# Using the Tutor Portal

The **Tutor Portal** is part of the Member Portal in Member Wizard that you can only see and access if you are also a tutor. To access the Member and Tutor Portal log into the Member Portal from the Kempsey U3A website at the following link: https://www.kempseymacleayu3a.com.au/member-portal-access.html  Read the Member Portal help page if you have trouble or contact us.

## Access the Tutor Portal

1. Register and log into the Member portal using the link above. Perhaps bookmark it for later access
2. Click on Tutor Portal on the left-hand side. A list of your classes will appear.
3. Click on the class you wish to see information for.
4. Click **Students** to see a list of students or follow the instructions below for the more useful options.

## To print a roll for class

1. Click **Print Attendance Sheet**
   a. Leave the boxes ticked as shown on the right.
   b. Select the **class dates** as follows:
   c. NOTE: Select to print only one Term at a time *(plus holidays if applicable) as students change each term and th*e whole year will not fit on A4 paper when printed.
2. **If the class only runs in Term time:**
   a. In Date Range: Select Term 1, 2, 3 or 4 as applicable.
3. *If the class runs through the holidays:*
   a. In **Start Date** – use the calendar picker to select the date of the first class in the term.
   b. In **Finish Date** – select the date of the last class in the holidays at the **end** of the selected term.
4. **Add a few Extra blank lines** eg 5 or more to allow you to write details of any late enrolments AND the tutors name/s so you can mark the attendance of you and any other tutors.
5. Click **Print**.
   a. Select the required print options eg black and white or colour; back-to-back etc
   b. If your class only runs in Term time: Print this sheet **PORTRAIT**.
   c. If your class runs through the holidays: It may be better to print this sheet **LANDSCAPE.**

## To print a list of contact details

1. Click **Print Class List**
2. Click Print. Select the required options according to your printer. NOTE: it is best to print this page **LANDSCAPE** as it will be easier to read
3. The list shows: Personal and emergency contact details; Periods invoiced for class eg a

Term only or the full year; any amounts owed at time of printing and the date their Membership is paid to.
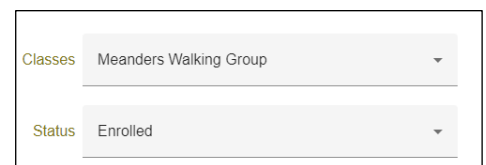
## To Email the class or just selected students from the Tutor Portal

Emailing through the Tutor portal will mean you do not have to enter the student emails and details into your own email account and the email list will always be up to date. NOTE: However, not all members will have an email – you need to check this on the Class List and arrange other ways to contact students without an email.
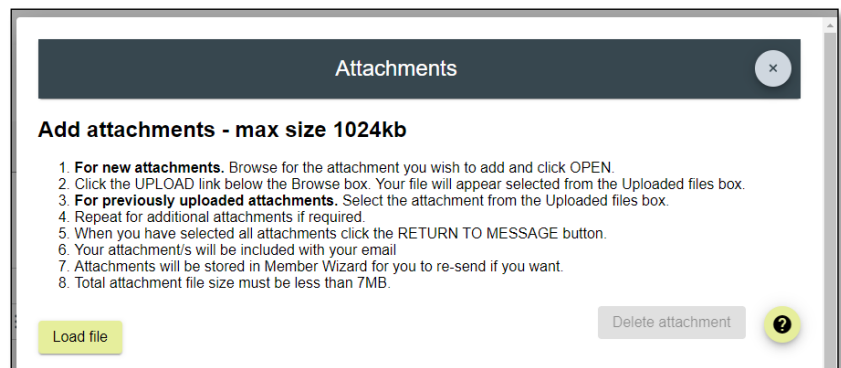
All emails sent will appear to come from KMVU3A BUT any replies will go to your personal email that you have registered with KMVU3A making it easy for you to respond to.

**WARNING:** *MW does not save drafts of any emails so if you are typing a long email, to avoid losing your half written text if the program drops out or you press the wrong button etc – it is* ***safer*** *to type the message in a word processor or your own email account, save the document or save the email as a draft and when the text is as you want – Open MW, start the email and copy and paste the previously written text into the message area of the email.* Note: To paste text into the message area you must use Crtl V(Windows) or Command V (Apple device) as Right click > paste is not supported.

1. Click on **Email**
2. Select the required Class from the drop down as shown on right.
3. Click **NEXT**
4. Click **Select ALL** to email all students or click the box next to individual student names to email a single or several students only.
5. Click **NEXT**
6. **Type in a subject line.**
7. Click **Add Attachment** if required.
   a. Click **Load file** to browse for and click once on the required file on your computer.
   b. **Click Open or Double click** on the file to load it into the list of files already loaded. You can select a file to attach that is already in the list if required.
   c. **Click the box** next to the required file name which if newly loaded will appear at the top of the list.
   d. Click **Return to Message** when all required files have been selected.
   e. The file name will appear beside the Add Attachment button as shown below. If it doesn't repeat the process.
8. **Type the message.**
   a. Use the buttons to format the message, add a picture in the message etc as usual.
9. Click **Send** when the message is finalised.
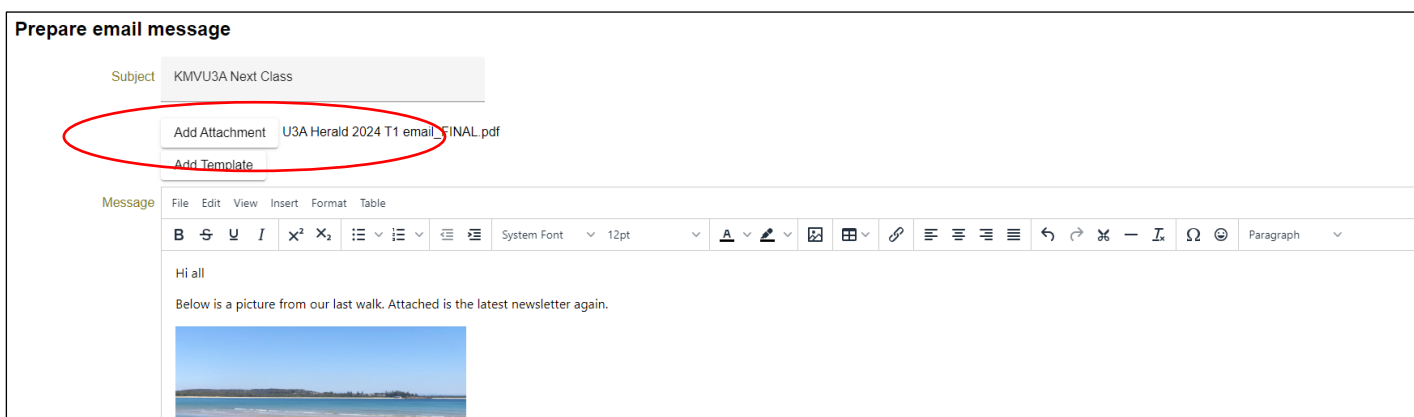
**Check on sent emails:** If you want to see who has received and /or opened any emails sent or if any emails have bounced, please contact an admin via the info email address who can look it up for you.

**To type an email using a template:**

If you want your email to be a little fancier and to include the KMVU3A logo, Facebook and website addresses, you can use one of the Templates saved in MW to Type the email. Follow the instructions below.

Follow instructions on the previous page but **before** you type the message:

1. Click **Add Template.**
2. Click once on the **General With Logo** template shown below. Click Select.
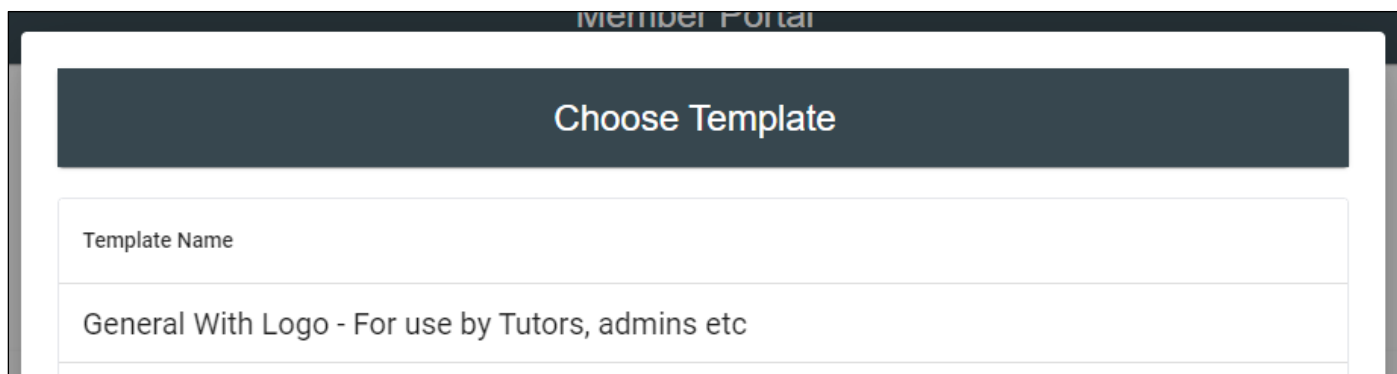


3. The selected template will be inserted into the Message box as shown below.
4. Replace Hi All with your preferred greeting.
5. Type your message deleting any excess blank lines if required.
6. Delete – Add your name - and type your own name.
7. Delete or Replace KMVU3A Committee / tutor etc as required.
8. Send as usual when complete.