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.
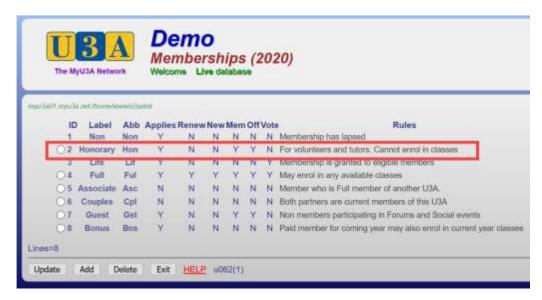

Just like the process for selecting a Member in the Enrolments App, you only need to enter 2 or 3 characters that will result in a small number of membership records to be selected and displayed, allowing selection of the desired member to become the Tutor/Course Leader for the class.

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 –

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)

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 –
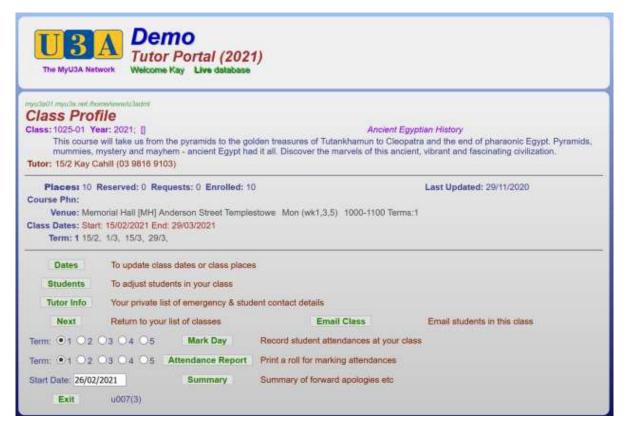

Upon entry all the current classes in which the member is the primary Tutor/Course Leader will be listed ready for selection by the Tutor/Course Leader –

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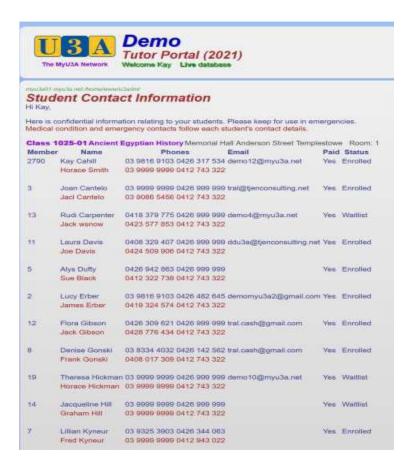
Select any of the potential actions in **green** –

Students
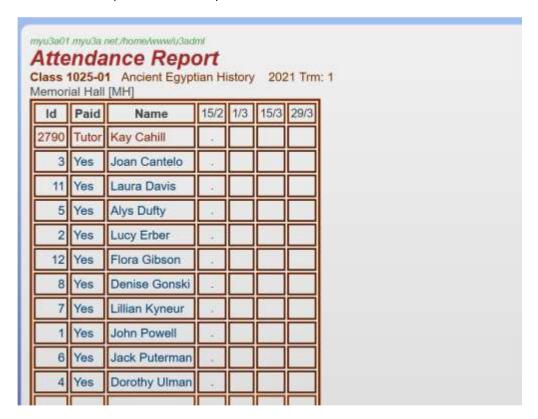
Tutor Info

Attendance Report

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

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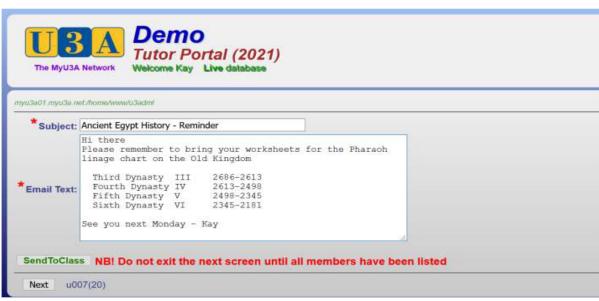
Email Class

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 –

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.