

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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Contacts

Queries Regarding	Who to Contact
<ul style="list-style-type: none"> • Code of Practice on Student Representation • Guidance on Staff:Student Liaison Committees • Course Evaluation Policy • MyClass Reps 	apg-administrative-assistant@glasgow.ac.uk
<ul style="list-style-type: none"> • Class Rep Training Sessions 	workshops@src.gla.c.uk
<ul style="list-style-type: none"> • School and College level representation • SRC Council Elections 	representation@src.gla.ac.uk
<ul style="list-style-type: none"> • Technical issues with MyClassReps 	IT Helpdesk

For Key Dates, please refer to

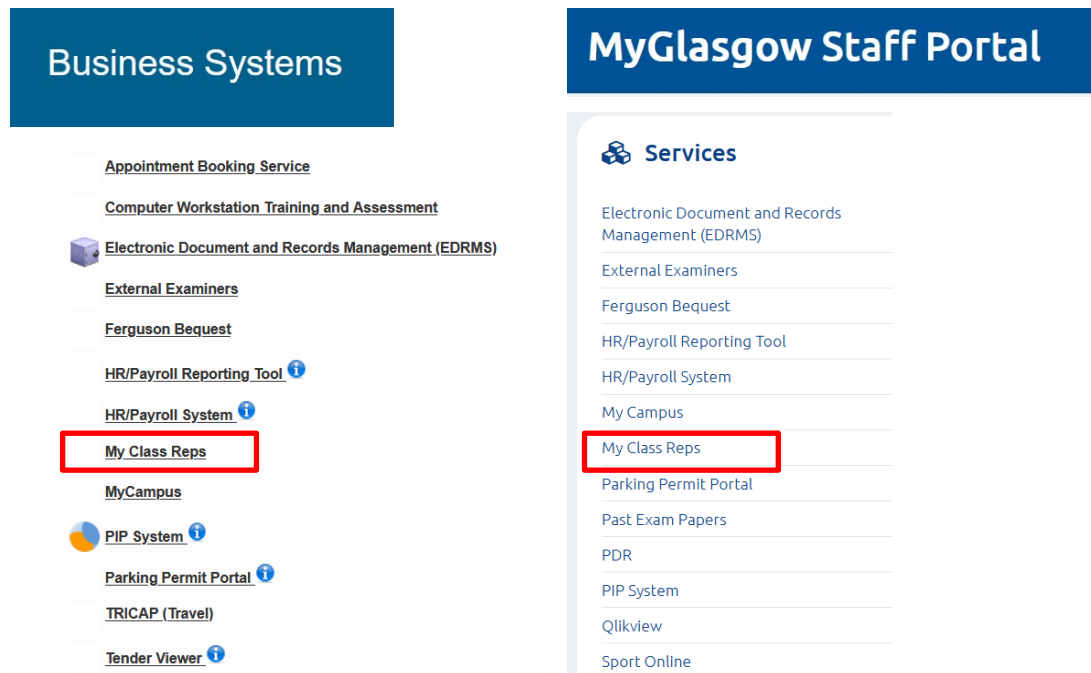
www.gla.ac.uk/myglasgow/students/studentrepresentationtoolkit/stafftoolkit/keydatesandcontacts/

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.

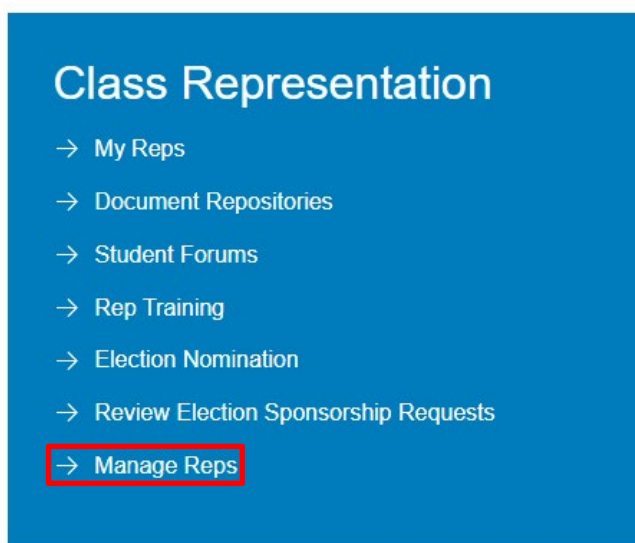
Action to create Class/PGR Representatives

1. Log into My Class Reps through either the [Business Systems](#) page or [MyGlasgow Staff Portal](#).



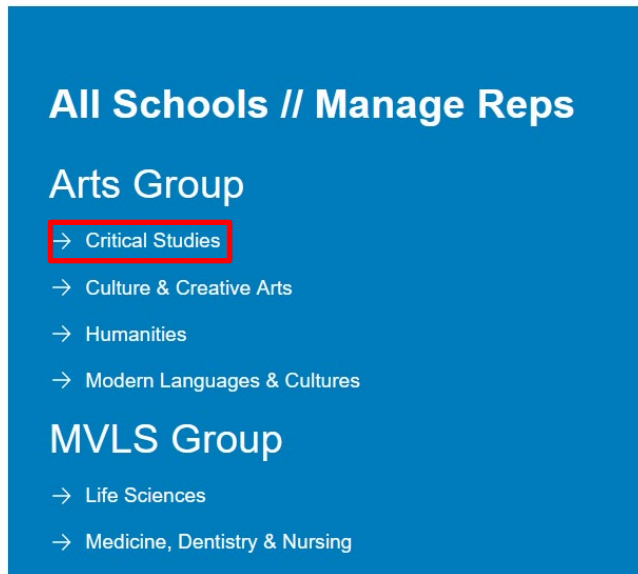
2. Select Manage Reps in the Class Representation tile to create/view Reps.

MY CLASS REPS



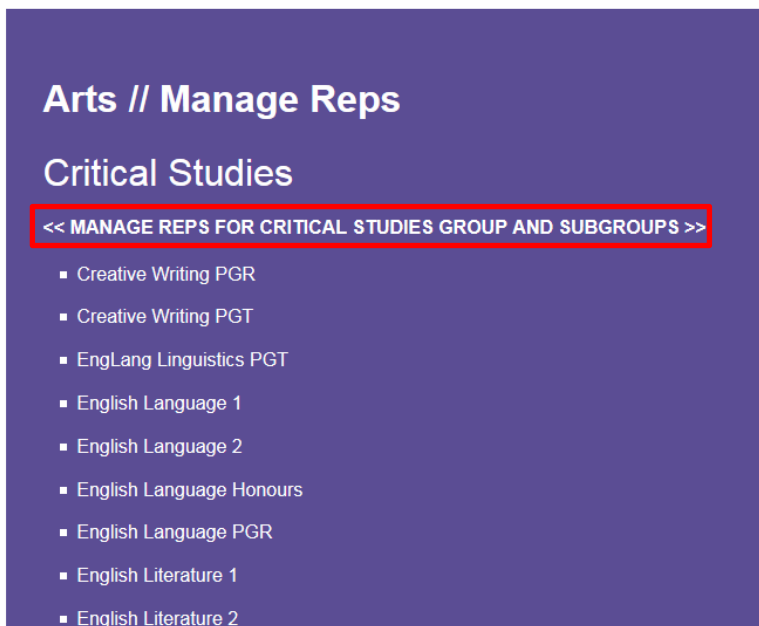
3. Select a School from the Groups listed (e.g. Critical Studies).

ALL SCHOOLS



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

ALL GROUPS



- Select the 'group' from the dropdown list. (If the Group is not available please contact apg-administrative-assistant@glasgow.ac.uk.)

MANAGE REPS

The screenshot shows the 'MANAGE REPS' interface. A red box highlights the 'Select a group --->' dropdown menu, which is open, displaying a list of groups. The groups listed are: School Group, Creative Writing PGR, Creative Writing PGT, EngLang Linguistics PGT, English Language 1, English Language 2, English Language Honours, English Language PGR, English Language PGT, English Literature 1, English Literature 2, English Literature 3, English Literature 4, English Literature Honours, English Literature PGR, English Literature PGT, English Literature PGT-Fantasy, and English Literature PGT-General. To the left of the dropdown, there are buttons for 'Current Reps', 'Quick update - Select', 'Satisfactory', and 'Email Reps'.

- Once in the relevant Group, click on the New Rep box to create a new rep.

MANAGE REPS

The screenshot shows the 'MANAGE REPS' interface with the 'New Rep' form open. The 'Select a group --->' dropdown menu is set to 'English Language 1'. The 'New Rep' form contains the following fields and instructions:

- New Rep name:** A text input field.
- Start Date:** A date input field with the format DD/MM/YYYY.
- End Date:** A date input field with the format DD/MM/YYYY.
- SRC Rep Type:** A dropdown menu.
- Role Email:** A text input field.
- Job satisfactorily completed:** A dropdown menu with the option 'Not selected'. Below this is a note: *(Should only be amended once and only when the role is fully complete, i.e. close to the end date.)*
- Notes:** A text input field with the placeholder 'Title - complete only if needed'. Below this is a note: *(This note is viewable by all. It helps to specify more information such as the lab/tutorial group so that students can identify their rep.)* and a character count: *50 characters remaining*.

At the bottom of the form, there are two buttons: 'Cancel' and 'Create 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.**

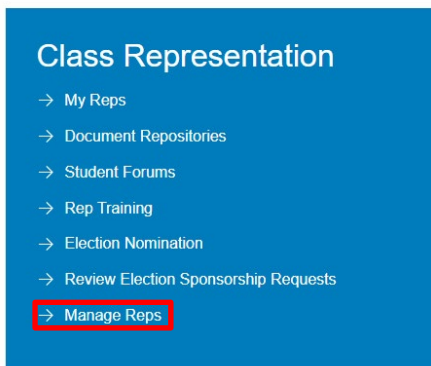
My Class Reps also holds the details of all students who have attended training (and who have signed up for training).

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, Schools should still update the 'Satisfactorily Completed?' box.

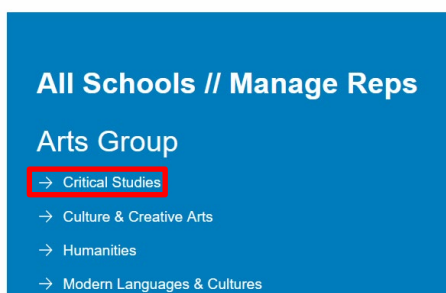
1. Select Manage Reps.

MY CLASS REPS



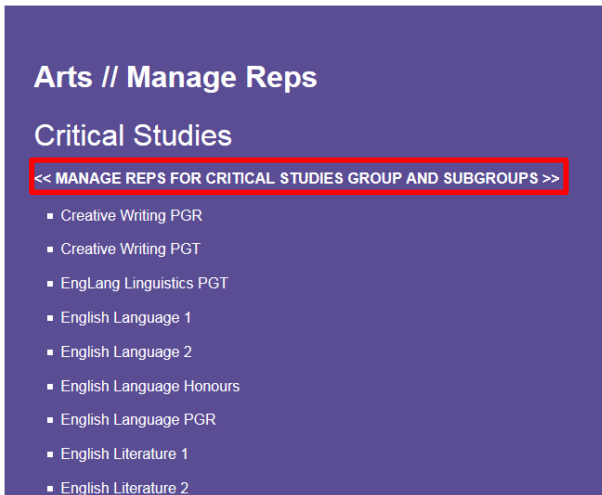
2. Select a School from the Groups listed (e.g. Critical Studies).

ALL SCHOOLS



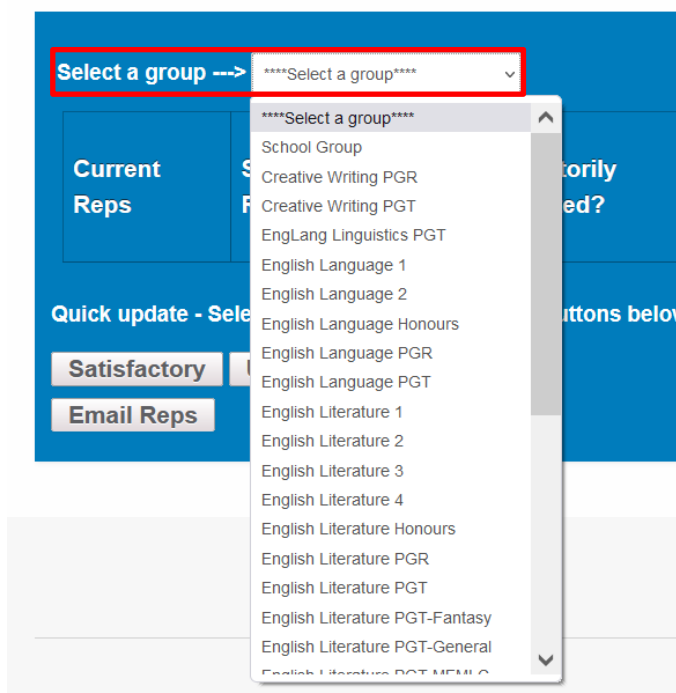
3. Click on <<MANAGE REPS FOR CRITICAL STUDIES GROUP AND SUBGROUPS>>.

ALL GROUPS



4. Select the 'group' from the drop down list. (If the group is not available please contact apg-administrative-assistant@glasgow.ac.uk.)

MANAGE REPS



- Click 'Edit' on the record to be updated.

MANAGE REPS

Select a group ----> English Language 1 Show All (inc previous) New Rep									
Current Reps	SRC Rep	Trained by SRC	Satisfactorily Completed?	Semester(s)	Notes	Role Email	Remove (as current rep)	Edit	Select All
			Yes	Not set	Both Semesters (18/09/24 until 30/05/25)		Remove	Edit	<input type="checkbox"/>

- The Edit Rep screen will appear. Under 'Job satisfactorily completed' select Yes or No from the dropdown menu.

Edit Rep

Rep name:

Job satisfactorily completed:

Not selected

Not selected
 No
 Yes

(Should only be amended once and only when the role is fully complete, i.e. close to the end date.)

SRC Rep Type: Class Rep

Role Email:

Notes
(This note is viewable by all. It helps to specify more information such as the lab/tutorial group so that students can identify their rep.)

50 characters remaining

Cancel
Save

- 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).

MANAGE REPS

Select a group ----> English Language 1 Show All (inc previous) New Rep									
Current Reps	SRC Rep	Trained by SRC	Satisfactorily Completed?	Semester(s)	Notes	Role Email	Remove (as current rep)	Edit	Select All
									<input type="checkbox"/>

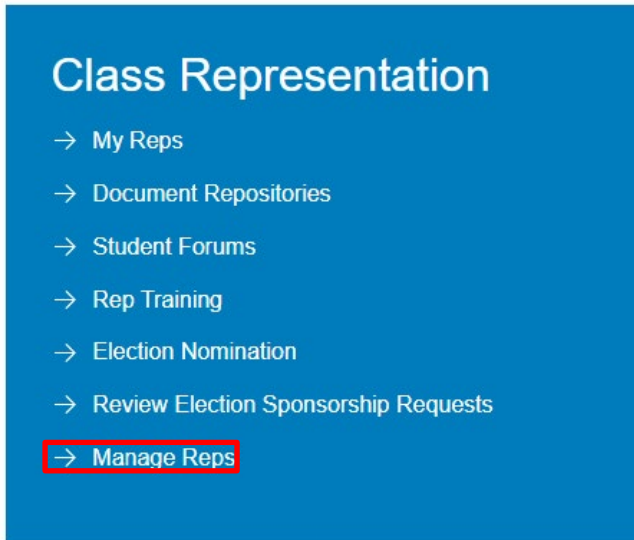
Quick update - Select reps above then click the buttons below to set their status and remove them. Display will switch to Show All.

Satisfactory
Unsatisfactory

How to: check student details

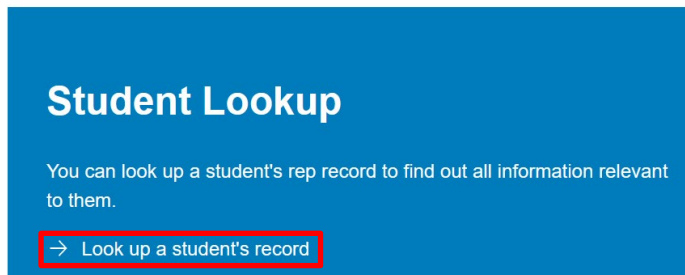
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MY CLASS REPS



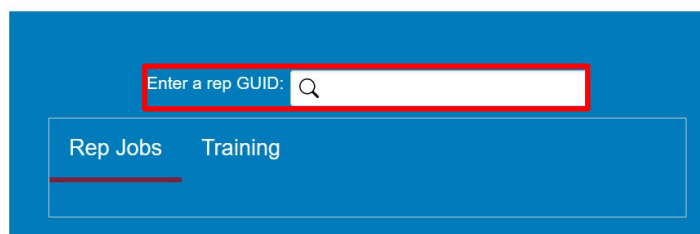
2. Click on Look up a student's record.

ALL SCHOOLS



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

STUDENT RECORD



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.

MANAGE REPS

Select a group ----> English Language 1										Show All (inc previous)	New Rep
Current Reps	SRC Rep	Trained by SRC	Satisfactorily Completed?	Semester(s)	Notes	Role Email	Remove (as current rep)	Edit	Select All		
	No	Yes	Yes	18/09/23 until 24/05/24			Remove	Edit	<input type="checkbox"/>		

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.