Copying Student Allocation Patterns in Activity Templates

If you have two compulsory modules with (exactly) the same students enrolled on each, it is possible to copy the allocation pattern from one set of tutorials/lectures to another. Please note this will only work if you have an exact match of enrolled students on both modules AND an exact match in terms of the number of activities on the template for each module.

This may be useful if you want to ensure that the same groups of people stay together for tutorials/lectures in different modules.

1- Once you have allocated students to a template in Course Planner, select 'Copy Pattern'

Act	ivity Template BUS128-A/T	Tutorial		•	
Dr	ag a column header here to ga	by that co	olumn		
	Name	01	02	03	0
>		V		E	
				1	
	AHMED, NAYEM		V		
	AHMED, SHELINA			V	
	AHMED, WASEEM				
	AHMED, ZOBIA J		V	(E)	
	AHSAN, SYED A			E	
	AKMAN, MELISSA				
				V	

Once this is done, you should notice a note in the right of the top ribbon confirming you have save the pattern to your clipboard:

Activity	Template BUS128-A	/Tutorial on clipboard
Reallocate	Allocate	Unallocate

2- Next, from the Activity Template drop-down menu, select the template you would like to copy the pattern to:

Activity Template: BUS129-A/Tutorial	-	
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This will then load up the other activity template. If the students enrolment and number of activities on the template match exactly, you should see the option to paste the pattern into the template:

æ						
	Copy Pattern	n 📴 Pas	te Pattern	show Jointly Ta	aught Student	Sets
Act	tivity Template:	BUS129-A	/Tutorial	Ŧ		
D	rag a column head	er here to g	roup by that co	olumn		
Г	Name	14	01	02	03	
3	AHMED, MOH	AMMED S				
	⊕ AHMED, MUHA	AMMED A				
	⊕ AHMED, NAYE	M	V			

Clicking on this will then cause the allocation pattern for the previous module to be pasted on to the current template.

Please be aware that the system will not allow you to allocate students to activities which would cause a clash in their timetable. This means some students may remain unallocated and will be shown in bold. You may need to manually allocate any students that can 't be automatically allocated to the same group.