

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.

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 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 are available at <http://www.swinburne.edu.my/allocate-plus/index.htm>

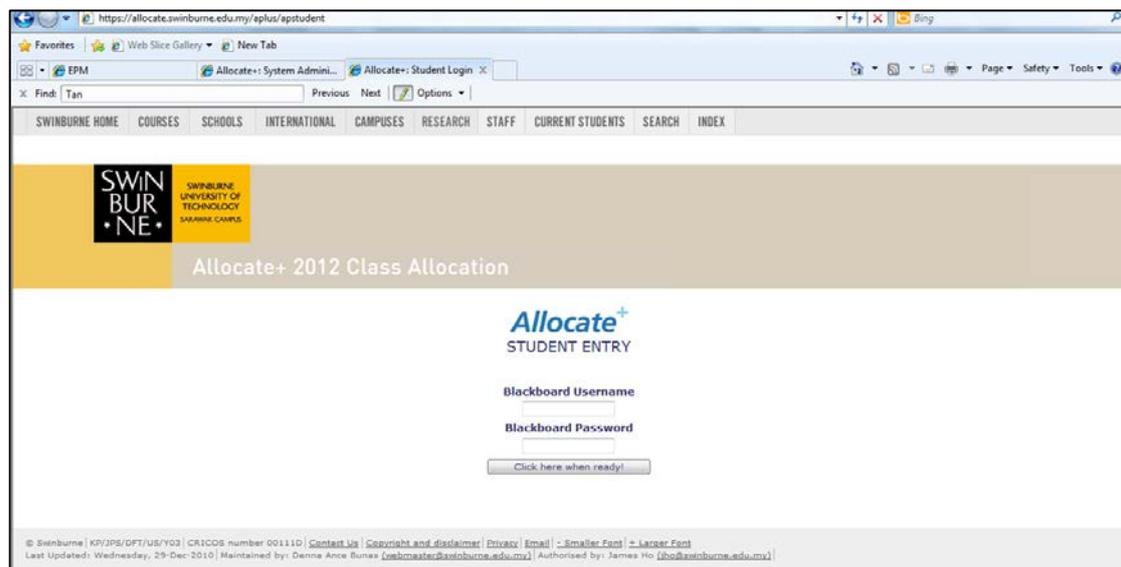
5. Login to A+

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.



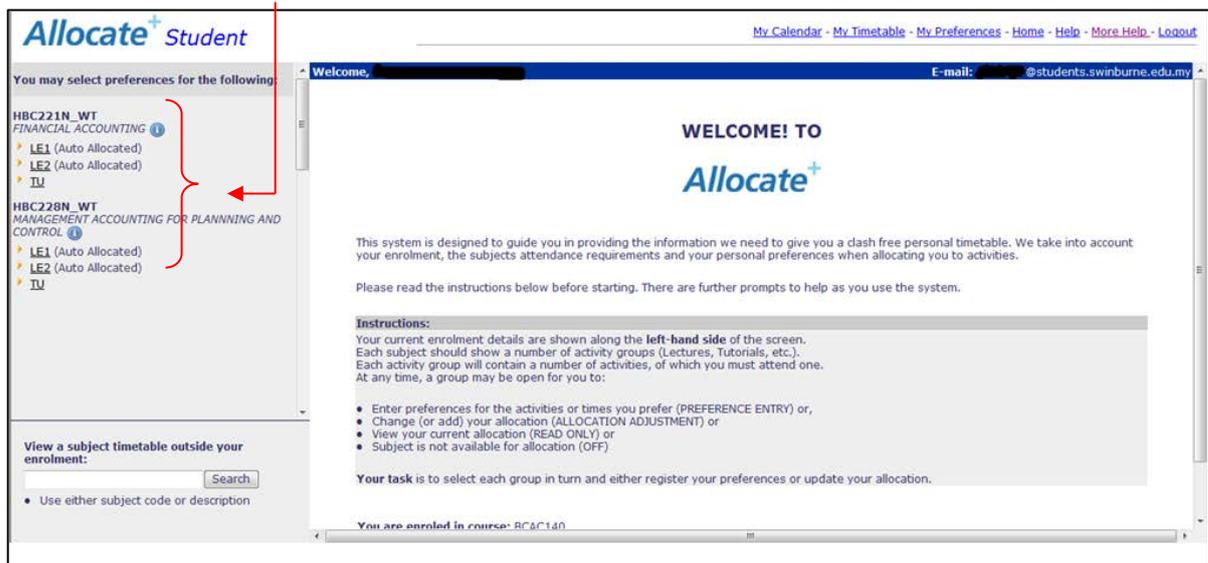
NOTE: You will need to enter your username (your student ID number) and your Blackboard password to login to Allocate+.

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.

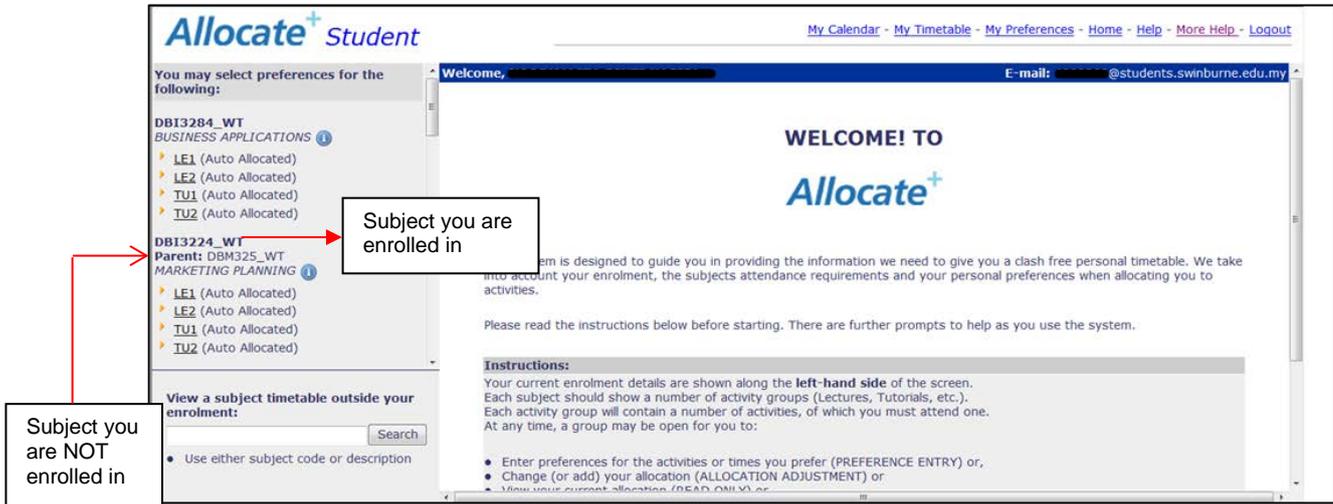
Step 1

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.



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).

Welcome, E-mail: urne.edu.

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.

You can also enter your preferences through another type of screen layout. Click on the Show Grid button.

HBC221N_WT
FINANCIAL ACCOUNTING
LE1 (Auto Allocated)
LE2 (Auto Allocated)
TU

HBC228N_WT
MANAGEMENT ACCOUNTING FOR PLANNING AND CONTROL
LE1 (Auto Allocated)
LE2 (Auto Allocated)
TU

You may adjust your allocation for the following:

HBC221N_WT
FINANCIAL ACCOUNTING
Tutorial
Show Grid

Message: You have not entered any preferences. To register your preferences, you must place a number between 1 and 10 in the boxes provided in preference order. You must enter at least 3 preference(s).

Submit Preferences

Campus: Sarawak

Activity	Start Time	Day	Duration	Dates	Popularity
<input type="checkbox"/> 01-P1	15:30	Mon	120 minutes	18/6-23/7	0%
<input type="checkbox"/> 01-P2	13:30	Thu	120 minutes	21/6-26/7	0%
<input type="checkbox"/> 02-P1	13:30	Tue	120 minutes	19/6-24/7	0%
<input type="checkbox"/> 02-P2	08:30	Thu	120 minutes	21/6-26/7	0%
<input type="checkbox"/> 03-P1	10:30	Tue	120 minutes	19/6-24/7	0%
<input type="checkbox"/> 03-P2	08:30	Fri	120 minutes	22/6-27/7	0%

View a subject timetable outside your enrolment: Search

Use either subject code or description

Enter your preferences against your chosen day and time with a rating of 1-3. The lecture timetable for this unit (auto-allocated activities) is shown in the timetable for your reference and comparison.

You may select preferences for the following: Submit Preferences

HBC221N_WT
FINANCIAL ACCOUNTING
LE1 (Auto Allocated)
LE2 (Auto Allocated)
TU

You may adjust your allocation for the following:

HBC228N_WT
MANAGEMENT ACCOUNTING FOR PLANNING AND CONTROL
LE1 (Auto Allocated)
LE2 (Auto Allocated)
TU

View a subject timetable outside your enrolment: Search

Use either subject code or description

My Timetable Options

Change Orientation

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8 am							
9 am							
10 am							
11 am	HBC221N_WT LE1, 01 B005 18/6-23/7	03-P1	HBC221N_WT LE2, 01 B004 20/6-25/7				
12 pm							
1 pm							
2 pm	HBC228N_WT LE1, 01 B005 18/6-23/7	02-P1		01-P2			
3 pm							
4 pm	01-P1						

Click on change orientation if you would like to have different timetable layout for day and time.

HBC221N_WT
FINANCIAL ACCOUNTING
LE1 (Auto Allocated)
LE2 (Auto Allocated)
TU

You may adjust your allocation for the following:

HBC228N_WT
MANAGEMENT ACCOUNTING FOR PLANNING AND CONTROL
LE1 (Auto Allocated)
LE2 (Auto Allocated)
TU

View a subject timetable outside your enrolment: Search

Use either subject code or description

Message: You have not entered any preferences. To register your preferences, you must place a number between 1 and 10 in the boxes provided in preference order. You must enter at least 3 preference(s).

Submit Preferences

My Timetable Options

Change Orientation

	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm
Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
Sun											

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.

The screenshot shows the Allocate+ Student interface. At the top, there are navigation links: My Calendar, My Timetable, My Preferences, Home, Help, More Help, and Logout. A red arrow points from the text above to the 'My Preferences' link. Below the navigation bar, there is a 'Welcome' message and an email address. The main content area is divided into two sections. The left section, titled 'You may select preferences for the following:', lists two subjects: HBC220N_WT (FINANCIAL INFORMATION SYSTEMS) and HES5380_WT (ENGINEERING MANAGEMENT 2). Under each subject, there are several preference options (e.g., LA1, LE1, LE2, TU) with expandable arrows. The right section, titled 'Valid at May 31, 2012, 9:53:07 AM', displays a timetable summary for both subjects. The timetable is organized into two tables, one for HBC220N_WT and one for HES5380_WT. Each table has columns for Group, Preference, Activity, Day, Time, Duration, Location, and Weeks. The HBC220N_WT table shows three rows of preferences, and the HES5380_WT table shows four rows. At the bottom left, there is a search box for subject timetables and a note: 'Use either subject code or description'.

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 shows the 'Allocate+ Student' interface. On the left, there are subject categories: HBC221N_WT FINANCIAL ACCOUNTING (with sub-options LE1, LE2, TU) and HBC228N_WT MANAGEMENT ACCOUNTING FOR PLANNING AND CONTROL (with sub-options LE1, LE2, TU). A search bar is at the bottom left. The main content area shows the subject 'HBC221N_WT FINANCIAL ACCOUNTING Tutorial'. A message states 'This activity group is set to ALLOCATION ADJUSTMENT.' Below this, a smiley face icon says 'You are allocated to activities for this subject. They are listed below.' A table titled 'You are currently allocated to:' shows two rows of activity data. Below that, a 'Message:' field is empty. Another section titled 'You may select from the following options:' shows a table with 'Pick Me' links for various activity options. A red arrow points from the 'Pick Me' link in the options table to the search bar.

Activity Group	Day	Time	Campus	Location	Staff	Duration (minutes)	Weeks	Description
01-P1	TU	Mon 15:30	Sarawak	B309	Chan Soon Hua	120	18/6-23/7 --	
01-P2	TU	Thu 13:30	Sarawak	B309	Chan Soon Hua	120	21/6-26/7 --	

Activity Group	Campus	Day	Time	Location	Staff	Duration	Week	Description
Pick Me (2 available)	01-P1	TU	Sarawak Mon 15:30	B309	Chan Soon Hua	120	18/6-23/7 --	
Pick Me (2 available)	01-P2	TU	Sarawak Thu 13:30	B309	Chan Soon Hua	120	21/6-26/7 --	
Pick Me (2 available)	02-P1	TU	Sarawak Tue 13:30	B309	Chan Soon Hua	120	19/6-24/7 --	
Pick Me (2 available)	02-P2	TU	Sarawak Thu 08:30	B309	Chan Soon Hua	120	21/6-26/7 --	
Pick Me (13 available)	03-P1	TU	Sarawak Tue 10:30	B221	Laura Teng Ai Hui	120	19/6-24/7 --	
Pick Me (13 available)	03-P2	TU	Sarawak Fri 08:30	B221	Laura Teng Ai Hui	120	22/6-27/7 --	

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.

You can also change your allocations through another type of screen layout. Click on the Show Grid button.

HBC228N_WT
MANAGEMENT ACCOUNTING FOR PLANNING AND CONTROL
Tutorial

This activity group is set to **READ ONLY**. [Show Grid](#)

You are currently allocated to:

Activity Group	Day	Time	Campus	Location	Staff	Duration (minutes)	Weeks	Description
02-P1	TU	Tue 15:30	Sarawak	B309	Ling Chui Ching	120	19/6-24/7 --	
02-P2	TU	Fri 10:30	Sarawak	B309	Ling Chui Ching	120	22/6-27/7 --	

Message:

This group contains the following activities:

Activity	Type	Campus	Day	Time	Location	Staff	Duration	Weeks	Description
Full	01-P1	Tutorial Sarawak	Tue	08:30	B310	Damien Lee Lung Yau	120	19/6-24/7 --	
	01-P2	Tutorial Sarawak	Thu	13:30	B312	Damien Lee Lung Yau	120	21/6-26/7 --	
Full	02-P1	Tutorial Sarawak	Tue	15:30	B309	Ling Chui Ching	120	19/6-24/7 --	
	02-P2	Tutorial Sarawak	Fri	10:30	B309	Ling Chui Ching	120	22/6-27/7 --	
Full	03-P1	Tutorial Sarawak	Tue	10:30	B310	Damien Lee Lung Yau	120	19/6-24/7 --	
	03-P2	Tutorial Sarawak	Thu	15:30	B312	Damien Lee Lung Yau	120	21/6-26/7 --	
5 Places Available									
	04-P1	Tutorial Sarawak	Tue	13:30	B508	Addiance Entagon	120	19/6-24/7 --	
	04-P2	Tutorial Sarawak	Wed	13:30	B508	Addiance Entagon	120	20/6-25/7 --	

Click on Pick Me link to change your allocation

My Timetable **Current** Options

[Change Orientation](#)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8 am		HBC228N_WT TU, 01-P1 B310 19/6-24/7 Pick Me (1 avail)	HBC221N_WT LE2, 01 B004 20/6-25/7	HBC221N_WT TU, 02-P2 B309 21/6-26/7			
9 am							
10 am	HBC221N_WT LE1, 01 B005 18/6-23/7		HBC228N_WT LE2, 01 B005 20/6-25/7		HBC228N_WT TU, 02-P2 B309 22/6-27/7		
11 am							
12 pm							
1 pm							
2 pm	HBC228N_WT TU, 01-P1 B005 18/6-23/7	HBC221N_WT TU, 02-P1 B309 19/6-24/7 Pick Me (1 avail)	HBC228N_WT TU, 04-P1 B508 19/6-24/7 Pick Me (5 avail)	HBC228N_WT TU, 04-P2 B508 20/6-25/7 Pick Me (5 avail)	HBC228N_WT TU, 01-P2 B312 21/6-26/7 Pick Me (1 avail)		
3 pm							
4 pm		HBC228N_WT TU, 02-P1 B309 19/6-24/7					
5 pm							

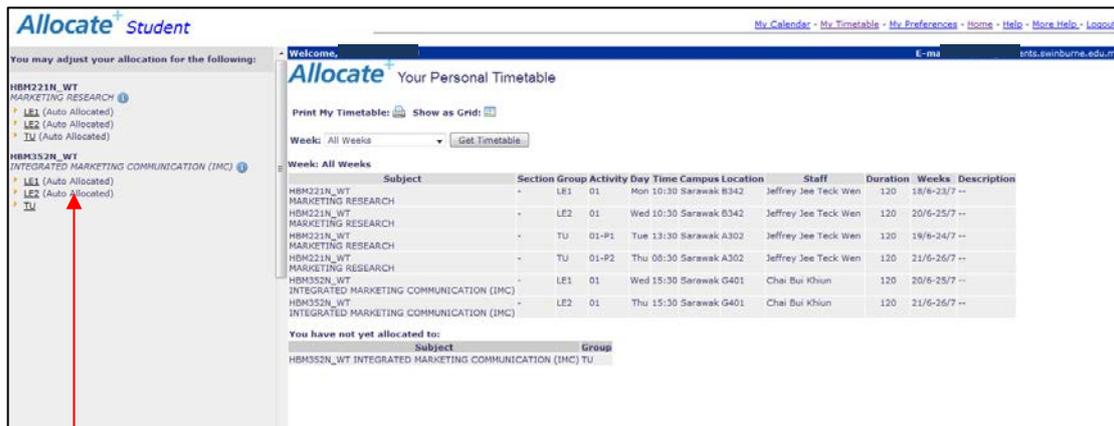
Click on change orientation if you would like to have different timetable layout for day and time.

My Timetable **Current** Options

[Change Orientation](#)

	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm
Mon				HBC221N_WT LE1, 01 B005 18/6-23/7			HBC228N_WT LE1, 01 B005 18/6-23/7				
Tue		HBC228N_WT TU, 01-P1 B310 19/6-24/7 Pick Me (1 avail)					HBC221N_WT TU, 02-P1 B309 19/6-24/7		HBC228N_WT TU, 02-P1 B309 19/6-24/7		
Wed		HBC221N_WT LE2, 01 B004 20/6-25/7		HBC228N_WT LE2, 01 B005 20/6-25/7			HBC228N_WT TU, 04-P2 B508 20/6-25/7 Pick Me (5 avail)				
Thu		HBC221N_WT TU, 02-P2 B309 21/6-26/7					HBC228N_WT TU, 01-P2 B312 21/6-26/7 Pick Me (1 avail)				
Fri				HBC228N_WT TU, 02-P2 B309 22/6-27/7							

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 Timetable link at the top right hand side of the screen.

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

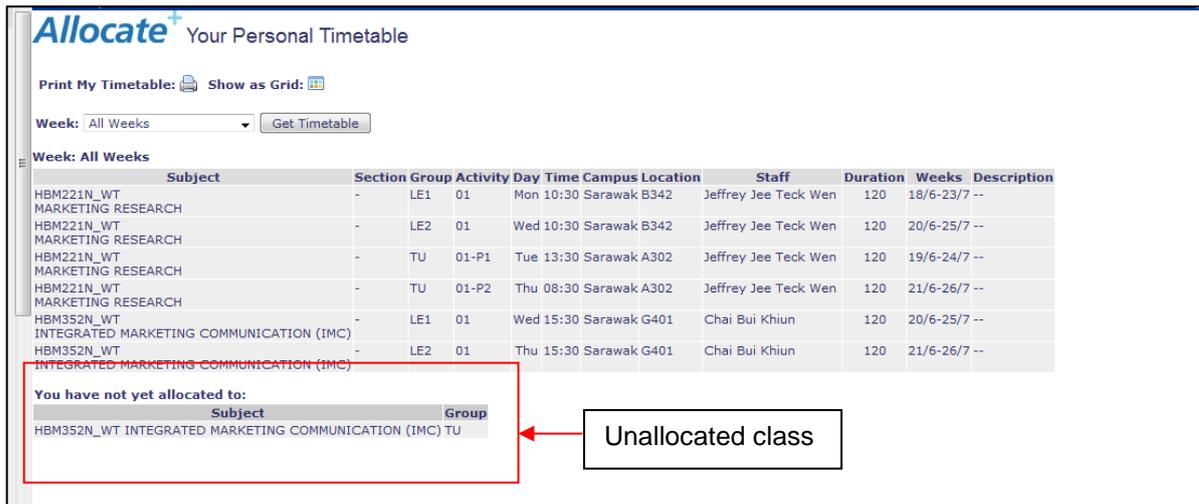
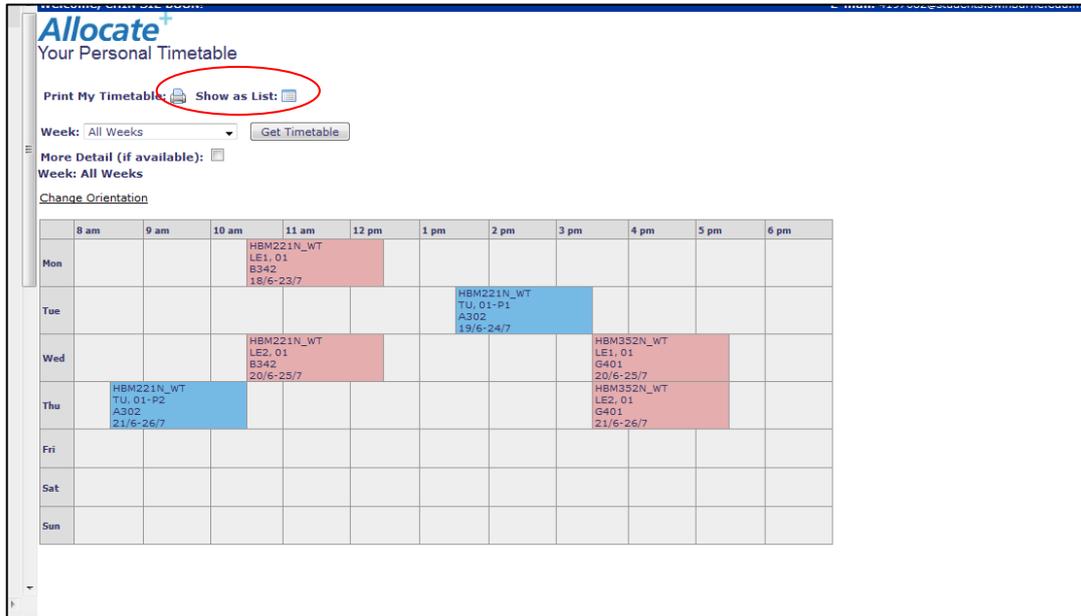


Click on the printer icon to print your timetable.

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 Timetable 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.

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

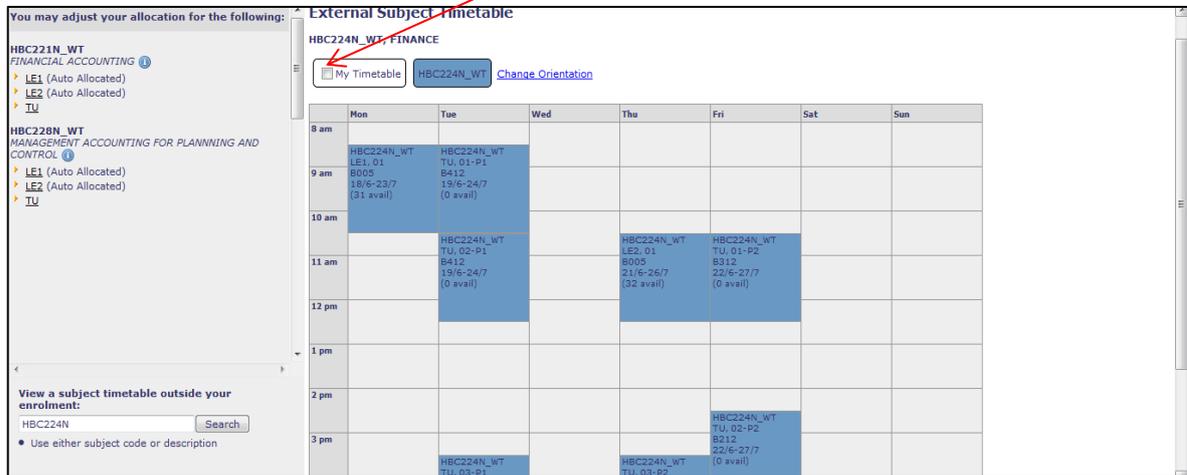
If you cannot allocate yourself to other times that are being offered, please contact SIC if you encounter these problems.

9. View a subject timetable outside your enrolment

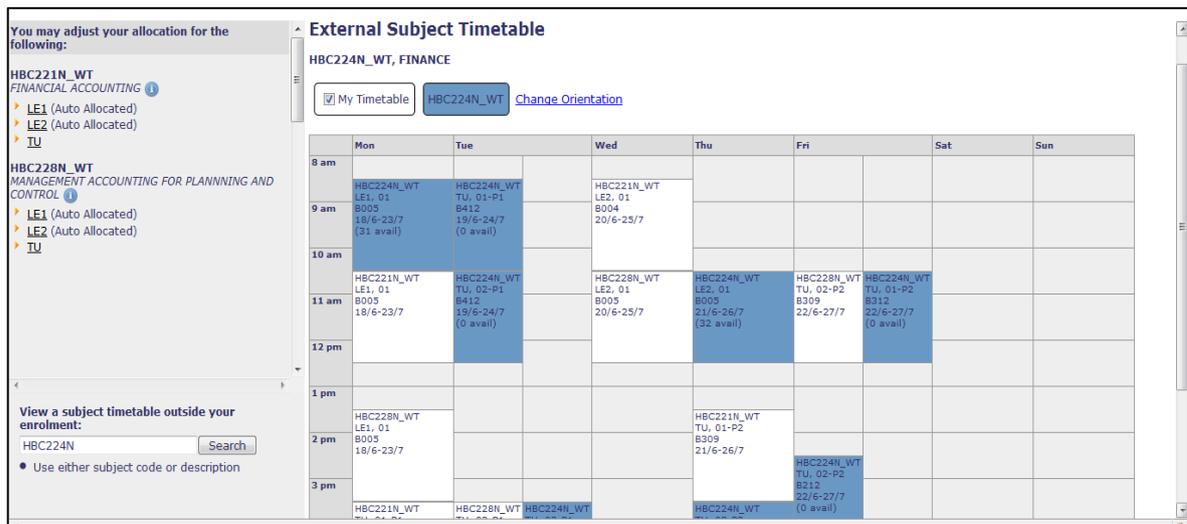
You may view a unit timetable by entering the unit code as below.



Click on Show button. Timetable for this unit will be showed.



Tick on My Timetable check box to incorporate the existing timetable of your enrolled units into the timetable of this new unit.



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

- 10.1 Go to <https://allocate.swinburne.edu.my/aplus/aptimetable>
- 10.2 Select teaching period – e.g, Semester One
- 10.3 Select your campus location – e.g. Sarawak
- 10.4 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'.
- 10.5 Select the activity types you wish to view.
- 10.6 Select a timetable view (*Flat, Grid Horizontal or Grid Vertical*) and check for any clashes.

11. 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 sbs@swinburne.edu.my.

12. 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>

13. 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.