | Glen Waverley | 0430 579 212 | mdayews@aol.com | 21/01/2023 | 2328 |
| 995 | Chris Cross | Vermont South | 03 9550 7277 | cc@msn.com | 07/02/2023 | 1835 |

Highlights: Online

Note that the Wait List itemises the name of each member by the date when a class was selected. It is based on the principle of first-come-first-served.

When a vacancy arises (as viewed in the Enrolment Status), inform the MyU3A Administrator that you want to accept the first member on the Wait List.

Only the Administrator's screen displays an **Accept** button against each waitlisted member. A click of the button enables a member to join the class. The system then automatically sends an email to the member notifying that the person is now formally enrolled in your class.

At the start of each term when a Class Roll is printed, only accepted members appear in print. If you observe that a member's name is subsequently written in by hand on the Class Roll, these are the following possibilities, either:

- the individual is not a paid-up member OR
- the paid-up member enrolled after the Class Roll was printed OR
- the member is on the Wait List (not Accepted) but ignored the ruling and attended the class anyway. This is tantamount to queue jumping and should be discouraged.

On completion at this screen click either **Next** **Exit**.

If you click Next you return to the Enrolment Status page.

If you click Exit, you can then Log Out of the system.

PART 3 How to Use the Emailer

The Emailer is a function within the MyU3A Administration Apps. It enables you to send emails to your class via a class code. The advantage is that the system knows who is enrolled in the specified class/group and what their email addresses are. While it relies on the accuracy of the email addresses recorded, you need not maintain your own email distribution list. Each time:

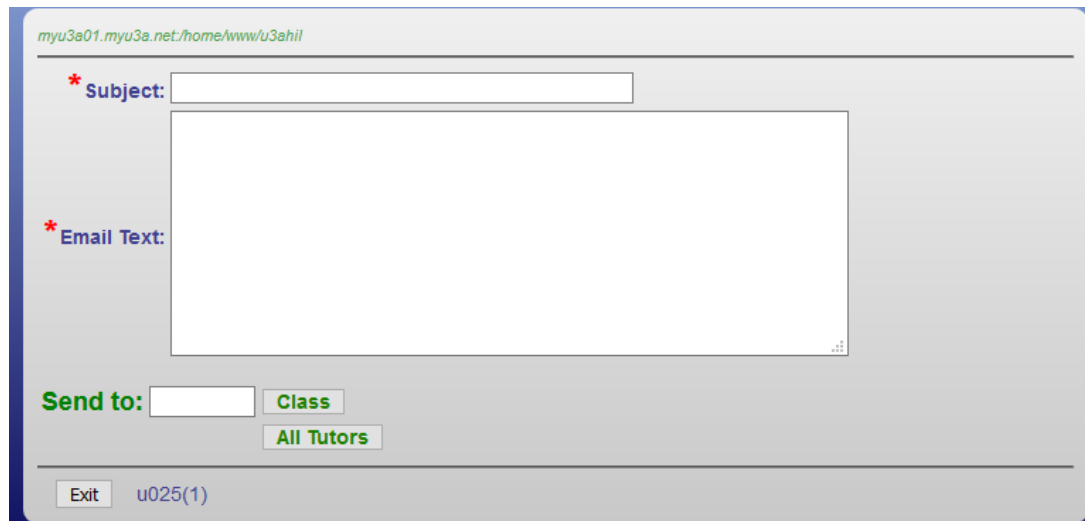
- new members join a class/group, they are automatically included in the email;
- members withdraw from the group, they are automatically excluded from the email;
- members change their email address; the new addresses are automatically applied.

There are some limitations: a message is limited to approx. 500 words, text formatting is not supported and file attachments cannot be used (except through a URL link).

Step 3-1

Send Email
to whole
class

Click **Email Class** to access the email function.



Enter a meaningful email Subject text. Include in your email the name of the class/group.

Enter the body text of the Email and identify yourself and U3A Highvale as the sender. If you wish to include a website link just enter the link as normal text and it will get translated as a hyperlink.

NOTE: Make sure that at the top or the bottom of the email you invite replies to your personal email address. This is because the email received by a member shows “auto”. The email is delivered by the system from auto@myu3a.net. This is a noreply address and is not monitored.

As all MyU3A emails for various situations and various U3As have this “auto” source name, it is really important to specifically identify yourself as sender of the email.

In **Send to:** enter the relevant class code and click the **Class** button. This will automatically send the email you have created to all class members that have email addresses. **DO NOT** click **All Tutors**. This is for use by MyU3A Administrators to send emails to All Tutors.

Class codes are different for each “class” so you need to know your specific class ID. You will be able to see this from your login to the Tutor Portal. It must be in the format xx-yy. E.g. 31-03.

The Emailer program will then display a line for each member it sends the email to. **If you have a big class this could take some time. Just be patient and do not click on anything until the process is complete.** The time taken depends on your own Internet connection speed, the MyU3A server traffic and the recipient’s Internet service.

When the process is completed, the system shows a list of members who received your message by email and a list of members (without emails) who need to be notified by other means.

PART 4 How to Mark Class Attendance Online

Step 4-1

Mark Class

Select the relevant term and click **Mark Day** button to display Mark Class.

Mark Class

31-03 Yoga (Pranayama):Wed
Venue: Google Meet Glen Waverley
Class Dates: 02/02/2022 to 30/11/2022 Sessions: 1600 - 1700 Wed (weekly) Terms: 1234

Mark Date ☐ 13/7 ☐ 20/7 ☐ 27/7 ☐ 3/8 ☐ 10/8 ☐ 17/8 ☐ 24/8 ☐ 31/8 ☐ 7/9 ☐ 14/9

| Id | Name | 13/7 | 20/7 | 27/7 | 3/8 | 10/8 | 17/8 | 24/8 | 31/8 | 7/9 | 14/9 |
|--------------------------|--------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
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To record apologies, ensure the appropriate date is selected. Then select the member making the apology by clicking the radio button to the left of the person's name and entering the number of absent days in **How many?**

Click the **Apology** button to enter the apology. The system inserts an A for each day of absence. If the member apologising has already marked absent days, the apology is indicated by A in one or more absent date(s).

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)
☐ Non-attendance
☐ Moved from Village
☐ Incorrectly enrolled
☐ Other

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 completed marking the class attendance and wish to return to the Class Profile, click **Done**.

Step 4-5

Attendance
Summary

To display the Attendance Summary for a specified period, click

Summary.

Attendance Summary
 Class 31-03 2022 Yoga (Pranayama) Wed
 View 1600-1700 Google Meet Tutor: Kirshan Pattak

| id | Name | 13/7 | 20/7 | 27/7 | 3/8 | 10/8 | 17/8 | 24/8 | 31/8 | 7/9 | 14/9 | 21/9 | 28/9 | 5/10 | 12/10 | 19/10 | 26/10 | 2/11 | 9/11 | 16/11 | 23/11 | 30/11 |
|----|------|------|------|------|-----|------|------|------|------|-----|------|------|------|------|-------|-------|-------|------|------|-------|-------|-------|
| | | Y | | | | | | | | | | | | | | | | | | | | |
| | | Y | | | | | | | | | | | | | | | | | | | | |
| | | Y | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | Y | | | | | | | | | | | | | | | | | | | | |
| | | Y | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W |
| | | Y | | | A | A | A | A | | | | | | | | | | | | | | |
| | | Y | | | A | A | A | A | | | | | | | | | | | | | | |

Back Exit 1607(17)

This includes any withdrawals from the class.

Click **Next** to return to the Class Profile screen.

Click **Exit** to finish and log out of the system.

Mark Class (contd.)

As you continue to mark class attendance for subsequent dates, the Mark Class screen will look like the sample below.

myc367 myc367.net/home/news.html

Mark Class

31-03 Yoga (Pranayama):Wed

Venue: Google Meet Glen Waverley

Class Dates: 02/02/2022 to 30/11/2022 **Sessions:** 1600 - 1700 Wed (weekly) **Terms:** 1234

| | | Mark Date | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|-----------------------|------|-----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| id | Name | | 137 | 207 | 277 | 30 | 108 | 178 | 248 | 318 | 78 | 148 |
| <input type="radio"/> | | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| <input type="radio"/> | | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| <input type="radio"/> | | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| <input type="radio"/> | | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| <input type="radio"/> | | | Y | | | | | | | | | |
| <input type="radio"/> | | | Y | | | | | | | | | |
| <input type="radio"/> | | Y | Y | Y | Y | Y | Y | Y | Y | Y | | |
| <input type="radio"/> | | | Y | Y | Y | Y | Y | Y | Y | | | |
| <input type="radio"/> | | | Y | Y | | | | | Y | | | |
| <input type="radio"/> | | Y | Y | Y | A | A | A | A | A | | | |
| <input type="radio"/> | | Y | Y | Y | A | A | A | A | A | | | |

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 Reinstate a member, indicate the withdrawal Date, the member, and a reason then click **Del/Act**

Del/Act Dissefection with Course

Step 3. To mark the rot 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

Click to finish and log out of the system.

Attendance
Summary
(contd.)


The Class Roll also begins to fill out as shown in this sample screen.

Attendance Summary

Class: 31-03-2022 Yoga (Pranayama):Wed
 Wed 1800-1700 Google Meet Tutor: Koushan Patra

| ID | Name | 13/7 | 20/7 | 27/7 | 3/8 | 10/8 | 17/8 | 24/8 | 31/8 | 7/9 | 14/9 | 21/9 | 28/9 | 5/10 | 12/10 | 19/10 | 26/10 | 2/11 | 9/11 | 16/11 | 23/11 | 30/11 |
|----|------|------|------|------|-----|------|------|------|------|-----|------|------|------|------|-------|-------|-------|------|------|-------|-------|-------|
| | | Y | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | Y | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | Y | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | | Y | | | | | | | | | | | | | | | | | | | |
| | | | Y | | | | | | | | | | | | | | | | | | | |
| | | Y | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W |
| | | | Y | Y | | | | Y | | | | | | | | | | | | | | |
| | | Y | Y | Y | A | A | A | A | A | | | | | | | | | | | | | |
| | | Y | Y | Y | A | A | A | A | A | | | | | | | | | | | | | |

Next Exit 0057(17)

Click  to return to the Class Profile screen.

Click  to finish and log out of the system.

Appendix

Tutor Portal Help

This page tells you about the Tutor Portal and displays a series of help screens.

Functions of this APP. (Some of these only available if permitted by the U3A)

- 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
- Send an email to members of the class (message only, no attachments)

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 of the line
- **Exit:** Immediately aborts the procedure and returns you to the APP's menu

Errors

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

Log On

Enter your Id and Password and click **Next**. If you have forgotten either, use the Forgot Password button in the Member Login. Your password will be sent to you by email in a few minutes.

[The Class](#) [Students](#) [The Roll](#) [Class Email](#)

For further assistance, [contact support](#)

Created: 10th May 2011 Modified: 16 December, 2019
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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.

Click [Class Email](#) to get help on Sending an Email to your Class.