

Establishing alternative submission as a backup – A guide for teachers

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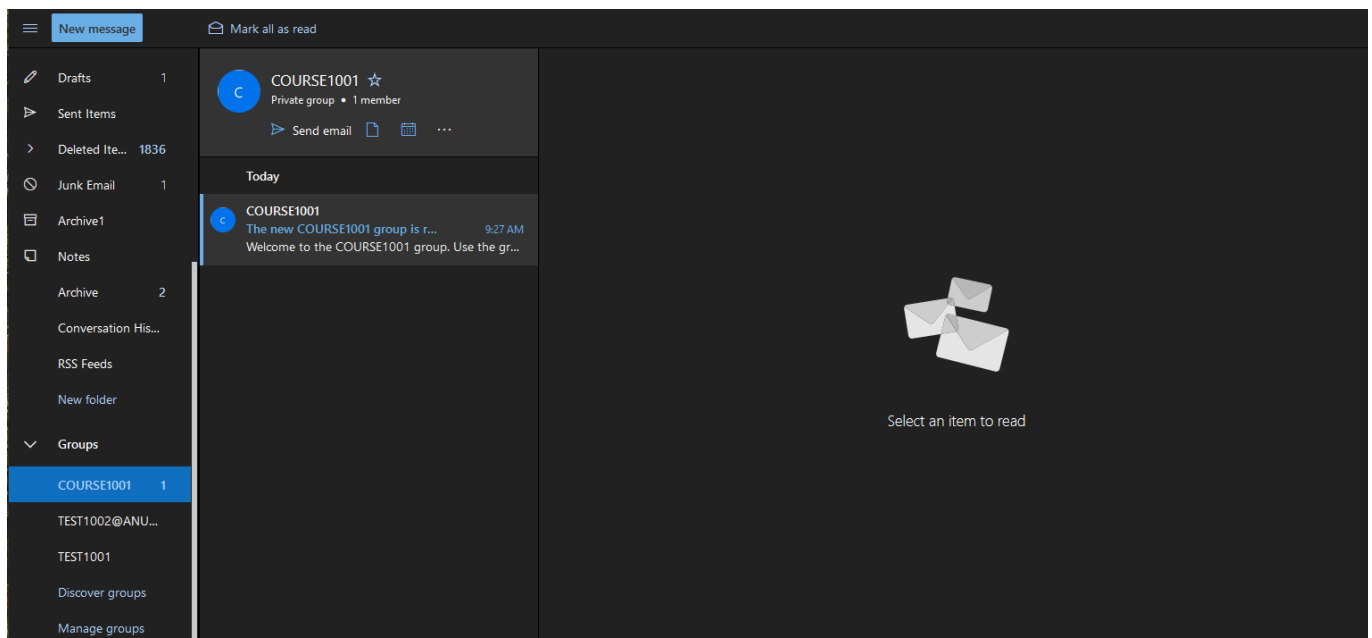
Setting up an alternative submission portal avoids the risk of students being unable to submit files (documents or images) to Wattle quiz or assignments. There are different ways to do this. Please use whichever option you are previously familiar with or are comfortable learning.

1.1. Providing a Wattle assignment portal for backup submission

You should consider creating a separate portal for file submission in case a quiz or assignment faces technical issues such as congestion at the end of the submission window. This keeps the student within the Wattle site and is easily accessible. Setting up a “conditional release” of a second exam where student may upload their file following completion of the quiz or assignment can isolate the process and minimise technical difficulties.

1.2. Create a course inbox for backup submission

Creating a course inbox for backup submission allows student submissions to be accessible via email, without entering your general email inbox. You can do this by creating a SharePoint ‘Team’ site (for example COURSE1001) using the ‘Create Site’ button in the top left corner which will generate an email inbox. The email address (eg. COURSE1001@ANU365.onmicrosoft.com) is accessible in the ‘Groups’ tab on Microsoft Outlook. You are also able to add and remove members. When choosing your site name, consider the impact on future courses (for example include the teaching period if you need to distinguish from future iterations of the course).



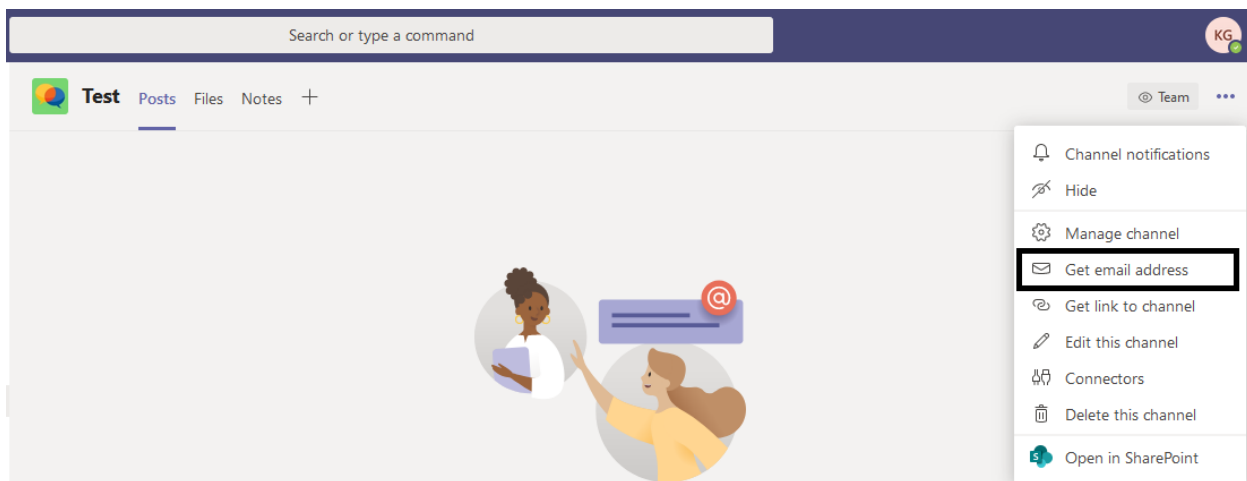
1.3. Create a Teams channel for backup submission

Creating a Teams channel also allows students to email their submissions to you. A Teams channel avoids your email inbox being inundated with student submissions and can save time by automatically collecting the files in a folder.

For example, you could create a channel titled 'COURSE1001: Quiz Images' and include this within the submission instructions as an alternative portal. The email address for a Teams channel is in the top right corner (three dots) drop down menu pictured below. Sending attachments to this email will add files to the channels file folder for easy access.

If a Teams channel is used for backup submission, make sure to instruct student to use naming conventions (eg. u1234567_image). This will ensure that images are not submitted with the same name which can cause overwriting issues.

Please note that Teams channel email addresses do not reflect the channel name, they have a randomly generated sequence such as 124c2532.ANU365.onmicrosoft.com@apac.teams.ms).



1.4. Creating a CloudStor submission box for backup submission

If you would like to use Clourstor for direct submission, or have experience in doing so, please use the following link for instructions.

<https://cloudstor.aarnet.edu.au/plus/s/3PD56AWktbpbk5BZ>

1.5. Allow submission of image links in OneDrive as a backup

Instructing students to include a link to a OneDrive (or other cloud storage service) copy of their file will overcome uploading issues as the file is stored remotely. OneDrive files will be timestamped to indicate whether the student uploaded the file at the appropriate time. Cloud links will allow for files to be accessible within the quiz window.

If you have any further questions regarding alternative file submissions please contact your College Education Support team, or the Centre for Learning and Teaching, CLT@anu.edu.au.