

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

For Key Dates, please refer to

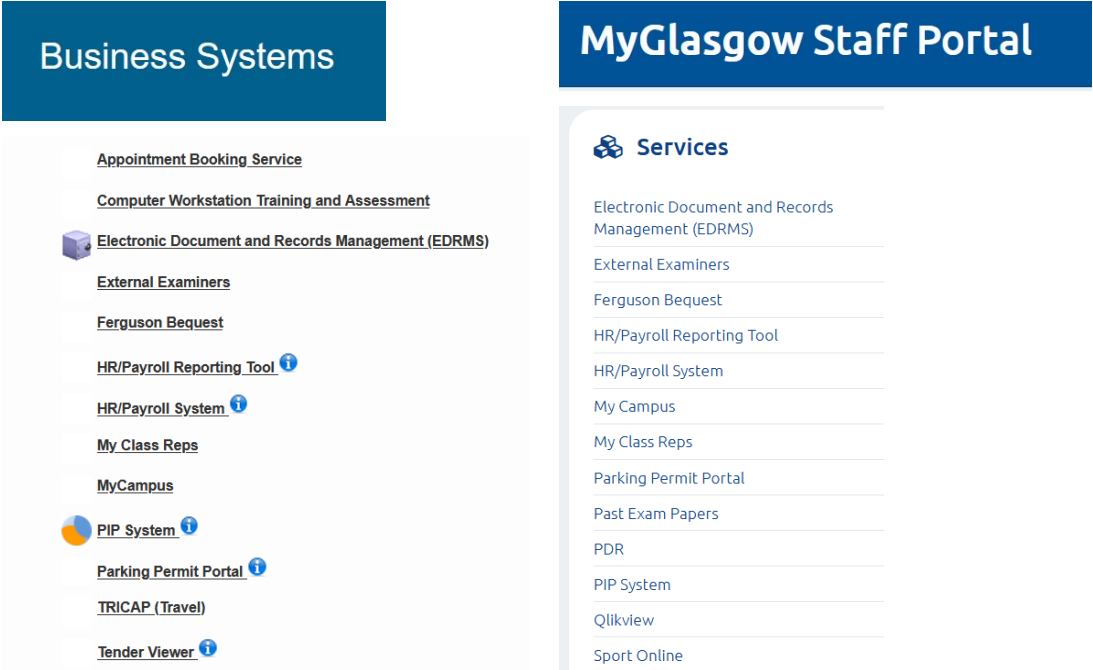
<https://www.gla.ac.uk/myglasgow/students/studentrepresentationtoolkit/stafftoolkit/keydatesandcontacts/>

**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**



The screenshot shows a blue interface with the following text:

**All Schools // Manage Reps**

**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**



The screenshot shows a purple interface with the following text:

**Arts // Manage Reps**

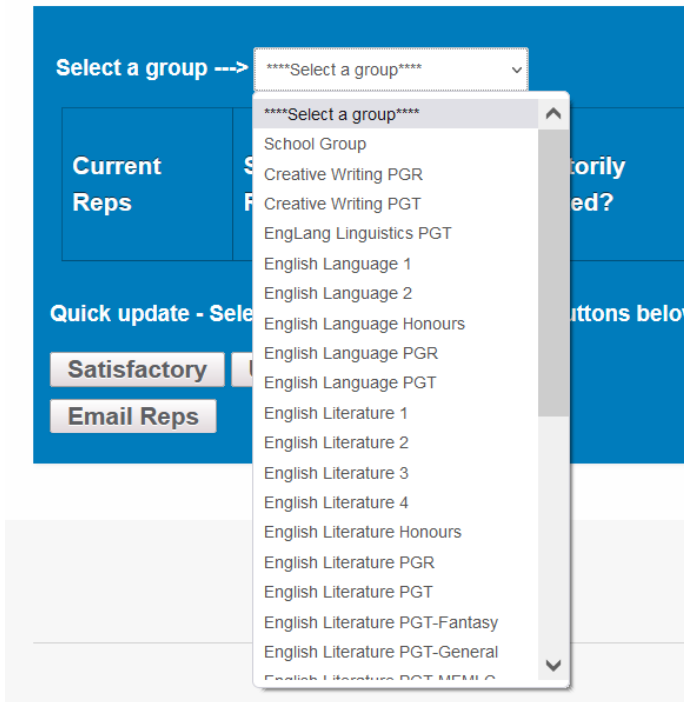
**Critical Studies**

<< 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

- Select the 'group' from the drop down list. (If the Group is not available please contact [senate-administrative-assistant@glasgow.ac.uk](mailto:senate-administrative-assistant@glasgow.ac.uk).)

## MANAGE REPS



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

## 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

### New Rep

The best way to search for a rep is by entering their student number in the address book. If this isn't available, please ensure you've definitely selected the right person!

New Rep name:

Select Term Dates are pre-set for the academic year 2021

Job satisfactorily completed:

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

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' – this will be completed at a later stage, 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 mark them as having satisfactorily completed their job in My Class Reps (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:

#### MY CLASS REPS



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

#### ALL SCHOOLS



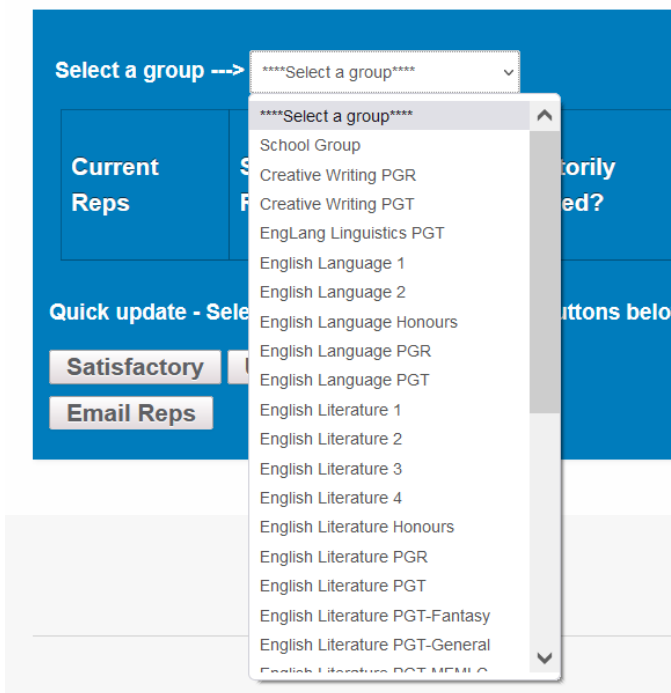
3. Click on <<MANAGE REPS FOR CRITICAL STUDIES GROUP AND SUBGROUPS>>

### ALL GROUPS



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

### MANAGE REPS



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

**MANAGE REPS**

Current Reps	SRC Rep	Trained by SRC	Satisfactorily Completed?	Semester(s)	Notes	Role Email	Remove (as current rep)	Edit	Select All
	Yes		Not set	Semester Two (10/01/22 until 27/05/22)	ENGLANG1003 ELL1B SM03		Remove	Edit	<input type="checkbox"/>

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

### Edit Rep ✕

Rep name: Joe Bloggs (student)

Job satisfactorily completed: Yes ▾

Select Term: Dates are pre-set for the academic year 2021  
Keep existing dates ▾

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**

Current Reps	SRC Rep	Trained by SRC	Satisfactorily Completed?	Semester(s)	Notes	Role Email	Remove (as current rep)	Edit	Select All
Quick update - Select reps above then click the buttons below to set their status and remove them. Display will switch to Show All.									
<span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Satisfactory</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Unsatisfactory</span>									



## 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	No	Yes	Semester One (20/09/21 until 17/12/21)			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.