

MYU3A Help for Tutors Part 1

Secretary, U3A Highvale

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How to Use the Tutor Portal

The Tutor Portal enables you to:

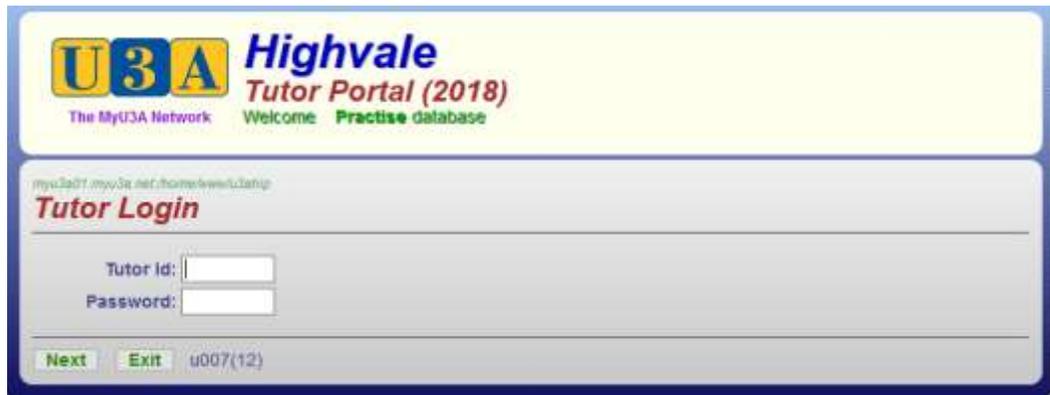
- View class members' contact details and emergency contacts if any [Part 1]
- Manage class members enrolled or waitlisted
- Mark the roll (i.e. enter attendance into the system)
- View class attendance over a period of time.

} [Part 2]

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

Step A1

Tutor Login



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

Step A2

Classes



Class	Year	Name	Plc	Rsv	W/L	Enr	From	To	Day	Time	Term	Venue	Suburb
13-012019	Life Skills	15	0	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

Select the relevant class and click [Select](#) to view its profile. See Step A3.

If you need guidance on how to proceed click [Help](#). See Step A4.

Step A3

Class Profile

Class Profile Life Skills

Class: 13-01 **Year:** 2018; []

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: 20/4 John Keogh (03 9560 7470)

Places: 15 **Reserved:** 0 **Requests:** 0 **Enrolled:** 14 **Last Updated:** 27/09/2018

Course Phn: 03 9803 8592

Venue: Highvale Village [ML -Manor Lounge] Senior Citizen Centre Glen Waverley Fri (1stFn) 1030-1130 Terms: 34

Class Dates: **Start:** 20/07/2018 **End:** 23/11/2018

Term: 3 20/7, 3/8, 17/8, 31/8, 14/9,
Term: 4 12/10, 26/10, 9/11, 23/11,

Students To adjust students in your class

Tutor Info Your private list of emergency & student contact details

Next Return to your list of classes

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 **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 as required. But this is best managed by the System Administrator. See Part 2 for details.

The **Tutor Info** button displays the Contact Information for class members. Each member is listed by ID, with medical issues (if any), telephone and email. 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.

The **Mark Day** button allows you to record class attendance online. This is covered in the Help for Tutors Part 2.

The **Attendance Report** button lets you print a class roll for marking attendance. This is normally done for you at the start of each new term.

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

Click **Exit** to finish.

Step A4

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.

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. Every time:

- new members join the 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 address is automatically applied.

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

Step B1

Log into
Admin Apps

The screenshot shows the 'Live Database' interface of the MYU3A Highvale Administration Apps (2019). The header includes the logo 'U3A Highvale Administration Apps (2019)' and a welcome message 'Welcome John Live database'. Below the header, the URL 'myu3a01.myu3a.net/home/www/u3ahil' is displayed. The main content area is titled 'Live Database' and includes a warning: 'Do not use the browser back button while in this portal'. The interface is organized into several sections, each with a list of functions: 'Membership' (Office, Housekeeping, Financial, Committee, Member Register), 'Venues' (Office, Venues, General, Timetables, Admin Co-ord), 'Classes' (Office, Courses/Classes, Tutors/Office, Tutor/Class Coord, Tutor/Class Coord), and 'Admin' (Office, Emailer, Admin Coord, Term Calendar, Admin Coord, Tech Support). At the bottom, there are links for 'Log Out', 'Help', and the user ID 'u000(1)'.

This page displays when you log in to the Admin App, after you are set up to use the Emailer. This is the view for the minimum level of Admin access.

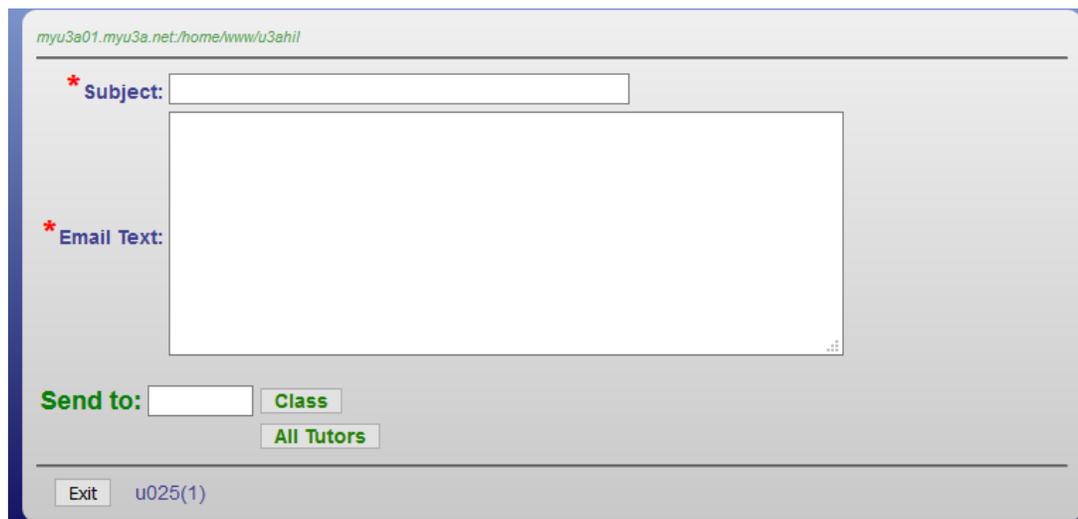
The most used functions for tutors are Emailer, Member Register, Courses/Classes and Term Calendar.

The Venues and Timetables functions are mainly used by System Administrators and are not covered in this Help document.

Step B2

Send Email
to whole
class

Click **Mailer** 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.

Make sure that at the top or the bottom of the email you say **“DO NOT REPLY TO THIS EMAIL”**. This is because a reply will go nowhere as the source is auto@myu3a.net

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** as this will send the email 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. Eg. 16-01.

The Mailer 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**, eg., more than 5 minutes. **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.

NOTE: when the receiver gets the email it will come from “auto”. Since all MYU3A emails for various situations and various U3As have this “auto” source name, it is really important to specifically identify the source of your email.

Step B3

Member
Register

Click **Member Register** to display the following page.

myu3a01.myu3a.net/home/www/u3ahil

This is a special purpose App which meets the minimal requirements of the Act. Unless you are complying with a demand by a member for information about another member, this is not the App you need.

Use **Members** for information or **Enrolments** for joining or updating members.

Enter the first 5 alpha characters of the member's Family Name followed by the first 3 alpha characters of the Given Name as the **Namekey**.
Example: for John O'Neil, enter: oneiljoh.

Namekey:

u021(1)

This enquiry provides very basic information about a member without compromising the privacy rules of the U3A charter of operation.

Step B4

Courses/
Classes

Click to enquire on courses and classes.

myu3a01.myu3a.net/home/www/u3ahil

This App provides comprehensive information about Courses and Classes.

Course: e.g. 395

Course: all yrs e.g. fre

Class: all yrs e.g. 395-01

Category: all yrs

Tutor: all yrs e.g. ste - select from tutors whose family names start with "ste"; blank - list all Tutors.

Student Contact Hours:

Term: 1 2 3 4 Missing

u013(1)

Note that a course is the higher level 2-digit identifier. A course can have multiple classes, identified by a 2-digit suffix.

If you want to look up a course/class by its name just enter the first few characters of its name into the field after "Course" and click on "By Name".

The example entry formats for each input box are to the right. Each input box aligns with the button to its immediate right.

There is an error on the page in that the category selection drop-down list is at the top while the "By Category" button is placed further down the page.

Step B5

Term
Calendar

Click to show the start and end dates of a term and the public holiday dates within each term.

myu3a01.myu3a.net/home/www/u3ahil

Term Calendar

Year	Term	Start	End	Holidays
2019	1	29/01/2019	05/04/2019	01/01/2019 28/01/2019 11/03/2019
	2	23/04/2019	28/06/2019	25/04/2019 10/06/2019
	3	15/07/2019	20/09/2019	
	4	07/10/2019	30/11/2019	05/11/2019

Lines=4

[HELP](#) u040(1)