

# GETTING STARTED WITH WATTLE – FOR STUDENTS

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<http://wattle.anu.edu.au>

## What is Wattle?

Wattle (Web Access to Teaching & Learning Environments) is an online learning environment used to provide interactive websites for your courses. Wattle will progressively replace WebCT starting in Semester 2, 2009. Between now and Semester 2, 2010 both Wattle and WebCT will be used.

**It is the responsibility of every student to check if your online course materials are located in Wattle or WebCT.**

Your lecturers may use Wattle to:

- provide lecture notes, digital lecture recordings and other learning resources.
- facilitate communication using discussion forums, messaging and chat tools.
- provide information about assessment, details of assignments and online quizzes.

## How do I access Wattle?

Go to the Wattle website at <http://wattle.anu.edu.au>

Enter your UniID and password. Then click on the *Login to Wattle* button. Your UniID and password are the same as the ones used to log into the Information Commons computers and ANU online services such as ISIS.

## What will I see after I log in?

After you have logged in, your *My Courses* page will appear. From this page you can go to the course homepage for any course in which you are enrolled that use Wattle.

On the *My Courses* page you can find:

### Course List

You will see a list of courses in which you are enrolled. Clicking on one of these links will take you to the course homepage for that course.

### Menu Bar

At the top of most Wattle pages is a menu bar. The menu bar shows the current account logged in, a logout option and a language drop down menu.

### Student Support Site

On the right hand side of the screen there is a link to the *Student Support Site* where you can find information about how to use the tools and features in Wattle.

### Calendar

The Calendar lets you know when events are scheduled, such as when assessments are due, a chat event is scheduled or a forum is due to close. Clicking on a date will take you to a list of activities scheduled for that day.

## How do I get back to the *My Courses* page?

At the top of any course homepage, there is a breadcrumb listing of pages you have visited. The first link in this list is the Wattle link which will take you back to your *My Courses* page.

# COURSE HOMEPAGES

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## What will I see when I enter a course homepage?

Your course homepages can vary a lot because each course homepage is designed and maintained by your lecturer. You will usually see a *Calendar* and a *Course Menu*. Some courses might also contain tools such as a forum, lecture recordings, online assignments, and materials in a variety of digital formats such as lecture notes, audio recordings of lectures, videos and animations.

The following is a quick guide to some commonly used Wattle Activities and Tools. Detailed information can be found on the Student Support Site which is located on your *My Courses* page on the right hand side of the screen.

## Digital Lecture Recordings

Your lecturer can make digital recordings of lectures available to you through Wattle. A link to the recording will appear in a Block on either the right or left hand side of the course homepage. The Block will have the title *Lecture Recordings – DLD* and if there are recordings available, they will appear in a list under this title.



## Forums

Forums are discussion areas for displaying, receiving and responding to postings. Forums are a useful way for lecturers to communicate with the students in a course, and to facilitate dialogue, collaboration and debate.

The *Forums* tool is a one-to-many tool, which means that when you post or reply to a message on the discussion board, all course participants will be able to read it (unless set otherwise by your lecturer).

### How do I view a topic?

1. To view a list of available forums in the course, click the *Forums* link in the course menu. Alternatively, you can click on the name of a forum in the course content area to go straight to the discussions in that forum.
2. To view the discussions in a forum, click on the forum name you wish to view.
3. To view a discussion, click on the discussion name and you will be shown the initial posts and replies.
4. You can change the way the discussion is displayed by selecting the drop down box at the top of the screen and choosing a new display option.

### How do I reply to an existing topic?

1. To reply to a discussion you must first view it following the above steps.
2. Click the *Reply* button on the bottom right hand side of the post to which you want to reply.
3. Fill out the message text area with your post content and change the subject if you need to. If subscription is set to *Yes* you'll receive an email when new replies are made to the discussion.
4. You can attach any documents or file required by uploading them through the attachment option at the bottom of the screen. The maximum attachment size is 500KB.
5. Once you have finished with the content of your post, click the *Post to forum* button and you'll be taken back to the discussion posts.

### How do I add a new discussion topic?

1. Go to the forum in which you wish to post a new topic.
2. Click on the *Add a new discussion topic* button. If this button is not present, your lecturer has disabled the ability for students to add discussion topics.
3. A form will be displayed for you to put in your post content.  
*Subject:* The title of the topic. This will be displayed as the discussion name in the forum.  
*Message:* The main content of your post.  
*Subscription:* Setting this as *Yes* means you will receive an email every time a reply is made to your discussion.  
*Attachment:* You can use this to upload documents or files that are needed for your post. The maximum attachment size is 500KB.
4. Click the *Post to forum* button and you'll be taken back the discussion list view.

## Assignments

### How do I view the assignments available for my course?

1. To view an assignment, navigate to the assignment, either by clicking on the assignment name in the course outline, or by clicking *Assignments* in the *Activities block* and then clicking the name of the assignment.
2. On this page you will see the date the assignment becomes available, the due date for the assignment, the assignment instructions, the submission draft and the option to upload files.

### How do I submit an assignment?

1. Navigate to the *Assignments*, either by clicking on the assignment name in the course outline, or by clicking *Assignments* in the *Activities block* and then clicking the name of the *Assignment*.
2. Click *Browse*, and select the file you would like to upload.
3. Click *Upload this file*.
4. Once you have done this, click *Submit for Marking*.

When you go back to the assignments page you'll see that it has been submitted with a time stamp and once it is graded you'll be able to view your mark here as well.

## Profile

Wattle gives you your own profile, which allows you to display information about yourself. Your profile is also the place to set your email, profile picture, location and contact details.

### How do I view my Profile?

1. Click on your name in the top right hand corner of the Wattle page (this is not available on some resource/activity pages).
2. Your profile information will now be shown. From here you can check your messages, edit your profile or view your blog.



## How do I edit my Profile?

Some of your profile information may be viewable to other people in your courses. Do not include information you do not wish other people to know about.

1. From your profile, click the *Edit profile* tab.
2. Change any settings and add information to your profile. Any option with a red font and asterisk is required to be filled in before you can save your profile settings.
3. Click the *Show Advanced* button to view advanced profile options
4. Click the *Update profile* button at the bottom of the page once you have finished updating your settings. Changes will not be saved unless you click *Update profile*.

## How do I Instant Message people in my courses?

- 1 Click on your name in the top right-hand corner of the screen
- 2 Click on the *Messages* button at the bottom of the screen
- 3 Click on the Settings tab. Make sure the second box *Block all new messages from people who are not on my contact list* is unchecked.
- 4 Don't forget to click *Save my settings*.

## HELP

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### Information on other Wattle tools and features

There are many other tools and features in Wattle that are not outlined in this guide, including *Quizzes*, *Gradebooks* and *Chat* rooms. Some of your courses may use extensive online resources and interactive activities, while other courses are not enhanced by online materials at all. Your lecturers will advise you how they intend for you to use the Wattle facilities in each of your courses.

To find out more about other tools and features in Wattle, go to the Wattle *Student Support Site*. Here you will find information about these features and step-by-step instructions on how to use them.

### Further information

If you are having difficulties accessing course material, contact your lecturer.

The Wattle *Student Support Site* provides helpful information on how to use Wattle.

<http://wattle.anu.edu.au/help.html>

AskANU Consultants in Chifley and Hancock Libraries are there to help you with computing issues, including Wattle. Alternatively you can call the Helpdesk on 612 59666 or submit a request for help online at <http://doihelpdesk.anu.edu.au>

### Netiquette – a guide to interacting with ANU staff and students online

When interacting with ANU staff and students online it is important that you afford them the same respect and courtesy that you would in real life. The following guidelines outline acceptable behaviour online:

- Do not post material that is discriminatory or prejudicial
- Do not insult or make personal attacks on other participants
- Do not defame individuals or organisations
- Do not initiate or spread rumours or speculative information about members of the ANU community
- Do not post illegal or inappropriate content
- Do not distribute plagiarised content or copyrighted material without the permission of the copyright owner
- Avoid offensive language and swearing

