

GUIDE FOR TUTORS TO ACCESS THE DATABASE (U-MAS)

Our database known as U-MAS stores information about membership, courses, tutors, venues, enrolments and term dates. There are two components:

- U-MAS for Members which provides a 'shop online' format for Members to update their details and enrol in courses.
- Core U-MAS which is a comprehensive repository of records and reports available to administration and tutors.

Tutors are assigned a security level that allows them to access Core U-MAS.

1. Open the U3A website – www.u3asurfcoast.org.au
2. At the top of the Home Page click on LOGIN and select Admin/Tutor Login – login with your Member Number and Password.
3. You will see a blue panel on the left-hand side of the new page
4. Because you have 'tutor status', you have automatic access to tools that relate to the course for which you are responsible. These tools are listed in the blue panel as 'Reports' and 'Send Emails'.

REPORTS

You will be able to access two of the Report tabs – Courses and Enrolments. The Courses tab is not essential, but useful if you wish to check tutors, dates, times or venues of other classes.

The Enrolments tab has 3 useful sections:

1. **Enrolments** lists the names and contact details of your students – just select the relevant course (you will see only the one/s that you are responsible for) and mark any of the optional check boxes. You can email this list to yourself if you wish. This tool is also useful for monitoring enrolments before your course commences.
2. **Absence Management** allows you to check for any absences that any class members have registered. You will also receive an automated email when a student records an absence.
3. **Attendance** is where you find your attendance list for roll-marking. You can print this list and you can also email it to yourself. (If your attendance list doesn't show the class dates and columns, please advise the Tutor Liaison Officer.) You will also see that you can add extra lines to the list – this is handy if more people join the course after term begins.

SEND EMAILS

You can send emails to all members enrolled in your class. Replies can go directly to your own email address, and you can add an attachment.

1. Click on 'Send Emails' in the blue panel, and then select the Enrolments tab.
2. If you would like replies to go directly to you, replace the U3A address in the first pane with your own email address.
3. If you want a copy of your message to go to anybody who is not in the class. add their email addresses (separated by a semi-colon) in the next pane

4. Type the subject and message in the usual way. You will notice a pane that says 'Restore a previous email' – this is handy if you want to repeat or modify a message that you have sent at an earlier time.
5. If you wish to personalise the message you can insert the field [preferred_name] in the salutation. If you wish to refer to their member number, use [member_no] - note the square brackets and underscore between the two words. A full list of possible fields is underneath the message pane.
6. You can add one document that you have previously saved on your computer. A **pdf** file is recommended so that it can be read on all devices. Click on the 'Choose File' pane to select your document.
7. Click on any of the optional checkboxes – 'Email the Tutor' ensures that you get a copy too.
8. Select your course and click on 'Send enrolment emails'
9. A pop-up will appear checking that you want to send the email – Click on **YES** (*This is essential!*) and the task is completed.

ALSO...

Your Tutor Liaison Officer is your primary contact if you need more help to find your way around U-MAS.

Encourage your class members to use U-MAS for Members to keep details up-to-date and to register any absences from your class.

You will receive automated emails relating to any class member activity such as absences, withdrawal from the class and late enrolments.