

How to Adjust the allocation process in an Allocation Form

Moodle Help & Support

This refers to Moodle 3.6 from July 2019 onward

How to: Adjust the allocations process in an Allocation form

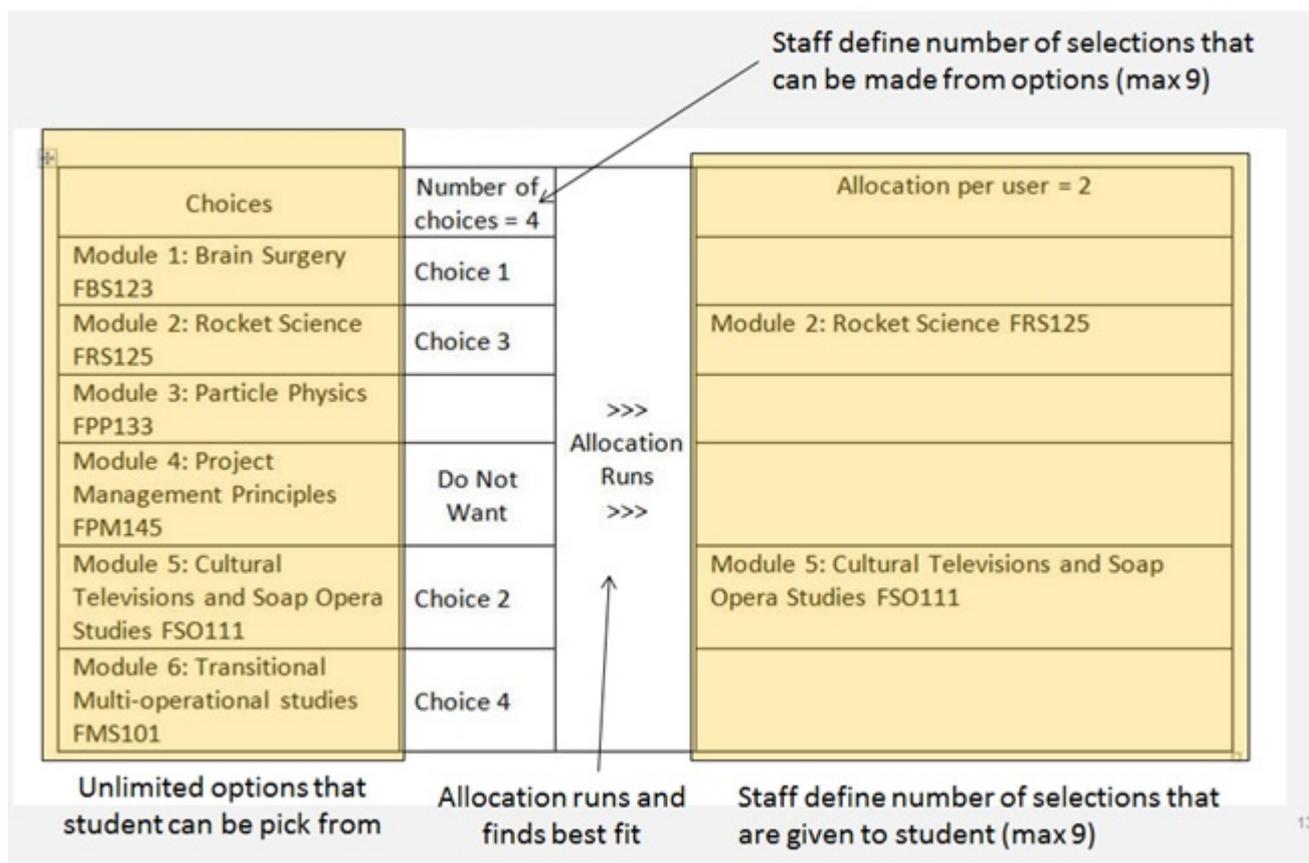
This is Step 3 of 3 in creating an Allocation Form. This is the next step after you have added an Allocation form to your module and created the options for students to choose from. First see

- Step 1. How to Add an Allocation Form
- Step 2. How to create options in an Allocation Form

Once the closing date/time has been reached, any student attempting to complete the form will see the message:

The allocation form is waiting to be processed... please come back later.

Processing of allocation forms takes place automatically on the deadline date. It can take up to 24 hours to produce the allocation results. The process looks something like this:



Checking the allocation results

Once the processing has been completed, Editing Teachers and Editors can click on the title of the Allocation form in the module to view a list of students and the option they have been allocated. Students will not be able to view their allocated options until you have made them available, allowing you time to amend the results and rerun the allocation process if required.

Note: Editing Teachers and editors can only view the allocation results once the deadline date set has passed, not before.

Review the allocations. If the allocations are not appropriate, then you can rerun the allocation.

Example Allocation Form

1. Editing 2. Active 3. Processing 4. **Review** 5. Processed

Allocations

The allocations can only be seen by editors.

Option One (1)

- Nicholas Cameron

Option Two (1)

- Mars Bar

Option Three (1)

- Angelique Bodart

Option Four (1)

- Laura Fitch

This will delete all current allocations

Amending the allocations

- The **Edit** option allows you to change the number of allocations for this option before re-running the allocation process.
- You can **Generate a csv of user choices** that you can download, showing a list of students and preferences made prior to allocation.
- Unallocated students will show in a list
- **Force reallocation** will allow you to re-run the process
- **Make allocations available**: Once you've finished making changes to the allocations you **MUST** make them available to students before they can see their options. Once made available it cannot be reversed.

Similar tutorials

The following other resources are also relevant to this topic:

- [How to Create options in an Allocation form](#)
- [How to Adjust the allocation process in an Allocation Form](#)
- [How to Add an Allocation Form](#)