The On Line Class Registration (OLCR) system has an administrative web site that allows staff to enable/disable units, set and modify class details and view/edit class allocations. It allows a great amount of flexibility and efficiency for administration staff.

Overview:

Before the students gain access to the system you need to perform the following steps for each unit:

1. Check that all classes for all units are present and correct.
   - Any that are missing should be added.
   - Check the group numbers and renumber them as desired. The default numbers are taken from Timetables and may not be correct.
   - For each class type (tutorial, lab etc), no two classes should have the same group number unless they are linked together. I.e. students do one class and they must do the other.

   Note: Unfortunately OLCR does not update its information from the central timetable office. Changes need to be updated on both separately.
   The timetable office handles the booking of rooms to a unit’s classes. OLCR handles the allocation of students into those classes.

2. Set Departmental and Unit Messages.
3. Change the class sizes as necessary.
4. Correctly set Unit Options.
5. Enable the unit. This combined with the unit configuration options will allow student access to the unit.

Before the allocation you need to re-check the unit and ensure that there are seats for all students. This might involve adjusting class sizes and adding or removing classes.

After the allocation you need to manage class lists and print any required reports (attendance sheets for tutors, etc).

The rest of this manual takes you through these steps in detail.
Section 1: Logging In

Type the following addresses into your web browser (Netscape or Internet Explorer):

https://server1.olcr.uwa.edu.au or https://server2.olcr.uwa.edu.au

Select OLCR Admin Web Pages

If a security warning dialog appears click on Yes to proceed.

Once you have your username and password, you can type these into the login boxes that appear when you go to the above link. Click on OK to connect to the OLCR Administration System. On the first page you will find a list of important dates and a copy of the manual to download.

Note: Currently OLCR displays Schools and Teaching areas as Departments. This will be corrected in the next version of OLCR.

To start using the system click Start OLCR Admin button and select the Teaching area (Department) you wish to access.

Note: Access to Departments and menu options is based on the user login – some options may not be available to you.

<table>
<thead>
<tr>
<th>Department</th>
<th>Options</th>
<th>Timetable</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0200 - Accounting &amp; Finance</td>
<td>Options</td>
<td>4/4/6h/8h Lectures</td>
<td>6/8h Lectures</td>
</tr>
<tr>
<td>0300 - Agricultural &amp; Resource Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Anatomy and Human Biology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0370 - Animal Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03100 - Anthropology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Architecture &amp; Fine Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03100 - Arts, Humanities &amp; Social Sciences Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03100 - Asian Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Biomedicine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Civil and Environmental Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Classics and Ancient History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0370 - Computer Science &amp; Software Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Dentistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0310 - Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03100 - Education</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Only Departments that you are allowed to access appear as hyperlinks.
After selecting a Department you’ll be given a list of units run by the department.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Edit Options</th>
<th>Class Options</th>
<th>ClassCounts</th>
<th>Class clashes</th>
<th>Reports</th>
<th>Enable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT1101</td>
<td>Financial Accounting</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ACCT1102</td>
<td>Management Accounting</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ACCT2101</td>
<td>Financial Accounting</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ACCT2102</td>
<td>Management Accounting</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ACCT4332</td>
<td>Financial Accounting</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ACCT4333</td>
<td>Management Accounting</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
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</tr>
<tr>
<td>ACCT4440</td>
<td>Management &amp; Ethics</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Only Units that you are allowed to access appear as hyperlinks.

For each unit you have an option to:
- *Edit/Add classes (groups)*
- *Set unit Options*
- *Access Class Lists*
- *Access Class Counts*
- *Check timetable Clashes*
- *Run additional Reports*
- *And quickly Enable/Disable units (GlobalEnable)*

The “Reports” menu item gives access to these reports.

- **Reports for ACCT1101: Financial Accounting**
  - Download Data
  - Timetable
  - Preference Distribution
  - Students enrolled on Callists but Missing allocations
  - Students who have put down preferences but do not appear as enrolled on Callists
  - Attendance Sheets
  - Notice board (by group)
  - Notice board (by student)
  - Notice board unit Groups

The Preference Distribution gives a summary of popularity of each class.
The Timetable report gives you the class timetable for the unit.

**Section 2: Enabling and Disabling Units**

Each unit that you want to be a part of the On Line Class Preference System must be enabled through this page by clicking the *GlobalEnable* box (see the image above in section 1).

Green tick means unit is enabled, red cross – unit disabled.

Please remember that you cannot add units (contact Helpdesk if a unit missing)
Section 3: Adding and Editing Groups

To edit classes for a particular unit click the **Edit** hyperlink corresponding to this unit. A page will appear containing a table of classes:

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Group Size</th>
<th>Classroom Type</th>
<th>Location</th>
<th>Lecturer</th>
<th>Start Time</th>
<th>End Time</th>
<th>Venue</th>
<th>Min Unit Limit</th>
<th>Max Unit Limit</th>
<th>Class Limit</th>
<th>Student Numbers</th>
<th>Potential Class Numbers</th>
<th>Enrolments</th>
<th>Notes</th>
<th>Renumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture_T1</td>
<td>1</td>
<td>Lecture</td>
<td>Room1</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>10:00 AM to 11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Tutorials_T1</td>
<td>1</td>
<td>Tutorial</td>
<td>Room2</td>
<td>Michael</td>
<td>12:00 PM</td>
<td>01:00 PM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>12:00 PM to 01:00 PM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture_T2</td>
<td>1</td>
<td>Lecture</td>
<td>Room3</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>10:00 AM to 11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Tutorials_T2</td>
<td>2</td>
<td>Tutorial</td>
<td>Room4</td>
<td>Michael</td>
<td>12:00 PM</td>
<td>01:00 PM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>12:00 PM to 01:00 PM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Total</td>
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</tr>
<tr>
<td>Lecture_T3</td>
<td>4</td>
<td>Lecture</td>
<td>Room5</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
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<td>0</td>
<td>10:00 AM to 11:00 AM</td>
<td>RC101</td>
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<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Tutorials_T3</td>
<td>2</td>
<td>Tutorial</td>
<td>Room6</td>
<td>Michael</td>
<td>12:00 PM</td>
<td>01:00 PM</td>
<td>RC101</td>
<td>0</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other_600M_Thurs</td>
<td>1</td>
<td>Lecture</td>
<td>Room7</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>10:00 AM to 11:00 AM</td>
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<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Other_600M_Fri</td>
<td>1</td>
<td>Lecture</td>
<td>Room8</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>10:00 AM to 11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other_600M_Thurs</td>
<td>2</td>
<td>Lecture</td>
<td>Room9</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>10:00 AM to 11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Other_600M_Fri</td>
<td>2</td>
<td>Lecture</td>
<td>Room10</td>
<td>Michael</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>10:00 AM to 11:00 AM</td>
<td>RC101</td>
<td>0</td>
<td>Renumber</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>4</td>
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<td></td>
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<td></td>
</tr>
<tr>
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<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
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</tr>
</tbody>
</table>

A number of warning messages will appear if there are problems with class sizes. For example:
- **Pre-Allocation Warning.** Insufficient seats. You have 75 students trying to fill into 50 tutorial seats. Please add more tutorial seats.
- **Allocation Warning.** Tutorial has 20 students allocated to it and only 19 seats. Is 19 seats enough?

Pre-Allocation warnings relate to problems before the allocation. Allocation warnings only occur once students have been allocated to classes.

Further down the page there are a number of buttons that allow you to renumber and resize several groups at once.

At the bottom of the page is an explanation of the number of students that the allocation program will attempt to allocate.

There are 77 students shown as enrolled on SRS.
There are 75 students that have entered preferences for this unit of which 3 are not shown as enrolled on SRS. This units allocation will only include students that entered preferences. Because of this 75 seats in total are needed in each class type.

The wording and numbers given will change depending on the Unit options.

### 3.1 To Renumber groups

Choose the class type to renumber from the drop down box

Enter the number that you want the classes to start from. This is usually 1. Click on the Renumber button.
3.2 To set the class size for all groups of a particular class type.

Choose the class type to set the class sizes from the drop down box

Enter the desired class size into the text box.
Click Resize

3.3 To Add a classes.

If you require additional classes you must first book them with the central timetables and then add them to OLCR.

To add to OLCR click the “Add Group” button.

ACCT3331 - taxation

Type of class:

Choose the type of class (group) from the drop down list. Most Types are self-explanatory.

E.g. A LectureTute is a tying of a Lecture to a Tutorial under a single choice e.g. run by the same person. This means that if a student selects to attend a certain lecturer’s lecture, they MUST also attend his tutorial.

Group is a generic name for a group of classes, e.g. set of small group lectures.

Subsequent Lectures, Labs etc (e.g. LectureB, LectureC) are used if
you have more than 1 class of this type and all are compulsory. Section 4 on grouping explains this with examples.

**Group Description:**
Describes this group.
e.g. if the class type is LectureTute then this group might be a Lecture or a Tutorial.

**Group Number:**
Choose the *group number*, or leave it as the default Next to automatically assign a consecutive number.

**How Popular:**
As students enter preferences the system will update this to reflect how popular the class is.
The system divides student’s preference choices into two categories, ‘Popular’ and ‘Unpopular’. When the students are asked to enter preferences, they are required to choose half of their preferences from the unpopular list. This is done to force them to assign half or more of their preferences against unpopular classes. In effect they have two sets of preferences. One set for popular classes (which will probably be overly desired) and another set for unpopular classes (usually easier to obtain).

**Attendance is Optional:**
If this is ticked a clash report that displays this group will have an * next to it to indicate that attendance is optional.

**Limit Class size to:**
By default the class size will be set to the number specified when the venue was booked with Timetables.

**Extra allowed if overloaded:**
Set this to the number of student to allow into this class once all of the classes are full. If the class sizes have been set correctly prior to allocation this overloading should not be required.

**On Which Day, Starts at, Ends at:**
Set these to the day and time of the class.

**What venue:**
Set to the venue. If the venue you are booked into does not appear in the drop down list, then you need to contact the helpdesk on x7888.

**Who Teaches:**
If desired you can specify a Teacher (tutor, lecturer, supervisor etc) of the class. List of names available is taken from the list of OLCR users.

**Smallest Allowed Group Size:**
Note: Presently this function is not implemented.
Stops students leaving a group if doing so resulted in the class size
dropping below this limit.
This variable only affects students editing their timetable.
It does not affect the allocation process and hence does not guaranty
a minimum class size during allocations.

**Which Weeks:**
Tick the relevant weeks that the group is run.
NOTE: This must be done. Clash detection only functions for ticked
weeks.
Some abbreviations are used when displaying week patterns.
Sem1 = standard week pattern for Semester 1
Sem1w2 = Same as Sem1 but starting week 2
Use of abbreviations will be improved in later versions of OLCR.

Finally click **Add**.

**3.4 To modifying an existing class**

To modify an existing class click on hyperlink in the first column corresponding
to the entry you wish to change and you’ll get to the following page:

![ACCT3331 - taxation table](image)

Make any changes required and click **Modify**.

If you are changing venue or times then you must confirm the change with
central timetables.

**3.5 To Delete a class**

You can also delete a class by clicking **Delete** hyperlink in the last column
corresponding to the entry you wish to delete. A class can be deleted prior to
any allocations or preferences being put against it. If an allocation or
preference exists, the ClassLimit will be set to zero instead. This is done so
preferences and/or allocations for that class will not be lost forever.

Groups with a zero size do not count in the count of groups. During a group renumber operation they are placed after all the other groups.

**Section 4: Correct Grouping**

It is very important that groups be grouped correctly. Groups with the same group number are linked to form a single option.

Some examples:

**Example 1:**
A unit with two lectures that are both compulsory.

Groups with the same group number are linked to form a single option.

Some examples:

**Example 2:**
A unit with a lecture and a repeat lecture.
I.e. two lectures but student only need to go to one.

The first Lectures group number is set to 1. The repeat lectures group number is set to 2. This tells the system that two options exist for the students.

On the Students System they see these lectures as a two options.

**Example 3:**
A unit has two lectures where each lecture has a repeat.

We don’t care whether a student goes to a lecture or its repeat.
In order to allow students to independently choose the original lecture or its repeat we have to use another class type for the second lecture. Because both sets of lectures have two options the group numbers are set to 1 and 2 to separate each lecture from its repeat.

**Example 4:**
A unit has 4 tutors. Each tutor supervises a tutorial and a lab. It is desired that the students have the same tutor for both the tutorial and the lab.

The tutorial and the lab must be paired up so that students choose them as pairs instead of independent choices. Each pair is given its own group number.

In this example the class in SSCI:214 is the tutorial. The class in SSCI:2204 is a lab.

It is not possible with the current version of OLCR to distinguish between the tutorial and the lab other than via the venue.

Students will see this like this

I.e. they enter preferences and are allocated against the tutelab pair.

Whenever classes are group together under the same group number, the minimum class size for each group number is tallied up to produce the Total seats displayed.
Section 5: Unit Options

Click on the Options Menu item. A page of options will appear. These options are grouped together.

5.1 Basic unit options

The first section has the Basic unit options

<table>
<thead>
<tr>
<th>Basic unit Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>ACCT3331</td>
</tr>
<tr>
<td>Description</td>
<td>Taxation</td>
</tr>
<tr>
<td>Role Required To Access</td>
<td>0901 unit</td>
</tr>
<tr>
<td>Main Contact</td>
<td>Michael Smeeve</td>
</tr>
<tr>
<td>Redirect To Base Unit</td>
<td>ACCT3311</td>
</tr>
<tr>
<td>Note to students</td>
<td></td>
</tr>
<tr>
<td>Global Emails</td>
<td></td>
</tr>
</tbody>
</table>

These options are:

**Unit:** Contains the unit code for this unit. You cannot change this.

**Description:** Contains the unit’s description. The default value is imported from Student Records.

**Role Required to Access:** This is a security setting. Most users cannot change this option.

**Main Contact:** The user name of the person who is the main contact should problems occur with the unit.

**Redirect to Base Unit:** If this unit is an alias for another unit then this option should be set to the base unit code. Usually this is the first unit code that would appear on a sorted list of the unit codes.

E.g. 290290 is the same unit as 290190. It has exactly the same classes. So the 290290 options should have the Redirect to Base Unit set to 290190.

**Note to Students:** This message will be displayed to students at the top of the preference entry page for this units. It also appears post allocation below the student’s timetable. It can be up to 1024 characters long.

Text can be bolded by enclosing it like so [b]Bold Text[/b]
5.2 Student Entry Options

The next section contains options that are relevant to student access to the system.

<table>
<thead>
<tr>
<th>Student Entry Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow students to enter preferences:</td>
</tr>
<tr>
<td>Enable Preference Entry Checks:</td>
</tr>
<tr>
<td>Max Number of Preferences:</td>
</tr>
<tr>
<td>Allow students to view allocations:</td>
</tr>
<tr>
<td>Allow students to add/edit allocations:</td>
</tr>
<tr>
<td>Allow students to view teachers:</td>
</tr>
</tbody>
</table>

All of these options take immediate effect once they are saved. These options are:

**Allow students to enter preferences**: When enabled students can enter preferences for this unit via the student web pages. This should be turned on during the preference collection phase of OLCR. Once the allocation has been done this option should be disabled.

**Enable Preference Entry Checks**: Leave this enabled

**Max Number of Preferences**: This determines the maximum number of preferences. You should not need to change it from the default of 8. The system will automatically adjust the number of preferences a student needs to enter up to this limit. e.g. if it’s set to 6 and there are two tutorials and 20 labs - the students will be required to enter 2 tutorial preferences and 6 lab preferences.

**Allow students to view allocations**: When enabled students will see any allocations for this unit. When disabled allocation details will be replaced with NA which stands for Not Available.

**Allow students to add/edit allocations**: When enabled students can change their allocations within the limits of class sizes. Students who do not have an allocation can add themselves to classes. If disabled the unit will appear as locked. Allocations cannot be removed and the unit does not appear on the ‘add to class’ drop down unit list.

**Allow students to view teachers**: When enabled any teachers that have been assigned to classes will appear for students in the timetable section of their web site.
5.3 System Allocation Options

This section contains options that relate to the automated allocations

<table>
<thead>
<tr>
<th>System Allocation options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which Allocation Run:</td>
</tr>
<tr>
<td>Add in Students on Student Records that did not enter preferences:</td>
</tr>
<tr>
<td>Delete ALL Allocations before run:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
</tbody>
</table>

These options are:

**Which Allocation Run:** The values have the following meanings

0 – No automated allocation will be done
1 – This unit will be allocated on the Wednesday of the week before semester.
2 – This unit will be allocated on the Wednesday of the 1st week of semester.
3 – This unit will be allocated/re-allocated during a special allocation run.
4 – Same as 3 however these re-allocations may run automatically on a regular basis.

**Add in Students on Student Records that did not enter preferences:** The allocation program builds a list of students to allocate for each unit-class. It does this by the following method.

1. Create a list of all students that have entered preferences for this unit regardless of class. E.g. they might have preferences for a lab but not for a tutorial because the tutorials where added after they had visited the OLCR site.
2. If the “Add in Students on Student Records….“ Unit option is set then add students on student the records system that are enrolled for the unit but not already on the list (ie didn’t enter preferences).
3. Create a list of students that have been allocated to any class for this unit. Add any that are missing from the “to be” allocated list to that list.
4. Remove any students that already have an allocation for this unit-class.

**Delete ALL Allocations before run:** This should only be used if the unit needs a full re-allocation (via Allocation run types 3 and 4). ALL existing allocations for this unit will be deleted before re-allocating it.

**Location:** Only students enrolled at this location will be allocated.

5.4 WebCT Export Options

These options do not currently work. You can use it to flag that you wish the units class lists to be imported into WebCT.
Section 6: Viewing Class Lists

This option enables you to access student class lists for each group created for a particular unit. Click on the ClassList for the unit you wish to view and then select the Group you wish to retrieve the class list for.

Select a group from the Drop-down menu and click Update Display. The following will appear:

To add a student to the class type the students number into the Add StudentID text box and click the Add button.

To remove a student, find the row for that student in the class list and click on its Remove hyperlink.

To Email up to 60 students on the displayed class list click on “Email (Eudora)” if you use Eudora or on “Email (Outlook)” if you use outlook.

To download the displayed class list, click the “Download Data” hyperlink. Printable attendance sheets and notice board printouts can be done by clicking on the relevant link. Note: entire unit reports are best done through the unit reports on the web page that displays a department’s units.

The column Pref shows what preference, if any, the student received.

The NotOnSRS column displays the current student record enrollment status. An * means no record exists. Enrolled means the student is enrolled. Discont
means the student as withdrawn from the unit.

The “Creator” column displays who created the allocation. If a student number is displayed then the student has added themselves to the class. If a user name is displayed then it is the username of the person that added the student. If the Creator column starts with “Alloc” then the allocation was created by the allocation program. To provide additional information and to assist with the debugging of the allocation program the “Alloc” is followed by a code that describes what the Allocation program thought it was doing when it allocated the student. Some codes are

- AllocPrefN – Allocated without Clashes the student to their Nth preference.
- AllocNoPref – Allocated without Clashes had No Prefs (none entered by student).
- AllocFailedPref – Allocated without Clashes Failed to get a Pref
- AllocClashNoPref – Allocated with Clashes had No Prefs
- AllocClashFailPref – Allocated with Clashes Failed to get a Pref
- AllocNPrefOV – Overload Allocated without Clashes had No Prefs
- AllocFPrefOV – Overload Allocated without Clashes Failed to get a Pref
- AllocClashNPrefOV – Overload Allocated with Clashes had No Prefs
- AllocClashFPrefOV – Overload Allocated with Clashes Failed to get a Pref

**Section 7: Class Counts**

Class Counts option lets you view a summary of class size limit, seats taken (allocated) and free for each group. Example below:

<table>
<thead>
<tr>
<th>Class</th>
<th>Week Date</th>
<th>Venue</th>
<th>Class Size Limit</th>
<th>Allocated Count</th>
<th>Free Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lec_1L</td>
<td>Monday</td>
<td>BCKT</td>
<td>310</td>
<td>242</td>
<td>68</td>
</tr>
<tr>
<td>Lec_1L</td>
<td>Monday</td>
<td>BCKT</td>
<td>310</td>
<td>242</td>
<td>68</td>
</tr>
<tr>
<td>Tbl_1L</td>
<td>Monday</td>
<td>BCKT</td>
<td>11</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Tbl_1L</td>
<td>Monday</td>
<td>BCKT</td>
<td>11</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Tbl_1L</td>
<td>Monday</td>
<td>BCKT</td>
<td>11</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Tbl_1L</td>
<td>Monday</td>
<td>BCKT</td>
<td>11</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Other_Wkld_Exam 1</td>
<td>Other</td>
<td>Thursday</td>
<td>10</td>
<td>ARTS2 10</td>
<td>80</td>
</tr>
<tr>
<td>Other_Wkld_Exam 1</td>
<td>Other</td>
<td>Thursday</td>
<td>10</td>
<td>ARTS2 10</td>
<td>80</td>
</tr>
<tr>
<td>Other_Wkld_Exam 1</td>
<td>Other</td>
<td>Thursday</td>
<td>10</td>
<td>ARTS2 10</td>
<td>80</td>
</tr>
<tr>
<td>Other_Wkld_Exam 1</td>
<td>Other</td>
<td>Thursday</td>
<td>10</td>
<td>ARTS2 10</td>
<td>80</td>
</tr>
</tbody>
</table>

A negative number of free seats indicates that the class size has been exceeded.

**Section 8: Clashes**

Shows whether there are any *clashes* between all the classes (groups) for the unit.
The options column displays the number of available options for that class type within the relevant unit. If it is 1 then the displayed option is the only choice available.

If both sides of the clash only have 1 option then the clash can not be fixed.

If one side of a clash has 1 option and the other side has 2 options then the clash might be fixable by switching the student to the other option. However it is often the case that the other option is an unfixable clash with something else.

## Section 9: Pref Counts

Gives a summary of student preference counts – how many students have put preferences for each class (group). It shows which classes are popular and which aren’t.

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Name</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Monday</td>
<td>10:00</td>
<td>EDB1084</td>
<td>16</td>
<td>12</td>
<td>10</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5622</td>
</tr>
<tr>
<td>Tuesday</td>
<td>12:00</td>
<td>EDB0081</td>
<td>16</td>
<td>12</td>
<td>10</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5622</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00</td>
<td>EDB1084</td>
<td>16</td>
<td>12</td>
<td>10</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5622</td>
</tr>
<tr>
<td>Thursday</td>
<td>17:00</td>
<td>EDB1084</td>
<td>16</td>
<td>12</td>
<td>10</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5622</td>
</tr>
<tr>
<td>Friday</td>
<td>11:00</td>
<td>EDB1084</td>
<td>16</td>
<td>12</td>
<td>10</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5622</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
</tr>
</tbody>
</table>

This information can be helpful in deciding which tutorial can be removed. It can also be useful in deciding when to run additional tutorials if they are needed.

The columns are as follows:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>basic class information</td>
</tr>
<tr>
<td>Limit</td>
<td>the current class size limit.</td>
</tr>
<tr>
<td>Smiley face</td>
<td>popular/unpopular status</td>
</tr>
<tr>
<td>1st 2nd 3rd</td>
<td>respective counts of 1st, 2nd, 3rd … preferences</td>
</tr>
<tr>
<td>Total</td>
<td>total number of preferences recorded for that class.</td>
</tr>
</tbody>
</table>
Numbers shown in red indicate that the number of preferences exceeds the class size limit. E.g. if the Limit column has a 16 and the “1st” column has a red 20 then this indicates that 20 people have put a 1st preference for the class but only 16 spots are available. It is guaranteed that at least 4 people will not get their 1st preference.

The weighted sum of preferences is calculated such that the sum of two 2nd preferences equals one 1st preference, of four 3rd preferences equals one 1st preference etc.

Section 10: NotOnSRS

Gives a list of students who put preferences for the unit but are not on the Student Records System.

Section 11: Students Missing from the Allocation

The “Missing” menu displays a list of students that appear to be enrolled on Student Records but do not currently have an allocation. This page would normally only be accessed after the automatic allocation for this unit to pick up late enrolment changes.

Note that Student Records information changes from day to day and can be several weeks out of date. Accordingly students on this list might also include:

- Students that have recently withdrawn and SRS has not yet been updated.
- Students whose enrolment information has just become available.
Section 12: Accessing Student Preferences and Timetable

Menu items for accessing per student information can be found in the top menu.

These will access information for the currently selected Student. To clear the current Student ID so you can enter a different Student ID, click Start on the top menu.

12.1 Viewing all preferences for a particular student (for all units).

Click the Prefs option from the top menu.

The following page will appear:

```
<table>
<thead>
<tr>
<th>Unit</th>
<th>Class</th>
<th>Preference Name</th>
<th>Day</th>
<th>Start</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>29132</td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29132</td>
<td>Tutorial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

12.2 Viewing a student timetable.

Click the Allocations option from the top menu.

Timetable for the student will appear:

```
<table>
<thead>
<tr>
<th>Unit</th>
<th>Class</th>
<th>M]Unit</th>
<th>Week</th>
<th>Day</th>
<th>Start</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT331</td>
<td>Lecture 1</td>
<td>1</td>
<td>Mon 1</td>
<td>10:00</td>
<td>11:00</td>
<td>ARTS, MURD</td>
</tr>
<tr>
<td>ACCT331</td>
<td>Lecture 2</td>
<td>1</td>
<td>Wed 1</td>
<td>10:00</td>
<td>11:00</td>
<td>ARTS, MURD</td>
</tr>
<tr>
<td>ACCT331</td>
<td>Tutorial</td>
<td>1</td>
<td>Tues 1</td>
<td>10:00</td>
<td>11:00</td>
<td>ARTS, MURD</td>
</tr>
</tbody>
</table>
```

You have an option to Remove the student from a particular group, add the student to another group or view the class list for this group (by clicking on the group number - Num).
The Creator displays who created the allocation as per the class list pages.

Here you can also see if this student has any clashes.

To move a student from one class to another, simply add them to the new class. The system will automatically remove them from any other relevant class. Removing them and then adding runs the risk that if there is a problem adding them to the new class you may not be able to put them back into the old class. This can occur because some other OLCR admin might have filled the old class in the short time between the remove and the failed add.

12.3 Viewing a 2d timetable for a student

Click Timetable from the top menu.

This will display all of student’s preferences, allocations and possible classes in a 2 d timetable format (i.e. days in columns running left to right and time in rows running down the page)

Section 13: Departmental options and 2d timetables

Click on Departments in the top menu.

The Options hyperlink lets you set the Departmental Message. The “A4 Without Lectures” will display a 2d timetable grid for all the classes except Lectures. It is formatted for printing on A4 paper
The “A3 With Lectures” is the same as above but includes Lectures and is formatted for A3 paper.

Section 14: My Account

Selecting My Account from the top menu lets you change your password and update some of your details.

It also displays your access permissions (Your Roles)
Section 15: Adding Venues, ClassTypes, Teachers and Roles.

For security reasons these options are only available to some users. Please contact the helpdesk on x7888 if you wish to add a Venue, ClassType, Teacher or a Role.

Section 16: More Help

If you require further assistance after following the instructions in this manual, please contact
Michael Simmons – Application Systems (Information Services)
Telephone - 6488 4792     Email: michael.simmons@uwa.edu.au