



**Northumbria
University**
NEWCASTLE

Student Placements
Student & Library Services

Version 2 – October 2018

ARC-WEB

**PRIMARY EDUCATION
STUDENT USER GUIDE**

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1. Introduction to ARC-WEB

1.1 What is ARC-WEB?

ARC-WEB is a web-based system that enables students to obtain details about their placement allocations and evaluate their placements online.

Data collected and displayed in ARC WEB is stored on an externally-hosted web server (within the EU) which is maintained by ARC Technology Ltd.

1.2 Can all students access ARC-WEB?

Currently, Pre-Registration Health Nursing, Midwifery and Operating Department Practitioner, Occupational Therapy, Physiotherapy, Social Work, Joint Honours and Education students can access ARC-WEB.

1.3 How do I log-in to ARC-WEB?

Full instructions are provided on page 5. **ARC-WEB is accessible only via Northumbria University's Student Portal.** ARC-WEB allows students to access placement information (allocation, placement area contact address and telephone number, etc) from any internet-connected computer and provides students with their own personal placement record.

1.4 How does it work?

You will receive an initial email advising you to log-in to the system for the first time to obtain details of your forthcoming placement allocation. Placement details will be available to view using the system approximately 10 days before each placement commences; an automated e-mail will be sent to your university e-mail address to notify you when details are available to view.

Important Notice: Whilst we make every effort not to make any changes once placements have been allocated, sometimes changes are unavoidable. We strongly encourage all our students to keep a regular check of their placement allocation in the weeks and days running up to their placement commencement date to ensure they are aware of any changes that may occur. Notification e-mails will be sent to the University e-mail addresses of all students whose allocation is changed in the run-up to a placement.

1.5 What if I have a query about my placement?

In the first instance, you should contact the Placement Module Leader responsible for your programme; this information should be available to you via Blackboard or in your Placements Handbook, where you will also find further important placement-related information.

The handbook is available on Blackboard, but can also be accessed by following this link:

<http://www.northumbria.ac.uk/--/media/fcf671702a394853bfa4983889ec5f86.ashx?h=16&thn=1&w=16>

2. How to Log-in to ARC-WEB

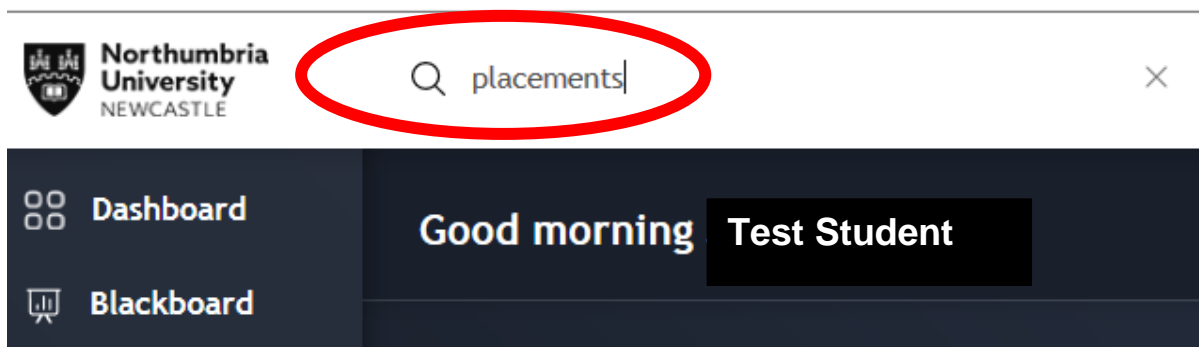
2.1 Open up **Internet Explorer** (or any other alternative browser) as normal.



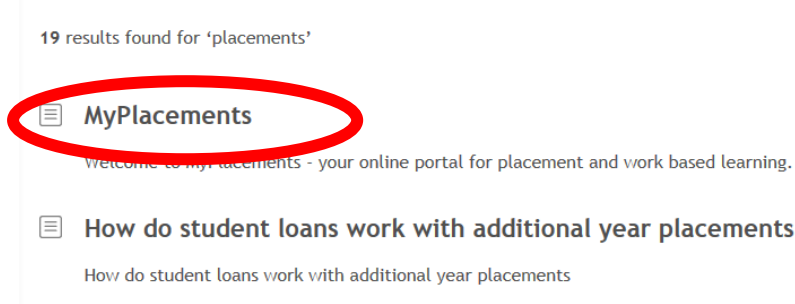
2.2 Go to the main Northumbria University website – www.northumbria.ac.uk . Navigate to the ‘student portal’ link at the bottom of the main page within the ‘useful links’ section:



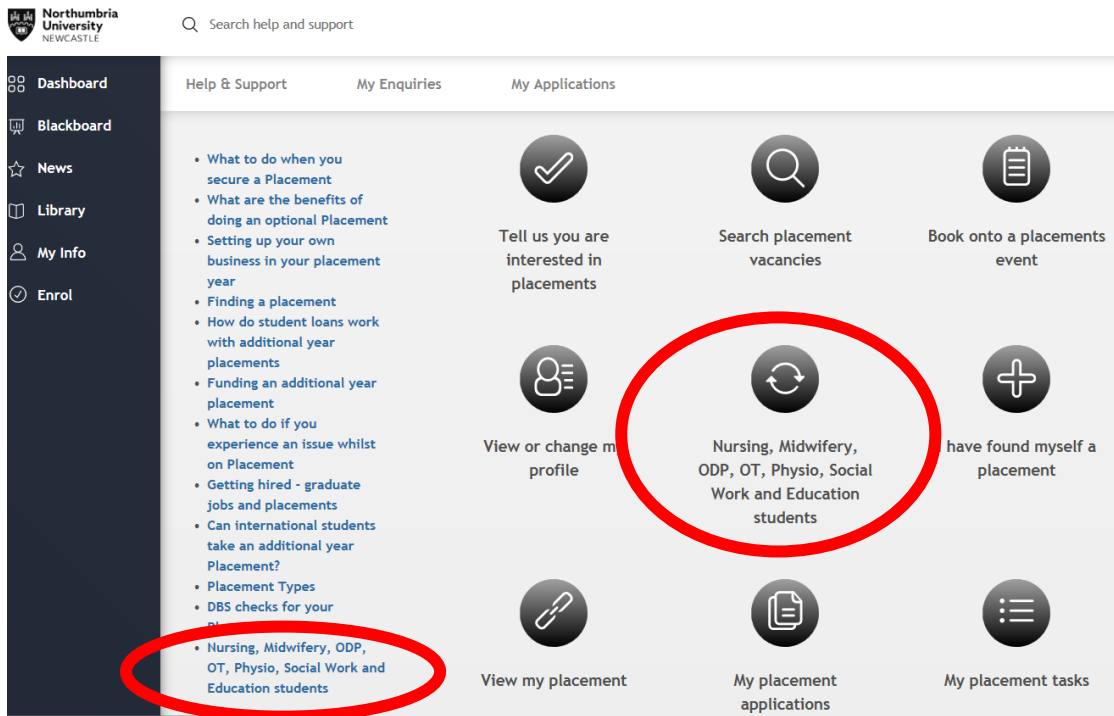
2.3 You may need to log-in here – if you do, use your standard university log-in details. Type ‘placements’ in the search-bar at the top of the page and hit enter:



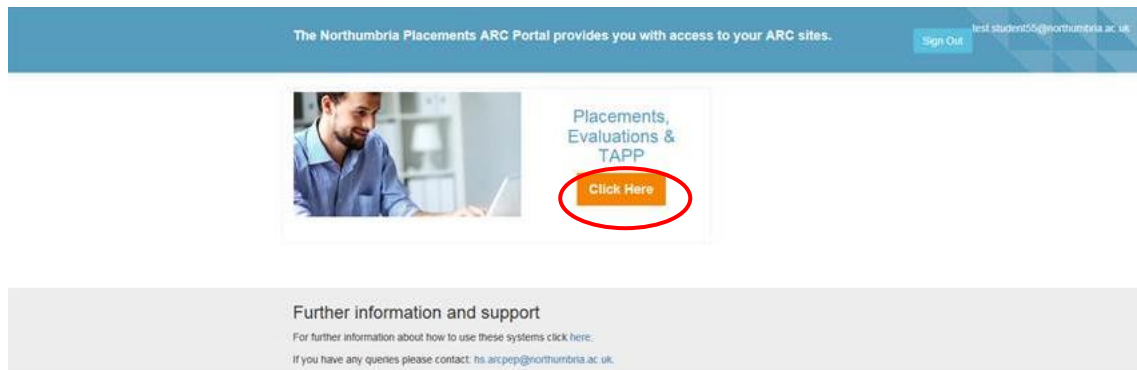
2.4 A list of results will be displayed – click on the first one – ‘MyPlacements’:



2.5 You will be taken to a new page displaying a number of icons – ignore these icons (which only relate to students completing year-long sandwich placements on programmes other than health, education and social-work) and instead select the final option on the menu situated on the left-hand side of the page:



2.6 A new page will open – you should see one option ‘placements, evaluations & TAPP’ – click the orange button:



2.7 Once you have successfully logged in, you should see a screen similar to the one below. This is your own personal placement record, with all your details. We will come back to this screen later on (see section 4, 'The Home Screen').

The screenshot displays the Northumbria University ARC-WEB Student User Guide interface. At the top right is the Northumbria University logo with the tagline "great learning great experience great future". Below the logo is a navigation bar with links: Home, Allocations, Attendance, Web Links, Logout, and Contact us. The main content area starts with a greeting "Hi Helen". A welcome message follows, advising the user to check their details and use the "Change Details" button. A timestamp indicates the user last logged in on 17/04/2008 at 10:22:08. The page is divided into four sections: "Main Student Details" (Surname: Swinburn, Forename: Helen, Title, Gender: F, Date of Birth), "Registration Details" (Intake: RNA4 S07, Branch: Adult, Group), "Private Contact Details" (Address), and "Training Contact Details" (Address).

Main Student Details	
Surname	Swinburn
Forename	Helen
Title	
Gender	F
Date of Birth	

Registration Details	
Intake	RNA4 S07
Branch	Adult
Group	

Private Contact Details	
Address	

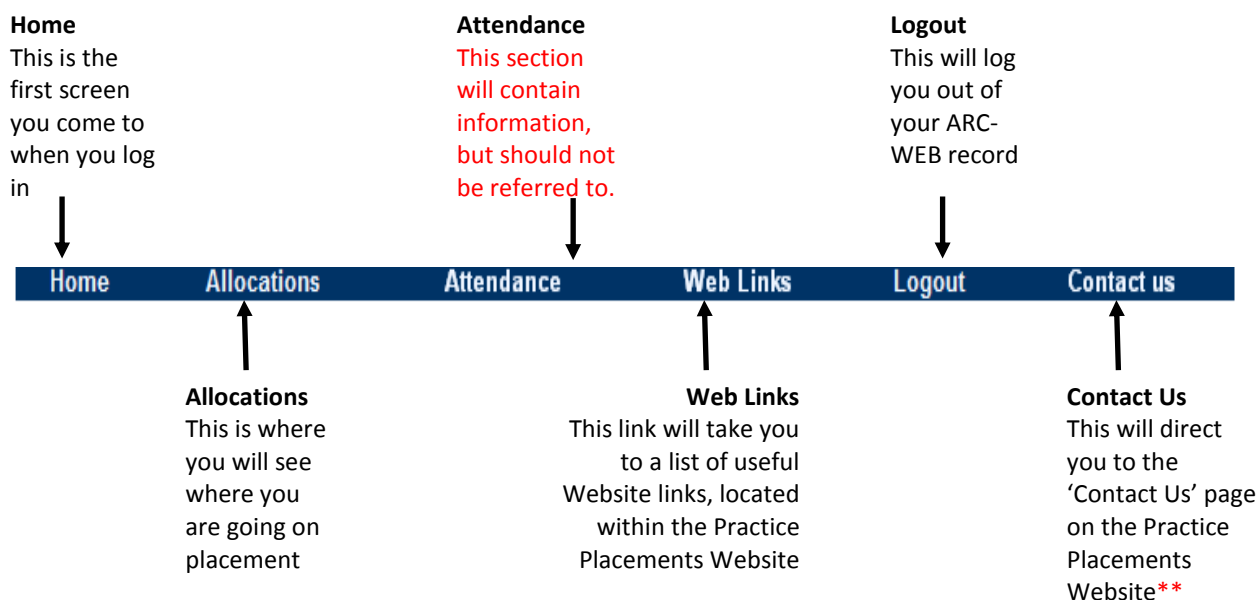
Training Contact Details	
Address	

3. Navigating Your Way Around ARC-WEB

3.1 The first thing to note when logged into ARC-WEB, is that the normal forward and back buttons you use when browsing the internet, **will not** work.



3.2 To move around the system, you need to use the menu bar (located at the top of the page) as shown below, with descriptions:



** The contact information held within this page only refers to staff who work in the Placement Team; for information about module leaders and link tutors, please refer to Blackboard or your Placement Handbook

4. The Home Screen

4.1 This is where all your main details are held. At the top left of the screen are your basic details (name, etc) and on the right of this page, you will find your registration details.

Main Student Details

Surname Swinburn
Forename Helen
Title
Gender F
Date of Birth

Registration Details

Intake RNA4 S07
Branch Adult
Group

Private Contact Details

Address

Post Code

Tel. No.
Email laura6.taylor@unn.ac.uk

Training Contact Details

Address

Post Code

Tel. No.
Mobile No

Personal Tutor

Name
Tel. No.
Email

Absence Details

Total No. of Days Sick 0
Total No. of Occasions Sick 0

4.2 In the middle of the screen, you will see your **Private Contact Details** and **Training Contact Details**; the two addresses may be the same, but your Training Contact Details should always show the address at which you're based during term-time.

4.3 Towards the bottom of the screen, you will see the **Personal Tutor** and **Absence Details** sections; **please ignore any information in this part of the screen as it is not applicable to PGCE or BA Education students.**

4.4 If you find that any of the contact details listed are incorrect, please log-in to eVision via the eLearning Portal (<https://elp.northumbria.ac.uk>) to amend them. Alternatively, you can contact your Programme Area Administrative office and they will ensure changes are affected as soon as possible.

5. Finding out where you are going on Placement

5.1 From the menu bar, select Allocations



This will take you to a screen similar to the one below. This page will list your theory and annual leave, as well as your placements.

Date Span

The placement type will be listed under the 'Day Description' column

Last time system was updated

Student Name **Swinburn, Helen** Records updated **16/04/2008 18:02:18**
 Intake **RNA4 S07** Last login date and time **17/04/2008 15:43:34**

Total
 Absence Hrs: 0.00 Outstanding Hrs: 0.00

Click here to view running total of all allocation hours
 Why can I not see my next placement ???

	Date From	Date To	Description	Day Description	Category	Days
+	18/10/2013	16/02/2014	ED Chopwell Primary School		FND - NUR / REC	18
+	25/02/2014	30/03/2014	ED Footsteps to Ashfield Nursery School	BA1 Initial Assessed	FND - NURSERY	23
+	08/10/2014	26/10/2014	ED Battle Hill Primary School	BA2 Intervention	UNKNOWN	6
+	05/11/2014	14/12/2014	ED Battle Hill Primary School	BA2 Intervention	UNKNOWN	14
+	19/01/2015	15/02/2015	ED Byker Primary School	BA2 Assessed	FND - NURSERY	20
+	23/02/2015	22/03/2015	ED Byker Primary School	BA2 Assessed	FND - NURSERY	20

Description: The name of your placement school will appear here prefixed with 'ED'.

The word '**Unknown**' will appear in this column when your placement has not yet been confirmed. In this case, you should continue to check both this page and your University email account – your allocation details will appear as soon as they have been confirmed by the placements office.

If absence has been recorded during a period when you were not on placement, you will see it in this column as '**UNALLOCATED BLOCK**' – this does not affect your placement allocation and is simply for recording purposes. **If you think the recorded illness is incorrect, please contact** the Programme Support Team in B105 (tel: 0191 215 6079 or e-mail: hl.pre-reg.healthabsence@northumbria.ac.uk)

Category: The year-group the placement is to take place in

Days: The number of days you will be expected to achieve whilst on this placement are listed here.

5.2 To find out more information about the placement you have been allocated to, click on the **binocular icon** on the far left column. Alternatively, click on the placement name beneath the **'Description'** column.

You may need to click on the **'Prev'** (previous) or **'Next'** links in order to navigate to the placement you are looking for; all placements are listed in date order.

Student Name **Swinburn, Helen** **Records updated** 16/04/2008 18:02:18

Intake **RNA4 S07** **Last login date and time** 17/04/2008 15:43:34

Total

Absence Hrs: 0.00 Outstanding Hrs: 0.00 [Click here to view running total of all allocation hours](#)
Why can I not see my next placement ???

	Date From	Date To	Description	Day Description	Category	Days
	18/10/2013	16/02/2014	ED Chopwell Primary School		FND - NUR / REC	18
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	08/10/2014	26/10/2014	ED Battle Hill Primary School	BA2 Intervention	UNKNOWN	6
	05/11/2014	14/12/2014	ED Battle Hill Primary School	BA2 Intervention	UNKNOWN	14
	19/01/2015	15/02/2015	ED Byker Primary School	BA2 Assessed	FND - NURSERY	20
	23/02/2015	22/03/2015	ED Byker Primary School	BA2 Assessed	FND - NURSERY	20

The '+' symbol to the left of the binoculars relates to an evaluation function which is not used for Education students.

5.3 Having clicked on the binoculars or placement name, you will be taken to a page displaying more information about the placement area. A brief description of the information which can be found in each section can be found below:

Placement Information

Placement Type	PGCE Intervention
Placement Address	Hadrian Park Primary School Addington Drive Hadrian Park Estate Wallsend Tyne and Wear NE28 9RT
Placement Telephone Number	0191 200 7257
Headteacher	Gibson, Angie, Mrs
School Contact	C Hayward

Link Tutors		
Name	Email	Telephone

Other students at this placement		
Name	Email	Telephone
██████████	██████████@northumbria.ac.uk	
██████████	██████████@northumbria.ac.uk	
██████████	██████████@northumbria.ac.uk	

Placement Type: The type of placement you will undertake at the school

Placement Address: Your host school’s address

Placement Telephone Number: Your host school’s telephone number

Headteacher: Your host school’s head-teacher

School Contact: Your first point of contact at your host school. If this is blank, please contact the head-teacher.

Link Tutors: At present, this field will be blank; you will be advised of your link tutor by e-mail. We are working on incorporating their details into the system, though it is unlikely that this function will be available before 2016/17

Other students at this placement: The names and e-mail addresses of other students placed at your host school during your placement. Please note these students may be from another cohort.

6. Logging out of ARC-WEB

8.1 When you wish to end your session using ARC-WEB, you must always log-out correctly. To log-out of ARC-WEB, click the **'Logout'** link on the menu bar:

