

Course Leaders MyU3A App quick reference cheat sheet

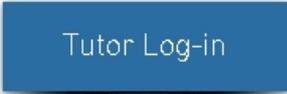
This sheet is a step-by-step prompter and not exhaustive instruction to cover the many possibilities in the MyU3A App – for that go to the MyU3A App Help links.

Please follow each step exactly and avoid distraction by the many other possibilities. It is **strongly** suggested that you do **two** 'dry runs' in Practice first before you go Live, will save much gnashing of teeth!

Difference between a Course & Class = A "Course" is the WHAT. A "Class" is the WHEN & WHERE.

How to Login

> Go to the U3A SC website at <https://www.sapphirecoastu3a.org/>



Tutor Log-in

- > click/tap the button
- > Enter your Membership Number & normal password for logging in
- > click/tap *Next*

*** If you do not have your login details, or have misplaced them, please contact your program team contact person.

Enrol or adjust a student

- > Login as per **How to Login** above
- > Select the *Class* required from the list
- > click/tap *Select*
- > click/tap *Class Name*
- > click/tap *Students button*
- > ADD Student - type 1st 3 letters of student surname in box next to *Add(namekey)*:
- > click/tap *Add*.
- > Select the Student from the list
- > click/tap *Select*
- > for *Waitlist*: or *Delete/Activate*: select Student
- > click/tap *To Waitlist* or *Del/Act*
- > click/tap *Next* to Save & return to Class.

Print a Class Roll Sheet

- > Login as per **How to Login** above
- > Select the *Class* required from the list
- > click/tap *Select*
- > click/tap *Class Name*
- > click/tap *Roll Card*
- > click/tap *Print* (btm l/hand corner)
- > click/tap *OK* in Print dialogue box.
- > click/tap *Done*

or click on link to revised attendance sheet @

https://docs.wixstatic.com/ugd/70fb17_55beef26f0b46518366d320c64fa148.pdf

(Attendance sheets can be found on the U3aSC website @

<https://www.sapphirecoastu3a.org/>

>Click 'Take a Role

>Select >Course Leader Resources

Mark the online Roll

- > Login as per [How to Login](#) above
- > Select the *Class* required from the list
- > click/tap *Select*
- > click/tap *Term* number Radio button
- > click/tap *Mark Day*.
- > Complete the Radio button *Fields* as required
- > Work through *Steps 1 to 4* as needed
- > click/tap *Done*

Update class dates/class places

- > Login as per [How to Login](#) above
- > Select the *Class* required from the list
- > click/tap *Select*
- > click/tap *Class Name*
- > click/tap *Dates*
- > adjust any *Fields* as required
- > click/tap *Next* and check changes,
 - > *Back* if more changes required OR
- > click/tap *Next* to *Save* and return to *Class*.

add a class to my list of classes

- > [Contact your designated Program Team \(PT\) CONTACT](#)

How to contact your students by e-mail

- > Login as per [How to Login](#) above
- > Select the *Class* required from the list
- > click/tap *Select*
- > click/tap *Class Name*
- > click/tap *Select*
- > click/tap *Students*
- > *Select, Copy & Paste* the student e-mail addresses into the *BCC:* field of your E-mail App
- > Add *Subject:* and *body/content* to the e-mail
- > *Send*

If you have any queries or difficulties with the above - please contact your designated Program Team (PT) [CONTACT](#)