# Useful links to get you started!

**How to access Microsoft Teams**

<https://www.uwe.ac.uk/study/study-support/study-skills/online-learning/microsoft-teams>

We recommend that you regularly check Microsoft Teams as you are part of a Department specific Student Rep Teams site. Here you will get updates from us (The Representation Team) and your Lead Department Rep who will work with you to escalate feedback where necessary. There are also useful resources on this site to help with collecting and presenting feedback.

**Aspirations form**

<https://www.thestudentsunion.co.uk/representation/reps/student-reps/resources/>

In your training, you were informed that to be rewarded with a digital rep certificate, and to have Student Rep listed on your Higher Education Achievement Report, that you must complete three things: your training, your aspirations form at the start of the year, and your reflections form at the end of the year. Once you have completed your training and scored high enough on the online quiz, please fill in your aspirations form on the link above.

**Lead Department Reps and Department Reps**

[www.thestudentsunion.co.uk/leaddepartmentreps](http://www.thestudentsunion.co.uk/leaddepartmentreps)

The above link will take you to a page where you can find the Lead Department Reps contact details and the names of this year Department Reps. The page outlines their roles and how they can support you as a rep to escalate feedback where necessary. They are also on the department specific Teams site to update you on feedback outcomes.

**Qualtrics**

[https://uwe.eu.qualtrics.com](https://uwe.eu.qualtrics.com/Q/MyProjectsSection)

The University’s preferred survey site which you can use, for free, to write a survey and distribute it amongst your cohort. There are lots of useful how to’s on YouTube for using this site.

**Mentimeter**

<http://mentimeter.com/join/uwe>

Mentimeter is a live polling site where you can get real time results. It’s interactive and can be fun to use in lectures/workshops if you have your lecturer’s permission. The link above is for a single sign on where you will need your UWE email and password.

**Rep of the Month**

<https://www.thestudentsunion.co.uk/representation/reps/student-reps/repofthemonth/>

Nominate yourself or others for Rep of the Month! If you are chose you will win some Students’ Union goodies!