USING MYU3A ENROLMENT STATUS FOR LEADERS TO MANAGE CLASS WAITLISTS, ADD NEW STUDENTS, or DELETE/ACTIVATE STUDENTS

U3A Central Coast encourages all Leaders to maintain the records of any changes to their own classes via the MyU3A computer management system. Leaders can accept members who have enrolled into their class and add members when they have room in the class.

Leaders should use the Leaders Log in button on the home page of U3A Central Coast website https://centralcoast.u3anet.org.au/ and enter their member ID and password.

HOW CAN I ENROLL STUDENTS WHO ARE ON THE WAITING LIST?

Step 1. Check the Enrolment Status of Students.

1. Use the Enrolment Status function in MyU3A for managing student enrolments in your class. Login as a Tutor and select the class you are leading. The *Class Profile* page displays.
2. Click **Students.** *The Enrolment Status* page displays*,* with a list of enrolled students in surname order, or are on the waitlist (**Waiting** in yellow in the **Accepted** column).

Note: If your class has a waiting list for places, it is a good idea to check the *Enrolment Status* page between class sessions or, if a 1 day Forum, a few days before the Forum, to see if any students have withdrawn and if others can be offered a place.

Step 2. Manage the Student Wait List

At the bottom of the *Enrolment Status* page, click **List Waitlist** to obtain a list of all students waiting for the opportunity to enrol. The date field for each entry on the **Wait List** is the date they attempted to enrol, and the list is in chronological order. If you have a long list of students waiting to get into the class and wish to keep a record of the list, you can print the Wait List by pressing the Ctrl and P keys together (on a PC), which will bring up your print menu.

Step 3. Accept Waitlisted Students into the Class

1. The *Wait List* page displays. Waitlisted students should be accepted into a class **according to when they attempted to enrol, starting with the earliest date.** As the class Leader, **YOU** decide whether you will accept waitlisted students into the class. You may accept students from the waitlist if there is room in the class even if it exceeds the maximum number of students requested. Please take into account the capacity of the room you are using to accommodate increased numbers when making your decision.
2. Click the **Accept** button next to the students you want to add to the class. The student's name will disappear from the *Wait List* page, and the status bar at the bottom of the page will reflect the new class places statistics.

3. Click **Next** at the bottom of the page, which will return you to the updated **Enrolment Status** page.
4. MyU3A will then generate an email to the member(s) accepted into the class with the following information:

U3A CentralCoast Inc

Member: 9999 Aaaaa Bbbbbb
Hi Aaaaa,

This email is to confirm your enrolment into the following class: xxx-01   Class Name. Classes will start/continue in semester x at hh:mm on Day, date at Venue + Address

If you feel you need proof of enrolment, please print out or photograph this email and take it to the first class.
If you cannot read this email, please forward it back to us to have it sent in a different format.
==

A copy of the email goes to a special enrolments email account. If the member declines the acceptance, that information will be forwarded to the Leader of the class.

HOW CAN I ADJUST STUDENTS IN MY CLASS?

Add New Students to a Class

Members may contact you to see if there is room in your class. If the member is already on the Waiting List, you can decide whether to accept them and follow the above instructions.

1. While U3A encourages members to enrol in classes online, there will be occasions when members ask Leaders to enrol them in their class. After logging in, selecting the relevant class and clicking **Students** from the *Class Profile* page.
2. In the *Enrolment Status* page, next to **Add (namekey),:** enter the first 3 letters of the member's last name and click **Add**. The *Student by Name* page displays, with a list of all members with that sequence of letters.
3. Tick the circle next to the wanted member and then click **Select.** The *Enrolment Status* page displays, with the newly enrolled (or waitlisted) member on the list.
4. Click **Exit** if you want to log out of MyU3A.

Move Enrolled Students to the Waitlist

1. An enrolled student may, under certain circumstances, request that they be moved to the Waitlist of the class. This should only be done if there are already people on the Waiting List.
2. After logging in, selecting the relevant class and clicking **Students** from the *Class Profile* page, in the *Enrolment Status* page, click the button next to the student who will be put into the Waitlist and click **To Waitlist.** You can add a reason if you wish. **Waiting** will appear in the Accepted field for that student. **Warning:** If this person is the first person on the Waiting List, then all subsequent students who enrol

will only be waitlisted even though the class is not full unless you enter them. Suggest you don't use it.

3. If you make a mistake, select the student again, click **List Waitlist** and when the *Wait List* page displays, click **Accept** next to the student line. The student's status will return to **Accepted** in the *Enrolment Status* page.

4. Click **Next** to view the *Enrolment Status* page or **Exit to log out.**

HOW CAN I DELETE A STUDENT WHO HAS TOLD ME THEY CANNOT CONTINUE THE CLASS?

Delete or Activate a Student

1. After logging in, selecting the relevant class and clicking **Students** from the *Class Profile* page, in the *Enrolment Status* page, click the button of the student to be deleted or withdrawn from the class and then click **Del/Act**. The student will disappear from the *Enrolment Status* page**.**

2. If you wish to validate that you have withdrawn the correct student, click **Summary** on the **Class Profile** page. The *Attendance Summary* displays, with a **W** in the column of the class date closest to when you withdrew the student. **Note:** This information is also available from the **Mark Day** function on the same page if the student has withdrawn after the start date.

3. If you deleted the wrong student, before you exit this class, click **Del/Act** again and the last deleted student will be re-activated into the class. **Note:** Do not click any of the buttons next to the remaining students when re-activating a student.

Move Student(s) to Another Class

1. **THIS FUNCTION SHOULD NOT BE USED BY LEADERS.** This function should only be used by administration