

How to use Tutorial Direct

Tutorial Direct is the ACU online class allocation system, accessible from any device with Internet access. As a student, you are able to browse available classes for all units in which you are enrolled and select the timeslots that you would like to attend.

Prior to Tutorial Direct opening for your campus, the system will be open in “Read Only” mode so that you can login, view your timetable options and learn to navigate the system.

Before allocating to classes in Tutorial Direct, you should plan. The system is “first come, first served”, so there may be competition for some classes and the more popular classes will fill quickly.

Look at the full ACU web timetable and refer to the webpage, “Your timetable” for clarification of any issues.

Check each of your units to see how many and what kind of classes you need to attend. Wherever there is more than one class for a unit, you must select the one you prefer in Tutorial Direct. This guide explains how and when you need to select classes.

Plan and note down your ideal timetable in advance, so you can choose your preferred classes quickly and easily. It is important to have fall-back options prepared in case some of your preferred classes are filled.

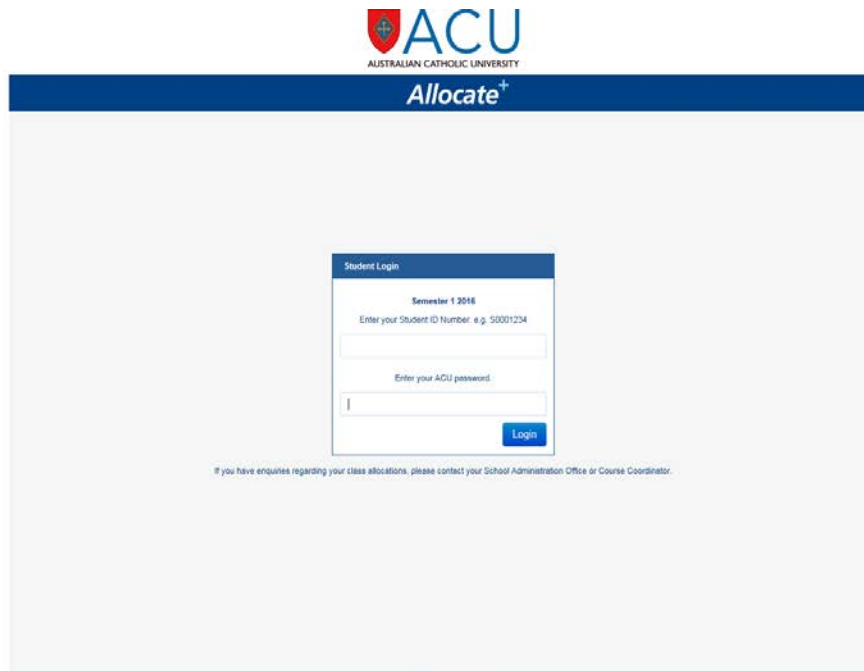
Ensure that none of your choices occur at the same time or overlap each other, otherwise you will have a ‘clash’ and only be able to select one class.

Until your campus opening day, you will not be able to allocate to any classes.

Please read the following instructions carefully.

Logging In

1. Go to the Tutorial Direct Login Page.



The screenshot shows the ACU Allocate+ Student Login page. At the top, there is the ACU logo (Australian Catholic University) and the 'Allocate+' header. Below this is a 'Student Login' form. The form includes a dropdown menu for 'Semester 1 2018', a text input field for 'Enter your Student ID Number. e.g. S0001234', another text input field for 'Enter your ACU password.', and a blue 'Login' button. Below the form, there is a small note: 'If you have enquires regarding your class allocations, please contact your School Administration Office or Course Coordinator.'

2. Enter your username (Student ID number) eg S0001234
3. Enter your ACU password.
4. Click Login.

Selecting Classes

Once you have logged in, you will see the units in which you have enrolled down the left-hand side of the screen. Each unit is broken into the various class types that you need to attend. Further explanation of class types is provided at the end of this document.

By clicking on the Sort by dropdown arrow, you may choose to view your units by:

- Alpha – alphabetical order
- Task – as you allocate yourself into classes, they will move to the top of the list. Classes to which you have not yet allocated will move to the bottom of the list.
- Status – will separate classes into those which you still need to allocate (Select) or don't need to allocate, as there may be only one class option (Adjust).

In here you will see:
 Your name
 Your ACU email address
 Your course of study

1. Select the 'Class Type' for a unit from the left-hand side column (eg L – Lecture; T – Tutorial; W – Workshop; P – Practical etc) and click on the yellow arrow for that particular class. ►
2. If '(Adjust)' already appears against a class type, you do not need to select a timeslot for this class as you have been automatically allocated by the system as there is only one choice of class.
3. If '(Select)' appears against a class type, you need to choose from the available options.

As an example, if HLSC120 Lecture is selected, the following screen will appear. Note that (Adjust) appears next to the class type – Lecture. This shows that a choice does not need to be made.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Allocated	01	Fri	10:00	4	MEL_MCHAud FERGIE, Doseena (27/2-3/4, 17/4-22/5), SIMPSON, Sandra (27/2-3/4, 17/4-22/5)	2 hrs	27/2-3/4, 17/4-22/5	SOCIETY, CULTURE AND HEALTH

There is only one class and "You're allocated" to it, indicated by . The information on the right hand side provides further detail about this class. Note the icon

As (Select) appears next to the HSC120 Tutorial, you will need to allocate yourself to a class for this unit. The symbol indicates that a class has not yet been chosen.

Tutorial 1 (below) is not an option as it would with another class you are attending at that time. You will not be able to select this tutorial.


The screenshot shows the Allocate+ interface. On the left, a sidebar displays the user's profile and enrollment status: 6 Allocated, 0 Pending, and 4 Unconfirmed. Below this is a list of enrolled units, including HLSC120_4C_Sem1 and PARA208_4C_Sem1. The main area shows a table of activities with columns for Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. A modal dialog box is open over activity 05, displaying a green checkmark and the message: "ALLOCATION SUCCESSFUL. You are now allocated to activity 05". A "Continue" button is visible in the dialog.

In this case, Tutorial 5 has been chosen by the student by clicking on **Select** which then changes to **Allocated** to show that the selection has been successful.

Click on **Continue** to carry on with the allocation process for all units in which you are enrolled.

The **Full** icon, as seen below, indicates that the class has reached its capacity and you will not be able to allocate to it.

The screenshot shows a list of activities in the Allocate+ interface. The activities are listed in a table with columns for Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. Activity 05 is marked as "Full" with a red icon, indicating that the class has reached its capacity. The other activities are marked as "Select" with blue icons.

Should you require additional information about a unit, the Information icon  will take you to the Course Enrolment Guides webpage.

It is possible to change your allocation if you wish to do so by clicking on **Select** for another class, however, your old allocation will then be gone and your place made available to other students.

Viewing your Allocations

Click on the Timetable link on the toolbar.



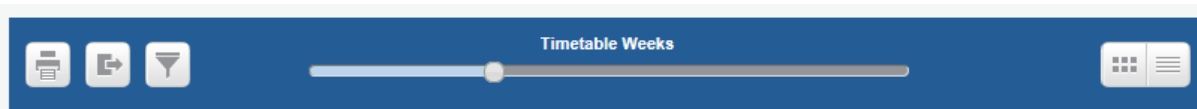
This shows your timetable in a Grid View (as below). If you prefer to see your timetable in a List View, click on the List icon on the top right hand side of the screen.

The screenshot shows the 'Allocate+' interface in Grid View. The top navigation bar includes Home, Timetable, Help, and Logout. The main area is titled 'Timetable Weeks' and shows a grid for 'All Weeks' with columns for days of the week (Mon-Sun) and rows for time slots (8:00 AM to 4:00 PM). A red circle highlights the List icon in the top right corner of the grid view.

List View

The screenshot shows the 'Allocate+' interface in List View. The top navigation bar includes Home, Timetable, Help, and Logout. The main area is titled 'Timetable Weeks' and shows a list of allocations. A red circle highlights the List icon in the top right corner of the list view.

Subject Code	Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks
HLSC120_4C_Sem1	SOCIETY, CULTURE AND HEALTH	L	01	Fri	10:00	4	MEL_MCHAud	FERGIE, Doseena (27/2-3/4, 17/4-22/5), SIMPSON, Sandra (27/2-3/4, 17/4-22/5)	2 hrs	27/2-3/4, 17/4-22/5
HLSC122_4C_Sem1	INQUIRY IN HEALTH CARE	L	01	Thu	11:00	4	MEL_MCHAud	PERRY, Joe	2 hrs	26/2-2/4, 16/4-7/5
HLSC122_4C_Sem1	INQUIRY IN HEALTH CARE	T	04	Tue	13:00	4	MEL_M2-82	PERRY, Joe	1 hr	24/2-31/3, 14/4-5/5
PARA208_4C_Sem1	PARA PRAC: NEURO EMERGENCIES	L	01	Mon	09:00	4	MEL_MChrist	KING, James	2 hrs	23/2-30/3, 13/4-4/5
PARA209_4C_Sem1	PARA PRAC: CARDIO EMERGENCIES	L	01	Mon	16:00	4	MEL_MChrist	KING, James	2 hrs	23/2-30/3, 13/4-4/5
HLSC120_4C_Sem1	SOCIETY, CULTURE AND HEALTH	T	05	Mon	14:00	4	MEL_MBGN-02	CLARKSON, Georgia	1 hr	23/2-30/3, 13/4-4/5
PARA208_4C_Sem1	PARA PRAC: NEURO EMERGENCIES	PN	06	Tue	14:00	4	MEL_DM6-03-04	BANK, Paramed	2 hrs	24/2-31/3, 14/4-5/5
PARA209_4C_Sem1	PARA PRAC: CARDIO EMERGENCIES	PN	09	Wed	18:00	4	MEL_DM6-02	BANK, Paramed 02	2 hrs	25/2-1/4, 15/4-6/5



This tool bar allows you to:



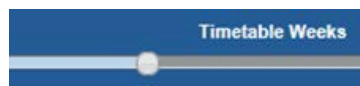
print as a PDF in portrait or landscape view



export in Excel or as text



filter



choose a specific week in the semester by sliding along the scale

When you have completed your allocations, click on Logout on the top menu bar to exit the system.



Activity Types

Generally:

Numbered Activities (T1, T2, T3 etc) are repeat classes. Students choose one of these classes to attend.

Lettered Activities (LA1, LA2, LB1, LB2 etc) are a series/sequence of classes. Students must attend A and B and C etc.

Activity Abbreviation	Activity Type	Description
AC	Adobe Connect	Class is run simultaneously on several campuses via Adobe Connect software. Students utilise a PC lab to access the class.
AS	Academic Skills	Academic Skills class
FXP	Practicum/Clinical	Specifies Clinical/Practicum placement days/weeks units with off campus work placement.
FXPA	Practicum/Clinical A	Specifies MULTIPLE Clinical/Practicum placement days/weeks for FXP units. Students must attend A and B and C etc (ie Practicum/Clinical B and C etc are NOT repeats of Practicum/Clinical A)
FXPB	Practicum/Clinical B	Specifies MULTIPLE Clinical/Practicum placement days/weeks for FXP units. Students must attend A and B and C etc (ie Practicum/Clinical B and C etc are NOT repeats of Practicum/Clinical A)
GW	Group Work	Denotes class presentation type - work done in groups.
GWA	Group Work A	Students must attend Group Work A and Group Work B and Group Work C etc. (ie Group Work B, C etc are NOT repeats of Group Work A)
GWB	Group Work B	Students must attend Group Work A and Group Work B and Group Work C etc. (ie Group Work B, C etc are NOT repeats of Group Work A)
GWC	Group Work C etc	Students must attend Group Work A and Group Work B and Group Work C etc. (ie Group Work B, C etc are NOT repeats of Group Work A)
I	Intensive	Run in limited weeks during the year and usually for 6 - 8 hours on weekends.
IA	Intensive A	Students must attend Intensive A and Intensive B and Intensive C etc (ie Intensive B, C, D etc are NOT repeats of Intensive A)

IB	Intensive B	Students must attend Intensive A and Intensive B and Intensive C etc (ie Intensive B, C, D etc are NOT repeats of Intensive A)
IC	Intensive C	Students must attend Intensive A and Intensive B and Intensive C etc (ie Intensive B, C, D etc are NOT repeats of Intensive A)
ID	Intensive D etc	Students must attend Intensive A and Intensive B and Intensive C etc (ie Intensive B, C, D etc are NOT repeats of Intensive A)
L/01	Lecture/s	If a lecture is offered more than once (ie it is repeated), this is indicated by L/02, L/03 etc). Students are required to choose ONE of these lectures only.
LA	Lecture A	Students must attend Lecture A and Lecture B and Lecture C etc (ie Lecture B, C, D etc are NOT repeats of Lecture A)
LB	Lecture B	Students must attend Lecture A and Lecture B and Lecture C etc (ie Lecture B, C, D etc are NOT repeats of Lecture A)
LC	Lecture C	Students must attend Lecture A and Lecture B and Lecture C etc (ie Lecture B, C, D etc are NOT repeats of Lecture A)
LD	Lecture D etc	Students must attend Lecture A and Lecture B and Lecture C etc (ie Lecture B, C, D etc are NOT repeats of Lecture A)
Lecture type - Online	Lecture online	Students do not attend face to face class. Lecture material is presented online via LEO.
LT	Lecture/Tutorial	Combined Lecture and Tutorial class
LSk	Library Skills	Library Skills class
P/01	Practical	Generic type practical class. If a practical class is offered more than once (ie it is repeated), this is indicated by T/02, T/03 etc. Students are required to choose only ONE of these tutorials.
PA	Practical A	Students must attend Practical A and Practical B and Tutorial C etc (ie Tutorial B, C, D etc are NOT repeats of Tutorial A)
PB	Practical B	Students must attend Practical A and Practical B and Tutorial C etc (ie Tutorial B, C, D etc are NOT repeats of Tutorial A)
PP	PASS Program	Peer assistance program. Discussed in the first week of lectures and allocation to classes takes place after that time.
PC	Practical - Computer Lab	Class takes place in a Computer lab
PEP	PEP Meeting	School of Education practical experience preparation
PM	Practical - Music	Class takes place in a Music room
PN	Practical - Nursing Lab.	Class takes place in a Lab (nursing, science etc)
PNap	Practical – Nursing Applied	Nursing practical class
Q&A	Question and Answer	Class sometimes offered several times during semester for students choosing online lectures
S	Seminar	Normally classes involving a small group of students engaged in advanced study/original research
SS	Study Skills	Study Skills class
T/01	Tutorial	If a tutorial is offered more than once (ie it is repeated), this is indicated by T/02, T/03 etc. Students are required to choose ONE of these tutorials only.
TA	Tutorial A	Students must attend Tutorial A and Tutorial B and Tutorial C etc (ie Tutorial B, C, D etc are NOT repeats of Tutorial A)

TB	Tutorial B	Students must attend Tutorial A and Tutorial B and Tutorial C etc (ie Tutorial B, C, D etc are NOT repeats of Tutorial A)
TC	Tutorial C etc	Students must attend Tutorial A and Tutorial B and Tutorial C etc (ie Tutorial B, C, D etc are NOT repeats of Tutorial A)
TX	Suspended class	A room booking for another space that is required for the class at some time during the semester eg a PC Lab. Students do not allocate to these.
VC	Videoconference	Students attends class via video conference in a video conference room. The lecturer may or may not be on the same campus as the student. If not a tutor will sometimes be present.
VCA	Videoconference A	Students must attend Video Conference A and Video Conference B and Video Conference C etc (ie Video Conference B, C, D etc are NOT repeats of Video Conference A)
VCB	Videoconference B	Students must attend Video Conference A and Video Conference B and Video Conference C etc ie Video Conference B, C, D etc are NOT repeats of Video Conference A)
VCC	Videoconference C	Students must attend Video Conference A and Video Conference B and Video Conference C etc (ie Video Conference B, C, D etc are NOT repeats of Video Conference A)
WX	Weemala Cultural	Weemala Cultural event
WL	Welcome	Welcome event
W	Workshop	Workshop (including where a repeat workshop is required)
WA	Workshop A	Students must attend Workshop A and Workshop B and Workshop C etc (ie Workshop B, C, D etc are NOT repeats of Workshop A)
WB	Workshop B	Students must attend Workshop A and Workshop B and Workshop C etc (ie Workshop B, C, D etc are NOT repeats of Workshop A)
WC	Workshop C	Students must attend Workshop A and Workshop B and Workshop C etc (ie Workshop B, C, D etc are NOT repeats of Workshop A)
WD	Workshop D etc	Students must attend Workshop A and Workshop B and Workshop C etc (ie Workshop B, C, D etc are NOT repeats of Workshop A)