Identifying Unallocated Students in Tutorial Direct

Occasionally the LIC may wish to review a list of students enrolled in a unit but not yet allocated to the unit’s classes. It may be useful to check this list after an allocation or forced sort, to identify students who may require assistance.

To view the list of students not yet allocated into a class type:

1. Login to Tutorial Direct
2. Select the unit code required
3. Click on the Manage Subject button (a new window will open)
4. Select the required Activity Group (e.g., Lecture) from the menu on the left of screen
5. Click on the Unallocated List button

6. The list of unallocated students identifies:
   - ACU ID
   - Student Name
   - Course Details
   - Attendance Type (full-time, part-time etc)
   - Email