

University of the Third Age Armidale Inc. - MyU3A

Membership and Class Management System

Tutor/Course Leaders

Tutor/Course Leader support and the Tutor Portal in MyU3A offers the capability of efficiently managing large numbers of classes by being able to effectively spread some of the management tasks to Tutor/Course Leaders who regularly lead classes within a U3A.

MyU3A provides facilities to define Course/Class role names that a U3A may have been using to facilitate moving to the new online environment. These roles may be defined in the Leader Categories App. –

Each role may also define whether the position is counted as a student within the Class.

The Course/Class management structures can be implemented to also cater for forum series where a Tutor/Class Leader may only participate once in a term or year to present a specific topic in a series of presentations aimed at a weekly or monthly cycle of current affairs/current community concerns.

In the MyU3A system there is no requirement for a specific membership type of “Tutor/Class Leader”.

A “Tutor/Course Leader” is created automatically as a result of when a member in the membership database is selected for the primary Tutor/Course Leader position when creating or amending a class.

Cat *	Title	Merit Score	Position	Hours	Service	Student
<input type="radio"/>	1 Tutor	0	0	tut	No	
<input type="radio"/>	2 Associate Tutor	0	0	tun	Yes	
<input type="radio"/>	3 TutorSubst - Cls Member	0	0	tsu	Yes	
<input type="radio"/>	4 TutorSubst - not Cls Member	0	0	tsn	No	
<input type="radio"/>	5* ClassRep	0	0	cls	Yes	
<input type="radio"/>	6 Course Leader	0	0	ool	No	
<input type="radio"/>	8 TutorAssistant	0	0	tas	No	
<input type="radio"/>	9 Co-Tutor	0	0	oot	No	
<input type="radio"/>	10 Leader	0	0	ldr	No	
<input type="radio"/>	11 Dancing Assistant	0	0	dan	No	

Course: 2125 [Forum Title]
New Class 2020 Entries marked * must be supplied

Title: []

*Days: [] No [] Tu [] We [] Th [] Fr [] Sa [] Su [] *Frequency: [] w1 [] w2 [] w3 [] w4 [] w5 [] 11 [] 12 [] Manual

*Terms: [] 1 [] 2 [] 3 [] 4 []

Start Date: [] Sessions: []

*Start Time: [] *End Time: [] Times to 15 minute intervals Hours 24 hour format

[] No Vaca [] No Hold [] All Day

First Enrol [] Last Enrol [] Enrollment dates override (date)

Quotter: [] Fee: [] Per: Yr []

To override venue code: Cost: [] Per: Hr []

Students: *Places: [] Min [] Reserved [] Hide: []

Guests: Max [] per member

Absences: Max [] Auto []

Temp Places: Min [] Auto []

Enquiries to: [] office [] Tutor

Enquiries by: [] default [] PhoneNo [] Email

Enrollment by: [] auto [] Manual

Guest Enrol?: [] No [] Yes

Re-enrol?: [] Yes [] No

Roll: [] Tick [] Signature

Enrol Online: [] Yes [] No

*Venue Keyname: []

*Tutor Keyname: []

Next Cancel Exit u006(13)

Just like the process for selecting a Member in the Enrolments App, you only need to enter 2 or 3 characters that will result in a small number of membership records to be selected and displayed, allowing selection of the desired member to become the Tutor/Course Leader for the class.

Any type of membership in the member database can be selected as a Tutor/Course Leader.

If you have a visiting Tutor for a class who is not a member of your U3A, in order that they can be selected as the Tutor and have access to the Tutor Portal facilities, the preferred option is to join up the Tutor as an Honorary Member. Once in the member database they will be available for selection as a Tutor.

There is a default Honorary member automatically set up in every MyU3A system at implementation time.

Like defining any membership type, there are a range of options that can be actioned to control what an Honorary member may do. They are found in the Member Type App –

ID	Label	Abb	Applies	Renew	New Mem	Off	Vote	Rules
1	Non	Non	Y	N	N	N	N	Membership has lapsed
<input checked="" type="radio"/> 2	Honorary	Hon	Y	N	N	Y	Y	For volunteers and tutors. Cannot enrol in classes
3	Life	Lif	Y	N	N	N	Y	Membership is granted to eligible members
<input type="radio"/> 4	Full	Ful	Y	Y	Y	Y	Y	May enrol in any available classes
<input type="radio"/> 5	Associate	Asc	N	N	N	N	N	Member who is Full member of another U3A.
<input type="radio"/> 6	Couples	Cpl	N	N	N	N	N	Both partners are current members of this U3A.
7	Guest	Gst	Y	N	N	Y	Y	Non members participating in Forums and Social events
<input type="radio"/> 8	Bonus	Bns	Y	N	N	N	N	Paid member for coming year may also enrol in current year classes

Once a member has been selected for the Tutor/Course Leader position in one, or multiple classes, they automatically have access to the Tutor Portal.

“Tutor/Course Leader Members” access the Tutor Portal login in the same way they access the MyU3A system as a Member – through entry of their Member ID and their usual Member password.

U3AA has a distinct Tutor Portal access button on our Main Web site page –(Marked 3 below)



University of the Third Age
Armidale Inc.

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U3A Armidale was established in 1992. It is part of a worldwide movement which was founded in France in 1972. The first Australian U3A was formed in Melbourne in 1984. There are now about 300 U3As in Australia, with about 100,000 members.

Membership

The 2022 Semester 2 membership fee is \$45.

Existing Members Members can login and then edit their contact details, pay membership fees and enrol in courses.

A manual of how to use the Member Login can be downloaded or printed [here](#) if required.

[Member Login](#)  **1**

New Members People wishing to join U3AA can do so by following the link below.

A manual of how to use the Join Us link can be downloaded or printed [here](#) if required.

[Join Us](#)  **2**

Tutors Tutors can access the Tutor's Portal link below.

A manual of how to use the Tutors link can be downloaded or printed [here](#) if required.

[Tutors Portal](#)  **3**

Selecting Tutors will open the following display ready for entry of the member's usual Member ID and Password –

Another common place is the main high-level access screen from MyU3A general access display –



Upon entry all the current classes in which the member is the primary Tutor/Course Leader will be listed ready for selection by the Tutor/Course Leader –



Select the desired class by clicking on the radio button. It will result in a display of the main Class information with further details able to be selected and displayed –

mys3a01.mys3a.net/home/venu3a.html

Class Profile

Class: 1025-01 Year: 2021; []

Ancient Egyptian History

This course will take us from the pyramids to the golden treasures of Tutankhamun to Cleopatra and the end of pharaonic Egypt. Pyramids, mummies, mystery and mayhem - ancient Egypt had it all. Discover the marvels of this ancient, vibrant and fascinating civilization.

Tutor: 15/2 Kay Cahill (03 9816 9103)

Places: 10 Reserved: 0 Requests: 0 Enrolled: 10

Last Updated: 29/11/2020

Course Phn:

Venue: Memorial Hall [MH] Anderson Street Templestowe Mon (wk1,3,5) 1000-1100 Terms:1

Class Dates: Start: 15/02/2021 End: 28/03/2021

Term: 1 15/2, 1/3, 15/3, 29/3,

Dates

To update class dates or class places

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 ☐ 5

Mark Day

Record student attendances at your class

Term: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Attendance Report

Print a roll for marking attendances

Start Date: 26/02/2021

Summary

Summary of forward apologies etc

Exit

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Select any of the potential actions in **green** –

Students

mys3a01.mys3a.net/home/venu3a.html

Enrolment Status

1025-01 2021 Ancient Egyptian History

Tutor: Kay Cahill 15/02/2021 03 9816 9103: 0426 317 534

Venue: Memorial Hall Templestowe MH

Class Dates: 15/02/2021 thru 28/03/2021 Sessions: 1000 - 1100 Mon (wk1,3,5) Term: 1

ID	Name	Suburb	Phones	Email	Requested Entered	Accepted
The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.						
<input type="checkbox"/>	3 Joan Cantello	Kew	03 9999 9999 0426 999 999	trial@benconsulting.net		16/02/2021
<input type="checkbox"/>	13 Rudi Carpenter	Balaclava	03 9999 9999 0426 999 999	demo4@mys3a.net		
<input type="checkbox"/>	11 Laura Davis	Fitzroy	03 9999 9999 0426 999 999	demo4@benconsulting.net		16/02/2021
<input type="checkbox"/>	5 Alys Duffy	Balaclava North	03 9999 9999 0426 999 999	demo4@benconsulting.net		16/02/2021
<input type="checkbox"/>	2 Lucy Erber	Kew	03 9999 9999 0426 999 999	demo4@mys3a.net@gmail.com		16/02/2021
<input type="checkbox"/>	12 Flora Gibson	Kew	03 9999 9999 0426 999 999	trial.cash@gmail.com		16/02/2021
<input type="checkbox"/>	8 Denise Gorski	Melbourne	03 9999 9999 0426 999 999	trial.cash@gmail.com		16/02/2021
<input type="checkbox"/>	19 Theresa Hickman	Kew	03 9999 9999 0426 999 999	demo10@mys3a.net		
<input type="checkbox"/>	14 Jacqueline Hill	Balaclava North	03 9999 9999 0426 999 999			16/02/2021
<input type="checkbox"/>	7 Liban Kyrus	Balaclava	03 9999 9999 0426 999 999	trial@benconsulting.net		
<input type="checkbox"/>	20 Denis Lahey	Balaclava	03 9999 9999 0426 999 999	trial@benconsulting.net		
<input type="checkbox"/>	16 Hilary Laybutt	Balaclava	03 9999 9999 0426 999 999	demo7@mys3a.net		
<input type="checkbox"/>	18 Alexandra Means	Kew	03 9999 9999 0426 999 999	trial@ben.net		
<input type="checkbox"/>	17 Valerie Newman	Kew East	03 9999 9999 0426 999 999	trial@benconsulting.net		
<input type="checkbox"/>	1 John Powell	Kew	03 9999 9999 0426 999 999	trial@ben.net		16/02/2021
<input type="checkbox"/>	6 Jack Puterman	Balaclava North	03 9999 9999 0426 999 999	demo4@benconsulting.net		16/02/2021
<input type="checkbox"/>	15 Anne Tait	Balaclava North	03 9999 9999 0426 999 999	demo4@benconsulting.net		
<input type="checkbox"/>	4 Dorothy Ullman	Kew	03 9999 9999 0426 999 999	trial.cash@gmail.com		16/02/2021

Highlights: Withdrawn Offer Expired Offer In Grace

Reason:

Add (namekey):

Add

Move to Class:

Move

Waitlist:

To Waitlist

Online/Activate:

De/Act

Places=10 Reserved=0 accepted=10 (10) requests=0 (0) Offers=0 Expired=0 withdrawn=0

List Waitlist Next Exit u007(4)

Tutor Info

U3A Demo
Tutor Portal (2021)
The MyU3A Network Welcome Kay Live database

myu3a01.myu3a.net/home/www/3admi/

Student Contact Information

Hi Kay,

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 1025-01 Ancient Egyptian History Memorial Hall Anderson Street Templestowe - Room: 1

Member	Name	Phones	Email	Paid	Status
2790	Kay Cahill Horace Smith	03 9816 9103 0426 317 534 03 9999 9999 0412 743 322	demo12@myu3a.net	Yes	Enrolled
3	Joan Cantelo Jaci Cantelo	03 9999 9999 0426 999 999 03 9086 5456 0412 743 322	tral@jenconsulting.net	Yes	Enrolled
13	Rudi Carpenter Jack wsnow	0418 379 775 0426 999 999 0423 577 853 0412 743 322	demo4@myu3a.net	Yes	Waitlist
11	Laura Davis Joe Davis	0406 329 407 0426 999 999 0424 509 906 0412 743 322	ddu3a@jenconsulting.net	Yes	Enrolled
5	Alys Duffy Sue Black	0426 942 863 0426 999 999 0412 322 738 0412 743 322		Yes	Enrolled
2	Lucy Erber James Erber	03 9816 9103 0426 482 845 0419 324 574 0412 743 322	demomyu3a2@gmail.com	Yes	Enrolled
12	Flora Gibson Jack Gibson	0426 309 621 0426 999 999 0428 776 434 0412 743 322	tral.cash@gmail.com	Yes	Enrolled
8	Denise Gonski Frank Gonski	03 8334 4032 0426 142 562 0408 017 309 0412 743 322	tral.cash@gmail.com	Yes	Enrolled
19	Theresa Hickman Horace Hickman	03 9999 9999 0426 999 999 03 9999 9999 0412 743 322	demo10@myu3a.net	Yes	Waitlist
14	Jacqueline Hill Graham Hill	03 9999 9999 0426 999 999 03 9999 9999 0412 743 322		Yes	Waitlist
7	Lillian Kyneur Fred Kyneur	03 9325 3903 0426 344 063 03 9999 9999 0412 943 022		Yes	Enrolled

Attendance Report

The Attendance report will cover the period of the current Term or Semester –

myu3a01.myu3a.net/home/www/3admi/

Attendance Report

Class 1025-01 Ancient Egyptian History 2021 Trm: 1
Memorial Hall [MH]

Id	Paid	Name	15/2	1/3	15/3	29/3
2790	Tutor	Kay Cahill	.			
3	Yes	Joan Cantelo	.			
11	Yes	Laura Davis	.			
5	Yes	Alys Duffy	.			
2	Yes	Lucy Erber	.			
12	Yes	Flora Gibson	.			
8	Yes	Denise Gonski	.			
7	Yes	Lillian Kyneur	.			
1	Yes	John Powell	.			
6	Yes	Jack Puterman	.			
4	Yes	Dorothy Ulman	.			

Attendance reports do have an alternate option where a signature may be required such as for Bus trips and/or activity insurance cover requirements.

Summary

The Attendance Summary report will cover the full year –

Attendance Summary
Class 9716-01 2020 **INTRODUCTION TO MANDARIN**
Tue 1000-1200 Centenary House CH Tutor: Christina Windt

Id	Name	14/4	21/4	28/4	5/5	12/5	19/5	26/5	2/6	9/6	16/6	23/6	21/7	28/7	4/8	11/8	18/8	25/8	1/9	8/9	15/9
39	Anthoy Cashman																				
2	Lucy Erber								A	A	A										
36	David Halaska																				
38	Robert Ryn																				
37	Christina Windt																				

Next Exit u007(17)

Email Class

There is an option at the U3A level of configuration to allow Tutors/Class Leaders to email the students of their class.

Part of the procedure will indicate any student that does not have an email address and enable the Tutor/Class Leader to access the Students contact information to enable an alternate communication.

Selecting "Email Class will open the following screen for entry of email details –

U3A Demo
The MyU3A Network Welcome Kay Live database

myu3a01.myu3a.net/home/www/u3adml

* Subject:

* Email Text:

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

Next u007(20)

U3A Demo
The MyU3A Network Welcome Kay Live database

myu3a01.myu3a.net/home/www/u3adml

* Subject: Ancient Egypt History - Reminder

* Email Text: Hi there
Please remember to bring your worksheets for the Pharaoh
linage chart on the Old Kingdom

Third Dynasty III 2686-2613
Fourth Dynasty IV 2613-2498
Fifth Dynasty V 2498-2345
Sixth Dynasty VI 2345-2181


See you next Monday - Kay

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

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Selecting the “SendToClass” button will start the sending of emails immediately with each member of the class listed that has an email address, and any member that does not have an email address with the comment of “posted” that may need to be contacted via an alternate communication.

Within the Class information available to the Tutor/Leader, a member’s contact phone/mobile number is available as an alternate communication to the Student.



Demo
Tutor Portal (2021)
The MyU3A Network Welcome Kay Live database

myu3a01.myu3a.net/home/www/u3adml

Class List
Select class:

Class 01025010979 Emails

1 John Powell	Emailed 1
2 Lucy Erber	Emailed 2
3 Joan Cantelo	Emailed 3
4 Dorothy Uiman	Emailed 4
5 Alys Duffy	Posted 0
6 Jack Puterman	Emailed 5
7 Lillian Kyneur	Posted 1
8 Denise Gonski	Emailed 6
11 Laura Davis	Emailed 7
12 Flora Gibson	Emailed 8

Results for Class: 1025-01 2021 Ancient Egyptian History
Tutor: Kay Cahill

Waitlist Students:	0
Enrolled Students:	10
Emailed Students:	8
Posted Students:	2

Post File: /home/www/u3adml/u007005952post.csv
Email File: /home/www/u3adml/u007005952email.csv

Next

Exit

u007(3)