

Tutorial Registration (Allocate⁺) User Guide for students

The Allocation Process

The allocation process (how you are placed into your classes) in Tutorial Registration (Allocate⁺) involves a three stage approach:

1. **The Preference Sort:**

You will have a period of time to submit your preferences. The opening and closing dates are available on the Tutorial Registration FAQ webpage. You will also be sent an email advising you of these dates. After the closing date, you will be placed into your classes. You will then be able to log into Tutorial Registration (Allocate⁺) to view your timetable.

2. **Allocation Adjustment:**

Once the placement has finished, additional places may still be available. Tutorial Registration (Allocate⁺) will then open on a first in first served basis for a period of time, so students can make changes to their timetable if they wish.

3. **Automatic Placement:**

Before session begins, any student who has not yet engaged with the system (put in preferences or selected classes in the allocation adjustment period) will be automatically put into any remaining places available.

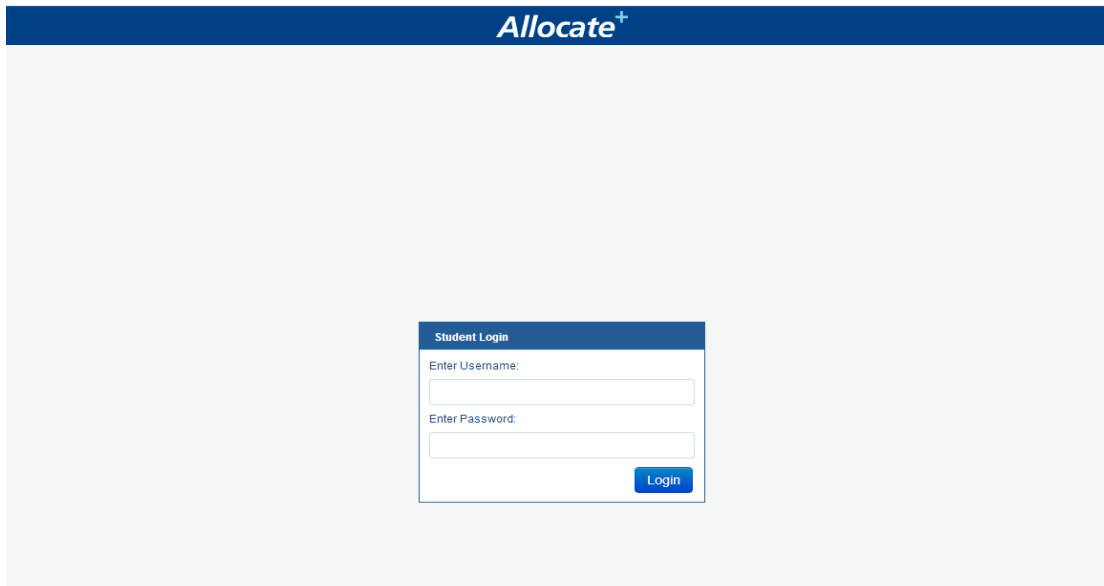
On the census date of each session, Tutorial Registration (Allocate⁺) will switch to read only. This means that you will still be able to log in to Tutorial Registration (Allocate⁺) and view your timetable; however, you will not be able to make any changes.

Tutorial registration dates are available at <http://www.uws.edu.au/tutorialregistration>

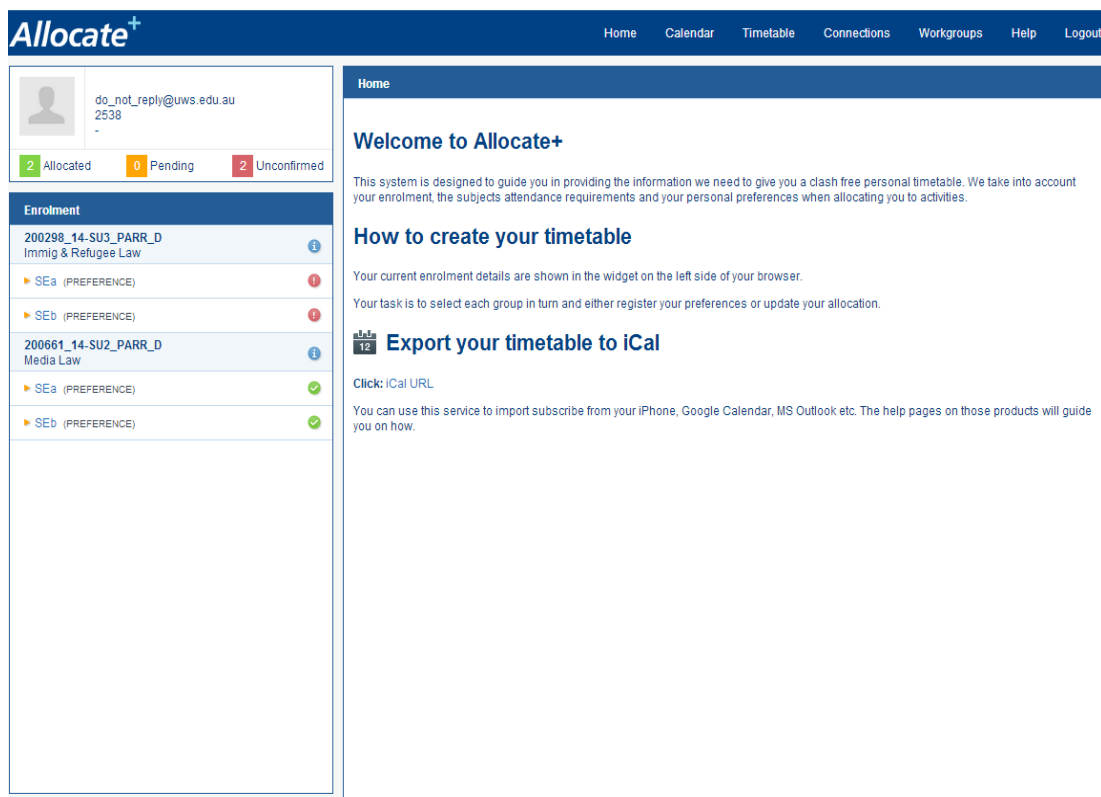
A Step by Step guide to Tutorial Registration (Allocate+)

You must be enrolled into your unit/s in MyStudentRecords (MySR) before you can access Allocate+

1. Log in to the [MyUWS Student Portal](#) using your MyUWSAccount username (your student ID number) and password. Click the 'Tutorial Registration (Allocate+)' link in the left hand side menu. You will need to log in again (using your MyUWSAccount details):



2. When you log in you will be taken to the home screen pictured below:

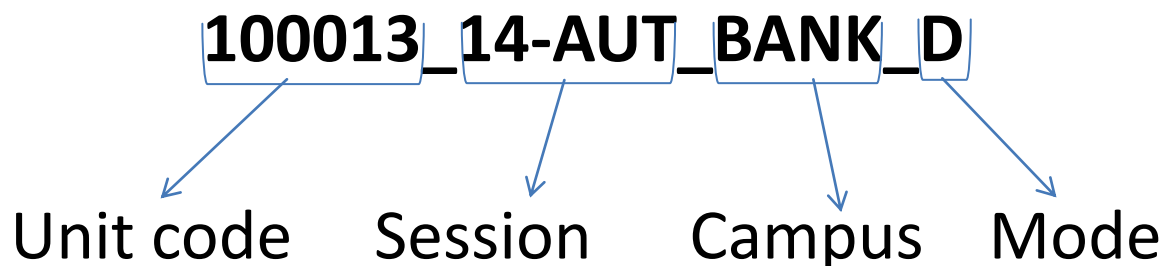


- On the left side of the screen is your current enrolment. Beneath the unit codes is a list of activity groups (e.g. lectures, tutorials, seminars, practicals, etc.) that you are required to attend for that unit. You must attend one class time for each activity group listed:

The screenshot shows the Allocate+ interface. At the top left is the 'Allocate+' logo. Below it is a user profile section with a placeholder icon, the email 'do_not_reply@uws.edu.au', and the ID '2538'. Below the profile are three status indicators: '2 Allocated' (green), '1 Pending' (orange), and '1 Unconfirmed' (red). The main section is titled 'Enrolment' and lists two units:

- 200298_14-SU3_PARR_D** (Immig & Refugee Law)
 - SEa (PREFERENCE) with a red exclamation mark icon
 - SEb (PREFERENCE) with a red exclamation mark icon
- 200661_14-SU2_PARR_D** (Media Law)
 - SEa (PREFERENCE) with a green checkmark icon
 - SEb (PREFERENCE) with a green checkmark icon

Tutorial Registration (Allocate+) uses unit codes in the following sequence:
 (note: The mode of study can be D = day, E = evening, W = weekend, X = external)



- When you click on an activity group you will be able to select preferences for your class times:

The screenshot shows the Allocate+ interface with the 'Preference' selection screen for the activity group '200298_14-SU3_PARR_D Immig & Refugee Law SEa'. The user profile is visible on the left. The main content area has a red warning message: 'You have not entered your preference.' and an information message: 'You must enter at least 2 preferences'. Below these is a table with the following data:

Preference	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	01	Tue	10:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Seminar
2	02	Tue	13:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Seminar

A 'Save' button is located below the table.

- Once you have entered your preferences, click 'Save':

The screenshot shows a table for entering preferences. The table has columns: Preference, Activity, Day, Time, Campus, Location, Staff, Duration, and Weeks. Two rows are visible:

Preference	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks
1	01	Tue	10:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2
2	02	Tue	13:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2

Below the table is a 'Save' button. A message box at the bottom states: "Your preferences for 200298_14-SU3_PARR_D, activity group SEa 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."

- You can change these preferences as many times as you like until the preference closing date. Once preferences close, you will be allocated class times based upon these preferences. You will not be allocated to a class time that was not one of your preferences. The activity screen will display your allocated class. See below:

The screenshot shows the 'Allocate+' interface. The top navigation bar includes Home, Calendar, Timetable, Connections, Workgroups, Help, and Logout. The user profile on the left shows the email 'do_not_reply@uws.edu.au' and ID '2538'. The main content area displays the subject '200298_14-SU3_PARR_D Immig & Refugee Law SEa'. A message says 'You're allocated.' and explains that no further preferences are needed. Below this is a table showing the allocated class:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
02	Tue	13:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Seminar

- Now that you've been allocated classes, view your timetable by clicking 'Timetable' at the top of the screen:

The screenshot shows the 'Allocate+' interface with the 'Timetable' view selected. The top navigation bar includes Home, Calendar, Timetable, Connections, Workgroups, Help, and Logout. The user profile on the left is the same as in the previous screenshot. The main content area displays a weekly timetable for 'All weeks'. The timetable shows the following allocations:

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
06:00							
09:00							
10:00							
11:00		200661 14-SEa 01 3/12-17/12, 7/1-2/11		200661 14-SEb 01 5/12-19/12, 9/1-23/1			
12:00							
13:00		200298 14-SEa 02 7/1-4/2					
14:00							
15:00							

8. Clicking on an activity in the timetable grid, will open up more details about that activity.
 (**note:** Tutorial Registration (Allocate⁺) displays attendance patterns in dates, not session weeks. In the below example, classes begin on 3 December and continue through to 17 December. There is then a break in class, which recommences on 7 January and continues through to 21 January.)

Activity Details

200661_14-SU2_PARR_D
Media Law

Activity Type	Seminar
Group	SEa
Activity	01
Day	Tue
Time	11:00
Semester	14-SU2
Campus	PARR
Location	PS-EA.2.13 (LT02)
Staff	Ireland, Jennifer
Duration	2 hrs
Weeks	3/12-17/12, 7/1-21/1

[Go Back](#)

9. If you have changed your mind and there are vacant spaces available in other classes, you will be able to return to the activity screen and select a different class time. The system will be open for a specified period of time to make changes to your tutorial registration on a first in first served basis.

Allocate⁺
Home Calendar Timetable Connections Workgroups Help Logout

do_not_reply@uws.edu.au
2538

4 Allocated
0 Pending
0 Unconfirmed

Enrolment

200298_14-SU3_PARR_D
Immig & Refugee Law

▶ SEa (ADJUST)
✔

▶ SEb (ADJUST)
✔

200661_14-SU2_PARR_D
Media Law

▶ SEa (PREFERENCE)
✔

▶ SEb (PREFERENCE)
✔

200298_14-SU3_PARR_D
Immig & Refugee Law
SEa

✔ You're allocated.
⋮

i Message
↩

	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Select	01	Tue	10:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Seminar
Allocated	02	Tue	13:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Seminar

10. If you try to select a class time that clashes with another activity on your timetable, you will receive a message that tells you which class is causing the clash. If you are experiencing a clash, please contact your school. You may be advised that you will not be able to complete both units in the same session.

The screenshot shows the Allocate+ interface. At the top, there is a navigation bar with links: Home, Calendar, Timetable, Connections, Workgroups, Help, Logout. The user profile shows the email 'do_not_reply@uws.edu.au' and ID '2538'. The status bar indicates 4 Allocated, 0 Pending, and 0 Unconfirmed. The enrolment list includes '200298_14-SU3_PARR_D Immig & Refugee Law' and '200661_14-SU2_PARR_D Media Law'. A table of activities is displayed with columns: Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. The table shows two rows: one for '200298 Seminar' at 10:00 and another for '200298 Seminar' at 13:00. A red error message box at the bottom states: 'ALLOCATION FAILED. 16882401 200298_14-SU3_PARR_D, SEa, 01 clashes with 200661_14-SU2_PARR_D, SEa, 01'.

11. Once the first in first served period ends, any student who has not submitted their preferences or failed to select any class times, will be automatically placed into any remaining spaces available.
12. Remember, you can submit a Change of Tutorial form to your relevant school at any time if you are unable to make a change. This form is available at www.uws.edu.au/changingtutorials. School of Law students should email lawenquiry@uws.edu.au.
13. You can use the Search function in Tutorial Registration (Allocate+) to look up the timetables of units that you have not yet enrolled in via MySR:

The screenshot shows the Search function in Allocate+. The search input field contains the text 'Introduction to'. Below the search bar, there is a 'Search Results' section with a table. The table has two columns: 'Subject' and 'Description'. The first row shows '101588_13-SU1_PARR_D' with the description 'An Introduction to Urban Design'. The second row shows '200006_14-SU2_PARR_D' with the description 'Introduction to Law'.

This is handy if you are considering changing units and want to see if the new unit will clash with your existing timetable. You can toggle between 'Hide Timetable' and 'Show Timetable' to view the search results with or without your current enrolment. An example of this is below:

The screenshot shows the Allocate+ interface. On the left, the user profile for 'a' (do_not_reply@uws.edu.au) is visible, along with enrolment statistics: 4 Allocated, 0 Pending, and 0 Unconfirmed. Below this is a list of enrolments for two units: '200298_14-SU3_PARR_D Immig & Refugee Law' and '200661_14-SU2_PARR_D Media Law'. Each enrolment has a status (e.g., SEa (ADJUST), SEb (ADJUST), SEa (PREFERENCE), SEb (PREFERENCE)) and a green checkmark indicating it is confirmed.

The main area displays a weekly timetable for the unit '200006_14-SU2_PARR_D Introduction to Law'. The timetable is a grid with days of the week (Mon-Sun) as columns and time slots (08:00-20:00) as rows. Blue blocks represent class sessions. For example, on Tuesday, there are sessions at 10:00-11:00 and 13:00-14:00. On Thursday, there is a session at 11:00-13:00. On Friday, there is a session at 10:00-12:30. The interface includes a 'Search Result' toggle and a 'Hide Timetable' button.

14. Before classes commence, make sure you are correctly allocated to all of your units by ensuring that a green tick is next to each activity group. The student in the below example is not correctly allocated to all of their activity groups.

The screenshot shows the Allocate+ interface for a student with 4 Allocated, 0 Pending, and 5 Unconfirmed enrolments. The enrolment list on the left includes '101263_14-SU3_PARR_D Education and Transformation' and '101662_14-SU3_PARR_D Young People, Their Futures and Education'. The 'Education and Transformation' unit has several activity groups: LE (PREFERENCE) with a green tick, and TUa, TUb, TUb, TUb, WK (PREFERENCE) with red exclamation marks, indicating they are not correctly allocated.

The main area displays a weekly timetable for the unit '101263_14-SU3_PARR_D Education and Transformation'. The timetable is a grid with days of the week (Mon-Sun) as columns and time slots (08:00-13:00) as rows. Blue blocks represent class sessions. For example, on Monday, there is a session at 09:00-10:00. On Tuesday, there is a session at 09:00-10:00. On Wednesday, there is a session at 10:00-11:00. On Thursday, there is a session at 10:00-11:00. The interface includes a 'All weeks' toggle and navigation arrows.

More information on Tutorial Registration is available at www.uws.edu.au/tutorialregistration.

If you need help, you can call the Tutorial Registration Hotline on 02 9852 5471 or contact Student Central.