

# DATABASE INSTRUCTIONS FOR TUTORS

## 1. How to log in to the Tutor Portal

Click on the [Tutor Login](#) link to open the login screen to the tutor Portal.

Enter your MyU3A Member ID and your password. If you have forgotten these, go to the Members Login, and click on **Forgotten Password/Id**, fill in your email, and your details will be emailed to you.

When you log in to the tutor Portal you will get a list of **your classes**.

Class Year	Name	Pic	Rsv	W/L	Enr	From	To	Day	Time	Term	Venue	Suburb	
100-01 2022	COMPUTING FOR BEGINNERS	3	0	1	3	07/11/2022	05/12/2022	Mon	0900-1100	4	weekly	Enfield Community Centre	Enfield
101-01 2022	CARD MAKING	12	0	0	0	18/10/2022	06/12/2022	Tue	1100-1300	4	wk1,3	Enfield Community Centre	Enfield

Highlights: Inactive Next Year Last Year

Select Back Exit Help u007(1)

Explanation of headings

- **Pic** – maximum number of students in your class
- **Rsv** – reserved – number of places not available for online enrolment (reserved for office allocation).
- **W/L** – waitlisted – number of students on the waitlist.
- **Enr** – number of students enrolled.

Select the class you wish to look at by **clicking on the circle to the left of the class ID** and then click on **Select**. The “Class Profile” screen appears:

**Class Profile**

Class: 100-01 Year: 2022; [ ] COMPUTING FOR BEGINNERS  
Basic instruction on how to use your computer.  
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last  
Course Phn: 0410 434 048  
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4  
Class Dates: Start: 07/11/2022 End: 05/12/2022  
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12

**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 **Mark Day** Record student attendances at your class  
Term:  1  2  3  4 **Attendance Report** Print a roll for marking attendances  
Start Date:  **Summary** Summary of forward apologies etc  
**Exit** u007(3)

You'll use the green buttons on this screen to use other functions, and you'll be returned here if you click **Done** (or sometimes **Next**) from them.

## 2. How to view your student lists

Click on **Students** on your “Class Profile” screen.

**Class Profile**  
Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS  
Basic instruction on how to use your computer.  
Tutor: 11/11 Louise Kennedy (0431 765 234)

---

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last  
Course Phn: 0410 434 048  
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4  
Class Dates: Start: 07/11/2022 End: 05/12/2022  
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

---

**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 **Mark Day** Record student attendances at your class  
Term:  1  2  3  4 **Attendance Report** Print a roll for marking attendances  
Start Date:  **Summary** Summary of forward apologies etc  
**Exit** u007(3)

You will see a list of all enrolled members, and on the waitlist, for your course (if there are any). The headings for that table are shown below. The **Requested** column shows the date this member was put onto the waitlist. The **Accepted** column shows the date of enrolment of confirmed members of the class.

**Enrolment Status**

100-01 2022 COMPUTING FOR BEGINNERS  
Tutor: Louise Kennedy 11/11/2022 0431 765 234: 08 8267 9898  
Venue: Enfield Community Centre Enfield (Meeting Room 2)  
Class Dates: 07/11/2022 thru 05/12/2022 Sessions: 0900 - 1100 Mon (weekly) Sems: 4

Id	Name	Suburb	Phones	Email	Requested	Accepted
<input type="radio"/>	478 Tom Jones	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	479 Dolly Parton	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	477 Jack Smith	Prospect	08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	476 Mary Smith	Prospect	08 1234 5678	dummy@email.com	11/11/2022 15:10	Waiting

Highlights: Withdrawn Offer Expired Offer In Grace  
Places=3 Reserved=0 accepted=3 (3) requests=1 (1) Offers=0 Expired=0 withdrawn=0

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

By clicking on **List Waitlist** at the bottom of the screen you'll see a list of those on the waitlist along with the dates and times they enrolled.

More on Waitlists further on in these instructions.

Clicking **Next** will take you back to the “Class Profile” screen. **Exit** returns you to our website.

### 3. How to print your student emergency lists

Click on **Tutor Info** from your “Class Profile” screen:

**Class Profile**  
Class: 100-01 Year: 2022; [ ] COMPUTING FOR BEGINNERS  
Basic instruction on how to use your computer.  
Tutor: 11/11 Louise Kennedy (0431 765 234)

---

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last  
Course Phn: 0410 434 048  
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4  
Class Dates: Start: 07/11/2022 End: 05/12/2022  
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

---

**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 **Mark Day** Record student attendances at your class  
Term:  1  2  3  4 **Attendance Report** Print a roll for marking attendances  
Start Date:  **Summary** Summary of forward apologies etc

**Exit** u007(3)

You will get a list, in family name order, of all enrolled students together with their health concerns, if recorded, and their emergency contact details. This is an important list and you should always have a printed copy of this in class in case of emergencies. ***Since it contains personal data, this should always be kept in your possession and not shared with others.***

**Student Contact Information**  
Hi Louise,

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 100-01 COMPUTING FOR BEGINNERS Enfield Community Centre 540 Regency Road, Enf

Member	Name	Phones	Email	Paid	Status
478	Tom Jones unknown Jack Smith	08 1234 5678 08 1234 5678	08 1234 5678 dummy@email.com	Yes	Enrolled
479	Dolly Parton unknown	08 1234 5678 08 1234 5678	08 1234 5678 dummy@email.com	Yes	Enrolled
477	Jack Smith unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
476	Mary Smith unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Waitlist

Enrolled: 3: Waitlist: 1  
Tutor: Louise Kennedy 0431 765 234

**Print** **Done** u007(5)

At the bottom of the screen you will see two buttons. Click on **Print** for a copy to be printed. Click **Done** to take you back to the “Class Profile” screen. **Exit** returns you to our website.

## 4. How to print a class roll for marking attendances

Select the term and click the button **Attendance Record** on your “Class Profile” screen.

**Class Profile**  
Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS  
Basic instruction on how to use your computer.  
Tutor: 11/11 Louise Kennedy (0431 765 234)

---

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last  
Course Phn: 0410 434 048  
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4  
Class Dates: Start: 07/11/2022 End: 05/12/2022  
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

---

**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 **Mark Day** Record student attendances at your class  
Term:  1  2  3  4 **Attendance Report** Print a roll for marking attendances  
Start Date:  **Summary** Summary of forward apologies etc

**Exit** u007(3)

The Attendance Report lists all students down the page, one column for each class date. **Only one term's dates will be on the report.**

**Attendance Report**  
Class 100-01 COMPUTING FOR BEGINNERS 2022 Sem: 4  
Enfield Community Centre [(Meeting Room 2)] Tutor

Id	Paid	Name	7/11	14/11	21/11	28/11	5/12
207	✓	Tutor Louise Kennedy	.				
478	✓	Yes Tom Jones	.				
479	✓	Yes Dolly Parton	.				
477	✓	Yes Jack Smith	.				

Scroll down the screen and at the bottom you will see two buttons.

Click on **Print** to print this page of the class roll for the class sessions.

**Use this report to record attendances, withdrawals, absences and apologies during your class.**

Click **Done** to take you back to the **Class Profile** screen.

## 5. How to email your class from the Tutor Portal

Click on the **Email Class** Button.

**Class Profile**  
Class: 100-01 Year: 2022: [ ] COMPUTING FOR BEGINNERS  
Basic instruction on how to use your computer.  
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last  
Course Phn: 0410 434 048  
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4  
Class Dates: Start: 07/11/2022 End: 05/12/2022  
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

Buttons: Students, Tutor Info, Next, **Email Class**, Mark Day, Attendance Report, Summary, Exit

The Class Email screen will appear.

Subject: [ ]  
Email Text: [ ]

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

Next u007(20)

- Enter a suitable Subject line and the text of the email.
- The emailer program will insert two lines automatically to the email, so there is no need to insert a greeting line.

Member: *Member id, Given name, Family name*

Dear *Given Name*

- When satisfied that the Subject and Text are what you want, click on the **SendToClass** button to send the email. Depending on the class size, sending the email may take several minutes.
- A Class List screen will appear. This may display in segments depending on how busy the system is.
- The members of the class are listed with their IDs and whether they are emailed, or the message needs to be posted.
- A summary is then shown giving the number of members on the wait list (these do not receive the email), the number of students enrolled, the number of students emailed, the number of students posted.

Do not leave the page until all class members have been listed.

NOTE: If you wish a reply to your email, include your personal email address in the text of the email, as the members cannot just send a 'return' email to the sender.

### **A hint about the internal email system which is very slow.**

*It may seem as if your email didn't send but don't press send again! You can tell if it's still thinking by the little circle going around in the top corner! So go and have a cup of tea, especially if you have a large class, then exit only when all the class members are listed.*

To leave the page click on the **Next** Button to return to the Class Profile screen or the **Exit** button to exit from the Tutor Portal.

## 6. How to edit your student list

### Class Profile

Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS

Basic instruction on how to use your computer.

Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3

Last

Course Phn: 0410 434 048

Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4

Class Dates: Start: 07/11/2022 End: 05/12/2022

Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

**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

**Mark Day**

Record student attendances at your class

Term:  1  2  3  4

**Attendance Report**

Print a roll for marking attendances

Start Date:

**Summary**

Summary of forward apologies etc

**Exit**

u007(3)

Click on **Students** on your "Class Profile" screen.

### Enrolment Status

158-01 2024 COMPUTING FOR BEGINNERS

Tutor: Louise Kennedy 05/02/2024

0432 771 257: 08 8266 2296

Venue: Enfield Community Centre Enfield (Meeting Room 1)

Class Dates: 05/02/2024 thru 04/03/2024 Sessions: 1000 - 1200 Mon (wk1) Sems: 1

Id	Name	Suburb	Phones	Email	Requested	Accepted
<input type="radio"/>	584 Jeffrey Jones	Prospect	08 1234 5678	dummy@email.com	05/01/2024 11:57	Waiting
<input type="radio"/>	582 Jill Jones	Prospect	08 1234 5678	dummy@email.com		05/01/2024
<input type="radio"/>	583 Jack Smith	Prospect	08 1234 5678	dummy@email.com		05/01/2024

*The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.*

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):   **Add**

Move to Class:   **Move**

Waitlist:  **To Waitlist**

Delete/Activate:  **Del/Act**

Places=2 Reserved=0 accepted=2 (2) requests=1 (1) Offers=0 Expired=0 withdrawn=0

**History**

**List Waitlist**

**Next**

**Exit**

u008(4)

You will see a list of all enrolled members, and on the waitlist, for your course (if there are any). The **Requested** column shows the date this member was put onto the waitlist. The **Accepted** column shows the date of enrolment for confirmed members of the class.

**A. HOW TO TRANSFER A STUDENT FROM YOUR WAITLIST TO YOUR CLASS**

550 Jack Smith Prospect 08 1234 5678 dumm

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

aces=3 Reserved=0 accepted=3 (2) requests=1 (1) Offers=0 Expired=0 withd

u007(4)

Click on **List Waitlist**.

**Wait List**

123-01 2023 BEGINNERS SPANISH  
Tutor Louise Kennedy

Venue: Enfield Community Centre Enfield (Meeting Room 2)  
Class Dates: 24/07/2023 thru 04/12/2023 Sessions: 1100 - 1200 Mon (weekly) Sems: 34

Id	Name	Suburb	Phones	Email	Date	Time	
553	Charles King	Prospect	08 1234 5678 08 1234 5678	dummy@email.com	05/05/2023	1411	<input type="button" value="Accept"/>

Highlights: Online Offer Expired Offer In Grace  
Lines=1

Students on the Waitlist will be in order of date/time of applying for enrolment.

Click on **Accept** to transfer the student to your class.

The student will then appear on your class list. They will receive an email confirming their enrolment. (You can accept students from the Waitlist even if your class is already full.)

**B. HOW TO DELETE A STUDENT FROM YOUR CLASS**

allocation.

552 Sarah Ferguson Prospect 08 1234 5678 08 1234 5678 dummy@email.

551 Jill Jones Prospect 08 1234 5678 08 1234 5678 dummy@email.

553 Charles King Prospect 08 1234 5678 08 1234 5678 dummy@email.

550 Jack Smith Prospect 08 1234 5678 dummy@email.

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

Select student and click on **Del/Act**.

The student will disappear from your list.

If you have someone on the Waitlist they will not automatically be accepted into the class. You need to add them as per instructions above.

### C. HOW TO ADD A NEW STUDENT TO YOUR CLASS (or re-instate a deleted student)

allocation.

<input type="radio"/>	552 Sarah Ferguson	Prospect	08 1234 5678	08 1234 5678	dummy@email.com	
<input type="radio"/>	553 Charles King	Prospect	08 1234 5678	08 1234 5678	dummy@email.com	05/05/2023
<input type="radio"/>	550 Jack Smith	Prospect	08 1234 5678		dummy@email.com	

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

Type first three letters of student's surname and click on **Add**.

<input checked="" type="radio"/>	551 (F)	Jill Jones	Prospect
<input type="radio"/>	212 (M)	Kathy Jones	Golden

Lines=4

u007(1)

Select correct name and click on **Select**.

The student will appear on your student list. They will receive an email confirming their enrolment in your class.

Click on **Next** to go back to the Class Profile.



## 7. How to check for apologies

Click the button **Summary** on your “**Class Profile**” screen.

**Class Profile**  
Class: 100-01 Year: 2022; COMPUTING FOR BEGINNERS  
Basic instruction on how to use your computer.  
Tutor: 11/11 Louise Kennedy (0431 765 234)

---

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last  
Course Phn: 0410 434 048  
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms: 4  
Class Dates: Start: 07/11/2022 End: 05/12/2022  
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

---

**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 **Mark Day** Record student attendances at your class  
Term:  1  2  3  4 **Attendance Report** Print a roll for marking attendances  
Start Date:  **Summary** Summary of forward apologies etc  
**Exit** u007(3)

This will show you if a member has indicated they will be absent from the class on certain dates.

**Attendance Summary**  
Class 100-01 2022 COMPUTING FOR BEGINNERS  
Mon 0900-1100 Enfield Community Centre (Meeting Room 2) Tutor: Louise Kennedy

Id	Name	14/11	21/11	28/11	5/12
478	Tom Jones				
207	Louise Kennedy				
479	Dolly Parton				
477	Jack Smith		A		

**Next** **Exit** u007(17)

Click **Next** to take you back to the **Class Profile** screen.