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.
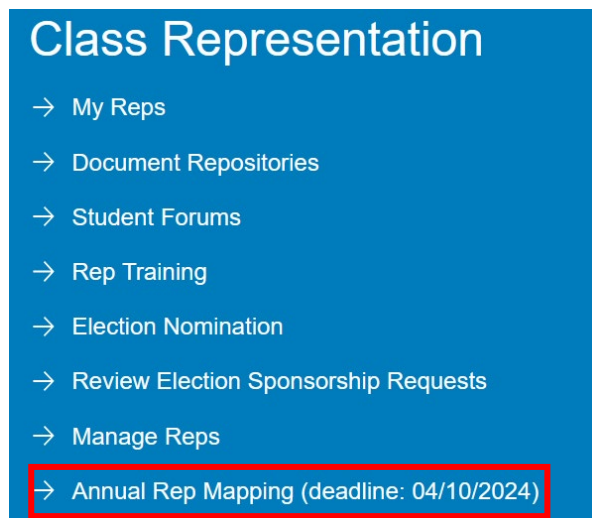
If you have any feedback, please email apg-administrative-assistant@glasgow.ac.uk.

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Access the Annual Rep Mapping Page

Open My Class Reps

Click on Annual Rep Mapping (deadline: 04/10/2024)
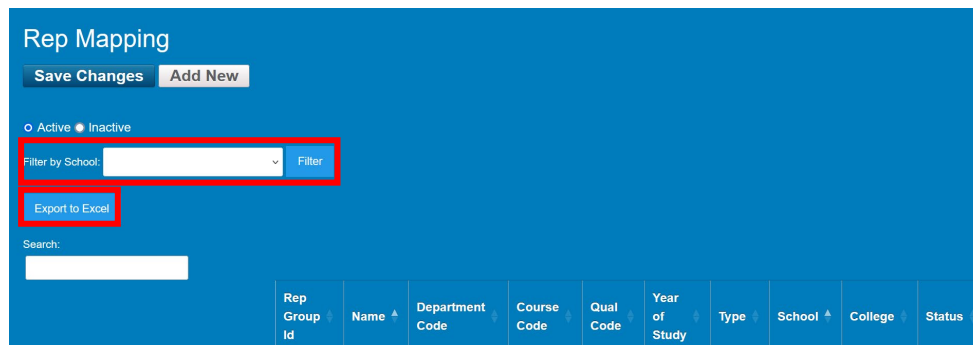
Only the areas you have access to should be visible in the 'Filter by School' box. If you have access to more than one, use the dropdown box to select and then press 'Filter' to show all the Rep Groups within that area.

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.
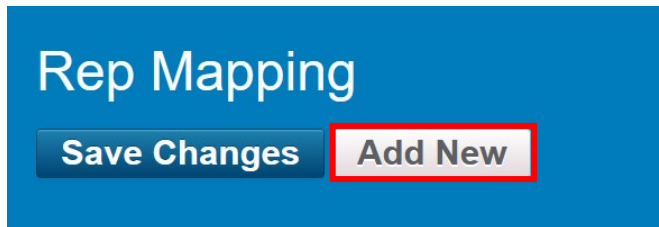
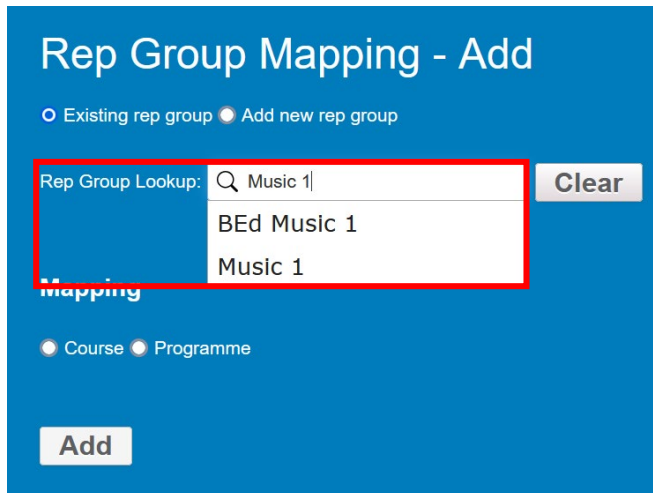## Remove Course/Programme from an Existing Rep Group

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

On the Home page, select 'Add New'.

Select the Relevant Rep Group, i.e. Music 1, by typing this into the Rep Group Lookup box.
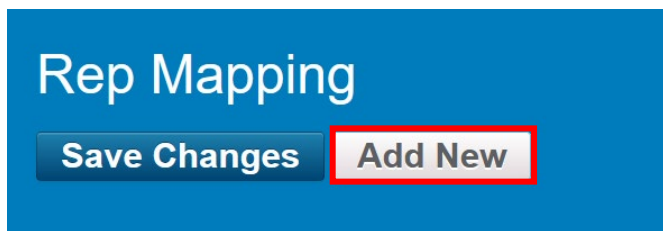
Add New Course to an Existing Rep Group

Select 'Course', insert the required information, i.e. Department Code and Course Code, then press 'Add'.
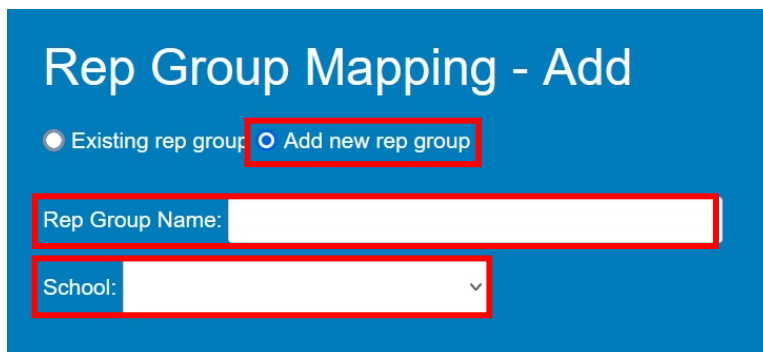
Add New Programme to an Existing Rep Group

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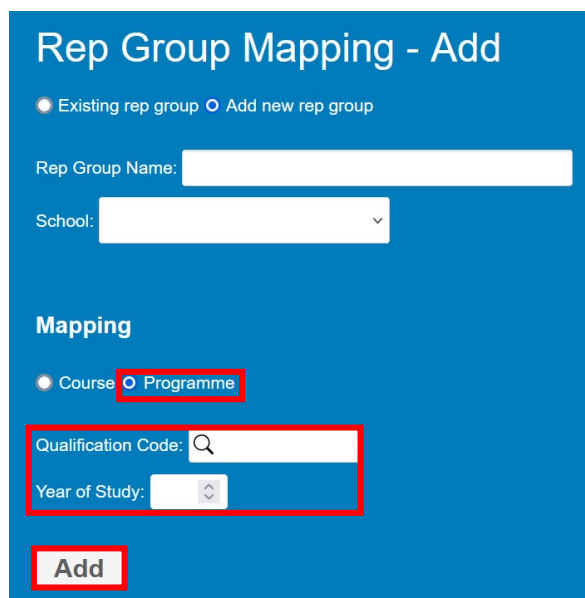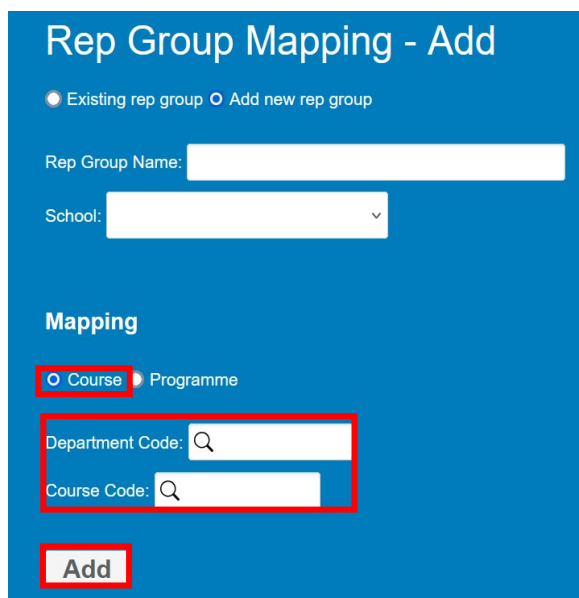
Add New Rep Group

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

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

Edit Rep Group Name

REP GROUP EDIT

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: 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

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

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

Then press 'Set Active'.

The press 'OK'.