Wattle Guide for Lecturers

Moodle 3.1

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Wattle Guide for Lecturers

WATTLE (Web Access To Teaching & Learning Environments) is the Australian National University’s web-based teaching and learning environment.

Wattle consists of Moodle as the main platform and is integrated with other software such as Text-matching service (Turnitin), Lecturer Recordings (Echo360) and Web video conferencing tool (Adobe Connect). Its main purpose is to provide teaching staff and students with a virtual classroom environment, help to facilitate the flexible delivery of teaching and learning content and activities, and streamline communication between teaching staff and all their students.

This guide will introduce you to Wattle by providing a brief overview of how to access and use Wattle.

Overview of Wattle

Recommended Internet browsers

Wattle can be accessed in most browsers but the recommended browser versions are:

- Mozilla Firefox 25.0 or later – preferred browser for Wattle
- Google Chrome 30.0 or later
- Safari 6 or later
- Internet Explorer 9 or later - IE 10 required for drag and drop of files from outside the browser into Moodle

It is recommended to keep all browsers up to date.

Access Wattle

1. To access Wattle, go to wattle.anu.edu.au
2. Enter your University ID (include the ‘u’) and HORUS password then click Login to Wattle or press the Enter/Return key on your keyboard.
3. You will be taken to your My Courses page where you will see a list of all the course sites you are currently enrolled in.
4. To enter a site, click on a course site link and you will be taken to that site’s homepage.
Basic Structure

The basic structure of a Wattle course is a page with a header and columns on the side(s). The centre column contains the content and activities of the course. The centre column is divided into sections to organise the content. The left and right columns can contain blocks, useful and frequently used items for displaying information and enhancing your site.

1. Navigation / breadcrumb bar
2. Course full name
3. Turn editing on/off
4. Course content
5. Activity chooser for adding resources and activities
6. Block (on left side column)
7. Docked Block
8. Block (on the right side column)
9. Quick access dashboard to grades, profile, messages and preferences
10. Links to resources
11. Edit activity or resource

Breadcrumb

Breadcrumb is a navigation bar which keeps track of your location within Wattle.

It appears at the top of the page below the ANU banner. It provides a trail for you to follow back to the starting point or any point in the path.
Blocks

A block displays information in a small area in the right or left column in Wattle. They are tools that add convenience and functionality to your course site. For example, blocks can be used to show important contacts for a course, the lecture recordings, or the most recent forum posts. You can add, remove, and move blocks within your course.

Blocks can also be docked. The docked blocks become vertical tabs along the left margin attached to the page, and give the main content a bit more space. Depending on the themes, there are two versions of the docking and undocking icons.

- **To dock a block**
  Click the docking icon at the top right of the block: 📜 or 📜

- **To undock a block**
  Hover over the docked block’s tab and click the undocking icon: 📜 or 📜

- **Undock all blocks**
  Hover over the bottom left of the left page margin and click the undock all icon: 📜 or 📜

There are two default blocks in Wattle: **Navigation** and **Administration** blocks. They provide different links and will change depending on whether you are at a course level or a resource/activity level.

**Navigation**
Contains links, such as Wattle, Site pages, My profile and My courses. My courses list the courses you are currently enrolled in as a lecturer, tutor or student.

**Administration**
Provides context-sensitive links and includes links such as Course administration, Edit Settings, Users, Grades, Recycle Bin, Switch role to, and the Resource/Activity administration when applicable.

Theme

The new default theme in Moodle 3.1 (Wattle) for a new course is **ANU More**, which is mobile responsive.

Profile

Everyone who has an account in Wattle has a user profile. Basic information such as name and email address is populated automatically. The profile contains other settings about how you want to receive emails from Wattle, forum subscription and forum tracking. It is a good idea to review your profile settings and add a photo.
**Update your profile**

1. Go to the Quick Access Drop down menu at the top right corner of your Wattle site which is located beneath your name. Click on **Profile**.
2. In the User details box, click on **Edit Profile**.
3. Review the settings and make changes.
4. To add a picture in the User picture section, drag and drop an image file.
5. Click **Update Profile** to save any changes.

Top right corner has a quick access drop down menu. (Image below). Click on **Profile**.

A new screen then appears. Click on **Edit Profile**.

This will then open a new screen allowing you to add a description, display an email address, and add a profile picture, a web page, phone number or address.

---

**Preferences**

To change preferences go to the quick access drop down menu located at the top right corner of your screen beneath your User name and click on Preferences.

Top right corner quick access drop down menu.

A new screen will then appear in which you can alter the details in your User account such as edit profile, change password, edit forum preferences and also edit your Blogs.
Email digest type
When you are subscribed to forums in Wattle, you will receive forum posts in emails. You can choose from the following three types of email digest type, if subscribed to a forum:

- **No digest** - single email every time when a new post is added.
- **Complete** - one email per day after 5pm with full copies of all posts from all the forums.
- **Subjects** - one email per day after 5pm with only the subjects of all posts.

Forum preferences
In each course, the News forum has forced subscription, meaning you will receive forum post emails regardless of your Forum auto-subscription preference. For other forums, you can choose to subscribe or unsubscribe. In My profile, you can change the forum auto-subscription settings.

By default, you are subscribed to forums when you add a post to that forum.

Create Course Content

**Turn editing on**
To add or change blocks, resources or activities in the course, you need to switch to the editing mode first.

Click the **Turn editing on** button on the top right, just underneath the header. The editing icons and menus will become available.

**Activity Chooser for Resources & Activities**
To add content to a course site, click the **Turn editing on** button on the top right. The **Activity Chooser** appears in each topic and it is a hyperlink:

The Activity Chooser allows you to add content to the course:

- **Resources** enable content to be inserted into the course (such as course documents or files).
- **Activities** create content that allows student input to be added to the course such as forums, assignments and group selection (for tutorials).

The Activity Chooser can be turned off in the Administration block. After it is turned off, you will have two drop-down menus, one for Resources and one for Activities.
## Editing icons

Once you turn editing on, some icons will appear next to each item in your Wattle site.

In Moodle (Wattle), the majority of the icons are moved to a drop-down menu.

This table explains each of their functions:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Pencil Icon] | **Edit Title** | Edit the title of activities or resources directly from the course content page.  
|      | **Pencil Icon** | The Pencil icon also allows you to edit sections. The lecturer can type the new title and then press ‘enter’ on the keyboard to save it.  |
| ![Indent] | **Indent** | Move the activity or resource to the right or left.  |
| ![Move] | **Move** | Move an activity or resource to another part of the site, using drag and drop.  |
| ![Update] | **Update** | Update the details of the resource or activity.  |
| ![Duplicate] | **Duplicate** | Duplicate the resources or activity.  |
| ![Delete] | **Delete** | Deletes an activity or resource. This cannot be undone.  |
| ![Eye Closed] | **Hide** | Click the open eye icon to close it, which hides an activity or resource from students. It will appear greyed-out to staff.  |
| ![Eye Open] | **Show** | Click on the closed eye icon to open it, which reveals an activity or resource to students.  |
| ![Groups] | **Groups** | Attach a particular group to an activity.  |
| ![Assign Roles] | **Assign Roles** | Assign a specific role to this activity (such as student, tutor, or lecturer).  |
| ![Dock Blocks] | **Dock Blocks** | Blocks can be docked. The docked blocks become vertical tabs along the left margin attached to the page.  |
| ![Undock Blocks] | **Undock Blocks** | Hover over the docked block on the left margin and select the undock block icon.  |
| ![Increase or Reduce Sections] | **Increase or Reduce sections** | Located at the very bottom of the course content page, these icons allow you to increase or reduce the number of sections on the course content page.  |

## Default Text Editor: TinyMCE

The default text editor in Moodle is called TinyMCE. It allows you to edit plain text by changing font size, colour or adding links to text.

The TinyMCE editor first appears with just one row of buttons. Clicking the icon top left will expand it to three rows.
The TinyMCE text editor has the following tools and buttons:

Row 1

<table>
<thead>
<tr>
<th></th>
<th>1: Expand</th>
<th>2: Formatting</th>
<th>3: Bold</th>
<th>4: Italic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5: Bulleted list</td>
<td>6: Numbered list</td>
<td>7: Add link</td>
<td>8: Unlink</td>
</tr>
<tr>
<td></td>
<td>9: Stop auto linking</td>
<td>10: Add image</td>
<td>11: Add emoticon</td>
<td>12: Add media</td>
</tr>
<tr>
<td></td>
<td>13: Manage embedded files</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Row 2

<table>
<thead>
<tr>
<th></th>
<th>1: Undo</th>
<th>2: Redo</th>
<th>3: Underline</th>
<th>4: Strikethrough</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5: Subscript</td>
<td>6: Superscript</td>
<td>7: Align left</td>
<td>8: Align centre</td>
</tr>
<tr>
<td></td>
<td>9: Align right</td>
<td>10: Decrease indent</td>
<td>11: Increase indent</td>
<td>12: Text colour</td>
</tr>
<tr>
<td></td>
<td>13: Background colour</td>
<td>14: Left to Right</td>
<td>15: Right to Left</td>
<td></td>
</tr>
</tbody>
</table>
The other available text editor is Atto. It provides functions including Accessibility checking and Screenreader helper, which are only available in Atto.

- To change the text editor to the Atto HTML text editor go to quick access drop down menu and select preferences.
- Click on the editor preferences.
- From the Editor Preferences drop down menu select Atto HTML editor
Manage your Course Site

Managing your course site consists of a variety of tasks for organising, updating and administering your site.

How do you add other lecturers or tutors to your course site?
1. Locate Administration block > Course administration
2. Click Users > Enrolled users
3. Click Enrol users button on the top right
4. Select the appropriate role in the Assign Roles dropdown
5. Search the person with their UniID or name in the pop-up window and click Search
6. Click Enrol button next to the name
7. Click Finish enrolling users or close the window

How do you check what a student can see?
1. In the Administration block, click the Switch Role to link
2. Select Student to change the view
3. To return to your lecturer role, click Return to my normal role

How do you see the students enrolled in your course?
To view the students enrolled in the course, click the Participants link.
- Participants are located in the Navigation block: Wattle > My courses > (Your course name) > Participants
- Add the People block and the course Participants will display in the block.

When do students have access to your course site?
The upcoming courses are available to students two weeks before the teaching session starts. (The upcoming courses are available to lecturers about six weeks before the teaching session starts.)

If students do not see their course sites when they log in, please have them:
- Check ISIS – note that ISIS indicates the official enrolments.
- Wait a day – new enrolments will have Wattle access one full working day after the enrolment is completed in ISIS.
- Check with the lecturer – some course sites are released later than the standard date.
Wattle Course Life Cycle
To know more about the Wattle Course Life cycle, please view the diagram below:
Resources

Resources allow you to add content to your course. There are eight types of resources available.

In the Activity Chooser, scroll down to see the Resources.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Resource</th>
<th>Resource description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📖</td>
<td>Book</td>
<td>Create multi-page resources with a book-like format, such as chapters and sub chapters.</td>
</tr>
<tr>
<td>📝</td>
<td>File</td>
<td>Upload a picture, document, spreadsheet, sound file, video file and etc.</td>
</tr>
<tr>
<td>🗂️</td>
<td>Folder</td>
<td>Organise files in folders and one folder may contain other folders.</td>
</tr>
<tr>
<td>🍋</td>
<td>IMS content package</td>
<td>Add static material from other sources in the standard IMS format.</td>
</tr>
<tr>
<td>🅿️</td>
<td>Label</td>
<td>Separate a section of your site into sub-headings, include instructions, or display an image on the main page of your site.</td>
</tr>
<tr>
<td>🎨</td>
<td>Lightbox gallery</td>
<td>Create image galleries within your course.</td>
</tr>
<tr>
<td>📄</td>
<td>Page</td>
<td>Create a new page in your site with text, video, images, HTML, or any other content.</td>
</tr>
<tr>
<td>🌐</td>
<td>URL</td>
<td>Link to another website, such as government websites, YouTube, or online resources.</td>
</tr>
</tbody>
</table>

Add a File resource

The file resource allows you to upload and display files.

There are two ways to add files into Moodle: Drag-N-Drop Files or File picker.

Drag-N-Drop Files into Course page

Files can be added via Drag-N-Drop into the course page directly.

1. Click Turn editing on
2. Open your folder in Windows Explorer, Mac Finder, or equivalent.
3. Arrange your browser window and the folder window so you can see both on the screen.
4. Drag and drop the file directly to the course content area.
   Note: An indicator “Add file(s) here” with dotted line will appear.
5. Pay attention to the bottom of the topic you are dragging the file into as that is where your file will show up.
File picker

In some parts in Moodle, you can only upload files through the File picker.

1. Click **Turn editing on**
2. In the **Activity Chooser** > Select File > Click **Add**
3. Enter a descriptive **Name** for the file
4. Enter a file description (Optional)

In the File picker, there are two links to add files: **Upload a file** and **Recent files**:

**Upload a file** – This is where you click to upload files and folders from your computer or USB drive.

**Recent files** – This shows the recent files you have uploaded. It is a quick way of finding files if you want to reuse them. Keep in mind files selected from Recent files will become stand-alone files.

5. After your file is listed in the content area, click **Save and Return to course** to save your changes.

Add a Folder resource

Folder is a good way to display multiple files as it takes up less space on the course homepage. For example, you can use a folder to house all your course readings.

1. Click **Turn editing on**
2. In the **Activity Chooser** > Select Folder > Click **Add**
3. Enter a descriptive **Name** for the folder
4. Enter a folder description (Optional)
5. In the **Content** Area, choose between Drag-N-Drop or Add (via File picker) to add the files

   **Note:** With Drag-N-Drop, multiple files can be added at the same time.
   
   With File picker, multiples files need to be zipped before being added in one batch.

6. The files are now listed in the content area
7. Click **Save and Return to course** to save your changes
Other File Management Tasks

After the files are added, click on the file to access other file management tasks.

In this Edit window, you can perform the following action to the file:

- Download
- Delete
- Set main file
- Update the file name, author and license
- Move (via Path) to other sub-folders if applicable

Add a Label resource

Labels are used to create space within a topic in the course. It can improve the appearance of a course and make the course page more user-friendly. Banners or descriptions may be added to labels to distinguish between and highlight different areas.

1. Click Turn editing on
2. In the Activity Chooser > Select Label > Click Add
3. Create content by adding text, images or multimedia.
4. Click Save and return to course

Useful Blocks

Blocks appear on the right-and left-hand sides of the main course content. They can be used to display important information in a way that is easily visible to students.

These are some of the useful blocks you may want to include in your course site.
Activities block

The **Activities** block lists and allows navigation between the different activities available in your course, such as forums, quizzes, assignments, and so forth. The activities list will grow as you add activities to your course.

HTML block

A **HTML** block is a standard block used to add text or images on a site or course page. The block is flexible and can incorporate a variety of functions. It has the standard text editor for formatting text and adding images. For example, it can be used to display Course Contacts information.

The title bar can be left blank and will make the block undockable.

Echo360 block

Echo360 is the lecture recording system and provides playback service for staff and students. Echo360 block is integrated with Wattle, and displays a list of the lecturer recordings associated with your courses. The recordings can be watched online or downloaded.

SELT block

The Student Experience of Learning and Teaching (**SELT**) block is an ANU developed block. It is based on the SELT survey which was developed following consultation between the Student Evaluation Working Party and College Education Committees. Surveys will appear in this block for students based on their current enrolment at the end of each teaching session.

For further information about SELT, visit [pqa.anu.edu.au/surveys/selt/](http://pqa.anu.edu.au/surveys/selt/)

To add a block:

1. Click **Turn editing on**.
2. Locate the **Add a block** section which will appear at the bottom of your existing blocks (usually on the right hand side).
3. Select the block you would like to add from the dropdown menu.
4. The new block will appear just above the **Add a block** section.

Activities

There are many different types of activities available, including communication tools (Forum, Chat, Dialogue), assessment tools (Assignment, Turnitin Assignment, Workshop, Quiz), and others such as Feedback, Wiki, Lesson, and Database. Below are some of the most common activities.
Forum

The forum module is an activity where students and teachers can exchange ideas by posting comments. The most common type is the standard forum for general use.

Standard forum for general use

The standard forum is most useful for large discussions that you intend to monitor or guide. Within the forum, students will see the forum description as the introduction text. In the discussion field, you will see the information such as the title of its author, the number of replies and the date of the last post. You can now pin a forum discussion to the top of your list so that it is more visible to students and stays at the top.

Adding a permalink

A permalink allows you to link directly a specific forum post so you can share it easily with others. You will see the permalink option when clicking to reply to a post.

Announcements

An Announcement is automatically generated when a Wattle courses is created. It automatically subscribes all participants in a course. The name of the Announcement can be changed to something more appropriate, such as ‘Important Announcements’. It can be used to announce exam dates, times or changes to exams, lectures or seminars, as well as important information about the course.

Send forum post notifications with no editing-time delay

Ticking the box does not send out an email immediately. It will send an email to all forum subscribers according to their personal digest settings.

The way for a lecturer to send an instant email to the students is through the Participants page. Sending a message through the Participants will generate a message in Moodle as well as an email to the students. The message can be sent to all or just some students.

Group selection

The Group selection activity module allows students to select a group in the course that they want to be members of. Its most common use in Wattle is tutorial sign-up. A limit can be placed on the number of users in every group. The activity can also be set to open and close at specific times.

To create a group

1. In the Administration block > Course administration > Users, click Groups
2. Click Create group
3. Enter a Group name and optional group description (e.g., “Wednesday 10am tutorial”)
4. Click the Save changes button

You will then need to add the group to a grouping.

To create a grouping

1. In the Administration block > Course administration > Users, click Groups
2. In the tabs across the top, click Groupings
3. At the bottom of the screen, click Create grouping
4. Enter a grouping name and optional grouping description (e.g., “Tutorial groups”)
5. Click on the Save changes button
You will then need to add the groups you created in the earlier step to this grouping.

**To add groups to a grouping**

1. In the Administration block > Course administration > Users > Groups > Groupings, locate the grouping you would like to edit
2. Click on the **Show groups in grouping** icon next to this grouping
3. Select the groups you would like to add from the right hand column and click **Add** to add them to this grouping
4. When you are finished, click **Back to groupings**

Once this had been completed, the **Group selection** tool will need to be added to that students can nominate which group they would like to be a part of.

**To add the group selection tool**

1. On the main page of your Wattle site, click **Turn editing on**
2. Select **Add an activity or resource** on the main page of your Wattle site
3. Click **Group selection**.
4. Give it a name and description, select which grouping you would like it to use, and add how many participants can be in each group.
5. Click **Save and return to course**.

When a student is faced with the activity they just need to click on the correct button to select a group.

![Select your group table image]

**Turnitin Assignment**

Turnitin is the university’s preferred software for online assignment. In rare cases where online submission using Turnitin software is not technically possible, or where not using Turnitin software has been justified by the Course Convener and approved by the Associate Dean (Education) on the basis of the teaching model being employed, students shall submit assessment online via ‘Wattle’ outside of Turnitin, or failing that in hard copy, or through a combination of submission methods as approved by the Associate Dean (Education). The submission method is published in the course outline.

For further information on the Turnitin assignment submission policy, please go to the ANU Policy library. [policies.anu.edu.au/pl/document/ANUP_004603](policies.anu.edu.au/pl/document/ANUP_004603) and review the **Assessment Task Submission** in the **Student assessment (coursework) Policy**.
To set up a Turnitin assignment:

1. Click Turn editing on
2. In the Activity Chooser, select Turnitin Assignment 2 and click Add. Turnitin Version 2 is the current available version in ANU.
3. Enter the Turnitin Assignment Name and Summary.
4. The defaults have the settings that work for most standard Turnitin assignments. For additional option setup, please see the Turnitin Setup guide on ql.anu.edu.au/turnitin.
5. Click Save and display.

Training materials and further information on using Turnitin and User Guides can be found on the ANU services website.

ANU Online has also published a Guide for using Turnitin Feedback studio.

Assignment

The standard Moodle Assignment module allows lecturers to collect work from students, review it, allocate assignments to markers, and provide feedback including grades, rubrics, and marking guides.

To create an assignment:

1. Click Turn editing on
2. In the Activity Chooser, select Assignment and then click Add
3. Enter the Assignment Name and Description
4. Configure the Assignment (see details below)
5. Click Save and return to course

A. Assignment Availability:

Allow submissions from: Specify the date/time when students can start submission. If disabled, students can submit immediately.

Due date: Submission received after this date/time will be marked as late.

Cut-off date: If enabled, the submission will not be accepted after the selected date without an extension. In order to prevent submissions after a certain date the ‘Cut-off date’ should be enabled and set.
B. Submission Types:

You can now have a combination of the submission types. Submission Types allows you to configure all previous assignment submission types:

**Online Text** – students type in their submission in the text editor online.

**File Submissions** - this covers both ‘Single’ and ‘Advanced’ uploading of files.

*Note: Assignment submission can be a combination of ‘Online Text’ and ‘File Submissions’*

C. Feedback Types:

Select which feedback options you would like to use to give feedback to the students on their assignment by ticking the boxes.

D. Submission Settings:

**Require students click submit button**: If enabled, students have to click a Submit button and their submission will be become final.

**Require that students accept the submission statement**: By setting this to ‘Yes’ all students submitting this assignment will be required to accept a submission statement in order to submit their assignment:

**Attempts Reopened**: This setting determines whether students assignment submissions can be reopened allowing resubmission.

**Maximum attempts**: The maximum number of assignment submission attempts a student can make.
E. Notifications:

**Notify graders about submissions**: If enabled, you will receive a message whenever a student submits an assignment, early, on time or late.

**Notify graders about late submissions**: If the first option ‘Notify graders about submissions’ is disabled, you can choose whether you want to be notified about late submissions.

**Default setting for “Notify students”**: When grading student assignments, you have the option to notify them by email when you have saved their grade. Select here which you would like to be the default option. This can always be changed on any individual students’ assignment.

F. Grade:

**Grading method**: You can choose from Simple direct grading (number scale), Marking guide or Rubric.

**Blind marking**:

- When this option is set to ‘Yes’, blind marking will hide the student identities and a participant ID will be assigned randomly to each student.

- Blind marking settings will be locked and cannot be changed once a submission or grade has been made in relation to this assignment, whichever occurs first.

- When blind marking is enabled, there will be a link to Reveal student identities. The action to Reveal student identities is one-time-only and cannot be undone. Once the student identities have been revealed, the marks will be released to the gradebook.

**Use marking workflow**: This feature lets you indicate which stage of marking different assignments are at, such as “Not marked”, “In marking”, “Marking completed”, “In review”, “Ready for release”, and “Released”.

**Use marking allocation**: You can assign specific student assignments to specific markers, tutors, or teachers in your course for them to grade.
Contacts and Support
To contact the support team within your college, visit wattle.anu.edu.au/contacts.php

Additional Help with Wattle

- Wattle Support via IT Service Desk or phone (02) 612 54321, select option 1, 5
  Mon-Fri: 9am-5pm

- Moodle After-hours support
  Phone 1300 544 894
  Mon-Fri: 5pm-10pm
  Sat-Sun: 9am-5pm

wattle.anu.edu.au
ql.anu.edu.au/wattle