

wise timetable

Guide to elective selection for the student office

Rounds, offers, choices, reminders, the allocation, a second round and the hand-off to the timetable

This guide is for the people who run elective selection at a school - the student office, or whoever the school gives the job. It follows the work in the order it is done: a round, what each programme and year chooses from, the students choosing, the ones who have not finished, the allocation, a second round, and the hand-off to the timetable.

Students have a guide of their own (Guide to choosing electives); how the module is switched on and set up is in the Guide to elective selection for administrators.

What is in this guide

1. Where it is, and who may use it
2. A round
3. The offer - who chooses from what
4. Choices - and putting a student on an elective
5. Not finished - and the reminder letter
6. When the screen asks first
7. The allocation - ranked rounds
8. The next round
9. Handing the round to the timetable
10. The log
11. Students from a file

1. Where it is, and who may use it

Elective selection is on the administration web, in the menu on the left under Student affairs. It is there only at a school that has the module; elsewhere the entry does not exist.

Anybody with the Administrator tick in the timetable's user list may use it - the same tick that lets a person edit lessons and bookings. Students never see this screen; they choose on a page of their own on

the timetable site - or in the Wise Timetable app (1.2.8 and later), which shows a Choosing electives bar while a round is open.

The screen reads from top to bottom in the order of the work: the strip of rounds, the round you picked, and the tabs of what is in it. Everything is a form or a link; nothing needs a second window.

Elective selection works with the students in the timetable's student list. Students who are not there yet can be brought in from a file - section 11.

2. A round

A round is the time in which students choose: New round in the strip makes one. Its card holds:

- Name - what students see, for example Electives 2026/27, winter semester.
- Opens and Closes - from when until when students may choose and change.
- Last day for changes - after the round closes, the student office can still move students until this day. Empty: no limit.
- How seats are given - Ranked wishes (students rank what they want; when the round closes you press Allocate) or First come, first served (the seat is taken the moment a student chooses). A new round starts with the school's default.
- Published - until it is ticked the round is a draft that students do not see. Tick it when the offer is ready.
- Show students how many seats are left, and a Note for students shown above their list.
- Students choose at - the address of the students' page. Send it to the students or put it on the faculty's pages; it is the same address the reminder letter carries.

Electives 2026/27, winter semester Not open yet 120 students, 1 offers

ELECTIVES 2026/27, WINTER SEMESTER **NOT OPEN YET**

Published: Students can choose from 20/10/2026 08:00 until 31/10/2026 23:59.

STUDENTS CHOOSE AT <https://wise-ll.com/web/temp/a/electives>

Send this address to the students or put it on the faculty's pages. Each student signs in once with the enrolment number and sees the rounds of their own programme and year.

NAME
Electives 2026/27, winter semester

OPENS
20/10/2026 08:00

CLOSES
31/10/2026 23:59

LAST DAY FOR CHANGES
14/11/2026

After the round closes, the student office can still move students until this day. Empty, no limit.

HOW SEATS ARE GIVEN

- ☒ **Ranked wishes**
Students rank the elections they want. When the round closes you press Allocate, and everybody gets the highest wish there is room for.
- ☐ **First come, first served**
The seat is taken the moment a student chooses. A full elective is full.

☒ **Published**
students see this round, and choose once it opens

☒ **Show students how many seats are left**

NOTE FOR STUDENTS
Choose wisely.

Save **Export choices (CSV)**

Delete round

The rounds strip and a round's card - published, not open yet, with the address the students choose at.

Export choices (CSV) gives every choice of the round as a spreadsheet. Delete round asks first when students have chosen in it, saying how many choices would go.

3. The offer - who chooses from what

An offer says which electives one programme and year - or one branch of it - choose from, and how many. Add offer, then pick the programme, the year and the branch (or Whole year, all branches). The list shows the subjects the timetable marks selectable for that year, with how many lessons each already has; tick the ones on offer.

- Electives from other programmes (codes) - a subject that is not selectable in this programme but may be chosen here, by its code (MAT201, BIO114). Where the school has switched electives of other programmes off in its settings, the field is not shown, and adding one anyway is asked about first.
- Choose at least and Choose at most - how many electives each student needs.
- ECTS at least - a minimum of credits, where the rule is in credits rather than in count (0: only the number counts).

Offer | Choices | Post booked | Allocation | Timetable | Log

COMPUTER SCIENCE, YEAR 2
(Please 2 at least 5 ECTS)

Machine learning | Cell biology

Edit | Remove offer

ADD OFFER

PROGRAMME: Computer science (CS) | YEAR: Year 2 - 3 selectable | BRANCH: Whole year; all branches

ELECTIVE	SEAT	ECTS	IN THE TIMETABLE
Machine learning ML1	10	5	24 hours

ELECTIVES FROM OTHER PROGRAMMES (202020):
elects separated by commas, e.g. SMAT201, BDT116

CHOOSE AT LEAST: 1 | CHOOSE AT MOST: 2 | ECTS AT LEAST: 5
0 is only the number seats.

Save | Cancel

ELECTIVES IN THIS ROUND

ELECTIVE	ECTS	IN THE TIMETABLE	MINIMUM	SEATS	WISHES	FIRST WISHES	
Machine learning ML1 Post booked	5	24 hours	8	30	17	17	Save Cancel elective
Art history ART1 Cancelled Add a description	4.5	14 hours	10	-	0	0	Save Remove
Cell biology BDT116 Remove minimum Is an offer Add a description	5	12 hours	-	20	5	0	Save Cancel elective

Wishes count every student who listed the elective, at any rank. First wishes. These offer you 1 rank. Seats are given when you offer.

Adding an offer: programme, year and branch, the selectable electives, and the rules.

Under the offers, Electives in this round lists every elective once, however many offers it is in. Here each one gets its Minimum (the number of students below which it should not run - marked Below minimum), its Seats (empty: no limit) and a Description that students read before choosing. The counts beside them are live: Wishes (every student who listed it, at any rank) and First wishes in a ranked round, Taken in a first-come one.

COMPUTER SCIENCE, YEAR 2
Choose 2, at least 9 ECTS

Machine learning **Cell biology**

+ Add offer

ELECTIVES IN THIS ROUND

ELECTIVE	ECTS	IN THE TIMETABLE	MINIMUM	SEATS	WISHES	FIRST WISHES
Machine learning ML1 <i>Over capacity</i>	6	24 lessons	8	30	31	17
Art history AH2 <i>Cancelled</i>	4.5	not yet	10	-	2	1
Cell biology BC1114 <i>Below minimum</i> <i>In no offer</i>	5	12 lessons	-	20	5	0

Wishes counts every student who listed the elective, at any rank; First wishes, those who put it first. Seats are given when you allocate.

The Offer tab: one offer, and the electives of the round with their minimum, seats and counts. Over capacity, Below minimum and In no offer are marked.

Cancel elective takes an elective out of the round. If students chose it, it asks first, and their choices are marked cancelled so they choose again; Restore brings it back.

Each student who chose it - a wish, or a seat - gets a letter saying it will not run, in the language they read their page in: while the round is open, with the link to choose another; once it has closed, saying the student office will tell them how to choose again. The question before cancelling says how many get a letter and how many have no address (tell those yourself); a school with no way to send mail is told that nobody gets one. A ranked wish the allocation had already not given gets no letter, and a draft round sends none. The first 25 letters go with the cancellation; if more are left, or one failed, the elective's row offers Tell N students by letter - nobody is told twice.

Before this is saved:

- 3 students chose it: their choices are marked cancelled and they choose again.
- 2 of them get a letter saying so, each in the language they read the page in.
- 1 have no e-mail address and get no letter - tell them yourself.

Yes, do it **NO, GO BACK**

Cancelling an elective three students chose: two get a letter, one has no address.

Students see more than the description: when each elective is taught and who teaches it, straight from the timetable, and what it clashes with in their own week. A round opened before the new timetable is made shows last year's lessons, marked with their year, so nobody takes them for this year's - which is one more reason to keep the Description current.

4. Choices - and putting a student on an elective

The Choices tab lists who chose what - all electives, or one - with the rank, the state (Wish, Has the seat, Not given, Elective cancelled), when, and whether the student or the student office entered it.

Put a student on an elective takes an enrolment number, the elective, and As: A wish (ranked rounds, with its rank) or Seat given. The note is kept in the log, so write why. Take off removes a choice.

ELECTIVE	STUDENT	ENROLMENT NUMBER	RANK	STATE	CHOSEN AT
Machine learning	Ana Horvat late enrolment	900001	1	Wish	21.10.2026 09:15

The Choices tab: putting a student on an elective, and a choice entered by the student office with its note.

The student office may do what a student may not - put somebody over the limit, past a full elective, or after the last day for changes. Each of these is asked first, with the reason (section 6), and then done.

5. Not finished - and the reminder letter

Not finished lists, per offer, the students who have not completed their choice and what is missing (chose 1, needs 2), whether the school has an e-mail address for them, and when they were last reminded. A student without an address cannot sign in by e-mail - ask them in person, or enter their choice yourself. Students the student office put over a limit are listed apart, as Over the limit, and get no reminder.

The reminder letter goes to every student on the list who has an address, with the link to their page - in the language each student reads the page in; the language you choose on the card is for students who have not opened it yet, and the question before sending says how many get which. It is sent the way the school's other letters are sent (its mail settings), 25 letters at a time; press again for the next 25. A student reminded in the last 20 hours is left out, so pressing again simply continues. It always asks first, saying how many letters will go. A draft round has no letter: the link would show nothing.

Not finished

REMINDER LETTER :

One letter to every student on the list below who has an e-mail address - in the language they read the page in, or, for those who have not opened it yet, in the language you choose. Sent 25 at a time; a student re-sent in the last 20 hours is left out.

LANGUAGE FOR STUDENTS WHO HAVE NOT OPENED THE PAGE YET

English

Send the reminder

COMPUTER SCIENCE, YEAR 2

100 of 100 students have finished choosing.

STUDENT	ENROLMENT NUMBER	CHOSEN	WHAT IS MISSING	E-MAIL	AWARDED
Ivo Ivo	900002	1	choice 1, needs 2	ivo	25.10.2024 08:00
Jan Jan	900004	0	choice 0, needs 1	jan	

NEXT ROUND

A new round, first as a draft, for the students this one left short: the same programmes, only the electives with seats left, and each student asked only for what they still lack.

NAME

Electives 2025/27, winter semester (2)

OPENS

dd/mm/yyyy -->--

CLOSES

dd/mm/yyyy -->--

HOW SEATS ARE GIVEN

☒ **First come, first served**

The seat is taken the moment a student chooses. A full elective is full.

☐ **Ranked wishes**

Students rank the elective they want. When the round closes you press Allocate, and everybody gets the highest wish there is room for.

First come, first served is usual here: few seats are left, and a second lottery would cost the students another week.

Make the next round

Not finished: the reminder letter, the students who have not finished, and the next round.

6. When the screen asks first

Whatever is unusual - more students than seats, a student outside the offer's programme, a change after the last day, deleting a round with choices in it, allocating while the round is still open - is not refused. The screen says what is unusual about it, in words, under Before this is saved, and does it when you press Yes, do it. No, go back changes nothing.

Before this is saved:

- This writes into the timetable: new groups 1, taken over 1, students put in 35, taken out 2.
- Choosing is still open until 2026-10-31 23:59; whatever changes after this needs another hand-off.
- Electives running below their minimum (1): Cell biology.
- A group of the same name already exists in the branch and will be used: Cell biology.
- "Check individual student groups" is off in the generation settings: the timetable will not keep two electives with common students apart.

Yes, do it NO, GO BACK

The question before the hand-off to the timetable (section 9).

7. The allocation - ranked rounds

In a ranked round nobody has a seat until you allocate. The Allocation tab shows what the allocation would do, without doing it: how many students and wishes, how many seats would be given and on which wish, per elective what it would get and what is left, and the students who would be left short of what their programme requires.

Offer Choices Not finished **Allocation** Timetable Log

What the allocation would do. Nothing is written until you press Allocate. The lottery is drawn once, the first time this tab is opened, so what you see here is what will be done.

212 students with 830 wishes: 401 seats would be given. 3 placed by the student office are kept.

Seats by wish: wish 1: 310 wish 2: 77 wish 3: 14

Lottery seed 9f2c4e1a7b3d5c68 - the same seed always gives the same result.

Allocate

Students see their seats at once and can no longer change their wishes. Placements made by the student office stay.

ELECTIVE	SEATS	MINIMUM	WISHES	FIRST WISHES	BY HAND	GETS	LEFT
Machine learning	30	8	140	51	1	30	0
Cell biology	Below minimum	10	9	2		6	Cancel elective
Art history	Cancelled	10	0	0			

STUDENTS LEFT SHORT

They would get fewer electives than their programme requires - the list for the next round:

STUDENT	ENROLMENT NUMBER	PROGRAMME	GDT	WISHES	LOTTERY	WHAT IS MISSING
Ivo Ivic	000002	Computer science, Year 2	1	2	167 of 212	choice 1, needs 2

The allocation does not enforce an option set's minimum; a student short of one is in the list above.

The Allocation tab before the allocation: the totals, the lottery seed, each elective, and the students who would be left short.

Look at the electives below their minimum first. An elective that will not run should be cancelled here, before allocating - its students then go to their next wishes instead of being given a seat that disappears later.

Allocate gives the seats. Students see them at once and can no longer change their wishes. Seats the student office gave by hand stay as they are. You can allocate again - after a cancellation, say - and the screen first says how many choices that would change.

WHAT THE ALLOCATION AIMS FOR

First, as many seats as the wishes and the seats allow.

Then as many students as possible up to their programme's minimum.

Then the highest wishes: a seat on the third wish counts nine, on the second four, on the first one - so two second wishes beat a first and a third.

What is still equal is decided by a lottery. Its seed is drawn the first time the tab is opened and stored with the round: the same seed always gives the same result, and the students left short are listed with their place in it. Not enforced: the minimum of an option group and a minimum of credits. A student short of either is on the left-short list.

8. The next round

When the first round has left students short, Make the next round on the Not finished tab makes a second one, as a draft: the same programmes, only the electives that still have seats - with exactly the seats left - and first come, first served unless you choose otherwise, because few seats are left and a

second lottery would cost the students another week. Each student is asked only for what they still lack; a student round one gave everything sees nothing. Check the draft, publish it, and send a reminder.

The two rounds are linked on their cards: Round 2 - continues ..., and Next round:

9. Handing the round to the timetable

When the seats are settled, the Timetable tab hands them to the timetable. It shows what it would write before writing anything: for every elective that runs, the branch its group goes under (the elective's own branch in the timetable), the group - to make, taken over (a group of the same name already in that branch) or linked from an earlier hand-off - the seats, and the students to put in and to take out.

What the hand-off writes into the timetable: for every elective that runs, a group under the elective's own branch, with the students who have a seat in it. Nothing is written until you press the button, and you can press it again at any time - it only adds what is missing and takes out what nobody chooses any more.

"Check individual student groups" is off in the generation settings: the timetable will not keep two electives with common students apart. [Open the generation settings](#)

Electives that run: 3. Groups to make: 1, to take over: 1; students to put in: 35, to take out: 2.

Students already in their group in the timetable itself 1 - counted, and left as they are.

Students no longer in the timetable's student list: 2 - left out. Import the students again, then hand off again.

Hand off to the timetable The desktop takes the new groups in with the web changes the next time it opens the timetable. The students stay in their groups through every publish.

ELECTIVE	BRANCH	GROUP	STATS	PUT IN	TAKE OUT	ON LESSONS
Machine learning MLT	IZB-Modul A Computer science, Year 2	Machine learning to make	30	+30		after the hand-off
Cell biology BIO114	IZB-Modul A Computer science, Year 2	Cell biology taken over	6	+5 (1)		no no lesson
Art history ART Cancelled		Art history linked	0		-2	4 lessons
Robotics ROB	no branch	Robotics	4	12		

Not running, so no group: Ethics.

THEN, IN THE TIMETABLE

Put each new group on its elective's lessons - in the courses screen or in the desktop. Until then the group has no hours, and its students no timetable for that elective.

A publish from the desktop keeps the students in their groups. If it gives the groups new numbers, this tab says so - hand off again and the students are put back.

The Timetable tab before the first hand-off, with a warning about the generation settings and an elective that has no branch.

Hand off to the timetable asks first (section 6) and then makes the groups and puts the students in. A group made here reaches the planners' desktop with the web changes the next time it opens the timetable, and the students stay in their groups through every publish.

You can hand off again at any time - after a late change, or when the tab says the timetable has changed since. A second hand-off adds only what is missing and takes out only what it put there and is no longer chosen. A student the planners put in the group themselves is counted and never taken over.

Three things the tab names and leaves to the planners:

- Each new group has to be put on its elective's lessons; until then the elective shows on no lesson and the students have no hours for it.

- Check individual student groups in the generation settings - without it the timetable does not keep two electives with common students apart. The tab warns when it is off.
- An elective that belongs to no branch in the timetable, or a student no longer in the timetable's student list, is left out until the timetable has them.

While the planners are generating a new timetable, the timetable takes no writes - the hand-off included, and the screen says so. Hand off when the run has finished.

10. The log

The Log tab lists everything that happened in the round - who chose, changed, was put on or taken off, the allocation, every reminder letter and every hand-off - with when and who. One student shows a single student's history, which is the answer to almost every question a student asks.

WHEN	WHAT	STUDENT	ELECTIVE	WHO
2. 11. 2026 09:15	Handed to the timetable			Referent One: version 4411; groups made 1, students in +35-2, already 1
2. 11. 2026 09:15	Group made		Machine learning	Referent One: Machine learning in I2B-Modul A

The log, with a hand-off and a group it made.

11. Students from a file

Students who are not in the timetable's student list yet - a new generation, say - can be brought in from a file: on the administration web, Students under Data entry, the Import button beside New student. The import is not part of elective selection; it serves every student module, and attendance by QR code as much as electives.

The file is a CSV - from VIS, Studis or any spreadsheet saved as CSV - with a semicolon, a comma or a tab between the columns, in UTF-8 or in the code page Excel uses on a Slovene, Croatian or Bosnian Windows; at most 2 MB. Download an example (CSV) gives an empty file with the column names in your language. The columns are recognised by the names in the first row, in any of the thirteen languages of the screen:

- the enrolment number and the surname - these two are required;
- the first name, the e-mail address, groups (several in one cell, separated by commas), subjects (by code or by name) and the language of the letters (sl, en, or a name such as English) - each of them only if you want it.

Preview reads the file and writes nothing. It shows each column and what it was read as - change any of them, or the tick saying the first row holds the column names, and press Preview again - and then what the import would do. A file without column names gets the number and the e-mail address recognised from what is in them; the rest you choose.

< Students

Import students from a file

students.csv: 8 rows · UTF-8 · separator: ","

Columns in the file

#	FIRST ROW	EXAMPLE	READ AS
1	Vpina ševčka	97123401 - 97123402	Student number
2	Primec	Uroš - Draga	Surname
3	Ime	Prvi - Ana	Name
4	Opombe		(not used)
5	Skupine	MAG2-let2-ME	Groups

☒ The first row holds the column names

☐ For students already here, only fill in empty fields (do not change names or e-mail)

Preview again

What will happen

New students	3
Changed details	1
Already here, details unchanged	1
Skipped	2
New group memberships	5
New subject links	0
Language remembered	3

New and changed students go to the planner's change queue, just as when you add them by hand. Group memberships take effect at once and stay after a publish.

If subject links are not written at this school the planner's document holds the students, and the next publish would delete them.

[Import \(3 students\)](#)

An import is not undone with one click; each student is corrected on their own page.

The preview of a file: the columns as they were read, and what the import would do.

Below the counts the preview lists the students by kind - new, changed (with what changes from what to what), already here, and skipped, each with the reason beside it - then the groups, subjects and languages that were not recognised, and the students who are in the file's groups in the timetable but not in the file. Those are only listed: an import never deletes anybody.

Import (N students) writes it. A student is found by the enrolment number - also when a spreadsheet has dropped its leading zeros; a number a spreadsheet turned into 6.4E+07 is skipped with the reason, because the real number cannot be read back from it. Details that differ are changed, capitals alone are not a difference, and with For students already here, only fill in empty fields ticked no name or address already there is touched. An address that is not an e-mail address is not written; the student still is. Groups are only ever added, and stay through every publish.

New students and changed details go to the planners' change queue, as when you add a student by hand, and reach their desktop the next time it opens the timetable. Subject links from the file are written where they last: where the students come from the school's student information system, where the school is run from the administration web, or where the planners publish with Wise Timetable 15.4.90 or newer, which takes them in through the same change queue. Anywhere else the next publish would delete them, so the preview counts them and says so instead.

A long file is written in parts. If the page ends with Continue, press it: what is written stays written, and the totals add up. If somebody changed a student or a group between your preview and the import, nothing is written - you get a fresh preview with a sentence saying why; look at it and import again. One import runs at a time at a school; a second is asked to wait a minute.

LOOK AT THE PREVIEW FIRST

An import is not undone with one click; each student is corrected on their own page. Nothing is written until Import, so the preview is the place to catch a wrong column or a wrong file.

If something in this guide does not match what you see, the likeliest reason is that your school's version is older or newer than this guide. Either way, tell us.