



TUTORIAL REGISTRATION (ALLOCATE⁺) USER GUIDE FOR STUDENTS

Tutorial Allocation

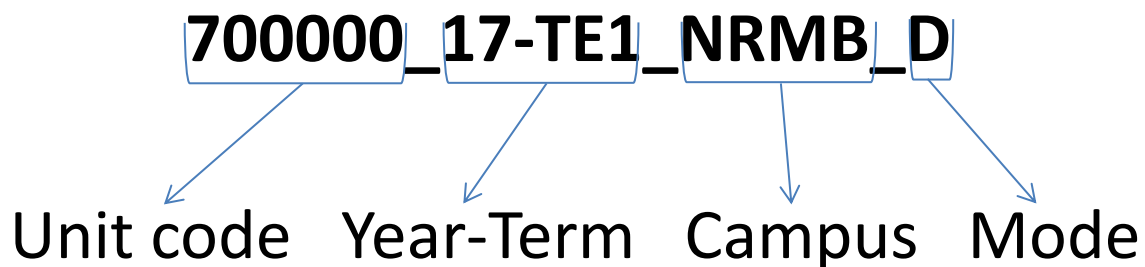
Please ensure that you are enrolled in the correct [units](#) for your course, and allow up to one (1) hour for your units to appear in Allocate+.

To begin allocating to your classes, log in to [Allocate+](#) via the Western Sydney University homepage.

At the conclusion of Week 3 of term, 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 to your allocations.

If you require assistance with the allocation process, please utilise the user guide that follows.

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, O = online)



Once you have logged in to Allocate+ you will be taken to the home screen. *Read all instructions before beginning the allocation process. (Please note that College students do not use the Preference system).*

Allocate⁺

[Home](#)
[Timetable](#)
[Preferences](#)
[Logout](#)

7085 @student.westernsydney.edu.au

7 Allocated
 0 Pending
 2 Not Allocated

Enrolment Sort by: Alpha ▼

700043_17-TE1_NRMB_D Chemistry (WSTC Prep) i
▶ SECTION (ADJUST) ✔
700121_17-TE1_NRMB_D Essential Chemistry 1 (WSTC) i
▶ LE (ADJUST) ✔
▶ PR (SELECT) !
▶ TU (ADJUST) ✔
▶ WK (SELECT) !
700122_17-TE1_NRMB_D Essential Chemistry 2 (WSTC) i
▶ SECTION (ADJUST) ✔
700124_17-TE1_NRMB_D Scientific Literacy (WSTC) i
▶ LE (ADJUST) ✔
▶ TU (ADJUST) ✔
700173_17-TE1_NRMB_D Tertiary Study Skills in Sci WSTC Prep i
▶ TU (ADJUST) ✔

Home

This system is designed to guide you in providing the information we need to give you a clash free personal timetable. We take into account your enrolment, the subject attendance requirements and your personal preferences when allocating you to activities.

Please read the instructions below before starting. There are further prompts to help as you use the system.

Instructions:

Your current enrolment details are shown along the **left-hand side** of the screen. Each subject should show a number of activity groups (Lectures, Tutorials, etc.). Each activity group will contain a number of activities, of which you must attend one. At any time, a group may be open for you to:

- Enter preferences for the activities or times you prefer (PREFERENCE ENTRY) or,
- Change (or add) your allocation (ALLOCATION ADJUSTMENT) or
- View your current allocation (READ ONLY) or
- Subject is not available for allocation (OFF)

Your task is to select each group in turn and either register your preferences or update your allocation.

Your Timetable as an iCalendar feed

Copy: [This iCalendar URL](#)

You can use this URL to subscribe from your iPhone, Google Calendar, MS Outlook etc. The help pages on those products will guide you on how.

Your enrolled units for the current term will be listed down the left hand side, as well as the activity groups (LE, PR, TU, Section etc.) required for each unit.



The College

Clicking on the activity group will display all activities available for that group. Each activity will display full or clash if this activity is no longer available to you. To allocate to an available activity, click on the “select” button.

700173_17-TE1_NRMB_D
Tertiary Study Skills in Sci WSTC Prep
TU Refresh ☰

✔ You're allocated.

	Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
Clash	01	Fri	10:00	18	WSTC - Nirimba Education Precinct	NI-U10.1.09	Ratcliffe, Claire	1 hr	24/2-7/4, 21/4-19/5	700173 Tutorial
Allocated	02	Wed	16:00	16	WSTC - Nirimba Education Precinct	NI-U10.1.23	Nissen, Kristen	1 hr	22/2-5/4, 19/4-17/5	700173 Tutorial
Select	03	Mon	16:00	17	WSTC - Nirimba Education Precinct	NI-U8.G.59	Boyd, Grant	1 hr	20/2-3/4, 17/4-15/5	700173 Tutorial
Full	04	Thu	09:00	0	WSTC - Nirimba Education Precinct	NI-U3.G.27	Nissen, Kristen	1 hr	23/2-6/4, 20/4-18/5	700173 Tutorial
Full	05	Wed	17:00	0	WSTC - Nirimba Education Precinct	NI-U10.1.23	Oliver, James	1 hr	22/2-5/4, 19/4-17/5	700173 Tutorial

To allocate to a “Sectioned” activity group, select all activities within an available group (i.e. Group 1, Group 2, etc.) and click “submit”.

Select one activity from every column within one section only
You cannot select activities across multiple sections.

Submit

700043_17-TE1_NRMB_D_A1
Group 1

CL

Select	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
<input checked="" type="radio"/>	01-P1	Mon	09:00	WSTC - Nirimba Education Precinct	NI-C21.G.44	Boyd, Grant	3 hrs	20/2-3/4, 17/4-15/5	700043 Class
	01-P2	Thu	09:00	WSTC - Nirimba Education Precinct	NI-U22.1.02A	Boyd, Grant	3 hrs	23/2-16/3, 30/3, 20/4-27/4, 11/5-18/5	700043 Class
	01-P3	Thu	11:00	WSTC - Nirimba Education Precinct	NI-U22.1.02A	Boyd, Grant	1 hr	23/3, 6/4, 4/5	700043 Class

PR

Select	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
<input checked="" type="radio"/>	01-P1	Thu	09:00	WSTC - Nirimba Education Precinct	NI-U22.G.09 (Wet Lab)	Boyd, Grant	2 hrs	23/3	700043 Practical
	01-P2	Thu	09:00	WSTC - Nirimba Education Precinct	NI-U22.G.27 (Wet Lab)	Boyd, Grant	2 hrs	6/4, 4/5	700043 Practical

700043_17-TE1_NRMB_D_A2
Group 2

CL

Select	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
<input type="radio"/> (Clash)	02-P1	Mon	09:00	WSTC - Nirimba Education Precinct	NI-U22.1.02	Best, Nicholas	3 hrs	20/2-3/4, 17/4-15/5	700043 Class
	02-P2	Wed	13:00	WSTC - Nirimba Education Precinct	NI-U22.1.02A	Best, Nicholas	3 hrs	22/2-15/3, 29/3, 19/4-26/4, 10/5-17/5	700043 Class
	02-P3	Wed	15:00	WSTC - Nirimba Education Precinct	NI-U22.1.02A	Best, Nicholas	1 hr	22/3, 5/4, 3/5	700043 Class

PR

Select	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
<input type="radio"/> (Clash)	02-P1	Wed	13:00	WSTC - Nirimba Education Precinct	NI-U22.G.09 (Wet Lab)	Best, Nicholas	2 hrs	22/3	700043 Practical
	02-P2	Wed	13:00	WSTC - Nirimba Education Precinct	NI-U22.G.27 (Wet Lab)	Best, Nicholas	2 hrs	5/4, 3/5	700043 Practical



The College

Once you have allocated to all required activities, click on the “Timetable” tab to view your completed timetable. You can click on the arrows to view each week. *Please note that you should review your timetable on Allocate+ on a regular basis, as some activities may not run every week.*

To view more information about an activity, such as designated rooms, week patterns, etc. click on the activity while in timetable view.

Home Timetable Preferences Logout

Timetable Weeks
All Weeks ▾

◀ 20/02/2017 - 26/02/2017 ▶

	20/2 (Mon)	21/2 (Tue)	22/2 (Wed)	23/2 (Thu)	24/2 (Fri)	25/2 (Sat)	26/2 (Sun)
8:00 AM							
9:00 AM	700043_17-TE1_N Chemistry (WSTC Prep) CL 01-P1 NI-C21.G.44 Boyd, Grant	700122_17-TE1_N Essential Chemistry 2 (WSTC) LE 01 NI-U3.G.10 (LT) Boyd, Grant	700122_17-TE1_N Essential Chemistry 2 (WSTC) WK 01 NI-U4.1.16 (CL) Boyd, Grant	700043_17-TE1_N Chemistry (WSTC Prep) CL 01-P2 NI-U22.1.02A Boyd, Grant	700122_17-TE1_N Essential Chemistry 2 (WSTC) TU 01 NI-U10.1.06 Berlinshaw, Karen (24/2-7/4, 21/4- 19/5), Boyd, Grant		
10:00 AM							
11:00 AM							
12:00 PM		700124_17-TE1_N Scientific Literacy (WSTC) LE 01-P1					
1:00 PM			700121_17-TE1_N Essential Chemistry 1 (WSTC) LE	700124_17-TE1_N Scientific Literacy (WSTC) TU 02 NI-U10.1.22 Erment, Suzanne			
2:00 PM	700121_17-TE1_N Essential Chemistry 1 (WSTC) TU 01 NI-U22.1.02D Newman, Phillip	700121_17-TE1_N Essential Chemistry 1 (WSTC) LE 01-P2 NI-U10.G.09 (LT) Newman, Phillip					
3:00 PM				700124_17-TE1_N Scientific Literacy (WSTC) LE 01-P2 NI-U3.G.12 (LT) Erment, Suzanne			
4:00 PM			700173_17-TE1_N Tertiary Study Skills in Sci WSTC Prep TU				
5:00 PM							

If you require any further assistance with allocating your timetable, please contact the Tutorial Registration (Allocate+) hotline on 9852 5471.