

Class Management for Tutors

This information is provided to help ensure your classes run smoothly and comply with all requirements.

KMVU3A Operation

The KMVU3A website contains information about the operation of KMVU3A Inc, including the Terms and Conditions all members agree to when enrolling and the related Policies, Procedures and legal framework governing U3A. Please familiarise yourself with it and encourage members to use it to find information, enrol etc.

Class Details - please check they are correct

- Please check that your class description / details on our website, under Classes & Events > Current Classes are correct.
- Some classes operate during the holidays and on public holidays. This is up to the tutor and class members, but the Course Co-ordinator must be advised so venue hire and class dates etc are correct.
- Our online system enables us to change/update course information easily at any time and we encourage you to help us keep information up to date. Discuss with the Course Co-ordinator anything you want changed.

Secondary Tutor

- Some classes due to the number of members or complexity of the class may find having a secondary tutor is useful.
- The Secondary Tutor should be able to run the class in your absence and has the same obligations, responsibilities and insurance cover as the main tutor. The secondary tutor's name will be added to the course description.

Member Wizard and the Tutor Portal – tools to manage your class

KMVU3A uses an online database called **Member Wizard** (MW) to manage many aspects of U3A operation including enrolment, members, classes, payments etc.

It includes a **Tutor Portal** that allows Tutors to see, and manage aspects of their classes eg:

- Print an up-to-date Class List of members that includes the member's and their emergency contacts details
- Print a class attendance sheet or mark the roll online
- Email all class members
- Check what period/s members have paid for and if any money is owing
- Upload class documents that members can download from their Member Portal

The Tutor Portal is accessed from within the Member Portal. See the document – **How to use the Tutor Portal** – or go to the website and click on [Useful Resources > Tutor Portal Use](#) for information. Please familiarise yourself with this.

The Class List with member and emergency contact details

- **The Class List** – which can be printed from the Tutor Portal - contains a list of contact details for each member as well as the contact details of their **emergency contacts**.
- This should be printed and available during a class if needed, although it can be accessed online if required at any time.
- It also contains information on the payment period for each class and any money owing at the time of printing.

Privacy

- Members personal details are private and should not be given to or discussed with any other member or party without the permission of the member or as required by law.
- This includes information from U3A documentation and information obtained in a class. If necessary, remind class members that personal details of other members is not a topic for discussion.

Attendance in General

- People must be a member and enrolled in the class to attend a class unless attending as a visitor /guest speaker etc.
- If someone attends a class who is not on the Attendance List or does not have an agreement to attend as a **visitor** to try the class or be a guest speaker etc, **please inform the Course Co-ordinator**.
- Members cannot just turn up as there are procedures to follow and often waiting lists which are there to ensure fairness, equity and insurance cover.

NOTE: They may of course, have enrolled after the Attendance or Class List was printed. The up-to-date list can be checked online, or the member may have a receipt or similar they can show you.

Attendance Recording

It is important to maintain accurate Attendance records. You may wish to ask a class member to assist with attendance marking or get members to initial their own attendance on the roll.

Attendance Sheets can be obtained as follows:

- Printed from the Tutor Portal. We can print them for you and arrange delivery if necessary
 - See the document – **Using the Tutor Portal** - for information
 - When printing sheets **add some blank lines at the bottom** to write in visitor / new member details
- Or Attendance can be marked **online in the Tutor Portal** if desired. Click on the Class > Mark Attendance

The attendance sheets are official records and must be returned to the Course Co-ordinator via email (photograph or scan the completed sheet) or by delivery to 46a Tozer Street at the end of every term.

Attendance sheets marked online can be printed and returned as above or saved as a PDF and emailed.

Recording visitors / event attendee / guest speaker on attendance sheet

The following details of visitors, as well as any guest speakers and attendees on a bus trip or at an event **MUST** be recorded on the attendance sheet.

- Name of person and emergency contact
- 2 phone numbers (personal phone and an emergency contact phone number)
- Date of visit

Member absence from a class

- It is an expectation, that members will contact the Class Leader if they are going to be absent from class, especially if it is an extended absence.
- Please give your **phone number or email** to all members of your class to enable them to do this and remind them at the start of each term to contact you if they are going to be absent.
- Members can also notify an absence themselves in their **Member Portal**. This will be recorded in the Online Attendance sheet and tutors will be sent an email with this information.

If a course member is absent for three weeks without contacting you, try to contact them to find out what has happened and if they wish to remain in the class. You can add notes about member absences in the Tutor Portal > Advise Absence.

Withdrawal of member

- If a member has indicated to you that they will not be returning, contact either the Course Coordinator or System Administrator ASAP so that their name can be removed, and the vacancy given to someone on any waiting list.
- The member can withdraw themselves in their Member Portal. The course-co-ordinator will be sent an email.

Tutor Absence / Class Cancellation / Variations

If a tutor is unable to attend a class and / or it must be cancelled or varied, class members should be advised asap.

Planned absences can be incorporated in the advertised Class Dates if known in advance eg the class may start a week later than most classes or have a day when it doesn't run in the middle of a term.

For **unplanned absences** eg illness or emergencies **tutors** should as soon as possible:

- Email / contact all class members with the information
- Or contact the Course Co-ordinator and ask them to advise members

Excursions / Guest Speakers etc

- The Course Co-ordinator must be notified when a guest speaker, an excursion or any other class activity at an unscheduled location or time, is being planned.
- The details, date, destination, expected duration and anticipated numbers attending should be advised in advance. This is important for insurance and record keeping purposes.
- **A record of attendance at any of these special events must be kept.**

Communicating with a Class

The class list available in the Tutor Portal **has phone/ email / address contact info** for all class members.

Emailing Members: The preferred way to email members is using the Tutor Portal. It allows you to **easily email** all your class members or a selection of them. Email addresses are up to date, and you do not have to enter them into your own email account. Replies to emails sent from within the Tutor Portal will go to **your personal email** so you can respond to them easily.

- When using the Tutor Portal all the emails are inserted into the **BCC line**.
- Please also use the **BCC line** when emailing class members from your personal email address.
- You can also see a list of emails previously sent using the Tutor Portal and see who has received and opened each email. This is useful for troubleshooting any email issues. Ask members to check their junk mail folder if they don't think they have received an email.
- Please arrange an **alternative method of communication** for members who DON'T have an email.
- See the document – **How to use the Tutor Portal** – or go to the website < Membership > Tutor Portal Use.

Member Badge

Each member is provided with one badge when they first join KMVU3A as part of the membership fee. Badges are not renewed each year as it is expected they will last many years! If suitable and depending on the class, it is useful that members wear their badges to classes and U3A activities.

- If a member joins during the year a badge can be ordered for them
- If a badge is lost or damaged etc members can purchase a replacement badge
 - Contact the treasurer to arrange the replacement and invoicing

Equipment for a Class

- KMVU3A and venues have a variety of equipment for class use, including audio visual equipment.
- Any required equipment for your class should be discussed with the Course Co-ordinator.
- Suitable equipment may already be available that you could use.
- Demonstrations on how to use equipment can be arranged with the Course Co-ordinator.
- Alternatively depending on cost, equipment could be purchased after discussion and agreement with the Course Co-ordinator and treasurer, as to suitable options, cost and purchasing arrangements.

Photocopying for your Class

- There is a photocopier at our main office - 46a Tozer Street - which Tutors can use to produce documents for class.
- For information on accessing the photocopier and a demonstration of how to use it, contact a committee member to arrange a suitable time.
- **It is preferable that you print in Black and White whenever possible.**

Copyright

When you photocopy or print information, use music or films and similar in your class you must comply with the Copyright laws. You should always assume that what you are reading, looking at or listening to is protected by copyright (that includes works created overseas).

Our state body, the *U3A Network NSW* manages appropriate annual licences for audio, video and published works on behalf of Member U3As. KMVU3A select and pay for annual licences as part of our annual network affiliation fee.

Intending Tutors should visit the U3A Network NSW website – <https://u3anet.org.au> then click on Resources> U3A Admin > Copyright for U3A Groups to view information about Copyright. They should also discuss the options with a committee member if using this type of material.

Who owns U3A course materials?

KMVU3A does not own the Intellectual Property (IP) in course and educational materials, creative or scholarly works created or developed by tutors, presenters or guest speakers unless the Intellectual Property is the result of work specifically commissioned by KMVU3A.

Participants on all courses and presentations are required to respect the Intellectual Property of tutors at all times including refraining from unauthorised copying, photography, audio or video recording and unauthorised use or dissemination of Intellectual Property to third parties.

Photographs and publicity

- Tutors are encouraged to take photographs of the class at intervals for promotional purposes on the website, in newsletters, emails and Facebook.
- These and / or written information about events etc can be emailed to the course co-ordinator or the info@kempseymacleayu3a.com.au email for use as appropriate.

However, please check prior to taking any photos that members are happy to be included in such photos. Members do sign as part of the Terms and Conditions the condition below but please remind them and confirm.

- *Only participate in **photos taken at KMVU3A classes or events** if you agree that these can be used in publicity for KMVU3A on our website, Facebook, newsletter, local publications and in other promotional displays*

Insurance Cover

KMVU3A have a variety of insurance policies to cover our operation.

- This includes public liability insurance and volunteers' personal accident insurance for members who are performing voluntary work for U3A. Tutors are covered while undertaking tasks associated with their classes but not when attending a class or event as an ordinary member.
- Members/ students not performing a volunteer role are not covered for accidents or injury during class. They participate at their own risk. If they require this type of insurance; they must take it out for themselves.

You can read more at the U3A Network NSW website – <https://u3anet.org.au> then click on Resources> U3A Admin > Insurance for U3A Associations.