

MYALL UNIVERSITY OF THE THIRD AGE



Conveners' Handbook

Synopsis

This handbook is intended as an easy reference for Conveners by providing a set of guidelines and documents for conducting the course.

MyallU3A-DOC-001 – 01-May 25

Rev	Description	Origin	Date	Review Date	Approve	Date
0	Committee Review	D Naude	30 Sep 23	D Church 30 Sep 23	L Leggott	30 Sep 23
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2	For Issue	D Church	01 May 25	R Digby 01 May 25	R Digby	01 May 25



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1. Introduction

The Myall U3A Conveners' Handbook provides information and guidelines for conducting a U3A course. Key resources are the Myall U3A Website, the Myall U3A Constitution and MyU3A. The Myall U3A Constitution can be downloaded from the website via the link contained in Attachment A.

2. Resources

2.1. Myall U3A Website

The Myall U3A website provides information on Myall U3A courses and activities. Access to the Myall U3A website is obtained via the link below:

[Myall University of the Third Age – Live, laugh and learn \(myallu3a.org.au\)](http://myallu3a.org.au)

The following documents can be accessed via links to the Myall U3A website noted in Attachment A:

- Your Committee
- Privacy Policy
- Our Constitution
- Member Code of Conduct
- Grievance Policy and Procedure
- Refund Policy

2.2. Constitution

Though not essential, it is useful for Conveners to know what is in the constitution. The document provides the framework for the functioning of Myall U3A and includes guidelines relating to:

- Membership
- Resolution of disputes
- Disciplining of Members

A dispute between members shall be resolved in accordance with the Myall U3A Code of Conduct and the Myall U3A Grievance Policy and Procedure.

3. Class Management

3.1. Confirmation of Class Details

Before the December Annual General Meeting, the Convener is to advise the Myall U3A Course Coordinator or the Myall U3A Assistant Course Coordinator of the timetable and preferred venue for the course.

3.2. Member Etiquette

Members are to be aware of the behavior expected of them. At the beginning of the course, the Convener should make members aware of the Member Code of Conduct available from the Myall U3A website outlining members' obligations.

Conveners are to respect members' privacy by not disclosing their contact or other details. This also applies to the individual class members. In order to protect members' privacy, emails sent to members are to be sent via the MyU3A emailer.



3.3. Attendance Records

Attendance records must be kept. These are required for insurance purposes. These records, either the originals or scanned copies attached to an email, are to be forwarded at the end of each term to the Technical Coordinator for electronic filing.

Either the MyU3A form, (this is the preferred method), or the standard Attendance Record Sheet can be used for recording attendees. The attendance record is to contain the member's name and signature. The Attendance Record Sheet can be obtained via the link in Attachment B: Forms.

The Conveners are to enter class attendance to MyU3A.

3.4. Membership Badges

All members receive a membership badge from the Myall U3A Membership Secretary on completing their enrolment for the membership year. Members are required to wear their membership badge when attending courses or other events organised by the Committee. The Convener should ensure that members attending their course are enrolled on the course on MyU3A.

3.5. Receipt of Funds

Any money received by the Convener must be deposited as soon as practicable to the credit of Myall U3A's account at the authorized deposit taking institution. Details of our bank account can be obtained from the Treasurer.

3.6. General Housekeeping

Entry and exit requirements for venues are obtainable from the Assistant Program Coordinator. The Convener should be aware of the venue opening and closing requirements and any cleaning obligations. A lock and key register is included in Attachment D.

Each time a venue is accessed the Convener should conduct a quick visual risk assessment of the area.

3.7. Available Resources

Myall U3A has several resources for use by Conveners where required. These resources are listed in Attachment E. The location and availability of these resources can be obtained from the Technical Coordinator.

4. MyU3A

MyU3A was designed by several U3As in Australia to meet the needs of U3A. Course management is undertaken online using MyU3A. Assistance with the use of MyU3A or any issues that may arise with MyU3A should be referred to the Myall U3A Technical Coordinator.

Conveners/Tutors can undertake the following course management tasks within MyU3A:

- View student information,
- Manage the addition/removal of students,
- Keep attendance records (necessary for insurance purposes),
- Email class members.

It is preferred that MyU3A is used for keeping attendance records, however attendance records can be undertaken manually if internet access is not available or if the Convener prefers not to make use of a computer.



4.1. Enrolment

At the beginning of the year students can enroll via MyU3A, or by completing a Membership Enrolment Form. The data from Membership Enrolment Form are entered to MyU3A by the Myall U3A Membership Secretary. After enrolment day, members can enroll via MyU3A or by completing the Membership Enrolment Form. Once the U3A Membership Secretary has processed the membership application and enrolled the member, the Convener can enroll the member in their class via MyU3A.

4.2. Online Class Management via MyU3A

Online class management is undertaken via the administration system, MyU3A. Conveners can access MyU3A through the Myall U3A website, (see section 2.1), selecting MYU3A and then TUTOR LOGIN. Login details are the same as the Convener's member number, (also the login number), and associated password. Access to MyU3A is obtained via the link below:

[Tutor Portal \(12\) \(myu3a.net\)](https://myu3a.net)

Should the Convener have mislaid their member number or password, this can be recovered from Member Logon via the Forgotten Password/ID button. For further assistance the Technical Coordinator should be contacted.

Details regarding the use of the Tutors' Portal can be found in the [MyU3A Tutors'/Course Leaders' Overview](#) contained in Attachment F at the end of the Handbook that the functionality class management within the Tutors' Portal. The Tutor can add or delete class attendees via the portal. Attendance records can be printed from within the portal.

4.3. Enrolment Forms

Where members enroll by completing the Membership Enrolment Form, this information must be transferred to MyU3A. This information should be provided to the Membership Secretary who will enter the data.

5. Occupational Health and Safety

It is the Convener's responsibility to be aware of and manage risks associated with any health and safety issues that might arise. The Convener should also be aware of physical limitations that students might have and make decisions bearing these in mind. Where there are issues that cannot be avoided, students should be made aware of them before the course starts or as they arise.

In the event of an incident to a course member or to the Convener, an Incident/Accident Form must be completed as soon after the event as possible. The Incident/Accident Form can be obtained via the link in Attachment B: Forms.

6. Monthly Newsletter

The Newsletter Coordinator produces the monthly Newsletter to keep members informed of U3A activities and events. The Newsletter is emailed from the following source: **Myall U3A Office** omail@myu3a.net.

Conveners should let the Newsletter Coordinator know of interesting events or happenings that relating to their groups.



7. Publicity

Myall U3A and Myall U3A programs are promoted by and through the Myall U3A Publicity Coordinator. Conveners or members are not to make comments to the media unless approved by the Publicity Coordinator, e.g., the photo of the month that is provided to the News of the Area by the Photography Group.

The Myall U3A Webpage and Facebook page provide information about the group. Conveners need to confirm that their details and details of their course on the Webpage, Facebook page, and MyU3A are correct.

From time-to-time groups may wish to promote their activities via an event, such as an art or photographic exhibition. Such events provide a good avenue for promoting the particular group as well as promoting Myall U3A to the general community. In such cases an Event Plan is to be prepared for review & approval by the Committee. A link to the Event Plan is included in Attachment B and should be forwarded to the Program Coordinator Committee consideration.

Regular feedback on group sessions and events should be provided to the Program Coordinator. This provides the means for disseminating the information among other groups and will make the general Myall U3A community aware of the various activities taking place.

8. Privacy

The Myall U3A Privacy Policy can be obtained via the link noted in Attachment A.

The policy covers the following:

- Collection, use and disclosure of personal information.
- Web site privacy issues.
- Membership details.
- Credit card security.
- Consent for disclosure.
- Security of personal information.
- Access, correction, update, or deletion of personal information.
- Changes to privacy policy

9. Copyright

Myall U3A pays a fee, through NSW U3A Network, that enables the use of printed material or copying of information online for use in courses and for no other purpose. Details relating to "Copyright for U3A Groups" is available from NSW U3A network via the link below:

[Copyright for U3A Groups - U3A Network NSW](#)



10. Contact Information

Committee members can be contacted at the following email addresses:

President: President@myallu3a.org.au

Secretary: Secretary@myallu3a.org.au

Treasurer: Treasurer@myallu3a.org.au

Membership Secretary: Membership@myallu3a.org.au

Program Coordinator: program.coordinator@myallu3A.org.au

Assistant.Program Coordinator: Assistant.program.coordinator@myallu3A.org.au

Newsletter: Newsletter@myallu3a.org.au

Publicity: Publicity@myallu3a.org.au

Technical Coordinator: technical.coordinator@myallu3a.org.au



Attachments

Attachment A: Documents on the Myall U3A Website

Attachment B: Forms

Attachment C: List of Insurances

Attachment D: Lock and Key Register

Attachment E: Available Resources

Attachment F: Event Plan

Attachment G: Accessing the Tutors' Portal



Attachment A: Documents on the Myall U3A Website

The following documents on the Myall U3A Website can be accessed by the associated links below:

[Your-Committee](#)

[Privacy Policy](#)

[Our Constitution](#)

[Member Code of Conduct](#)

[Grievance Policy and Procedure](#)

[Refund Policy](#)

[Conflict Of Interest Policy](#)



Attachment B: Forms

[Membership Enrolment Form](#)

[Attendance Record Sheet](#)

[Incident/Accident Form](#)

[Event Plan](#)



SAMPLE - ATTENDANCE RECORD SHEET



MYALL U3A

COURSE / EVENT ATTENDANCE SHEET

COURSE/EVENT:			DATE:
CO-ORDINATOR:			TIME:
	FIRST NAME	LAST NAME	AUTOGRAPH
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



SAMPLE - ACCIDENT INCIDENT AND IDENTIFIED HAZARD REPORT FORM

MYALL U3A: ACCIDENT, INCIDENT AND IDENTIFIED HAZARD REPORT FORM			
Name of Person Reporting:		Date:	
Contact Phone number/s:			
Email Address:			
Type of Event: ☐ Accident ☐ Illness ☐ Safety Issue / Identified Hazard			
Accident / Incident: An accident is an occurrence where someone is injured or ill, while an incident is an occurrence that doesn't result in serious injury, but may result in property or environment damage.		Date of occurrence: Time of occurrence:	
		Class:	
		Venue:	
Please explain in detail what happened. How, possible cause, injuries/damage		What action was taken?	
Injured person full name: Phone:		☐ First Aid rendered ☐ No action	
Detail what happened including how/why you think it happened:		☐ Ambulance Called	
		☐ Family notified	
		☐ Patient required help to get home	
		☐ Patient settled and OK to go home alone	
Witnesses - please provide names and contact number of two witnesses.	Name	Contact Number	
	•		
	•		
HAZARD A hazard is an identified situation with the <u>potential</u> to cause harm, injury or ill health, or damage to property or the environment if it is not rectified			
☐ Trip / slip hazard – uneven or slippery surfaces, obstacles.	Details	Action:	
☐ Electrical hazard		☐ Hazard isolated with barriers	
☐ Chemical hazard		☐ Warning signs placed	
☐ Other		☐ Hazard cleared/ removed	
		☐ No action taken but action required	
Reporting: To whom was this incident/accident/hazard reported? Must be a member of Myall U3A Committee ACCIDENTS INVOLVING INJURIES TO MEMBERS SHOULD BE REPORTED IMMEDIATELY TO YOUR LEADERS LIAISON OFFICER. NAME:			
Signature of Person Reporting		Date:	
Signature of Authorised EU3A rep		Date:	
Office Use Only Follow up Action	☐ Reportable Accident/Incident? ☐ Not a reportable accident/incident		
	☐ Follow up action required - details below ☐ No follow up action required		
What Follow up Action do you recommend?:			
Date:			

NOTE: All INCIDENTS & HAZARDS should be reported as soon as practicable after they have been observed – immediately for serious occurrences.

Please Notify

Return completed form to the office.



SAMPLE – EVENT PLAN FORM**EVENT PLAN MYALL U3A****EVENT:****EVENT DATE:****EVENT ORGANISER:*****Purpose and benefit of event to MYALL U3A:*****EVENT APPROVED BY COMMITTEE Y/N DATE OF APPROVAL:**

ADVISED TO		REQUIREMENTS	YES/NO
VOLUNTEERS INVOLVED Numbers.			
PERSONAL /PROPERTY LIABILITY IS CLARIFIED			
VENUE LOCATION/DATES			
PROMOTION WHO IS ATTENDING? MEMBERS NON -MEMBERS			
FUNDING/FEES HOW IS EVENT FUNDED?			
STAKEHOLDERS INVOLVEMENT			
TECHNOLOGY REQUIREMENTS			
SET UP DETAILS			
ADMIN SUPPORT			
SAFETY			

Please submit to: secretary@myallu3a.org.au to then be approved by Management Committee.



Attachment C: List of Insurances

Myall U3A has the following insurances in place, details of which can be obtained from the Myall U3A Secretary:

Public Liability Insurance

\$20 million covering all members.

Not for Profit Protector

Provides a range of coverage including Professional Indemnity insurance and cover in the event of being sued.



Attachment D: Lock and Key Register

Myall U3A Key Holders

Myall U3A has a responsibility for keys & access codes to the following locations:

Baptist Church Hall

Uniting Church Hall

Myall U3A Hall

Post Box 206

Held by the Secretary

Myall U3A maintains a Key Holders register for any issued keys or codes. If any changes to the holding of keys or the issue of access codes please advise our Assistant.Program Coordinator: Assistant.program.coordinator@myallu3a.org.au



Attachment E: Available Resources

The following is a list of resources that are available to U3A Conveners in the management and functioning of their courses:

- Piano
- Heller Hot Water Urn
- Deluxe Gazebo
- Myall U3A branded Banner, tablecloth and 2 x Bali Flags
- Art Easels x 4
- Lattice Display Panels x 3
- Choir Risers
- Data Projector
- Laptop Computer
- Laser Pointer/Presentation Clicker
- Optus Portable Modem with internet access
- DVD Blu-ray Player
- Officeworks Tablet Dell Computer x 2
- Brother Laser Printer
- Projection Screen
- Projection Stand
- Mini Bluetooth Speaker
- Cable Cover Runner

Attachment F: Accessing the Tutors' Portal

The Tutors' Portal can be accessed from the Myall U3A website via the MyU3A tab that accesses the Tutors' login tab.

The Tutors login can be accessed via the link below:

[Tutor Portal \(12\) \(myu3a.net\)](https://myu3a.net)

When activated, the link provides access to the screen shot below.



During the overview of the MyU3A system presented to Tutors and Conveners at the end of 2022 details in the use and application of the system were presented. These details are noted in the following section, "MyU3A for Tutors/Course Leaders Overview".

MyU3A Tutors'/Course Leaders' Overview

Selecting Tutors will open the following display ready for entry of the member's usual ID and Password –



Upon entry all the current classes in which the member is the primary Tutor/Course Leader will be listed ready for selection by the Tutor/Course Leader -

Select the desired class by clicking on the radio button will result is display of the main Class information with further details able to be selected and displayed –



Select any of the potential actions in **green** –

Students

U3A Demo Tutor Portal (2021)
The MyU3A Network Welcomes Kay Live database

myu3a01:myu3a.net/home/kay/3admp

Enrolment Status

1025-01 2021 Ancient Egyptian History
Tutor: Kay Cahill 15/02/2021 03:9816 9103: 0426 317 534
Venue: Memorial Hall Templestowe MB
Class Dates: 15/02/2021 thru 29/03/2021 Sessions: 10X0 - 1100 Mon (wk1,3,5) Time: 1

Id	Name	Suburb	Phones	Email	Requested Offered	Accepted
<i>The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.</i>						
☐	3.Joan Cantelo	Kew	03 9999 9999 0426 999 999	trai@jenconsulting.net		16/02/2021
☐	13.Rudi Carpenter	Balwyn	03 9999 9999 0426 999 999	demo4@myu3a.net		
☐	11.Laura Davis	Fitzroy	03 9999 9999 0426 999 999	ddu3a@jenconsulting.net		16/02/2021
☐	5.Alys Duffy	Balwyn North	03 9999 9999 0426 999 999			16/02/2021
☐	2.Lucy Erber	Kew	03 9999 9999 0426 999 999	demomyu3a2@gmail.com		16/02/2021
☐	12.Flora Gibson	Kew	03 9999 9999 0426 999 999	trai.cash@gmail.com		16/02/2021
☐	8.Denise Gonski	Melbourne	03 9999 9999 0426 999 999	trai.cash@gmail.com		16/02/2021
☐	19.Theresa Hickman	Kew	03 9999 9999 0426 999 999	demo10@myu3a.net		
☐	14.Jacqueline Hill	Balwyn North	03 9999 9999 0426 999 999			
☐	7.Lillian Kynear	Balwyn	03 9999 9999 0426 999 999			16/02/2021
☐	20.Doris Lahey	Balwyn	03 9999 9999 0426 999 999	trai@jenconsulting.net		
☐	16.Hilary Laybutt	Balwyn	03 9999 9999 0426 999 999	demo7@myu3a.net		
☐	18.Alexandra Meers	Kew	03 9999 9999 0426 999 999	trai@jen.net		
☐	17.Vivienne Newman	Kew East	03 9999 9999 0426 999 999	trai@jenconsulting.net		
☐	1.John Powell	Kew	03 9999 9999 0426 999 999	trai@jen.net		16/02/2021
☐	6.Jack Puterman	Balwyn North	03 9999 9999 0426 999 999	ddu3a@jenconsulting.net		16/02/2021
☐	15.Anna Trau	Balwyn North	03 9999 9999 0426 999 999	ddu3a@jenconsulting.net		
☐	4.Dorothy Ullman	Kew	03 9999 9999 0426 999 999	trai.cash@gmail.com		16/02/2021

Highlights: Withdrawn Offer Expired Offer in Grace

Reason:

Add (namekey): Add

Move to Class: Move

Waitlist: To Waitlist

Delete/Activate: Del/Act

Places=10 Reserved=0 accepted=10 (10) requests=0 (0) Offers=0 Expired=0 withdrawn=0

List Waitlist Next Exit u007(4)

Tutor Info

U3A Demo Tutor Portal (2021)
The MyU3A Network Welcomes Kay Live database

myu3a01:myu3a.net/home/kay/3admp

Student Contact Information

Hi Kay,

Here is confidential information relating to your students. Please keep for use in emergencies.
Medical condition and emergency contacts follow each student's contact details.

Class 1025-01 Ancient Egyptian History Memorial Hall Anderson Street Templestowe Room: 1

Member	Name	Phones	Email	Paid	Status
2790	Kay Cahill	03 9816 9103 0426 317 534	demo12@myu3a.net	Yes	Enrolled
	Horace Smith	03 9999 9999 0412 743 322			
3	Joan Cantelo	03 9999 9999 0426 999 999	trai@jenconsulting.net	Yes	Enrolled
	Jaci Cantelo	03 9086 5456 0412 743 322			
13	Rudi Carpenter	0416 379 775 0426 999 999	demo4@myu3a.net	Yes	Waitlist
	Jack wsnaw	0423 577 853 0412 743 322			
11	Laura Davis	0406 329 407 0426 999 999	ddu3a@jenconsulting.net	Yes	Enrolled
	Joe Davis	0424 508 906 0412 743 322			
5	Alys Duffy	0426 942 863 0426 999 999		Yes	Enrolled
	Sue Black	0412 322 738 0412 743 322			
2	Lucy Erber	03 9816 9103 0426 482 845	demomyu3a2@gmail.com	Yes	Enrolled
	James Erber	0419 324 574 0412 743 322			
12	Flora Gibson	0426 309 621 0426 999 999	trai.cash@gmail.com	Yes	Enrolled
	Jack Gibson	0428 776 434 0412 743 322			
8	Denise Gonski	03 8334 4032 0426 142 562	trai.cash@gmail.com	Yes	Enrolled
	Frank Gonski	0408 017 309 0412 743 322			
19	Theresa Hickman	03 9999 9999 0426 999 999	demo10@myu3a.net	Yes	Waitlist
	Horace Hickman	03 9999 9999 0412 743 322			

Attendance Report

The Attendance report will cover the period of the current Term or Semester -



myu3a01.myu3a.net/home/www/u3adml

Attendance Report

Class 1025-01 Ancient Egyptian History 2021 Trm: 1
Memorial Hall [MH]

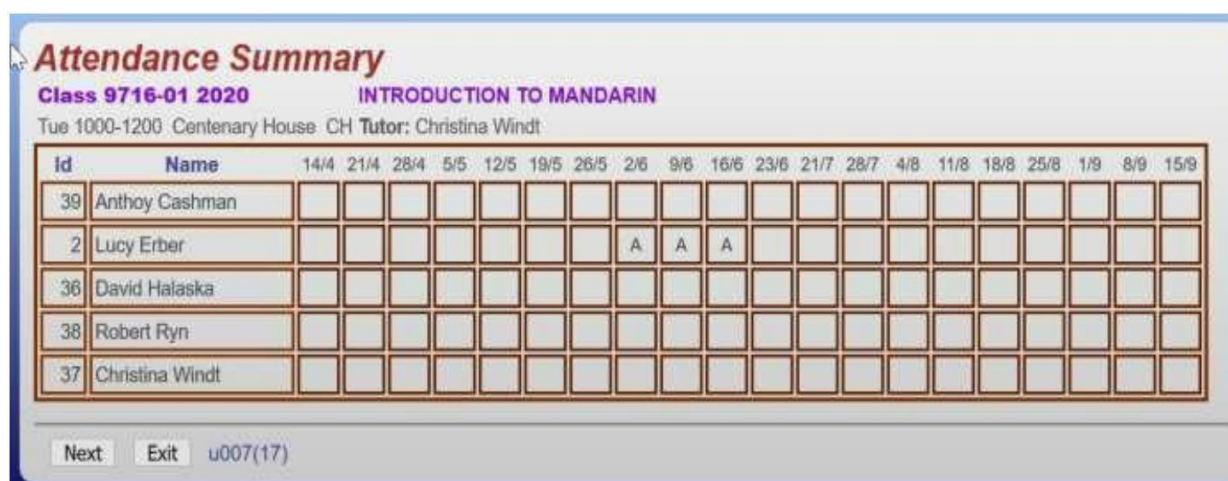
Id	Paid	Name	15/2	1/3	15/3	29/3
2790	Tutor	Kay Cahill	.			
3	Yes	Joan Cantelo	.			
11	Yes	Laura Davis	.			
5	Yes	Alys Dufty	.			
2	Yes	Lucy Erber	.			
12	Yes	Flora Gibson	.			
8	Yes	Denise Gonski	.			
7	Yes	Lillian Kyneur	.			
1	Yes	John Powell	.			
6	Yes	Jack Puterman	.			
4	Yes	Dorothy Ulman	.			

Attendance reports do have

an alternate option where a signature may be required such as for Bus trips and/or activity insurance cover requirements.

Attendance Summary

The Attendance Summary report will cover the full year –



Attendance Summary

Class 9716-01 2020 INTRODUCTION TO MANDARIN
Tue 1000-1200 Centenary House CH Tutor: Christina Windt

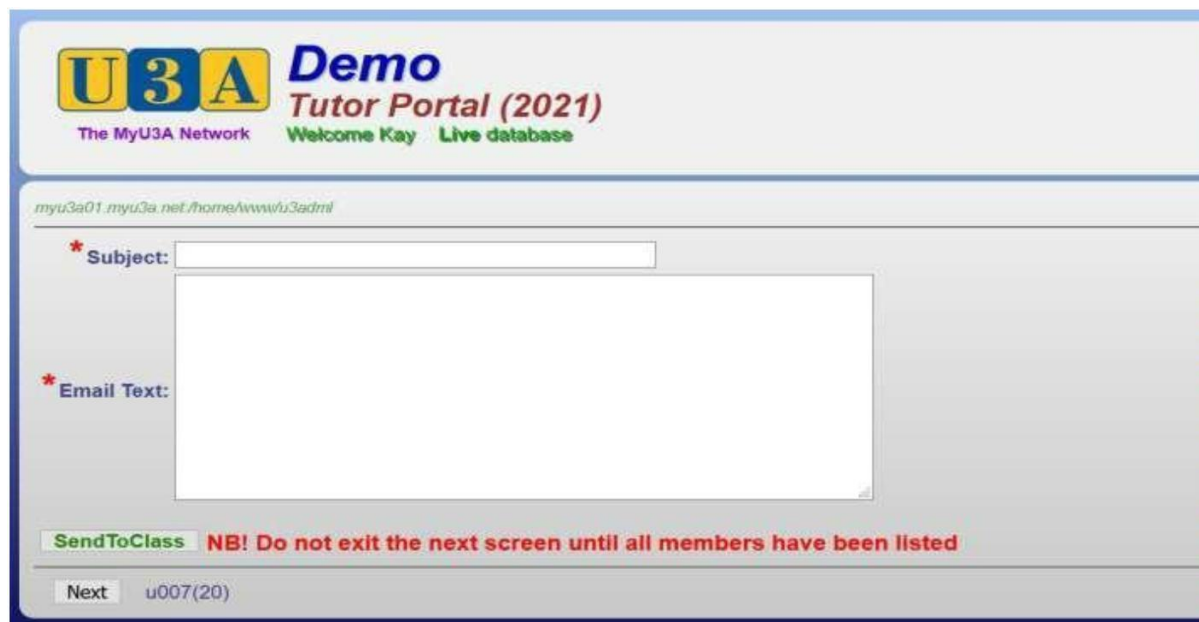
Id	Name	14/4	21/4	28/4	5/5	12/5	19/5	26/5	2/6	9/6	16/6	23/6	21/7	28/7	4/8	11/8	18/8	25/8	1/9	8/9	15/9
39	Anthony Cashman																				
2	Lucy Erber								A	A	A										
36	David Halaska																				
38	Robert Ryn																				
37	Christina Windt																				

Next Exit u007(17)

Email Class

There is an option at the U3A level of configuration to allow Tutors/Class Leaders to email the students of their class. Part of the procedure will indicate any student that does not have an email address and enable the Tutor/Class Leader to access the Students contact information to enable an alternate communication.

Selecting <Email Class will open the following screen for entry of email details –



U3A Demo Tutor Portal (2021)
The MyU3A Network Welcome Kay Live database

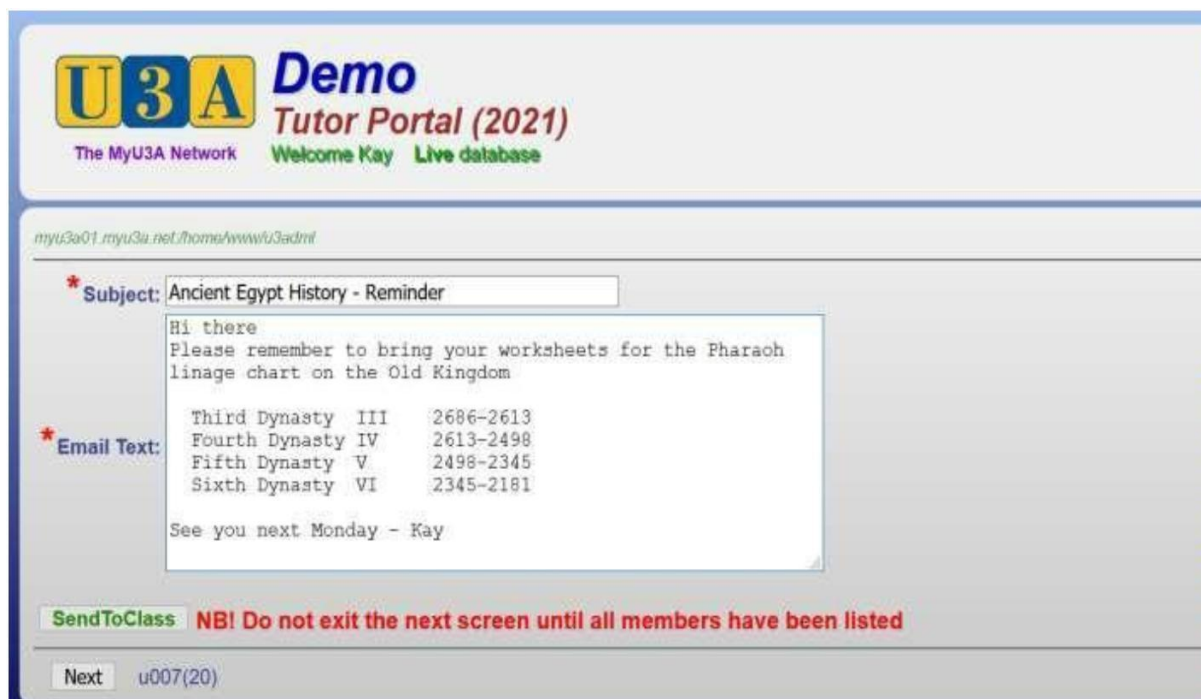
myu3a01.myu3a.net/home/www/u3adml

* Subject:

* Email Text:

SendToClass NB! Do not exit the next screen until all members have been listed

Next u007(20)



U3A Demo Tutor Portal (2021)
The MyU3A Network Welcome Kay Live database

myu3a01.myu3a.net/home/www/u3adml

* Subject: Ancient Egypt History - Reminder

* Email Text: Hi there
Please remember to bring your worksheets for the Pharaoh
linage chart on the Old Kingdom

Third Dynasty	III	2686-2613
Fourth Dynasty	IV	2613-2498
Fifth Dynasty	V	2498-2345
Sixth Dynasty	VI	2345-2181

See you next Monday - Kay

SendToClass NB! Do not exit the next screen until all members have been listed

Next u007(20)



Selecting the <SendToClass= button will start the sending of emails immediately with each member of the class listed that has an email address and any member that do not have an email address with the comment of <posted= that may need to be contacted via an alternate communication.

Within the Class information available to the Tutor/Leader, a member's contact phone/mobile number is available as an alternate communication to the student.

U3A Demo
The MyU3A Network Welcome Kay Live database

myu3a01.myu3a.net/home/www/u3adml

Class List

Select class:

Class 01025010979 Emails

1 John Powell	Emailed 1
2 Lucy Erber	Emailed 2
3 Joan Cantelo	Emailed 3
4 Dorothy Uiman	Emailed 4
5 Alys Duffy	Posted 0
6 Jack Puterman	Emailed 5
7 Lillian Kyneur	Posted 1
8 Denise Gonski	Emailed 6
11 Laura Davis	Emailed 7
12 Flora Gibson	Emailed 8

Results for Class: 1025-01 2021 Ancient Egyptian History
Tutor: Kay Cahill

Waitlist Students: 0
Enrolled Students: 10
Emailed Students: 8
Posted Students: 2

Post File: /home/www/u3adml/u007005952post.csv
Email File: /home/www/u3adml/u007005952email.csv

Next Exit u007(3)