

# Allocate+ glossary

## Allocation methods

The allocation method appears next to the activities.

### **SELECT**

You need to allocate yourself to a timeslot.

### **ADJUST**

This activity has been allocated a timeslot however you can still change it where available.

### **READ ONLY**

You've already been allocated because there's only one scheduled time, **or** the timetable process is finished and you can't make any further changes.

### **OFF**

The activity hasn't been scheduled yet so you can't yet allocate a time. This could change at any stage, so it's a good idea to continue checking Allocate+.

### **AUTO-ALLOCATED**

There's only one option available for the unit, so you've been automatically allocated to the activity.

### **NO GROUP AVAILABLE**

At this stage, there are no activities for you to select for this unit. This could be because the unit is being taught online or off-campus, or no activities are being scheduled.

# Activity types

There are different activity types in Allocate+.

Different courses or units may use one or more different activity types.

## Lecture

Lectures are oral presentations delivered to large groups of students to instruct, inform, or teach them about a specific subject.

## Class

Classes are timetabled sessions where students can meet regularly with a teacher, or follow self-directed tasks to study their subject. They include a variety of delivery modes, and incorporate a wide range of activities to facilitate learning. In class, students develop communication, group-work, critical-thinking, creative and analytical skills.

## Seminar

P2M seminars are structured support sessions designed to strengthen students' foundational mathematical skills through guided practice, problem-solving, and clarification of key concepts. Each session is supported by two teaching staff and a Learning Skills Adviser, providing a supportive environment that encourages active participation and skill development.

## Workshop

A workshop focuses on active learning approaches, where students are often divided into smaller groups.

Within each group, students are given the chance to work towards one or more common academic goals. Workshops allow the instructor opportunities to identify, share, and comment on the work of individual student groups.

## Tutorial

Tutorials provide an opportunity for extensive engagement. These sessions encompass a broad range of activities including interactive and collaborative learning.

Students need to contribute their thoughts and sometimes even lead activities to resolve questions related to the subject material, moderated by the tutor.

Tutorials facilitate analysis, creativity, and communication skills.

## Laboratory

Laboratories allow students to turn their theoretical knowledge to practise in a research setting typical of the discipline.

Students undergo problem-solving using equipment, techniques, analysis and reporting techniques which are expected within the research area.

## FY Life

FYLife is a weekly session designed to support Foundation Year students' transition to tertiary study, with a focus on goal setting, academic progress, and connection to support services. It provides structured mentoring to help students develop the skills and habits needed for success and progression to university.

## Multiple part activities

Sometimes, activities are divided into multiple parts, and you need to attend every part.

In this example, there are three activity options with two parts – Part 1 and Part 2. You can choose either 01, 02, or 03. Activity 01 has been selected and both P1 and P2 would need to be attended.

	Activity	Day	Time	Campus	Location
✓	01-P1	Tue	15:30	DO	DO_750Collins/ST10.10
✓	01-P2	Thu	14:30	DO	DO_750Collins/ST07.53
	02-P1	Tue	09:00	DO	DO_750Collins/ST05.62
	02-P2	Fri	11:30	DO	DO_750Collins/ST07.21
	03-P1	Tue	15:30	DO	DO_750Collins/ST07.23
	03-P2	Thu	13:00	DO	DO_750Collins/ST07.09




## Activity Weeks

Some activities occur every week of the teaching period, some activities are only on certain dates or are in different locations on different dates. Be sure to check the Weeks column to see when the activity is occurring.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks
01-P1	Fri	09:00	DO	DO_750Collins/LAB10.50		3 hrs	6/3, 10/4, 24/4, 8/5
01-P2	Fri	09:00	DO	DO_750Collins/ST07.18		3 hrs	20/3
01-P3	Fri	09:00	DO	DO_750Collins/ST10.03		3 hrs	22/5

## Activity status icons

The icons appear to the right of the allocation method, indicating that:

-  This activity has been allocated a timeslot.
-  You've entered a preferred timeslot but the final timetable hasn't been sorted yet.
-  There's no timeslot selected for this activity yet. You need to select an activity, or in READ ONLY mode one will be allocated for you.

## Buttons

When you click on an activity, buttons appear next to the scheduled activity times.

**Select**

You can select the timeslot.

**Allocated**

You're allocated into a timeslot. You can change your allocation to any timeslot with a SELECT button.

**Clash**

The class for this activity clashes with your allocation for another activity. To allocate into this timeslot, you'll need to change your allocation for the other activity.

**Problem**

You've selected an activity that conflicts with a timetable rule or requirement. This may include class clashes, full activities or policies that limit the number of hours you can attend in a day or consecutively. When you click this

button, you'll see a description of the issue. In many cases, you can resolve it by adjusting your other class selections.

## Grid (calendar) view



Near the top of the screen on the right-hand side, you can switch to a calendar view of your timetable.

	Mon	Tue	Wed	Thu	Fri
8:00 AM		MCD2080_DO_S1 BUSINESS STATISTICS Lecture 03-P1 24/2-31/3, 14/4- 19/5 DO_750Collins/ST			
9:00 AM				MCD2080_DO_S1 BUSINESS STATISTICS Lecture 03-P2 26/2-2/4, 16/4-21/5 DO_750Collins/ST	
10:00 AM					
11:00 AM	MCD205 MARKET 1: MARKET THEORY & PRACTI	MCD204 MANAG PEOPLE AND ORGAN	MCD2050_DO_S1 MARKETING 1: MARKETING THEORY & PRACTICE Lecture 03	MCD2020_DO_S1 MICROECONOMIC Lecture 01 26/2-2/4, 16/4-21/5 DO_750Collins/ST	
12:00 PM					

## List view



Near the top of the screen on the right-hand side, you can click the list view button to view your timetable in table format.

Subject Code	Subject Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks
MCD2020_DO_S1_DAY	MICROECONOMICS	Lecture	01	Thu	11:00	DO	DO_750Collins/ST08.72		2 hrs	26/2- 2/4, 16/4- 21/5
MCD2020_DO_S1_DAY	MICROECONOMICS	Tutorial	03	Tue	13:30	DO	DO_750Collins/ST10.10		2 hrs	24/2- 31/3, 14/4- 19/5
MCD2040_DO_S1_DAY	MANAGING PEOPLE AND ORGANISATIONS	Tutorial	07-P1	Tue	11:30	DO	DO_750Collins/ST07.21		2 hrs	24/2- 31/3, 14/4- 19/5
MCD2040_DO_S1_DAY	MANAGING PEOPLE AND ORGANISATIONS	Tutorial	07-P2	Thu	14:30	DO	DO_750Collins/ST05.22		2 hrs	26/2- 2/4, 16/4- 21/5