

How to use Tutorial Direct

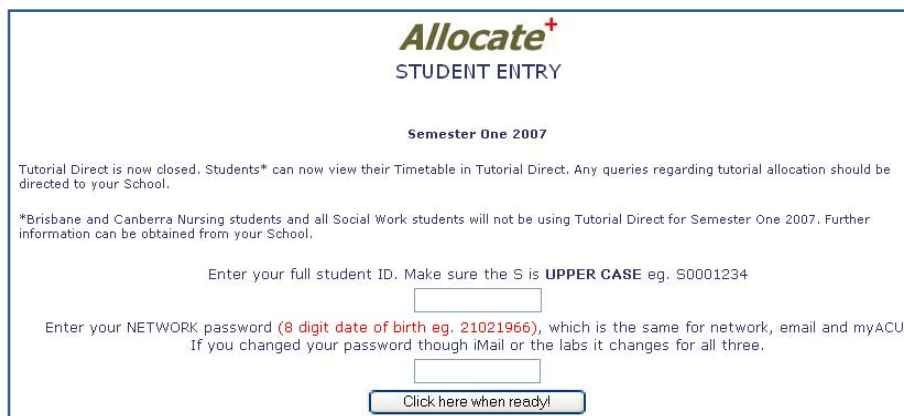
Tutorial Direct is an online class allocation system, which is accessible from any computer that has Internet access. As a student, you are able to browse available timeslots for all enrolled activities and select the timeslots that you would like to attend.

What do I need to do?

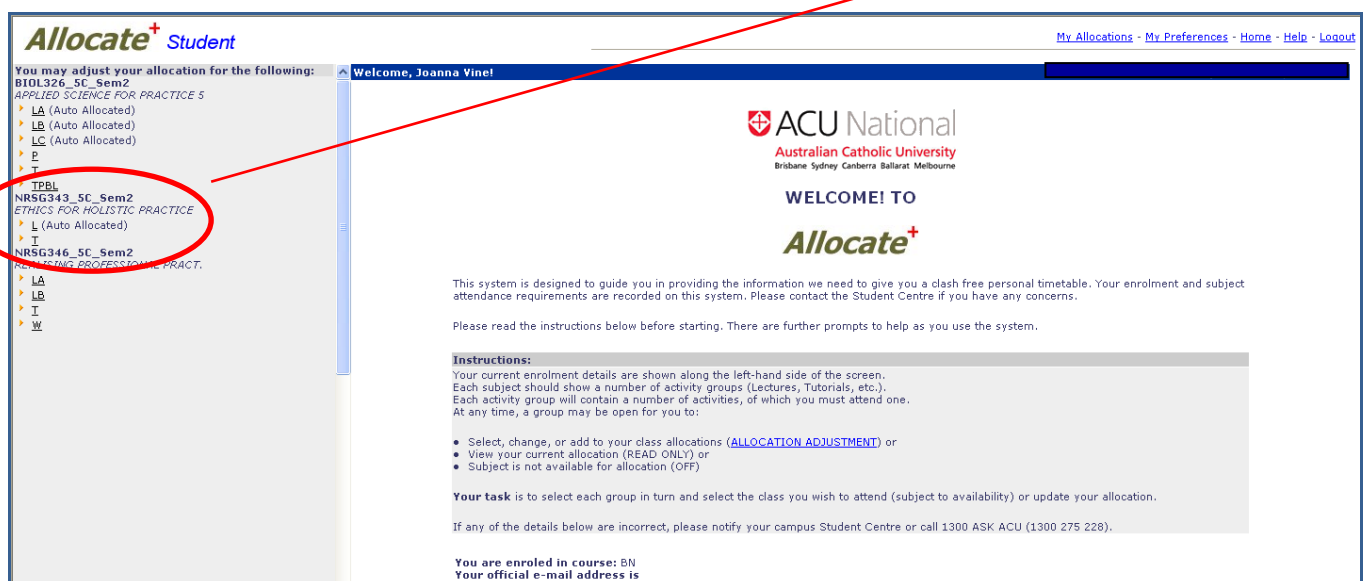
To be able to access Tutorial Direct, you will need a student account. If you do not have a student account or are experiencing difficulties please contact your Student Centre.

Logging In

1. Go to the Tutorial Direct Login Page
2. Enter your username (student id number) and password (unless you have changed it, your password is your birth date in ddmmyyy format).
3. **Note:** Student ID must be entered with a capital 'S'



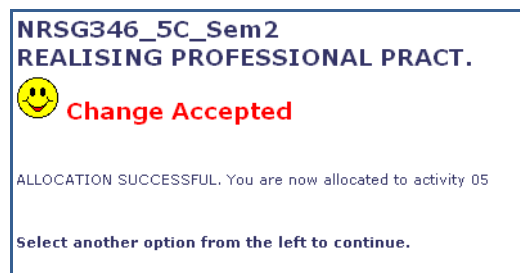
4. Once you have logged-in, you will see the units you have enrolled in down the left-hand side of the screen. Each unit will display the various class types that have been timetabled.
5. **Note:** If you see (Auto Allocated) against a class type, you do not have to select a timeslot for this particular class type – it will be assigned to you by the system.



Selecting Classes

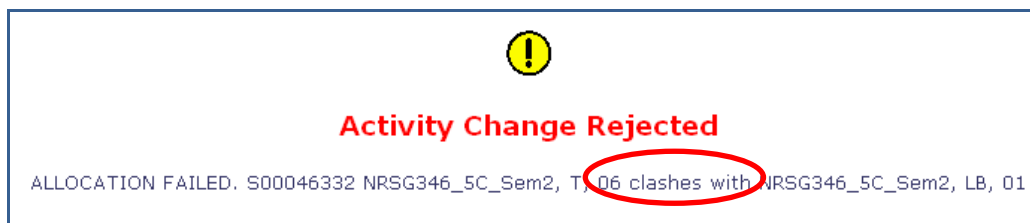
1. Select the class type for a unit
2. Your current allocation (if any) will appear along with class timeslots that still have free places.
3. You select or change your allocation by simply clicking on the *Pick Me* link.
4. **Remember:** If you change to a new activity, your old allocation is then made available for another student!

A successful allocation:

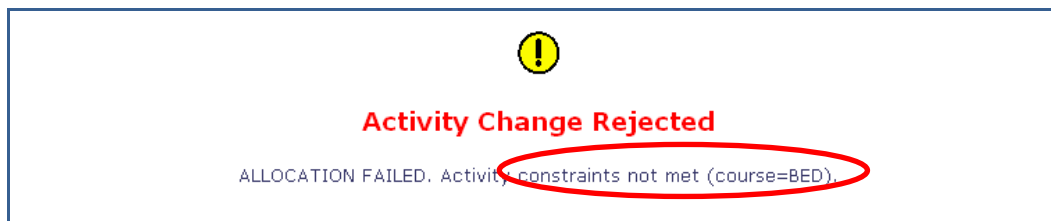


OR you may receive a message indicating your choice could not be actioned:

- a. Inability to action request as it would cause a clash with another class you have already been allocated to:



- b. Inability to action request as the class you selected is reserved for students studying a different degree



5. You will need to repeat this process for each class type in each unit you are enrolled in.


How to view your allocations in Tutorial Direct

1. After you have logged into the system, click on the "My Allocations" link:

Allocate+ Student [My Allocations](#) - [My Preferences](#) - [Home](#) - [Help](#) - [Logout](#)

You may adjust your allocation for the following: Welcome, Joanna Vine! [E-mail: jvine001@myacu.edu.au](#)

- BIOL326_5C_Sem2
APPLIED SCIENCE FOR PRACTICE 5
 - LA (Auto Allocated)
 - LB (Auto Allocated)
 - LC (Auto Allocated)
 - P
 - T
 - TPBL
- NRS343_5C_Sem2
ETHICS FOR HOLISTIC PRACTICE
 - L (Auto Allocated)
- NRS346_5C_Sem2
REALISING PROFESSIONAL PRACT.
 - LA
 - LB
 - T


WELCOME! TO
Allocate+

This system is designed to guide you in providing the information we need to give you a clash free personal timetable. Your enrolment and subject attendance requirements are recorded on this system. Please contact the Student Centre if you have any concerns.

- This shows your timetable in a grid format. If you would like to view it as a list, click on the "Show as list" link.
- If you need to change one of your allocations, or you haven't been allocated an activity for a class, click on the relevant activity in the left-hand column.

Grid View

List View

When you have finished, click on **Logout** to exit

You have successfully logged out.

Note: You should now close your web browser to keep your details safe.

[Close This Window](#)

System Messages

Message	Meaning
Unit is FULL	There are no more places available in the Tutorial Direct system for this specific unit. Check with the relevant School that they are scheduling more activity times, and check back in Tutorial Direct at a later time. If semester has started, attend one of the listed activities until more activities are scheduled.
Unit is (turned) OFF	The unit is not currently available for Preference Entry, or Allocation Adjustment. Contact the School for further information.
Tutorial Direct is turned OFF	The Tutorial Direct system is off-line at the moment. Please check again later to see if it is available.