Allocate+
Academic Quick Start Guide
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Chapter 16
Login to Allocate+

1 Login to Allocate+ as a Faculty Academic

A Faculty Academic will be given a username and password for Allocate+ which only allows read access and report generating. Once the Timetable Office has give you these details Allocate+ can be accessed from: http://allocate.swin.edu.au/aplus/admin

- Enter the supplied username and password

Click here when ready!
2 Unit of Study

To access the Unit of Study details, click on the Unit of Study name on the left hand side of the screen.

This will take you to the next level of the Unit of Study screen:

The screen will also tell you System Reference information, which can only be changed by the Timetable Office.

If you wish to find out more information about classes and students within them, click

The screen will then be presented with a screen as shown below which provides a breakdown of each activity attached to the Activity Group. Click on the Activity group code for more details.
3 Obtaining Class lists

First, select a Unit of Study from the list on the left hand side:

Then click in the box next to the activity you require a Class List

**Attendance List:**

This will return a PDF class list\(^1\) or an Excel class list, showing Student ID, Last name and First Name.

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\(^1\) In order to run Allocate + Class lists, you will need to have Adobe Reader installed on your PC
4 Reports from Allocate+

There are a number of web-based reports available via the "Reports" option on the menu bar. The criteria for searches can be customised depending on requirements. The process for running all reports is similar. The following is a list of the reports available:

- **Student Lists**: Reports an student allocation for a given subject, activity group, activity and campus.
- **Subject Lists**: Reports a student allocation for a given subject, activity group, activity and campus.
- **Enrolled Students**: Reports a student allocation for a specified subject(s) and activity group.
- **Subject Lists**: Reports a student allocation for a specified subject, activity group, activity and campus.
- **Subject Lists**: Activity Group Details.
- **Student Details**: Activity enrolments and students allocated.
- **Enrolled Students**: Activity enrolments and students allocated.
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To run a report, click on the report you wish to run, eg "Subject Lists":

At this point, you will need to enter the relevant criteria for your report. All of the above fields except Student ID can be inserted with a complete field name or partial with the use of a wildcard symbol, which in Allocate+ is a percentage sign - %.

Some examples below are:

**Unit of Study Code**

A search could be conducted on HET104_S1 which would return only that Unit of Study.

OR

HES1% which would return only first year Engineering Unit of Study.

OR
HES% which would return all Unit of Study codes beginning with HES.

**Activity Group Code**

This is the same as Syllabus Plus' Template field i.e. the Unit of Study delivery, which is displayed as LE2, being part of HET104_S1 -LE2/01

The Group Code can be entered in partially with the use of % or completely eg LE% or LE2.

Remember, if L% is entered then both Lectures (LE) and Labs (LA) will be displayed.

**Activity Code**

This is the stream number associated with the activity i.e. 03 (TU1/03). If the activity that is required has a code less than ten than it must be entered as ‘03’ and not ‘3’. The wildcard sign (%) can still be used in this field.

**Campus**

A wildcard sign (%) can be used or the campus indicators which are:

- HAW
- PRH
- LIL