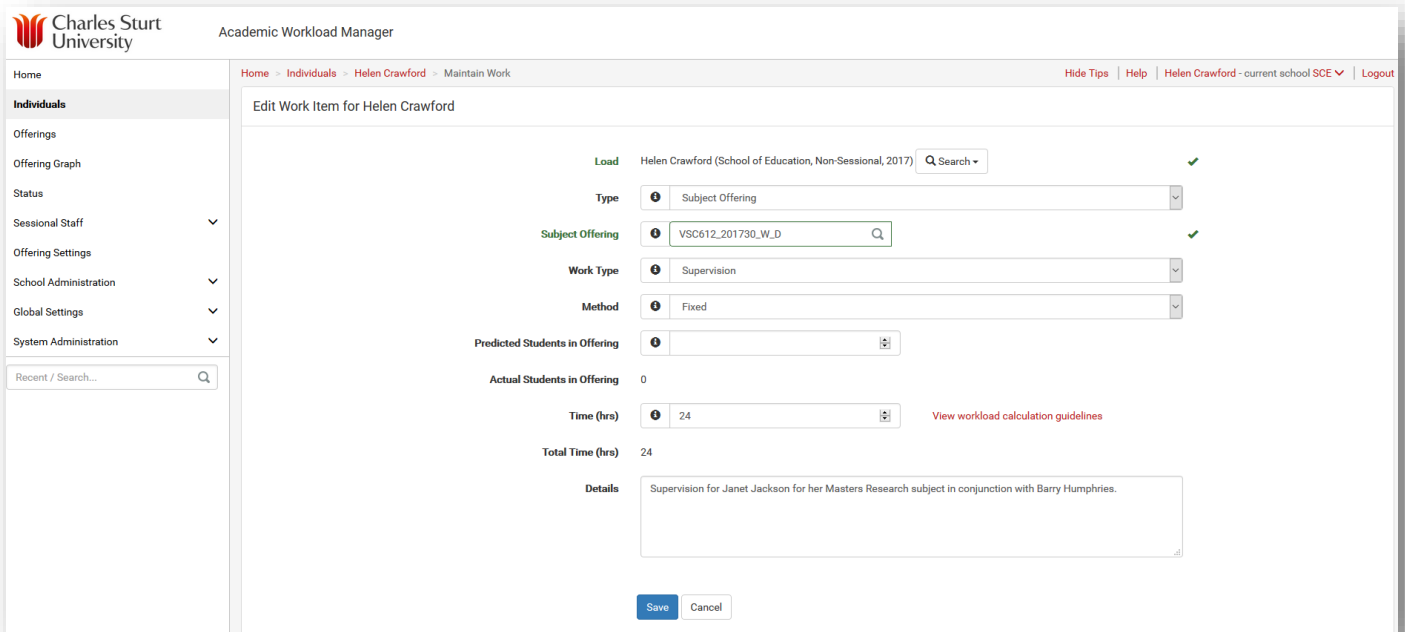


ALLOCATING WORK FOR HYBRID SUBJECT OFFERINGS



The screenshot shows the 'Academic Workload Manager' interface. The main content area is titled 'Edit Work Item for Helen Crawford'. The form includes the following fields:

- Load:** Helen Crawford (School of Education, Non-Sessional, 2017) [Search]
- Type:** Subject Offering
- Subject Offering:** VSC612_201730_W_D [Search]
- Work Type:** Supervision
- Method:** Fixed
- Predicted Students in Offering:** [Input field]
- Actual Students in Offering:** 0
- Time (hrs):** 24 [View workload calculation guidelines]
- Total Time (hrs):** 24
- Details:** Supervision for Janet Jackson for her Masters Research subject in conjunction with Barry Humphries.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Background

A subject offering may be used by multiple schools, but AWM only allow it to appear in the subject offering list for one school. Work can still be allocated by a secondary school with a workaround.

The Process

- It is important that the subject offering has been set up correctly in the primary school (i.e. discipline, predicted enrolments and subject type).
- If it is the first piece of work for a sessional, you need to allocate them work against a subject offering *within* the secondary school. Apart from the subject offering, enter all other information correctly.
- Save
- Go back into this item, and delete the subject offering and start to type the correct subject offering.
- Once selected from the list, save the work item.

IMPORTANT!

Do NOT allocate the first work for a sessional from within the subject offering as the individual will NOT appear in your school.