



# Student - Attendance Guide

## step one

Log in to Allocate+ by accessing the site through the quick links via your student portal or via the following link: <https://timetables.unswcollege.edu.au/aplus/stude>

## step two

Once you are in Allocate+ you will see your home page

**Home** | Timetable | Logout

clint@jdrsoftware.com.au on behalf of  
Lufei Dong  
z5548896@ad.unsw.edu.au  
University English Entry Course (UEEC)|20 Weeks |10 Weeks

1 Allocated | 0 Pending | 0 Not Allocated

**Enrolment**

AEP T7 2024

AELC1105  
University English Entry Course 20  
TUT (READ ONLY)

**Home**

This system is designed to guide you in providing the information we need to give you a clash free personal timetable. We take into account your enrolment, the subjects attendance requirements and your personal preferences when allocating you to activities.

Please read the instructions below before starting. There are further prompts to help as you use the system.

**Subscribe to your timetable**

You can use this URL to subscribe from your iPhone, Google Calendar, MS Outlook, etc.

<https://unswc.npe.jdr.plus/aplus/rest/calendar/ical/a0b10d4a-232d-42bb-8411-72783aabcd02> **Copy**

## step three

Click on Timetables in the top right-hand corner.

**UNSW College**

Home | **Timetable** | Logout

clint@jdrsoftware.com.au on behalf of  
Lufei Dong  
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**Enrolment**

AEP T7 2024

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University English Entry Course 20  
TUT (READ ONLY)

**Timetable Weeks**

All Weeks | Timetable

15/07/2024 - 21/07/2024 (current week)

|          | 15/7 (Mon)  | 16/7 (Tue)  | 17/7 (Wed)  | 18/7 (Thu)  | 19/7 (Fri)   | 20/7 (Sat) | 21/7 (Sun) |
|----------|---|---|---|---|--|------------|------------|
| 8:00 AM  |   |   |   |   |  |            |            |
| 9:00 AM  | University English Entry Course 20 Tutorial - L5-E201 01-P1 | University English Entry Course 20 Tutorial - L5-E201 01-P3 | University English Entry Course 20 Tutorial - L5-E201 01-P5 | University English Entry Course 20 Tutorial - L5-E201 01-P7 | University English Entry Course 20 Tutorial - L5-E201 01-P9  |            |            |
| 10:00 AM |   |   |   |   |  |            |            |
| 11:00 AM |   |   |   |   |  |            |            |
| 12:00 PM | University English Entry Course 20 Tutorial - L5-E201 01-P2 | University English Entry Course 20 Tutorial - L5-E201 01-P4 | University English Entry Course 20 Tutorial - L5-E201 01-P6 | University English Entry Course 20 Tutorial - L5-E201 01-P8 | University English Entry Course 20 Tutorial - L5-E201 01-P10 |            |            |
| 1:00 PM  |   |   |   |   |  |            |            |
| 2:00 PM  |   |   |   |   |  |            |            |

# step four

Select the class that you are currently attending and wanting to mark your attendance for.

The screenshot shows the UNSW College Timetable Weeks interface. On the left, there is a sidebar with user information for 'Lufei Dong' and an enrolment list for 'AELC1105 University English Entry Course 20'. The main area displays a weekly timetable for the week of 15/07/2024 to 21/07/2024. A red circle highlights a class entry for 'University English Entry Course 20 Tutorial' on Wednesday, 17/07, at 11:30 AM in room L5-E201. A tooltip labeled 'Activity Details' is visible over this entry.

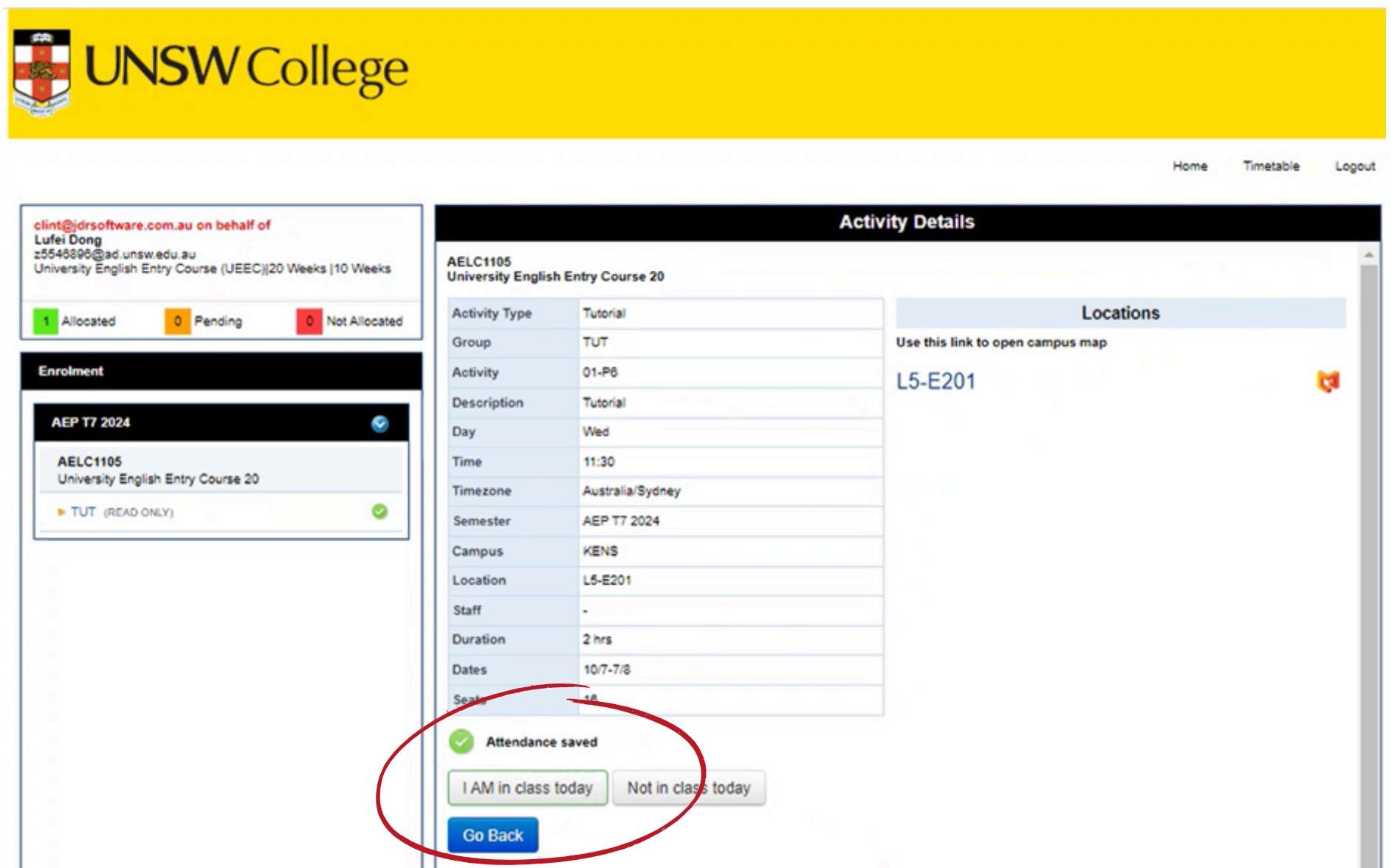
# step five

Your class details will open and all you will need to do is Click on 'In class today'

The screenshot shows the 'Activity Details' page for 'AELC1105 University English Entry Course 20'. The page displays various details such as Activity Type (Tutorial), Group (TUT), Activity (01-P8), Description (Tutorial), Day (Wed), Time (11:30), Timezone (Australia/Sydney), Semester (AEP T7 2024), Campus (KENS), Location (L5-E201), Staff (-), Duration (2 hrs), Dates (10/7-7/8), and Seats (16). On the right, there is a 'Locations' section with a link to open a campus map and the location 'L5-E201'. At the bottom, there is a section titled 'Record your attendance status' with two buttons: 'In class today' and 'Not in class today'. A red arrow points to the 'In class today' button. Below these buttons are 'Go Back' and 'I am in class today' buttons.

# step six

You will then see a message displaying that your Attendance has been saved.



The screenshot displays the UNSW College interface. At the top left is the UNSW College logo. The main content area is divided into several sections:

- Header:** Home, Timetable, Logout
- User Profile:** clint@jdrsoftware.com.au on behalf of Lufei Dong, z5545396@ad.unsw.edu.au, University English Entry Course (UEEC) 20 Weeks | 10 Weeks
- Attendance Status:** 1 Allocated, 0 Pending, 0 Not Allocated
- Enrolment:** AEP T7 2024, AELC1105 University English Entry Course 20, TUT (READ ONLY)
- Activity Details:**
  - Activity Type: Tutorial
  - Group: TUT
  - Activity: 01-P8
  - Description: Tutorial
  - Day: Wed
  - Time: 11:30
  - Timezone: Australia/Sydney
  - Semester: AEP T7 2024
  - Campus: KENS
  - Location: L5-E201
  - Staff: -
  - Duration: 2 hrs
  - Dates: 10/7-7/8
  - Seats: 18
- Locations:** Use this link to open campus map, L5-E201
- Attendance Confirmation:** Attendance saved (circled in red), I AM in class today, Not in class today, Go Back

You have successfully marked your attendance for your class.