

Introduction to SPARC (Students and Placements in ARC) for Tutors

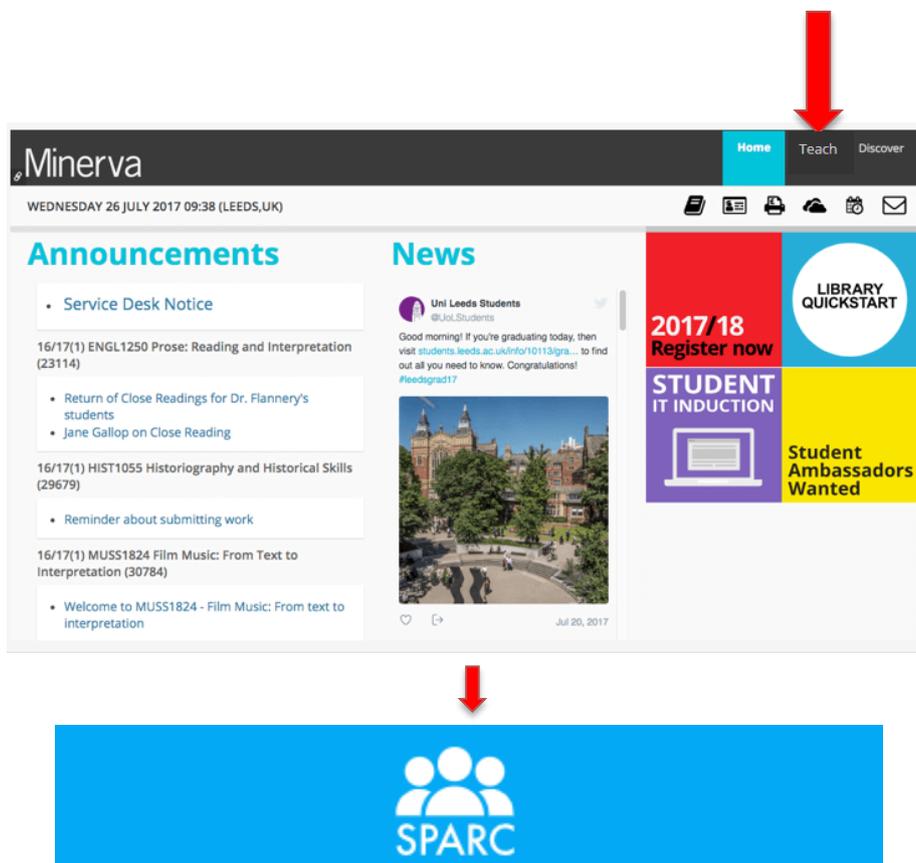
This document describes how Tutors can access information about students' placement allocations (*allocations by student*) using the new practice placements management system, SPARC (Students and Placements in ARC) *Tutor view*.

In addition to the SPARC *Tutor view*, those Tutors who are also Liaison Lecturers will have access to the SPARC *Placements view*, where they can view details of the students allocated to the practice areas they are responsible for (*allocations by practice area*). Please see the accompanying document, *Introduction to SPARC (Students and Placements in ARC) for Liaison Lecturers*.

Further information about SPARC is available on the SPARC page in the Information section of the Practice Placements website, <http://www.practiceplacements.leeds.ac.uk/>

To access SPARC as a university tutor:

1. First sign into your University of Leeds Minerva account in the usual way, <https://minerva.leeds.ac.uk/>
2. Click the **Teach tab** and then the **SPARC Placements** icon.



The **SPARC Tutor Homepage** is displayed:

The screenshot shows the SPARC Tutor Homepage interface. At the top left, the user is identified as '- Ann Tutor'. The University of Leeds logo is in the top right. Navigation buttons for 'Students', 'Help', and 'Log Out' are visible. A search bar with 'Search' and 'Clear Search' buttons is present. Below the search bar, it indicates 'Number of students: 1104'. A table lists student records with columns for Student Name, Uni. No., Intake, Group, Field, and Site. One student record has a red exclamation mark next to it. At the bottom, there are pagination buttons for pages 1 through 10, 'Next', and 'Last'.

Student Name	Uni. No.	Intake	Group	Field	Site
John Doe	200000000	15/09 BS-NUR-AD11	B	Adult	University of Leeds
Jane Smith	200000000	14/09 BS-NUR-AD11	C	Adult	University of Leeds
Lucy White	201000000	16/09 BS-MID-12	D	Midwifery	University of Leeds
John Doe	200000000	14/09 BS-NUR-AD11	B	Adult	University of Leeds
John Doe	201000000	16/09 BS-NUR-AD11	A	Adult	University of Leeds

Notes:

- By default SPARC lists all students in the School of Healthcare, showing 15 student records at a time on screen.
- You may need to scroll down the page to see all 15, depending on your screen size /resolution and whether or not your Web browser window is maximised.
- A series of number buttons is located at the bottom of the screen:



- These allow you to browse through the list of students page by page.
- The Next / Last buttons will take you to the next page or to the end of the list.
- A red exclamation mark (!) indicates that the student is “Deactive” (ie interrupted)

The following information is shown for each student:	
Student Name	The student's full name.
Uni. No.	The student's BANNER number.
Intake	The name of the cohort the student belongs to.
Group	The student's timetable group.
Field	Indicates which Field the student is studying.
Site	This field is for use by the Practice Placements Unit only (who can also view details of Leeds Beckett University students).

SPARC gives you the following options to locate the specific student(s) you want to view; these methods can be used separately or in combination.

To search for a specific student:

1. Complete one or more of the Search fields at the top left hand side of the page:



The search form consists of four rows. The first row is labeled 'Surname:' and has a white text input field. The second row is labeled 'Forename:' and has a white text input field. The third row is labeled 'Student ID:' and has a white text input field. The fourth row is labeled 'Status:' and has three radio button options: 'Active', 'Deactive', and 'All'. The 'All' option is selected, indicated by a filled circle.

Note: The **Status** buttons allow you to view students by their registration status:

- Select **Active** to see only currently registered students
- Select **Deactive** to see only students who are not on course
- Select **All** (selected by default) to see both currently registered students and those who are not on course

2. Click the Search button:



SPARC shows a list of the student or students who match the search criteria you entered

Note: Before you perform another search, first click the Clear Search button.



To see a list of students by Field:

1. Click **Field**; a box appears showing a list of available Fields.

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Students Help Log Out

Surname:

Forename:

Student ID:

Status: Active Deactive All

Available Selected

Site:

Field:

Intake:

Display all Students: Display only personal tutees:

Search Clear Search

Number of students: 1104

Student Name	Uni. No.	Intake	Group	Field	Site
Hogan, M	200000000	15/09 BS-NUR-AD11	B	Adult	University of Leeds
Hogan, M	200000000	14/09 BS-NUR-AD11	A	Adult	University of Leeds

2. Click the **Field** you want to view and drag it into the **Selected** box on the right hand side of the page (repeat this step to view more than one Field), then click **Search**.

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Students Help Log Out

Surname:

Forename:

Student ID:

Status: Active Deactive All

Available Selected

Site:

Field:

Intake:

Display all Students: Display only personal tutees:

Search Clear Search

Number of students: 547

Student Name	Uni. No.	Intake	Group	Field	Site
Hogan, M	200000000	16/17 INTERNATIONAL	International	Adult	University of Leeds
Hogan, M	200000000	14/09 BS-NUR-AD11	B	Adult	University of Leeds
Hogan, M	200000000	14/09 BS-NUR-AD11	B	Adult	University of Leeds

SPARC displays only students belonging to the selected Field(s).

To see a list of students by Intake:

1. Click **Intake**; a box appears showing the available Intakes.

The screenshot shows the SPARC interface for a tutor named Ann Tutor. The 'Intake' dropdown menu is open, displaying a list of intake codes: 15/09 BS-NUR-MH12, 15/09 MSC-NUR-A13, 16/01 MA-SOCWK-13, and 16/09 BS-MID-12. A red box highlights this dropdown menu. A red arrow points to the 'Intake' label, and another red arrow points to the dropdown list.

Number of students: 1104

Student Name	Uni. No.	Intake	Group	Field	Site
Helen Kennedy	200011000	16/17 INTERNATIONAL	International	Adult	University of Leeds
Sharon Kelly	200011000	14/09 BS-NUR-AD11	B	Adult	University of Leeds

2. Click the **Intake** you want to view and drag it into the **Selected** box on the right hand side of the page (repeat to view more than one Intake), then click **Search**.

The screenshot shows the SPARC interface for a tutor named Ann Tutor. The 'Intake' dropdown menu is open, displaying a list of intake codes: 15/09 MSC-NUR-A13, 16/01 MA-SOCWK-13, 16/09 BS-MID-12, and 16/09 BS-NUR-AD11. A red box highlights this dropdown menu. A red arrow points to the 'Intake' label, and another red arrow points to the dropdown list. A third red arrow points to the 'Search' button.

Number of students: 47

Student Name	Uni. No.	Intake	Group	Field	Site
Emily Heritage	20070001	15/09 BS-NUR-MH12	I	Mental Health	University of Leeds
Marven Bell	20070001	15/09 BS-NUR-MH12	J	Mental Health	University of Leeds

SPARC displays only students belonging to the selected Intake(s).

To see your personal tutees only:

1. To only see students who are your personal tutees, click **Display only personal tutees**.

The screenshot shows the SPARC interface for a tutor named Ann Tutor. The 'Students' page is active. On the left, there are input fields for Surname, Forename, and Student ID, along with a status filter set to 'All'. On the right, there are filters for Site, Field, and Intake. The 'Display only personal tutees' radio button is selected and highlighted with a red box. A red arrow points to the 'Search' button. Another red arrow points to the 'Display only personal tutees' option. Below the filters, a search bar contains the text 'Number of students: 21'. The table below shows a list of students with yellow stars indicating they are personal tutees.

Student Name	Uni. No.	Intake	Group	Field	Site
★ Linda Bennett	200716000	14/09 BS-NUR-MH12	J	Mental Health	University of Leeds
★ Linda Bennett	200716000	14/09 BS-NUR-MH12	J	Mental Health	University of Leeds
★ Linda Bennett	200716000	13/09 BS-NUR-MH12	J	Mental Health	University of Leeds
★ Linda Bennett	200716000	14/09 BS-NUR-MH12	I	Mental Health	University of Leeds

2. Click **Search**.

SPARC displays only your personal tutees.

Note: A yellow star to the left of the Student Name indicates a student who is your personal tutee.

To see details of a student and their placements:

1. Locate the required student using one of the methods described above.
2. Click the Student Name in the student list.

The **Student Details** page is displayed, showing general information about the student, including their contact details.

 - Ann Tutor



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Students
Help
Log Out

Student Name	Student, Amy, Miss		
Intake	15/09 BS-NUR-C11	Student Group	H

Student Details

Practice Experience

Mandatory Sessions

Main Student Details

Surname:	Student
Forename:	Amy
Gender:	Female
Academic Status:	On Course

Personal Tutor

Name:	- Ann Tutor
Email:	hcsat1@leeds.ac.uk

Transport Details

Valid Driver:	
Car Owner:	Yes

Contact Details

Mobile No.:	0793123456789
Email:	hcs15as@leeds.ac.uk

Note: To return to the student list, click the **Students** button at the top of the page.

- To view the selected student's placement details, click the **Practice Experience** button highlighted above.

The placements are shown, in date order, including placements already completed.

The screenshot shows the SPARC interface for Ann Tutor. At the top, there are navigation buttons for 'Students', 'Help', and 'Log Out'. The University of Leeds logo is in the top right. Below the navigation, the student's name 'Student, Amy, Miss' and intake '15/09 BS-NUR-C11' are shown, along with the student group 'H'. There are three tabs: 'Student Details', 'Practice Experience' (which is highlighted in blue), and 'Mandatory Sessions'. A welcome message says 'Welcome to SPARC (Students and Placements in ARC)' and instructs users to click a binoculars icon to the left of a placement to see more information. Below this is a table of placements, which is highlighted with a red border in the image. A red arrow points to the table.

Date From	Date To	Placement	Experience	Days	Hrs Allocated	Shift Pattern
21/11/2016	04/12/2016	PHC - Hannah House	COMMUNITY	8	64	_ T W H F S U
07/11/2016	20/11/2016	STUDY		10	75	M T W H F _ _
26/09/2016	18/12/2016	LGI - Ward L49	SURGICAL	32	256	Please click here
30/05/2016	10/07/2016	LGI - Ward L31,32,33	MEDICAL	30	225	M T W H F S U
22/02/2016	03/04/2016	LGI - Ward L30	C.CFP-Medical	30	225	M T W H F S U
09/11/2015	29/11/2015	LGI - Ward L30	C.CFP-Medical	15	112.3	M T W H F S U

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Key to Placement Information	
Date From	The date when the placement starts.
Date To	The date when the placement finishes.
Placement	The name of the practice placement area the student is allocated to.
Experience	Indicates the type of experience the student will receive from the placement.
Days	The total number of days the student is allocated to work on the placement.
Hrs allocated	The total number of hours the student is allocated to work on the placement.
Shift Pattern	This shows the days when the student is available to be rostered by the practice area.

Key to Placement Information (continued)	
Shift Pattern (non-standard)	<p>The screen shot above shows the following example:</p> <ol style="list-style-type: none"> 1. The student is allocated to LGI – Ward L49 for an 8-week Surgical placement within a 12 week period. 2. The blank rows (the 4 weeks from w/c 7 November onwards) indicate that the student is not required to attend the placement during those weeks. 3. The student has 2 weeks of Study (w/c 7 Nov and 14 Nov) in the University, and then is on a 2-week “spoke” placement in a Community setting. 4. Mondays, shown blank, are study days in this example. Students can be rostered, as required by the practice area, on any of the other days where the date is shown (ie for 4 out of 6 days per week, resulting in 32 as the total number of placement days). <p>Note: SPARC shows details of students’ placements but they should always refer to their individual timetables for full details of other non-placement activities, such as Study days or holidays.</p>

To view the placement location and contact details:

1. On the Practice Experience page, click the binoculars icon to the left of the placement; a popup window is displayed showing the **Placement Details**



Information about LGI - Ward L49

Placement Details Contacts

Name: LGI - Ward L49
 Address: Leeds General Infirmary
 D Floor, Clarendon Wing
 Great George Street

LEEDS
 West Yorkshire

Post Code: LS1 3EX
 Tel No: 0113 3927449 / 549 / 649
 Getting there:
 Web: <http://www.healthcareplacements.co.uk>
 Placement Notes:

Notes:

- The telephone number students should use to contact their Mentor is shown here.
- Further information is available on the Healthcare Placements website (click the link).
- If there are any special arrangements to be aware of for this placement, instructions will appear under **Placement Notes**. (Typically this will be blank, as Placement Notes are only used by exception.)

- To view the Mentor's details, click the **Contacts** button in the popup window.

Information about LGI - Ward L49

Placement Details **Contacts** 

Host Contacts

Name	Email
Practice Mentor	P.Mentor@NHS.Net

Liaison Lecturer

Name	Email
Liaison Lecturer	L.Lecturer@leeds.ac.uk

- When you have finished with the placement and contact details, click the **Close** button at the bottom to close the window (you may need to scroll down to see this).

To view the student's Mandatory Sessions:

- Click the Mandatory Sessions button to view details of the essential training to be completed before students go on placement, such as Information Governance training.

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Students Help Log Out

Student Name Student, Amy, Miss **Student Group** H
Intake 15/09 BS-NUR-C11

Student Details Practice Experience **Mandatory Sessions**

This page shows summary details of the mandatory sessions or certification you have completed.

If this information is not correct, please inform the Practice Placements Unit by emailing placements@healthcare.leeds.ac.uk or telephoning (0113) 3431375 during office hours.

Session	Date
Information Governance Refresher (Year 2)	20/08/2016

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2. To return to the list of students, click the **Students** button at the top left hand side of the web page.

Note: The Help button displays options for further assistance about using SPARC or placements in general.

3. When you have finished using the website, click the **Log Out** button to sign out of SPARC.

Further information

For further information about SPARC, please refer to the SPARC pages of the Practice Placements website, <http://medhealth.leeds.ac.uk/SPARC>

If you have any problems with using SPARC, please contact the Practice Placements Unit (placements@healthcare.leeds.ac.uk or 0113 3431375).