



TUTORIAL REGISTRATION (ALLOCATE⁺) USER GUIDE FOR STUDENTS

Tutorial Allocation

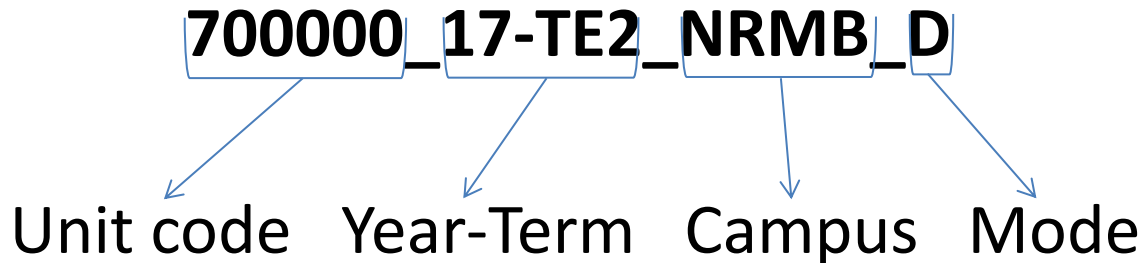
Please ensure that you are enrolled in the correct [units](#) for your course, and allow up to one (1) hour for your units to appear in Allocate+.

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

Tutorial Registration (Allocate⁺) will switch to read-only during Week 3 of term. This means that you will not be able to make any more changes to your allocations; however you will still be able to log in to Tutorial Registration (Allocate⁺) and view your timetable.

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

Tutorial Registration (Allocate⁺) uses unit codes in the following format:



(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).*

The screenshot shows the Allocate+ web interface. At the top, there is a navigation bar with the 'Allocate+' logo and links for Home, Exam, Timetable, Preferences, and Logout. Below the navigation bar, the user's profile is displayed, including a placeholder for a profile picture, the user ID '7085', and the email address '@student.westernsydney.edu.au'. A summary bar shows the user's allocation status: 5 Allocated (green), 0 Pending (orange), and 2 Not Allocated (red). The main content area is divided into two columns. The left column, titled 'Enrolment', lists four units with their activity groups and allocation status. The right column, titled 'Home', contains instructions for using the system and a section for 'Your Timetable as an iCalendar feed' with a copyable URL.

Allocate+ Home Exam Timetable Preferences Logout

7085 @student.westernsydney.edu.au

5 Allocated 0 Pending 2 Not Allocated

Enrolment Sort by: Alpha

Unit Code	Unit Name	Activity Group	Status
700035_17-TE1_NRMB_D	Physics 1 (WSTC)	LE (READ ONLY)	✓
		PR (READ ONLY)	✓
		TU (READ ONLY)	✓
700043_17-TE1_NRMB_D	Chemistry (WSTC Prep)	SECTION (READ ONLY)	!
700124_17-TE1_NRMB_D	Scientific Literacy (WSTC)	LE (READ ONLY)	✓
		TU (READ ONLY)	✓
700173_17-TE1_NRMB_D	Tertiary Study Skills in Sci WSTC Prep	TU (READ ONLY)	!

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.

Search

Search subject code or description

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. An activity will display “Full” or “Clash” if this activity is no longer available to you. To allocate to an available activity, click on the blue “Select” button. Once you successfully allocate to an activity, “Allocated” will be displayed in green.

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

Note: If you change 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. The system will be open for a specified period of time to make changes to your class registration on a first in first served basis.

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The College

To allocate to a “Sectioned” activity group, select all activities within an available group (i.e. for Group 1 select CL/01 & PR/01, for Group 2 select CL/02 & PR/02, etc.) and click “submit”. Each activity will display “Full” or “Clash” if this group is no longer available to you.

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
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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

Note: You will not be able to select activities across multiple groups. You must select all activities listed in the same group.



The College

Once you have allocated to all required activities (*indicated by a green tick next to the activity group – see below*), 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, and class locations are subject to change. **Do not rely on a printout or screenshot of your timetable.***

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

Allocate⁺
Home Exam **Timetable** Preferences Logout

7085 @student.westernsydney.edu.au

7 Allocated
0 Pending
0 Not Allocated

Enrolment Sort by: Alpha ▾

- 700035_17-TE1_NRMB_D
Physics 1 (WSTC)
i

 - ▶ LE (READ ONLY) ✔
 - ▶ PR (READ ONLY) ✔
 - ▶ TU (READ ONLY) ✔
- 700043_17-TE1_NRMB_D
Chemistry (WSTC Prep)
i

 - ▶ SECTION (READ ONLY) ✔
- 700124_17-TE1_NRMB_D
Scientific Literacy (WSTC)
i

 - ▶ LE (READ ONLY) ✔
 - ▶ TU (READ ONLY) ✔
- 700173_17-TE1_NRMB_D
Tertiary Study Skills in Sci WSTC Prep
i

 - ▶ TU (READ ONLY) ✔

Search

🔍

Timetable Weeks
All Weeks ▾

◀
08/05/2017 - 14/05/2017 (current week)
▶

	8/5 (Mon)	9/5 (Tue)	10/5 (Wed)	11/5 (Thu)	12/5 (Fri)	13/5 (Sat)	14/5 (Sun)
8:00 AM							
9:00 AM	700043_17-TE1_N Chemistry (WSTC Prep) CL 02-P1 NI-U22.1.02 Best, Nicholas	700035_17-TE1_N Physics 1 (WSTC) TU 01 NI-U8.1.04 Johns, Sandra		700035_17-TE1_N Physics 1 (WSTC) PR 01 NI-U22.1.09 (Dry Lab) Johns, Sandra	700124_17-TE1_N Scientific Literacy (WSTC) TU 04 NI-U10.1.20 Ryan, Michelle (WSTC) (24/2-7/4) McKnight, Lauren (21/4-19/5)		
10:00 AM							
11:00 AM							
12:00 PM		700124_17-TE1_N Scientific Literacy (WSTC) LE 01-P1					
1:00 PM		700035_17-TE1_N Physics 1 (WSTC) LE 01 NI-U3.G.11 (LT) Johns, Sandra	700043_17-TE1_N Chemistry (WSTC Prep) CL 02-P2 NI-U22.1.02A Best, Nicholas				
2:00 PM							
3:00 PM							
4:00 PM			700173_17-TE1_N Tertiary Study Skills in Sci WSTC Prep TU	700124_17-TE1_N Scientific Literacy (WSTC) LE 01-P2 NI-U3.G.12 (LT) Ernert, Suzanne			
5:00 PM							
6:00 PM							

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