Using the Tutor Portal

The **Tutor Portal** is part of the **Member Portal** in Member Wizard and allows you to manage aspects of your class as below. You can access Tutor Portal from www.kempseymacleayu3a.com.au > Membership > Member Portal Access. The **Attendance Sheet** and the **Print Class List** should be printed for all classes. If you have trouble or need us to print sheet for you, contact us.

Access the Tutor Portal

1. Register and log into your 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 and use the options on the left as required
4. Click **Students** to see a list of students or follow the instructions below for the more useful options

To print Attendance Sheet (roll) for class

1. Click the required class > **Print Attendance Sheet**
2. Tick the required boxes. Eg, choose to sort by Last or First name etc. On the right, the logo and footer are not ticked *(This will reduce unnecessary detail on the page.)* Tutors can decide as required
3. Select the **class dates** as follows:
   NOTE: *Th*e whole year will not fit on A4 paper when printed and students may change each term so:
   a. **If the class only runs in Term time:**
      i. Select Term 1, 2, 3 or 4 as applicable
   b. **If the class runs through the holidays:**
      i. In **Start Date** – use the calendar picker to select the date of the first class in the term
      ii. In **Finish Date** – select the date of the last class in the holidays at the **end** of the selected term.
4. Add at least 5 **Extra blank lines** to write details of any late enrolments, visitors, guest speakers etc
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: Print this sheet **LANDSCAPE**
6. The sheet will show the Tutors at the top, then students in the order selected

To print a list of students with contact details including emergency contacts

1. Click class > **Print Class List**
2. Click Print. Select the required print options. 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 – which is the period invoiced for the class eg ½ year only or the full year; Amount Owing at time of printing and the Membership Paid To date

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 all emails.

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 – Start the email in the Tutor Portal, then copy and paste the previously written text into the message area of the portal 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 the required file on your computer
   b. **Click once** on the file then **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. Repeat to load multiple files
   d. **Click the box/es** next to each required file name – scroll through the list to find them if required
   e. Click **Return to Message** when all required files have been selected
   f. The file names will appear beside the Add Attachment button as shown below circled in red. 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. To select a different selection of students if required > Click the **BACK** button in top left > select additional / different students > click NEXT in top right to return to message. The message will still be displayed as written
10. Click **Send** when the message is finalised

Review emails previously sent

You can see a list of emails you have previously sent including details such as the wording, the percentage that has been opened and which members have received and opened each email.

This is useful to trouble shoot issues eg if a member says they have not received the email, can't find it etc. If it has been sent but not opened – suggest the member look in their junk mail and if it is there suggest they mark the email as not junk.

To see the list of emails sent:

1. Click on the required class
2. Click on **Communications Sent**
3. **Double click** on a particular email to see the content and a list of members who received the email and who opened it

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 add the Template shown below saved in MW to your 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 template called - **! General With Logo** - shown below. Click Select

3. The selected template will be inserted into the Message box as shown on the right
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
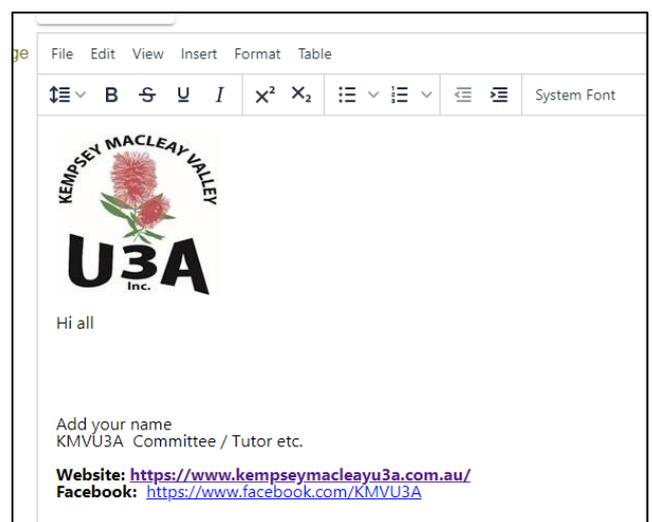
Other tasks you can do in the Tutor Portal

With some experimentation you should easily work out how to use the other options, for example:

- Click **Mark Attendance** to mark the roll online
- Click **Advise Absence** - to enter any absences you have been advised of with notes
- Click **Print Name Tags** if you want to print paper name tags
- Click **Class Resources**: Use this area to add class documents which students can access from their own Member Portal