

Sign Up Workshops

-

Student Guidance

From Wednesday 19th September 2018 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:

<http://go.uwe.ac.uk/workshopsignup>

NOTES:

The workshops are shown with week numbers –

If you would like 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 your timetable in myUWE. Alternatively, the Academic Year Calendar can be located at the bottom of the webpage below:

<http://www1.uwe.ac.uk/about/termdates/2018-19termdates.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.

The example below has several different sign up workshops which aren’t currently available so the student is set to ‘Not Attending’ the workshop.

Online Workshop Sign-up 2018/19

Workshops are released on a Wednesday, 2 weeks prior to the start of the workshop. When they are released the date and time for each session is listed at the end of the line.

Online Workshop Sign-up 2018/19

Welcome

You have not yet submitted your choices

[Submit Choices](#)

ACE-Open Sign-Up Workshops

[Show Workshops](#)

UADAWC-30-2 Word and Image

[Show Workshops](#)

UADAWB-30-2 Process and Practice

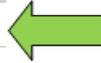
[Hide Workshops](#)

The following Technical Workshops are available:

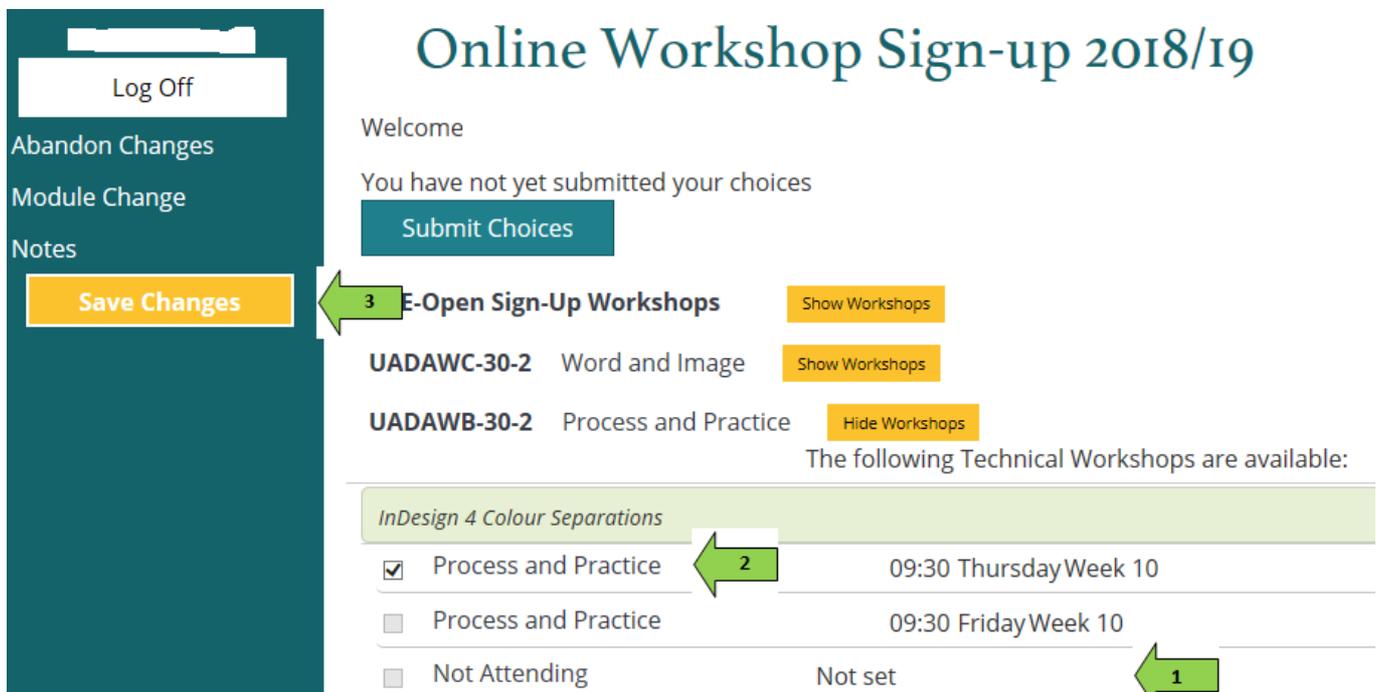
InDesign 4 Colour Separations

- | | | | |
|-------------------------------------|----------------------|-----------------------|---|
| <input type="checkbox"/> | Process and Practice | 09:30 ThursdayWeek 10 |  |
| <input type="checkbox"/> | Process and Practice | 09:30 FridayWeek 10 | |
| <input checked="" type="checkbox"/> | Not Attending | Not set | |

Aluminium Lost Foam Casting

- | | | | |
|-------------------------------------|----------------------|---------------------|---|
| <input type="checkbox"/> | Process and Practice | 09:30 MondayWeek 11 |  |
| <input checked="" type="checkbox"/> | Not Attending | Not set | |

To select a specific workshop session – Untick the ‘Not Attending’ box, click the box on the left hand side next to the session you would like and then **Save**.



The screenshot shows the same interface as above, but with a dark teal sidebar on the left containing navigation options: Log Off, Abandon Changes, Module Change, Notes, and Save Changes. The 'Save Changes' button is highlighted in yellow. Three green arrows with numbers indicate the steps: Arrow 1 points to the 'Not Attending' checkbox in the 'InDesign 4 Colour Separations' section; Arrow 2 points to the 'Process and Practice' checkbox for '09:30 ThursdayWeek 10'; Arrow 3 points to the 'Save Changes' button in the sidebar.

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 with no available sessions showing (no sessions with day/time will show) and will be made available on a Wednesday, 2 weeks ahead of the timetabled session.

Online Workshop Sign-up 2018/19

Welcome

You have not yet submitted your choices

[Submit Choices](#)

ACE-Open Sign-Up Workshops

[Show Workshops](#)

UADAWC-30-2 Word and Image

[Show Workshops](#)

UADAWB-30-2 Process and Practice

[Hide Workshops](#)

The following Technical Workshops are available:

InDesign 4 Colour Separations



Not Attending

Not set



Aluminium Lost Foam Casting



Not Attending

Not set



Electroplating



Not Attending

Not set



Printed Ceramics



Not Attending

Not set



Logging Off

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

Online Workshop Sign-up 2018/19

Welcome

You have not yet submitted your choices

Submit Choices

ACE-Open Sign-Up Workshops **Show Workshops**

UADAWC-30-2 Word and Image **Show Workshops**

UADAWB-30-2 Process and Practice **Hide Workshops**

The following Technical Workshops are available:

InDesign 4 Colour Separations

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.

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*