

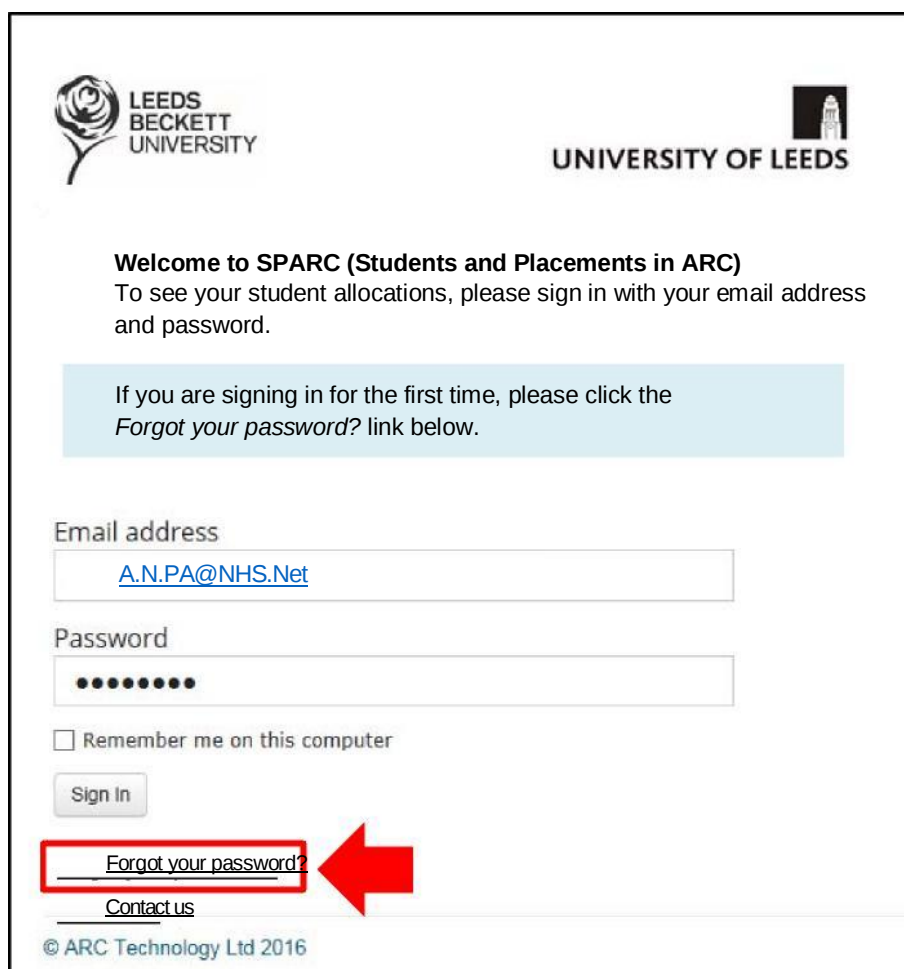
Getting Started with the SPARC (Students and Placements in ARC) Website – Information for Providers

Updated 29/03/2022

This document describes how to access your student placement allocations through the new placements management system, SPARC (Students and Placements in ARC).

Signing into the SPARC website for the first time:

1. To sign into the SPARC website, click on the following link, <https://www.sparc.leeds.ac.uk/pep> (or type the address into your Web browser). The **Sign In** page is displayed:



LEEDS BECKETT UNIVERSITY

UNIVERSITY OF LEEDS

Welcome to SPARC (Students and Placements in ARC)
To see your student allocations, please sign in with your email address and password.

If you are signing in for the first time, please click the *Forgot your password?* link below.

Email address

Password

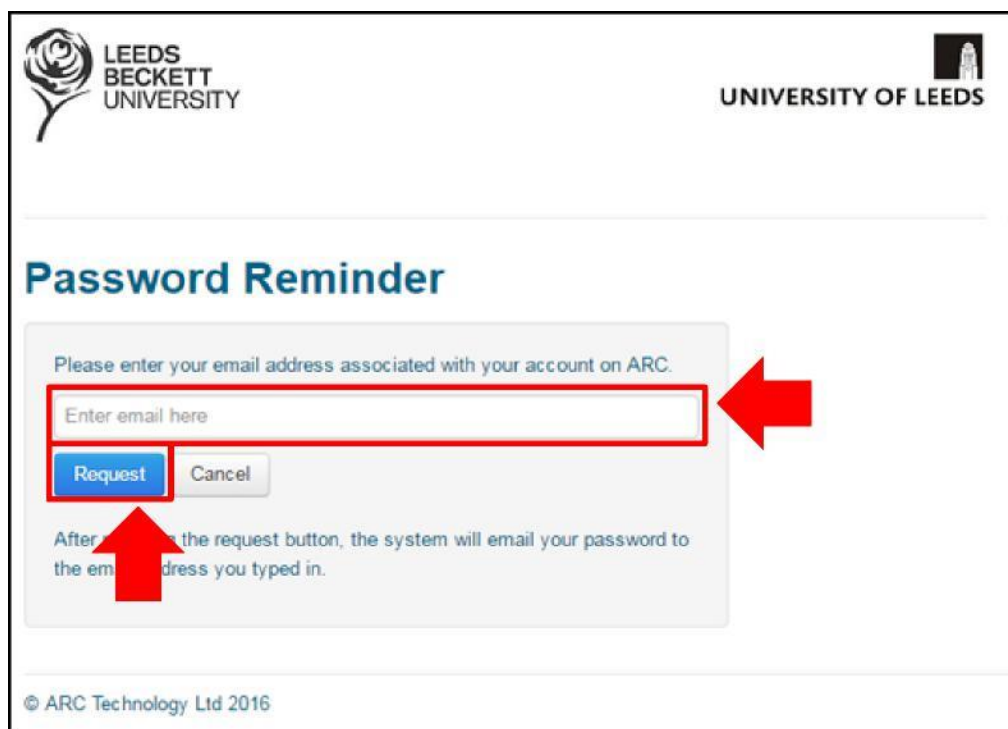
☐ Remember me on this computer

[Forgot your password?](#)

[Contact us](#)

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2. To sign in for the first time, you will need to click on the [Forgot your password?](#) link.
3. The [Password Reminder](#) page is displayed:

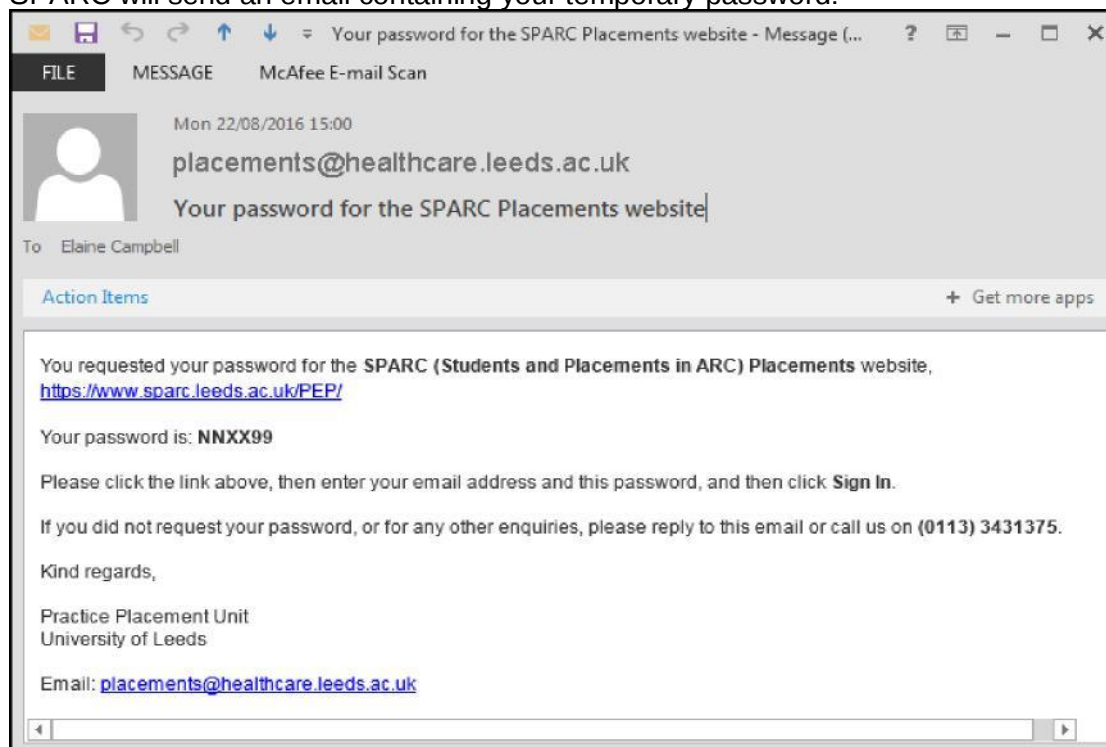


The screenshot shows the 'Password Reminder' page of the SPARC website. At the top, there are logos for Leeds Beckett University and the University of Leeds. The main heading is 'Password Reminder'. Below it, a text prompt says 'Please enter your email address associated with your account on ARC.' There is a text input field labeled 'Enter email here'. To the right of the input field, a large red arrow points towards it. Below the input field, there are two buttons: 'Request' (highlighted with a red box and a red arrow pointing to it) and 'Cancel'. Below the buttons, a small text block says 'After clicking the request button, the system will email your password to the email address you typed in.' At the bottom left, it says '© ARC Technology Ltd 2016'.

4. Enter your work email address – this should be the email address which has been registered with your SPARC account and click the **Request** button.

Note: If you enter an address which has not been registered with SPARC, an error message will appear. You should contact the School of Medicine Placements Team via medicine-placements@leeds.ac.uk for assistance.

5. SPARC will send an email containing your temporary password:



6. Return to the [Sign in](#) page and enter your email address and the temporary password in

the appropriate boxes.

7. Click the **Sign in** button; the homepage of your placement area will appear.

Note: Once you have logged in for the first time using the system-generated password, we recommend you set a new password that will be more memorable to you

8. Click the **Change your Password** button at the top right-hand side of the screen and follow the instructions to change your password.

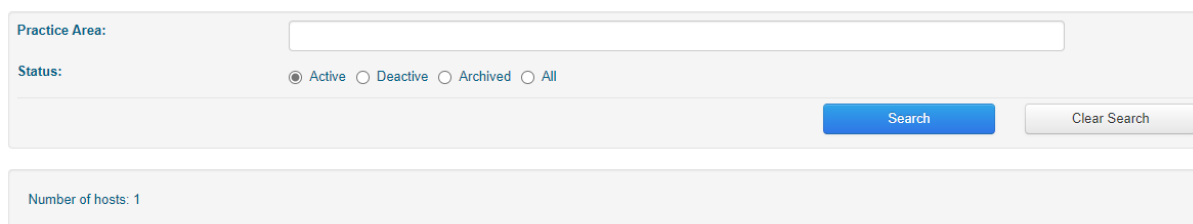
Note: When creating your new password, please note the following information about SPARC passwords:

- they must contain at least 6 characters
- they are case sensitive (so you can use both lower case and CAPITALS)
- they can contain special characters (i.e. characters other than letters and numbers, e.g. *, !)

Locating Placement Allocations:

Once you have logged into SPARC you will be able to navigate to view student placement allocations assigned to your area.

1. Click the **Practice Area** link displayed. If you are a contact for more than one practice area the different areas will be listed for you to select from:

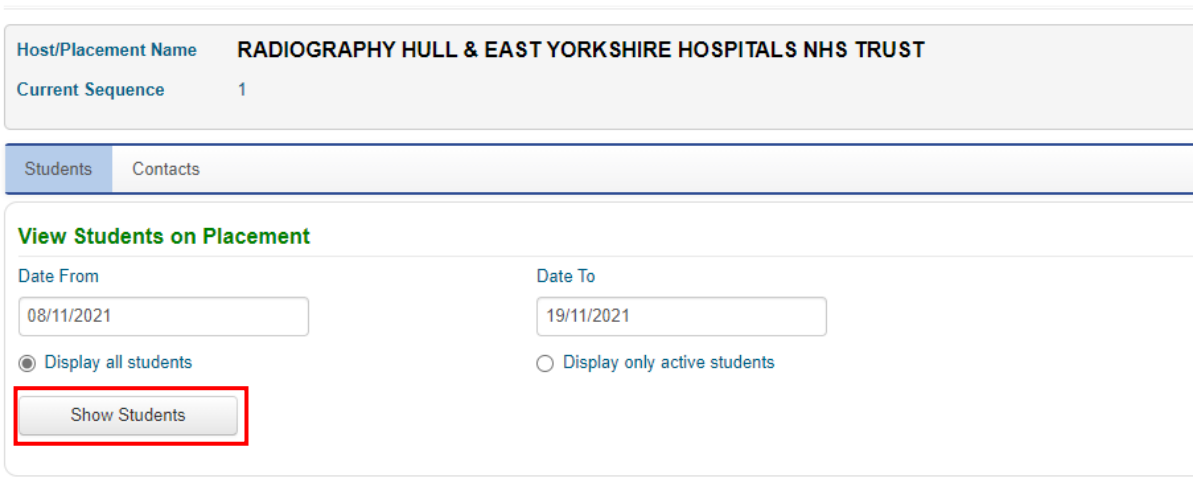


The screenshot shows a form with a 'Practice Area' label and a text input field. Below it, a 'Status' section contains four radio buttons: 'Active' (selected), 'Deactive', 'Archived', and 'All'. To the right of the status section are two buttons: 'Search' (blue) and 'Clear Search' (grey). Below the form, a box indicates 'Number of hosts: 1'.



The screenshot shows a single entry under the 'Practice Area' header: 'Radiography Hull & East Yorkshire Hospitals NHS Trust'. This entry is highlighted with a red rectangular box.

2. Enter the date range for which you wish to view student placement allocations and click **Show Students**:



The screenshot shows the 'View Students on Placement' section. At the top, it displays 'Host/Placement Name' as 'RADIOGRAPHY HULL & EAST YORKSHIRE HOSPITALS NHS TRUST' and 'Current Sequence' as '1'. Below this are two tabs: 'Students' (active) and 'Contacts'. The 'View Students on Placement' section includes 'Date From' (08/11/2021) and 'Date To' (19/11/2021) input fields. There are two radio buttons: 'Display all students' (selected) and 'Display only active students'. At the bottom, a 'Show Students' button is highlighted with a red rectangular box.

3. Student placement allocations will be displayed under the **Student Details** tab.
4. To view the days a student has been allocated to your practice area click the **Please click here** option within the **Shift Pattern** column:

Host/Placement Name
RADIOGRAPHY HULL & EAST YORKSHIRE HOSPITALS NHS TRUST

Current Sequence
1

Students
Contacts

View Students on Placement

Date From
08/11/2021

Date To
19/11/2021

☒ Display all students
☐ Display only active students

Show Students

Student Details

	Name	Intake	Experience / Day Description	Date from	Date to	Email	Days	Hrs Allocated	Shift Pattern
+		BS-RAD-16 20/21	DIAGNOSTIC RADIOGRAPHY	11/10/2021	21/11/2021		18	135	Please click here

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				15/10/2021	16/10/2021	17/10/2021
				22/10/2021	23/10/2021	24/10/2021
				29/10/2021	30/10/2021	31/10/2021
01/11/2021	02/11/2021	03/11/2021	04/11/2021	05/11/2021	06/11/2021	07/11/2021
08/11/2021	09/11/2021	10/11/2021	11/11/2021	12/11/2021	13/11/2021	14/11/2021
15/11/2021	16/11/2021	17/11/2021	18/11/2021	19/11/2021	20/11/2021	21/11/2021

Activities whilst on Placement:

Whilst on placement students may be allocated to activities such as RRAPIDS, Mental Health teaching, SECO etc. If you need to find out the timetabling of a particular student's teaching activity you can:

1. Navigate to the student's allocation details within your host area.
2. Click the + sign and locate the details of the activity the student is allocated to – within the example below we can see the student is allocated to a RRAPIDS activity on 07/03/2022 for a duration of 2 hours starting at 09:00.

For details on accessing activity information a number of students or all students attending a particular activity, please see the Activity details under Student Allocations Report.

+	BMS-MEDS 19/20	MBCHB Y3 SURGERY [Rotation 3]	10/01/2022	13/02/2022	18	135	Please click here
Standard							
Placement Notes							
Training/Disclosure				Date Completed			
DBS							
Intake Details							
Intake Name	BMS-MEDS 19/20	Branch/Field		Start Date	23/09/2019		
Tutor Details							
Tutor Name		E-mail					
Student Group							
Activities							
Name	Date	Time	Duration				
RRAPIDS	07/02/2022	09:00	2 hours				

Student Allocations Report:

Within SPARC you can download, if you wish, details of Student Allocations for your practice area.

1. To locate the Student Allocations Report navigate to 'Reports':

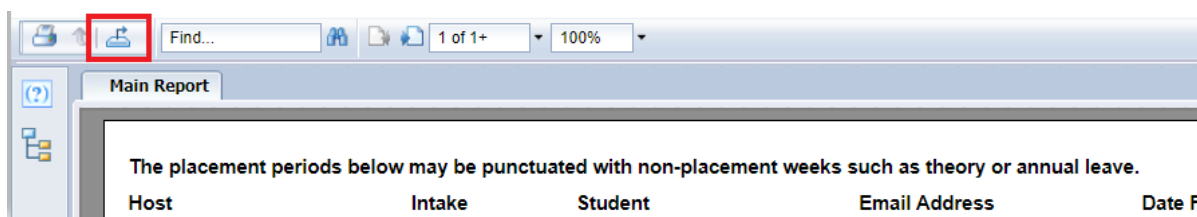
The screenshot shows the SPARC web interface. At the top, there is a navigation bar with 'Students', 'Contacts', and 'Reports'. The 'Reports' tab is highlighted with a red box and labeled '1.'. Below the navigation bar, there is a section titled 'Choose Report Source' with three radio button options: 'Run report for selected PEP' (selected), 'Run report for all user's PEPs', and 'Run report for all PEPs in current search'. This section is also highlighted with a red box and labeled '2.'. Below this, there is a blue banner with the text: 'To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.' Below the banner, there is a 'General' section with a sub-section 'Student Allocations'. The 'Student Allocations' link is highlighted with a red box and labeled '3.'. At the bottom of the page, there is a footer with the text: '© ARC Technology Ltd 2022' and 'Practice Environment Profiles (PEP)'.

2. Within the new window that opens enter the date range for which you wish to view the Student Allocations Report.

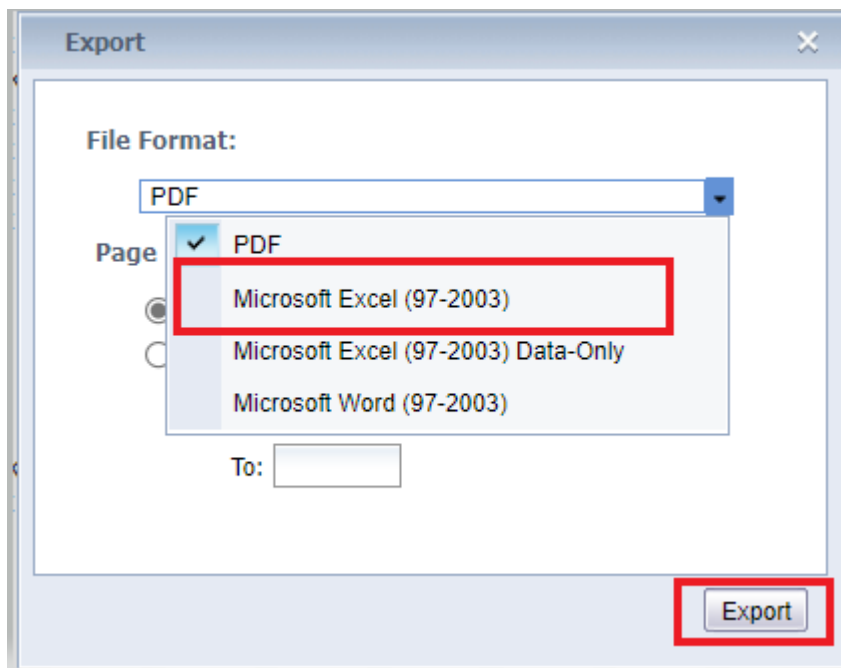
Details of Placement dates for each year group can be found on our [Placement Providers website](#).

The screenshot shows a dialog box titled 'Enter Values'. It contains a section for 'Enter Date Range:' with two columns: 'Start of Range:' and 'End of Range:'. Each column has a text input field labeled 'Enter a Value:'. The 'Start of Range' field contains the date '27/9/2021' and the 'End of Range' field contains the date '26/10/2021'. Below each input field, there are two checkboxes: 'Include this value' (checked) and 'No lower value' (unchecked) for the start range, and 'Include this value' (checked) and 'No upper value' (unchecked) for the end range. At the bottom of the dialog box, there is an 'OK' button.

3. Click OK
4. A PDF report will be produced within the window. If you would like to export this report click the Export this report icon at the top left hand side of the screen:



5. Amend the file format to Microsoft Excel (97-2003) and click Export:



6. Locate the Microsoft Excel file within your Downloads folder. The file title will be ARCRReport.
7. Within the Excel file you will see the student allocations to your placement area within the time period you have defined for the report:

Host	Intake	Student	Email Address	Date From	Date To	Category	Day	Description	Activities	Activity Date	Activity Time	Activity Duration
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 INTEGRATED MEDICINE						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			31/01/2022	06/02/2022	MBCHB Y3 SPECIAL SENSES OPHTH						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 INTEGRATED MEDICINE						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 ELDERLY AND REHABILITATION CARE						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 INTEGRATED MEDICINE						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			31/01/2022	06/02/2022	MBCHB Y3 SPECIAL SENSES OPHTH						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						
MBCHB Y3 Leeds Teaching Hospital NHS Trust	BMS-MEDS 19/20			10/01/2022	13/02/2022	MBCHB Y3 SURGERY						

Column Title	Column Explanation	Column Context
Host	The name of the placement provider for the student allocation	You may be connected to more than one host e.g. If the placement allocation information is broken to a site level e.g. different hospitals within the same Trust.
Intake	The year group of students	The intake name is made up of the students' programme code and the year to which they entered their programme e.g. BMS-MEDS 21/22 are students who started their MBChB programme in 2021/22.

Student	The student's name	
Email Address	The student's University email address	
Date from:	The start date of the student's allocation	
Date to:	The end date of the student's allocation	
Category	The type of placement experience the student will be undertaking during the placement allocation	This column will enable you to differentiate different placement experiences. For example if as a host you provide placements for both Elderly Medicine and Surgery you will be able to filter this column to see the allocations relating to the placement experience you are looking for information for.
Day Description	The rotation number this placement relates to	

Activity Details:

As noted under **Activities whilst on Placement** students may be allocated to teaching activities during their placements for which you will need to release them so they may attend.

Examples of activities are RRAPIDs, Mental Health teaching, SECO etc.

Details of the activity allocations can be found via the Student Allocation Report

Column Title	Column Explanation	Column Context
Activities	The title of the activity	Within this column we will provide details of the type of activity the student will be attending e.g. RRAPIDs, Mental Health teaching, SECO etc.
Activity Date	The date on which the activity will take place	If a student attends more than one session for an activity a separate row will appear on the spreadsheet for each activity which the student is timetabled for
Activity Time	The start time of the activity	
Activity Duration	The duration of the activity	The duration of the activity is provided to guide you on the total duration the student will spend out of placement for the activity. The duration of the activity and the distance the student may need to travel to attend an in person activity would affect when they could be present on placement on the activity date.