



Australian
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Wattle Guide for Students



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Updated: January 2018

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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

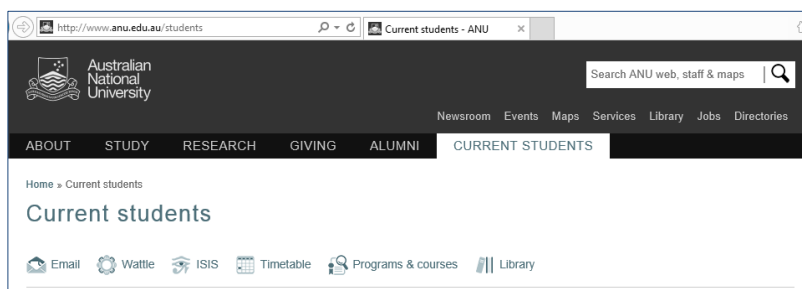
Wattle Guide for Students

Introduction

WATTLE (Web Access To Teaching & Learning Environments) is the Australian National University's web-based teaching and learning environment. This guide provides an overview for students on how to access and use Wattle.

Student Services

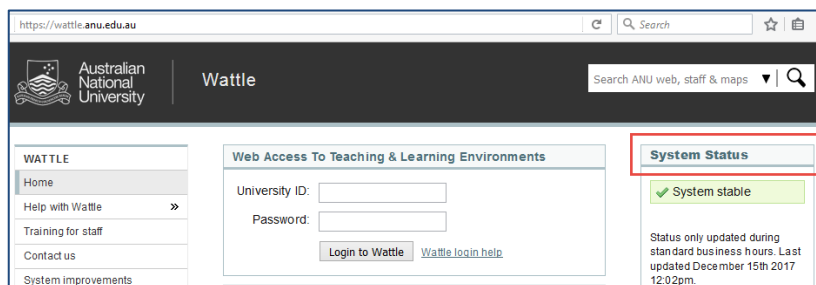
The ANU Student website (www.anu.edu.au/students) provides a list of frequently used websites for students, including ANU Email, Wattle, ISIS, Timetable, Programs and Courses, and Library.



Access Wattle

1. To access Wattle, go to wattle.anu.edu.au

Note: On the login page to Wattle, there is a System Status box which provides updates on system outages or ongoing known issues.



2. Enter your University ID (include the 'u') and ISIS password then click **Login to Wattle**.
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 the course homepage.

Access to Courses in Wattle

In Wattle, you should have access to the courses you are enrolled in ISIS (Interactive Student Information System).

Wattle course sites are generally released to students **two weeks** before teaching starts.

If your course site does not appear when you login:

- Check ISIS – note that ISIS indicates your official enrolments.
- Wait a day – new enrolments will have Wattle access one full working day after the enrolment is completed in ISIS.
- Check with your lecturer – some course sites are released later than the standard date.

Password Issues

As the password you use to log into Wattle is your ISIS password, the Wattle Support team is unable to reset the ISIS password for you. For password issues, please see these instructions for [resetting your password](#), or phone the IT Service Desk on (02) 612 54321.

Continuing Access to Courses in Wattle

Students have **6-month access** to the courses after the course teaching ends.

For example, if a student is taking a course in Semester 1 2018, the student can continue to access the course content until the end of 2018.

Recommended Browsers

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

- Mozilla Firefox 51.0 or later – preferred browser for Wattle
- Google Chrome 58.0 or later
- Safari 10 or later
- Internet Explorer IE 11
- Microsoft Edge 39 or later

It is recommended to keep all browsers up to date.

Recommended Software

For some functions to work in Wattle, some software may need to be installed:

- Adobe Flash Player - needed for Adobe Connect in Wattle and Echo360 recordings.

Menu Bar at Top of Screen




There is a Menu bar at the top of your Wattle screen labelled Resources, Health and Wellbeing, Library, Wattle Support, and English. Click on the drop down menus to view options available in each category.


Dock the Blocks

A **block** in Wattle is a window that loads on the right-hand or left-hand side of the course page. Blocks can be docked. The docked blocks become tabs along the left margin attached to the page.

- **To dock a block**


Click the docking icon at the top right of the block: .

- **To undock a block**

Hover over the docked block's tab and click the undocking icon: .



- **Undock all blocks**

Hover over the bottom left of the left page margin and click the undock all icon: .

DASHBOARD

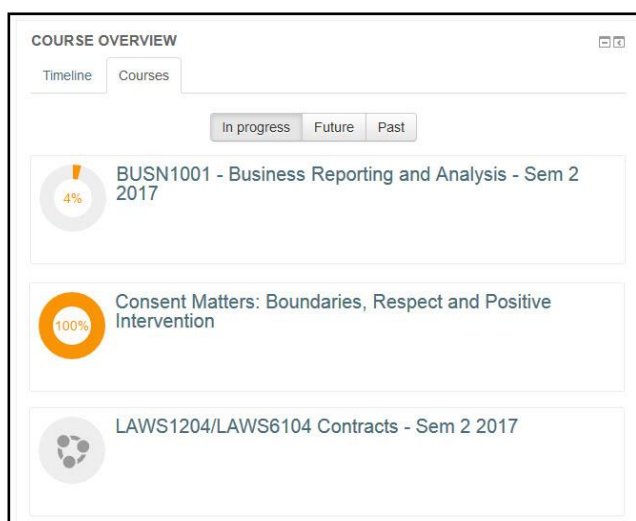
Course and activity management

New and improved dashboard provides information about course progress, upcoming activities and assessable Moodle activities from the new course overview block.

In the Course view, you can see your enrolled courses under In Progress, Future and Past.

In the Timeline view, you can see your enrolled courses with overdue activities or upcoming activities in the under different tabs. Turnitin tasks will be available in the timeline tab for Semester 1, 2018.

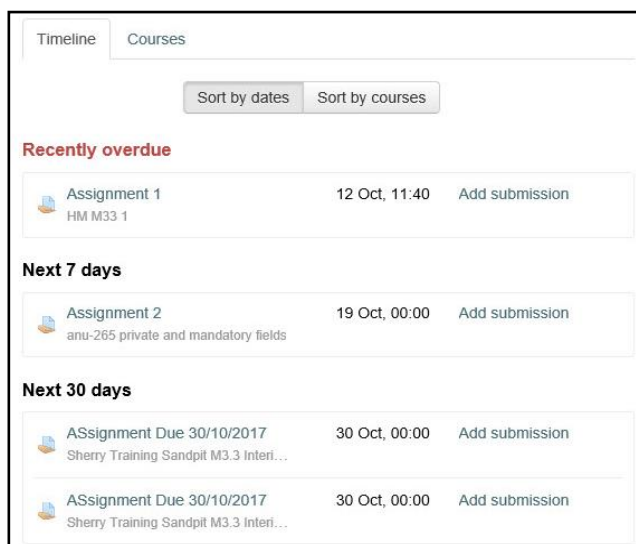
Courses view



The screenshot shows the 'COURSE OVERVIEW' dashboard with the 'Courses' tab selected. It features three course cards with progress indicators:

- BUSN1001 - Business Reporting and Analysis - Sem 2 2017**: 4% progress.
- Consent Matters: Boundaries, Respect and Positive Intervention**: 100% progress.
- LAWS1204/LAWS6104 Contracts - Sem 2 2017**: No progress indicator shown.

Timeline view



The screenshot shows the 'Timeline' view with 'Sort by dates' selected. It lists assignments categorized by their due dates:

- Recently overdue**
 - Assignment 1 (HM M33 1) due 12 Oct, 11:40. Add submission.
- Next 7 days**
 - Assignment 2 (anu-265 private and mandatory fields) due 19 Oct, 00:00. Add submission.
- Next 30 days**
 - Assignment Due 30/10/2017 (Sherry Training Sandpit M3.3 Interi...) due 30 Oct, 00:00. Add submission.
 - Assignment Due 30/10/2017 (Sherry Training Sandpit M3.3 Interi...) due 30 Oct, 00:00. Add submission.

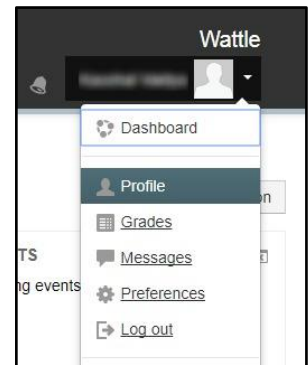
The Navigation panel has a shortcut to every visible activity in every course.

Access My Profile

Profile can be accessed through your name link on the top right.

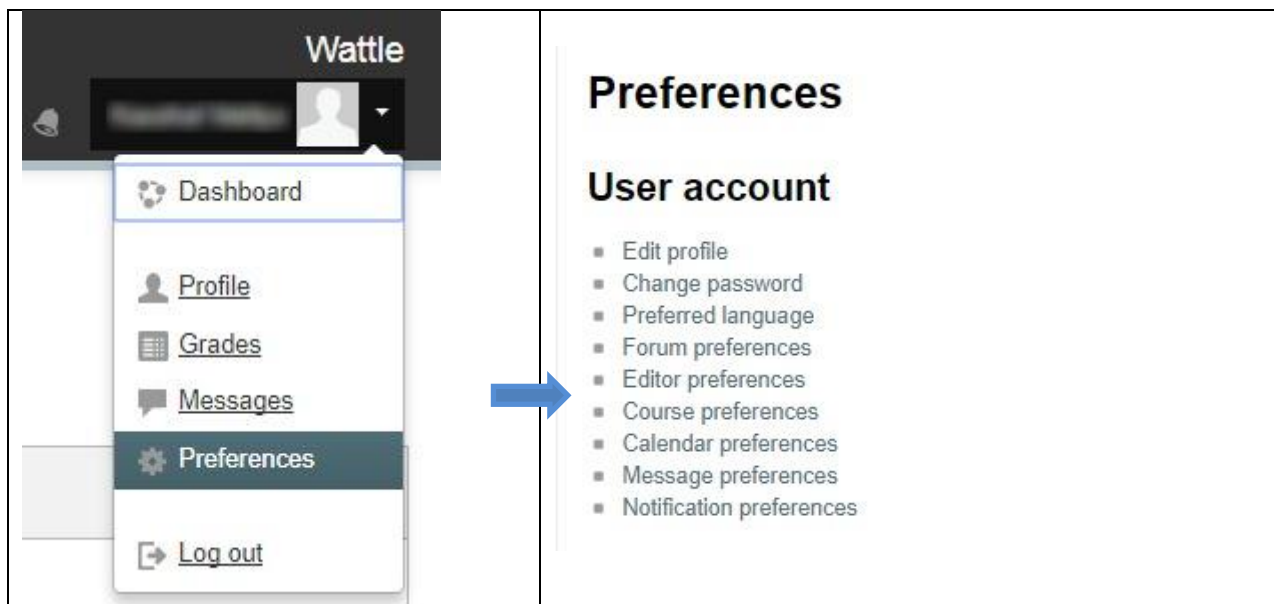
Updating My Profile

1. Go to the **Quick Access drop down menu** at the top right of your screen.
2. Click on > **Profile** > then **Edit profile**.
3. Edit your preferences
4. Click the **Update profile** button at the bottom of the page



To Access Email Digest and Forum Preferences

1. Go to the Quick Access Drop down menu at the top right of your screen.
2. Click on **Preferences**
3. From the list select which option you wish to update.



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 forums.
- **Subjects** - one email per day right after 5pm with only the subjects of all posts.

Forum Preferences

In each course, the Announcements 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.

Forum auto-subscribe	Yes: when I post, subscribe me to that forum
Forum tracking	Yes: when I post, subscribe me to that forum No: don't automatically subscribe me to forums

Updating My Profile Photo

You can upload a profile photo or picture in your Wattle profile. The image must be in JPG or PNG format (i.e. the names will usually end in .jpg or .png). You can also update your profile picture anytime you want.

1. Go to the **Quick Access Dropdown > Profile > Edit profile**
2. Find User picture > **Drag and drop a file** to the New picture
3. Click the **Update profile** button at the bottom of the page

Privacy Notice

Some of your profile information can be viewed by other Wattle users. This includes Country, City/Town, Email address and Interests. Do not include inappropriate or private information as your profile may be viewed by other Wattle users.

Messages

In Wattle, your lecturers or tutors may send you messages which also generate an email to your email account. After the message is sent through, a pop-up message window will display in Wattle on the lower right corner at your next screen refresh or your next login to Wattle. The pop-up notification disappears after you navigate to the next Wattle page.

To retrieve the full messages, use one of the following methods:

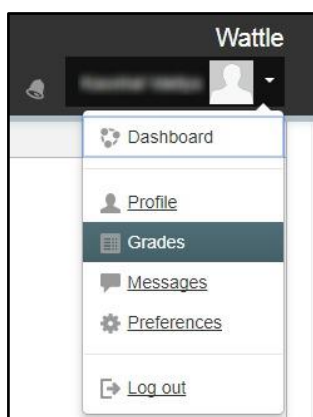
1. Click the **Go to messages** link in the pop-up window -> Click on the messages you want to read
2. Go to **My profile** in the Navigation block, a tab located on the top left -> Click **Messages** -> Click on the messages you want to read

Until you read the messages in the Messages area, the message pop-up window will display when you log into Wattle.

View Grades

View Your Course Grades in Wattle

1. Navigate to your course homepage in Wattle
2. Grades can be accessed in the **Quick Access Dropdown > Grades**. If your lecturer/tutor has revealed your grades they will appear on this page.



View Detailed Activity Feedback (for Quizzes, Assignments, etc.)

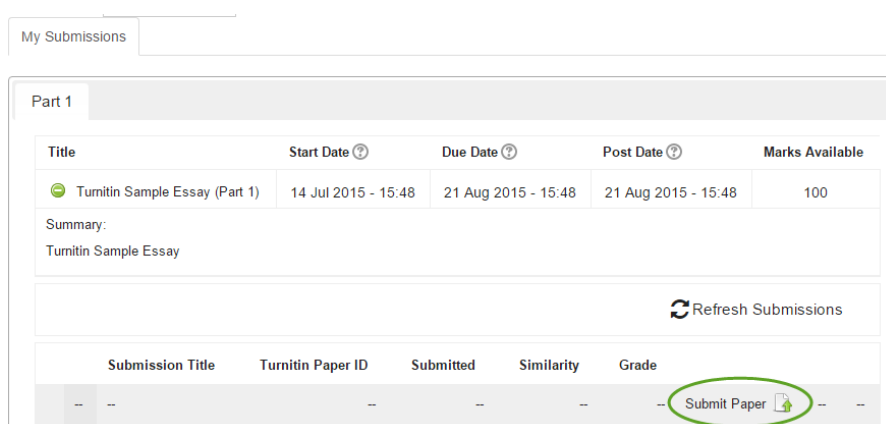
1. Navigate to your course homepage in Wattle.
2. Click on the relevant assignment activity link. If your lecturer/tutor has provided comments or response documents in addition to a number grade they will be available on this page.

Note: If you are unable to access your grades via Wattle please contact your lecturer for clarification.

Submit a Turnitin Assignment

Turnitin is the preferred software for online assignment submission at the ANU. Your lecturer may set up Turnitin assignment links in the course for you to submit assignments.

1. In your course homepage, click on the assignment link.
2. You will be taken to the 'My Submissions' page > Click on the link **Submit Paper**.



3. Enter the details in the required fields, upload your file and tick the box for the Turnitin submission statement > click **Add Submission**.
4. You will see the uploading process on the screen and get a Digital Receipt when your submission has successfully been uploaded to Turnitin.
5. After you have submitted your work, you may view the Originality Report. You may be provided with a revised Originality Report for your re-submitted assignment. As of January 2018, you can receive up to three Originality Reports in each 24hr period.
6. If you are allowed to resubmit the Turnitin assignment, you will see the Submit Paper icon. If you are not allowed to resubmit, the Submit Paper icon will not be available.

Note: If you do not wish to have your name stored on the Turnitin database, ensure you remove your name and/or u-number from the content of your assignment.

Instructions on how to view and interpret the Originality Report can be found on gl.anu.edu.au/turnitin.

Echo360 Active Learning Platform (ALP)

Echo360 ALP is the updated system for lecture recordings, and allows you to stream or download recordings of lectures after class.

Access Echo360 ALP Recordings

If your course has lecture recordings, they can be accessed via the Echo360 Active Learning Platform activity link in your Wattle course.

Echo360 Active Learning Platform link

1. In your course home page, select the Echo360 Active Learning Platform activity link.
2. You will see a list of classes (course recordings) listed on the left side of the screen.
3. Select the specific recording you wish to view.
4. You will see a new screen with the video recording on the left and the slides on the right.
5. Press the play icon (bottom left of screen) to start the recording or click on the slides to navigate through.

Note: The recording and presentation icons turn grey when you have viewed them.

More instructions about the Echo360 ALP Student Interface are available at ql.anu.edu.au/echo360

Download Recordings

Generally speaking, there are downloadable video and presentation files for each Echo recording. You can download the recordings one at a time.

1. Click on the recording icon (the first green icon on the right hand side of the screen) and from the list of options select **Download original**.
2. Select whether you are downloading the video or audio format.
3. Click on the **Download** button.

Adobe Connect Computer Setup Guide

ANU is now using Adobe Connect 9.6 which works with the following devices ([read requirements on the Adobe site](#)):



Computer:

- Windows 7 or later; or Macintosh 10.8 or later
- An updated version of Flash Player installed on your computer - [download it](#) (Note: Untick that free security product option. You don't need that.)
- Headphones – to improve the sound quality you send to other participants



iPhone or iPad:

- The Adobe Connect app - [download it from the App Store](#)
- Headphones – to improve the sound quality you send to other participants



Android Tablet:

- The Adobe Connect app - [download it from the Marketplace](#)
- Headphones – to improve the sound quality you send to other participants

You Need a Reasonable Network Connection

Please test your connection by following these steps:

- Visit www.speedtest.net
- Click on the big **Begin test** button above a map, no need to click on any of the ads.
- Click the **Begin Test** button - in about 30 seconds you will be shown 3 results at the top:
 - A good value for **ping** is something lower than 200 ms
 - A good value for **download speed** is something above 1.0 Mbps
 - A good value for **upload speed** is something above 0.2 Mbps, though you might want at least 0.7 Mbps if you plan on a lot of screen sharing and webcam broadcasting.

Best connection:	ANU campus network
Good connection:	Cable or DSL broadband
Variable:	Wireless 3G connection (susceptible to weather and signal strength)
Unsuitable:	Dial-up modem