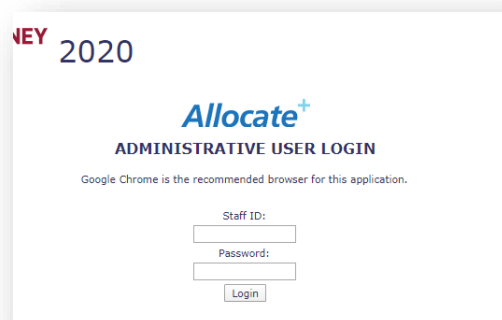# Creating vUWS Groups from Allocate+ data

Creating Groups in vUWS using student tutorial enrolment data from Allocate+ can be accomplished in three main steps.
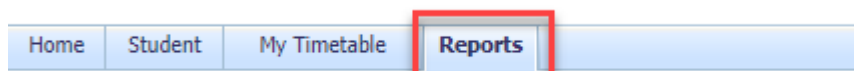
These are detailed below.

Step 1. **Download Student Tutorial Enrolments Data from Allocate+**

a) Login to **Allocate+** (Tutorial Registration)

https://tutorialregistration.uws.edu.au/aplus/admin/adminLogin.do

b) Select **Reports**

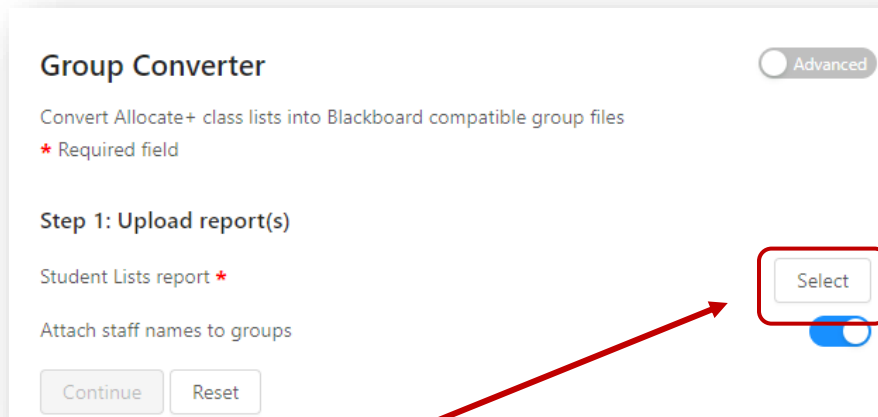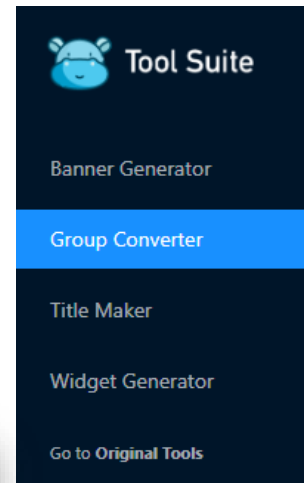c) Enter the **Unit Code**

d) Click **Run Report**

e) Choose **TEXT** as the format to download
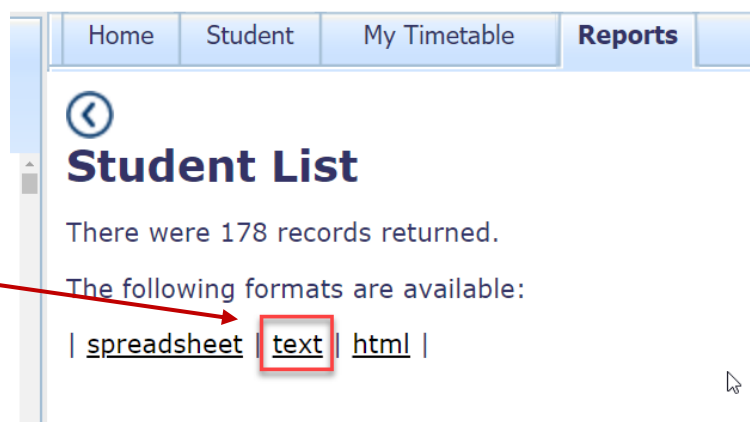
Creating vUWS Groups from Allocate+ data

Step 2. **Using Peter Steele Tool to Convert Data to CSV Files**

a) Click on the **link below** to access the app:
    https://www.petersteele.com.au/tools/group-converter

b) Select **Group Converter** from the left menu area

c) Click '**Select**' and navigate to where you have saved the text file you downloaded from Allocate+
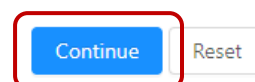
d) The **Continue** button should now be active. Click to proceed.

e) You should now be shown your tutorial groups. Click **Download.**

f) You will get a zipped file with two spreadsheets. One named **name_year_session_groups** and **name_year_session_students**
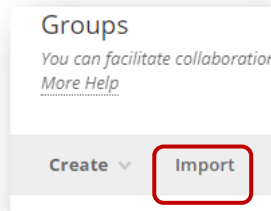
Step 3. **Creating the student groups in vUWS**

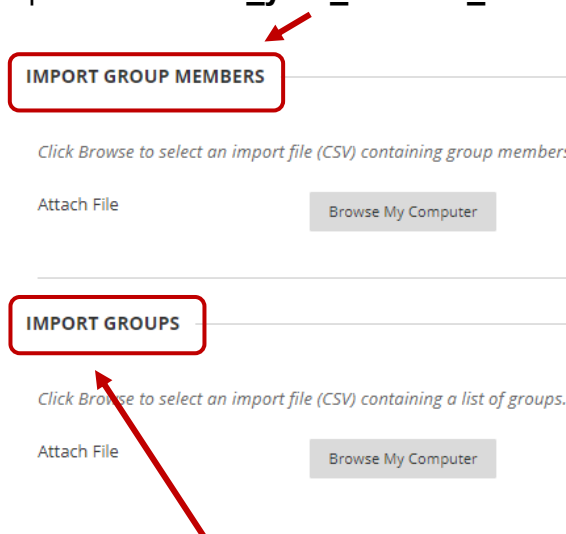a) In **vUWS,** navigate to the **Control Panel**, then **Users and Groups**, and then click **Groups**
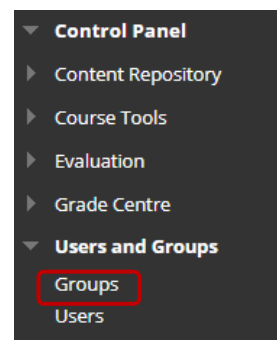
Creating vUWS Groups from Allocate+ data

b) Click the **IMPORT** button

c) Under **Import Group Members** heading, click on the **Browse My Computer** button, and upload the **name_year_session_students** spreadsheet

d) Under the **Import Groups** heading, click on the **Browse My Computer** button, and upload the **name_year_session_groups** spreadsheet

e) Enable any tools that you want the students in each group to have access to

f) Click **Submit** to create the groups