Student Business Systems

Allocate+

Student Guide

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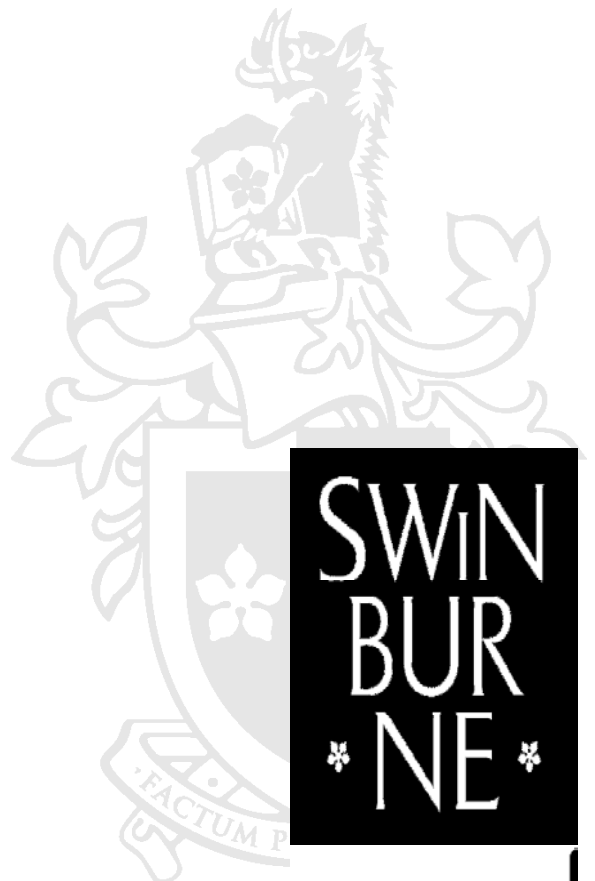
Allocate+ is a web based class allocation system for Swinburne University of Technology Sarawak Campus.

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.
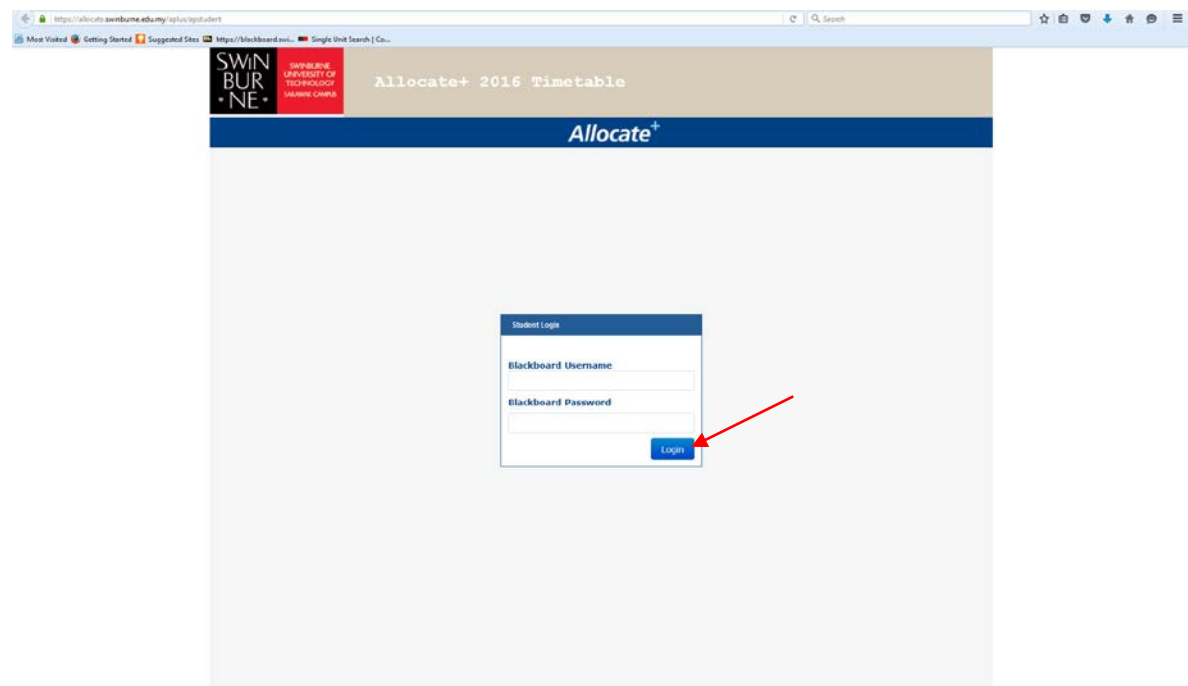
6. Preference Entry Mode

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.

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:

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 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.

6.2 Multi-Part Activities

This means you can only select from restricted groups.

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.

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.

Step 2

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

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.

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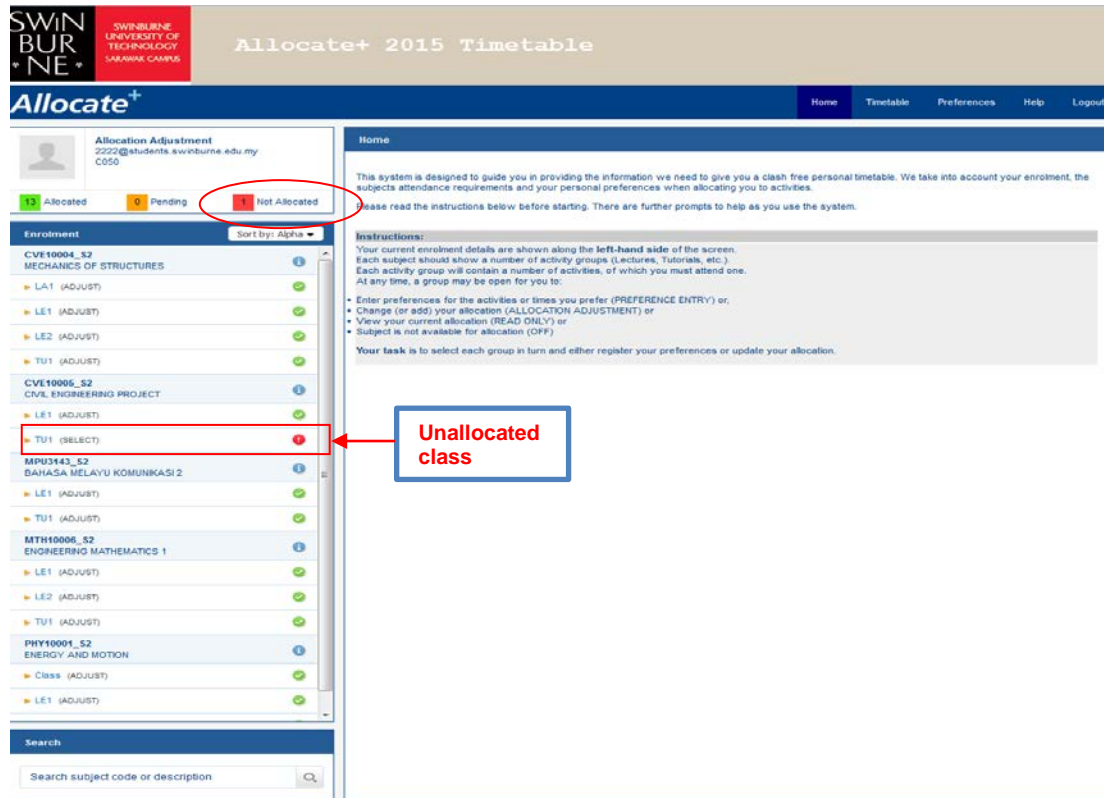
Click on the class that you are Not Allocated and Select any appropriate class.
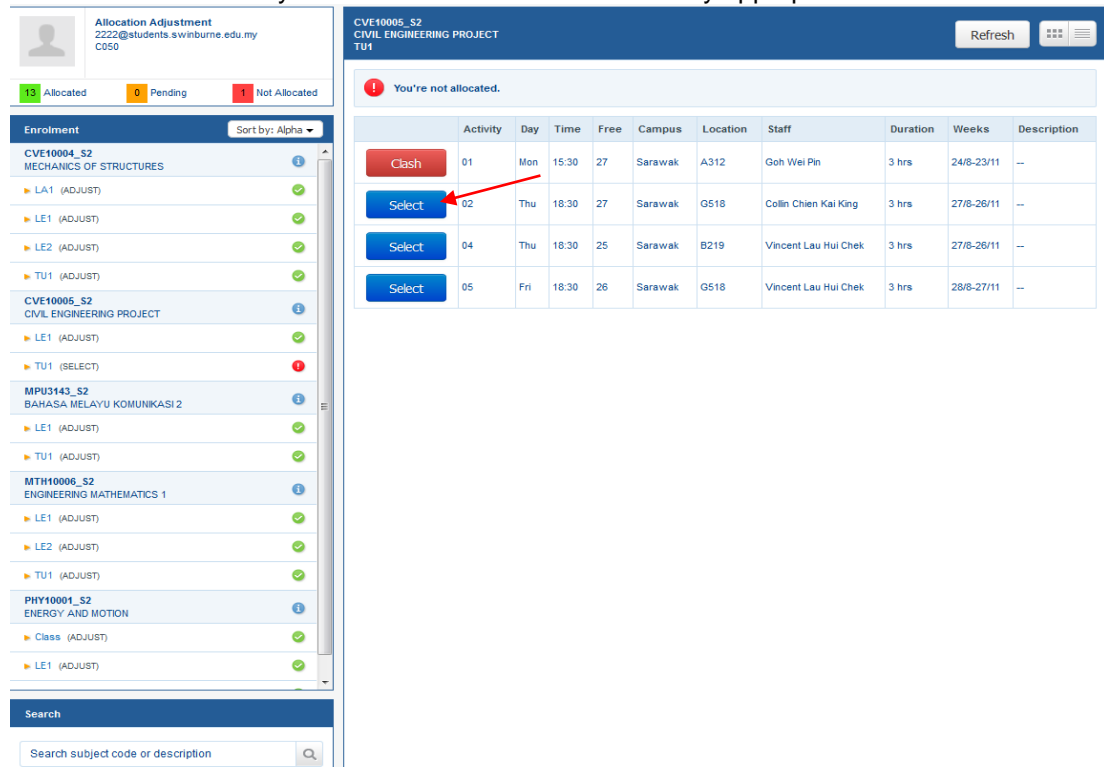
7.2 Auto Allocation

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.

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.

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

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

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

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.

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

1.1   Go to https://allocate.swinburne.edu.my/aplus/aptimetable

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