

Wagga Wagga Presenters/Coordinators Portal



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Online Tutor Portal [Presenters/Coordinators]

Access to the Tutor Portal for Wagga Wagga presenters and coordinators is through the U3A Wagga Website **Logins>Presenters' Logins>[Presenters' Login General](#)** page.

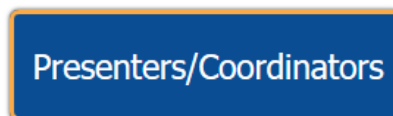


Figure 1 Presenters/Coordinators button

This button [Figure 1] enables presenters/coordinators to access the MyU3A Tutor Portal.

To enter the Tutor Portal, click/tap on the **Presenters/Coordinator** button. This brings up the Tutor Login screen [Figure 2]

Enter your MyU3A ID and password and click/tap the **Next** button.

Figure 2 Tutor Login screen

A list of the class/es for which you are a presenter/coordinator, [Figure 3] is presented.



Figure 3 Class to which the presenter/coordinator has access

Select the class you are interested in by clicking/tapping the round button to the left of the class. That button should now have a black dot in the middle. [Figure 3] Click/tap on the **Select** button, [Figure 3] at the bottom of the screen and you will see the Class Profile of the class you have selected.



Figure 4 Presenter/coordinator access

In the bottom section of the screen you will see several buttons, these include: **Date, Students, Tutor Info, Next, Email Class, Mark Day, Attendance report, Summary and Exit**

Mark Day button does not appear until the first day of the course

Date Button to Adjust/Update Date and Class Places/Numbers

Click/Tap Dates button **Dates**



To adjust the number of members in your class, enter the number in the **Places text box**.

To **cancel a session**, untick the check box for that date.

Do not add an extra date unless you have checked with the venue officer

u3awagga.venues@gmail.com that the venue is available.

When everything is to your liking, click the **Next** button to present the revised class details.

If everything is as you want it, click **Next** to return to the list of your classes. If you need to make further changes, click the **Back to return to the previous page**.

Students Button

Students

Students button opens the *Enrolment Status* page that lists the students who have applied for your class. This includes those on the Waiting List if any. [Figure 6]



Figure 5 Student List

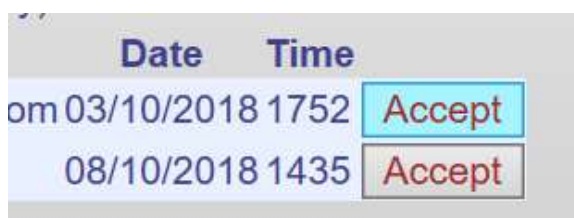
Accept members from Wait List

At the bottom is a **List Waitlist** button that lists the members on the waitlist in application order.

Select the **List Waitlist** button [Figure 6] to view the student Wait List



Figure 6 Wait List



The Wait List is in order of enrolment. To accept a member from the Wait List click/tap the Accept button to the right of their name. They will receive an email stating they are now enrolled.

Next button on the Enrolment status [Figure 5] returns you to the Class Profile

[Figure 4]

Exit button on the Enrolment status [Figure 5] leaves the Tutor Portal and returns you to the Courses Page.

Tutor Info Button

Tutor Info

Tutor Info button gives a list of contact details (telephone and email) as well as emergency contact details for each member of the class. **Be aware that this is private information available only to class presenters/coordinators for the performance of their duties as a presenter/coordinator.**

When you click on this button you will see the list and can print the list.

Next Button Next

Next enables you to return to your list of classes to enable you to look at another class if you are involved as a presenter/coordinator in more than one class.

Email Class Button

Email Class

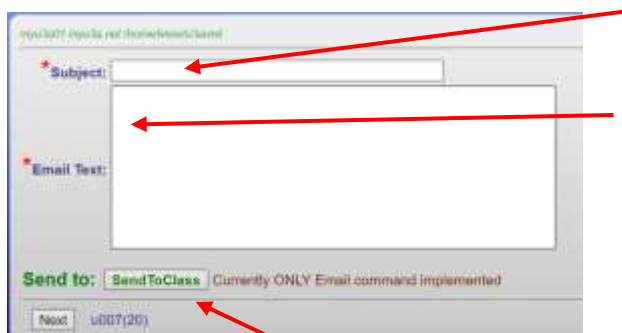
Advantages of using the **Email Class button** to contact your class is:

- You will not need to maintain your own list of email addresses. (Unless you wish to use an attachment).
- Every time a new member **joins** the group they are automatically included in the email.
- Every time a member **withdraws** from the group they are automatically excluded from the email.
- Every time a member **changes** their email address the new address is automatically used.
- You can add a link to a website for your class to click/tap and follow.
- Members' email addresses are automatically hidden from recipients.

Limitations of the Email Option

- Files cannot be attached.
- Content is limited to 2500 characters (approx. 500 words). You can of course break this into two emails if necessary.
- You cannot change size, style, colour or font type of the text.

To begin the process, click/tap **Email Class** button



1. In the **Subject** window give your email a name eg *Change of time for BnB* or *Please bring for shoes for tap dancing ...*
2. Type in your message in the **Email Text** box
 - a. Add a comment to the top **DO NOT REPLY TO THIS AUTOMATED EMAIL** (as the reply goes to a generic U3A email account)
 - b. If your email requires a reply, add **Please send your reply to [name] and [email address]**
 - c. Always add your name to the bottom of the email with your email address or phone number for the group members to contact you. Your choice about contact information
 - d. Check the spelling

3. Ensure the email is correct before clicking/tapping the SendToClass button.

4. To send click/tap the **SendToClass** button and all members in your class will receive the email including you.

5. Wait until you see a log of class members that have received the email. It may take up to 30 seconds.

6. After you have viewed the log, to leave click/tap **Exit** or click/tap **Next** to go back to the Tutor Portal.



Attendance Report Button



Figure 7 Attendance Report

Print a Roll

To print off a **Roll** (*Attendance Report*) to manually mark the class members attendance. Click/tap Attendance report Button

- You cannot directly change the entries in this report. This is done via the **Mark Day** button.
- To print the roll/report, first click on File/Print Preview in the browser.
- Set the orientation to Portrait or Landscape to suit the class size and number of weeks.
- Set the scale to *Shrink to Fit*.
- Click on Print to print the page.
- Click on **Done**

The screenshot shows a printed attendance roll for Class 33-01, Presenters and Coordinators, 2018 Trm: 3, Seniors Community Centre [Wollundry-M'Bidgee]. The roll is a table with three columns: Id, Name, and 25/9. The names listed are Carol Bishop, Shirley Sinclair, Kay Allcock, Margaret Bannister, Anne Brown Brown, Daphne Carswell, Tony Dare-Edwards, Paula Davis, Michael Dowd, Judith Foley, Geraldine Gradon, Alison Hine, Marilyn Irons, Marg McKinley, and Michele Morgan.

Id	Name	25/9
Presenter 1	Carol Bishop	
Coordinator 1	Shirley Sinclair	
59	Kay Allcock	
156	Margaret Bannister	
150	Anne Brown Brown	
27	Daphne Carswell	
351	Tony Dare-Edwards	
224	Paula Davis	
3	Michael Dowd	
112	Judith Foley	
452	Geraldine Gradon	
278	Alison Hine	
281	Marilyn Irons	
38	Marg McKinley	
456	Michele Morgan	

Figure 8 Printed Roll to mark Attendances

The Attendance Roll in MyU3A

Mark Day

The **Mark Day** button appears on the first day of your class. This enables you to enter attendance details online for one or more days.

Please note:

- A student can enter an apology before the term starts.
- A presenter can only enter or amend an apology on behalf of a student once the class begins and the Mark Day button appears.



Click on the **Mark Day** button.

This enables you to process **Apologies, Deletions/Activations** and mark the roll (**Mark Date**).



Mark Class screen

Note the various features of the display:

1. The date of each day of the class is marked along the top.
2. Dates during the term when classes are not held are all marked with an X and the date is greyed out.
3. Dates on which the class is held have a circle above them.
4. Each member of the class, including presenters/coordinators, has an entry in one of the rows, with a circle to the left.
5. Presenters/coordinators are listed first followed by ordinary class members in family name order.

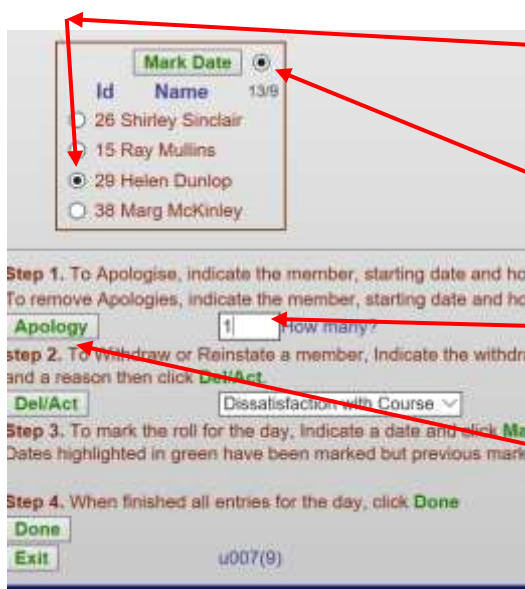


There are three stages in marking the roll

1. Apologies
2. Withdrawals
3. Marking the class roll

1. Apologies

If you have received any apologies or withdrawals, please enter these before marking the roll for the day

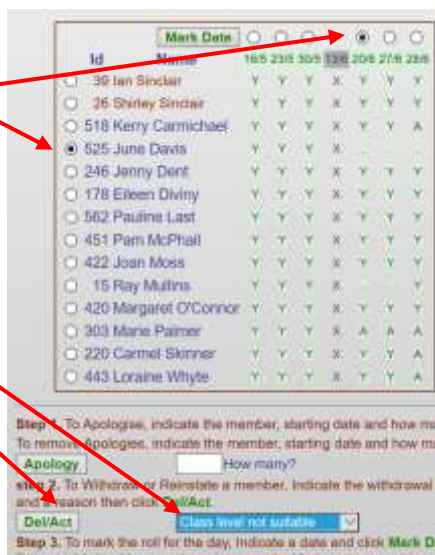


To enter an **Apology for a class member**:

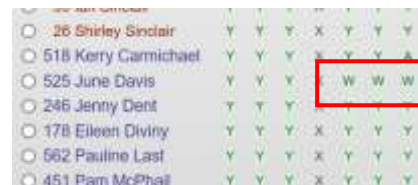
1. On the left side, click in the circle alongside the member for whom you wish to enter an apology (only one member may be processed at a time).
2. At the top, alongside the **Mark Date** button, click in the circle above the date of the first apology.
3. If the apology is for several consecutive class dates, enter the number of apologies in the **How many?** Box.
4. Click on the **Apology** button. You will see an “A” appear alongside the selected member for each date on which an apology was entered.
5. Repeat for each member for which an apology is to be entered.
6. Note that apologies may be removed in the same way: if an A is in the selected position clicking the **Apology** button will remove the “A”.

2. Withdrawals

- If a member is to withdraw from the class, click in the circle alongside the member’s name and above the date from which the withdrawal is to take effect. (Only one member can be processed at a time).
- Select a reason for the withdrawal and click on the **Del/Act** button.
- A “W” should appear alongside the member’s name in each date from which the member has withdrawn.
- If a withdrawal is to be undone, simply do the same thing for the first date containing the “W”.

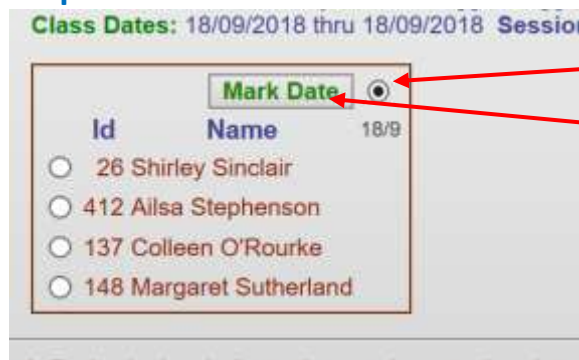


- A “W” should appear alongside the member’s name in each date from which the member has withdrawn.



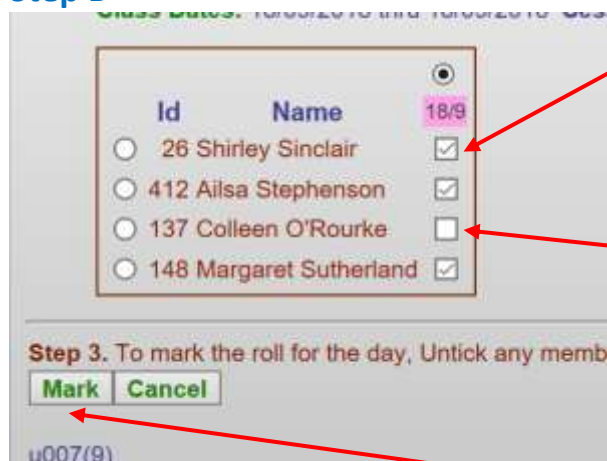
3. Marking the class roll

Step A



- Click in the circle above the date to be marked.
- Click on the **Mark Date** button.

Step B



- If this is the first time you have marked this date, all non-blank positions show a box containing a tick. This indicates the member is present.
- To remove the tick, click on the box alongside any member who is absent without an apology.
- Note that clicking in any of these boxes is an on/off process: if the box is ticked it becomes unticked and vice versa.
- When all members are ticked or unticked as appropriate, click on the **Mark** button.

Step C

- Once marked click the **Done** button.
- Further dates may be marked if desired.



The marking code:

- Y**: indicates a member was present
- A**: indicates the member apologised
- : indicates the member was absent without an apology

