

DATABASE INSTRUCTIONS FOR TUTORS

How to log on

Click on the [Tutor Login](#) link to open the login screen.

Enter your MyU3A Member ID and your password. If you have forgotten these, go to the Members Login, and click on **Forgotten Password/Id**, fill in your email, and your details will be emailed to you.

When you log in you will get a list of **your classes**.



Classes for Louise Kennedy: (0431 765 234 08 8267 9898)

Select Class:

Class Year	Name	Plc	Rsv	W/L	Enr	From	To	Day	Time	Term	Venue	Suburb	
<input checked="" type="radio"/> 100-01 2022	COMPUTING FOR BEGINNERS	3	0	1	3	07/11/2022	05/12/2022	Mon	0900-1100	4	weekly	Enfield Community Centre	Enfield
<input type="radio"/> 101-01 2022	CARD MAKING	12	0	0	0	18/10/2022	06/12/2022	Tue	1100-1300	4	wk1.3	Enfield Community Centre	Enfield

Highlights: Inactive Next Year Last Year

Select Back Exit Help u007(1)

- **Plc** – maximum number of students in your class
- **Rsv** – reserved – number of places not available for online enrolment (reserved for office allocation).
- **W/L** – waitlisted – number of students on the waitlist.
- **Enr** – number of students enrolled.

Select the one you wish to look at by **clicking on the circle to the left of the class ID** and then click on **Select**. The “**Class Profile**” screen appears:



Class Profile

Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
Basic instruction on how to use your computer.

Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last

Course Phn: 0410 434 048

Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms: 4

Class Dates: Start: 07/11/2022 End: 05/12/2022

Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

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

Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances

Start Date: **Summary** Summary of forward apologies etc

Exit u007(3)

You'll use the green buttons on this screen to use other functions, and you'll be returned here if you click **Done** (or sometimes **Next**) from them.

How to view and edit your student lists

Class Profile

Class: 100-01 **Year:** 2022; [] COMPUTING FOR BEGINNERS

Basic instruction on how to use your computer.

Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 **Reserved:** 0 **Requests:** 1 **Enrolled:** 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

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

Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances

Start Date: **Summary** Summary of forward apologies etc

Exit u007(3)

Click on **Students** on your “Class Profile” screen.

Enrolment Status

100-01 2022 COMPUTING FOR BEGINNERS

Tutor: Louise Kennedy 11/11/2022 0431 765 234; 08 8267 9898

Venue: Enfield Community Centre Enfield (Meeting Room 2)

Class Dates: 07/11/2022 thru 05/12/2022 **Sessions:** 0900 - 1100 Mon (weekly) **Sems:** 4

Id	Name	Suburb	Phones	Email	Requested	Accepted
<i>The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.</i>						
<input type="radio"/>	478 Tom Jones	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	479 Dolly Parton	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	477 Jack Smith	Prospect	08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	476 Mary Smith	Prospect	08 1234 5678	dummy@email.com	11/11/2022 15:10	Waiting

Highlights: Withdrawn Offer Expired Offer In Grace

Places=3 Reserved=0 accepted=3 (3) requests=1 (1) Offers=0 Expired=0 withdrawn=0

List Waitlist **Next** **Exit** u007(4)

You will see a list of all enrolled members, and on the waitlist, for your course (if there are any). The headings for that table are shown below. The **Requested** column shows the date this member was put onto the waitlist. The **Accepted** column shows the date of enrolment of confirmed members of the class.

HOW TO DELETE A STUDENT FROM YOUR CLASS

allocation.

<input type="radio"/>	552 Sarah Ferguson	Prospect	08 1234 5678	08 1234 5678	dummy@email.
<input checked="" type="radio"/>	551 Jill Jones	Prospect	08 1234 5678	08 1234 5678	dummy@email.
<input type="radio"/>	553 Charles King	Prospect	08 1234 5678	08 1234 5678	dummy@email.
<input type="radio"/>	550 Jack Smith	Prospect	08 1234 5678		dummy@email.

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

Select student and click on **Del/Act**.

The student will disappear from your list.

If you have someone on the Waitlist they will not automatically be accepted into the class.

HOW TO ADD A NEW STUDENT TO YOUR CLASS (or re-instate a deleted student)

allocation.

<input type="radio"/>	552 Sarah Ferguson	Prospect	08 1234 5678	08 1234 5678	dummy@email.com
<input type="radio"/>	553 Charles King	Prospect	08 1234 5678	08 1234 5678	dummy@email.com 05/05/2023
<input type="radio"/>	550 Jack Smith	Prospect	08 1234 5678		dummy@email.com

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

Type first three letters of student's surname and click on **Add**.

<input checked="" type="radio"/>	551 (F) Jill Jones	Prospect
<input type="radio"/>	212 (M) Kathy Jones	Golder

Lines=4

u007(1)

Select correct name and click on **Select**.

The student will appear on your student list. They will receive an email confirming their enrolment in your class.

HOW TO TRANSFER A STUDENT FROM YOUR WAITLIST TO YOUR CLASS

○ 550 Jack Smith Prospect 08 1234 5678 dumm

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

laces=3 Reserved=0 accepted=3 (2) requests=1 (1) Offers=0 Expired=0 withd

u007(4)

Click on **List Waitlist**.

Wait List

123-01 2023 BEGINNERS SPANISH
Tutor Louise Kennedy

Venue: Enfield Community Centre Enfield (Meeting Room 2)

Class Dates: 24/07/2023 thru 04/12/2023 Sessions: 1100 - 1200 Mon (weekly) Sems: 34

Id	Name	Suburb	Phones	Email	Date	Time	
553	Charles King	Prospect	08 1234 5678 08 1234 5678	dummy@email.com	05/05/2023	1411	<input type="button" value="Accept"/>

Highlights: Online Offer Expired Offer In Grace

Lines=1

Students on the Waitlist will be in order of date/time of applying for enrolment.

Click on **Accept** to transfer the student to your class.

The student will appear on your class list. They will receive an email confirming their enrolment.
(You can accept students from the Waitlist even if your class is already full.)

Click on **Next** to go back to the Class Profile.

How to print your student emergency lists

Click on **Tutor Info** from your “Class Profile” screen:

Class Profile
Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
Basic instruction on how to use your computer.
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

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
Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
Start Date: **Summary** Summary of forward apologies etc

Exit u007(3)

You will get a list, in family name order, of all enrolled students together with their health concerns, if recorded, and their emergency contact details. This is an important list and you should always have a printed copy of this in class in case of emergencies. ***Since it contains personal data, this should always be kept in your possession and not shared with others.***

Student Contact Information
Hi Louise,

Here is confidential information relating to your students. Please keep for use in emergencies.
Medical condition and emergency contacts follow each student's contact details.

Class 100-01 COMPUTING FOR BEGINNERS Enfield Community Centre 540 Regency Road, Enf

Member	Name	Phones	Email	Paid	Status	
478	Tom Jones	08 1234 5678	08 1234 5678	dummy@email.com	Yes	Enrolled
	unknown	08 1234 5678				
	Jack Smith					
479	Dolly Parton	08 1234 5678	08 1234 5678	dummy@email.com	Yes	Enrolled
	unknown	08 1234 5678				
477	Jack Smith	08 1234 5678		dummy@email.com	Yes	Enrolled
	unknown	08 1234 5678				
	Jack Smith					
476	Mary Smith	08 1234 5678		dummy@email.com	Yes	Waitlist
	unknown	08 1234 5678				
	Jack Smith					

Enrolled: 3: Waitlist: 1
Tutor: Louise Kennedy 0431 765 234

Print **Done** u007(5)

At the bottom of the screen you will see two buttons. Click on **Print** for a copy to be printed.

Click **Done** to take you back to the “Class Profile” screen. **Exit** returns you to our website.

How to print a class roll for marking attendances

Select the term and click the button **Attendance Record** on your “Class Profile” screen.

Class Profile
Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
Basic instruction on how to use your computer.
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12

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
Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
Start Date: **Summary** Summary of forward apologies etc

Exit u007(3)

The Attendance Report lists all students down the page, one column for each class date. **Only one term’s dates will be on the report.**

Attendance Report
Class 100-01 COMPUTING FOR BEGINNERS 2022 Sem: 4
Enfield Community Centre [(Meeting Room 2)] Tutor

Id	Paid	Name	7/11	14/11	21/11	28/11	5/12
207	✓	Tutor Louise Kennedy	.				
478	✓	Yes Tom Jones	.				
479	✓	Yes Dolly Parton	.				
477	✓	Yes Jack Smith	.				

Scroll down the screen and at the bottom you will see two buttons.

Click on **Print** to print this page of the class roll for the class sessions.

Use this report to record attendances, withdrawals, absences and apologies during your class.

Click **Done** to take you back to the **Class Profile** screen.

How to check for apologies

Click the button **Summary** on your "Class Profile" screen.

Class Profile
Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
Basic instruction on how to use your computer.
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

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
Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
Start Date: **Summary** Summary of forward apologies etc
Exit u007(3)

This will show you if a member has indicated they will be absent from the class on certain dates.

Attendance Summary
Class 100-01 2022 COMPUTING FOR BEGINNERS
Mon 0900-1100 Enfield Community Centre (Meeting Room 2) Tutor: Louise Kennedy

Id	Name	14/11	21/11	28/11	5/12
478	Tom Jones				
207	Louise Kennedy				
479	Dolly Parton				
477	Jack Smith		A		

Next **Exit** u007(17)

Click **Next** to take you back to the **Class Profile** screen.

How to email your class

Click on the **Email Class** Button.

Class Profile
Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
Basic instruction on how to use your computer.
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12

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
Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
Start Date: **Summary** Summary of forward apologies etc
Exit u007(3)

The Class Email screen will appear.

myu3a01.myu3a.net/home/www/u3ain1

* Subject:

* Email Text:

SendToClass NB! Do not exit the next screen until all members have been listed

Next u007(20)

- Enter a suitable Subject line and the text of the email.
- The emailer program will insert two lines automatically to the email, so there is no need to insert a greeting line.
*Member: Member-id Given Name Family
NameDear Given Name*
- Add your email and phone number within the email as members cannot reply to this.
- When satisfied that the Subject and Text are what you want, click on the **SendToClass** button to send the email. Depending on the class size, sending the email may take several minutes.
- A Class List screen will appear. This may display in segments depending on how busy the system is.
- The members of the class are listed with their IDs and whether they are emailed, or the message needs to be posted.
- A summary is then shown giving the number of members on the wait list (these do not receive the email), the number of students enrolled, the number of students emailed, the number of students posted.

Do not leave the page until all class members have been listed.

A hint about the internal email system which is very slow.

It may seem as if your email didn't send but don't press send again! You can tell if it's still thinking by the little circle going around in the top corner! So go and have a cup of tea, especially if you have a large class, then exit only when all the class members are listed.

To leave the page click on the **Next** Button to return to the Class Profile screen or the **Exit** button to exit from the Tutor Portal.