

Based on student and staff feedback from previous years, the Guild of Students allows staff to access live Rep sign-up data via its volunteering portal system. For a Rep, volunteering to become a course/programme Rep is as easy as two clicks of a button and, from a staff perspective, you will now be able to log in and view live Rep sign-up data on demand.

This guidance document will cover:

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Getting set up on the new system

In order to access the Rep data, you need to create an account on the Guild website. Please follow the steps below to create your account before **Friday 30th September** – please note, there may be a delay of up to 48 hours between creating an account and being granted access to the data, so you should create your account as soon as possible.

If you miss the 30th September deadline, or are having trouble accessing the relevant data, please email studentreps@guild.bham.ac.uk once you have created your account, and we will grant you access to the data as soon as possible.

Please note, if you have previously completed this step (i.e. were an SLC/SEO/admin staff member with access last year), you will not need to do this again. You may find that you temporarily lose access to the Reps data at the start of each academic year, as permissions automatically expire annually for data protection, but as long as you are still on the list of Registry's SRS staff, you should regain this automatically. If access isn't reinstated by **23rd September**, please contact us.

To create a Guild Guest account:

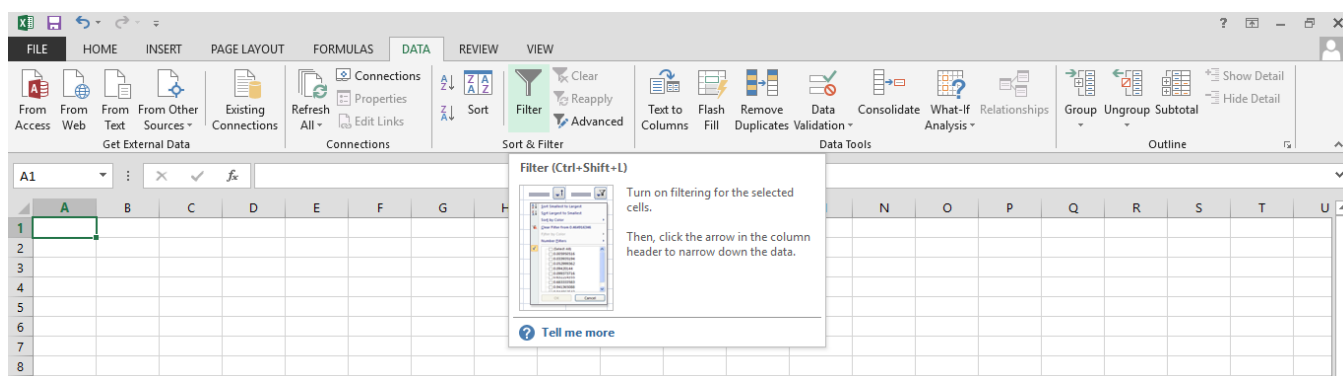
1. Go to: www.guildofstudents.com/login/
2. Scroll down to the purple Guest box
3. Click create an account
4. Fill in the asterisked fields
 - please use the **university email address** that we usually contact you on
 - the date of birth doesn't need to be accurate
 - select 'Guest' when asked to select a group
5. In order to access the data, you will also need to be listed as a Student Rep System member of staff on the [SSF Teams Channel](#). If you have access to the SSF Teams Channel, you will be granted access to the data in up to 48 hours. If you are a new SLC or are working on the Rep

system for the first time, please complete [this short form](#) with your details and you will be granted access once registered.

How to manage your Reps

Once you have created your account:

1. Go to www.guildofstudents.com/skillstraining.signupreporhandler?id=44 – you may wish to bookmark this so you can find it easily each time you check the Rep data
2. Insert your Guild Guest account log in details
3. The spreadsheet of up-to-date data will download automatically (you should see this appear in your downloads bar at the bottom left or top right of your screen)
4. The spreadsheet contains data for all courses so you will need to filter it to only include the students within your School or department. You can do this by holding Ctrl+A and selecting 'Filter' in the 'Data' tab as shown in the screenshot below.



5. The spreadsheet contains the following data fields in the order below:

Data field	Meaning
Status	<p>This will either be:</p> <ol style="list-style-type: none"> 1. Signed Up - signed up through the website and has not done the Canvas training 2. Attended - signed up and completed the online Canvas training 3. Withdrawn - have let us know that they would no longer like to be a Rep <p><i>Please note, the process to update the status between 'Signed Up' and 'Attended' is not automatic. The Student Reps team will be uploading the training data to the system daily during the recruitment period so, once a student has completed the training, their status might take up to 24 hours to update.</i></p>

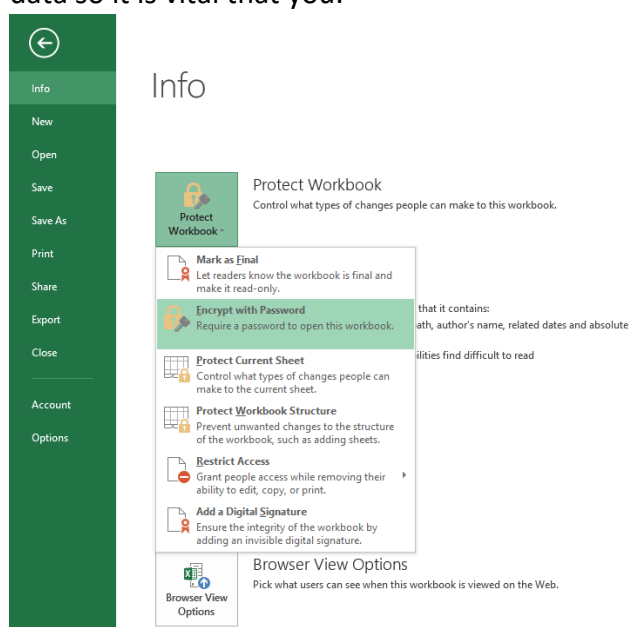
Status date	This is the date that their status last changed ie. 'Signed up' to 'Attended.' As you will be checking the data regularly throughout recruitment periods, you may wish to use this column to help you track what changes have been made since you last checked.
First name	
Last name	
ID	
Email	
Student type	
College name	
Department	
Course name	
Study site	
Year of study	
Mode of study	
Fees status	
Nationality	
Age range	
Sex	
Course rep	This is an internal measure used for administration purposes by the Student Rep teams. Please ignore this field.

- Students with the status of 'Attended' should be prioritised for a Rep position as they have completed the online training. If you have more spaces than are filled, you can consider your 'Signed Up' students as Reps however you should encourage them to complete the compulsory Canvas training before considering them a Rep.
- As soon as you have enough Reps signed up and you would like to close recruitment for your department, it is your responsibility to let the Student Reps team know by emailing studentreps@guild.bham.ac.uk. The website and canvas training will then be updated so students know not to apply. If you do not inform us that your course is full, we will assume you are still happy to accept Reps and it will be your responsibility to check the data throughout the year for any new sign-ups.
- It is then left to you to contact your Reps with the relevant next steps for your department. Please note, the Student Reps team does not confirm that any student is a Rep at the end of the Canvas training, as it is left to departments to do so. In the event that a department is

over-subscribed and needs to remove Reps, it is your responsibility to inform those students and let us know the names of the students who have been removed. It is vital that you do this as we will then remove them from our mailing list so they no longer receive Rep correspondence.

Data protection

The email address and password for this account will grant you access to a lot of student personal data so it is vital that you:



- Keep your password private at all times
- Ensure accounts are for individual use only and any staff member in your team who needs access to the data should create their own account
- Remember to save the spreadsheet somewhere confidential and do not leave it open when you are away from your device – be aware that the spreadsheet downloads automatically when you enter your username and password
- If you do need to save the spreadsheet on a shared drive, please ensure you password protect it by clicking 'File', 'Protect Workbook' and 'Encrypt with Password' (as shown in the screenshot)
- The spreadsheet should never be sent as an attachment to anyone else. If other members of

staff or students need to know who their Reps are, you should copy and paste only the relevant information of the Reps within your department ie. First Name, Last Name, Email address and Course.

Summary of Staff responsibilities

- Promote Rep recruitment during the recruitment period (26th September – 21st October 2022 for Semester 1 – you are welcome to begin promotion from Welcome Week but our training becomes available from the 26th September)
- Create your account by Friday 30th September
- Regularly check the data and follow up with Reps about next steps
- Encourage 'Signed Up' students to complete the online canvas training
- Email studentreps@guild.bham.ac.uk as soon as your course is full

- If you are oversubscribed please email studentreps@guild.bham.ac.uk with the names of any Reps you have had to remove (this will usually be done on a 'first come first served' basis)

The process for students

The process to become a Rep for students is largely the same with a few steps removed to make it as simple as possible.

They should:

1. Go to the website: www.guildofstudents.com/studentreps/becomearep/
2. Read through the information about the role and the data protection terms and conditions
3. If a course is already full and can't accommodate any more Reps, it will be displayed on this page
4. If they are not logged in to the Guild website, they will click a 'Log in to volunteer' button
5. Once they are logged in, the button text will change to 'Volunteer to be a Rep'
6. A pop-up message will appear asking the student to confirm whether they consent to the data-sharing terms and conditions
7. Once they click confirm, they will receive an automatic email containing the following text:

Dear {First Name},

Thank you for registering your interest in becoming a Student/PGR Rep for the 2022/23 academic year.

Here at the Guild of Students, we are so excited that you are interested in becoming a Student/PGR Rep. It's more important than ever for us to know how best to represent the academic interests of Birmingham students. We encourage students from all backgrounds to get involved in the wider University of Birmingham learning community as a Rep and make the most of this opportunity to represent your peers!

What Happens Next?

You will need to complete training in order to be registered as a Student or PGR Rep at the Guild of Students, to ensure that the role appears on your enhanced transcript and is sent across to your department. Training will be available via a Canvas module, which takes roughly 20 minutes to complete and covers the structure of the Student Rep System, what your role entails, and support for your role.

We are currently reviewing our Canvas training module, which will go live on Monday 26th September. We will email everyone that has signed up when the training module is ready so that you can self-enrol and complete this as soon as possible. We recommend you complete it soon as possible once it's ready before places on your course/programme fill up.

Please note that some departments have a limit on the number of Reps for each programme. Reps are generally confirmed on a first-come, first-serve basis so completing the training as soon as possible means you are more likely to be confirmed by your department as a Rep! Once you have completed the Canvas training course, your department should be in touch with you to confirm if you are a Rep and next steps.

There is a whole team of people at the University and the Guild to support you. If you have any questions about your Rep role, please contact the Student Reps team at the Guild of Students. You can contact them via email at studentreps@guild.bham.ac.uk.

Best of luck and can't wait to meet you all!

Ness (Education Officer) and Ben (Postgraduate Officer)

8. Once they have signed up, the button text will change again to 'I no longer want to be a Rep' which they can click if they have immediately changed their mind or clicked the button in error
9. Follow the link and complete the Canvas training (once it is published and released on 26th September)
10. At the end of the training, Reps are informed that:

"Thank you for completing the Rep training - you have now done everything you need to do to become a Rep.

We will let your Staff Liaison Contact (SLC) and/or Student Experience Officer (SEO) know that you have completed the training and they will be in touch with the next steps.

Please note, we cannot guarantee your position as a Rep this year in case your course/programme is now oversubscribed. Your SLC/SEO will confirm whether or not this is the case when they contact you."

11. If a Rep doesn't complete the training within 2 weeks, they will receive a reminder email inviting them to complete the training
12. Once they have completed the training, students will then wait to receive a confirmation and next steps from Staff

As a member of staff, you will be able to view the Canvas training content once live from 26th September here: <https://canvas.bham.ac.uk/courses/33432>

Please note, as you are not enrolled on the course, the videos and images may not display correctly as they do for students.