My Class Reps: How To Guide for Staff

My Class Reps is for students and their student representatives to communicate and discuss their learning experience. It exists to promote discussion, engagement between students, their representatives and academic units, and to allow academic units to demonstrate action in response to student feedback.

Staff in Schools and Colleges will be undertaking a number of actions in My Class Reps:

- Recording students as Class or PGR reps on the appropriate 'rep group'
- Recording that the rep completed their role satisfactorily at the end of their term
- Posting documents in a rep group’s document repository
  - highlighting a few key actions or outcomes, attaching the SSLC meetings minute.
  - providing results, outcomes or actions from student feedback (e.g. after course feedback questionnaires)

All staff will have read-only access to My Class Reps but only School and College Contacts (nominated members of staff) will have the ability to create and update representatives and create/remove documents in document repositories.

This guide is intended as a step-by-step guide for School and College Contacts undertaking these actions.

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For Key Dates, please refer to [https://www.gla.ac.uk/myglasgow/students/studentrepresentationtoolkit/stafftoolkit/keydatesandcontacts/](https://www.gla.ac.uk/myglasgow/students/studentrepresentationtoolkit/stafftoolkit/keydatesandcontacts/)
**How to: create Class/PGR Representatives**

My Class Reps is the official record of all 'Class/PGR Representatives’. At the beginning of each Semester/Academic Year Schools will register their Class Representatives in My Class Reps (reps should be elected by the end of Week 3 and their details input to the system at the start of Week 4). By creating the Reps in My Class Reps, students will be able to see who their reps are and how to contact them.

**Action to create Class/PGR Representatives**

1. Log into My Class Reps through either the **Business Systems** page or **MyGlasgow Staff Portal**.

2. Select Manage Reps in the Class Representation tile to create/view Reps.

**MY CLASS REPS**
3. Select a School from the Groups listed (e.g. Critical Studies).

**ALL SCHOOLS**

**Arts Group**
- Critical Studies
- Culture & Creative Arts
- Humanities
- Modern Languages & Cultures

**MVLS Group**
- Life Sciences
- Medicine, Dentistry & Nursing

4. Click on <<MANAGE REPS FOR CRITICAL STUDIES GROUP AND SUBGROUPS>>.

**ALL GROUPS**

**Arts // Manage Reps**

**Critical Studies**

<< MANAGE REPS FOR CRITICAL STUDIES GROUP AND SUBGROUPS >>
- Creative Writing PGR
- Creative Writing PGT
- EngLang Linguistics PGT
- English Language 1
- English Language 2
- English Language Honours
- English Language PGR
- English Literature 1
- English Literature 2
5. Select the ‘group’ from the drop down list. (If the Group is not available please contact senate-administrative-assistant@glasgow.ac.uk.)

6. Once in the relevant Group, click on the New Rep box to create a new rep.
7. Enter the student’s name or student ID into ‘New Rep name’.
   
   To ensure the correct student is added we strongly recommend that you always enter the student’s ID.

8. Select the period that the rep will be in post.

9. ‘Job satisfactorily completed’ – leave as ‘Not selected’ (this will be completed later in the session, as appropriate).

10. Notes: This can be used to highlight additional information about the representative, e.g. course code, course name, etc. Text entered in this box will display beside the rep’s image in addition to the Rep Group name in My Class Reps for all staff and students.

11. Click ‘Create Rep’.
How to: confirm that a student has met requirements for recognition on the HEAR

Students will only have their term as a Class or PGR Representative recorded on their HEAR if they meet two criteria:

- Schools confirm that the representative has completed the role satisfactorily (by updating the ‘Satisfactorily Completed?’ box).
- SRC/IT confirm completion of training (by updating the ‘Trained by SRC’ box). This information is managed by SRC/IT and does not require input from Schools or Colleges. N.B. After four years reps will be required to top up their training, but do not need to reattend an introductory session.

At the end of the student’s period as a representative Schools should confirm whether they’ve completed the role (this is usually following the final SSLC meeting that they’re required to attend), **NB records should remain as ‘Not Set’ until that point.**

My Class Reps also holds the details of all students who have attended training (and who have signed up for training).

**How to mark Class/PGR Representatives as ‘Job Satisfactorily Completed’**

The ‘Satisfactorily Completed?’ box refers to whether reps have attended SSLCs, etc. and should be updated independently of what’s in the ‘Trained by SRC’ box. Therefore, if reps haven’t completed the SRC training, you should still update the ‘Satisfactorily Completed?’ box.

1. Select Manage Reps.
2. Select a School from the Groups listed (e.g. Critical Studies).
3. Click on <<MANAGE REPS FOR CRITICAL STUDIES GROUP AND SUBGROUPS>>.
4. Select the ‘group’ from the drop down list. (If the group is not available please contact senate-administrative-assistant@glasgow.ac.uk.)
5. Click ‘Edit’ on the record to be updated.


7. Press ‘Save’.

Alternatively, you can do a bulk update using the ‘Select All’ checkbox and selecting ‘Satisfactory’ or ‘Unsatisfactory’ at the bottom of the page, or just select the checkboxes next to each student’s record (if you don’t want to update all reps on the page).
How to: check student details

1. Select Manage Reps in the Class Representation tile to create/view Reps.

**MY CLASS REPS**

- Class Representation
  - My Reps
  - Document Repositories
  - Student Forums
  - Rep Training
  - Election Nomination
  - Review Election Sponsorship Requests
  - Manage Reps

2. Click on Look up a student's record.

**ALL SCHOOLS**

- Student Lookup
  
  You can look up a student's rep record to find out all information relevant to them.
  - Look up a student's record

3. Enter the student's name or student ID into ‘Enter a rep GUID’ and press return.

**STUDENT RECORD**

Enter a rep GUID: [search]

- Rep Jobs
- Training

4. This will show which Groups the student represents and the training they’ve completed.
How to: remove a student's record upon completion

Once a new Class/PGR rep is elected, the former Class/PGR reps should be removed (if their term of office is completed), to ensure that only current reps are visible. To do this:

1. Select the ‘group’ you wish to remove reps in.
2. Under the column entitled ‘Remove (as current rep)’, select the student record and click on remove.

3. Record is hidden and can be reinstated, if required. Old reps can be found by clicking the ‘Show All (inc previous)’ button at the top of the page.