Viewing a Student’s Class Allocation in Tutorial Direct

In the course of assisting students with their class allocations it may be necessary to view all of a student’s current allocations in timetable format. In the instance that a student disputes an allocation, the LIC should access the Student Profile Report.

To view an individual student’s class allocations

1. Login to Tutorial Direct
2. Click on the Student link in the menu bar

3. Enter the student’s ACU ID number in the Student Code text box. The student’s timetable will be viewable on this screen.
4. To access the student’s view, click Login (a new window will open).
NOTE: A Search can also be performed for the student’s name using the relevant text box.

5. The student view screen is divided into several sections details, see below unit.

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<td>Menu bar</td>
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<td>Status – Displays student, course details and a summary of enrolment status</td>
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<td>Enrolment details with links to activities</td>
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<td>Timetable view – displays timetable grid and activity details upon menu selections</td>
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To view a student’s timetable

1. Click **Timetable** on the menu bar, toggle view by clicking **Home**
2. The icons on the timetable menu can be used to print, change to list view etc

**NOTE:** The week can be adjusted by clicking the 
icons

**View allocations**

1. To view a student’s allocated activities, see the Enrolment details

- If the student has successfully allocated an ✅ icon will be displayed
- If the student has not yet allocated an 🚨 icon will be displayed
2. Unallocated activities can be diagnosed by clicking on the activity link, the details of the activities will then populate to the timetable view.

3. The session details reflect the reason for the unallocated activities, in the example below one session is full whereas the alternative is a clash with an existing allocation.