# Student Practice Session User Guide

**Practice Sessions on ARCPoW** 

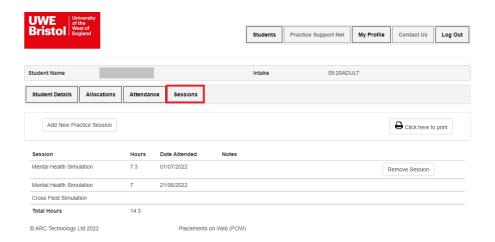


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## Logging a Practice Session(s)

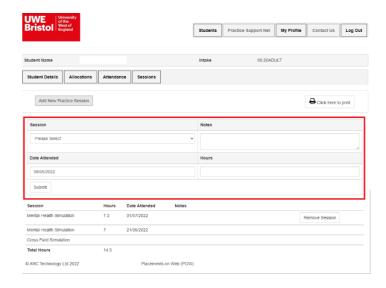
- 1.) Log into ARCPOW
- 2.) Under student name click the 'Sessions' box (highlighted below)



- 3.) This will open your practice sessions
- 4.) Here you can add, view, print and delete your practice sessions.

#### Adding a Practice Session(s)

- 1.) To add a practice session first click 'Add New Practice Session' bar.
- 2.) Please complete the section presented



a. Session: Select from drop down

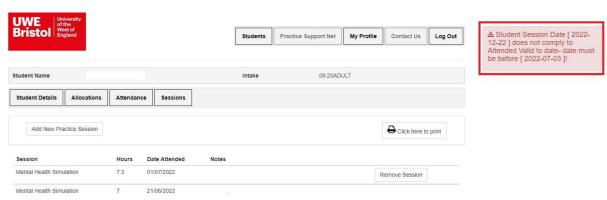
b. **Date Attended:** This is the date you attended the practice session

c. Hours: The total hours of the session you attend on that day

d. Notes: Optional

3.) Once completed click the 'Submit' button.

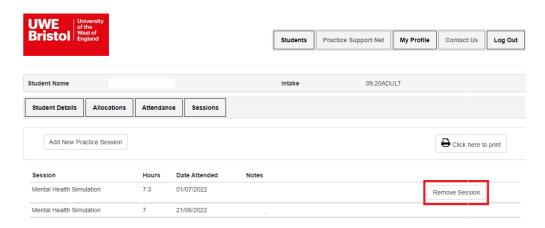
Note: If information does not comply with the practice session(s) criteria an error message will appear at the top righthand corner of ARCPoW with details.



### Removal of Practice Session(s)

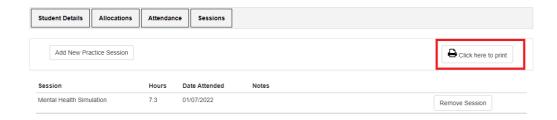
If you have input an incorrect practice session you will be able to remove it yourself, clicking the 'Remove Session' bar to the right of the practice session you wish to remove.

**Note:** you will not be able to remove any practice sessions that have been put in by the university.



#### **Printing Practice Sessions**

If you would like to print your practice session ARCPoW has a 'Click here to print' button available on the sessions screen.



#### Difficulties with Practice Session

If you are having difficulties with the ARCPoW website please contact <a href="mailto:sds.operations@uwe.ac.uk">sds.operations@uwe.ac.uk</a> or call 0117 32 84018