MyU3A Database Instructions for
Tutors, Leaders, Coordinators and Presenters

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Contents

1. Database Instructions for Tutors

1.1 How to log in to the Tutor Portal and access your classes

- Click on the **Tutor Login** link on the website 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. Any further problems email the U3AIN Admin Officer.

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

Abbreviations:

- **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 class you wish to look at by clicking on the circle to the left of the class ID and then click on Select (as per screen shot above).

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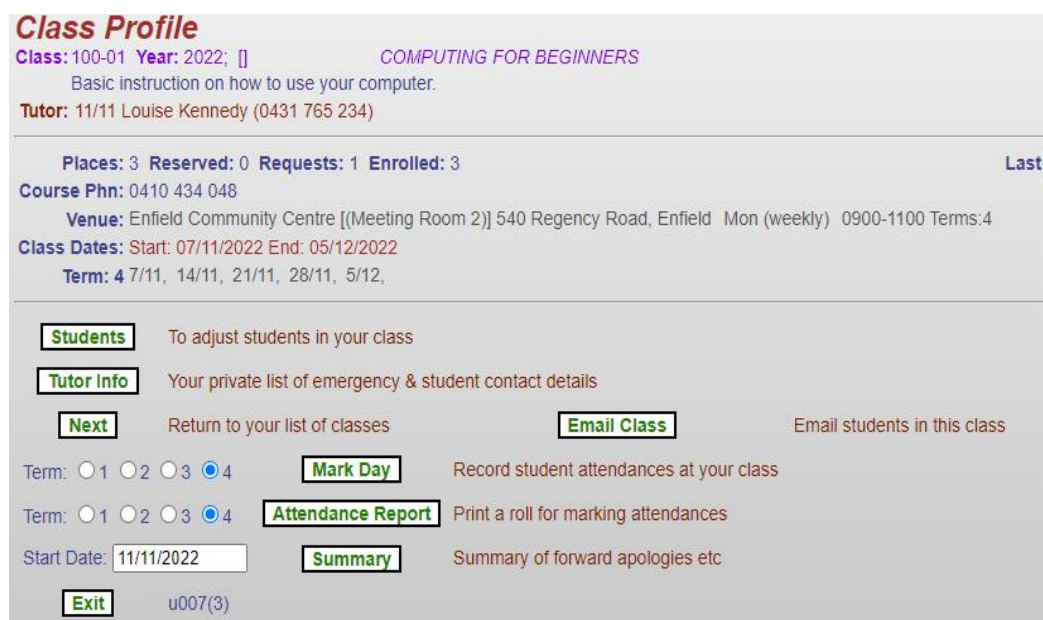
You'll use the green buttons on this screen to use other functions and you'll be returned here if you click **Done** (or sometimes **Next**) from them.

1.2   How to view your student lists

Click on **Students** on your "**Class Profile**" screen.

You will see a list of all enrolled members and any on the waitlist (Waiting), for your course.

The **Requested** column shows the date a member was put onto the waitlist.

The **Accepted** column shows the date of enrolment of confirmed members.

The green buttons on the bottom of the page provide the following functions:

- **List Waitlist** lists those on the waitlist along with the dates and times they enrolled.

- **Next** will take you back to the "**Class Profile"** screen.

- **Exit** returns you to our website.

1.3 How to print your student's emergency contact

Click on **Tutor Info** from your "**Class Profile**" screen:

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. As new students enrol, ensure you obtain an updated list.

Since it contains personal data, this must always be kept in your possession only and is not to be shared with others.

At the bottom of the screen, you will see two buttons:

- **Print** for a copy to be printed.
  You can either print a hardcopy or you can set the Destination as 'Save as PDF', save to your computer and then email the document to yourself, or upload to your mobile.

- **Done** to take you back to the "**Class Profile"** screen.

1.4　How to print a class roll for marking attendances

From your "**Class Profile**" screen:

Select the term and click the button **Attendance Report**.

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.**

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

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

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

Use the printed report to manually record attendances, withdrawals, absences and apologies during your class.

✓　　for attended

A　　for Apology/Absent

W　　If the person has withdrawn from your class

Minimally, at the end of each term, record the attendance on the database – refer "16.5. Recording Attendances in the database".

Please also send the completed forms at the end of each term, or end of your course whichever comes first to U3AIN Admin – refer "6.3 Attendance Sheets".

1.5　Recording Attendances in the database

From your "**Class Profile**" screen, select the Term, then **Mark Day**:

This will list your students, showing those who have marked themselves as an apology already in the database

First, mark any other students as Absent/Apology by selecting the button on the left of their name, then the button on the top for the appropriate date.

If only 1 date, click on **Apology.**

If more than 1 date in a row**,** enter the number in How many? from that date you have selected then click on **Apology.**

This will add an 'A' for each date.

Repeat for all other students.

Next, you can bulk update attendance for all other students.

Select the date required at the top of the screen then select **Mark Date**

This will tick all other students as attended.

If you have made a mistake, select **Cancel,** otherwise select **Mark.**

Repeat for any other dates.

If you need assistance or unable to update online, please contact the Admin Officer.

1.6   How to view and edit your student lists

Click on **Students** on your "**Class Profile**" screen.

You will see a list of all enrolled members, and those on the waitlist, for your course (if there are any).

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
	The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.						
○ 478	Tom Jones	Prospect	08 1234 5678	08 1234 5678	dummy@email.com		11/11/2022
○ 479	Dolly Parton	Prospect	08 1234 5678	08 1234 5678	dummy@email.com		11/11/2022
○ 477	Jack Smith	Prospect	08 1234 5678		dummy@email.com		11/11/2022
○ 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)

1.7   How to delete a student from your class

Select student and click on **Del/Act**. The student will disappear from your list.

1.8   How to add a New Student to your class (or re-instate a deleted student)

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

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.

1.9   How to transfer a student from your waitlist to your class

Click on **List Waitlist**.

If you have someone on the Waitlist they will <u>not</u> automatically be accepted into the class, you need to add them as per instructions below.

Students on the Waitlist will be in order of date/time of applying for enrolment. Select the person who has been waiting the longest and click on **Accept** to transfer the student to your class.

The student will then 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.

1.10 How to check for apologies

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

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

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

1.11 How to email your class from the Tutor Portal

Click on the **Email Class** Button.

The Class Email screen will appear.

- Enter a suitable Subject line and the text of the email.

- The emailer program will insert the following two lines automatically to the email, so there is no need to insert a greeting line.

    Member: Member id, Given name, Family name
    Hi, 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. Please do not close the window, leave the page or resend otherwise your students will receive multiple emails.

- 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.

If you wish for a reply to your email, you must include your personal email address in the text of the email, as the members cannot just send a 'return' email to the sender.

NOTE: the internal email system 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.

2.   NEED HELP?

You can access HELP information for the MyU3A database by selecting the Help option once you have logged on to the Tutor Portal.

If you need additional help or support at anytime, please contact the U3AIN Admin Officer
admin@u3ainnernorth.org.au