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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
- Have a valid Active Directory/Exchange 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 are available at http://www.swinburne.edu.my/allocate-plus/index.htm
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 Active Directory/Exchange/Webmail password, then click the “Click here when ready!” button.

NOTE: You will need to enter your username (your student ID number) and your Active Directory/Exchange/Webmail password to login to Allocate+.
5. 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.
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 –

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).

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Time</th>
<th>Day</th>
<th>Duration</th>
<th>Dates</th>
<th>Popularity</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-P1</td>
<td>14:30</td>
<td>Mon</td>
<td>60 minutes</td>
<td>2/2-16/5, 3/3-11/5</td>
<td>9%</td>
</tr>
<tr>
<td>01-P2</td>
<td>15:30</td>
<td>Wed</td>
<td>60 minutes</td>
<td>4/2-10/5, 1/4-13/5</td>
<td>9%</td>
</tr>
<tr>
<td>01-P3</td>
<td>08:30</td>
<td>Mon</td>
<td>120 minutes</td>
<td>2/2-16/5, 3/3-11/5</td>
<td>9%</td>
</tr>
<tr>
<td>02-P1</td>
<td>16:30</td>
<td>Mon</td>
<td>60 minutes</td>
<td>2/2-16/5, 3/3-11/5</td>
<td>9%</td>
</tr>
<tr>
<td>02-P2</td>
<td>11:30</td>
<td>Tue</td>
<td>60 minutes</td>
<td>2/2-17/5, 3/3-12/5</td>
<td>9%</td>
</tr>
<tr>
<td>02-P3</td>
<td>08:30</td>
<td>Thu</td>
<td>120 minutes</td>
<td>5/2-30/5, 6/4-14/5</td>
<td>9%</td>
</tr>
</tbody>
</table>

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_51, 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 click 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).
6. **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.

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.
6.1 Auto Allocation

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

Please check your 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.
6.2 Unallocated Classes

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

**Step 4**

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

If you cannot allocate yourself to other times that are being offered, please contact SIC if you encounter these problems.
8. 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.

9. 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

10. 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 alongside 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 your current allocations from the My Allocations link to confirm all current allocations. Refer to the Auto Allocation section.