



Information for Tutors and Group Leaders

What Is U3A?

U3A is an abbreviation for **University of the Third Age**, an organisation which aims to provide educational stimulus and support for older people.

U3A Prospect Inc. Branch, now U3A Inner North Inc, was established in 2018.

U3A was founded in Toulouse, France in 1972, with academic programmes offered to older people by universities. The concept was introduced in Britain in 1982 by a group from Cambridge University. British U3As quickly evolved away from courses chosen by universities, to the idea of self-help or mutual-aid organisations.

By drawing upon the skills and interests of its members, U3As tap the huge resources of skills and experience which exists among Third Age People, and which is sometimes ignored in the wider community. Among members of a U3A you will always find some people who are willing to share their knowledge with others by acting as course leaders or tutors. These members will be leaders in some classes and learners in others.

Mission Statement

Below is a direct quote from our constitution. Call it a Mission Statement if you will.

Aims/Objectives of U3A

- To encourage a learning community of people who are retired or semi-retired (who are not working more than 20 hours a week) in the 'third stage of life' (the 'Third Age') and who come together to share life skills, experience and expertise.
- To facilitate a program of activities that encourages co-operative investigation of a topic or area of mutual interest as a major focus.
- To operate the Association in a learning climate free from discrimination.
- To foster the joy of learning unrestricted by qualifications, awards or educational entry requirements.
- To promote positive aging by liaising with others to improve the status, well-being and position of older people in the community.

Thank You

U3A management and members want to thank you for your involvement as a group leader or tutor.

After all this is very true.....

No Tutors = No U3A



INFORMATION FOR TUTORS/GROUP LEADERS

The Venue

- Enfield Community Centre is owned and run by Port Adelaide Enfield Council. The site was previously Nailsworth Boys Tech then Nailsworth High School - the stadium and surrounding rooms were retained when the school was demolished.
- There is one paid staff member, Liz Haar, usually on the premises from 8am to 4pm. She is assisted by volunteers. It is a busy centre as there are 70 groups using it, but some only once a month. Many groups use the stadium on weekends and after school when there is no supervision. This is why everything has to be locked. CCTV has recently been installed because of damage to property over a weekend.

Storage and Equipment

- Storage space at ECC is extremely limited. We can use two unlocked cupboards above the sink in the small kitchen. Tea and coffee supplies are kept there and name tags. Some stationery and a black folder for attendance sheets are kept in a drawer next to the sink.
- U3A has items of equipment available for tutors to use. Our smart TV, projector, two computers and PA Systems are in the locked back room along with our Mahjong tables and other equipment. If tutors wish to use this equipment they must book this with U3A admin prior to the class.
- We have to ask tutors to bring with them to their classes any other equipment they might need, even including whiteboard markers and erasers (which we can provide on request).

Attendance rolls

- The attendance roll sheet for your class should be printed off before the first class of each term from the MyU3A database (found via the tutor portal) and brought to each class. Remember that the Database allows new members to join any time, even mid-term, so it is a good idea to check your student list from time to time.
- If you prefer you can keep your attendance roll sheet in the black folder (in the drawer next to the small kitchen sink) and use it every time you have a class. At the end of each term all sheets should be placed in the black folder for collection. They are needed for insurance purposes .
- Please also print off a list of the Emergency Contacts for all your class members (available via the tutor portal) and bring to each class. This is for your own use only in an emergency, and it is confidential information.
- The names of all class participants must be recorded on the attendance roll sheet at every session. Please check at the end of your session that the record is accurate. Please advise U3A Admin if there are attendees not on the roll or if someone is consistently absent.

First session

- Your attendance roll sheet should be placed on a table near your door.
- At the first session explain the location of the toilets, the First Aid box, the fire extinguishers and Fire Exits and the site of the Meeting Point in the event of an evacuation.
- Remind participants to read the information on the website including the policy regarding absences, the hot weather policy, and the requirement to wear name badges.
- Introduce yourself and explain your interest in your subject. Give a brief overview of the course. Discuss any course materials. You may wish to use a handout.
- Ask participants to introduce themselves briefly at the first session.
- Ask if participants are happy to be on an email list just for your group. You should give them your email address but giving your phone number is optional, depending on whether you prefer to communicate by email or text. Ask them to contact you directly about all matters connected specifically to your course and to send you an apology if they are unable to attend a session. An apology is essential for some classes but not so for others so make sure that your class members know your preference.
- Allow ample time for packing up as there may be another group wanting to use the room after you. You should be out of the room by your finish time. The meeting room should be left as it was found unless you have an arrangement with the next group.

Group maintenance and communication

- You may wish to contact your group by email a few days before each class, both as a reminder, and in the interests of “group maintenance”. Some tutors may like to keep the phone numbers of their group in their phone contacts (this could be important in the case of small group outings or field trips).
- U3A policy states that if a member misses 3 classes in a row without apology, that class position is considered vacant. Whilst this is only a real problem if there are members on your waiting list, tutors can, if they wish, follow-up with non-attendees by email, or alternatively ask U3A admin to do it for them.
- If any issues related to the venue arise, please discuss with the Venue Manager (or email U3A admin). We prefer that you don’t approach the busy ECC staff if possible.
- Please inform U3A admin of any technological or maintenance problems. Always have a “Plan B” in case the technology should fail!
- The My U3A Database system allows new members to enrol in your course at any time, even mid-term, unless there is a waiting list. Please let us know if you do not want mid-term enrolments. U3A admin gets an automatic advice email about new enrolments and can cancel the enrolment if requested by the tutor.

Tea and Coffee and Social Interaction

- Tutors play a pivotal role in establishing a climate in which class members can enjoy their time learning together in a social setting. Tutors may wish to encourage discussion, allow time for conversation or just have a class break.
- It is up to the tutor to decide whether to offer tea and coffee and biscuits for their class. You can ask a helper to get the tub from the cupboard.
- All members should bring their own cup as we do not have storage space.
- It is also up to the tutor to decide whether to hold social events with their group eg going out for a meal at the end of term.

Other matters

- Planned tutor absences during the term are always possible provided the class members are all informed. The tutor may be able to put alternative arrangements in place, or the class could be cancelled for a short time.
- A timetable for the term can be found on the U3A Noticeboard in the corridor to MR1. This will tell you which U3A group is using which room and when.
- An incident form needs to be filled out in case of a significant accident or event. These can be found in the drawer adjacent to the kitchen sink.
- If you wish to offer an outing or make other time changes please try to keep as much as possible to your scheduled time, remembering any changes you make might suit your members but could impact on another scheduled U3A class.
- Tutors should not handle membership money. Please direct all enquiries to U3A admin or the venue manager. If needed there are membership and enrolment forms in the drawer next to the kitchen sink. Name badges are in the cupboard above the sink.
- Tutors can seek reimbursement directly from participants if required for course materials. Tutors are responsible for organising their own handouts.
- Tutors are expected to maintain confidentiality, and to respect and support their colleagues and class members at all times.
- Tutors should not hesitate to request support from U3A Inner North Management.
- Please enjoy your class! You are doing a great community service, so thank you.

Useful Information

2024 Term 1: Starts Monday 5th February

2024 Term 2: Starts Monday 29th May

2024 Term 3: Starts Monday 22nd July

2024 Term 4: Starts Monday 14th October (8 weeks)

Website: u3ainnernorth.org.au

Mail: PO Box 2008, Prospect SA 5082

Email: admin@u3ainnernorth.org.au (Email is our preferred method)

Basics Checklist

Remember to have available at each session

- Attendance roll sheet
- List of emergency contacts (confidential)

Before you leave

- Check attendance roll is accurate
- Safely put away all our equipment, tables and chairs
- Turn off heaters and air-conditioners
- Turn off all lights
- Close the door

U3A Inner North Policies

These are a work in progress!

The following policies have been approved and may be helpful.

For advice re protocol not covered in this information booklet, please contact U3A admin.

Photography and Publicity Policy

Any photographs taken at U3A events may be used for publicity purposes. If you do not wish your image to be used, please advise the photographer not to include you and, if possible, move to the sidelines to allow photography of the rest of the group. Failure to do this and notify the secretary in advance of your wishes, implies tacit approval of our policy and your inclusion.

Hot Weather Policy

U3A Inner North activities may be cancelled if the maximum temperature for the day is 38 degrees Celsius or above as advised by the Board of Meteorology at 6.00pm on the preceding day. Cancellation is at the discretion of the tutor or group leader who should contact class members to advise them if the class is cancelled.

Medical Emergency

If anyone collapses at a U3A Inner North course or event, it is our policy to call an ambulance. Members are advised to ensure they have adequate personal Ambulance Insurance to cover any call-out costs.

Members with Carers

Carers of members with disabilities are welcome to accompany those members to U3A Inner North classes and events, but are requested to remain with their client. U3A Inner North is not in a position to provide assistance should it be needed.

DATABASE INSTRUCTIONS FOR TUTORS

1. 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**.

Class Year	Name	Plc	Rsv	W/L	Enr	From	To	Day	Time	Term	Venue	Suburb
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
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

- **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.

2. How to view your student lists

Click on **Students** 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)

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.

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
<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)

By clicking on **List Waitlist** at the bottom of the screen you’ll see a list of those on the waitlist along with the dates and times they enrolled.

Clicking **Next** will take you back to the “Class Profile” screen. **Exit** returns you to our website.

3. 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 unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
479	Dolly Parton unknown	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
477	Jack Smith unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
476	Mary Smith unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Waitlist

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.

4. 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.

5. 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.

A. 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.

B. 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**.

551 (F) Jill Jones Prospect

212 (M) Kathy Jones Golden

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.

C. 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:

aces=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.

6. 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.

7. 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.

Subject:
Email Text:
SendToClass **!!! 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 name*
Dear *Given Name*
- 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.



OPENING & CLOSING PROCEDURES AT ECC

OPENING

The following U3A people have a set of keys to the centre and the locked back room. The keys are only needed if no ECC staff are present. These names could change however...

Daniel Turner, Jenny Rossiter, Pauline Kemp, Jude Hennig, Jo Kemp, David Kilner, Kristina Barnett, Lyn Porter, Fiona Wald, Sue McMillan, Angy Henn, Janet Bradshaw

ECC staff member is usually there before 9am to switch the door to automatic.

If a keyholder arrives before ECC staff they need to remember to turn off the alarm with their key tag - just wave the tag around in front of the box on the wall between the kitchen and the stadium.

If you try to access the locked back room for equipment, you will set off the alarm unless the alarm to the ECC Office is also switched off, as the two rooms are linked.

CLOSING

ECC staff should let you know when they are leaving the premises. They will switch off the automatic door and alarm the front office.

SO if you then try to access the locked back room (eg to put away the TV or computer) the alarm will go off as the back room is linked to the office alarm.

So don't let the person with the key leave until you have secured our property safely!

If you are the last out you do not need to touch the alarm (you may not be able to anyway if you don't have a key!). Make sure all lights and air-conditioners are off and close your room door.

Just press the green button near the front door to get out and that will suffice. Every afternoon/evening other groups come in to use the stadium anyway – they all have keys.

SETTING UP & PACKING UP SUMMARY

(for tutors and helpers)

SETTING UP

- Put on lights/heater/air-conditioner
- Put out attendance sheet
- Tables and chairs out
- Equipment from locked back room if you have booked it.
- Note the TV remote is attached to the back of the TV with Velcro
- Tea and coffee out?
- Ensure all group members have signed in.
- Ensure all group members have name tags (in kitchen cupboard)

PACKING UP

- Everything back as you found it (unless you know there is another group to follow)
- Ensure attendance sheet is accurate.
- Attendance sheet – either put it in folder in kitchen drawer or take it home for next time.
- Pack back room equipment properly if used, and lock cupboard.
- Don't forget the a/c, the heater and the lights.

HOW TO PACK OUR EQUIPMENT

The laptop bags, the projector bag and the tub are found in the locked U3A cupboard in the locked back room. The TV sits against the wall in that room.

Each Laptop Bag should contain

- Laptop (older HP or newer ACER)
- Laptop power cord and power pack
- Mouse – ACER has a cordless mouse (which needs batteries) - switched off!

Projector Bag should contain

- Projector
- Projector Power cord
- HDMI 4K cable

The Technology Tub should contain

- Extension cords
- Webcam
- The wireless laser pointer in its box (needs batteries) - switched off!
- Spare Powerboard
- Spare batteries
- Spare wired mouse
- Spare power pack
- Other mysterious items...

TV

- Leave the TV power cord and black powerboard attached to the TV
- Leave HDMI 4K cable attached behind TV in port marked HDMI 1
- Replace remote onto the Velcro on the back of the TV
- Replace black cotton TV cover over screen
- Park the TV safely against the wall in the back room. This may require some rearrangement of items and furniture as things in that room move.

If you can't find what you want it may still be attached to the TV or in the wrong bag.

Please let U3A admin know if anything goes missing!

SETTING UP THE U3A EQUIPMENT

HOW TO SET UP THE U3A TV AND A LAPTOP USING THE HDMI CABLE

1. To turn the TV on, put the power plug into the power outlet. (The power cord plugs into the right side behind the TV but should already be there.) You may need to use the power board (which could be in the Tub) if you also want the laptop attached to the mains. The TV remote is kept on the back of the TV, stuck with velcro.
2. The TV should come on automatically, if not press the button "TV " on the remote.
3. Plug the 4K HDMI cable into the laptop . The other end should already be in place in the HDMI 1 port behind the TV on the left hand side. (If the cable is not in the TV already, look in the Tub)
4. Turn on laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to indicate that you have turned it on, and there is a few seconds delay before the screen changes from black, so at first you may think it is not working.)
5. Press enter then the PIN (2017) or the password (Prospect2017)
6. Insert your USB into the laptop.
7. This should now work, but if there are problems, open Windows File Explorer on the laptop and search for the USB on the left side of the screen.
8. A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to turn the cordless mouse off!

HOW TO USE THE WIRELESS LASER POINTER/CONTROLLER

1. Take the pointer's USB out of the pointer and put it into the computer.
2. Switch on the pointer (tiny on/off switch)
3. Point it at the computer to change the slides of your presentation.
4. Use the green laser pointer as needed. NB It doesn't work on the TV screen, only on the wall!!
5. At the end of the presentation, take the pointer's USB out of the computer and slot it back into the pointer.
6. Switch off the pointer.
7. Spare batteries are kept in the Tub.

HOW TO CONNECT TO WiFi

1. Click on the internet symbol (like a globe) very bottom right of laptop.
2. Options appear on upper right. Click on City of PAE WiFi – connect automatically.
3. There is no password.
4. A disclaimer will appear - just cancel this and you should be on.

SETTING UP THE PROJECTOR AND U3A LAPTOP

(You have to project onto a wall...)

1. Take projector, laptop and tub out of locked U3A cupboard.
2. Connect projector and laptop to power (use extension cord and power board) - push cords under the table so as not to be a trip hazard.
3. Use the 4K HDMI cable to connect projector and laptop to each other. This cable should be kept in the projector bag.
4. Turn on laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to indicate that you have turned it on, and there is a few seconds delay before the screen changes from black, so at first you may think it is not working.)
5. Log on to laptop - Press enter PIN 2017 or Password : Prospect2017
6. Turn on "startup" button on projector.
7. Make sure you open the lens!
8. Adjust the height of projector (button underneath at the front will move the stand up and down). Note when you pack the projector away, you need to put the stand down.
9. Insert USB into laptop.
10. You should now be able to connect to the presentation through the USB. However if that doesn't work, open Windows File Explorer on the laptop to find the USB (on the left side of the screen).
11. A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to turn the cordless mouse off!

U3A Inner North PA Systems

We have several options for voice augmentation. There are two Public Address (PA) speakers in boxes at the bottom of the locked grey cupboard, marked A and B.

PA Speaker A is for use by the Circle Dance group ONLY on Tuesday mornings. It runs from the mains and is used with a big wireless microphone (with 2 AA batteries) and a headset microphone in a pink box. The Circle Dancing tutors are responsible for recharging this headset.

PA Speaker B (the bigger one) is for general use. It can be used with different microphones.

Please note -

- All PA microphones needs to be close to the mouth to be effective and to minimise feedback.
- To avoid feedback noise make sure the PA speaker/amplifier is well in front of the presenter or well to the side of the presenter.
- PA Speaker B has 2 volume controls at the back and only the MIC.VOL needs to be turned up when using the MIC IN. socket.
- User setup instruction booklets are all kept in the individual boxes.
- Spare batteries are in the plastic accessories tub.

Microphone options.

1. The first option is to use PA Speaker B and the big hand held microphone which work together from the mains, so the microphone does not need recharging. The big microphone plugs into the PA speaker MIC IN and runs via a 3.5 metre cord. This microphone can be hand-held or placed on a table with the adjustable little stand (both the microphone and the stand are kept in the plastic accessories tub.)

The following wireless microphone options allow for total movement around a meeting but are more complicated to set up and use.

2. The second option is to use the wireless microphones in Box 4. This kit has a microphone transmitter (and a spare transmitter) and one dual receiver each running on 2x AA batteries. If you choose to use this kit you will need to read the enclosed instructions carefully to become familiar with its setup and use as you need to correctly set multiple volume controls. There is a lapel microphone in the kit. Optional “over the ear” microphones can be found in a coloured box in the plastic accessories tub.

Don't bother to read about options 3 or 4 or 5 if you are happy with options 1 or 2 !

3. The third option is to use the headset microphone in Box 2 in the plastic accessories tub (pink). If you choose to use this you will need to read the enclosed instructions to become familiar with it use.
4. The fourth option is to use the lapel microphone in Box 3 in the plastic accessories tub. If you choose to use this you will need to read the enclosed instructions to become familiar with it use.

Note: Options 3 & 4 headset and lapel microphones have rechargeable batteries so **they need to be taken home to be charged after each use**. Anyone using these microphones needs to take responsibility for battery recharging but as there are other options available, it should not be an issue if the microphone is not returned for a week. Please let admin know if you are taking any items home for recharging so we know where they are.

5. There is also an older small PA speaker with a headset (Box 1 in the plastic accessories tub). This is only suitable to use if you have a very small audience. If you want to use this you will need to read the instructions to become familiar with its use. You will also need to take responsibility for battery recharging after each use.

How to manage multiple screens with Powerpoint

Press Windows key (bottom left of keyboard) and P. This is a shortcut and will open a side panel called Project and give you the option to change screen settings.

(The other way to do this is R click on screen, go to display settings, then find Multiple Displays, then choose between duplicate or extend. There are 2 other options you are unlikely to need)

Use the duplicate setting if you want both screens to be exactly the same.

On duplicate screen setting, the mouse will appear in the same place on the second screen as on the main screen, but not on extend screen setting. (Similarly the You-Tube clip)

When you use presenter view in Powerpoint it will change to the extend screen setting. It is as if the second screen was adjacent to and continuous with the main screen. This seems to happen automatically.

(In presenter view you may need to revert to the duplicate screen to play a you-tube clip (or it may do it automatically?) Or you can drag...)

You can drag a You-Tube clip across to the second screen if you want it to be visible there.

Similarly to use the mouse with extend screen you have to drag it and use it on the second screen.

Note that you can only drag to the right ...

Note that there is no default screen. The laptop will remain where it was last time it was changed ie if someone else changes the setting you may need to change it back)

Remember the shortcut – Windows button plus P

Another hint

For some reason you don't get what's on the computer screen appearing on the TV screen until you actually start the slide show. Just click "slide show", then "from beginning" and everything seems to start.



CODE OF CONDUCT

U3A Inner North expects that all members, tutors and other volunteers will behave in a courteous and civilised manner in all dealings relevant to U3A Inner North. As a member of U3A Inner North, you therefore agree to abide by this Code of Conduct by:

Participating in U3A Inner North activities in a friendly and positive way at all times.

Being honest and ethical in all dealings with U3A Inner North.

Showing respect, courtesy and consideration to everyone you deal with in U3A Inner North and the general public in relation to our activities.

Being punctual and reliable in attending U3A Inner North classes/events/office rosters or other commitments; and forewarning of unavoidable absences, withdrawals from classes and events.

Observing strict confidentiality regarding organisational and member's personal information to which you may have access.

Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religions, age and mental or physical disability.

Not engaging in behaviour that is inappropriate, disruptive or intimidating, as would breach the rights of other persons to participate in a class/event or to carry out their designated role.

Preserving the wellbeing and safety of members, tutors and presenters, office staff, committee and working group members by:

Participating safely in each class or activity, and abiding by all reasonable directives or prerequisites specified by the tutor or group leader for that participation;

Refraining from activities or comments that would place others in a vulnerable situation;

Not causing any wilful damage to any premises, materials, facilities or equipment used by U3A Inner North.

Promoting U3A Inner North in a positive manner.

Abiding by this Code of Conduct and all other U3A Inner North