

# Sign Up Workshops

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# Student Guidance

From Wednesday 20<sup>th</sup> September 2017 students will be able to register a place on any of the **programme-specific sign-up workshops** offered as part of their programme of study. The sessions will become available to select on Wednesdays, two weeks in advance of the actual taught session.

This can be done online via the **UWE Student Allocator** system at the link below:

<https://allocator.timetables.uwe.ac.uk/ModChoices1718/StudentWebWorkshop/authentication/login.aspx>

### NOTES:

Week numbers –

Induction week is week 9 (18/09/17 – 22/09/17)

Teaching block one starts week 10 and finishes in week 21 (25/09/17 – 15/12/17)

Teaching block two starts week 27 and finishes in week 40 (22/01/18 – 27/04/18)

If you want to find out the current week number you can check myUWE (usually found in a black box near the top right hand corner), or in you timetable in myUWE.

Alternatively, term dates can be found online:

<http://www1.uwe.ac.uk/about/termdates/2017-18termdates.aspx>

The module and teaching session used in this document are examples only, taken from test data and are not representative of any teaching/timetabling information.

# Sign up workshop selection


When you first log in you are given a welcome message and then shown the modules you are attached to. Most (if not all) modules will have a “Show Workshops” button, as below, and you will need to click on ‘**Show Workshops**’ to view the sessions available.

## Online Workshop Sign-up 2017/18

[Log Off](#) | [Notes](#) |

### BA (Hons) Fine Art - Level 1 Module Groups

Modules studied at level 1 are compulsory.

- BA (HONS) FINE ART** No further choices required [Show Workshops](#)
- UAAARB-45-1 Introduction to Fine Art** No further choices required [Show Workshops](#) 
- UAAARC-45-1 Exploring Practice in Fine Art** No further choices required [Show Workshops](#)
- UAAARD-15-1 Professional Practice and Work Experience 1**
- UA1APQ-15-1 Critical Perspectives**

[Save Changes](#) [Abandon Changes](#)

The example below has a set of sign up workshops titled “Documenting Art in Situ”; the day and time for each session is listed at the end of each line.

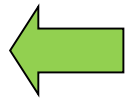
## Online Workshop Sign-up 2017/18

[Log Off](#) | [Notes](#) | [Module Change](#)

Welcome

**UAAARC-45-1 Exploring Practice in Fine Art** No further choices required [Hide Workshops](#)

The following Technical Workshops are available:

- EXPLORING PRACTICE IN FINE ART** No further choices required [Hide Workshops](#)
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21)**
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21) 14:00:00 Monday Week 31 
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21) 10:00:00 Friday Week 28
- Not Attending *Not set*

To select a specific workshop session – click the box on the left hand side next to the session you want and then **Save**.

**Online Workshop Sign-up 2017/18**

[Log Off](#) | [Notes](#) | [Module Change](#)  
Welcome

**UAAARC-45-1 Exploring Practice in Fine Art**  No further choices required [Hide Workshops](#)

The following Technical Workshops are available:

- EXPLORING PRACTICE IN FINE ART**  No further choices required [Hide Workshops](#)
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21)** 14:00:00 Monday Week 31
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21)** 10:00:00 Friday Week 28
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21)** *Attending Not set*

As some of the modules have several potential workshop types and may have multiple dates available, it may be useful to look at each module separately - Show Workshops and Hide again for each module in turn.

## Changing your mind – Cancelling a registered workshop place

If you can't attend the session you have picked, you can just log back in and swap back to the 'Not attending' option (please note that you will need to untick the session you have selected before you can tick 'Not Attending'). This frees the space you had booked and someone else can use it.

## Showing in your myUWE timetable


All choices you make in the Online Activity Change will be updated in your personal timetable, but it may take a working day or two to show the change.

## Workshop Availability – Locked / Unlocked

The workshop sessions will all start off locked (no one can pick them) and will be unlocked on a weekly basis, 2-weeks ahead of the timetabled session. Locked sessions will have a small padlock icon on the left hand side of round selection button.




### Online Workshop Sign-up 2017/18

[Log Off](#) | [Notes](#) | [Module Change](#)  
Welcome



**UAAARC-45-1 Exploring Practice in Fine Art**  No further choices required [Hide Workshops](#)

The following Technical Workshops are available:

#### Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21)

-  Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21) 14:00:00 Monday Week 31
-  Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21) 10:00:00 Friday Week 28
-  Not Attending *Not set*

#### Interactive Design with Circuits, Sensors and Motors (FAB22)

-  Interactive Design with Circuits, Sensors and Motors (FAB22) 09:30:00 Friday Week 28
-  Not Attending *Not set*


[Save Changes](#) [Abandon Changes](#) [Submit Choices](#)

## Logging Off



Once you have saved your workshop choices, you can log out of the On-line Activity Change application.

### Online Workshop Sign-up 2017/18

[Log Off](#) | [Notes](#) | [Module Change](#)  
Welcome

**UAAARC-45-1 Exploring Practice in Fine Art**  No further choices required [Hide Workshops](#)

The following Technical Workshops are available:

-  EXPLORING PRACTICE IN FINE ART  No further choices required [Hide Workshops](#)
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21)**
- Documenting artwork in situ ( Spike Island) (BA Fine Art only) (PH21) 14:00:00 Monday Week 31
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- Not Attending *Not set*

# FAQ

## Why can't I change sessions?

1. Some modules only have one offering of the teaching session and so there is nothing to swap to (apart from the 'Not attending' option).
2. If a session is marked as Clash or Full and you will not be able to select it. When a session clashes, you can check to see if you can move the other session, Full means that all the spaces are currently taken in that session – but you can keep checking as other people may move out of that group.

## What does **!CLASH!** mean?

This is a timetable clash, something you have already selected clashes with the module or item you are looking at.

You will not be able to select a module/item marked with Clash and if this is preventing you from making the choices you want - you should untick your optional modules and re-select in order of preference. You will still not have all the modules you originally wanted, but you will have the ones you wanted most.

## A module is showing as **FULL**.

A few modules have a cap on numbers and a module which has the Full marker next to it has reached its cap. However, people can change their mind throughout the open period and it is worth checking back regularly if you want a module that is currently full.

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## **Terms & Conditions:**

- *To effectively manage workshop demand within the technical areas, enough students need to confirm that they wish to attend a Sign-Up workshop in order for it to take place. A workshop will not take place if too low a number of students confirm that they wish to attend a workshop. Any student who has signed up to the cancelled workshop will be informed of the cancellation via email and the technical area will be put to an alternative use.*
- *You will need to confirm that you wish to attend a Sign-up workshop at least TWO FULL WORKING DAYS PRIOR to the workshop taking place.*
- *Please do not sign up to a workshop unless you are sure you are able to attend on the date.*
- *Please ensure that you turn up to the workshop on time.*
- *In some instances you may be required to bring equipment along to the workshop. Please speak to your Module Leader or visit the technical area prior to the workshop date to discuss this.*
- *If you have any further queries please contact [AAD.WORKSHOPS@uwe.ac.uk](mailto:AAD.WORKSHOPS@uwe.ac.uk)*