

U3A Baw Baw Tutor/Leader Instructions

TUTOR ACCESS

This guideline is an adjunct to a document “A Guide for Tutors - April 2020” made available by U3A Network Victoria and is available on our website.

All Tutors are provided with a level of access to the Members Management System that provides them with access to courses that they are running.

This allows the Tutors/Leaders to access their Enrolments and Attendance Lists of their Course/s. In addition, each Tutor will have emails sent to them advising when a member is enrolled or removed from their Course. If the Tutor does not require this function the System Administrator must be advised

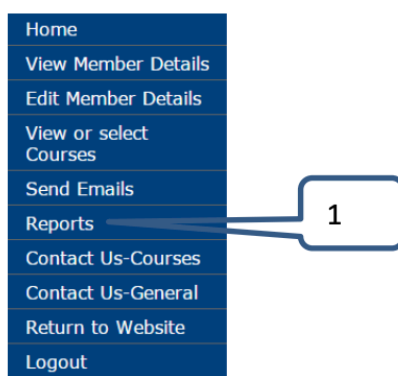
This instruction for Tutors covers

- Course enrolments
- Attendance lists
- Sending emails to Courses
- Email notifications

1. Access Course enrolments

Tutors can access their Course enrolment lists using the steps listed

- a. Login to the secure Members Management System via the U3A Baw Baw website (Member Login). Refer Instruction LOGIN.
- b. Select “Reports” from left hand menu (1). If the Reports menu item is not available please contact the Systems Administrator.



Reports

Enrolments

Lists the members within the selected Course. The reports have multiple options to display additional information

Choose a Course: Please Select ▾

Include Wait Listed: ☐ Show Address: ☐ Show Emergency contact : ☐ Email the Tutor: ☐

Choose a sort order: Status + Surname ▾

List Enrolments

c. To view enrolments

- Click on Enrolments tab (2)
- Click on the pulldown on Choose a Course (3)
- The Tutor Course/s will be visible. Select the appropriate Course if more than one (4)

Reports

Members **Subscriptions** **Courses** **Enrolments** **Volunteers** **Financials** **Admin**

Enrolments

Lists the members within the selected Course. The reports have multiple options to display additional information

Choose a Course: **Please Select** ▾

Include Wait Listed: ☐ Show Address: ☐ Show Emergency contact : ☐ Email the Tutor: ☐

Choose a sort order: **Status + Surname** ▾

List Enrolments

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- The list order of enrolment can be selected using the pulldown associated with “Choose a sort order”. “Status” refers to whether a member is Wait Listed. (5)
- Those on a Wait List can be included or excluded in the List sorting. Also can send to the Tutor (6)

Choose a sort order: **Status + Surname** ▾

- Status + Surname
- Status + First Name
- Surname
- First Name
- Date enrolled
- Member number

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- Select **List Enrolments** and the list will be displayed. See sample list below.

Enrolment List Print

Course: **15ZTE01 Test Course**
Dates: **30/03/2015 - 30/11/2015**
Venue and Tutor: **Mill Park Library - Kevin Whelan**

Enroll Date	Time	Member#	Name	Mobile	Phone	Email
31-05-2015		2001	Mary Renshaw	0431 219 871	(03) 9436-6231	maryr3089@gmail.com
13-01-2015		11058	Glen Wall	0422 852 593		gjwall@optusnet.com.au

Total number of records is 2
Maximum number is 4, Enrolled is 2, Available is 2

Close

2. Attendance lists

Choose a Course:

Select Course Dates between: and: will appear on the list.

Include Wait Listed: ☐ Choose a sort order:

Email the Tutor: ☐ Create a PDF: ☐ Extra horizontal lines on list:

Attendance list

Creating a PDF will generate a new page with the PDF downloaded or open, depending on browser settings. This is used when the spam settings do not allow a wide email body to be sent. Popups must be allowed. This PDF can be attached to your emailer and sent.

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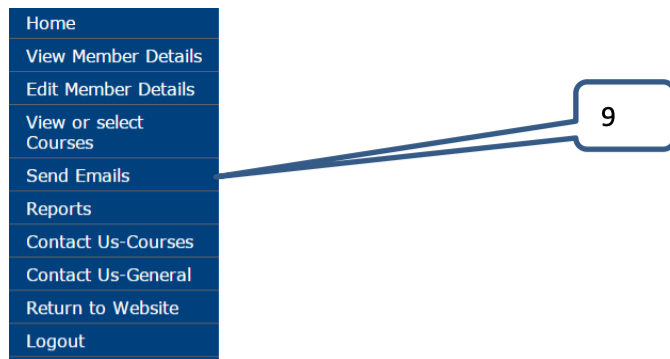
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- Click on the pulldown on Choose a Course (6)
- The Tutor Course/s will be visible. Select the appropriate Course.
- Select start and end date for the attendance list – generally, Term dates are used (7)
- Select Wait Listed and Extra Horizontal Lines as required as well as the Sort Order. (8)
- If wanting to Email the Tutor the Create a PDF is automatically selected and will be sent as an attachment.
- Select Attendance list and the list will be displayed including the dates the course will run

[illegible]

3. Sending emails to Courses - Also see separate Instructions on “Send Emails - (Tutors)”



- a. Select Send Emails from the left hand menu (9)
- b. Refer Instructions SEND EMAIL Tutors

4. Email notifications

Note - a member can be enrolled in a Course by

- Enrolling themselves online
- Being Enrolled by Course Coordinators or their delegate

An automated email is sent to Tutors when a member enrolls in their Course/s. View sample email received by Tutor – enrolment in a Course

This is an automated email from the Membership Website Member 14030, Kevin Whelan has enrolled in 15ZTE01 Test Course on Mon 30-03-2015 ,

A member is to be removed from a Course **only** by the Course Coordinator or their delegate. The member will be contacted to confirm they wish to be removed from the class as well as informing them they will receive an email for the membership system.

An automated email is sent to Tutors when a member is removed from their Course/s. Sample email – removal from Course

For Tutor Kevin Whelan,
Kevin Whelan has been deleted from 15ZTE01 Test Course starting on on Mon 30-03-2015.

Acknowledgement is provided to Whittlesea U3A for the majority of material used in this guideline.