Student Placements
Student & Library Services

Version 3 – September 2018

ARC-WEB

HEALTH PROGRAMMES
TUTOR USER GUIDE

Contents Page

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.

ARC-WEB or even 'ARC' is not an abbreviation for anything. It is simply the name of the system/software.

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 Guidance Tutors access ARC-WEB?

All Guidance Tutors and Programme Managers for all other programmes currently using ARC-WEB have access to the system

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 and tutors to access placement information (allocation, placement area contact address and telephone number, etc) from anywhere.

If you happen to experience any difficulties logging-in to ARC-Web, you will be guided through what actions to take via helpful screen prompts.

1.4 How does it work?

Upon release of your students' placements, you will be notified by the Placements Office and provided with a list of student placement details as normal. You will be able to access ARC-WEB to view full placement information which includes placement contact details, attendance and evaluation data. *Please note that ARC-WEB provides Guidance Tutors with a mirror image of what the student can see.*

ARC-WEB is set up so that all students must submit an evaluation of their placement in order to access details of their next placement allocation. You may find instances where a student has not submitted their evaluation and a message may display requesting that they evaluate their last placement. Once the student has completed this evaluation you will be able to view their next placement information.

Important Notice: Whilst we make every effort not to make any changes once placements have been allocated, sometimes changes are unavoidable. Any changes that occur will be alerted to students & guidance tutors via their Northumbria University email account where you will be able to access the changes by logging into ARC-WEB.

1.5 What do I do if I have a query about my students placement allocation?

Should you have a query regarding the placement area your student has been allocated you can contact the Practice Placements Office for advice. Contact details can be obtained from the following link https://www.northumbria.ac.uk/study-at-northumbria/planning-your-career/careers-and-employment/placements/practice-placements/the-practice-placements-team/

Further information on current policies and procedures for changes to placements can be found on the Practice Placements website within the Policies and Procedures pages https://www.northumbria.ac.uk/study-at-northumbria/planning-your-career/careers-and-employment/placements/practice-placements/nursing-midwifery-and-odp/policies-procedures-and-guidance/

Please note that the change to placement policy states that changes/swaps to placements can **only** be authorised by **Programme Managers**. Should you receive a request from a student to change/swap placement, please refer them to their Programme Manager.

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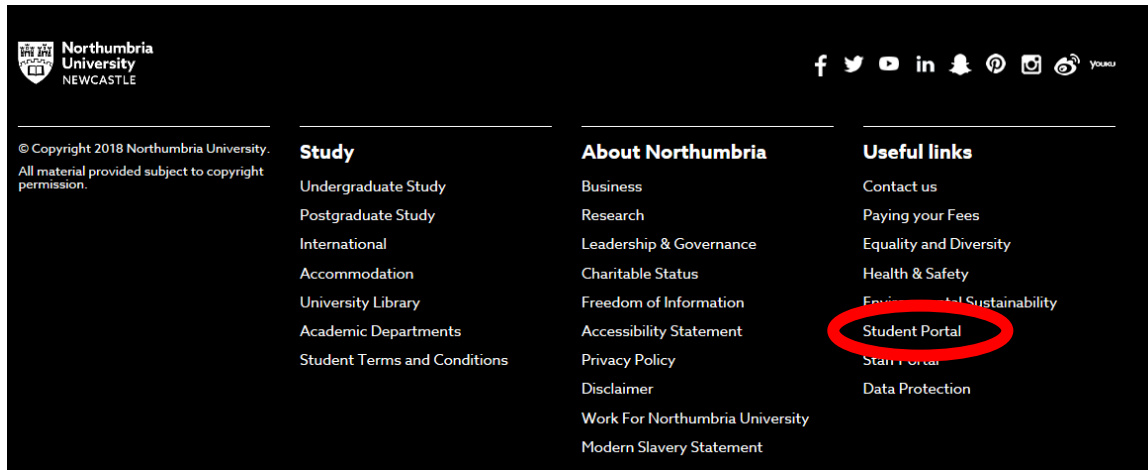
2.3 You may need to log-in here – if you do, use your standard university log-in details. Type 'placements' in the search-bar at the top of the page and hit enter:
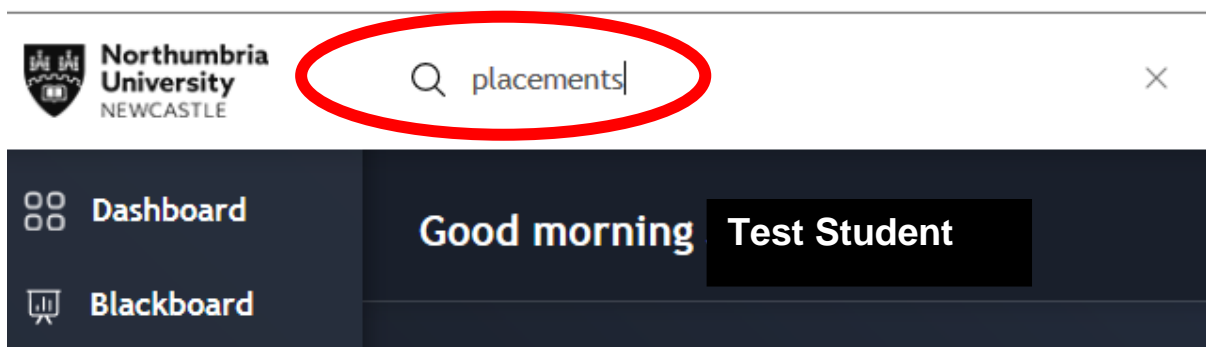

2.4 A list of results will be displayed – click on the first one – 'MyPlacements':

:
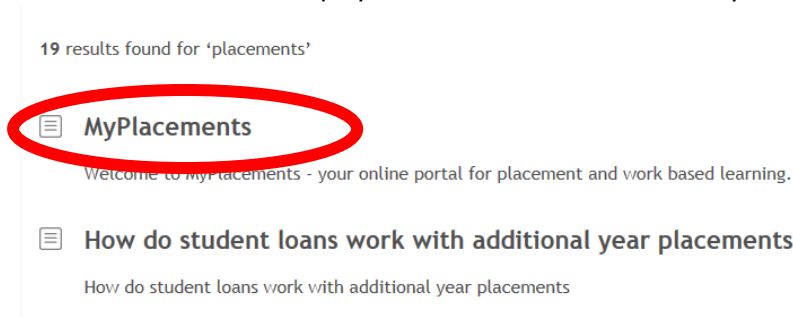
2.5 You will be taken to a new page displaying a number of icons – ignore these icons (which only relate to students completing year-long sandwich placements on programmes other than health, education and social-work) and instead select the final option on the menu situated on the left-hand side of the page:
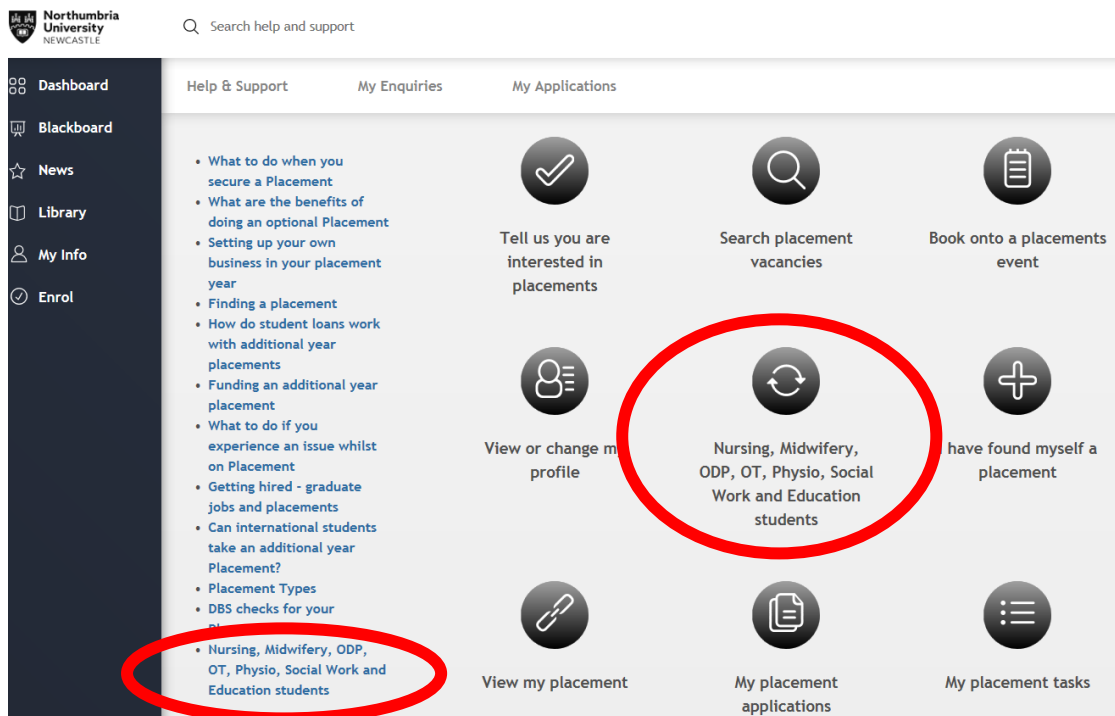
2.7 Once you have successfully logged in, you should see a screen similar to the one below. This screen shows a list of all students where you act either as Guidance Tutor or Programme Manager/Leader. **We will come back to this screen later on** (See Section 4, "The Home Screen", Page 10)

Main Student Details

Surname	Alexander
Forename	Kathryn
Title	Miss
Gender	F

Registration Details

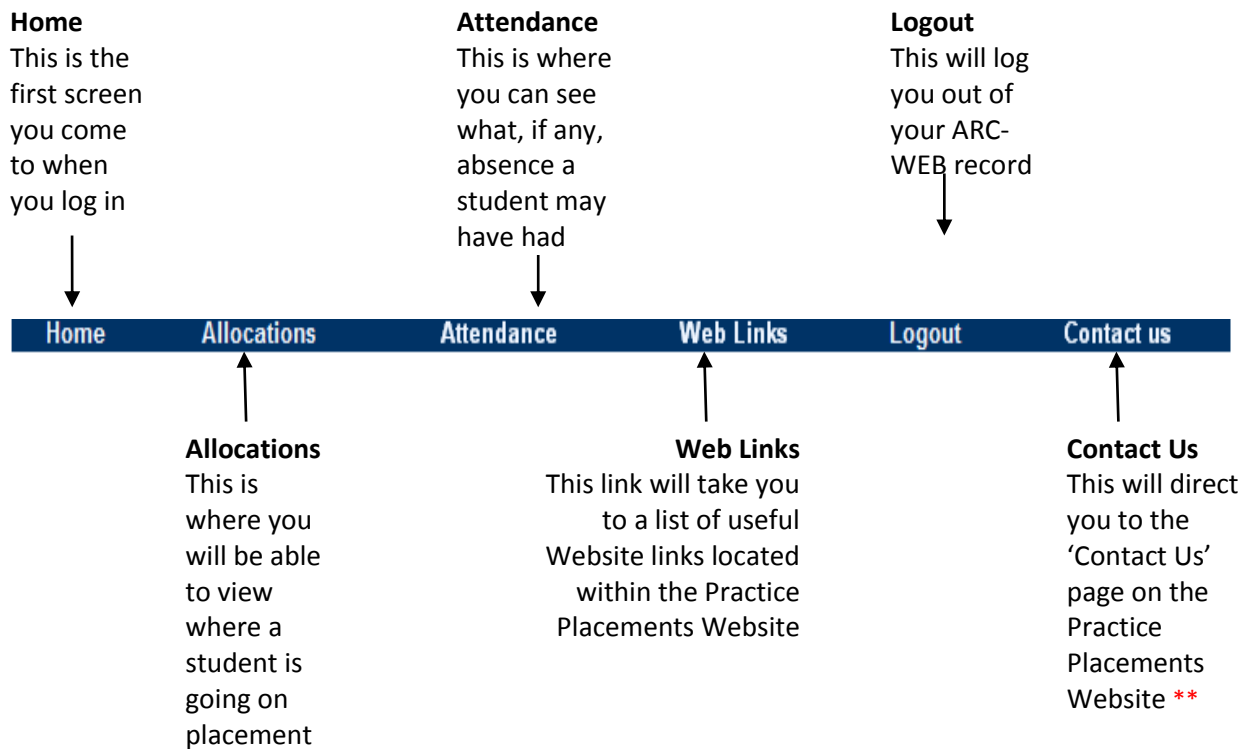|	
Intake	RNA4 M09
Branch	Adult
Group	2A

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.

This is for security purposes, eg, if another person went into the system after you, they could not go back to look at your personal details.

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:-

Home
This is the first screen you come to when you log in

Attendance
This is where you can see what, if any, absence a student may have had

Logout
This will log you out of your ARC-WEB record

Allocations
This is where you will be able to view where a student is going on placement

Web Links
This link will take you to a list of useful Website links located within the Practice Placements Website

Contact Us
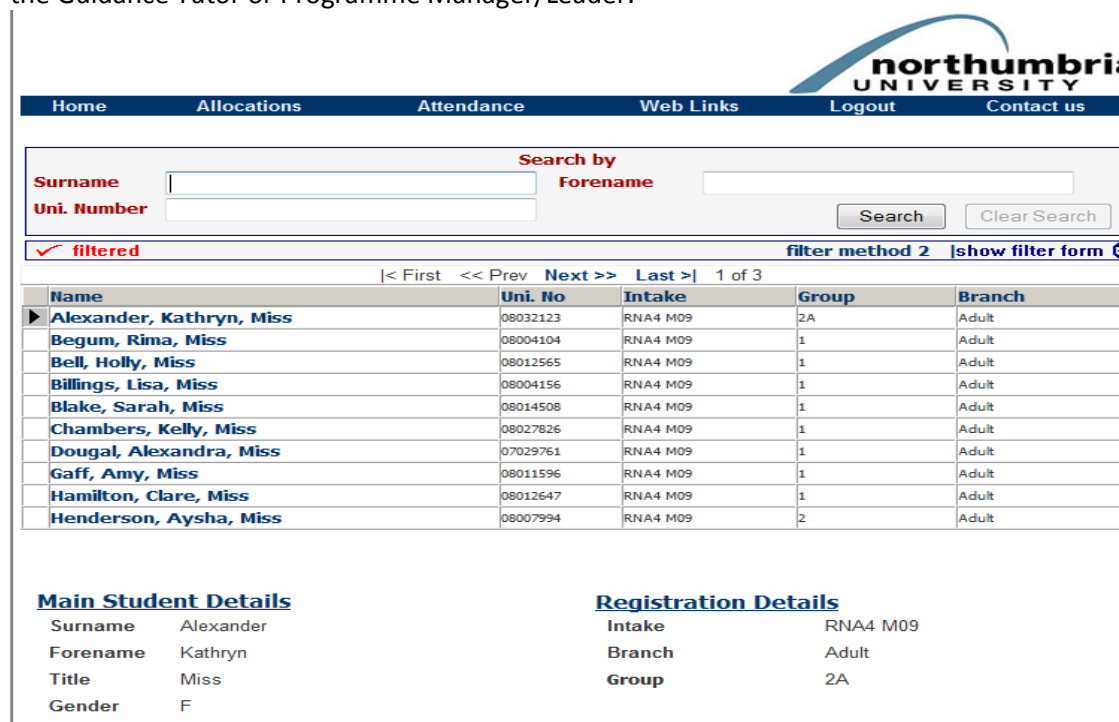This will direct you to the 'Contact Us' page on the Practice Placements Website **

** Should you wish to contact a Practice Placement Facilitator, contact details are available on the Practice Placements website, at the following address:-

https://www.northumbria.ac.uk/study-at-northumbria/planning-your-career/careers-and-employment/placements/practice-placements/nursing-midwifery-and-odp/contact-information/

4. The Home Screen

4.1 From the Home Screen you will be able to view a list of the students where you are acting as the Guidance Tutor or Programme Manager/Leader.

For those who have multiple intakes of students (e.g. Programme Manager) your main page is unlikely to show a full list of students due to the numbers involved and may look like the screen below.

4.2 From the home screen you have the option to filter the list of students. In order to do this, please click on the text *"Show filter form".*

You will be provided with the options to filter down the number of students displayed by **Intake**, **Branch**, **Group**, **Students with Academic Absence** or **Students with Placement Absence**.

To filter by the intake, click on the drop down arrow under the intake option and select the appropriate intake code e.g. RNA4 M09 then click *"Add to Selection".*

Once you have selected your filter options you need to click on the *"Run Filter"* button at the bottom right.

You will then be presented with a list of all students within this intake where you have been attached as Guidance Tutor/Programme Manager/Leader similar to the screen shown on page 10.

Please note where there are a large number of students within one intake you may need to adjust the number of students shown. This can be done by clicking on the drop down menu (see above) and selecting another option e.g. "Show 200 students".

To remove a filter you will need to select the intake you wish to remove and click the *"remove from selection"* button or click on the *"Clear Filter"* button at the bottom right.

You can also search for a student by their surname. This can be done by typing the student surname into the *"Surname"* field at the top of the screen and hitting the *"Search"* button. You will then be presented with a list of any students with this surname.

4.3 Upon selecting a student from the list, you will be presented with a summary page which provides you with the students main details, registration information, contact information and absence details.

This information feeds directly from what is stored in SITS/ARC and is updated by the Pre Registration Health Administration team. If you notice any incorrect information please notify the team.

|< First << Prev Next >> Last >| 1 of 14				
Name	**Uni. No**	**Intake**	**Group**	**Branch**
▶ **Aldridge, Jodi, Miss**	10000174	37RNA4 M10	1	Adult
Ankers, Bryan, Mr	08035098	37RNA4 M10	1	Adult
Ankers, Charmayne, Miss	09015325	37RNA4 M10	1	Adult
Baptista, Patricia, Miss	09012831	37RNA4 M10	1	Adult
Barclay, Sophie, Miss	06013730	37RNA4 M10	1	Adult
Barker, Norma-jean, Miss	07034305	37RNA4 M10	1	Adult
Barrass, Claire, Miss	09033488	37RNA4 M10	1	Adult
Barry, Alex, Miss	09004497	37RNA4 M10	1	Adult
Bell, Elizabeth, Mrs	09006850	37RNA4 M10	1	Adult
Bessarabava, Hanna, Ms	09016435	37RNA4 M10	1	Adult

Main Student Details
Surname	Aldridge
Forename	Jodi
Title	Miss
Gender	F
Date of Birth	
Email	

Registration Details
Intake	37RNA4 M10
Branch	Adult
Group	1

Private Contact Details
Address	Address details for the student will be displayed here
Post Code	
Tel. No.	

Term-time Contact Details
Address	Address details for the student will be displayed here.
Post Code	
Tel. No.	
Mobile No	

Absence Details
Total No. of Days Absent	12 (click to view)
Total No. of Occasions Absent	12 (click to view)

Personal Tutor
Name	
Email	
Tel. No.	

5. Finding out where your students are going on Placement

5.1 Once you have selected the relevant student from the home screen**,** you need to select **Allocations** from the menu bar at the top.

| Home | Allocations | Attendance | Web Links | Logout | Contact us |

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

Date Span

The placement speciality type will be listed under the 'Category' 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: 716.30   Outstanding Hrs: 716.30

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

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	Date From	Date To	Description	Category	Days
	09/09/2013	20/10/2013	TEACHING CENTRE	TEACHING CENTRE	29
👓	21/10/2013	15/12/2013	STG Ward 20	CONTINUING CARE - AD	40
	16/12/2013	05/01/2014	Annual Leave		15
	06/01/2014	16/03/2014	TEACHING CENTRE	TEACHING CENTRE	50
👓	17/03/2014	27/07/2014	STG Ward 20	GUIDED OPTION - AD	95

Name of Placement. If the words **"Access Denied"** appear within the Description column, this is because the evaluation for the previous placement has not yet been completed. ARC-WEB will only reveal details of future placement allocations when it is in receipt of an evaluation for the previous placement.

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

If the words "**Unknown**" appears in this column, this is because the placement is yet to be confirmed. In this case, you should continue to check both this page and your University email account – the allocation details will appear as soon as they have been confirmed by the placements office.

Students that wish to change their placement based on extenuating circumstances, <u>must</u> contact the Practice Placements Office no later than 2 weeks after the placement is available on ARC-WEB.

Please note that the change to placement policy states that changes/swaps to placements can only be authorised by Programme Managers. Should you receive a request from a student to change/swap placement please refer them to their programme manager.

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5.2 To find out more information about the placement the student has been allocated to, click on the **binocular's icon** on the far left column or click **on the placement name beneath the "Description"** column.

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

Total
Absence Hrs: 716.30   Outstanding Hrs: 716.30

|< First << Prev Next >> Last >| 7 of 7

	Date From	Date To	Description			Category	Days
▾	09/09/2013	20/10/2013	TEACHING CENTRE			TEACHING CENTRE	29
🔭	21/10/2013	15/12/2013	STG Ward 20			CONTINUING CARE - AD	40
	16/12/2013	05/01/2014	Annual Leave				15
	06/01/2014	16/03/2014	TEACHING CENTRE			TEACHING CENTRE	50
🔭	17/03/2014	27/07/2014	STG Ward 20			GUIDED OPTION - AD	95

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

5.3 By clicking on the placement, you will get a screen similar to the one below:-

If there is no-one identified in the contact name section, we advise students to ring and ask for the Person in Charge.

Address of placement

Greeting message

We ask that all students make contact with the placement area at least 2 weeks before their placement commences (unless otherwise asdvised).

Further information on the placement area can be found by clicking on each of the tabs at the top of the page .

5.4 In order to view the placement details for other students, you will need to click on the home link on the menu bar and repeat the process explained in sections 5.1 – 5.3.

6. Viewing Students Attendance Details

6.1 To view Attendance Click on the Attendance link on the menu bar

Home	Allocations	Attendance	Web Links	Logout	Contact us

This will present a screen similar to that shown below. This page will list any absence they may have incurred:-

Number of hours absent

Type of absence

Absence Hrs: 716.30   Outstanding Hrs: 716.30   **Click here to view summary of Attendance**

Note: If you have any queries regarding your attendance, please contact your Guidance Tutor

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	Dates	Allocation Description	Category	Absence Type	Sick Details
	19/09/2007 to 19/09/2007	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 0.5
	15/01/2008 to 15/01/2008	TEACHING CENTRE	TEACHING CENTRE	Sickness	Days: 1
	16/01/2008 to 16/01/2008	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 0.5
	28/01/2008 to 28/01/2008	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 1
	20/05/2008 to 20/05/2008	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 0.5
	26/05/2008 to 27/05/2008	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 1
	29/05/2008 to 29/05/2008	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 0.5
	04/06/2008 to 04/06/2008	TEACHING CENTRE	TEACHING CENTRE	Sick	Days: 1
	19/06/2008 to 19/06/2008	TEACHING CENTRE	TEACHING CENTRE	Unauthorised Absence	Days: 0.5
	25/09/2008 to 25/09/2008	TEACHING CENTRE	TEACHING CENTRE	Sick	Days: 1

Dates of absence

Where the absence took place

6.2 If there has been no absence, you will see the screen below:-

Absence Hrs: 93   Outstanding Hrs: 93   **Click here to view summary of attendance**

	Dates	Allocation Description	Category	Absence Type

7. How to view a Student's Evaluation of Placement

7.1 Student's are required to evaluate their placement before details of their next placement allocation can be revealed by the system.

To view an evaluation response by a student for any individual placement, log-in to ARC-WEB as usual, following steps contained in section 2, page 5 of this User Guide. Then select the relevant student from the list.

Click on **"Allocations"** in the menu bar to bring up their placement allocation record:-

| Home | Allocations | Attendance | Web Links | Logout | Contact us |

Then click on to the last placement the student completed (identifiable as it will immediately preceed the placement that the student is due to evaluate):-
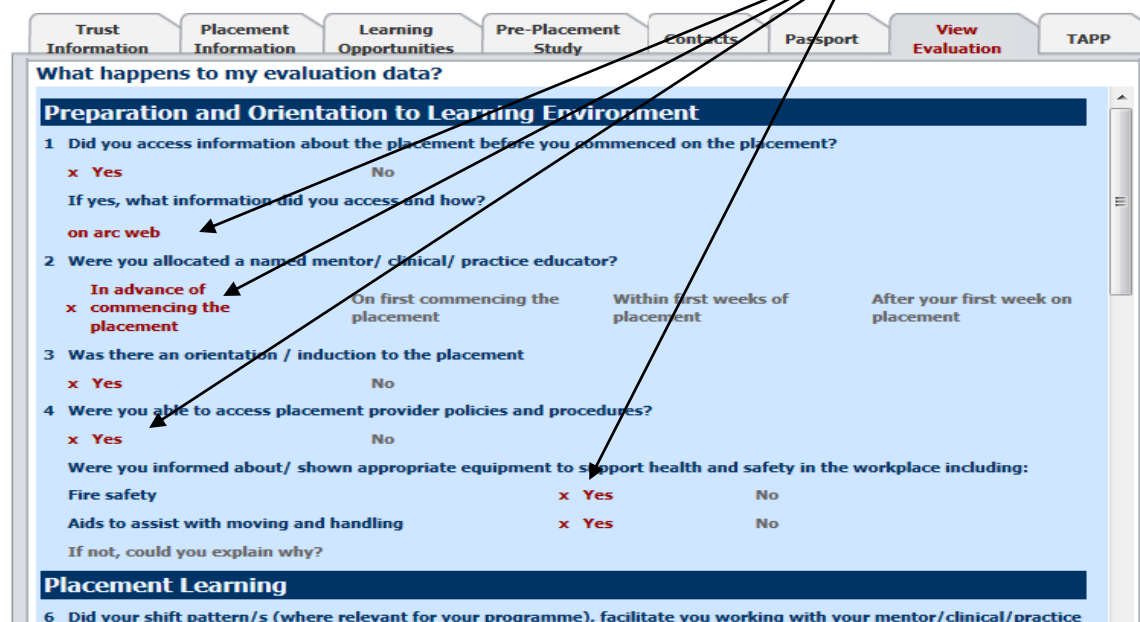
Total
Absence Hrs: 716.30   Outstanding Hrs: 716.30

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

| < First   < Prev   Next >>   Last >| 7 of 7

	Date From	Date To	Description	Category	Days
	09/09/2013	20/10/2013	TEACHING CENTRE	TEACHING CENTRE	29
👓	21/10/2013	15/12/2013	STG Ward 20	CONTINUING CARE - AD	40
	16/12/2013	05/01/2014	Annual Leave		15
	06/01/2014	16/03/2014	TEACHING CENTRE	TEACHING CENTRE	50
👓	17/03/2014	27/07/2014	STG Ward 20	GUIDED OPTION - AD	95

This will take you to the following page, from which you can click on the **"View Evaluation"** link:-
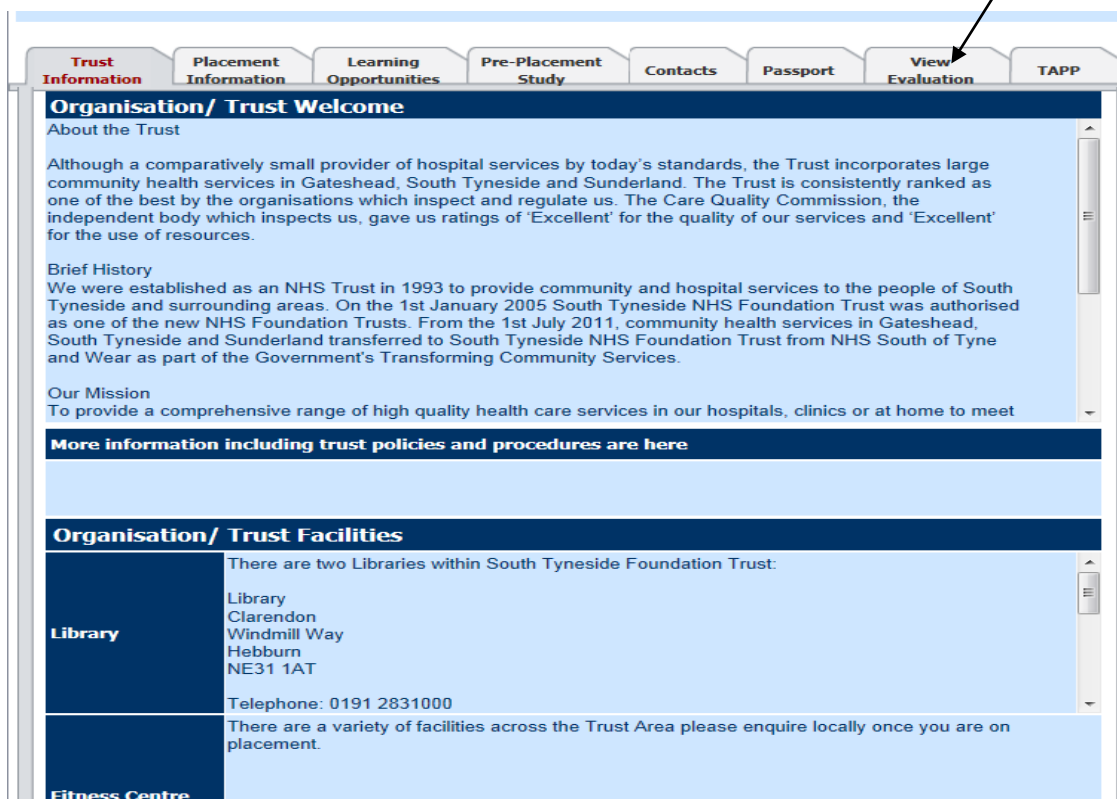
By clicking on "View Evaluation", the completed evaluation data for this specific placement will be displayed to you onscreen as follows (the answers provided will be displayed in **bold red text**):-

7.2 If the student is due to evaluate a placement, you will see a message within the 'Description' column that reads **"Click here to evaluate this placement".** You will not be able to view details of their next placement until the student completes the evaluation.

| | Home | Allocations | Attendance | Web Links | Logout | Contact us |

Student Name Swinburn, Helen   Records updated **11/05/2008 18:02:08**
Intake   RNA4 S07   Last login date and time **12/05/2008 11:16:43**

Total
Absence Hrs: **0.0**   Outstanding Hrs: **0.0**

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

	Date From	Date To	Description		Category	Days	Hrs	Hrs Worked	Hrs Special Leave	Hrs Sick
	27/08/2007	19/10/2007	FRE Ward 03		SURGICAL	40	200	200	0	0
	29/10/2007	21/12/2007	FRE Ward 04 Click here to evaluate this placement.		SURGERY	40	200	200	0	0
	03/03/2008	09/05/2008	Access Denied		SURGICAL	50	250	250	0	0
	23/06/2008	15/08/2008	Access Denied		SURGICAL	40	200	200	0	0
	27/10/2008	19/12/2008	Access Denied		SURGICAL	40	200	200	0	0

7.3 Note that access to details of future placement allocations are **"Denied",** until the student has evaluated their last placement.

8. 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:-

| Home | Allocations | Attendance | Web Links | Logout | Contact us |

You will see the following brief message on screen for a few seconds.

Thank you for using the system.
You are now logged out.