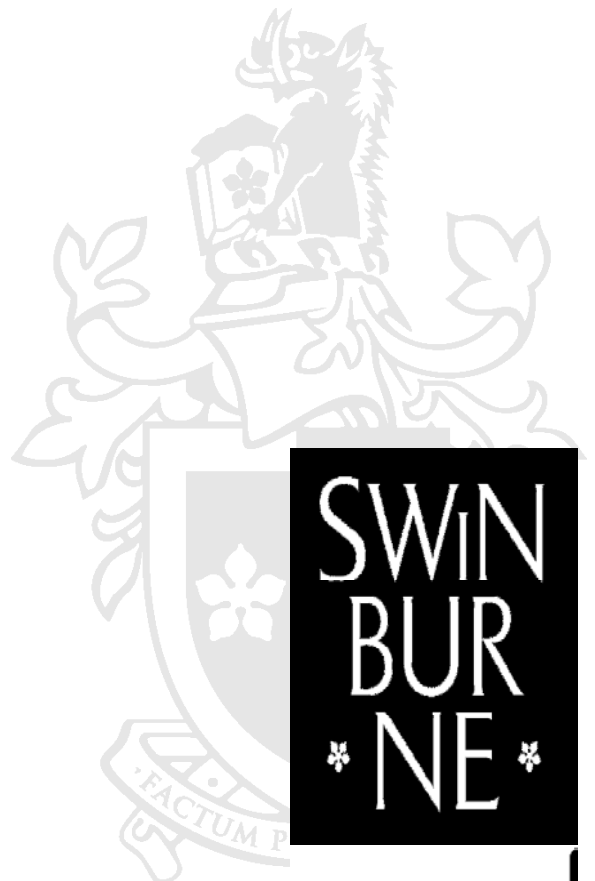


Student Business Systems

Allocate+

Student Guide



SWINBURNE UNIVERSITY
OF TECHNOLOGY

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1. Introduction

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

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, Winter Term and Semester 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).

Preference Entry mode is not applicable during Winter Term.

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+. 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.

4. Allocate+ Schedule

The Allocate+ dates are available at

<http://www.swinburne.edu.my/student-operations/student-business-system/allocate-plus/>

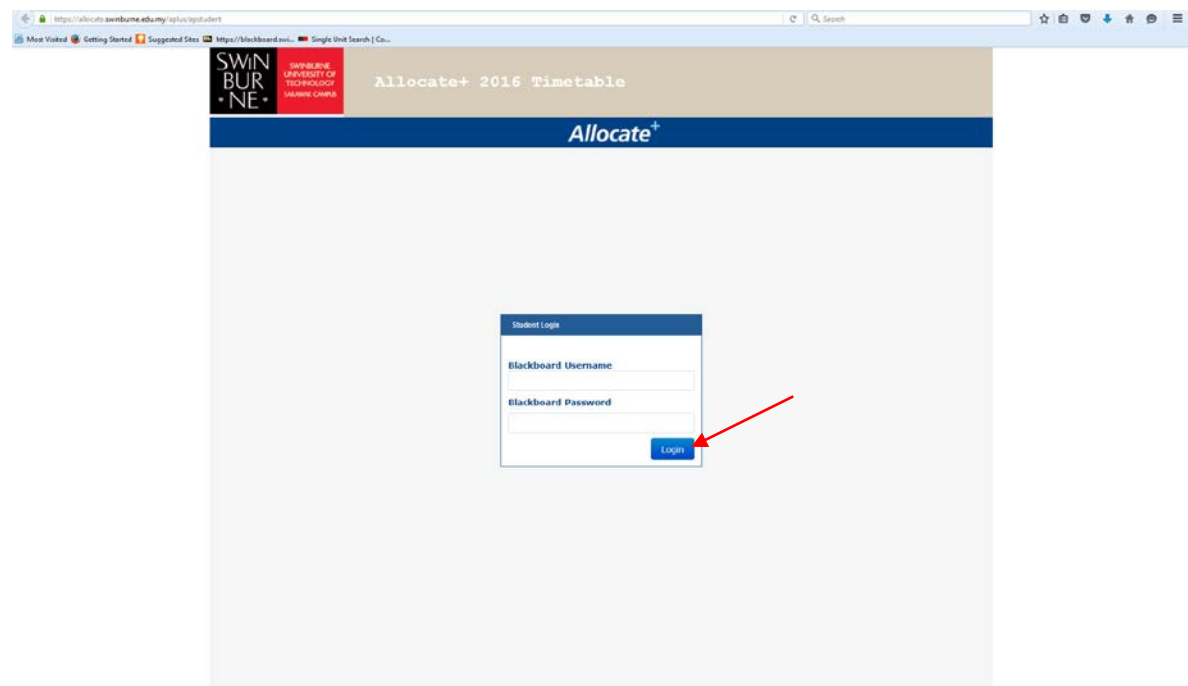
5. Login to A+

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 Blackboard Username (student ID number) and your Blackboard password, then click on the “Login” button.



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. It also shows (indicates by different colors) how many activities (classes) that you have allocated (auto-allocated in this case since there is only one possible activity), Pending and Not Allocated.

The screenshot displays the 'Allocate+ 2015 Timetable' interface. At the top, the user is identified as 'Preference Entry' with email '1111@students.swinburne.edu.my' and ID 'BCMG140'. A summary bar shows 6 Allocated, 0 Pending, and 5 Not Allocated activities. The main content area lists enrolled units and their activity groups:

Unit Code	Unit Name	Activity Group	Allocation Status
ACC10007_S2	FINANCIAL INFORMATION FOR DECISION MAKING	LE1 (PREFERENCE)	Allocated (Green Checkmark)
		TU1 (PREFERENCE)	Not Allocated (Red Exclamation Mark)
COM10007_S2	PROFESSIONAL COMMUNICATION PRACTICE	LE1 (PREFERENCE)	Allocated (Green Checkmark)
		TU1 (PREFERENCE)	Not Allocated (Red Exclamation Mark)
ECO10002_S2	MICROECONOMICS	LE1 (PREFERENCE)	Allocated (Green Checkmark)
		LE2 (PREFERENCE)	Allocated (Green Checkmark)
		TU1 (PREFERENCE)	Not Allocated (Red Exclamation Mark)
LAW10004_S2	INTRODUCTION TO BUSINESS LAW	LE1 (PREFERENCE)	Allocated (Green Checkmark)
		LE2 (PREFERENCE)	Allocated (Green Checkmark)
		TU1 (PREFERENCE)	Not Allocated (Red Exclamation Mark)
SE2_S2	READING AND WRITING	LE (PREFERENCE)	Not Allocated (Red Exclamation Mark)

A search bar is located at the bottom left of the interface.

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 alongside the unit of study code.

- This indicates that the unit of study in which you are enrolled is taught with another unit of study. See below:

The screenshot shows the 'Allocate+ 2015 Timetable' interface. At the top left is the Swinburne University of Technology Sarawak Campus logo. The user profile shows 'KEVIN IWONG ONG TECK' with email '4310128@students.swinburne.edu.my' and ID '1047'. The 'Enrolment' section lists subjects with their activity groups and status:

Subject Code	Subject Name	Activity Group	Status
HIT2120_S2	DATA COMMUNICATIONS AND SECURITY	LA1 (ADJUST)	Not Enrolled
HIT2120_S2	DATA COMMUNICATIONS AND SECURITY	LE1 (ADJUST)	Not Enrolled
HIT3037_S2	PROGRAMMING IN JAVA	LA1 (ADJUST)	Enrolled
HIT3037_S2	PROGRAMMING IN JAVA	LE1 (ADJUST)	Enrolled
HIT3309_S2	SOFTWARE PROJECT PRACTICES AND MANAGEMENT	LA1 (ADJUST)	Enrolled
HIT3309_S2	SOFTWARE PROJECT PRACTICES AND MANAGEMENT	LE1 (ADJUST)	Enrolled
HIT3310_S2	SOFTWARE ARCHITECTURES AND DESIGN	LE1 (ADJUST)	Enrolled
HIT3310_S2	SOFTWARE ARCHITECTURES AND DESIGN	TU1 (ADJUST)	Enrolled

Annotations in the image:

- A red box labeled "Unit you are enrolled in" points to the LA1 and LE1 activity groups for HIT3037_S2.
- A red box labeled "Unit you are NOT enrolled in" points to the LA1 and LE1 activity groups for HIT2120_S2.

The right side of the screen contains 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: [] for the activities or times you prefer (PREFERENCE ENTRY) or, [] your allocation (ALLOCATION ADJUSTMENT) or [] allocation (READ ONLY) or [] able for allocation (OFF). Select each group in turn and either register your preferences or update your allocation."

Step 2

Select (from the drop down menu) your preferences against your chosen day and time with a rating of 1-4 (at least 4 preferences, with rating 1 as the for most preferred), or less if there are fewer options displayed or more if there are more options displayed, if you wish.

The screenshot shows the 'Allocate+ 2015 Timetable' interface. On the left, there is a 'Preference Entry' section for user '1111@students.swinburne.edu.my'. Below it is an 'Enrollment' list for 'ACC10007_S2 FINANCIAL INFORMATION FOR DECISION MAKING'. The main area displays a table for selecting preferences:

Preference	Day	Time	Duration	Campus
1	Tue	10:30	2 hrs	Sarawak
2	Tue	13:30	2 hrs	Sarawak
3	Wed	10:30	2 hrs	Sarawak
4	Thu	15:30	2 hrs	Sarawak
5	Fri	10:30	2 hrs	Sarawak
6	Mon	15:30	2 hrs	Sarawak

Each row has a percentage indicator (e.g., 1%, 7%, 0%, 0%, 0%, 0%) and a 'Save' button at the bottom.

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.

Step 3

Once satisfied with your preference selections, click Save button. A screen message will indicate that your preferences have been accepted.

The screenshot shows the 'Allocate+ 2015 Timetable' interface after saving preferences. A confirmation message is displayed:

Your preferences for ACC10007_S2, activity group TU1 have been recorded. No 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.

The preference table now shows the following selections:

Preference	Day	Time	Duration	Campus
1	Tue	10:30	2 hrs	Sarawak
4	Tue	13:30	2 hrs	Sarawak
3	Wed	10:30	2 hrs	Sarawak

6.2 Multi-Part Activities

This means you can only select from restricted groups.

The screenshot shows the Allocate+ 2015 Timetable interface. On the left, there is a user profile for 'Preference Entry' with email '1111@students.swinburne.edu.my' and ID 'BCMG140'. Below the profile, there are statistics: 6 Allocated, 1 Pending, and 4 Not Allocated. A list of units is displayed, including 'ACC19007_S2 FINANCIAL INFORMATION FOR DECISION MAKING', 'COM19007_S2 PROFESSIONAL COMMUNICATION PRACTICE', 'ECO19002_S2 MICROECONOMICS', 'LAW19004_S2 INTRODUCTION TO BUSINESS LAW', and 'SE2_S2 READING AND WRITING'. The 'SE2_S2 READING AND WRITING' unit is selected, and its preference entry 'LE' is shown in the main area. The preference entry is circled in red. The table below shows the details of the preference entry:

Preference	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description	
1	16%	01-P1	Mon	13:30	Sarawak	G311	Jenny Hu Ting Yee	2 hrs	24/8-26/9, 12/10-16/11	--
		01-P2	Wed	08:30	Sarawak	B212	Jenny Hu Ting Yee	2 hrs	26/8-30/9, 14/10-18/11	--
2	16%	02-P1	Tue	13:30	Sarawak	G905	Joanna Joseph Jayaraj	2 hrs	25/8-29/9, 13/10-17/11	--
		02-P2	Fri	14:30	Sarawak	G901	Joanna Joseph Jayaraj	2 hrs	28/8-2/10, 16/10-20/11	--

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. Select your preferences for multipart activities the same as you would for any other preference entry option.

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 Preferences link at the top of the page.

The screenshot shows the 'Allocate+ 2015 Timetable' interface. At the top, there is a navigation bar with links for Home, Timetable, Preferences, Help, and Logout. The 'Preferences' link is highlighted with a red arrow. Below the navigation bar, the user's profile information is displayed, including 'Preference Entry' details and a summary of allocation status: 6 Allocated, 5 Pending (circled in red), and 0 Not Allocated. The main content area is divided into two sections: 'Enrolment' on the left and 'My Preferences' on the right. The 'Enrolment' section lists various courses and their preference levels (e.g., LE1, TU1). The 'My Preferences' section displays a table of selected preferences, grouped by course code (ACC10007_S2, COM10007_S2, ECO10002_S2, LAW10004_S2, SE2_S2). Each preference entry includes details such as Group, Preference, Activity, Day, Time, Duration, Location, and Weeks.

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. From the example above, Allocate+ shows that this student has 5 pending allocations (Indicates in yellow).

Your preferences will be sorted closer to the beginning of semester. Once the sorting process is completed, you will be able to obtain your timetable (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 activity of the unit you wish to view, the screen will show you the class and timetable which you are currently allocated.

The screenshot shows the Allocate+ 2015 Timetable interface. On the left, there is a navigation pane with a user profile for 'Allocation Adjustment' (2222@students.swinburne.edu.my, C050) and a list of enrolled units. The main area displays the details for 'CVE10004_S2 MECHANICS OF STRUCTURES LA1'. A table shows the student's current allocation and other available classes.

Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
Allocated 01	Tue	08:30	23	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	29/9, 3/11	--
Select 02	Tue	10:30	26	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	29/9, 3/11	--
Full 03	Fri	16:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	2/10, 6/11	--
Select 04	Mon	15:30	25	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	28/9, 2/11	--
Clash 05	Fri	14:30	26	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	2/10, 6/11	--

Step 2

To change your allocation, click on the appropriate Select button. A message will be displayed saying your change has been accepted.

The screenshot shows the 'Allocate+ 2015 Timetable' interface. On the left, there is a navigation menu with 'Enrolment' and a list of courses including 'CVE10004_S2 MECHANICS OF STRUCTURES'. The main area displays a table of activities for 'CVE10004_S2 MECHANICS OF STRUCTURES LA1'. Activity 02 is highlighted with a green 'Allocated' button. A modal dialog box is open, displaying the message: 'ALLOCATION SUCCESSFUL. You are now allocated to activity 02'. The table below shows the following data:

Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
01	Tue	08:30	24	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	28/9, 3/11	--
02	Tue	10:30	25	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	29/9, 3/11	--
03	Fri	16:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	2/10, 6/11	--
04	Tue	18:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	28/9, 2/11	--
05	Fri	18:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	2/10, 6/11	--

For classes that are displaying Full or Clash, you are not able to select the classes.

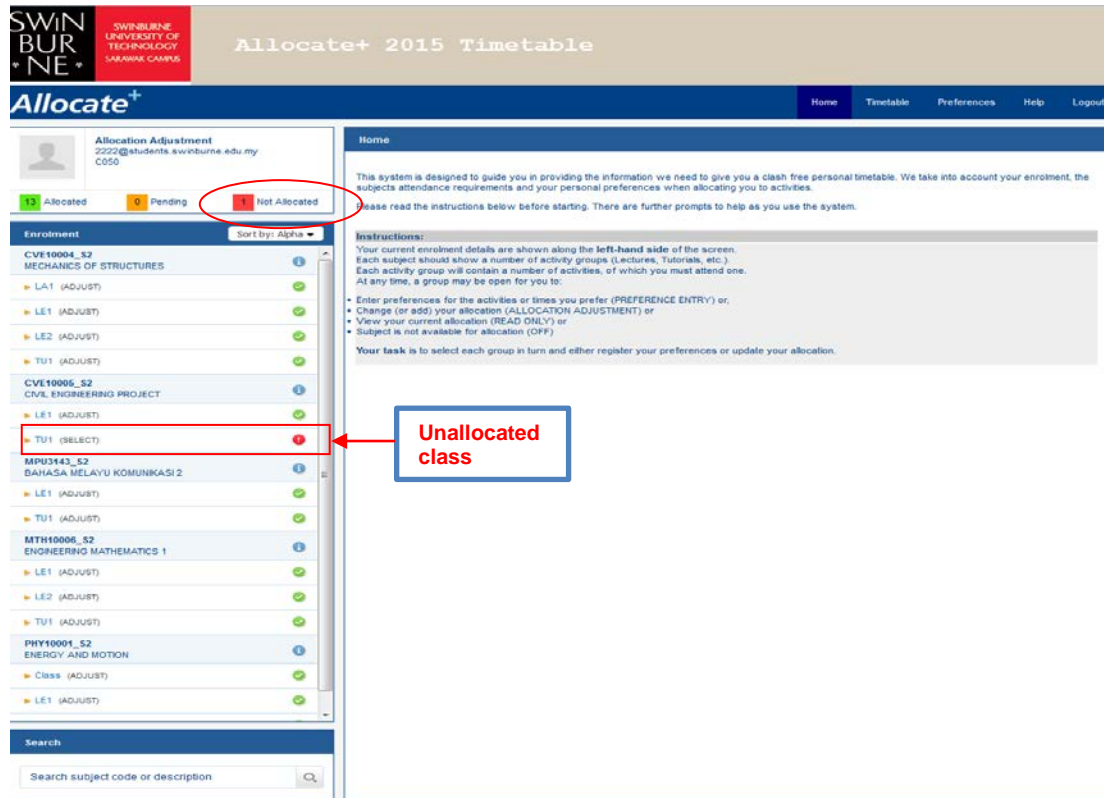
If you click on the Clash button, it will display a message saying your change has been rejected with the reason of timetable clash. If this happens, you have not lost your current allocation but you may be able to select another class time or accept the allocation that you have already been given.

The screenshot shows the 'Allocate+ 2015 Timetable' interface. On the left, there is a navigation menu with 'Enrolment' and a list of courses including 'CVE10004_S2 MECHANICS OF STRUCTURES'. The main area displays a table of activities for 'CVE10004_S2 MECHANICS OF STRUCTURES LA1'. Activity 03 is highlighted with a red 'Full' button. A modal dialog box is open, displaying the message: 'ALLOCATION FAILED. 2222 CVE10004_S2, LA1, 05 clashes with PHY10001_S2, Class, 02-P1'. The table below shows the following data:

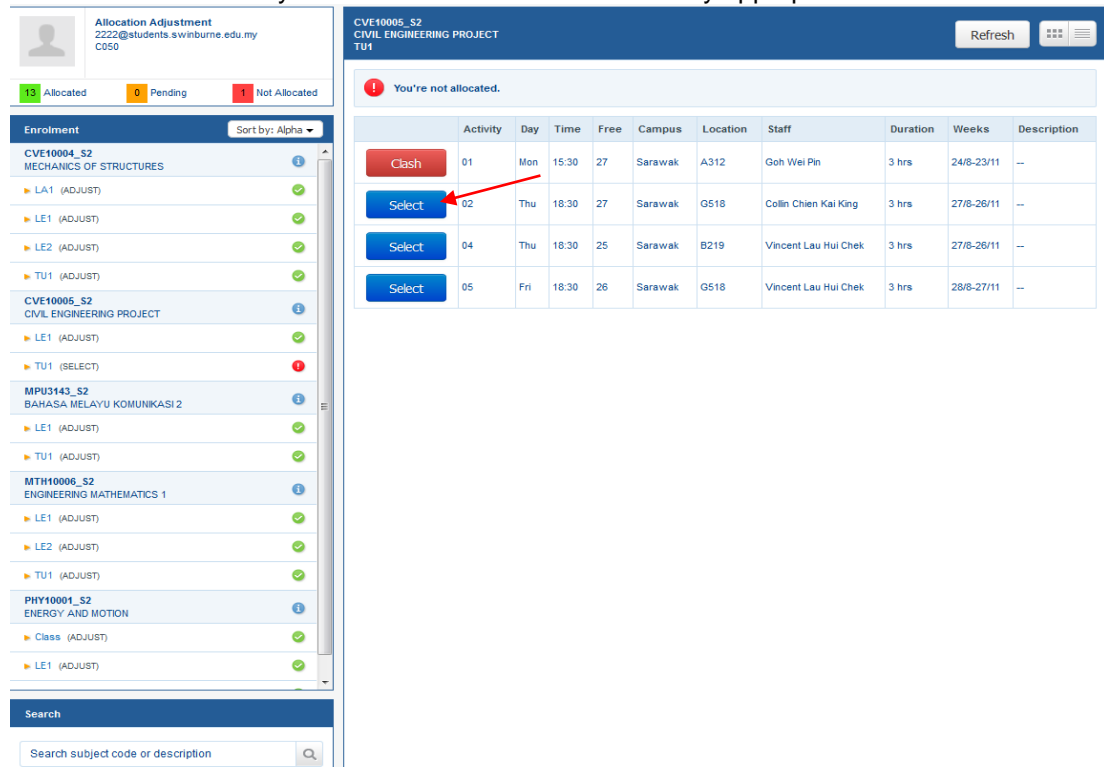
Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
01	Tue	08:30	24	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	28/9, 3/11	--
02	Tue	10:30	25	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	29/9, 3/11	--
03	Fri	16:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	2/10, 6/11	--
04	Tue	18:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	28/9, 2/11	--
05	Fri	18:30	0	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	2/10, 6/11	--

7.1 Unallocated Classes

To ensure that you have been fully allocated to all your enrolled classes, make sure that the Not Allocated (in Red) at the top left hand side of the screen is showing 0. For this case, you have one class Not Allocated.



Click on the class that you are Not Allocated and Select any appropriate class.



7.2 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. 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, you will need to change your enrolment by contacting the enrolment unit.

The screenshot shows the 'Allocate+ 2015 Timetable' interface for a student named RAYMOND CHONG. The student's profile includes their name, email (4304446@students.swinburne.edu.my), and student ID (SK401). The interface displays a summary of enrolment: 13 Allocated, 0 Pending, and 1 Not Allocated. A list of enrolled subjects is shown, including HEC2421_S2 (FLUID MECHANICS C), HEC4722_S2 (PROCESS MASS TRANSFER), HEC4812_S2 (SAFETY AND RISK MANAGEMENT), and MME30001_S2 (ENGINEERING MANAGEMENT 1). The MME30001_S2 subject is highlighted, and its allocation status is shown as 'Not Allocated' (indicated by a red '1' icon). A table below the subject list shows a clash for the LE2 activity on Monday at 14:30. The table columns are Activity, Day, Time, Free, Campus, Location, Staff, Duration, Weeks, and Description. The clash entry shows a 'Clash' button, Activity '01', Day 'Mon', Time '14:30', Free '35', Campus 'Sarawak', Location 'B005', Staff 'Kii Ing Bui', Duration '1 hr', and Weeks '24/8-23/11'. A message at the top of the table area states 'You're not allocated.'

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

Step 3

To view your allocations/timetable, click on the [Timetable](#) link at the top right hand side of the screen.

You can move the scroll bar of “Timetable Weeks” to view your timetable in different weeks of the semester/term.

The screenshot displays the 'Allocate+ 2015 Timetable' interface. At the top, there is a navigation bar with links for Home, Timetable, Preferences, Help, and Logout. Below this, a 'Timetable Weeks' section features a scroll bar to navigate between weeks. The main content is a grid showing class allocations for 'All Weeks' from 8:00 AM to 6:00 PM across days of the week (Mon to Sun). The grid contains colored blocks representing different classes, such as CVE10004_S2 (Mechanics of Structures), CVE10005_S2 (Civil Engineering Project), MPU3143_S2 (Bahasa Melayu Komunikasi 2), MTH10006_S2 (Engineering Mathematics 1), and PHY10001_S2 (Energy and Motion). A sidebar on the left lists enrolled subjects with their levels and adjustment status. The interface also includes a search bar at the bottom left for subject codes or descriptions.

You can also show your timetable as list format by clicking on the icon at right hand side of the screen as shown below.

The screenshot displays the 'Allocate+ 2015 Timetable' interface. At the top, there is a header with the SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS logo and the title 'Allocate+ 2015 Timetable'. Below the header, there is a navigation bar with 'Home', 'Timetable', 'Preferences', 'Help', and 'Logout' links. A 'Show as list' button is visible in the top right corner, with a red arrow pointing to it.

The main content area is divided into two sections. On the left, there is a sidebar with a user profile section for 'Allocation Adjustment' (2222@students.swinburne.edu.my, C050) and a summary of allocation status: 14 Allocated, 0 Pending, and 0 Not Allocated. Below this is an 'Enrolment' section with a 'Sort by: Alpha' dropdown and a list of subjects with their respective activity levels (e.g., LA1, LE1, TU1) and status icons.

On the right, there is a 'Timetable Weeks' section with a 'Timetable Weeks' slider and a 'All Weeks' dropdown. Below this is a table titled 'All Weeks' showing a list of subjects with columns for Subject Code, Subject Description, Group, Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Activity Descriptive. The table contains multiple rows of subject data.

Subject Code	Subject Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Activity Descriptive
CVE10004_S2	MECHANICS OF STRUCTURES	LA1	02(-)	Tue	10:30	Sarawak	E211	Andrea Wee Yian Lin	2 hrs	29/9, 3/11	--
CVE10004_S2	MECHANICS OF STRUCTURES	LE1	01(-)	Mon	08:30	Sarawak	B005	Adeline Ng Ling Ying	3 hrs	24/8-23/11	--
CVE10004_S2	MECHANICS OF STRUCTURES	LE2	01(-)	Wed	13:30	Sarawak	B005	Adeline Ng Ling Ying	1 hr	26/8-25/11	--
CVE10004_S2	MECHANICS OF STRUCTURES	TU1	02(-)	Wed	10:30	Sarawak	A313	Ng Lieu Thai	2 hrs	26/8-25/11	--
CVE10005_S2	CIVIL ENGINEERING PROJECT	LE1	01(-)	Tue	13:30	Sarawak	B004	Goh Wei Pin	2 hrs	25/8-24/11	--
CVE10005_S2	CIVIL ENGINEERING PROJECT	TU1	02(-)	Thu	18:30	Sarawak	G518	Collin Chien Kai King	3 hrs	27/8-26/11	--
MPU3143_S2	BAHASA MELAYU KOMUNIKASI 2	LE1	01(-)	Mon	18:00	Sarawak	G705	Ahmad Faisal Bin Mahdi	1.5 hrs	24/8-28/9, 12/10-16/11	--
MPU3143_S2	BAHASA MELAYU KOMUNIKASI 2	TU1	01(-)	Wed	17:30	Sarawak	G309	Abert Achilles Nonong Anak Jelung	2 hrs	26/8-30/9, 14/10-18/11	--
MTH10006_S2	ENGINEERING MATHEMATICS 1	LE1	01(-)	Thu	08:30	Sarawak	L001	Irene Yang	2 hrs	27/8-26/11	--
MTH10006_S2	ENGINEERING MATHEMATICS 1	LE2	01(-)	Fri	11:30	Sarawak	L001	Irene Yang	1 hr	28/8-27/11	--
MTH10006_S2	ENGINEERING MATHEMATICS 1	TU1	04(-)	Tue	15:30	Sarawak	B412	Rajeswari Lakshmanan	2 hrs	25/8-24/11	--
PHY10001_S2	ENERGY AND MOTION	Class	02-P1(-)	Fri	14:30	Sarawak	E408	Richard Belanda Anak Dagang	2 hrs	18/9, 16/10, 6/11	--
PHY10001_S2	ENERGY AND MOTION	Class	02-P2(-)	Fri	14:30	Sarawak	B414	Richard Belanda Anak Dagang	2 hrs	28/8-11/9, 25/9-2/10, 23/10-30/10, 13/11-27/11	--
PHY10001_S2	ENERGY AND MOTION	LE1	01(-)	Wed	08:30	Sarawak	L001	Richard Belanda Anak Dagang	2 hrs	26/8-25/11	--
PHY10001_S2	ENERGY AND MOTION	LE2	01(-)	Fri	10:30	Sarawak	L001	Richard Belanda Anak Dagang	1 hr	28/8-27/11	--

Step 4

Click on the printer icon to print your timetable. You can choose to print your timetable in potrait or Landscape.

Step 5

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

8. View a subject timetable outside your enrolment

You can view a subject timetable by keying the subject code or description and click on the search icon as shown below. Then, click on the view button to show the timetable for subject that you have entered.

The screenshot displays the Allocate+ student portal interface. At the top, the 'Allocate+' logo is on the left, and navigation links for 'Home', 'Timetable', 'Preferences', 'Help', and 'Logout' are on the right. Below the header, the user's profile is shown as 'Allocation Adjustment' with email '2222@students.swinburne.edu.my' and ID 'C050'. A summary bar indicates 14 Allocated, 0 Pending, and 0 Not Allocated subjects.

The main content area is split into two panels. The left panel, titled 'Enrolment', lists several subjects with their respective levels and statuses (e.g., LA1, LE1, LE2, TU1). The right panel, titled 'Search Results', shows a table with columns for 'Subject', 'Description', and 'Campus'. A single result is displayed for 'MEE10001_S2' with the description 'MATERIALS AND PROCESSES' and campus 'SWK'. A blue 'View' button is present next to this result, with a red arrow pointing to it.

At the bottom left, a search bar contains the text 'MEE10001' and a search icon, with a red arrow pointing to the search icon.

Subject	Description	Campus	Action
MEE10001_S2	MATERIALS AND PROCESSES	SWK	View

The timetable for all activities (classes) of this unit will be displayed.

The screenshot shows the 'Allocate+ 2015 Timetable' interface. On the left, there is a user profile for 'Allocation Adjustment' and a list of enrolled units with their respective class statuses. The main area displays a timetable grid for 'MEE10001_S2 MATERIALS AND PROCESSES'. The grid shows activities for Monday through Sunday. A red arrow points to a class activity on Monday at 08:30. A tooltip 'Activity Details' is visible over this activity.

You can click on the activity on your chosen day and time to view the details. The activity details will be shown as below.

The screenshot shows the 'Activity Details' for 'MEE10001_S2 MATERIALS AND PROCESSES'. The details are as follows:

Activity Type	Lab
Group	Class
Activity	05-P2
Description	--
Day	Mon
Time	08:30
Free	32
Campus	Sarawak
Location	E211
Staff	Akshay Kakar
Duration	2 hrs
Dates	26/10

There is a 'Go Back' button at the bottom of the details panel.

You can also click on the icon besides the Show Timetable to incorporate the existing timetable of your enrolled units into the timetable of this new unit for checking of timetable clashes.

The screenshot displays the 'Allocate+ 2015 Timetable' interface. On the left, there is a user profile for 'Allocation Adjustment' and a list of enrolled units with their status (Allocated, Pending, Not Allocated). The units listed include CVE10004_S2 (MECHANICS OF STRUCTURES), CVE10005_S2 (CIVIL ENGINEERING PROJECT), MPU3143_S2 (BAHASA MELAYU KOMUNIKASI 2), MTH10006_S2 (ENGINEERING MATHEMATICS 1), and PHY10001_S2 (ENERGY AND MOTION). Each unit has a 'Show Timetable' icon (a small calendar icon) next to it. A red arrow points to this icon for the PHY10001_S2 unit. The main area shows a weekly timetable grid from 8:00 AM to 7:00 PM, with days of the week as columns. The grid contains various class blocks for different units, such as 'PHY10001_S2 LE1' and 'MTH10006_S2 LE2'. At the top right of the grid area, there is a 'Show Timetable' button with a calendar icon, which is highlighted by the red arrow.

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

- 1.1 Go to <https://allocate.swinburne.edu.my/aplus/apltimetable>
- 1.2 Select teaching period – e.g, Semester One
- 1.3 Select your campus location – e.g. Sarawak
- 1.4 Enter a full or partial unit of study code, which must be at least the first three characters, and/or enter part of a unit of study name. Click "Search".
- 1.5 Select the units of study (subjects) you wish to view timetables by holding down your Ctrl key and click with your mouse. Click "Add" to move the selected units of study across into the "Current Selection" box. The current selection will display all the units of study that you have chosen.
- 1.6 You have the option to display ALL your activities or select activity types E.g.: Lecture, Tutorial, Lab, etc. by ticking the appropriate box.
- 1.7 You have the option to filter the displayed activities by the day of your choice and/or filter the activities displayed by the start time of the activities.
- 1.8 Select a timetable view (*Flat, Grid Horizontal or Grid Vertical*) and check for any Clashes

10. Allocate+ Queries

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

11. 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.

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. Refer to the Auto Allocation section.

Activity Group Terminology:

LE - Lecture

LA - Lab

TU - Tutorial

FW - Fieldwork

WS - Workshop