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Logging In

The Allocate+ Faculty Administrator responsible for this subject will supply you with a URL, username and password.

To log-in:
1. Open up a web browser and navigate to the supplied URL (http://acututor.acu.edu.au/aplus/admin)
2. Enter the supplied username and password (this is the same as your network login and password)
3. Click on the “Click here when ready!” button
Messages

A message may be posted to students at the activity group level. This message will appear when a student is viewing the subject group. This selection is handy for communicating details to students about the group. It is in HTML format so you may enter graphics or links.

The screenshot below shows the “Show Message” function. To add or edit a message, simply edit what is in the textbox and click on the “Change Message” button.
Updating buffers

Often it is helpful to control the buffer size of multiple activities at the same time. For example, a subject administrator may want to hold back two places in each activity. Rather than enter in a –2 buffer in each activity, they may select the activities that require a buffer change and enter the buffer value once.

The following screenshot shows the bulk buffer edit screen. Simply select the activities that require a buffer update, fill in the buffer value in “Set to” and click on the “Update Buffers” button.

![Bulk Buffer Edit Screenshot](image-url)
Flagging Timeslots

In some situations, especially where there are many more choices than the minimum number of required student preference selections, you may find that students will choose generally the same “popular” timeslots. This may lead to an excess imbalance of preferences for popular vs. unpopular times. In this situation, you have the option of “flagging” the unpopular times and forcing students to select a minimum number of these times in their preferences.

A Subject Administrator is responsible for “flagging” the unpopular activities. The following screenshot shows the timeslot-flagging screen. Simply enter a “1” next to the timeslots you would like flagged as unpopular and a “0” next to any timeslots you would like unflagged, then press the “Submit Preferences” button. Flagged timeslots have a flag graphic appearing next to them.

By implementing timeslot flagging, you will force a spread of preferences that will result in a more even sort and a more uniform spread of allocations during the sort process.
Special Consideration

Often, subject administrators may elect to elevate a student’s ranking in order to sort to a level that will guarantee as much as possible that the student will get the allocation they require. To achieve this, Allocate+ provides a “Special Consideration” list that may be maintained by the individual subject administrator. This allows the subject administrator to deal with students in exceptional circumstances up-front.

The following screenshot shows the special consideration screens:

A student may be added to this list by placing their student number in the “Add Student” box and pressing the “Add Student” button. For a student to be added to the consideration list they must have a valid enrolment in the subject and they must exist in the Allocate+ system. The result is that students on the list will receive a ranking of “1” during the sort for this subject. This is the highest ranking.

Students may be deleted from the list at any time by clicking on the delete option next to their student number.
Reporting

There are a number of web-based reports available via the “Reports” option on the menu bar.

Student Lists

The “Student List” menu option allows a subject administrator to generate a tab-delimited text file of all student allocations for all the options specified in the filter page. All details relating to the student, subject and activity are returned. In the filter page, a subject administrator may specify exact values or wildcards (%) that signified the required students.

The following screenshot shows the filter page for the “Student List” report. The example shown asks the system to provide all allocations in AFC1030CL in all activity groups, all activities on all campuses and order by student code.

The aim of this report is to provide a complete set of data that may be readily imported into MS Excel (or another tool) for further “in-house” use.
Subject Lists

The “Student List” menu option allows a subject administrator to generate a tab-delimited text file of all activity details for all the options specified in the filter page. In the filter page, a subject administrator may specify exact values or wildcards (%) that signified the required activities.

The following screenshot shows the filter page for the “Subject List” report. The example shown asks the system to provide all activities in AFC1030CL for all activity groups and all activities.

The aim of this report is to provide a complete set of data that may be readily imported into MS Excel (or another tool) for further “in-house” use.

Student Profile

The student profile report allows a subject administrator to list all allocation data associated with a specific student. This detail includes:

- The grid of the student’s allocations
- A list of their preferences
- A table list of their current allocations

This function allows a subject administrator to track and locate a student at any time when required.