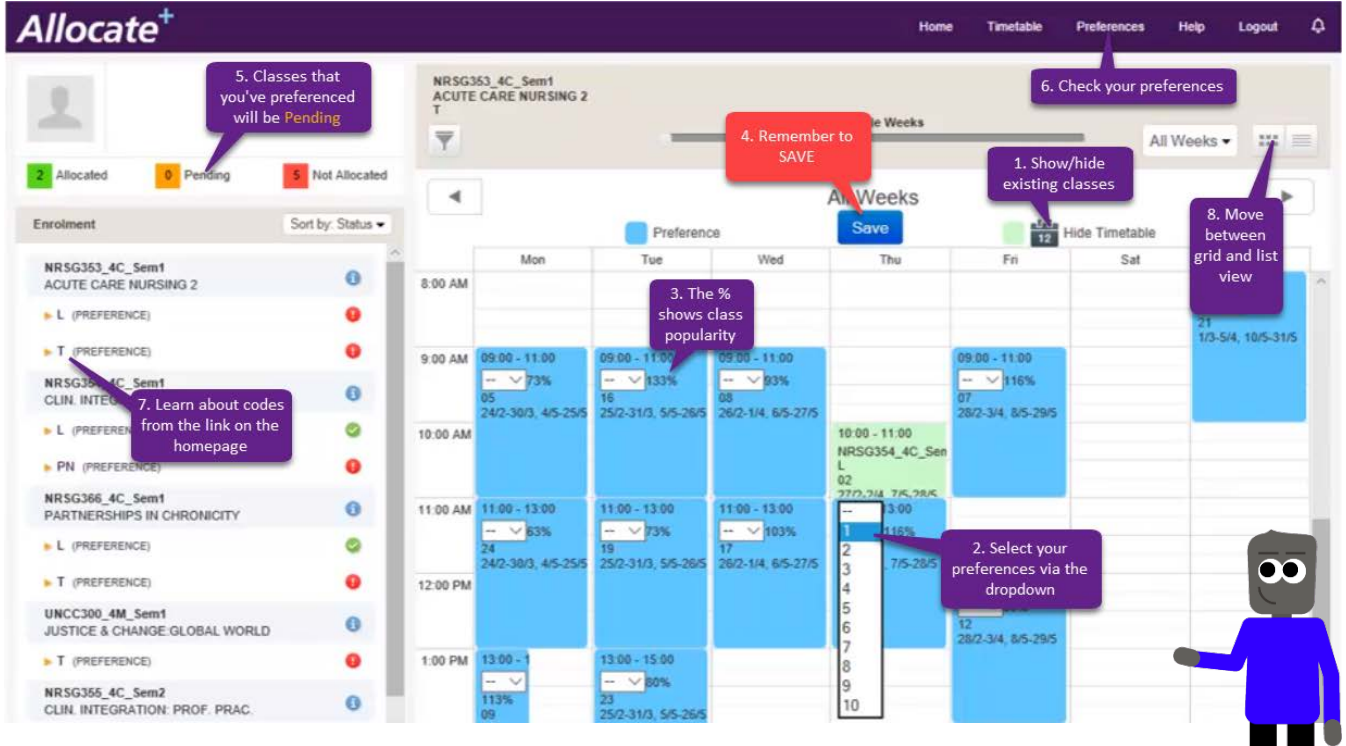


Preferences Quick Reference Guide

Remember, there is no rush. You can take your time logging in and entering your preferences. As long as you submit your preferences before they close, you'll have the same chance as everybody else.



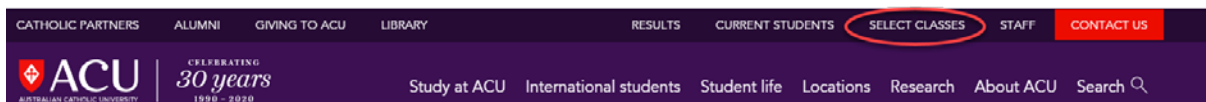
The screenshot shows the Allocate+ interface with the following callouts:

- 1. Show/hide existing classes (points to the 'All Weeks' and 'Hide Timetable' buttons)
- 2. Select your preferences via the dropdown (points to a dropdown menu in the grid)
- 3. The % shows class popularity (points to the percentage value in a class cell)
- 4. Remember to SAVE (points to the 'Save' button)
- 5. Classes that you've preferred will be Pending (points to the 'Pending' status indicator)
- 6. Check your preferences (points to the 'All Weeks' button)
- 7. Learn about codes from the link on the homepage (points to a link in the class list)
- 8. Move between grid and list view (points to the view toggle icons)

1. 'Show Timetable' displays any classes you've already been allocated to.
2. Select your class preferences from the dropdown menu (1 for your highest preference). You must enter at least 6 preferences. Where there are fewer than 6 choices, you will need to preference them all.
3. Remember to SAVE after each class.
4. The % sign shows the popularity of each class. The higher the number, the more popular the class. If the number is more than 100, more students have put this as their 1st preference than there are places.
5. When you have successfully entered your preferences, the class will be flagged orange as Pending allocation.
6. When you have finished all your classes, check the preferences you have submitted. You can change your preferences at any time before they close.
7. A link on the Allocate+ home page explains all the unit and class codes.
8. You can move between Grid view and List view to see your timetable in different ways.
9. If Semester 1 classes are showing, use the filter to hide them.

After the preferences entry period, Allocate+ will close while students are allocated to classes based on their preferences. You will see the classes you have been allocated to when the timetable is released.

You can access Allocate+ via the 'Class selection' links on the ACU homepage or the Student Portal.



The navigation bar includes the following elements:

- Navigation links: CATHOLIC PARTNERS, ALUMNI, GIVING TO ACU, LIBRARY, RESULTS, CURRENT STUDENTS, **SELECT CLASSES** (circled in red), STAFF, CONTACT US
- ACU Logo and 'CELEBRATING 30 years 1990 - 2020' text
- Search bar with 'Study at ACU International students Student life Locations Research About ACU Search' text