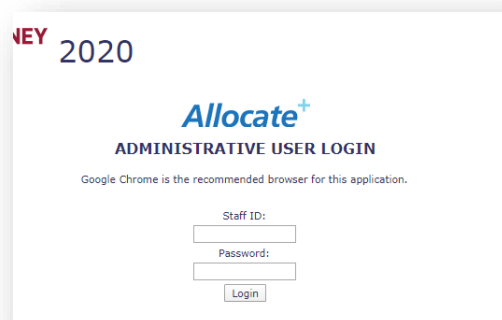


Creating vUWS Groups from Allocate+ data

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

These are detailed below.

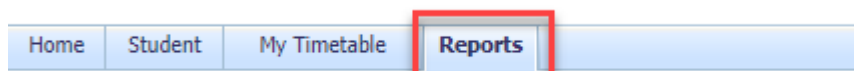


Step 1. Download Student Tutorial Enrolments Data from Allocate+

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

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

- b) Select **Reports**



- c) Enter the **Unit Code**

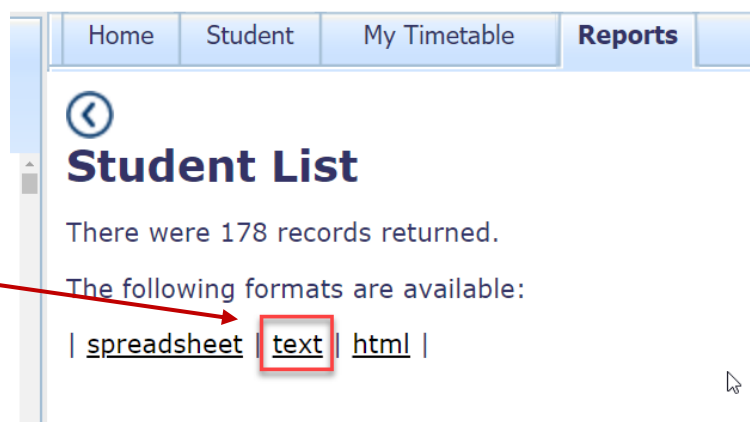
Create Student List

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

Subject Code	Activity Group Code	Activity Code	Campus	Sort By	
<input type="text" value="%100552%"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="d.student_code"/>	<input type="button" value="Run Report"/>

- d) Click **Run Report**

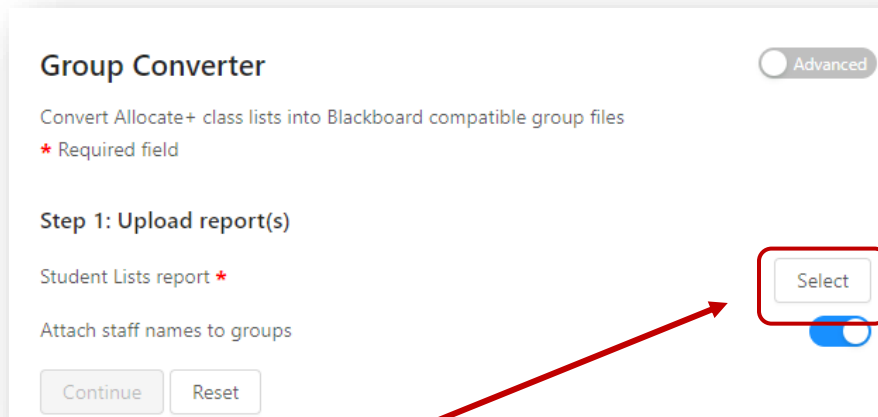
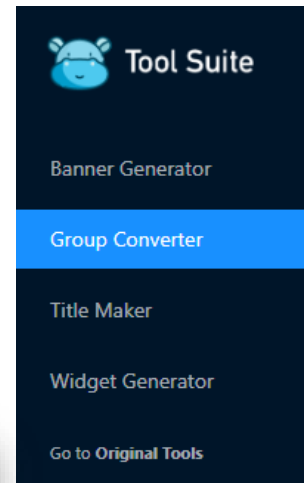
- e) Choose **TEXT** as the format to download



Creating vUWS Groups from Allocate+ data

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

- Click on the **link below** to access the app:
<https://www.petersteele.com.au/tools/group-converter>
- Select **Group Converter** from the left menu area



- Click '**Select**' and navigate to where you have saved the text file you downloaded from Allocate+

Group Converter

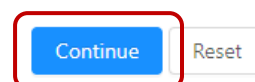
Convert Allocate+ class lists into Blackboard compatible group files
★ Required field

Step 1: Upload report(s)

Student Lists report ★

Attach staff names to groups

- The **Continue** button should now be active. Click to proceed.



Creating vUWS Groups from Allocate+ data

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

Group Converter Advanced

Convert Allocate+ class lists into Blackboard compatible group files

* Required field

Step 2: Add, edit and check staff names

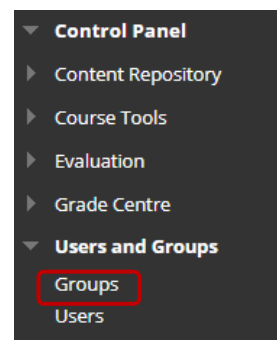
Groups [Total: 5]	
[A+] [TU] Thu 13:00, KW-I.1.05	-
[A+] [TU] Mon 11:00, LP-03.7.02	-
[A+] [TU] Mon 09:00, LP-03.7.02	-
[A+] [TU] Mon 14:00, LP-03.6.02	-
[A+] [TU] Thu 15:00, KW-I.1.05	-

Download Reset

- f) You will get a zipped file with two spreadsheets. One named **name_year_session_groups** and **name_year_session_students**

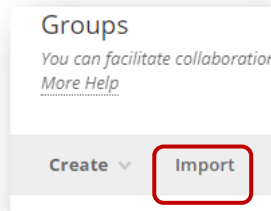
Step 3. Creating the student groups in vUWS

- a) In **vUWS**, navigate to the **Control Panel**, then **Users and Groups**, and then click **Groups**

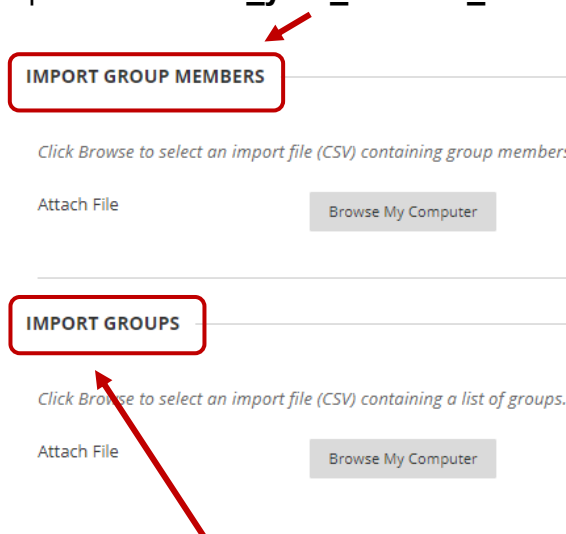


Creating vUWS Groups from Allocate+ data

- 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

A screenshot of the 'Import Group Members' section. It features a heading 'IMPORT GROUP MEMBERS' which is highlighted with a red rectangular box. Below the heading is a text instruction: 'Click Browse to select an import file (CSV) containing group member:'. Under this instruction are two buttons: 'Attach File' and 'Browse My Computer'. A red arrow points from the 'IMPORT GROUP MEMBERS' heading down to the 'Browse My Computer' button. Below this section is another heading 'IMPORT GROUPS' also highlighted with a red rectangular box. Below it is another text instruction: 'Click Browse to select an import file (CSV) containing a list of groups.' and two buttons: 'Attach File' and 'Browse My Computer'. A red arrow points from the 'IMPORT GROUPS' heading down to the 'Browse My Computer' button.

- 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