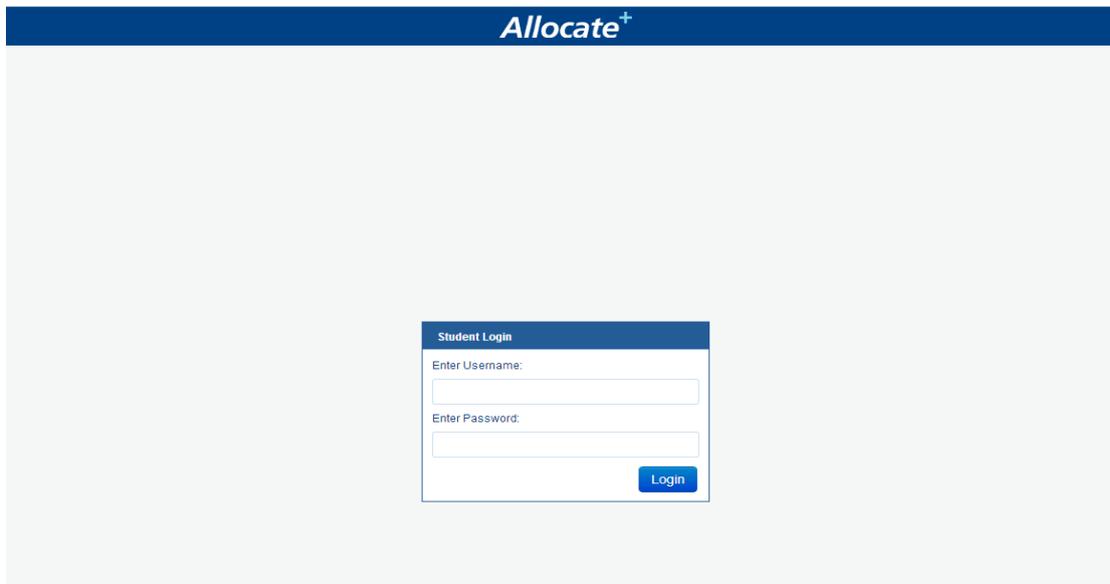


Class Registration (Allocate⁺) User Guide for students

A Step by Step guide to Class Registration (Allocate⁺)

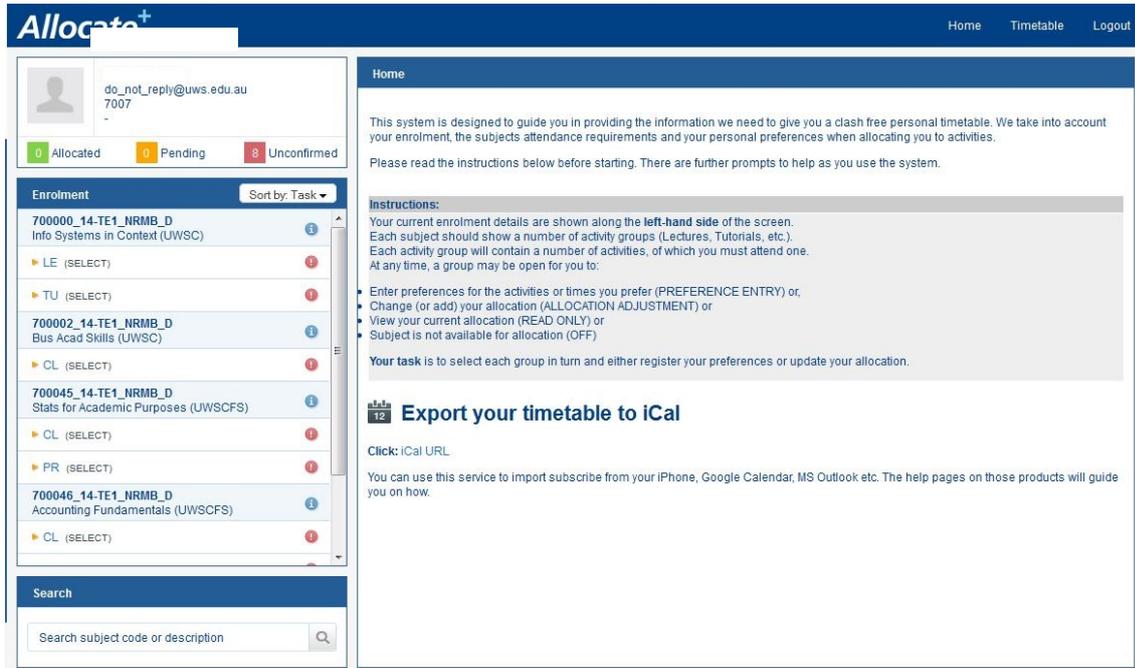
You must be enrolled into your unit/s in MyStudentRecords (MySR) before you can access Allocate⁺

1. Log in to the [MyUWS Student Portal](#) using your MyUWSAccount username (your student ID number) and password. Click the 'Tutorial Registration (Allocate⁺)' link in the left hand side menu. You will need to log in again (using your MyUWSAccount details):



The screenshot shows the Allocate⁺ Student Login interface. At the top, there is a dark blue header with the text "Allocate⁺". Below this, the main content area is light gray. In the center, there is a white box with a blue border titled "Student Login". Inside this box, there are two input fields: "Enter Username:" and "Enter Password:". Below the password field is a blue "Login" button.

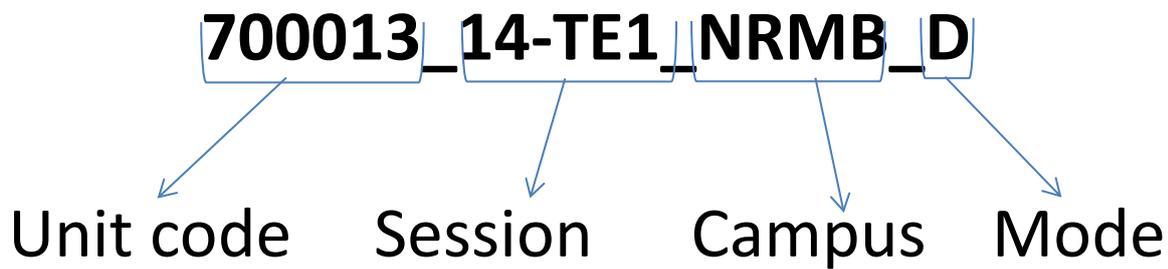
2. When you log in you will be taken to the home screen pictured below:



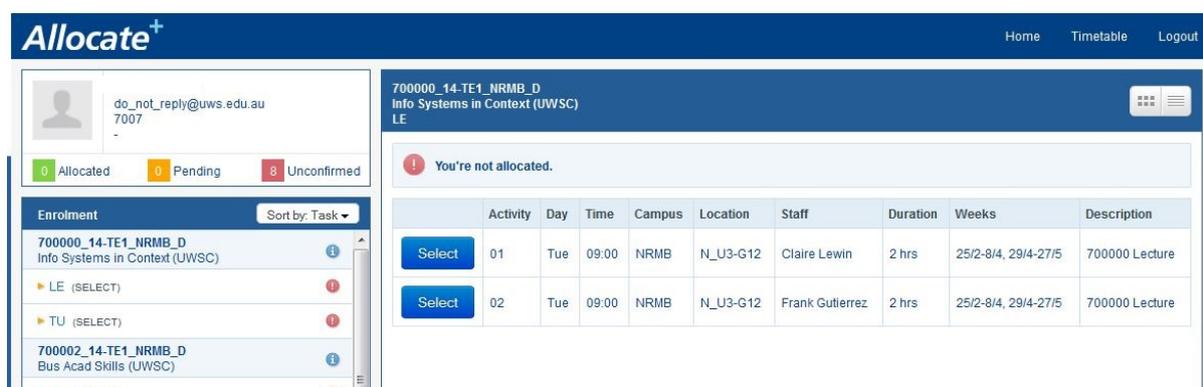
3. On the left side of the screen is your current enrolment. Beneath the unit codes is a list of activity groups (e.g. lectures, tutorials, seminars, practicals, etc.) that you are required to attend for that unit. You must attend one class time for each activity group listed:



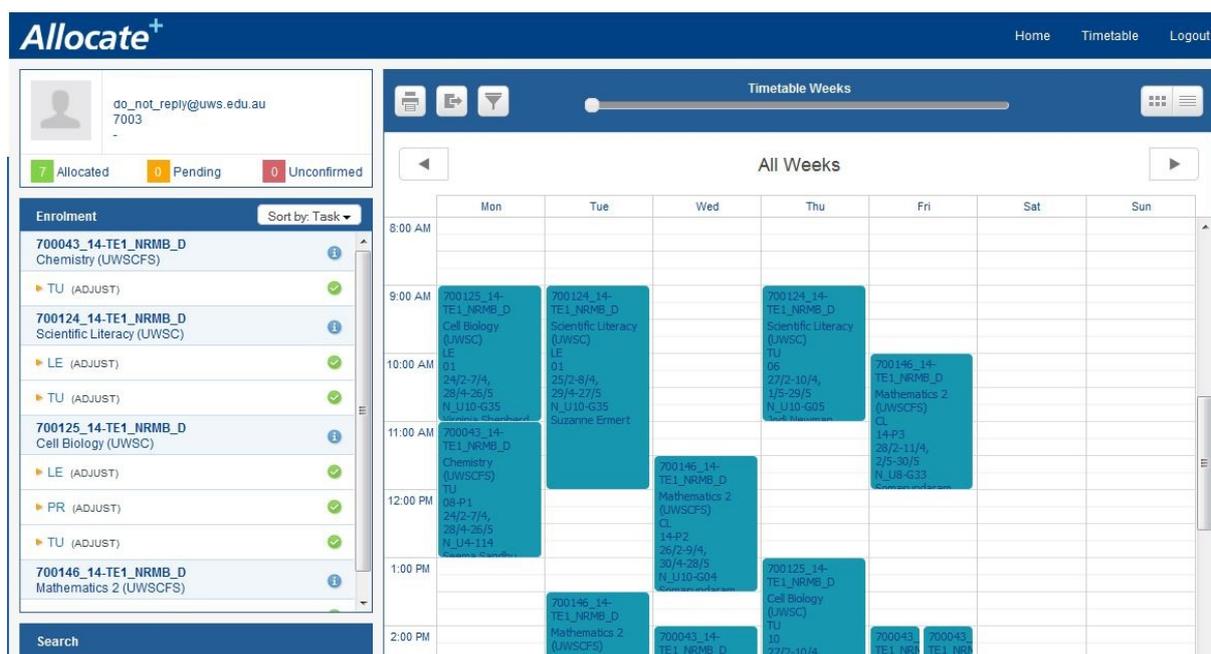
Class Registration (Allocate⁺) uses unit codes in the following sequence:
(note: The mode of study can be D = day, E = evening, W = weekend, X = external)



4. When you click on an activity group you will be able to select your class times:



5. Now that you've been allocated classes, view your timetable by clicking 'Timetable' at the top of the screen:



6. Clicking on an activity in the timetable grid, will open up more details about that activity.
(**note:** Class Registration (Allocate+) displays attendance patterns in dates, not session weeks. In the below example, classes begin on 3 December and continue through to 17 December. There is then a break in class, which recommences on 7 January and continues through to 21 January.)

Activity Details

200661_14-SU2_PARR_D
Media Law

Activity Type	Seminar
Group	SEa
Activity	01
Day	Tue
Time	11:00
Semester	14-SU2
Campus	PARR
Location	PS-EA.2.13 (LT02)
Staff	Ireland, Jennifer
Duration	2 hrs
Weeks	3/12-17/12, 7/1-21/1

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- If you have changed your mind and there are vacant spaces available in other classes, you will be able to return to the activity screen and select a different class time. The system will be open for a specified period of time to make changes to your class registration on a first in first served basis.

The screenshot shows the Allocate+ interface. On the left, a user profile for 'do_not_reply@uws.edu.au' is shown with 4 Allocated, 0 Pending, and 0 Unconfirmed classes. The main area displays the '200298_14-SU3_PARR_D Immig & Refugee Law SEa' class. A message box says 'You're allocated.' Below it is a table with columns: Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. The table has two rows: Row 01 (Activity: SEa (ADJUST), Time: 10:00) with a 'Select' button, and Row 02 (Activity: SEb (ADJUST), Time: 13:00) with an 'Allocated' button.

- If you try to select a class time that clashes with another activity on your timetable, you will receive a message that tells you which class is causing the clash. If you are experiencing a clash, please contact your UWSCollege Student Centre.

This screenshot is similar to the previous one but includes an error message. The error message box at the bottom reads: 'ALLOCATION FAILED. 16882401 200298_14-SU3_PARR_D, SEa, 01 clashes with 200661_14-SU2_PARR_D, SEa, 01'. The table below the message shows the same two rows as the previous screenshot, with the 'Select' button for row 01 highlighted in blue.

- You can use the Search function in Class Registration (Allocate+) to look up the timetables of units that you have not yet enrolled in via MySR:

The screenshot shows the 'Search' function in Allocate+. A search bar contains the text 'Introduction to'. Below the search bar, the 'Search Results' section displays a table with two columns: 'Subject' and 'Description'. The results are:

Subject	Description
101588_13-SU1_PARR_D	An Introduction to Urban Design
200006_14-SU2_PARR_D	Introduction to Law

This is handy if you are considering changing units and want to see if the new unit will clash with your existing timetable. You can toggle between 'Hide Timetable' and 'Show Timetable' to view the search results with or without your current enrolment. An example of this is below:

The screenshot shows the Allocate+ interface. At the top, there is a navigation bar with 'Home', 'Calendar', 'Timetable', 'Connections', 'Workgroups', 'Help', and 'Logout'. Below this, the user's profile is visible, including the email 'do_not_reply@uws.edu.au' and the number '2538'. The main content area is divided into two sections. On the left, the 'Enrolment' section lists two units: '200298_14-SU3_PARR_D Immig & Refugee Law' and '200661_14-SU2_PARR_D Media Law'. Each unit has two activity groups (SEa and SEb) with green checkmarks indicating they are allocated. On the right, the 'Timetable' section shows a weekly grid for the unit '200006_14-SU2_PARR_D Introduction to Law'. The grid has columns for days of the week (Mon-Sun) and rows for time slots (08:00-20:00). Blue blocks represent the search results for this unit, showing clashes with the existing enrolments. For example, on Tuesday, there is a clash between the 'Introduction to Law' unit and the 'Immig & Refugee Law' unit. On Friday, there is a clash between the 'Introduction to Law' unit and the 'Media Law' unit. The interface also includes a 'Search Result' button and a 'Hide Timetable' button.

10. Before classes commence, make sure you are correctly allocated to all of your units by ensuring that a green tick is next to each activity group. The student in the below example is not correctly allocated to all of their activity groups.

The screenshot shows the Allocate+ interface. At the top, there is a navigation bar with 'Home', 'Calendar', 'Timetable', 'Connections', 'Workgroups', 'Help', and 'Logout'. Below this, the user's profile is visible, including the email 'do_not_reply@uws.edu.au' and the number '2538'. The main content area is divided into two sections. On the left, the 'Enrolment' section lists two units: '101263_14-SU3_PARR_D Education and Transformation' and '101662_14-SU3_PARR_D Young People, Their Futures and Education'. Each unit has several activity groups (LE, TUa, TUb, TUb, WK, LEa, LEB, TUa, TUb) with red exclamation marks indicating they are not correctly allocated. On the right, the 'Timetable' section shows a weekly grid for the unit '101263_14-SU3_PARR_D Education and Transformation'. The grid has columns for days of the week (Mon-Sun) and rows for time slots (08:00-13:00). Blue blocks represent the search results for this unit, showing clashes with the existing enrolments. For example, on Monday, there is a clash between the 'Education and Transformation' unit and the 'Young People, Their Futures and Education' unit. On Tuesday, there is a clash between the 'Education and Transformation' unit and the 'Young People, Their Futures and Education' unit. On Wednesday, there is a clash between the 'Education and Transformation' unit and the 'Young People, Their Futures and Education' unit. On Thursday, there is a clash between the 'Education and Transformation' unit and the 'Young People, Their Futures and Education' unit. The interface also includes a 'All weeks' button and a 'Hide Timetable' button.

If you need help, you can call the UWSCollege Student Centre on 1300 445 059.