

U3A CENTRAL COAST  
LEADERS MYU3A CLASS MANAGEMENT TIPS  
USING THE MARK DAY FUNCTION TO  
ENTER APOLOGIES, WITHDRAW OR REINSTATE MEMBERS, MARK THE ROLL FOR THE DAY

The Mark Day function in MyU3A is used for managing and recording student attendance in your class.

## Step 1. Print the Attendance Report so you can record attendance at each class.

1. Login as a Tutor/Leader and select the class you are leading. The **Class Profile** page displays.
2. Click **Attendance Report** and **Print** to obtain a paper copy of the roll. Members can put a tick against their name on the paper copy.

## Step 2. Apologise and/or Withdraw or Reinstate Members

1. Click **Mark Day** on the **Class Profile** page. The **Mark Class** page displays. The bottom of the page contains instructions. The following steps reinforce those instructions.
2. Only one Apology or Withdrawal/Reinstatement can be made at a time.
3. **Apologies:** Apologies can be made in advance
  - 3.1. **First** click the circle for the starting **date** at the top of the Mark Date box.
  - 3.2. Click the circle beside the member for whom you want to enter an Apology.
  - 3.3. Under the Class List enter the number of sessions for which the member wants to apologise. **Note:** if the member has apologised for example 2 sessions in a row, click the first date they will miss and then enter 2 in the **How Many?** box. MyU3A will enter A in the two dates. Enter 1 in the **How Many?** box if you don't know the length of the apology or if it is for only the one date.
  - 3.4. Click the **Apology** button.
  - 3.5. If you accidentally chose the wrong student, repeat these actions to undo the error.
4. **Withdraw or Reinstate:** Click the date from which the student has withdrawn, click on the circle beside the member's name, **enter a reason** from the drop-down box and then **Del/Act** under the student list. The withdrawn member will have a **W** status for the rest of the course. If the date of the withdrawal is the same as the first class, the member will no longer display on the list of students.
  - 4.1. If you want to reinstate them, click the date, the member's button and **Del/Act** and they will be reinstated on the active roll. If the student has been accidentally deleted from the whole course, please contact the Telephone Officer for help in reversing it.
5. **Then Mark the Roll if not already done.**
6. Click **Done** at the bottom of the page when marking is finished to save the data.

## Step 3. Mark the Roll

1. While Apologies, Withdrawals or Reinstatements can be entered at any time, you can only mark the roll on or after the date of the class session.
2. **Important** – First click the circle for the date of the session at the top of the marking box.
3. Click **Mark Date** at the top of the box. MyU3A ticks all the members not marked as apologies or withdrawals as the default. Instructions appear at the bottom of the page.
4. Untick those who did not attend. They are then recorded as no shows.
5. Click **Mark** at the bottom of the page when finished.
6. Click **Done** on the **Mark Class** screen to return to the **Class Profile** screen
7. You can revise attendance entries from previous sessions if required, by starting the Mark Day process again.