

## Tutor Portal Guide

Welcome and thank you for sharing your time, expertise and passion as a Tutor. Dedicated and satisfied tutors are a key part of U3A Central Gold Coast (formerly U3A Broadbeach) (U3A CGC). Without our Tutors we could not function.

To support its members, U3A CGC maintains a 'portal' to an online database called 'Member Wizard' (MW). Member Wizard is a storage and information system which supports many of U3A CGC's functions including the 'Tutor Portal' which is exclusively for the use of Tutors.

Logging into the Tutor Portal gives you access and control over useful functions such as reviewing Class Details, printing Class Lists, marking Attendances, sending Emails to students...etc.

As a member of U3A CGC, you may have already logged into the 'Member Portal' and undertaken the registration process which gives you access to viewing your membership details, enrolling in classes... etc. If you haven't registered in the Member Portal, the steps below will assist you with that process as well as giving you the steps to log into and use the Tutor Portal.

The first time you log into the Member Portal you will need to register, after that you will only need to use your **email address** OR **member number** and password. After your **first** login you will be able to use either your existing sign-in email or your member number for future logins. **Your 'Member Number' will be displayed in your 'Member Portal' below your name.** If you don't see your member number there please email [u3acentralgoldcoast@gmail.com](mailto:u3acentralgoldcoast@gmail.com) explain your query and ask for assistance from a Web Team member.

If you **share the same membership email address** with a family member or encounter issues with your registration process, **please email [u3acentralgoldcoast@gmail.com](mailto:u3acentralgoldcoast@gmail.com) and ask for assistance from a member of the 'Web Team'.**

If you have already registered and logged into the 'Member Portal' proceed to **step 6**.

### STEPS FOR LOGGING INTO MEMBER PORTAL

1. Use a web browser (e.g. Google) to locate [u3abroadbeach.com](http://u3abroadbeach.com) This will take you to the U3A CGC Website Homepage, and give you interesting links to information such as U3A CGC's Location, Timetable, Newsletters...etc.

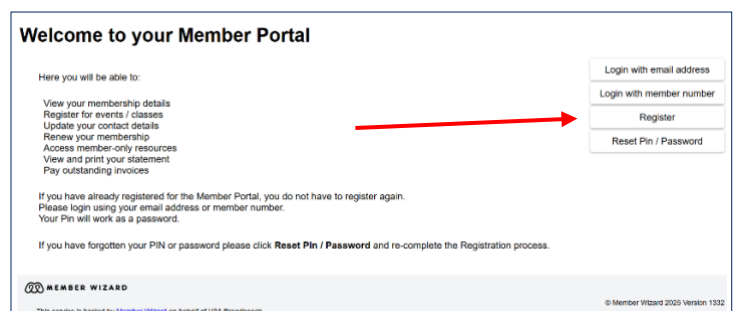
2. Next locate and click on the



button located under the U3A Central Gold Coast heading.

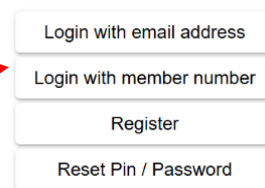
3. *The first time* you log into the Member/Tutor Portal you will need to **register** and set up a password as follows

- Click the **register button** on the right-hand side of the screen.
- You will be asked to enter an email address. This is the one you used when becoming a member.



- For security purposes an email with a registration number will be sent to this email address. Enter the 6-digit number without the space in the box. The security code will be valid for **24 hours**.
- You will then be prompted to enter a password; this password is held securely but not shared with U3A CGC so please **remember** this password for your future use.

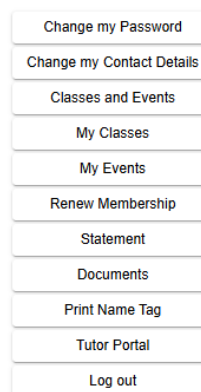
4. **In future** when you log into the welcome page:
- select the **Login with email address** button and enter your membership **email** address and password  
OR
  - select the **Login with member number** button and enter your **member number** and password
  - select the Login button, bottom right of the page



**You will be taken to the Member Portal home page.**

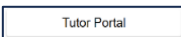
5. What you can do in the Member Portal:

- Change your password .....
- Review & change your contact details .....
- View all classes & enroll in them .....
- See which classes you have enrolled in .....
- See what events you are registered for .....
- Renew your membership .....
- View a statement of money you have paid to or owe U3ACGC .....
- View any U3A public documents .....
- Print a name tag.....
- Access the Tutors Portal if you are a Tutor .....
- Log out of the Members Portal .....



**STEPS FOR USING THE TUTOR PORTAL**

*The Tutor Portal gives Tutors details of their courses and a secure way to manage attendance lists. It also has other useful functions such as - an easy way to email students about class changes, ability to send bulk emails to the whole class without the tedium of entering multiple email address, being able to make useful resources available to students and much more...*

6. Log into the Member Portal using the process outlined in Step 4.
7. Log into the Tutor Portal by selecting the  button on the lefthand side of the page, 2<sup>nd</sup> button from the bottom. **If you do not see a button marked 'Tutor Portal'** please email [u3acentralgoldcoast@gmail.com](mailto:u3acentralgoldcoast@gmail.com) and ask for assistance from a 'Web Team' member'
8. When the Tutor Portal opens your class/s will be listed in the center of the screen. If you facilitate more than one class, highlight the class you want to work with. If your list of classes is incorrect or you need extra assistance with any of the tools, please email [u3acentralgoldcoast@gmail.com](mailto:u3acentralgoldcoast@gmail.com) and ask for assistance from a Web Team member. On the left side of the screen is a group of buttons to select from to perform the following actions: Click on ...

- Students - to view a list of your class members.....
- Email - to send emails (including attachments) to class members .....
- Communications sent - to review previous emails sent to classes .....
- Mark Attendance .....
- Advise Attendance .....
- Class Details – to allow you to review class & timetable details .....
- Print Attendance Sheet – to print a copy for marking in classes .....
- Print Class List – to review & or print class details .....
- Print Waiting List – review to see if a member is waiting to join the class .....
- Print Name Tag – for class members .....
- Class Resources – to upload & manage recourses for students .....

