

Timetable services - Allocate+

- Access your **timetable** at URL: <http://allocate.its.monash.edu.au/aplus/apstudent>.
- After logon, click on “**My Allocations**” to view current timetable, in a grid –format @ <http://allocate.its.monash.edu.au/aplus/apstudent>.
- This will display your current classes and tutorials, as below:

The screenshot shows the 'Allocate+ Student' web application. On the left, there is a sidebar with 'Your Subjects:' and a list of subjects including 'PLT1120_GL_S1_DAY'. The main area displays 'Your Current Allocations' in a grid format. The grid columns represent times from 8 am to 3 pm, and the rows represent days of the week. Allocations are shown as colored blocks with text indicating the subject and activity type.

- **Or** access it via the [My.Monash portal](#)
Click on '[Study and administration](#)' tab,
Click on “[My timetable](#)”.
To change allocations, click on “[Change class allocation \(allocate+\)](#)”.
Then click on “[Student login](#)” (located under “[log into allocate+](#)” heading).
- You may **move the default tutorial times**, allocated on your timetable, by selecting an alternative tutorial time with a “[pick me](#)” sign next to the appropriate tutorial. To do this: first click on a specific unit course code such as 'COM1010' located on the left pane, then click on 'tutorial'.
- Then click on “[My Allocations](#)” to view your new timetable.

The screenshot shows a detailed view of a subject allocation in the 'Allocate+ Student' web application. The subject is 'BUS3150_SA_S2_DAY COMP FAC NET MGT'. The interface displays the current allocation and provides options to change it. A 'Pick Me' button is highlighted in red, indicating the option to change the allocation.

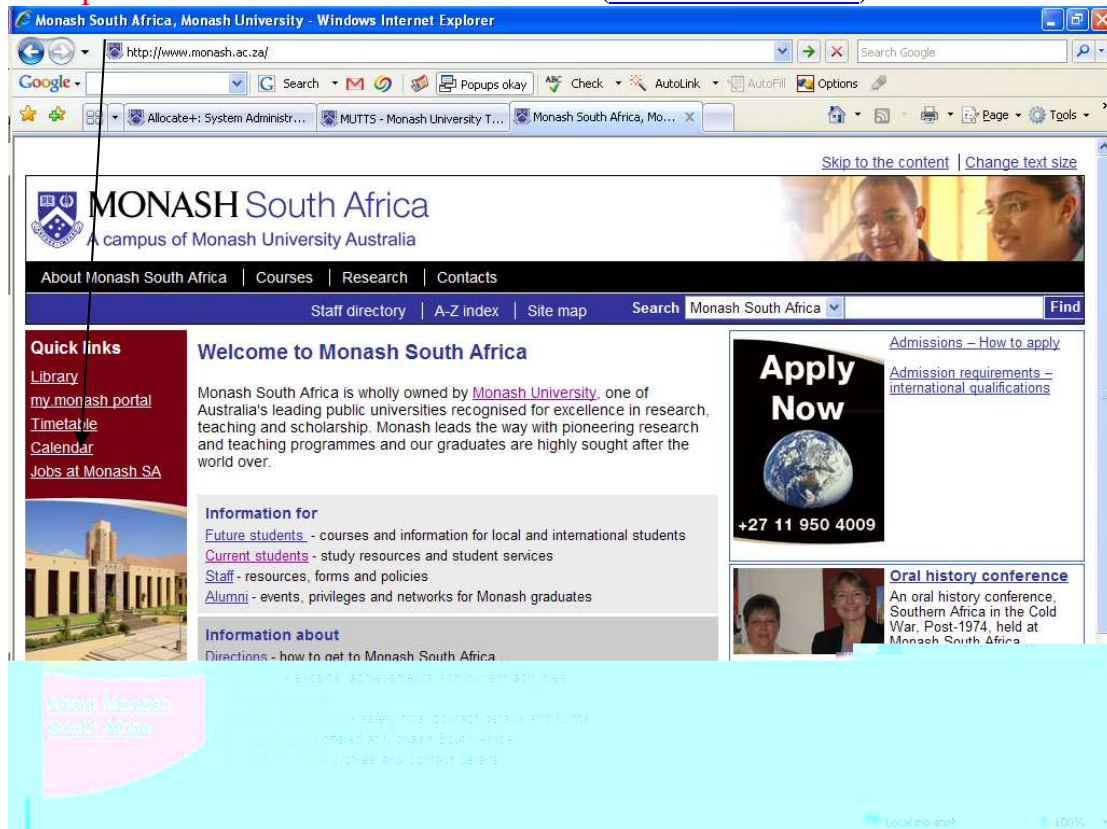
Activity	Type	Day	Time	Campus	Location	Staff	Duration (minutes)
01	Tutorial	Tue	10:30	SA	SA_S/PC_Lab_5	Mohan Arran Das	120

Activity	Type	Campus	Day	Time	Location	Staff	Duration	Week	Description
Pick Me 01	Tutorial	SA	Tue	10:30	SA_S/PC_Lab_5	Mohan Arran Das	120	24/7-18/9, 2/10-16/10	

- Timetable only available after enrolment process is complete (2 to 3 business days).

Step by step: Quick Guide to getting your timetable.

1. Step 1 Go to Monash South Africa website (www.monash.ac.za) click on **Timetable**



2. Step 2 Click on Student Login to Allocate+

The screenshot shows the 'Timetable' page on the Monash South Africa website. The browser is Mozilla Firefox. The page title is 'Timetable'. There are two links: 'For Students' and 'For Staff'. The main text explains that the Monash South Africa timetable is available via the Monash University Timetable System (MUTTS). It states: 'Please be aware that the timetable can change without notice. Students are advised to check their personal timetable regularly.' The 'For Students' section includes a message: 'Allocation Adjustment mode has now closed. Allocate Plus status is set to READ ONLY.' Below this, there are four bullet points: 'Allocate+ is an online lecture and tutorial allocation system, which can be accessed from any computer in the world that has Internet access. When you enrol, you will automatically be allocated to lectures and tutorials on Allocate+.', 'It is your responsibility to attend all activities on your timetable and you may ONLY attend activities for which you have been allocated.', 'If you change your enrolment, it is your responsibility to log into Allocate+ and allocate yourself to the lectures and tutorials for the new unit. If you do not allocate yourself, you will not be allowed to attend the lecture or tutorial.', and 'If you discontinue a unit, you will be automatically unallocated from the lecture and tutorial for that unit.' There is a link: 'Access your personalised timetable by logging into Allocate+ using your Authcate username and password and then click on the "My Allocations" link in the upper right corner.' Below this is the link: 'Student login to Allocate+'. A red arrow points from this link to the next screenshot. A 'NOTE' states: 'Please ignore any references to "preferences". Preferences will not be used at South Africa.' The 'For Staff' section mentions: 'In addition to the unit timetables available above, location and staff timetables can be retrieved from the MUTTS website (log in with your Authcate username and password)'. A 'Related links' sidebar on the right includes 'Unit List', 'MUTTS', 'Timetable Build Notes', 'Class Lists', and 'Campus map'.

3. Step 3 Login into Allocate+ using your Authenticate user and password

Allocate+ Student Login - Mozilla Firefox

http://allocate.its.monash.edu.au/aplus/apstudent

MONASH University

Allocate+ STUDENT ENTRY

Enter your Authcate username

Enter your Authcate password

Click here when ready!

Copyright © 2009 Monash University ABN 12 977 614 012 - Caution - Privacy - CRICOS Provider Number: 00009C
 Maintained by Allocate+ Team - Accessibility Information

4. Step 4 Click on My Timetable

Allocate+ Student

Welcome, THATO ANGEL BOKABAI

Allocate+ Your Personal Timetable

Print My Timetable: Show as List: s1 s2

Week: All Weeks

More Detail (if available):

Week: All Weeks

	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm
Mon	JRN1101 SA_S1_DAY Lecture_01 SA_L/LecTheatre_3 22/2-10/5						
Tue	INT1010 SA_S1_DAY Lecture_01 SA_BLOCK_C/LecTheatre_4 [200] 26/2-14/5			MGW1010 SA_S1_DAY Tutorial_09 SA_S/TutRoom_10 2/9-11/5			
Wed	COM1510 SA_S1_DAY Tutorial_08 SA_C/SemRoom_8 3/3-12/5					JRN1101 SA_S1_DAY Tutorial_04 SA_BLOCK_C/TutRoom_15 [HS 36] 24/2-12/5	
Thu	JRN1101 SA_S1_DAY Comp-Lab_03 SA_L/PC_Lab_2 25/2-13/5			INT1010 SA_S1_DAY Tutorial_06 SA_C/SemRoom_9 25/2-13/5			
Fri	COM1510 SA_S1_DAY Lecture_01 SA_BLOCK_C/LecTheatre_6 [200] 26/2-14/5			MGW1010 SA_S1_DAY Lecture_02 SA_BLOCK_C/LecTheatre_4 [360] 26/2-14/5			
Sat							
Sun							

The left pane display the units you units you have enrolled for this year.

Deselect only the semester you do not wish to view if both s1 and s2 are selected or shown. Then click on Get Timetable.

Allocate+ Student

You may adjust your allocation for the following:
COM1510_SA_S1_DAY
 MEDIA AND CULTURE

- Lecture
- Tutorial
- INTI010_SA_S1_DAY CONTEMPORARY WORLDS 1
 - Lecture (Auto Allocated)
 - Tutorial
- INTI020_SA_S2_DAY CONTEMPORARY WORLDS 2
 - Lecture (Auto Allocated)
 - Tutorial
- JRN1101_SA_S1_DAY JOURNALISM 1
 - Comp-Lab
 - Lecture (Auto Allocated)
 - Tutorial
- MGW1010_SA_S1_DAY INTRO TO MGT
 - Lecture
 - Tutorial
- MGW1100_SA_S2_DAY MGR COMMUN
 - Lecture (Auto Allocated)
 - Tutorial

The following have no available activities:
COM1520_SA_S2_DAY
 COMMUNICATIONS AND SOCIETY
 No activities for this subject
JRN1102_SA_S2_DAY
 JOURNALISM 2
 No activities for this subject...

Welcome, THATO ANGEL BOKABA!
COM1510_SA_S1_DAY
 MEDIA AND CULTURE
 Lecture

This activity group is set to **ALLOCATION ADJUSTMENT**.

😊 You are allocated to activities for this subject. They are listed below.

You are currently allocated to:

Activity	Type	Day	Time	Campus	Location	Staff
01	Lecture	Fri	08:30	SA	SA_BLOCK_C/LecTheatre_6 [200]	Chasi

Message: Allocate Plus is now open to students. Preference Mode is not in use in South Africa Campus. Please Note: In order to minimize overcrowding in classes you are requested to attend your classes as per your allocation.

You may select from the following options:

Activity	Type	Campus	Day	Time	Location
Pick Me 01	Lecture	SA	Fri	08:30	SA_BLOCK_C/LecTheatre_6 [200]
Pick Me 02	Lecture	SA	Fri	12:30	SA_BLOCK_C/LecTheatre_6 [200]

To change Allocation to a time of your choice click on the activity on the left pane (e.g Lecture). You will get the window on the right with a smiley on it. This window shows available time slots for the activity that you may choose from. If the activity is not full a "PICK ME" will be displayed next to activity, otherwise it will display "FULL".

Allocate+ Student

You may adjust your allocation for the following:
COM1510_SA_S1_DAY
 MEDIA AND CULTURE

- Lecture
- Tutorial
- INTI010_SA_S1_DAY CONTEMPORARY WORLDS 1
 - Lecture (Auto Allocated)
 - Tutorial
- INTI020_SA_S2_DAY CONTEMPORARY WORLDS 2
 - Lecture (Auto Allocated)
 - Tutorial
- JRN1101_SA_S1_DAY JOURNALISM 1
 - Comp-Lab
 - Lecture (Auto Allocated)
 - Tutorial
- MGW1010_SA_S1_DAY INTRO TO MGT
 - Lecture
 - Tutorial
- MGW1100_SA_S2_DAY MGR COMMUN
 - Lecture (Auto Allocated)
 - Tutorial

The following have no available activities:
COM1520_SA_S2_DAY
 COMMUNICATIONS AND SOCIETY
 No activities for this subject
JRN1102_SA_S2_DAY
 JOURNALISM 2
 No activities for this subject...

Welcome, THATO ANGEL BOKABA!
COM1510_SA_S1_DAY
 MEDIA AND CULTURE
 Tutorial

This activity group is set to **ALLOCATION ADJUSTMENT**.

😊 You are allocated to activities for this subject. They are listed below.

You are currently allocated to:

Activity	Type	Day	Time	Campus	Location	Staff	Duration (minutes)	Weeks	Description
08	Tutorial	Wed	08:30	SA	SA_C/SemRoom_8	Chasi	60	3/3-12/5	Media and C

Message: Allocate Plus is now open to students. Preference Mode is not in use in South Africa Campus. Please Note: In order to minimize overcrowding in classes you are requested to attend your classes as per your allocation.

You may select from the following options:

Activity	Type	Campus	Day	Time	Location	Staff	Duration	Week	Description
Pick Me 01	Tutorial	SA	Mon	13:30	SA_BLOCK_C/TutRoom_16 [HS 36]	Chasi	60	1/3-10/5	Media and Culture
Pick Me 02	Tutorial	SA	Mon	14:30	SA_S/TutRoom_12	Chasi	60	1/3-10/5	Media and Culture
Pick Me 03	Tutorial	SA	Tue	08:30	SA_C/SemRoom_7	Chasi	60	2/3-11/5	Media and Culture
Pick Me 04	Tutorial	SA	Mon	15:30	SA_S/TutRoom_12	Chasi	60	1/3-10/5	Media and Culture
Pick Me 05	Tutorial	SA	Wed	12:30	SA_BLOCK_C/TutRoom_17 [HS 36]	Chasi	60	3/3-12/5	Media and Culture
Pick Me 06	Tutorial	SA	Wed	14:30	SA_C/SemRoom_10	Chasi	60	3/3-12/5	Media and Culture
Pick Me 07	Tutorial	SA	Tue	09:30	SA_BLOCK_C/TutRoom_16 [HS 36]	Chasi	60	2/3-11/5	Media and Culture
Pick Me 08	Tutorial	SA	Wed	08:30	SA_C/SemRoom_8	Chasi	60	3/3-12/5	Media and Culture
Pick Me 09	Tutorial	SA	Wed	13:30	SA_BLOCK_C/TutRoom_18 [HS 36]	Chasi	60	3/3-12/5	Media and Culture
Pick Me 10	Tutorial	SA	Mon	08:30	SA_S/TutRoom_10	Chasi	60	1/3-10/5	Media and Culture

Activities that have got "Auto Allocate" in parentheses imply that there is no other option that activity.