

# How to include a block for information during online exams

## User guide

System: [Wattle »](#)

### Overview

This guide will guide you in adding an information block to your Wattle course so that students can be provided with contact information during an online exam.

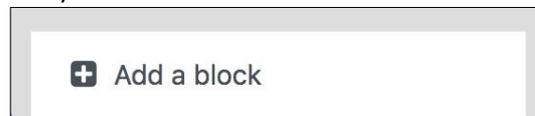
### When to use

When Running an online exam using Proctorio exam monitoring

### Step-by-step guide

#### Creating the block

1. Click on the **Settings menu (Cog)** in the top right corner under your profile.
2. Navigate to the Admin block on the left of your screen.
3. scroll all the way down till you find the “add a block”



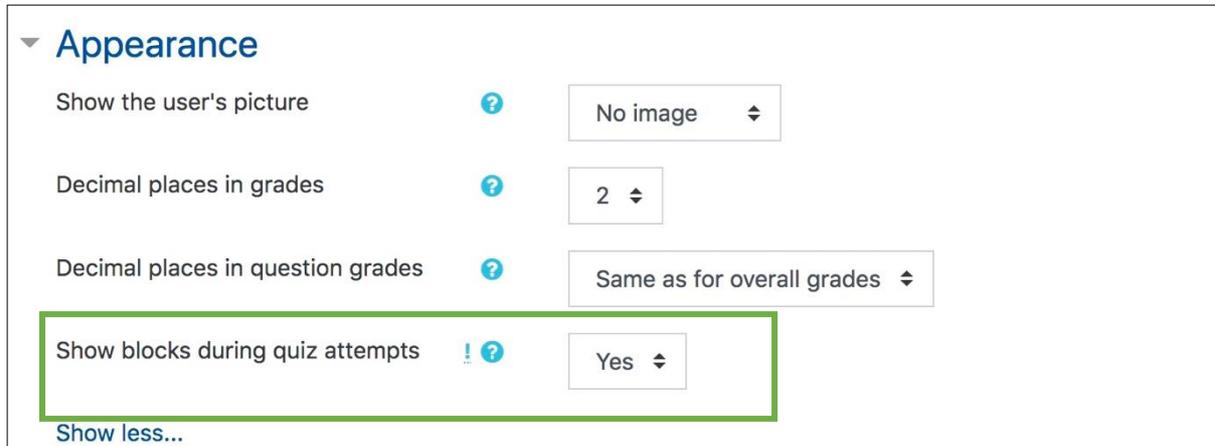
4. You will then be provided with a long menu of block types, choose the “HTML”
5. Your new block will now appear on the right-hand side of your Wattle site, if you don't see it at the top scroll down to find it (this will happen especially if you have many blocks there already)

#### Editing the block

Now it is time to edit your block to include the information you want to have visible to your students and specify where it will appear.

1. Click on the action menu of your new block  and choose “configure new html block”
2. Now you can give the block an appropriate name (in the HTML Block title), include the information you would like to display (in the content section) and decide where the block should appear in your Wattle site (Where this block appears menu), make sure it is “any page”.

The next step is to ensure that when your students are taking the exam they can access the information displayed in the block on both the main page or within the quiz. Complete the following steps:



▼ **Appearance**

Show the user's picture ? No image ▾

Decimal places in grades ? 2 ▾

Decimal places in question grades ? Same as for overall grades ▾

Show blocks during quiz attempts ! ? Yes ▾

[Show less...](#)

The block with the exam help/information will be visible during exam time and students will have it handy without leaving the exam page if it is needed.

There is also a “Simple Clock” block that you can add in the same way if you think it is useful to keep students on track during the exam.

## Related guides

Once you have turned editing on you may wish to view the following step-by-step guides:

[Add a block in Wattle](#)

[Create and manage a quiz in Wattle](#)

## Further resources

For more Wattle User Guides visit: <https://services.anu.edu.au/information-technology/software-systems/wattle>