

Allocate+

Academic Quick Start Guide



SWIN
BUR
NE

SWINBURNE UNIVERSITY
OF TECHNOLOGY

Table of Contents

1	LOGIN TO ALLOCATE+ AS A SCHOOL/FACULTY ACADEMIC	3
2	UNIT OF STUDY.....	4
3	OBTAINING CLASS LISTS	5
4	REPORTS FROM ALLOCATE+	6

Chapter 16

Login to Allocate+

1 Login to Allocate+ as a School/Faculty Academic

A School/Faculty Academic will be given a username and password for Allocate+ which only allows read access and report generating. Once the Timetable Unit has give you these details Allocate+ can be accessed from:

<http://allocate.swin.edu.au/aplus/admin> or

<http://allocate.swin.edu.au/aplus-tafe/admin>

- Enter the supplied username and password

Click

SWINBURNE UNIVERSITY OF TECHNOLOGY

Allocate+ 2009 Higher Education Class Allocation

Allocate+

ADMINISTRATIVE USER LOGIN

Username:

Password:

© Swinburne | CRICOS number 00111D | [Contact Us](#) | [Copyright and disclaimer](#) | [Privacy](#) | [Feedback](#) | [Accessibility Information](#) | [Smaller Font](#) | [Larger Font](#)
Last Updated: Wednesday, 10-Jun-2009 17:00:47 EST | Maintained by: Margo Bright [tmetable@swin.edu.au] | Authorised by: Margo Bright [tmetable@swin.edu.au]

2 Unit of Study

To access the Unit of Study details, click on the Unit of Study name on the left hand side of the screen.

This will take you to the next level of the Unit of Study screen:

Allocate+ Administrator: System Administrator Logout

Home | Groups | Modes | Status | Add Subject | Delete Subjects | Sort Sets | Sort | Tools | Admins | Config | Student | My Timetable | Reports

HAP117_S2: International Politics

[Manage Subject](#) [Add Group](#) [Sections](#)

Activity Groups:

Group	Min	Auto	Min	Allocation Mode	Functions
	Flag	Single	Prefs		
LE1 (Lecture)	0	Y	0	OFF	Update [Icons]
TU1 (Tutorial)	0	Y	0	OFF	Update [Icons]

Student System References:

Unit Code	Semester	Unit Class	Campus	Year	Mode
There are no Student System references					

Room Booking System References:

HAP117_S2

Room Booking System Key: [Input Field]

Class Lists:

Order by: Name Attendance List: [Icons]

Activity Group	Activity	Select	Attendance	Assessment
LE1	01	<input type="checkbox"/>	Attendance	Assessment
TU1	01	<input type="checkbox"/>	Attendance	Assessment
TU1	02	<input type="checkbox"/>	Attendance	Assessment
TU1	03	<input type="checkbox"/>	Attendance	Assessment
TU1	04	<input type="checkbox"/>	Attendance	Assessment
TU1	05	<input type="checkbox"/>	Attendance	Assessment
TU1	06	<input type="checkbox"/>	Attendance	Assessment

The screen will also tell you System Reference information, which can only be changed by the Timetable Office.

If you wish to find out more information about classes and students within them, click

Manage Subject

You will then be presented with a screen as shown below which provides a breakdown of each activity attached to the Activity Group. Click on the Activity group code for more details.

Allocate+ Subject Administrator
HAP117_S2, International Politics

Activity Groups: [Show Subject](#) | [Special Consideration](#) | [Update Details](#) | [Section Insert](#)

HAP117_S2 International Politics

Manager: null
Email: lssinfo@swin.edu.au

Student System References:

Unit Code	Semester	Unit Class	Campus	Year	Mode
There are no Student System references					

Syllabus Plus References:

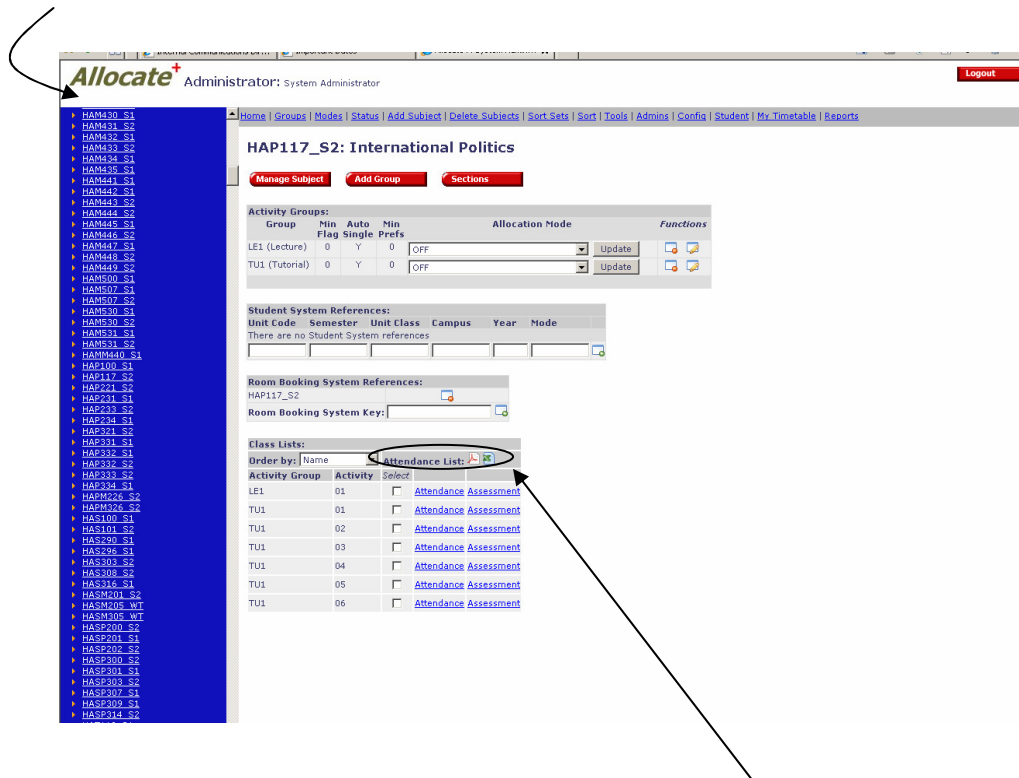
HAP117_S2

Activity Groups:

- LE1 (Lecture)**
(OFF)
Enrolments: 0
Preferences: 0
Allocations: 0
Seats Provided: 166
- TU1 (Tutorial)**
(OFF)
Enrolments: 0
Preferences: 0
Allocations: 0
Seats Provided: 144

3 Obtaining Class lists

First, select a Unit of Study from the list on the left hand side:



Then click in the box next to the activity you require a Class List

Attendance List:  

This will return a PDF class list¹ or an Excel class list, showing Student ID, Last name and First Name.

¹ In order to run Allocate + Class lists in pdf format you will need to have Adobe Reader installed on your PC

4 Reports from Allocate+

There are a number of web-based reports available via the “Reports” option on the menu bar. The criteria for searches can be customised depending on requirements. The process for running all reports is similar. The following is a list of the reports available:

Allocate+ Administrator: System Administrator Logout

Home | Groups | Modes | Status | Add Subject | Delete Subjects | Sort Sets | Sort | Tools | Admins | Config | Student | My Timetable | Reports

Web Based Reports

- Student Lists**: Reports on student allocation for a given subject, activity_group, activity and campus. Data provided includes:
 - Student number and name
 - Location and time of allocated activity
- Unallocated Students**: Reports on unallocated students for a specified subject(s) and activity_group. Data provided includes:
 - Student number and name
 - Activity Group details
- Subject Lists**: Reports on activities for a given subject, activity group, activity and campus. Data provided includes:
 - Day and time
 - Location and staff
 - Activity size and students allocated
- Student Profile**: Provides details on a nominated students timetable allocation and preference details. Use this to provide a quick reference to field students questions.
- Popularities**: Reports on the popularity of start times for a nominated subject, activity group and campus. To be used to plan activity redistribution. Popularity is defined as (selected as first preference / seats available) * 100 %
- Activity Utilisation**: Provides activity utilisation details for a specific set of subjects. Data provided includes:
 - Number of seats
 - Current enrollment
 - Current allocation
 - Current preferences
- Sections**: This data is intended to be used to identify shortfalls in room size and allocations and will let you know how many students have placed preferences. Provides a report on subjects that include sections along with the validation message
- Section Activities**: Provides a report on subjects that include sections along with the following data:
 - Section quota
 - Number of allocated students
- Room Utilisation**: Provides room utilisation details for all subjects. This data is intended to be used to gauge the use of rooms. **Note:** This report requires the "location" table to be populated.

To run a report, click on the report you wish to run, eg “Subject Lists”:

Allocate+ Administrator: System Administrator Logout

Home | Groups | Modes | Status | Add Subject | Delete Subjects | Sort Sets | Sort | Tools | Admins | Config | Student | My Timetable | Reports

Create Subject Activity List

Specify values each field. The % sign may be used as a wildcard.

Subject Code	Activity Group Code	Activity Code	Campus
%	%	%	%

At this point, you will need to enter the relevant criteria for your report. All of the above fields except Student ID can be inserted with a complete field name or partial with the use of a wildcard symbol, which in Allocate + is a percentage sign - %. Some examples below are:

Unit of Study Code

A search could be conducted on CPM502B_S1, or HET104_S1 which would return only that Unit of Study,

OR

For Faculty Units:

HES1% which would return only first year Engineering Unit of Study,

OR

HES% which would return all Units of Study codes beginning with HES,

OR

HES%_S1 which returns all **HEd** Units of Study codes beginning with HES for Semester One; or
CPM%_S1% which returns all **TAFE** Units of Study codes beginning with CPM for Semester One.

Activity Group Code

This is the same as Syllabus Plus' Template field i.e. the Unit of Study delivery, which is displayed as or CL1, being part of the CPM502B_S1-Haw-CL1/01, or LE2, being part of HET104_S1 -LE2/01.

The Group Code can be entered in partially with the use of % or completely eg LE% or LE2, CL1, CL%.

Remember, if L% is entered then both Lectures (LE) and Labs (LA) will be displayed.

Activity Code

This is the stream number associated with the activity i.e. 03 (TU1/03). If the activity that is required has a code less than ten then it must be entered as '03' and not '3'. The wildcard sign (%) can still be used in this field.

Campus

A wildcard sign (%) can be used or the campus indicators which are:

- CRN
- HAW
- PRH
- LIL
- WAN