



U3A Melbourne City

Quick Reference Guide to The

TUTOR PORTAL

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Before you Start

Before you begin, make sure you've read the "Accessing & Using the Member Portal" guide. This will confirm your MW login is set up and that you can confidently navigate the new Portal.

Navigating the menu

- Use the **Home** button to return to the main screen - Using the 'Back' Arrow or button may log you out.
- Help is available via the Help button or by contacting the Office:
Email: office@u3amelbcity.org.au OR
Phone: (03) 9639 5209 (during office hours)
- Use **Home** to exit sub-menus.

Accessing the Tutor Portal

The Tutor Portal will provide you with access to:

Your portal, *and don't we hate this saying*, but in this case it's true – your one stop shop to all things Tutor.

Table 1: Menu items for the Tutor Portal

• Lists of Students in each of your classes
• Email your students
• Review communications you have sent
• Mark attendance
• Advise absence
• Review your class details
• Print attendance sheet
• Print class list
• Print waiting List
• Print Name Tags
• Class resources

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To access the Tutor Portal you will need to:

- Log in to the **Member Portal** via the U3A Melbourne City website.
- After logging in, select **Tutor Portal** from the left-hand menu.
- Menu buttons will activate (appear greyed out) once you select a class.

Figure 1: Why are some menu items 'greyed' out?

Greyed out menu items

Many of the buttons are greyed out. Once you select a class, the greyed-out buttons will be accessible.

Tutor Portal Menu – Overview

Refer to Table 1 for an overview of what is included in this menu.

Following is more detailed information about each menu item.

✚ Students > Email

- Email all or selected students in one or more classes.
- Always tick **Email Office Administrator** so the Office receives a copy.

Figure 2: Things you can automate for emailing

You can also use the tick boxes on this page to:

- **Include Tutors** – useful if you have a co-tutor or class leader
- **Email Convenor** – if your class has an assigned convenor
- **Email Co-ordinator** – office@u3amelbcity.org.au
- **Email Office Administrator** – office@u3amelbcity.org.au

IMPORTANT NOTE 1

Don't forget!

Always tick **Email Office Administrator** so the Office receives a copy.

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Manage Templates

- Create, edit or delete reusable email templates (if you choose).
- You can also use the merge function to personalise your emails with a student's first name.

Communications Sent

View all emails you have sent.

- Filter by date range or search by keyword.
- You can also view how many students opened your email.

Mark Attendance

- Select a class date and mark each student as present, absent or previously advised absent.
- Use Mark All Present/Absent for quicker entry. Click Save to record attendance.

Advise Absence

Record future absences notified by students. An email is automatically sent to the student, tutor and Office.

Class Details

View class description and system settings. Contact the Office if any settings require correction.

Print Attendance Sheet

Generate a printable attendance sheet for manual roll marking. Options include printing phone numbers, member numbers and attendance totals.

Print Class List

Produces a summary including class details, student contact information, emergency contacts and any brief notes.

Print Waiting List

Generates a contact list for members on the waiting list.

Print Name Tags

As a Tutor you are not accountable or responsible for printing student name tags.; students may also print their own via the Member Portal.

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Class Resources

Upload files or web links for your students.

- You may **add, view, edit or delete** resources.
- Students can only access resources through the **Member Portal**.

IMPORTANT NOTE 2

Resources cannot be hidden

Only upload them when ready for students to see.

Tutor Portal - Student-Specific Functions

Accessing the specific 'Student' functions

To access the menu items, select **your class** in the Tutor Portal to activate the full menu.

- Click **Students**.
- You'll first see all enrolled students.
- Use the filter to switch between **Enrolled** and **Waitlisted** and view basic class numbers.
- Once you have selected a student, the following menu items become available.

Figure 3: Individual student menu items

Student specific menu items – a summary

- Classes
- Manage Absences
- Edit Notes

Classes

View all current and past classes the student has enrolled in.

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Manage Absences

Add, edit or delete future absences. Editing an absence triggers new emails; deleting does not.

Edit Notes

Record short, factual notes about an individual student.

Avoid personal, derogatory or inappropriate comments.

IMPORTANT NOTE 3

Keep it professional

Record only factual, relevant and professional information. **DO NOT** include discriminatory, offensive, derogatory or personal comments about any individual student or class group.

Class Resources for Students

This is one of the most useful functions in the Tutor Portal. It lets you provide class materials to your students **without printing** and **without emailing files individually**.

- **What students see:** Once a student selects your class and clicks **Class Resources**, they'll see a list of all files you've uploaded. From there, they can **open** or **download** each resource.
- **Access rules:** Only students **enrolled in your class** can view these resources — and only through the **Member Portal**.
- **To add a completed resource and/or Weblink:**
 - Add a File
 - Enter a **resource name**
 - Upload a file (max size 25MB)
 - Save to make it available to students
 - Enter a name
 - Paste the URL
 - Upload to save
- **View** what's in your **Class Resources:** PDFs and common image formats can be viewed directly. Other file types must be downloaded.
- **Edit** the document: You can **change the resource name** or **upload a replacement** file.
- **Delete:** Remove a resource from the list.

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Rolling over your Resources for Future Years

You may request the Course Coordination team to **roll over** your resources to next year's course. If not requested, resources will be deleted.

Figure 4: Tips for class resources

Best-Practice Tips for Class Resources

- Use clear naming conventions for resources (e.g., L1, L2, L3).
- Keep student notes brief for easy scanning.
- Always notify the Office when emailing students.
- Upload class resources only when ready for students to access.