



# New Timetable Signup Process

## PREFERENCE ENTRY

### Allocate+ Student Instructions

Allocate+ is the software used by the University of Notre Dame Australia to allow you to select activities from the courses in which you are enrolled, so that you can build your timetable for a semester or term. The following instructions should help you in making your selections. If, at any point, you need further help please contact your School Administration or the IT Help Desk [student.it@nd.edu.au](mailto:student.it@nd.edu.au)

### Login

1. To log into Allocate+ go to the Calendars and Timetables page  
<https://www.notredame.edu.au/current-students/your-enrolment/calendars-and-timetables>
2. Click on Timetable Sign-Up (Allocate+)
3. Select and click on the relevant timetable sign-up date eg Timetable Sign-up 2021 classes
4. Log in using your username (student ID number) and password. Your password is the same password used when logging into a workstation (e.g. Campus Library computer) or Blackboard or accessing email via the MyND Portal.

### The Welcome Screen

Upon login you will see the following:



## The Welcome Screen continued

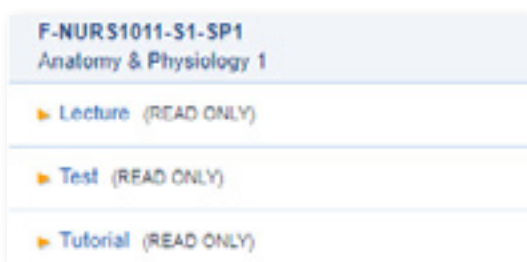
1. Your current enrolment details are shown along the left-hand side of the screen. The courses are displayed in the following format: campus – course code – session – study period. For example, if you are enrolled in Ethics (CORE1020) for Semester One on the Fremantle campus, the following will be displayed:

### F-CORE1020-S1-SP1.

SP1 refers to Study Period 1 and includes Summer Term and Semester One.

SP2 refers to Study Period 2 and includes Winter Term and Semester Two.

2. Below each course you will see a list of one or more activity groups (lectures, tutorials, labs, etc):



3. At any time an activity will be accompanied by one of the following descriptions:
  - i. (SELECT/ADJUST) – this means you can change (or add) your selections
  - ii. (PREFERENCE) enter your preferences for sessions
  - iii. (READ ONLY)- this means you can view but not edit your current selections
  - iv. (OFF) – this means the course activity is not yet available for selection

**Please note:** some 'READ ONLY' courses do not require you to select a class because your school will allocate you accordingly. If you have a query about this, please contact the relevant school.

## Preference Selection

Preference Selection is where you indicate which classes you'd preferred to be allocated to. Preference Entry Start Times and Dates are found in the Sign up Dates flyer on the Calendars and Timetable page. When Preference Selection ends, the Timetablers will close the system, changing the Status of the sessions back to OFF, and run a script to allocate students to their preferred classes, aiming to give students their preferred timetable in a fairer way than first in, best dressed.

To enter your preferences, you select the activity with the status PREFERENCE and then number your classes in order of preference (1 being your top preference), then click SAVE: It is recommended to select preferences for all preferences for all available activities.

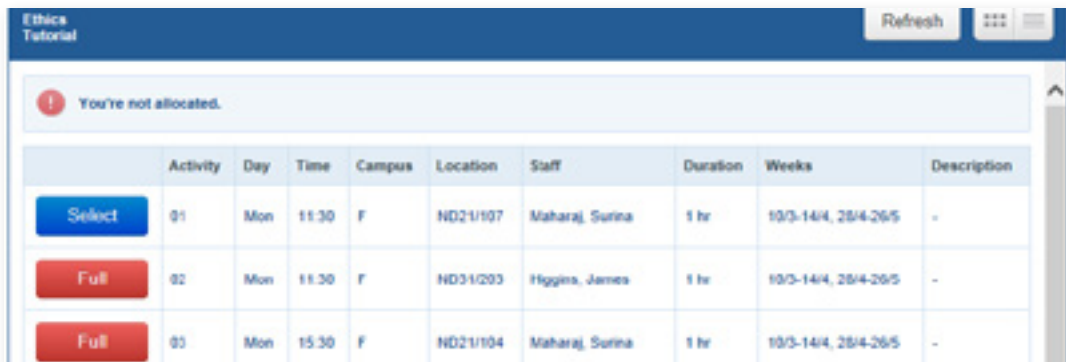
**This is not a "first come, first served" system. You can enter your preferences at any time during the preference selection period. The time that you enter your preferences will not have an impact on the likelihood of being allocated to your first choice.**

The screenshot shows a user interface for preference selection. On the left, there is a sidebar with a list of enrolled courses and their status. The main area displays a table for selecting preferences for a specific activity.

Preference	Activity	Day	Time	Campus	Location	Staff	Duration
1	4%	01	Tue	14:30	S	N055/411 River Expedite	2 hrs
4	4%	02	Tue	16:30	S	N055/411 River Expedite	2 hrs
3	4%	03	Thu	08:30	S	N053/048 Wilhelmina Dia Tut	2 hrs
2	4%	04	Thu	11:30	S	N055/410 Wilhelmina Dia Tut	2 hrs
	4%	05	Thu	14:30	S	N055/410 Wilhelmina Dia Tut	2 hrs
	4%	06	Thu	16:30	S	N055/502 River Expedite	2 hrs

## View your Allocation and Make your Selection

On the date that the Timetable becomes available, you will be able to see which activities you have been allocated to. During this time you can change your allocations. This is done by clicking on one of the activity groups for a subject on the left hand side. For example, clicking on the Tutorial activity group for F-CORE1020-S1-SP1. Results will then display such as:



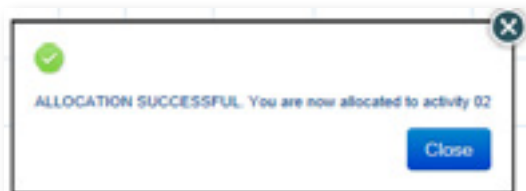
	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Select	01	Mon	11:30	F	ND21/107	Maharaj, Surina	1 hr	10/3-14/4, 26/4-26/5	-
Full	02	Mon	11:30	F	ND31/203	Higgins, James	1 hr	10/3-14/4, 26/4-26/5	-
Full	03	Mon	15:30	F	ND21/104	Maharaj, Surina	1 hr	10/3-14/4, 26/4-26/5	-

This screen will tell you if you are currently allocated to an activity and the status of the subject (please see above for an explanation of the various statuses).

1. To change your activity click on the 'Select' icon of the session you now want.
2. If your selection conflicts with another activity you have already been allocated to, the activity will have a 'Clash' icon against it.
3. If you select a course where a clash occurs you will receive the following message, along with a note indicating the course and activity where the conflict occurs:



Otherwise you will receive a message indicating a successful selection:



4. The same process should be repeated for all activity groups that you wish to change.

## Requesting a Swap

If a class is full you can request a swap by clicking on the heart symbol. This will place you on a waitlist. If someone removes themselves from the class then the next student on the waitlist will automatically be placed into this class. To remove yourself from the waitlist click on the heart symbol again.

