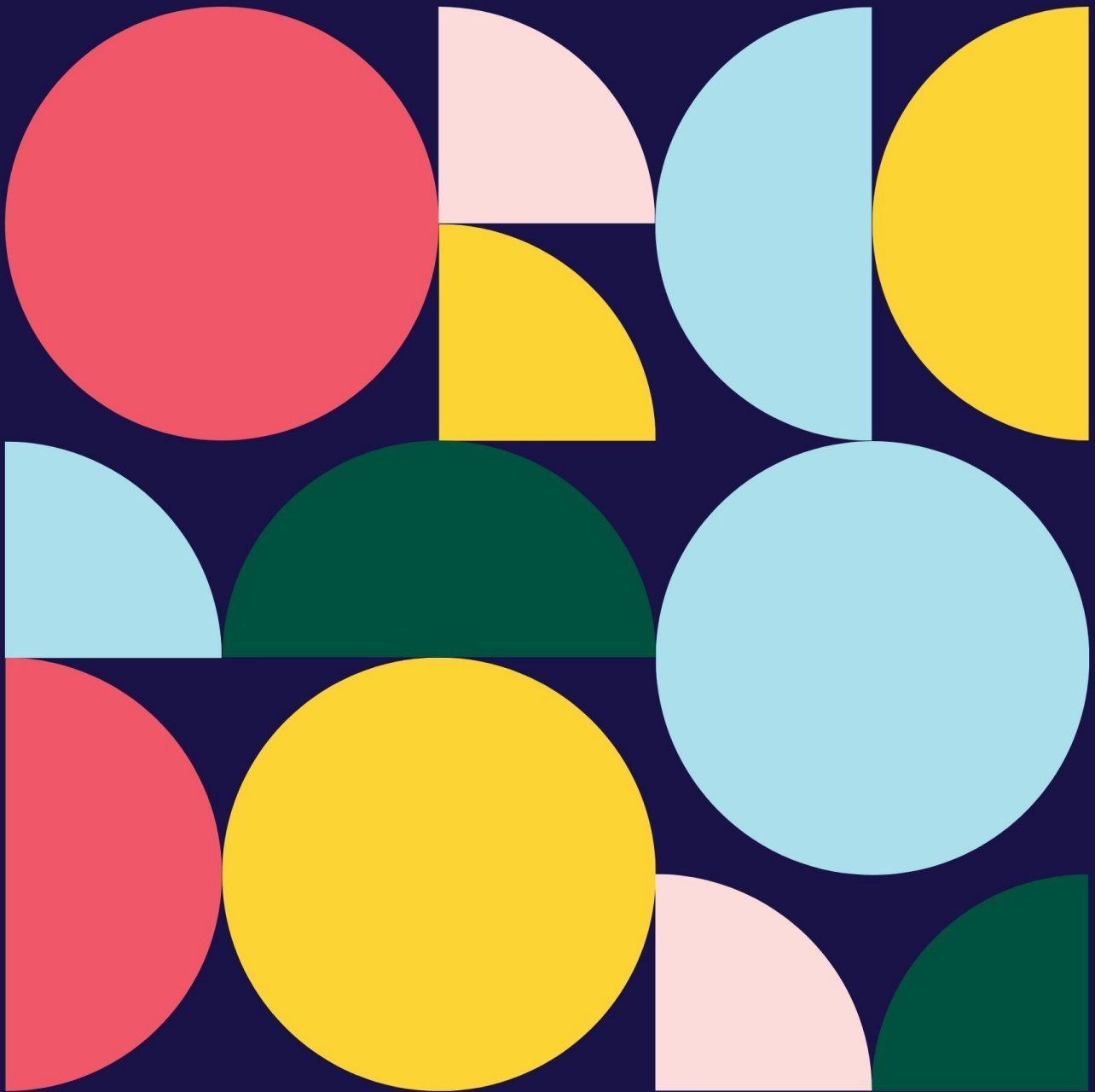




Bristol SU Academic Rep Engagement Hub 2024: Staff User Guide



Bristol SU

Academic Representation Team

Introduction

This guide sets out how to navigate the pages of the Academic Representation Engagement Hub. The following sections discuss introduce the hub as a whole and subsequently address individual pages and their uses.

What is the Academic Rep Engagement Hub?

“The Rep hub” for short provides faculty, course reps and academic staff access to access rep-related info that they need to see and have. On the Hub, reps are provided with a list of fellow reps in their school/faculty, as well as direct links for reps to complete available trainings and log attendance. Additionally, reps can let us know what they are working on, who they are working with, progress of the project and other things they would like to tell us regarding their role- all through the Rep Hub.

What does the Rep Hub do for me as a School Admin?



Unique link & password for individual users. Email Verification

Unique username and password

Each user has a unique link and password. Email verification and password reminders are also included to ensure that your access to the hub and the information inputted is as secure and safe as possible.

Users will receive an email containing your log in details and some information (like this guide!).



List of reps streamlined to faculty & school

Reps in your School

The Hub Provides a streamlined list of all the reps in a specific school. So, staff have access to the details of reps and search the list by year of study, school, faculty, and Rep categories for either course reps or faculty reps. You can also click each rep detail and remove/replace details of a rep in a role.

Editing role details

In the hub you can edit rep role details such as role name, number of positions requested for elections, course codes, etc.

A walkthrough of the Rep Hub...

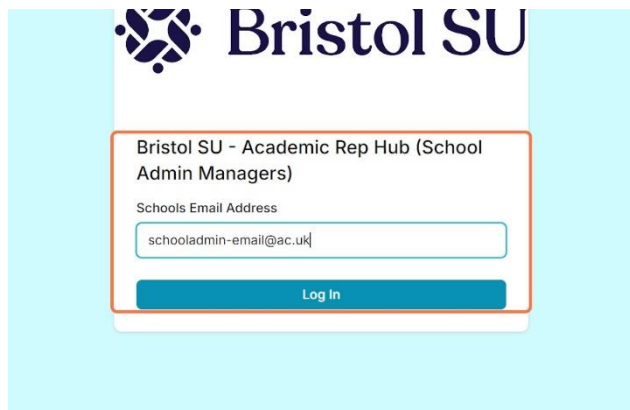
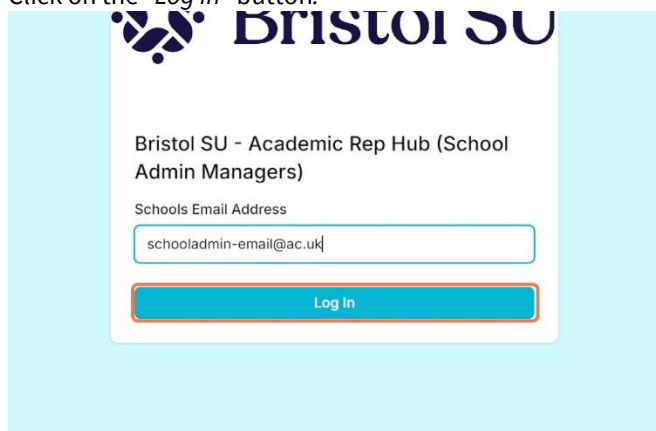
This section sets out a step-by-step walkthrough of the pages in the hub with descriptions.

1. Type in your Uni ID

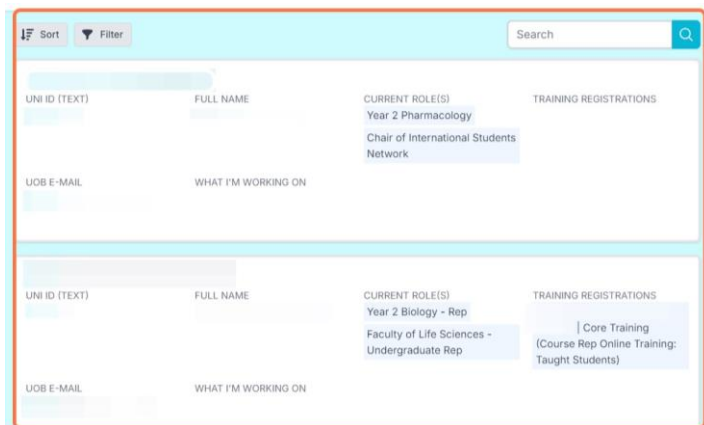
Type in your School Mailbox address on the landing page.

2. Click on Log in

Click on the “Log in” button.



3. After logging in, the first page is the student leaders & rep details page.



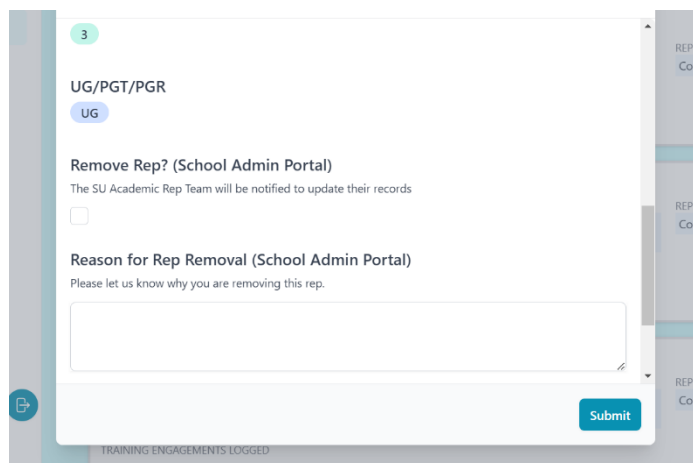
On this page you will see a grid view of all student leaders in your school, along with core info such as:

Rep Category / Uni Email / Current Role(s) / No. Roles / Year of Study.

Drag the slider from top to bottom to reveal the full list of reps.

4. Click on any tile to open more

details of a rep...



The pop-up window displays core info around the rep and what role they currently hold in your school. Drag the slider from top to bottom to reveal more details.

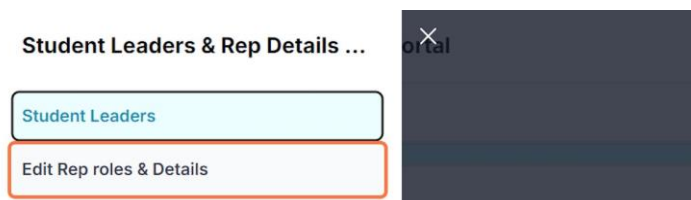
5. Removing reps

If you would like to remove a rep from all roles they hold in your school, tick the 'Remove Rep' box and leave a reason in the text box below.

This will be sent on to the academic rep team for review and records will be updated.

Click '**Submit**' when you are happy with your edits on the record.

6. The 'Edit rep roles & Details' page.

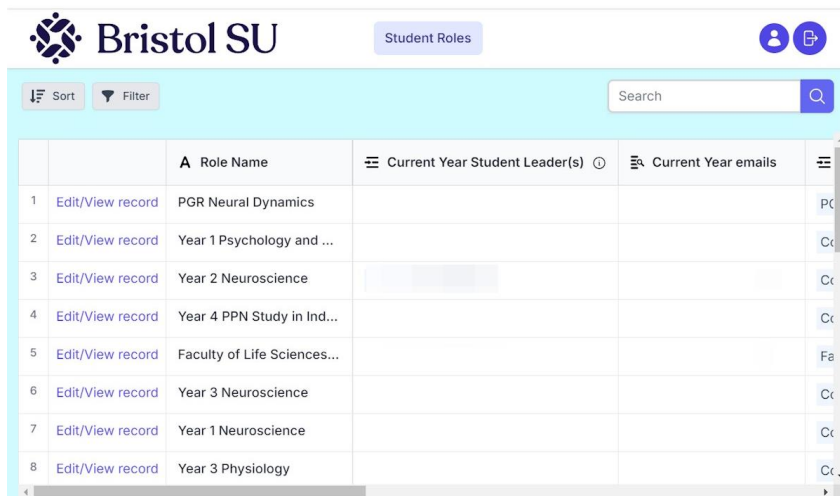


Click this page link and it will take you to a grid view of all the roles associated with your school.

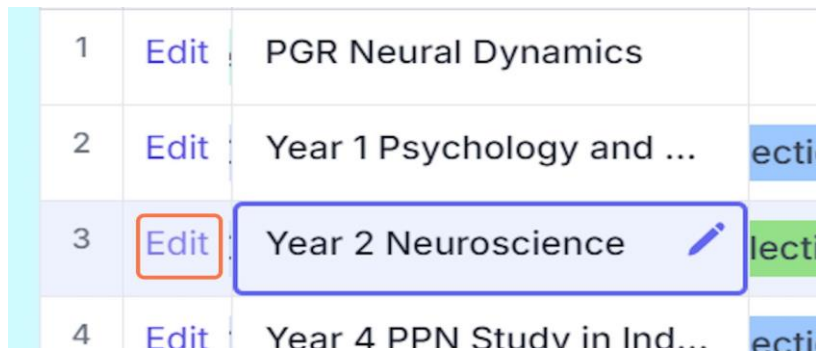
Drag the slider from *top to bottom* to reveal the full list of rep positions and from *left to right* to reveal more columns.

7. View/Edit Role Details

Each Role record has a 'view/edit role details' button which you can click on to open the pop out window.

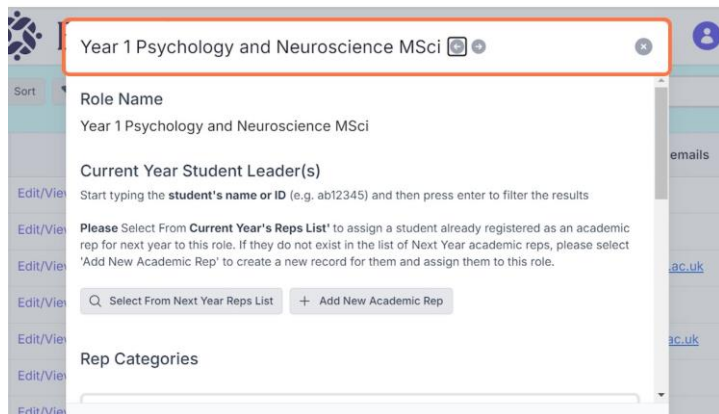


		A Role Name	Current Year Student Leader(s)	Current Year emails
1	Edit/View record	PGR Neural Dynamics		
2	Edit/View record	Year 1 Psychology and ...		
3	Edit/View record	Year 2 Neuroscience		
4	Edit/View record	Year 4 PPN Study in Ind...		
5	Edit/View record	Faculty of Life Sciences...		
6	Edit/View record	Year 3 Neuroscience		
7	Edit/View record	Year 1 Neuroscience		
8	Edit/View record	Year 3 Physiology		



1	Edit	PGR Neural Dynamics
2	Edit	Year 1 Psychology and ...
3	Edit	Year 2 Neuroscience
4	Edit	Year 4 PPN Study in Ind...

Rep Hub- Student Leaders & Rep Details Portal



Year 1 Psychology and Neuroscience MSci

Role Name
Year 1 Psychology and Neuroscience MSci

Current Year Student Leader(s)
Start typing the **student's name or ID** (e.g. ab12345) and then press enter to filter the results

Please Select From **Current Year's Reps List** to assign a student already registered as an academic rep for next year to this role. If they do not exist in the list of Next Year academic reps, please select 'Add New Academic Rep' to create a new record for them and assign them to this role.

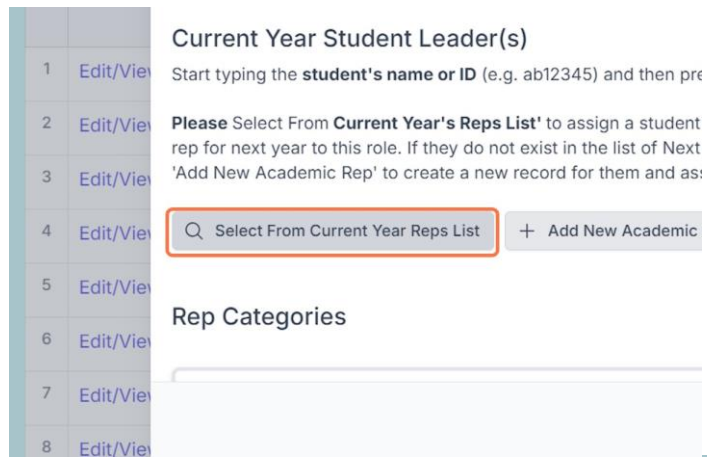
Search: Select From Next Year Reps List + Add New Academic Rep

Rep Categories

If there are any reps associated to the role already, they will appear here and will be de-selectable if they no longer hold that role.

Follow the appropriate button on the form to select from the current list of reps or from the student database.

Click the box to search for the rep you want to add, using their 7-digit Uni ID (e.g. *ab12345*). This will allow you to search the entire student database to add a new academic rep record.



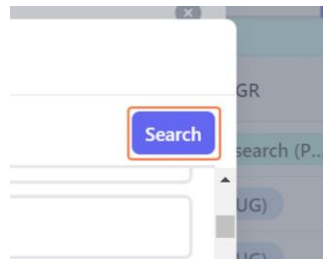
Current Year Student Leader(s)

Start typing the **student's name or ID** (e.g. *ab12345*) and then press **search**.

Please Select From **Current Year's Reps List** to assign a student rep for next year to this role. If they do not exist in the list of Next 'Add New Academic Rep' to create a new record for them and as:

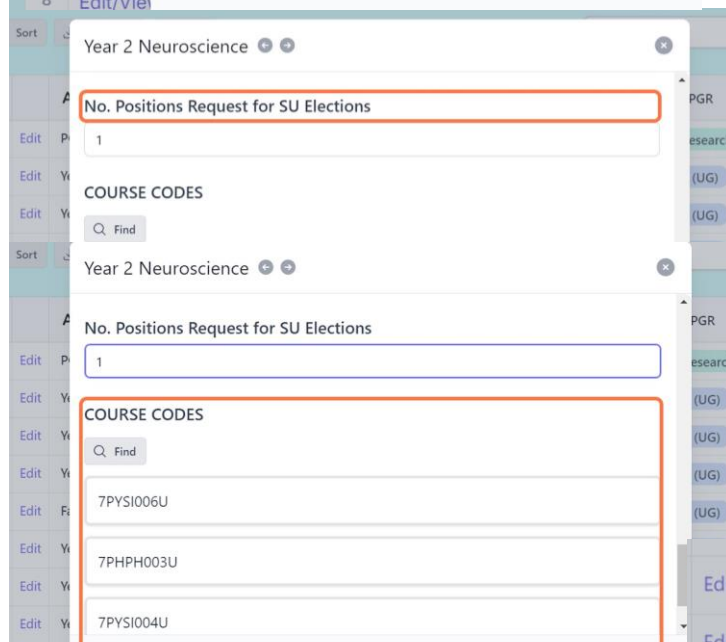
Rep Categories

Type the Uni ID and press **search**.



8. Changing details of the rep positions.

the rep positions.



Year 2 Neuroscience

No. Positions Request for SU Elections

COURSE CODES

7PYSI006U

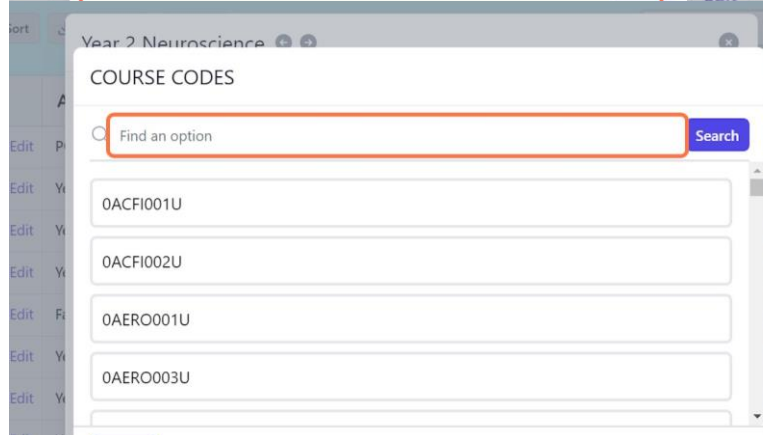
7PHPH003U

7PYSI004U

You can also edit the number of positions requested for SU elections and the associated course codes.

9. Making changes to course codes

Like the number of positions, you can also change the course codes associated with the rep position. Simply click 'find' to search through the database of course codes.



Year 2 Neuroscience

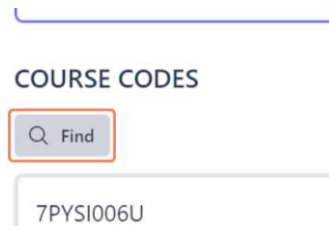
COURSE CODES

0ACFI001U

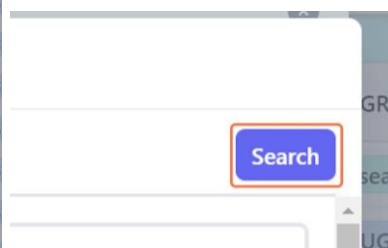
0ACFI002U

0AERO001U

0AERO003U



Click the box to search for the code you



want to add and click search.

Click **'Submit'** when you are happy with your edits on the record.

Additional Information

Please feel free to contact the team at bristolsu-representation@bristol.ac.uk to ask any questions, give us feedback on your experience using the hub and share ideas on how we can improve your experience!

You can always look back at the complete list of reps and check to see if any edits need to be made. We hope this process helps you to manage Academic Reps more efficiently and we look forward to hearing your thoughts on the new system!

Thank you for your cooperation!