

# Tutor Operations

If you are roughly familiar with the Tutor operations you may like to skip to the Short Instructions section.

## Contents

Online Tutor Functions .....	2
Students Button .....	3
Tutor Info Button .....	4
Next Button .....	4
Mark Day Button .....	4
Attendance Report Button.....	6
Summary Button .....	7
Exit Button .....	7
More Information.....	8
Short Instructions .....	8
Getting to the Class Profile (buttons) Page.....	8
Mark Day .....	8
Apology.....	8
Del/Act.....	8
Marking the Roll for a Date .....	9
Done .....	9
Attendance Report .....	9
Tutor Info .....	9
Students.....	9

# Online Tutor Functions

On the U3a Courses page if you scroll down to the bottom you will see the **Tutors Login** button:



Figure 1 Tutors Login button

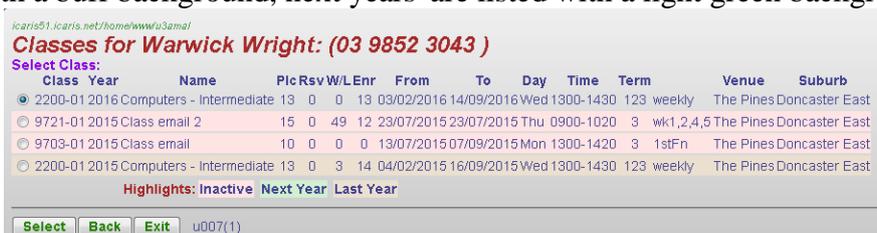
This button is for the use of class leaders (Tutors of various types and Class Reps/Deputy Class Reps). It enables these members to use their normal ID/password to log into the Tutor Portal and access relevant data for the classes in which they are involved as leaders.

To enter the Tutor Portal click on the **Tutors Login** button. This brings up the Tutor Login screen:



Figure 2 Tutor Login screen

Click in the Tutor ID box and enter your ID and password and click on the **Next** button. The ID and password are the same as you use in logging in online to your own account. This displays the class or classes for which you are a leader. If you are a leader in more than one class you will see all of your classes listed. This list will include classes for which you are listed as a leader this year and last (and next when next year's classes are entered - only tutors will see these). Last year's classes are listed with a buff background, next years' are listed with a light green background.



Class Year	Name	Pic Rsv W/L Enr	From	To	Day	Time	Term	Venue	Suburb
2200-01 2016	Computers - Intermediate	13 0 0 13	03/02/2016	14/09/2016	Wed	1300-1430	123 weekly	The Pines	Doncaster East
9721-01 2015	Class email 2	15 0 49 12	23/07/2015	23/07/2015	Thu	0900-1020	3 wk1,2,4,5	The Pines	Doncaster East
9703-01 2015	Class email	10 0 0 0	13/07/2015	07/09/2015	Mon	1300-1420	3 1stFn	The Pines	Doncaster East
2200-01 2015	Computers - Intermediate	13 0 3 14	04/02/2015	16/09/2015	Wed	1300-1430	123 weekly	The Pines	Doncaster East

Figure 3 Class to which the leader has access

Select the class you are interested in by clicking in the round button to the left of the class you want. That button should now have a black dot in the middle.

Click on the **Select** button and you will see the Class Profile of the class you have selected.

**U3A Manningham Tutor Portal (2016)**  
The MyU3A Network Welcome Warwick

*icaris51.icaris.net/home/wwwu3amal*  
**Class Profile**

**Class:** 2200-01 **Year:** 2016 **Computers - Intermediate**  
This three term course follows on from 'Computers - Basics Level 1'. For those with a home computer with WINDOWS 7, an ability to use Email, and access to the Internet, preferably Broadband. Topics covered include: setting up Windows, System Thunderbird and other Internet tools. NB: completion of a Computers - Basics course (or the equivalent as previously discussed course).  
Computers - Intermediate - Must have a computer at home with Email & Internet access. Bring a USB memory stick with (min) prerequisites as stated in the courses brochure. Members who have not completed this course or Computers - Basics Level 1 must submit their qualifications. As class places are limited, if you decide not to attend, please submit a yellow Withdrawal from Class form.

**Tutor:** 3/2 Warwick Wright (03 9852 3043)  
**ClassRep:** 3/2 Mary Dascas (03 9850 5251)  
**Dep class rep:** 3/2 Ian Stuart (03 9842 6719)  
**TutorAssistant:** 3/2 Robert Black (03 9812 0960)

---

**Places:** 13 **Reserved:** 0 **Requests:** 0 **Enrolled:** 13 **Last Updated:** 14/09/2015  
**Course Phn:** 03 9894 5955  
**Venue:** The Pines [Room 1] 520 Blackburn Rd Doncaster East Wed (weekly) 1300-1430 Terms: 123  
**Class Dates:** Start: 03/02/2016 End: 14/09/2016  
**Term: 1** 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3,  
**Term: 2** 13/4, 20/4, 27/4, 4/5, 11/5, 18/5, 25/5, 1/6, 8/6, 15/6,  
**Term: 3** 13/7, 20/7, 27/7, 3/8, 10/8, 17/8, 24/8, 31/8, 7/9, 14/9,

---

**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  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: 14/02/2016 **Summary** Summary of forward apologies etc  
**Exit** u007(3)

Figure 4 Tutor Access

The following description covers all of the things available to you in the Tutor Portal. If you are only interested in one aspect of this, skip to the relevant description. It would be worth working through the whole description with your class at some time.

In the bottom section of the screen you will see 7 buttons:

## Students Button

**Students** lists the students who have applied for your class. This includes those on the Waiting List if any.

*icaris51.icaris.net/home/wwwu3amal*  
**Student List**

**2200-01 2016 Computers - Intermediate** [Tutor: Warwick Wright (03 9852 3043)]  
The Pines Doncaster East Room 1 (Room 1) **Class Dates:** 03/02/2016 thru 14/09/2016 **Sessions:** 1300 - 1430 Wed (weekly) **Terms:** 123

Id	Name	Suburb	Phones	Email	Requested	Accepted
263	Elsa Chan	Doncaster	03 9850 2543	eckewec@yahoo.com.au	30/11/2015	
2458	Shu-Ying Chang	Doncaster	03 9848 8738	sue338849@gmail.com	04/02/2016	
481	Mary Dascas	Bulleen	03 9850 5251	mdascas@primus.com.au	26/11/2015	
1258	Moy Lim	Montmorency	03 9424 1152	moy.h.lim@gmail.com	26/11/2015	
1283	Alison Loudon	Doncaster	03 9857 5230	rjandamlouden@bigpond.com	26/11/2015	
1493	Alita Mossop	Doncaster East	03 9842 9715	alitamossop@hotmail.com	18/11/2015	
1524	Allan Nash	Camberwell	03 9816 8900	anash@aznash.com.au	23/11/2015	
1836	Anette Salmon	Donvale	03 9841 8330	anettesalmon@hotmail.com	27/11/2015	
1953	Leanne Soh	Eltham	03 9439 4692	sengsoh@bigpond.com	31/01/2016	
1997	Ian Stuart	Doncaster East	03 9842 6719 0417 337 422	sergestuart@gmail.com	30/11/2015	
2000	Charles Sturrock	Doncaster East	03 9842 4939 0427 562 067	cbjode@bigpond.com	30/11/2015	
2149	Nergish Wadia	Doncaster	03 9840 1103	nwadia1@hotmail.com	30/11/2015	

Places=13 Reserved=0 accepted=12 (13) On offer=0 requests=0 (0)

**List Waitlist** **Next** **Exit** u007(4)

Figure 5 Student List

At the bottom is a **List Waitlist** button a **Next** button and an **Exit** button. The **Next** button returns you to the Class Profile. **Exit** leaves the Tutor Portal and returns you to the Courses Page. **List Waitlist** lists the members on the waitlist in priority order:



Figure 6 Wait List

You are able to view the student list and the waiting list, but any changes to these may only be made by the back-office Enrolments Staff. The **Next** button returns you to the Student list. **Exit** leaves the Tutor Portal and returns you to the Courses Page.

## Tutor Info Button

**Tutor Info** 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 leaders in carrying out their duties as a class leader.** When you click on this button you will see the list and also have the opportunity to print the list (Scroll down to the bottom or press the **End** key. if you have one and you will see the **Print** and **Done** buttons).

## Next Button

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

## Mark Day Button

**Mark Day** enables you to record the attendance of class members. The current term is automatically selected but if you need to mark a different term (for example, to enter future apologies) click on the desired term to the left of the **Mark Day** button. Clicking on the button displays the Mark Class screen:

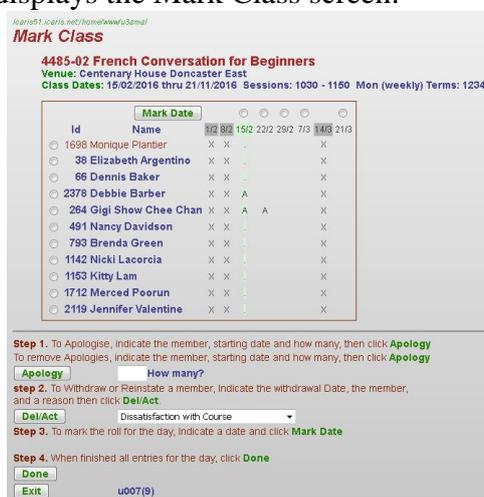


Figure 7 Mark Class screen

Note the various features of the display:

The date of each day of the class is marked along the top. Dates during the term when classes are not held are all marked with an X. Dates on which the class is held have a circle above them.

Each member of the class, including Class Leaders (the Tutor and Class Rep, etc), has an entry in one of the rows, with a circle to the left. Class leaders are listed first followed by ordinary class members in family name order.

To enter an Apology for a class member:

Select the start date of the apology by clicking the circle above that date. This puts a black dot in the centre.

Select the member by clicking the circle to the left of the member name. This puts a black dot in the centre.

Check that the member has not already been marked as present. If so you must remove the Y by clicking on the **Mark Date** button near the top. Then untick the member's tick box by clicking in it. The tick should be removed. Then click on the **Mark** button near the bottom of the screen. Click on the circles above the date and alongside the member's name again.

Enter the number of class sessions for which the member is apologising in the **How many?** box alongside the **Apology** button. If it is just for one class, you do not need to enter a number.

Click on the **Apology** button. An A will then appear for the member for each class session for which an apology has been entered.

If a member is apologising for a holiday, mark the paper attendance sheet with H but mark the computer entry as A.

If a member is absent for a U3A meeting, mark the paper attendance sheet with U but mark the computer entry as present.

*If you make a mistake and need to change an entry just go through the same process again for the incorrect apologies and the incorrect apologies will be removed.*

To Withdraw a member from the class:

Select the date from which the withdrawal applies by clicking the circle above that date. This puts a black dot in the centre.

Select the member by clicking the circle to the left of the member name, This puts a black dot in the centre.

In the drop-down box to the right of the **Del/Act** button select the reason for the withdrawal. To see the options for this entry click on the downward arrowhead at the right. Click on the reason for the withdrawal. If this is unknown, choose "Other".

Click on the **Del/Act** button. A W then appears for that member in each day of the course from the first withdrawal date. If the withdrawal is from the start of the Term the whole member entry may disappear.

*If you make a mistake you can undo the withdrawal by selecting the same member and date and clicking on the **Del/Act** button. Then put in the correct details, if appropriate.*

To mark a class day:

Select the day by clicking the circle above the date to be marked.

Click on the **Mark Date** button to the left of the class dates.

The mark class screen for the chosen date now shows the date with a block for each class member for which there is no apology or withdrawal, containing a tick. If any of the class members was absent without an apology, click on the corresponding box.

The tick will disappear.



Figure 8 Mark class screen

When all absentees have been unticked, click on the **Mark** button near the bottom of the screen.

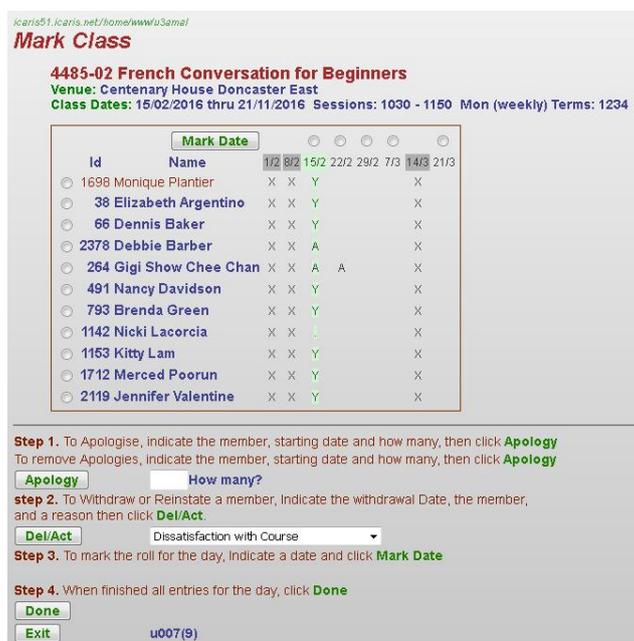


Figure 9 Mark Class screen after Mark

To ignore what you have done, click on the **Cancel** button.

If you get an apology late, for example, an email that you had not read or a late message from the Office, a blank entry can be changed to an Apology by using the Apology process explained above.

*If you realise you have marked a member as present when he was not present, go through the Mark date process again and untick the incorrectly-ticked entry before clicking on the **Done** button.*

When all marking is complete, click on the **Done** button to return to the Class Profile screen.

## Attendance Report Button

**Attendance Report** will display the class attendance for the term as far as it has been marked and space to mark the remaining days of the term.



## More Information

In the Class Profile screen you will also see the details of the class, the Course Description and Tutors, the number of places available in the class, the number on the waiting list (Requests) and the number of members enrolled.

Further down you will see the Venue, day(s) of the week, frequency, time and terms in which the class is held.

The final information shown about the class is the Start and End dates and the actual dates in each term when the class is held.

## Short Instructions

If you need more help refer to the detailed description earlier in this document.

## Getting to the Class Profile (buttons) Page

Log on through the Tutor Portal button, select the class you wish to work on and click on the **Select** button. The Class Profile screen has u007(3) at the bottom to the right of the **Exit** button.

## Mark Day

This enables you to enter attendance details for one or more days.

Click on the **Mark Day** button. This enables you to process **Apologies**, **Deletions/Activations** and marking the roll (**Mark Date**).

## Apology

- 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).
- At the top, alongside the **Mark Date** button click in the circle above the date of the first apology.
- If the apology is for several consecutive class dates, enter the number of apologies in the **How many? Box**.
- Click on the **Apology** button. You will see an “A” appear alongside the selected member for each date on which an apology was entered.
- A member on holiday is also marked in the same way. An “H” is not used on the computer system.
- Repeat for each member for which an apology is to be entered.
- 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”.

## Del/Act

- 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).
- 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”.

## Marking the Roll for a Date

- Click in the circle above the date to be marked.
- Click on the **Mark Date** button. 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. 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
- Then on the **Done** button.
- Further dates may be marked if desired.

## Done

When all marking is finished, click on the **Done** button to return to the Class Profile screen.

## Attendance Report

- This is to enable you to view or print the attendance report as it reflects marking of the roll to date.
- You cannot directly change the entries in this report. This is done via the **Mark Day** button.
- If you want to print the report, first click on File/Print Preview in the browser.
- Set the orientation to Portrait.
- Set the scale to Shrink to Fit.
- Click on Print to print the page.
- Click on **Done**

## Tutor Info

This enables you to view or print the contact information for all class members, including emergency contacts.

## Students

This enables the list of all who have enrolled in the course, including those on the waiting list. You cannot alter this list.

Click on the **List Waitlist** button to see the wait list in order of priority.