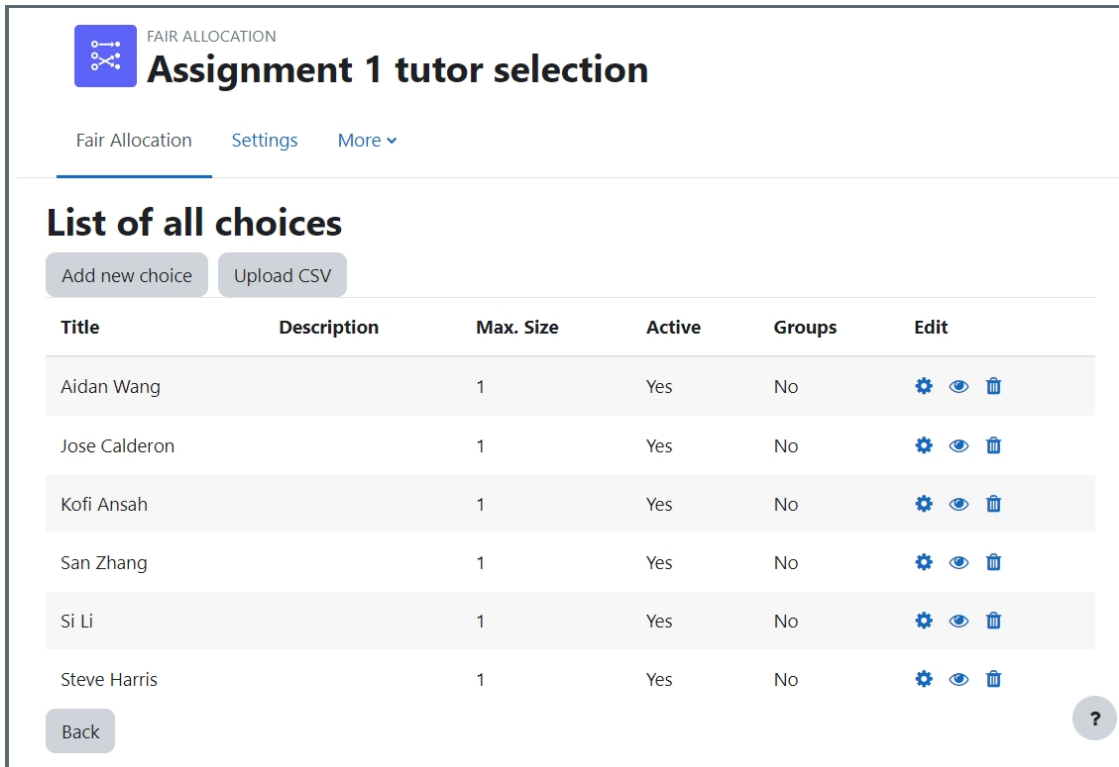




















# How to set up 'Fair Allocation' on your module



The screenshot shows the 'Fair Allocation' activity interface. At the top, there is a header with the 'FAIR ALLOCATION' logo and the title 'Assignment 1 tutor selection'. Below the header, there are navigation links for 'Fair Allocation', 'Settings', and 'More'. The main content area is titled 'List of all choices' and includes two buttons: 'Add new choice' and 'Upload CSV'. A table lists six choices with columns for Title, Description, Max. Size, Active, Groups, and Edit. Each choice has a corresponding row with icons for editing, viewing, and deleting. At the bottom left, there is a 'Back' button, and at the bottom right, there is a help icon (a question mark in a circle).

Title	Description	Max. Size	Active	Groups	Edit
Aidan Wang		1	Yes	No	  
Jose Calderon		1	Yes	No	  
Kofi Ansah		1	Yes	No	  
San Zhang		1	Yes	No	  
Si Li		1	Yes	No	  
Steve Harris		1	Yes	No	  

An example of the fair allocation activity

## Overview:

This guide will show you how to set up the Fair Allocation activity on your modules so that your students feel like they have autonomy in their choices.

## What to know:

The Fair Allocation activity affords the user the ability to make available different options for students so that they can prioritize their choices within their courses.

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[Step 9: Adding your choices](#)

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[Step 11: After the rating period has ended](#)

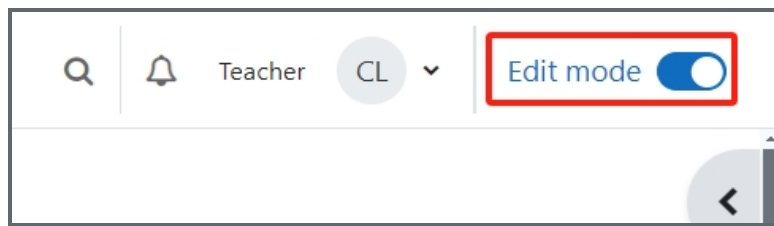
[Step 12: Publish Allocation](#)

[Step 13: Viewing Reports](#)

[Step 14: Student Final Allocation](#)

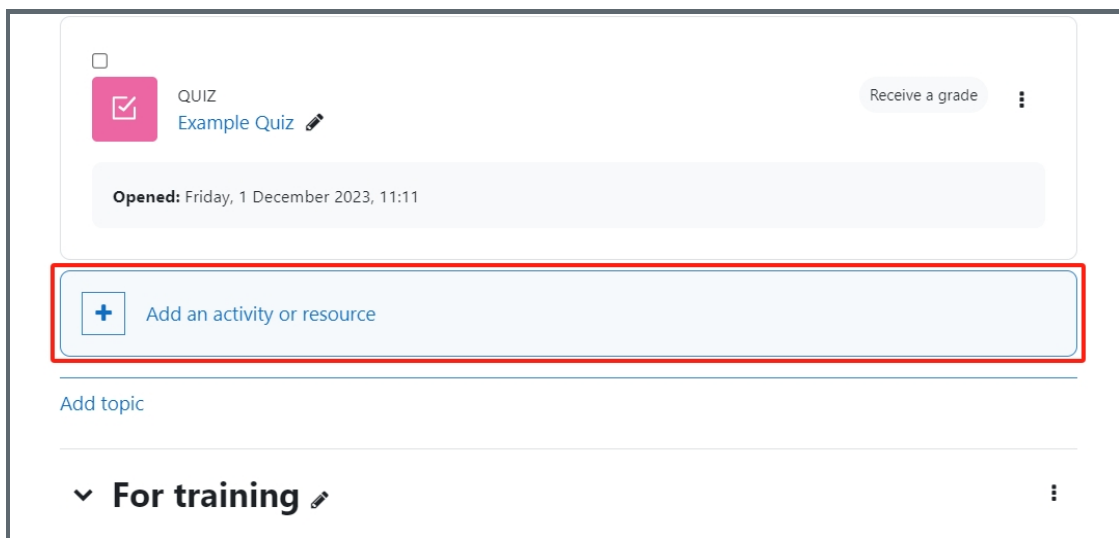
## Step 1: Turn on editing mode in your module area/course

Enable the 'Edit mode' button displayed near the upper right of the module area/course.



## Step 2: Click the 'Add an activity or resource' link

1. When edit mode is turned on, navigate to the section where you want to add the Fair Allocation activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.



## Step 3: Choose the Fair Allocation activity

1. From the pop-up activity chooser window, search and select the Fair Allocation activity.
2. Then it jumps to the setting of the activity.

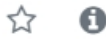
## Add an activity or resource

Fair

1 results found



Fair Allocation



### Step 4: Provide a name and description

Provide a name and a description (optional) for the activity.

#### ✕ Adding a new Fair Allocation ⓘ

Expand all

##### ▼ General

Name of this Fair Allocation ⓘ ⓘ

Assignment 1 tutor selection

Description

A rich text editor toolbar with icons for undo, redo, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, smiley, microphone, video, image, link, unlink, help, and save.

Words:0

### Step 5: Deciding on the Fair Allocation method

There are various methods to conduct Fair Allocation. Simply select the strategy you believe will best suit you and your students.

Rating strategy ! ? Accept-Deny

Rating begins at 2024 15 20

Rating ends at 2024 15 20

Estimated publication  Enable 15 March 2024 15 20

Accept-Deny

Accept-Neutral-Deny

Likert Scale

Give Points

Rank Choices

Tick Accept

## Step 6: Setting the rating period

1. After deciding on your Fair Allocation method you can decide when you want the rating process to open and to end by inputting the dates.
2. You can then enable the 'add the publication date' button, this will inform the participants of when they can expect the results of their choices.
3. If you so choose you can also set a date to run the rating algorithm automatically, but please be aware that the results will not be automatically published.

Rating strategy ! ? Rank Choices

Rating begins at 6 March 2024 15 20

Rating ends at 13 March 2024 15 20

Estimated publication date  Enable 15 March 2024 15 20

Automatic allocation after rating period ?

## Step 7: Setting the number of choices in the activity

1. Here you can decide on the number of options the user has the ability to choose when making their selection. Please note that the options are different depending on the chosen rating strategy.
2. Save and display to be taken to the next phase of setting up the activity.

### Strategy specific options

Minimum number of fields the user has to vote on (smaller than or equal to the number of choices!)

3

Send content change notification [?](#)

Save and return to course

Save and display

Cancel

## Step 8: Fair Allocation status screen

On this screen, you will be presented with the 'Status' and the ability to edit the choices for the activity. Click on the 'Edit Choices' button.

The screenshot shows the 'Assignment 1 tutor selection' status screen. At the top, there is a 'FAIR ALLOCATION' logo and the title 'Assignment 1 tutor selection'. Below the title are navigation links: 'Fair Allocation', 'Settings', and 'More'. A message at the top states 'There are no choices to rate!'. The 'Status' section contains a table with the following information:

Rating ends at	Wednesday, 13 March 2024, 15:20
Time remaining	6 days 23 hours
Estimated publication date	Friday, 15 March 2024, 15:20

The 'Choices' section includes a warning: 'The rating is in progress, you should not change the set of available choices in this step.' At the bottom, there is an 'Edit Choices' button.

## Step 9: Adding your choices

1. You will be informed upon entering the screen that you have not added any choices for the students by the message at the top.
2. Click on the 'Add new choice button'.
3. Input your choice and the number of participants who can select the choice
4. Click 'Save the selection and add next' to add more choices within the activity.



# Assignment 1 tutor selection

There are too few choices to rate! Students have to rank at least 3 choices!

## List of all choices

Add new choice

Upload CSV

Back

### Edit choice

Title

Steve Harris

Description (optional)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, list, list, list, link, unlink, image, help, and print. Below the toolbar is a large text area for the description.

Words: 0

Max. number of participants

1

Upload a file

Maximum size for new files: Unlimited

File upload interface showing a 'Files' folder icon, a dashed box for file drop, and a download icon. Text below the box says 'You can drag and drop files here to add them.'

Choice is active

Save changes

Save and add next

Cancel

## Step 10: Selections

Now on the Fair Allocation stage status screen, you will be able to see all of the choices that you created alongside all of the other activity information.



## List of all choices

[Add new choice](#)[Upload CSV](#)

Title	Description	Max. Size	Active	Groups	Edit
Aidan Wang		1	Yes	No	
Jose Calderon		1	Yes	No	
Kofi Ansah		1	Yes	No	
San Zhang		1	Yes	No	
Si Li		1	Yes	No	
Steve Harris		1	Yes	No	

[Back](#)

### Step 11: After the rating period has ended

Once the rating period has ended you can:

1. Edit the choices and the way that you set them up initially if you so choose
2. If you want to automatically allocate the students, click the 'Run Allocation Algorithm'
3. Alternatively, you can manually allocate students

## Choices

The rating phase is over, you can now modify the amount of students of each choice or deactivate some choices to vary the outcome of the distribution.

[Edit Choices](#)

## Modify Allocation

The rating phase has ended. You can now run the algorithm for an automatic allocation.

[Run Allocation Algorithm](#)[Manual Allocation Form](#)[Delete all student ratings](#)[Distribute unallocated users equally](#)[Distribute unallocated users by filling up](#)

### Step 12: Publish Allocation

Once the Allocation Algorithm has been run then you have the ability to publish the results so that your students can view them.

## Modify Allocation

The rating phase has ended. Some allocations have already been created.  
Rerunning the algorithm will delete all current allocations.  
You can now modify the allocations manually or proceed to publishing the allocations.

Run Allocation Algorithm   Manual Allocation Form   Delete all student ratings  
Distribute unallocated users equally   Distribute unallocated users by filling up ?

## Publish Allocation

The allocations can now be published.  
After publishing the allocations they can no longer be altered.  
Please have a look at the current allocations by following the link in the reports section.  
You can choose to create groups within your course for all allocations.  
If the same groups have already been created by this plugin, they will be purged before refilling them.  
This can be done before and after publishing the allocations.

Publish Allocation   Create Groups From Allocation

## Reports

### Step 13: Viewing Reports

If you want to view the reports before you publish the allocation to your students, there are various means of viewing the results.

## Reports

Show Ratings and Allocations   Show Allocations Overview   Show Allocation Statistics

### 1. Show Rating Allocation

Download table data as

First name / Last name ^	Steve Harris	Aidan Wang	San Zhang	Si Li	Jose Calderon	Kofi Ansah
Sandbox Student 1	Unrated	1. Choice	3. Choice	Unrated	✓ 2. Choice	Unrated
Sandbox Student 2	3. Choice	1. Choice	Unrated	✓ 2. Choice	Unrated	Unrated
Sandbox Student 3	3. Choice	✓ 2. Choice	1. Choice	Unrated	Unrated	Unrated
Sandbox Student 4	2. Choice	3. Choice	✓ 1. Choice	Unrated	Unrated	Unrated
Sandbox Student 5	✓ 1. Choice	2. Choice	3. Choice	Unrated	Unrated	Unrated
Sandbox Student 6	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated
Number of allocations / Maximum	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	0 / 1

### 2. Show Allocation Overview

## Allocations Overview

This statistic gives an overview over all allocations of this instance. All users, which rated and were not allocated, are listed under 'No Allocation'

Download table data as Comma separated values (.csv) Download

Choice	Users
Steve Harris	Sandbox Student 5
Aidan Wang	Sandbox Student 3
San Zhang	Sandbox Student 4
Si Li	Sandbox Student 2
Jose Calderon	Sandbox Student 1
Kofi Ansah	

### 3.Show Allocation Statistics

#### Assignment 1 tutor selection

Fair Allocation Settings More

### Allocation Statistics

This statistic gives an impression of the overall satisfaction of the allocation.  
It is counting the allocations according to the rating the user has given to the respective choice.

- 5 out of 6 user(s) have placed their vote.
- 2 out of 5 user(s) got a choice they rated with "1. Choice".
- 1 user(s) could not be allocated to a choice yet.

1. Choice	2. Choice	Unassigned Users
2	3	1

## Step 14: Student Final Allocation

Once the allocation has been completed and published the students will be able to view the allotted selection.

#### Assignment 1 tutor selection

The rating is over. You were allocated to 'Jose Calderon'.

### Status

Rating ends at	Wednesday, 6 March 2024, 15:30
Time remaining	The rating is over.
Estimated publication date	Wednesday, 6 March 2024, 15:55
Your Rating	<ul style="list-style-type: none"><li>Aidan Wang (1. Choice)</li><li>Jose Calderon (2. Choice)</li><li>Kofi Ansah (Unrated)</li><li>San Zhang (3. Choice)</li><li>Si Li (Unrated)</li><li>Steve Harris (Unrated)</li></ul>
Your Allocation	Jose Calderon

?

### Tips:

If you want to run the automatic selection algorithm, and also adjust some selections manually this can be achieved, but the algorithm must be run first. If you make manual selections then run the automated algorithm thereafter you'll find that all of your manual selections will be erased by the algorithm process.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-set-up-039%3bfair-allocation-039%3b-on-your-module-210.html>