

## My Class Reps: Mapping User Guide

This guide is intended as a step-by-step guide for Schools undertaking the annual update of the Rep Group mapping information.

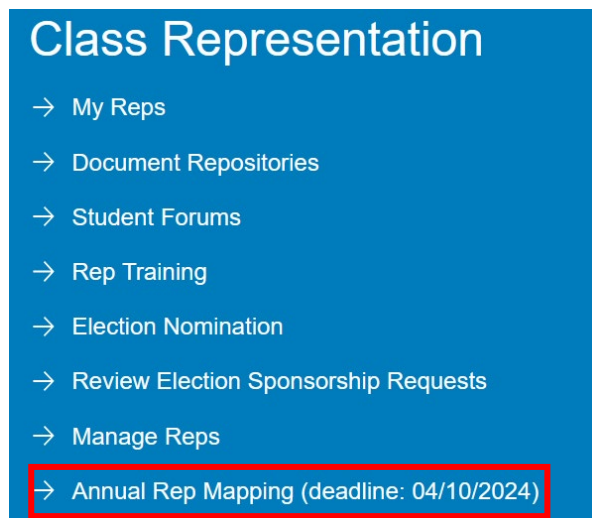
If you have any feedback, please email [apg-administrative-assistant@glasgow.ac.uk](mailto:apg-administrative-assistant@glasgow.ac.uk).

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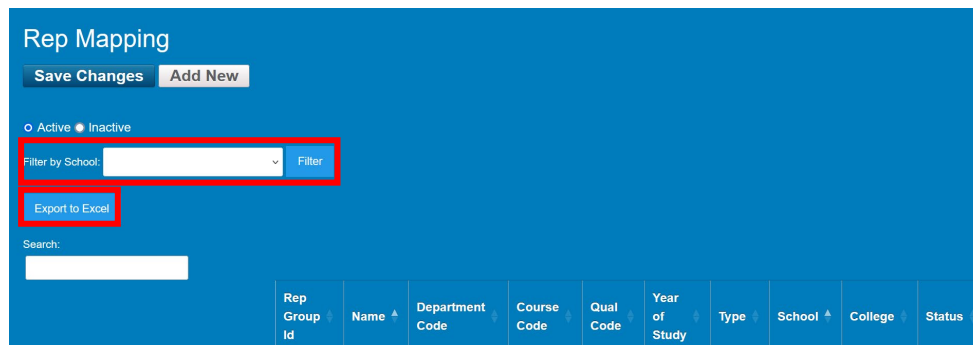
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### Access the Annual Rep Mapping Page

Open [My Class Reps](#)



Click on Annual Rep Mapping (deadline: 04/10/2024)



Only the areas you have access to should be visible in the 'Filter by School' box. If you have access to more than one, use the dropdown box to select and then press 'Filter' to show all the Rep Groups within that area.

If required, select 'Export to Excel' to download all Rep Group information. This can be used as a working document before updating the online system.

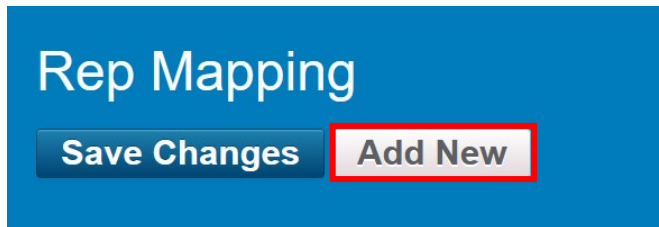
## Remove Course/Programme from an Existing Rep Group



The screenshot shows the 'Rep Mapping' interface. At the top, there are buttons for 'Save Changes' and 'Add New'. Below these are filters for 'Active' and 'Inactive' status, and a 'Filter by School' dropdown set to 'Culture & Creative Arts'. There is also an 'Export to Excel' button and a search bar. The main part of the interface is a table with columns: Rep Group Id, Name, Department Code, Course Code, Qual Code, Year of Study, Type, School, College, and Status. Two rows are visible: one for 'Creative Arts and Industries' (Qual Code W370-2000) and one for 'Creative Industries & Cultural Policy' (Qual Code W6L4-5000). The 'Status' column for the first row has a dropdown menu open, showing options: 'Keep Programme', 'Keep Programme', and 'Remove Programme'.

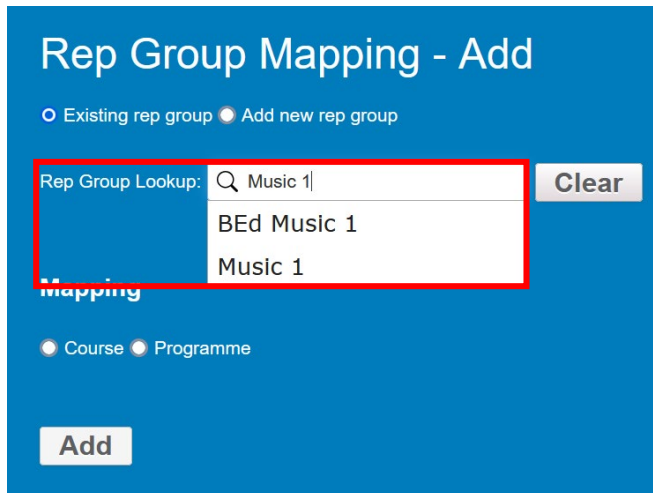
For courses/programmes which should no longer be included in the Rep Group, use the dropdown in the Status column, select 'Remove' for all relevant courses/programmes then 'Save Changes'.

## Add New Course/Programme to an Existing Rep Group



The screenshot shows the 'Rep Mapping' Home page. It features a large blue header with the text 'Rep Mapping'. Below the header, there are two buttons: 'Save Changes' and 'Add New'. The 'Add New' button is highlighted with a red border.

On the Home page, select 'Add New'.



The screenshot shows the 'Rep Group Mapping - Add' form. At the top, there are radio buttons for 'Existing rep group' and 'Add new rep group'. Below this is a 'Rep Group Lookup' box containing the text 'Music 1'. A dropdown menu is open below the box, showing the following options: 'BEd Music 1' and 'Music 1'. The 'Music 1' option is highlighted. To the right of the lookup box is a 'Clear' button. Below the lookup box, there are radio buttons for 'Course' and 'Programme'. At the bottom of the form is an 'Add' button.

Select the Relevant Rep Group, i.e. Music 1, by typing this into the Rep Group Lookup box.

### Add New Course to an Existing Rep Group

The screenshot shows a blue interface titled "Rep Group Mapping - Add". At the top, there are two radio buttons: "Existing rep group" (unselected) and "Add new rep group" (selected). Below this is a "Rep Group Lookup:" field containing "Music 1" and a "Clear" button. The "Mapping" section has two radio buttons: "Course" (selected and highlighted with a red box) and "Programme" (unselected). Below these are two input fields: "Department Code:" and "Course Code:", both with search icons and highlighted with a red box. At the bottom is an "Add" button, also highlighted with a red box.

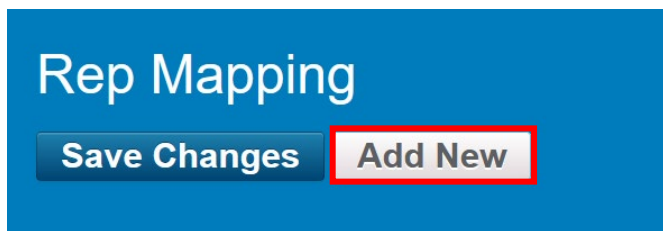
Select 'Course', insert the required information, i.e. Department Code and Course Code, then press 'Add'.

### Add New Programme to an Existing Rep Group

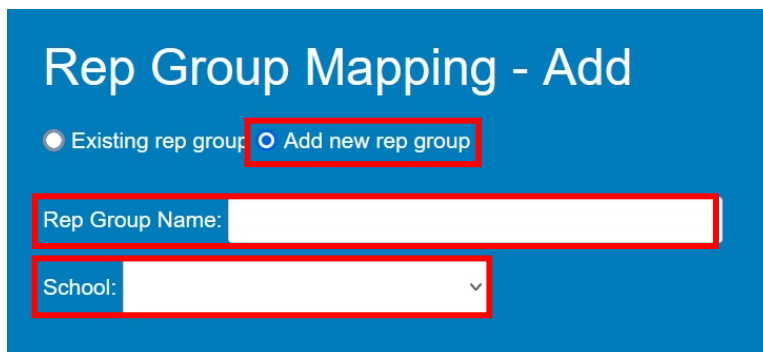
The screenshot shows a blue interface titled "Rep Group Mapping - Add". At the top, there are two radio buttons: "Existing rep group" (unselected) and "Add new rep group" (selected). Below this is a "Rep Group Lookup:" field containing "Music 1" and a "Clear" button. The "Mapping" section has two radio buttons: "Course" (unselected) and "Programme" (selected and highlighted with a red box). Below these are two input fields: "Qualification Code:" and "Year of Study:" (a dropdown menu), both with search icons and highlighted with a red box. At the bottom is an "Add" button, also highlighted with a red box.

Select 'Programme', insert the required information, i.e. Qualification Code and Year of Study, then press 'Add'.

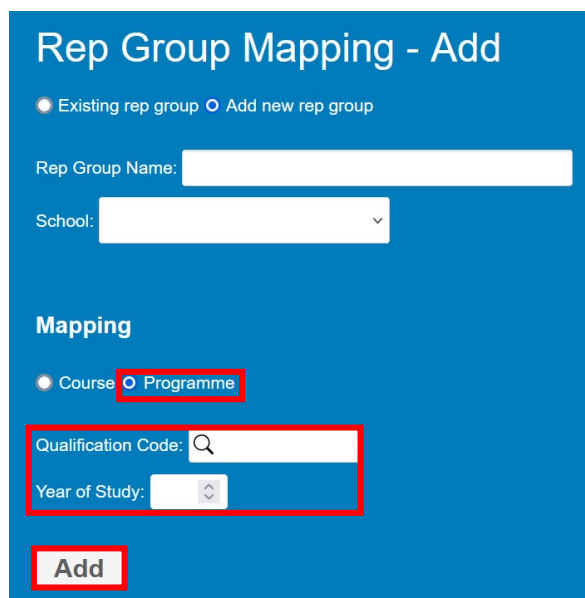
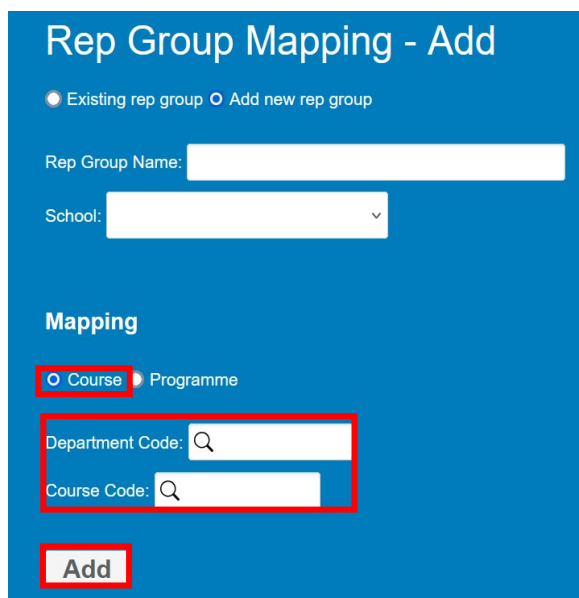
## Add New Rep Group



On the Home page, select 'Add New'.



Select 'Add new rep group', insert the new Rep Group Name, then select the School from the dropdown.



Select either 'Course' or 'Programme', insert the required information, then press 'Add'.

## Edit Rep Group Name/Set Rep Group to Inactive

Rep Mapping

Save Changes Add New

Active Inactive

Filter by School: Culture & Creative Arts Filter

Export to Excel

Search:

Rep Group Id	Name	Department Code	Course Code	Qual Code	Year of Study	Type	School	College	Status
941	Creative Arts and Industries <a href="#">Edit/Set to Inactive</a>			W370-2000	1	Programme	Culture & Creative Arts	Arts and Humanities	Keep Programme
629	Creative Industries & Cultural Policy <a href="#">Edit/Set to Inactive</a>			W6L4-5000	1	Programme	Culture & Creative Arts	Arts and Humanities	Keep Programme

Select 'Edit/Set to Inactive' if you want to edit the name of the Rep Group, or if you want to set the Rep Group to Inactive, therefore it won't appear in the dropdown within 'Manage Reps', i.e.

### MANAGE REPS

Select a group ----> \*\*\*\*Select a group\*\*\*\*

Show All (inc previous) New Rep

Current Reps	St	Re	Priority	Semester(s)	Notes	Role Email	Remove (as current rep)	Edit	Select All

Buttons below to set their status and remove them. Display will switch to Show All.

## Edit Rep Group Name

### REP GROUP EDIT

[Back to Rep Mapping](#)

Edit

Rep Group Name: Creative Arts and Industries

Save

---

Set Inactive

Rep Group: Creative Arts and Industries (id: 941)

Manage: [Manage Rep Group](#)

Current status: Active

Current rep(s): 2915734M, 2909439z, 2770832J, 2787888D, 2617653H

Set Inactive

To rename the Rep Group, edit the Rep Group Name box and press 'Save'.

# Set Rep Group to Inactive

## REP GROUP EDIT

[Back to Rep Mapping](#)

**Edit**

Rep Group Name:

**Save**

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**Set Inactive**

Rep Group: Creative Arts and Industries (id: 941)

Manage: [Manage Rep Group](#)

Current status: Active

Current rep(s): 2915734M, 2909439z, 2770832J, 2787888D, 2617653H

**Set Inactive**

If you don't want the Rep Group to appear in the dropdown within 'Manage Reps', press 'Set Inactive'.

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Are you sure?

**OK** Cancel

The press 'OK'.

## View Inactive Groups / Set to Active

Rep Mapping

Save Changes Add New

● Active ● **Inactive**

Filter by School: Culture & Creative Arts Filter

Export to Excel

Search:

Rep Group Id	Name	Department Code	Course Code	Qual Code	Year of Study	Type	School	College	Status
941	Creative Arts and Industries <a href="#">Edit/Set to Inactive</a>			W370-2000	1	Programme	Culture & Creative Arts	Arts and Humanities	Keep Programme

For Rep Groups set to Inactive, you can view all these by selecting 'Inactive' in the Home page. If you want these to be visible in future years, select 'Edit/Set to Inactive'.

## REP GROUP EDIT

Back to Rep Mapping

### Edit

Rep Group Name: Creative Arts and Industries

Save

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### Set Active

Rep Group: Creative Arts and Industries (id: 941)

Manage: [Manage Rep Group](#)

Current status: Inactive

Current rep(s): 2617653H, 2787888D, 2770832J, 2909439z, 2915734M

**Set Active**

Then press 'Set Active'.

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Are you sure?

OK Cancel

The press 'OK'.