

Managing your Course – A Guide for Course Leaders

Introduction

Thank you for becoming a U3ASC Course Leader. This guide is supplementary to the document **Guide to Organising and Running a Course**, which you can find on the website and which you may have read in the process of putting your course proposal together. If not, click on Take a Role on the home page, then Offer a Course.

This document provides more detailed information to help you with the ongoing management of your course(s). If you have any questions that aren't answered by it, please speak to your Program Team contact person. You should also familiarize yourself with the **U3ASC Policies on Courses and Events**, a document that you can find on the website if you click on About Us, then Policies.

Managing your course

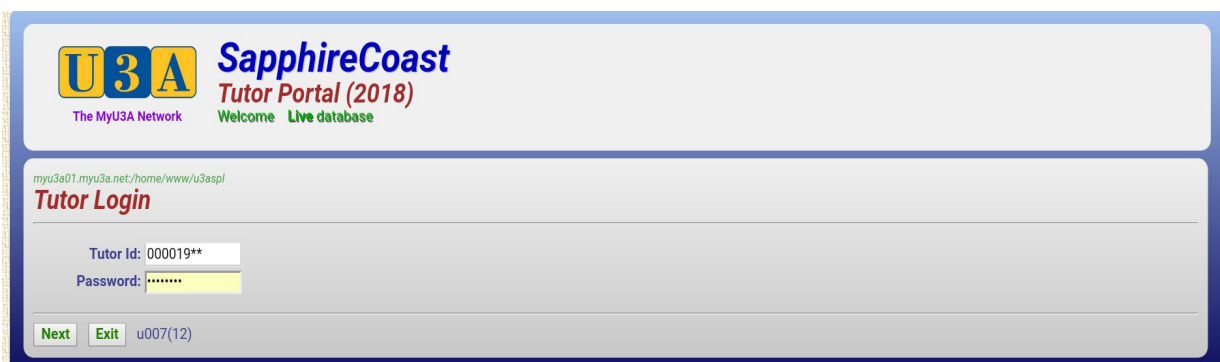
The basic tasks involved in ongoing management of your course include monitoring enrolments, keeping attendance records (necessary for insurance purposes), making timetable or venue changes, communicating with your participants when needed; and collecting and managing course attendance fees.

You can do these tasks either on-line (the preferred option), or manually (if you don't have internet access or feel comfortable with computers).

1. Managing your course on-line

The program used to do this is called MyU3A. It was designed and is maintained by the NSW state body of U3A, so sometimes things go wrong that we don't have any control over. If you have any problems with it, contact your Program Team contact person as they may know of work-arounds or have other relevant information to help.

MyU3A is accessed through the Tutor's Login button on U3ASC's website (sapphirecoastu3a.org). Your login is the same as your member login (i.e. your U3ASC member number) and your member password. If you've forgotten these, contact the Program Team leader at u3asc.programs@gmail.com.



The screenshot shows the login interface for the U3A SapphireCoast Tutor Portal. At the top left is the U3A logo with the text 'The MyU3A Network'. To its right is the 'SapphireCoast Tutor Portal (2018)' header with a 'Welcome Live database' message. Below this is a 'Tutor Login' section containing two input fields: 'Tutor Id: 000019**' and 'Password: *****'. At the bottom of the login area are 'Next' and 'Exit' buttons, and a user identifier 'u007(12)'.

- When you click 'next', it will bring up a list of the courses you lead. Note: the list may include courses from the previous year, so make sure you do select the class for the current year.

U3A SapphireCoast
The MyUSA Network Welcome Live database

Classes for

Select Class:

| Class | Year | Name | Plc | Rsv | W/L | Enr | From | To | Day | Time | Term | Venue | Suburb |
|----------------------------------|--------|---|-----|-----|-----|-----|------------|------------|-----|-----------|-------------|-------------------------|--------|
| <input checked="" type="radio"/> | 407-01 | 2019 Australian Novel: Book Club | 12 | 0 | 0 | 0 | 26/02/2019 | 26/11/2019 | Tue | 1400-1600 | 1234 wk4 | Rotated amongst members | Bega |
| <input type="radio"/> | 420-01 | 2019 For the Love of Drawing and Painting | 10 | 0 | 0 | 0 | 01/02/2019 | 20/12/2019 | Fri | 1000-1200 | 1234 weekly | Old Bega Hospital | Bega |
| <input type="radio"/> | 419-01 | 2019 Beginners French for Travellers | 6 | 0 | 0 | 0 | 31/01/2019 | 19/12/2019 | Thu | 1000-1200 | 1234 weekly | | Bega |
| <input type="radio"/> | 407-01 | 2018 Australian Novel: Book Club | 12 | 0 | 0 | 8 | 27/02/2018 | 27/11/2018 | Tue | 1400-1600 | 1234 wk4 | Rotated amongst members | Bega |
| <input type="radio"/> | 420-01 | 2018 For the Love of Drawing and Painting | 10 | 0 | 0 | 7 | 02/02/2018 | 14/12/2018 | Fri | 1000-1200 | 1234 weekly | Old Bega Hospital | Bega |
| <input type="radio"/> | 419-01 | 2018 Beginners French for Travellers | 6 | 0 | 0 | 3 | 01/02/2018 | 13/12/2018 | Thu | 1000-1200 | 1234 weekly | | Bega |

Highlights: Inactive **Next Year** Last Year

Select Back Exit Help u007(1)

- When you select a course and click Select you will get a Class Profile for that course.

U3A SapphireCoast
The MyUSA Network Welcome Live database

myu3a01.myu3a.net/home/www/u3aspl

Class Profile

Class: 407-01 Year: 2019; Australian Novel: Book Club

A monthly discussion of Australian novels and memoirs (ie those written by Australian writers OR set in Australia), selected by the group at the beginning of the year. This group is for those who want to read and discuss fiction that has helped shape the way we see ourselves as Australians and that reflects the people we are. We will try to get the balance right between at least semi-serious discussion and having a good time.

The reading list will be selected at the first meeting in February.

Venue: Rotated amongst members' homes
Email: .

Cost: \$2 each month for afternoon tea

Course Leader:

Places: 12 Reserved: 0 Requests: 0 Enrolled: 0 Last Updated: 06/11/2018

Course Phn: [Day roll]
Venue: Rotated amongst members Various Bega Tue (wk4) 1400-1600 Terms:1234

Class Dates: Start: 26/02/2019 End: 26/11/2019
Term: 1 26/2, 26/3,
Term: 2 28/5, 25/6,
Term: 3 23/7, 27/8, 24/9,
Term: 4 22/10, 26/11,

Dates To update class dates or class places
Students To adjust students in your class
Tutor Info Your private list of emergency & student contact details
Next Return to your list of classes

Start Date: 26/02/2019 **Roll Card** **Summary** Print a roll card / look at class status

This will show all of the information that is on the Program and will give you options for performing various functions in relation to managing the class. You can:

- Click on "Dates" to:

- update, or change, the dates of the classes (don't forget to let your class participants know as well)
- change the number of places available in your course.
- Click on "Students" to
 - see who exactly is enrolled in your course and their contact details
 - approve and confirm applications for enrollment (normally, class members can get instant confirmation of their enrollment. But if you want to check every applicant before they enroll – for example, you may be running an advanced class and want to check that prospective participants meet the prerequisites for the course - you can ask your Program Team contact to change the settings so that you can approve individual applications).
 - manage your waiting list - if you have specified a maximum number of participants for the course, let's say 6, all enrollments after the first 6 places have been filled will be waitlisted. You can then transfer people from the waitlist to the class as places become available, making sure that you do it in the order in which people enrolled. You do this by simply clicking the Accept button next to the participant's details.
 - use the contact details for your participants to keep them up-to-date with any changes to your course, or to discuss anything else relevant to the course. NB Bear in mind that as the Course Leader you must at all times respect your class members' privacy by keeping their contact details confidential. **Never give out contact details to a third party without the course member's permission and, when sending emails, use the Blind Copy function.**
- Click on "Tutor Info" to check whether your students are financial members of U3ASC (look under the Paid column). See Section 6 below for more information about this.
- Click on "Roll Card" to
 - Mark off attendance on-line on the day, if you choose to do so, or
 - Print off a roll sheet for students to tick off on the day (alternatively you can find a proforma **Attendance Sheet** on the website if you go to Take a Role, then Course Leader Resources.
 - You **must** keep attendance records and forward them to your Program Team contact person or drop them in at the Tura Centre at the end of each term. This is an insurance requirement.
- If you need any help with the above:
 - Go back to the Class Profile screen and click on 'Help' down the bottom of it, and/or
 - Contact your Program Team contact person.

2. Managing your class without a computer

If you don't have internet access, you can manage your class using paper forms and phone calls. More and more of our members though, have become used to the convenience of managing their enrolments on-line so do talk to your Program Team contact person to discuss any options for helping you to work on-line.

- Enrolling your students

Your students will be able to enroll on-line, even though you don't use the internet. Please include in your course description, the advice that people enrolling in your course should contact you, by phone, to let you know that they are enrolled.

- Marking the roll

You need to keep attendance records and forward these to your Program Team contact person, or drop them in at the Tura Centre, at the end of each term. This is an insurance requirement. See below for the options you have for accessing the internet and printing documents when you don't have your own computer or computer skills.

- Changing details about your course

At some stage during your course, you may decide to change things like the class time, day, duration, or venue. If these changes are only temporary, just let your students know by phone. If they are permanent, advise your Program Team contact person and they will make the changes to the program for you.

- In the information below, remember that wherever we refer you to the website you have the options of:

- Asking your Program Team contact person to provide you with a paper copy of the document, or (preferably)
- Going into the U3ASC Tura Beach Centre on a Friday afternoon and asking one of our friendly volunteers to show you the document(s) and print them off, if you need them, on the office computer and printer
- Going into your local library and using one of its computers. The librarians are always happy to help if you're not sure what to do. They will also help you to print off, for a very small charge, any documents you might need from the website.

3. Managing your own absences

- If you are going to be absent for a short time it might be possible for you to organize a substitute course leader. If that's the case, please let your Program Team contact person know so they know who to contact in an emergency.
- If you can't find a substitute and you need to suspend the class for a time, again, please let your Program Team contact person know (as well, of course, as your students).
- If you need to withdraw permanently, again, please talk to your Program Team contact person.

4. Member etiquette

- Please familiarize yourself with the outline of behaviours expected of our members that is available on the website – go to Take a Role, then Course Leader Resources. If you don't have internet access ask your Program Team contact person to print off the material for you.
- You may want to remind your class members of what is expected of them at the start of each term.
- If a class member repeatedly behaves in an unacceptable manner, and does not respond to your feedback, please contact your Program Team contact person.
- You are required to respect members' privacy by not disclosing their contact or other details, and this also applies to your class members. Please remind them of the need for this.

5. Member badges

- All members should have a name badge, and it can be helpful if they wear them at least until everyone gets to know each other.

6. Participation by non-U3ASC members

- As a general rule, only U3ASC members can attend courses and it is your responsibility to check that your participants are in fact members. You can check your participants' membership status by logging in as a Course Leader, selecting the relevant course, and then selecting 'Course Leader Info'. If a student is not a financial member, please advise them of the need to join, and that they can do this on-line by clicking on the "Join Now or Renew" button on the Home Page of our website.

- There are some exceptions to this rule:
 - Members can bring a guest to one session of a course
 - Non-members can attend two sessions of a course while deciding whether they want to join U3ASC and continue attending
 - Non-members can attend one-off courses. Generally, they will be charged a slightly higher course fee than the one that applies to members.

7. Course Attendance Fees

- You should have considered the cost of running your course when working with your Program Team contact to get your course into the Program. You may want to review the information about this that is in the document “Guide to Organising and Running a Course with U3a Sapphire Coast” (click on Take a Role, then Offer a Course).

8. Evaluating your course

- U3ASC does not have a formal evaluation policy. If you would like to get written feedback from your students, though, there is a sample evaluation form on the website (click on Take a Role, then Course Leader Resources).

9. Thanking and rewarding guest speakers

- If you want to give your guest speaker a gift, you can either buy a small gift and add the cost of it to the expenses that you deduct from the attendance fees you’ve collected. Or talk to your Program Team contact person – U3ASC has a limited stock of gifts that can be given to Guest Speakers.

10. Equipment and other resources

- As a general rule, any equipment that is specific to a course (eg Mah Jong sets, telescopes, newspapers, painting materials) have to be paid for by the class through their course attendance fees, or provided by the individual participants who use them. If you need to make a significant investment in equipment before you can collect the money in fees, please talk to your Program Team contact person about the possibility of a ‘loan’ from U3ASC. You would be required to pay this back out of course attendance fees as soon as possible.

- If you need equipment that is likely to be used by other classes, check first with your Program Team contact to see if we already have it, and that it is not being used by another class at the same time as yours. If we don't already own it, and it is deemed potentially useful to other classes at some stage (eg tables and chairs, whiteboards, some electrical equipment like projectors) you can apply for funding to buy the equipment. Click on Take a Role on the Home page of the website, and then Course Leader Resources to find the form "Funding Application Form", then send it to your Program Team contact person.
- If you want to borrow any U3A owned equipment, again, ask your Program Team contact person to arrange that for you.
- Remember to report to your Program Team contact any damage, or repairs needed, to any U3ASC equipment you do borrow.

11. Copyright

- U3ASC pays a fee, through the NSW U3A Network, which enables our course leaders to copy on-line or printed material for use in their courses (and for no other purpose).

12. Occupational Health and Safety

- It is your responsibility to be aware of, and manage risks associated with any health and safety issues that might exist or arise while you're conducting your course. You should also be aware of any physical limitations your students might have, and you should make decisions about things like venues, or physical activities with these in mind. If there are any issues that you can't avoid, make sure you let your students know about them before the course starts, or as the issues arise.
- If your class involves outdoor activities, physical exertion, or the use of equipment that can be dangerous if misused, all of your class members must be given the form **Personal Responsibility Acknowledgement** (you can print it from the website – click on Take a Role, then Course Leader Resources). You must have a completed and signed form from each course participant before they can participate in your course. While these forms don't have any legal standing, they are evidence that your participants have been informed of the risks. Keep the forms yourself until the end of the year then give them to your Program Team contact person.
- If you have chosen to host your course, or any other U3A activity, in your own home, you should check that you have public liability cover (usually included in your House and Contents Insurance). U3A provides insurance coverage for injuries or losses arising directly from a U3A activity. But it will not cover any injuries or losses caused by something specific to your home. For example:

- If you are conducting a course in wood working in your home workshop and a course member is injured by a flying fragment of wood, U3A insurance would probably cover this, but
- If the person is injured, not by anything directly related to woodworking, but by something to do with your property, eg a crooked paver on your path, or a loose stair balustrade, then you would probably be considered liable, and could end up bearing a large personal financial liability if you don't have insurance. The same could be true of an injury caused by a risk you could reasonably have anticipated but failed to address eg electrical cords not taped down to the floor, or loose rugs.
- If you don't have public liability insurance, we strongly suggest that you don't use your own home as a venue. Talk to your Program Team contact person about finding another venue.
- In the event of an accident causing injury to yourself or a course member, please print off and complete the **Incident/Accident Report Form** (on the website under Take a Role, then Course Leader Resources) then get it to your Program Team contact person as soon as possible. Note: **Unless a person is actually unconscious, do not seek medical or ambulance assistance without the injured person's consent.**

13. Familiarising yourself with U3A SC

- As a Course Leader, it's not essential that you have a broad knowledge of U3ASC and how it operates but it may be useful to do so. Go to the website and click on About Us to find out anything you might need to know – from who is on the Management and Program Teams, to what's in the Constitution, the basic source document for all of our policies and practices.