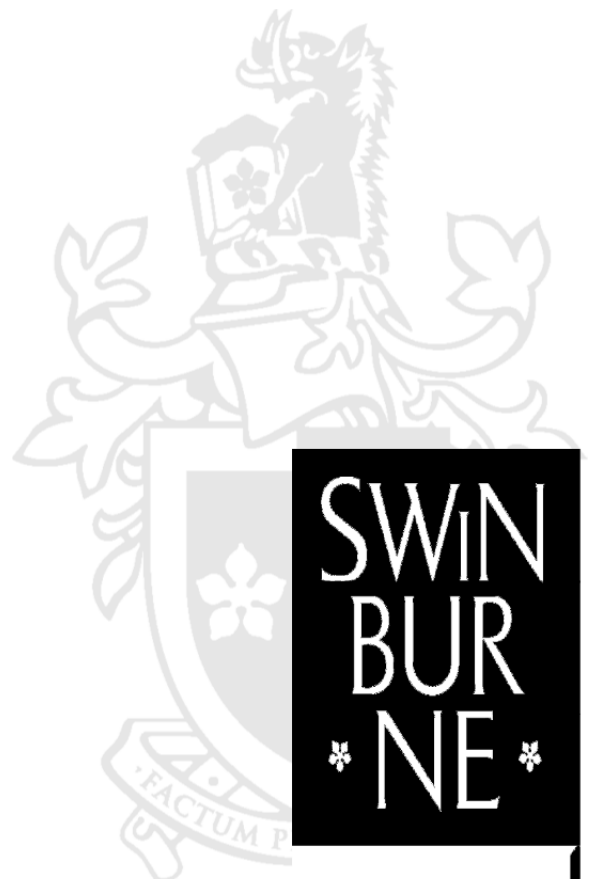


Systems & Compliance Office

Allocate+

Student Guide



SWINBURNE UNIVERSITY
OF TECHNOLOGY

Table of Contents

1. INTRODUCTION.....	3
2. HOW ALLOCATE+ WORKS.....	3
3. CONDITIONS OF ENTRY.....	3
4. ALLOCATE+ SCHEDULE.....	3
5. LOGIN TO A+.....	4
6. PREFERENCE ENTRY MODE.....	5
6.1 PARENT SUBJECT.....	6
6.2 MULTI-PART ACTIVITES	8
7. ALLOCATION ADJUSTMENT MODE.....	10
7.1 AUTO ALLOCATION.....	11
7.2 UNALLOCATED CLASSES	12
8. UNSUCCESSFUL ALLOCATION	13
9. WHERE CAN I VIEW THE OVERALL TIMETABLE?.....	13
10. ALLOCATE PLUS QUERIES.....	14
11. ALLOCATE+ HELP.....	14
12. ALLOCATE+ TERMINOLOGY	14

1. Introduction

Allocate+ is a web based class allocation system for Swinburne University of Technology.

This guide relates to steps to use Allocate+ for Master, Degree & Diploma Students Only.

This system is designed to simplify the process of creating a student timetable. Students are able to indicate their preferred attendance time slots for the Units in the standard semesters which they are enrolled in.

2. How Allocate+ works

Semesters One and Two

Allocate Modes

Preference Entry Mode: involves students entering their preferences for timeslots of the units of study (subjects) in which they are enrolled (**not** first come, first served).

Allocation Adjustment Mode: students are able to make minor adjustments to their allocations, where possible (this stage works on a first come, first served basis).

After Allocation Adjustment Mode closes students are unable to make any further changes to their timetable through Allocate Plus. Students can still login and view their timetable as Read Only.

3. Conditions of Entry

To gain access to Allocate+, a student must

- Be enrolled in a unit of study (subject) on the University's Student Management System
- Have a valid student ID number
- A valid Blackboard password
- Have Internet access, either via a home/work ISP or by using the Open Access Labs.

To find the hours of operation for Open Access Labs go to <http://www.swinburne.edu.my/its/open-labs.htm>

4. Allocate+ Schedule

The Allocate+ dates for 2011 are available at <http://www.swinburne.edu.my/allocate-plus/index.htm>

5. Login to A+

Step 1

In order to Login to Allocate+ you could Access the A+ system directly by going to <https://allocate.swinburne.edu.my/aplus/apstudent>

Step 2

At the Allocate+ Student Entry screen, enter your 7 digit student ID number and your Blackboard password, then click the “Click here when ready!” button.

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SWINBURNE UNIVERSITY OF TECHNOLOGY
SARAWAK CAMPUS

Allocate+ 2010 Class Allocation

Allocate+
STUDENT ENTRY

Blackboard Username

Blackboard Password

© Swinburne | K9/3P8/DFT/US/Y03 | CRICOS number 001110 | [Contact Us](#) | [Copyright and disclaimer](#) | [Privacy](#) | [Email](#) | [Smaller Font](#) | [Larger Font](#)
Last Updated: Monday, 21-Dec-2009 | Maintained by: Sheryl Caroline Lee [slee@swinburne.edu.my] | Authorized by: James Ho [jho@swinburne.edu.my]

NOTE: You will need to enter your username (your student ID number) and your Blackboard password to login to Allocate+.

6. Preference Entry Mode

This allows students to nominate their preferred class times. Students are NOT guaranteed their first preferences – the actual timetable is not finalised.

Step 1

On the left hand side of the screen is a list of unit of study (subject) codes and names in which you are enrolled, and the classes that you are required to attend for each of these units of study.

The screenshot displays the Allocate+ Student web interface. On the left side, under the heading "You may select preferences for the following:", there is a list of units of study with their respective activity groups:

- DEE2153_S1
Parent: DBI2114_S1
English for Communication 1
 - LE1
 - LE2
- DEE3134_S1
Analogue Electronics
 - LE1 (Auto Allocated)
 - TU1 (Auto Allocated)
- DEE3214_S1
Programmable Logic Controller
 - LE1 (Auto Allocated)
 - TU1 (Auto Allocated)

Red arrows point from the text above to this list. The right side of the screen shows a "Welcome" message from Swinburne University of Technology, Sarawak Campus, titled "Allocate+ 2010 Class Allocation". Below the welcome message, there are instructions for using the system:

Instructions:
Your current enrolment details are shown along the **left-hand side** of the screen. Each subject should show a number of activity groups (Lectures, Tutorials, etc.). Each activity group will contain a number of activities, of which you must attend one. At any time, a group may be open for you to:

- Enter preferences for the activities or times you prefer (**PREFERENCE ENTRY**) or,
- Change (or add) your allocation (**ALLOCATION ADJUSTMENT**) or
- View your current allocation (READ ONLY) or
- Subject is not available for allocation (OFF)

6.1 Parent Subject

If you see a unit of study (subject) in which you are not enrolled, check the unit of study code/name and you should see "Parent" displayed along side the incorrect unit of study code - this indicates that the unit of study in which you are enrolled is taught with another unit of study (subject). See below –

The screenshot shows the 'Allocate+ Student' interface. On the left, a list of subjects is displayed under the heading 'You may select preferences for the following:'. The subjects listed are:

- DEE2153_S1 English for Communication 1
 - LE1
 - LE2
- DEE3134_S1 Analogue Electronics
 - LE1 (Auto Allocated)
 - TU1 (Auto Allocated)
- DEE3214_S1 Programmable Logic Controller
 - LE1 (Auto Allocated)
 - TU1 (Auto Allocated)

Annotations on the screenshot:

- A box labeled 'Subject you are NOT enrolled in.' points to the 'DEE2153_S1' subject.
- A box labeled 'Subject you are enrolled in' points to the 'Parent: DBI2114_S1' text next to 'DEE2153_S1'.

On the right side of the interface, a 'Welcome,' message is displayed for 'DEE2153_S1 English for Communication Lecture (DBI2114_S1)'. Below this, a smiley face icon is followed by the text 'You are allocated to'. Further down, a table shows 'You are currently allocated' with columns for 'Activity Type', 'Day', and 'Time'. The table contains one row: '01', 'LE1', 'Tue 08:30 S'. Below the table, there are two bullet points: 'Because you are already' and 'This subject is not current'.

If you see a unit of study you are enrolled in with a message below it displaying "No Activities for the Subject" or a unit that you are not enrolled in, please contact SIC for advice.

Step 2

Enter your preferences against your chosen day and time with a rating of 1-4 (1 for most preferred, or less if there are fewer options displayed or more if there are more options displayed if you wish).

Welcome, E-mail: urne.edu.j

HEF1000_S1 Professional Engineering Tutorial

You have preferences registered. They are listed below.
You may change them at any time.

Your current preferences:

1: Wed08:30Sarawak	2: Thu08:30Sarawak	3: Mon15:30Sarawak	4: Fri10:30Sarawak	5: -
6: -	7: -	8: -	9: -	10: -

Message: No Message

Select preferences from the following activities:

Campus: Sarawak

Single-Part Activities. (Duration: 120 minutes)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00				08:30 <input type="text"/> 8%	08:30 <input type="text"/> 4%		
10:00						10:30 <input type="text"/> 8%	
15:00		15:30 <input type="text"/> 20%					

The percentage sign against each box indicates the current popularity of this class time. If you have chosen to place your preference against a class that is displaying 100% or more, your chances of being allocated to that class are greatly reduced.

6.2 Multi-Part Activities

This means you can only select from restricted groups.

Select preferences from the following activities:

Campus: Sarawak

Multi-Part Activities

	Activity	Start Time	Day	Duration	Dates	Popularity
<input type="checkbox"/>	01-P1	14:30	Mon	60 minutes	2/2-16/3, 30/3-11/5	0%
	01-P2	13:30	Wed	60 minutes	4/2-18/3, 1/4-13/5	0%
	01-P3	08:30	Mon	120 minutes	2/2-16/3, 30/3-11/5	0%
<input type="checkbox"/>	02-P1	16:30	Mon	60 minutes	2/2-16/3, 30/3-11/5	0%
	02-P2	11:30	Tue	60 minutes	3/2-17/3, 31/3-12/5	0%
	02-P3	08:30	Thu	120 minutes	5/2-19/3, 2/4-14/5	0%

If you see the heading *Multipart Activities* on your screen and input boxes against a group of times and days, note that this is an attendance structure pre-determined by the School.

When you select multipart activities, you will actually be selecting a group of classes that you must attend. The classes within these groups cannot be mixed. Enter your preferences for multipart activities the same as you would for any other preference entry option.

Step 3

Once satisfied with your preference selections, click the [Submit Preferences](#) button.

A screen message will indicate that your preferences have been accepted.



PREFERENCES RECORDED

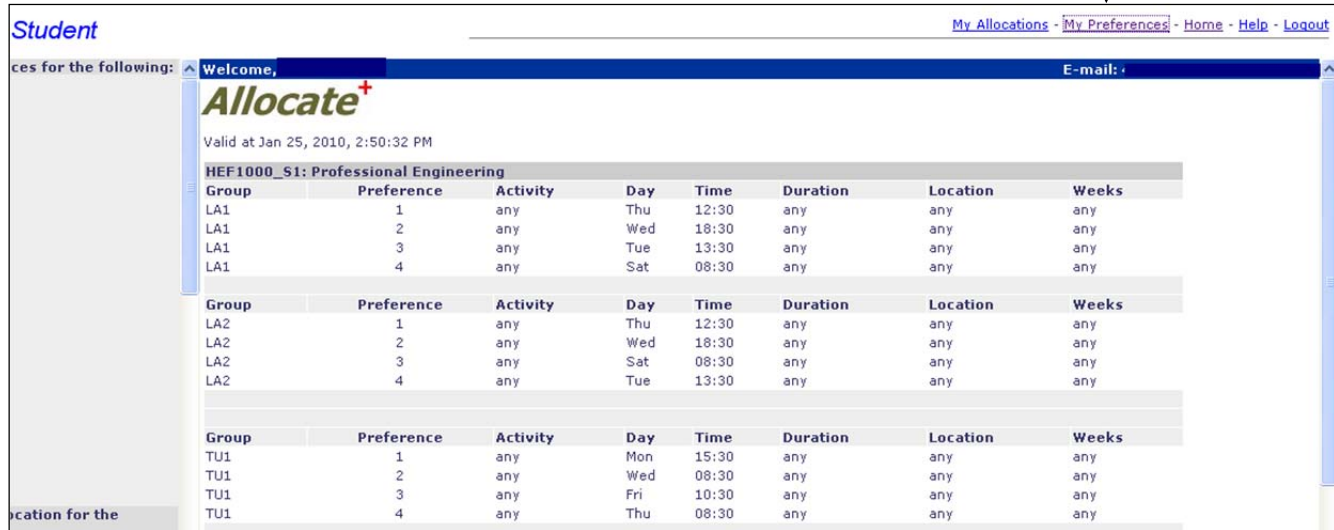
Your preferences for HEF1000_S1, activity group TU1 have been recorded. No class allocation has been made at this time. Your preferences will be taken into account by the timetable sort process that will try to allocate you to your highest preference.

Click another activity group on the left of the screen to continue...

Repeat this process for each class offered within your displayed units of study.

Step 4

The summary of your preferences can be seen at any time during the preference selection process by clicking the My Preferences link at the top of the page.



Step 5

Once you are happy with all your preference choices, log out of the system by clicking the Logout link at the top right hand side of the screen.

REMEMBER! - These preferences are not your final timetable. Your preferences will be sorted closer to the beginning of semester.

Once this process has occurred, you will be able to obtain your Allocations from Allocate+ and change your allocations if necessary via the Allocation Adjustment mode (See next section).

7. Allocation Adjustment Mode

Allocation Adjustment is a first come first served system.

It allows students to make minor changes to their allocations by choosing another class timetable that is not full, or allocate themselves if they have not previously done so.

Step 1

Once you have selected the class you wish to view, the screen will show you any classes to which you are currently allocated.

The screenshot displays the following information:

Student | My Allocations - My Preferences - H

Welcome, | E-mail:

HGM502__S1: Product Marketing Strategy CL1

You are allocated to activities for this subject. They are listed below.
You may change them at this time, pending availability.

You are currently allocated to:

Activity	Type	Day	Time	Campus	Location	Staff	Duration (minutes)
02	Class	Sat	08:00	HAW	AGSE211		180

Message: No Message

You may select from the following options:

	Activity	Type	Campus	Day	Time	Location	Staff	Duration	Week	Description
Pick Me	01	Class	HAW	Mon	18:00	AGSE104		180	6/11-18/12, 8/1-5/2	
Pick Me	02	Class	HAW	Sat	08:00	AGSE211		180	11/11-16/12, 6/1-10/2	
Full	03	Class	HAW	Mon	14:00	AGSE104		180	6/11-18/12, 8/1-5/2	

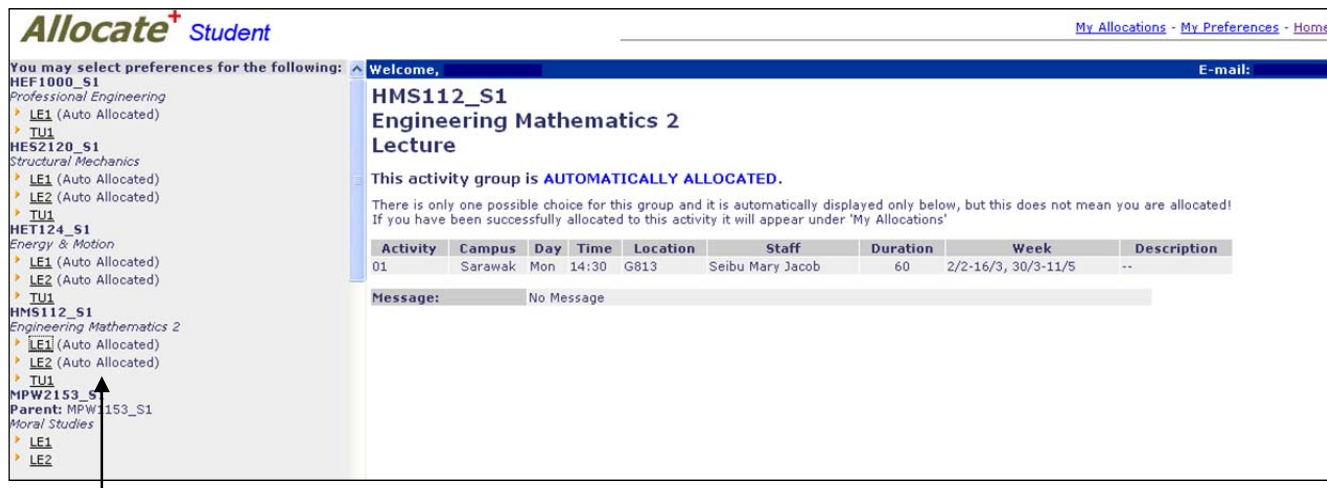
To change your allocation, click on the appropriate *Pick Me* link,

Step 2

If your allocation is successful, a message will be displayed saying your change has been accepted. Alternatively, it may display a message saying your change has been rejected with the reason why your selection is not valid, e.g. Timetable clash.

If this happens, you have not lost your current allocation but you may be able to select another class time or accept the allocation you have already been given.

7.1 Auto Allocation



Where there is only one possible choice/activity for you to attend you **may** be auto allocated to it.

Please check you current allocations from the *My Allocations* link as demonstrated below in 'Step 3' to confirm all current allocations.

However there may be some instances where auto allocation does not occur. This could be due to a clash with another allocation or an enrolment issue.

In the case of a clash: check if your current allocation to the activity which is causing the clash can be changed. If this is not possible or you need to change your enrolment you will need to contact SIC.

Step 3

To print out your allocations, click on the *My Allocations* link at the top right hand side of the screen.

This print out from the *My Allocations* link, is your timetable.



Go to your browser's File menu and select the Print option making sure that you have clicked in the grid or text area prior as this will activate the window. If you do not the web browser will only print out a blank page.

You can print your timetable in grid or list format. You can also select a week to view.

7.2 Unallocated Classes

To ensure that you have been fully allocated to all your enrolled classes, go to My Allocation and select 'Show as list'.

Allocate+ Your Personal Timetable

Print My Timetable: Show as List:

Week: All Weeks

More Detail (if available):

Week: All Weeks

	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm
Mon		HES2120 S1 TU1, 01 B210 2/2-16/3, 30/3-11/5		HES2120 S1 LE1, 01 B004 2/2-16/3, 30/3-11/5	HEF1000 S1 LE1, 01 L001 2/2-16/3, 30/3-11/5			HMS112 S1 LE1, 01 G813 2/2-16/3, 30/3-11/5		MPW1153 S1 (MPW LE1, G507 2/2-16/3, 30/3-11/5
Tue		HMS112 S1 TU1, 01 G709 3/2-17/3, 31/3-12/5		HES2120 S1 LE2, 01 L001 3/2-17/3, 31/3-12/5			HEF1000 S1 LA1, 01 B312 3/2-10/3			
Wed				HMS112 S1 LE2, 01 G813 4/2-18/3, 1/4-13/5			HET124 S1 LE1, 01 L001 4/2-18/3, 1/4-13/5			

[My Allocations](#) - [My Preferences](#) - [Home](#)

Week: All Weeks

Week: All Weeks

Subject	Section	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
HEF1000_S1 Professional Engineering	-	LA1	01	Tue	13:30	Sarawak	B312	Ekhlas Aboud Osman	180	3/2-10/3	--
HEF1000_S1 Professional Engineering	-	LA2	01	Tue	13:30	Sarawak	E110	Ekhlas Aboud Osman	180	17/3-12/5	--
HEF1000_S1 Professional Engineering	-	LE1	01	Mon	11:30	Sarawak	L001	Anderson Kho Ngap Chai	60	2/2-16/3, 30/3-11/5	--
HES2120_S1 Structural Mechanics	-	LE1	01	Mon	10:30	Sarawak	B004	Ha How Ung	60	2/2-16/3, 30/3-11/5	--
HES2120_S1 Structural Mechanics	-	LE2	01	Tue	10:30	Sarawak	L001	Ha How Ung	120	3/2-17/3, 31/3-12/5	--
HES2120_S1 Structural Mechanics	-	TU1	01	Mon	08:30	Sarawak	B210	Ha How Ung	120	2/2-16/3, 30/3-11/5	--
HET124_S1 Energy & Motion	-	LE1	01	Wed	13:30	Sarawak	L001	Jeffrey Frank Webb	60	4/2-18/3, 1/4-13/5	--
HET124_S1 Energy & Motion	-	LE2	01	Fri	08:30	Sarawak	L001	Jeffrey Frank Webb	120	6/2-20/3, 3/4-15/5	--
HET124_S1 Energy & Motion	-	TU1	01	Thu	13:30	Sarawak	B311	Jeffrey Frank Webb	120	5/2-19/3, 2/4-14/5	--
HMS112_S1 Engineering Mathematics 2	-	LE1	01	Mon	14:30	Sarawak	G813	Seibu Mary Jacob	60	2/2-16/3, 30/3-11/5	--
HMS112_S1 Engineering Mathematics 2	-	LE2	01	Wed	10:30	Sarawak	G813	Seibu Mary Jacob	120	4/2-18/3, 1/4-13/5	--
HMS112_S1 Engineering Mathematics 2	-	TU1	01	Tue	08:30	Sarawak	G709	Seibu Mary Jacob	120	3/2-17/3, 31/3-12/5	--
MPW1153_S1 Moral Studies	-	LE1	01	Mon	17:30	Sarawak	G507	Bak Swee Onn Shirley	90	2/2-16/3, 30/3-11/5	--
MPW1153_S1 Moral Studies	-	LE2	01	Thu	15:30	Sarawak	G505	Bak Swee Onn Shirley	120	5/2-19/3, 2/4-14/5	--

You have not yet allocated to:

Subject	Group
HEF1000_S1 Professional Engineering	TU1

← **Unallocated class**

Step 4

Once you have finally satisfied with your allocations, click on the Logout link at the top right hand corner of the screen.

8. Unsuccessful Allocation

An allocation may not have been successful due to:

- A time clash with another class that you have already been allocated to
- The maximum class size has already been reached
- There may not be enough classes on offer
- The class may have been cancelled
- A class may have been moved to a time that clashes within existing allocations

If you cannot allocate yourself to other times that are being offered, please contact SIC if you encounter these problems.

9. Where can I view the overall timetable for my program?

To access the 2011 Degree and Diploma Unit of Study Timetable,

9.1 Go to <https://allocate.swinburne.edu.my/aplus/aptimetable>

9.2 Select teaching period – e.g, Semester One

9.3 Select your campus location – e.g. Sarawak

9.4 If you know the Unit of Study (subject) code or name type this in or you can select a School from the drop down menu to view the Unit of Study (subject) offered by each School. Click on 'search' and select from the list which appears. You can select multiple Units of Study (subjects) by holding down the 'Ctrl' Key. Click on 'Add'.

9.5 Select the activity types you wish to view.

9.6 Select a timetable view (Flat or Grid) and check for any clashes.

10. Allocate+ Queries

For all general or academic inquiries please contact SIC by phone at +60 82 416 353 or please email to sic@swinburne.edu.my.

For a system inquiry please email to src@swinburne.edu.my.

11. Allocate+ Help

- Go to <http://www.swinburne.edu.my/allocate-plus/> you can read more about the Allocate+ system by following the relevant links from this page.
- View FAQ's (frequently asked questions) about Allocate Plus at <http://www.swinburne.edu.my/allocate-plus/faqs.htm>

12. Allocate+ Terminology

Preference Entry - Allows students to nominate their preferred class times. Students are not guaranteed their first preferences - the actual timetable is not finalised until after the Global Sort and Allocation Adjustments are complete.

Global Sort - Student preferences will be collected until the Cut Off Date then Allocate+ will be closed. The preferences will then be ranked, randomised and allocated to clash free class timetable. The allocation is based on constraints such as available resources, type of student, year level etc.

Allocation Adjustment - Allows a student to make any minor changes to their allocations by choosing a vacancy from any of the classes that are not full, or allocate themselves if they have not previously done so, or if the class they have formerly chosen no longer exists. This is a first come first serve process.

Multi Part Activities -Grouping particular same stream coded classes in a way that forces students to select a group and not individual times.

Combined Modules -Some units of study (subjects) are taught in combination with another unit of study. These are known as combined modules and appear with the words "Parent" displayed along side the other unit of study code.

Activity Group Terminology:

LE - Lecture
LA -Lab
TU - Tutorial
ST - Studio
FW -Fieldwork
CL - Class

Lecture, Class, Lab, Tutorial -Groups of various activities that the student must attend

Auto Allocation - Where there is only one possible choice/activity for you to attend you *may* be auto allocated to it. However there may be some instances where auto allocation does not occur. Please check you current allocations from the [My Allocations](#) link to confirm all current allocations. Refer to the Auto Allocation section.