How to Add an Allocation Form

Moodle Help & Support

This refers to Moodle 3.6 from July 2019 onward

How to: Add an Allocation Form

**This Help page is Part 1 of 3 on Allocation Forms**

You can use the Signup Sheet to allow students to sign up for a single choice, and the Choice activity to provide a simple poll. However, there are occasions when you need to provide more than one choice ("choose three workshops from the following selection") and/or to have students allocated their choices fairly based on the overall choices/preferences made by all students using the Allocation Form you've set up.

Adding the Allocation Form to your module

- Log into Moodle and into your module as Editing Teacher.
- Click on the **Turn editing on** button in the top right hand corner of Moodle.

- In the Section in which you would like to add the Allocation Form, click on the **+ Add an activity or resource** hyperlink
- From the list, select **Allocation form** and click on the **Add** button
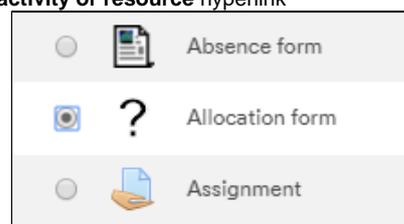
Allocation Form Settings Explained

Once you have chosen the relevant settings click on the **Save and display** button to choose the options available to students.

General

- **Allocation form name**: Enter a name for the allocation form
- **Description**: Enter a description for the allocation form

Setup

- **Number of choices**: This denotes the number of choices a user has to spread around the options given to them
- **Include do not want**: Tick this box to allow the user to indicate if they definitely do not want a particular option allocating to them.
- **Allocations per user**: Tells the system how many choices to allocate each user to from the overall number of choices.

At this point in the process you do not specify the maximum

number of options but it is helpful to know this and bear it in mind.

General

Allocation form name ❗ ❓

Optional Module Choices

Description

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You may choose 2 of 6 optional modules.

Form availability

- Choose a **Start date** which indicates the start of the time window in which users will be able to make their choices.
- Enter a **Deadline** for the end of the period in which users will be able to make their choices. Note that once the deadline has elapsed the form will be processed typically within 60 minutes.
- Choose a **Role to be allocated**. i.e. what role (on this course) are the users picked from, usually (and by default) student.

Setup choices

Number of choices ❓ [5 ⬍]

☐ Include do not want ❓

Allocations per user ❓ [1 ⬍]

Next steps
orm availability
2. Create options in an Allocation Form

tart date
3. Adjust the allocation process ❓ [19 ⬍] [December ⬍] [2018 ⬍] [14 ⬍] [25 ⬍] 🗓

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The following other resources are also relevant to this topic

- • How to create a Vote activity
ole to be allocated ❓
  - How to create a Choice activity (poll) [Student ⬍]
  - How to Add an Allocation Form
  - How to use the Signup Sheet Tool