

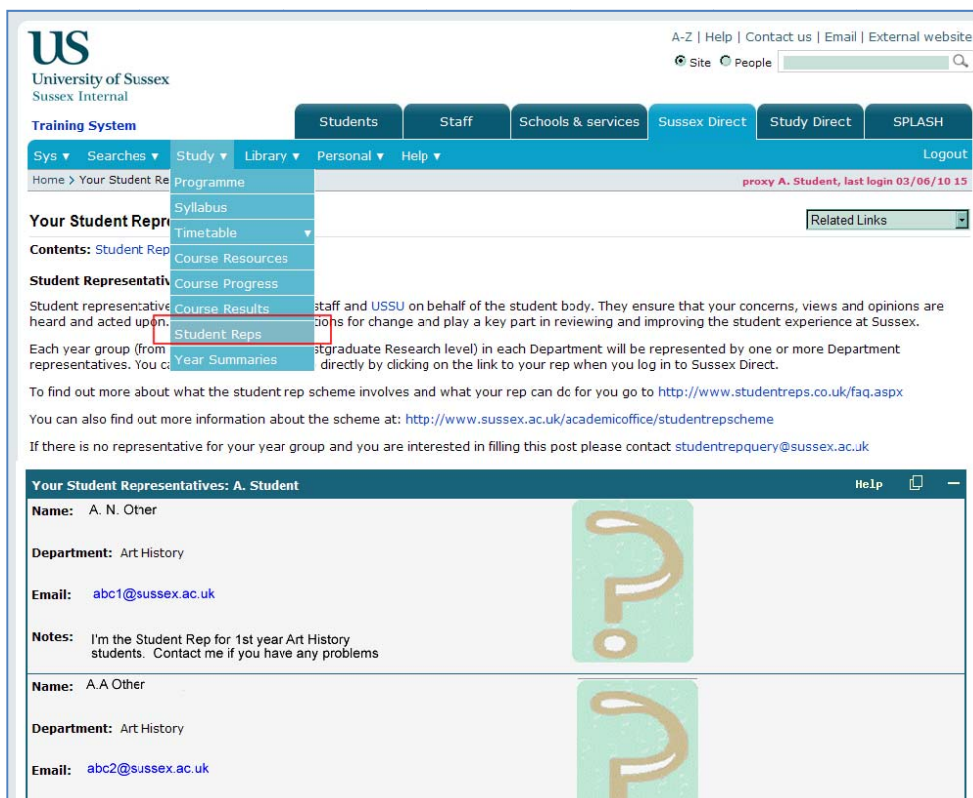
## Sussex Direct: Student Representatives

This system allows students to see a list of their student representatives, including their contact details and notices. Student Representatives now have a page to enter these notices which will be published to the students they represent through Sussex Direct.



### Students

#### How Do I See My Student Representatives' Details?

1. Logon to Sussex Direct
2. Click on the 'Student Reps' option under your 'Study' tab.



The screenshot shows the Sussex Direct interface. At the top, there's a navigation bar with 'Students', 'Staff', 'Schools & services', 'Sussex Direct', 'Study Direct', and 'SPLASH'. Below this is a 'Study' dropdown menu with options like 'Programme', 'Syllabus', 'Timetable', 'Course Resources', 'Course Progress', 'Course Results', and 'Student Reps'. The 'Student Reps' option is highlighted with a red box. Below the menu, there's a section titled 'Your Student Representatives' with a 'Related Links' dropdown. The main content area contains text explaining the student representative scheme and provides a link to the FAQ page. At the bottom, there's a table listing student representatives for 'A. Student'.

Your Student Representatives: A. Student	
<b>Name:</b> A. N. Other	
<b>Department:</b> Art History	
<b>Email:</b> abc1@sussex.ac.uk	
<b>Notes:</b> I'm the Student Rep for 1st year Art History students. Contact me if you have any problems	
<b>Name:</b> A.A Other	
<b>Department:</b> Art History	
<b>Email:</b> abc2@sussex.ac.uk	

3. You will see a list of all the Student Representatives for your department, along with their photo, email address and any 'Student Representatives Notes' that they have entered.

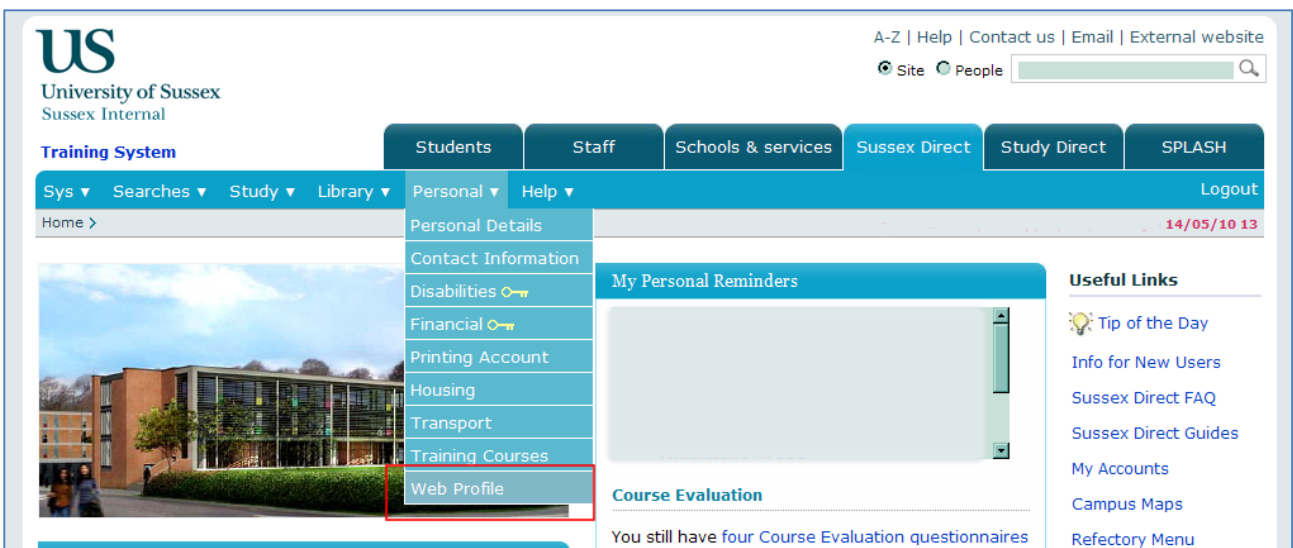
Your Student Representatives: A. Student		Help
<b>Name:</b> A. N. Other <b>Department:</b> Art History <b>Email:</b> <a href="mailto:abc1@sussex.ac.uk">abc1@sussex.ac.uk</a> <b>Notes:</b> I'm the Student Rep for 1st year Art History students. Contact me if you have any problems		
<b>Name:</b> A.A Other <b>Department:</b> Art History <b>Email:</b> <a href="mailto:abc2@sussex.ac.uk">abc2@sussex.ac.uk</a> <b>Notes:</b>		
<b>Name:</b> A. B. Other <b>Department:</b> Art History <b>Email:</b> <a href="mailto:abc3@sussex.ac.uk">abc3@sussex.ac.uk</a> <b>Notes:</b>		
<b>Name:</b> A. C. Other <b>Department:</b> Art History <b>Email:</b> <a href="mailto:abc4@sussex.ac.uk">abc4@sussex.ac.uk</a> <b>Notes:</b>		

## Student Representatives

If you are a Student Representative, you will be able to write some information about yourself that your students will be able to see.

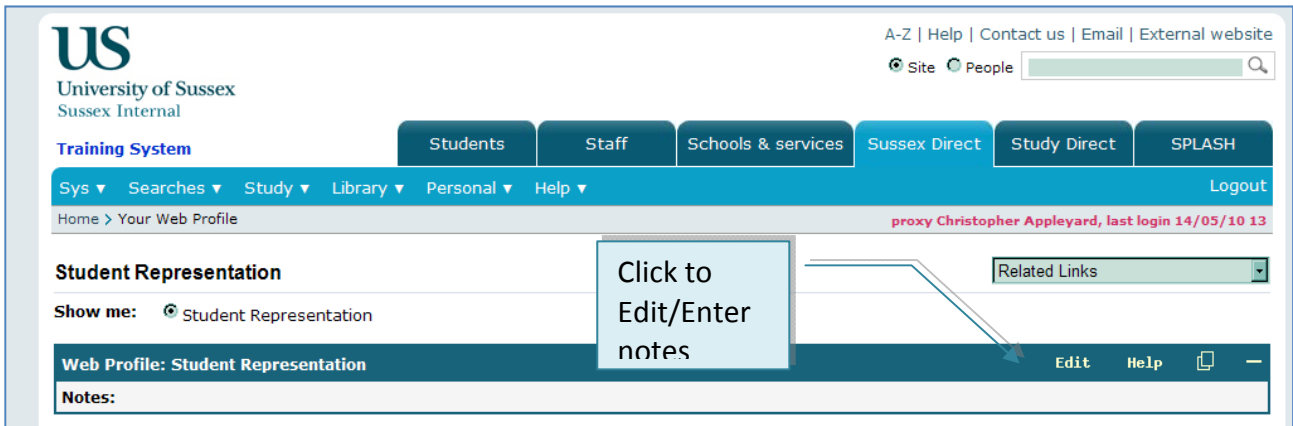
### How to Enter Notes for the Students I Represent

1. Logon to Sussex Direct

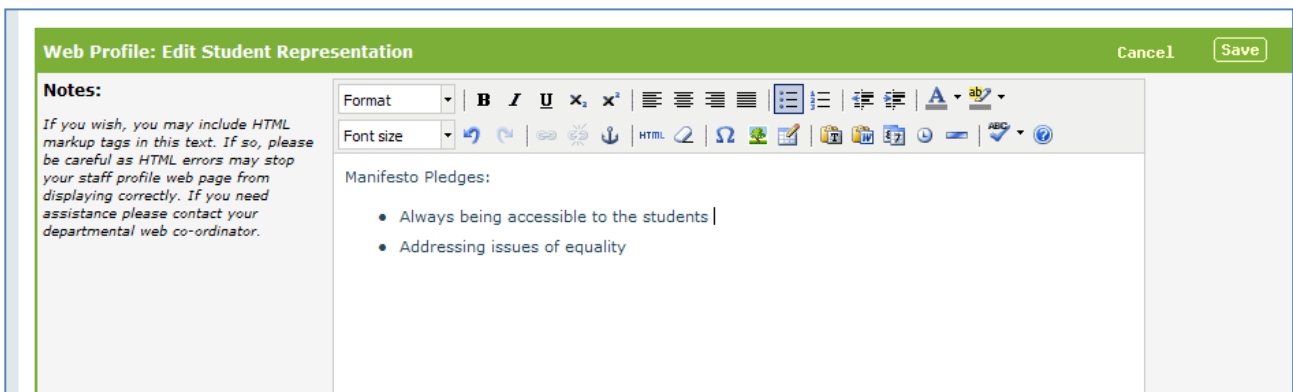


The screenshot shows the University of Sussex Sussex Direct website. The 'Personal' dropdown menu is open, and the 'Web Profile' option is highlighted with a red box. The page shows navigation tabs for Students, Staff, Schools & services, Sussex Direct, Study Direct, and SPLASH. A search bar and a date '14/05/10 13' are also visible.

2. From your home page, select the **Web Profile** option from the **Personal** tab



3. Click on the **Edit** button to enter your notes



4. Once you have entered your notes, click on the '**Save**' button to commit your changes.

## Student Reps: Sussex Direct profile guidance

You can write a short statement of up to 200 words that the students you represent will be able to see when they access your profile. Please say something nice about yourself, keeping it relevant to your role as a Student Rep.. You might like to include your manifesto pledges, details of any regular open meetings you set up to meet with the students you represent, or an outline of the work you have done in your role so far. If you have created a Facebook group for your department, you might want to link to it from here. Remember to refer to the social networking guidelines [ <http://www.studentreps.co.uk/emailsoc.aspx> ] if you want to do this.