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Student Allocator

Improving your service to students



Benefits

Module Selection

Increase student satisfaction

Allowing students to select their own module options and make their own changes through this self service application should improve their satisfaction with their timetable, and their institution.

Reduce administration workload

The time spent by staff in administering and checking students' choices is greatly reduced. Student Allocator's graphical interface makes it easy to create and review programme structures and rules. This enables choices to be made safely by both staff and students within pre-defined controlled limits, so less time is spent on advising students or sorting out errors later.

Provide staff approval of student choices

Student Allocator allows staff to review and approve students' module choices on-line. Staff can make better and faster decisions since they can see immediately when programme rules have been met. The system is also flexible enough to allow staff to apply waivers to these rules for individual students, with reasons recorded for audit purposes. There are options for configuring manual or automatic approval, reflecting different practices and goals across the institution. The product caters for joint programmes where multiple approvals are required.

Take account of existing timetable

Linked into Scientia's timetabling products, Student Allocator enables students to take account of any existing timetable when selecting modules, and hence avoid potential clashes.

Activity Selection

Increase student satisfaction

Allowing students to select their own tutorials, seminars, practicals or lectures and make their own changes through this self service application should improve their satisfaction with their timetable, and their institution.

Provide self-service to reduce administration workload

The time spent by staff in administering students' change requests is greatly reduced. Spaces can be reserved and locked; the result is less paperwork and more control for academic and administrative staff and greater flexibility for students. 3

Client thoughts:

" This system has enabled us to standardise a previously varied and time-consuming approach to module choice. Improvements in the timeliness and quality of the management information have led to better resource allocation and improved space utilisation

The system is flexible and easy to use and allows students to make and change their selections in a controlled and efficient way, whilst also ensuring that staff are able to set constraints, thresholds and approval levels in a way which is appropriate to individual programmes."

Chris Cobb, Pro Vice-Chancellor at Roehampton University.

" Student Allocator has also made significant staff savings in cutting direct data input into timetable and student record systems."

Karen West, Head of Timetabling, Examinations and Space Management at the University of the West of England.

Avoid timetable clashes

Linked into Scientia's timetabling products, Student Allocator helps you maintain individual student timetables which are up-to-date and clash-free. Students will be prevented from selecting clashing activities, hence avoiding "double-bookings" which would prevent them from attending all the activities required as part of their course. Staff will not need to spend time sorting out the effects of timetable clashes.

Facilitate improved attendance monitoring and improve retention rates

Improve the tracking of student swaps between tutorial and seminar groups, and hence the accuracy of your class lists. Academics and administrators will know with more certainty which students should be attending each activity, making it easier to spot missing students. By following up as appropriate, this can lead to earlier identification of problems and hence improved retention rates.

Additional Benefits:

Provide up to date accurate reporting of information

Student Allocator enables the publication of up-to-date and accurate information about the choices made by students and staff, so that decisions can be made based on real demand. It is pre-populated with standard reports for module lists, class lists, student status reports and management information. Additional reports can be added, and Scientia also publishes data structures to enable integration with institution reporting tools.

Add value to data in student records systems

Student Allocator is a complementary product to your student records and timetabling systems. It can take existing programme and module data from your student record system and send student choices of modules or activities to the student record system or Syllabus Plus. Tools to automate data transfer are provided and a full audit trail is maintained.

Client thoughts:

“Student Allocator is a highly intuitive system. Students feel empowered and it means that both faculty and timetabling staff can concentrate on the exceptions rather than the rule. The more we can do in Student Allocator, the better.”

Richard Norman, Central Timetabling Manager at University of the West of England.



Key Features of Student Allocator

Self service:

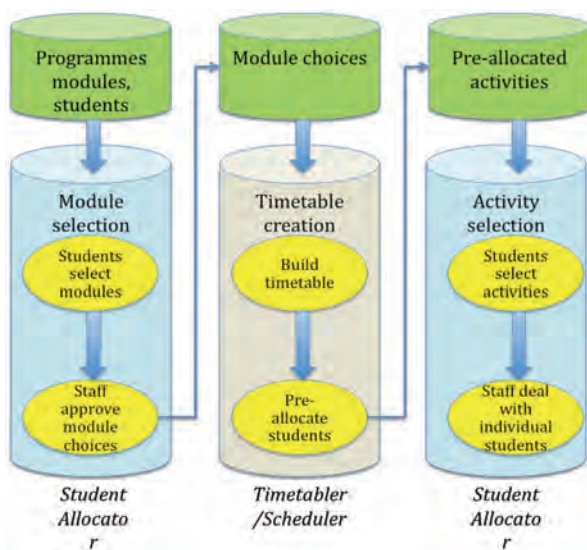
- Fully customisable User Interface (UI) for students; Edit styling, text and content.
- Students can make changes to their choice of modules, tutorials, seminars, practicals and lectures on-line through the browser.
- Student Advisors and other staff can make selections, working with or on behalf of students.
- Enables staff to allocate students in bulk, as well as individually.
- Students can now communicate with staff, and vice versa, via the 'Notes' feature.

Intelligent allocation:

- Prevents selection of capped modules that are full.
- Automatic clash checking if timetable already exists.
- Pre-requisites to take account of modules passed in previous years or other qualifications.
- Option to collect student preferences for timetabled activities. This enables initial automated allocation based on student ratings and the ability to create priority groups.
- Audited "waiver" capability to allow staff to cater for individual students needs

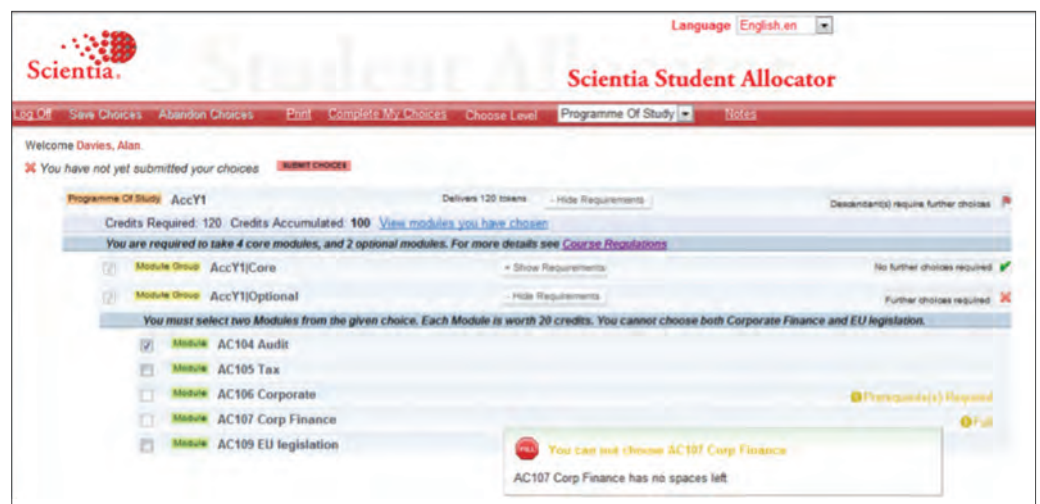
Integration and reporting:

- Integration with Syllabus Plus software enables up-to-date personal timetables via Scientia Web Server (SWS) or the Enterprise Reporting Database.
- Option to use SQL Server Reporting Services (SSRS) for additional reports, which allows Student Allocator data to be customised and manipulated in a variety of interactive web based reports for business intelligence purposes.
- Audit trail of student transactions viewable by authorised staff and additionally staff can report on how full activities are.
- Students can view their module and activity choices as well as their complete timetable.



Above: Diagram illustrating the flow of data between the various facets of Student Allocator.

Right: Student Allocator UI can be tailored to your institution's terminology and branding guidelines



Improve your service to students by using Scientia's Student Allocator software solution.

In today's challenging education climate, students are demanding an improved service from their institutions. For some, increased fees and a higher level of student debt have raised their expectations, while others with part-time jobs or childcare commitments want more control over their personal timetables. For institutions, student engagement is vital to ensure the academic success and retention of existing students, and to attract new ones. At the same time, they need to deliver their student services more efficiently and effectively.

Student Allocator addresses these challenges and is used successfully by hundreds of thousands of students and staff around the world. It enables students to make choices of modules, tutorials, and other activities for themselves on-line within a controlled environment. It can be used at different points in the academic cycle, with the right package available for you whether your requirement is module selection (choice of optional modules), activity selection (when the timetable is in place), or both of these

Student Allocator is highly configurable and is packed full of features offering valuable benefits including:

- When used for **module selection**, you can ensure that students' choices are consistent with your programme rules for optional modules, electives, and pre-requisites.
- When used for **activity selection**, you can provide individual, up-to-date, clash-free timetables. Students can change the times that they attend seminars, tutorials or lectures if alternatives are available – particularly useful for students with work or childcare commitments.
- You can also use the software to collect students' preferences for modules or alternative teaching activities at the institution, and to create and manage waiting lists.

Supporting you every step of the way

We believe at Scientia that it isn't enough that you just have the best tools for the job.

We know that in order for your institution to get the best from our software solution that you should also be able to call on our Support Services including access to:

- A dedicated help desk, manned by a team of experts, offering a prompt response and in-depth technical support.
- Technical consultants who can guide you through all phases of your implementation.
- Training consultants who provide training in all our products and who can also provide in-house bespoke training courses to meet your administrator's needs.
- Timetabling and scheduling process consultants who have a wealth of sector experience and can offer a comprehensive analysis of your current processes and advice on how to restructure them where necessary.

About Scientia

Over the years, Scientia has built an enviable reputation as a global market leader in the provision of resource management solutions for the Higher and Further Education sector.

Scientia provides smart software solutions and consulting experience to help institutions make the most efficient use of their valuable resources, including staff and space.

Part of the Scientia suite of resource management solutions, Student Allocator provides users with a complementary tool that can be integrated with Scientia software and other institution systems to offer strategic and operational support.

Contact us

For more information about Student Allocator and our other smart software solutions, consulting services or to find your local office to contact us, go to our website

www.scientia.com.