Checklist for New Wattle course sites

New Wattle course sites, whether they are created from a template or rolled over from a previous course site; all need a little attention prior to being used for active teaching. This checklist can be used as a guide by Colleges to prepare Wattle courses sites prior to start of a new teaching session.

**Settings**

Go to Settings > Edit Settings:

- Course Summary – includes the correct semester/session
- Number of weeks/topics – the rollover process puts this number up to the maximum the courses has ever had to ensure nothing is hidden from the lecturer
- Course start date – update
- Other settings, Role renaming etc. – review and update if necessary

**Activity Dates**

Update the release dates and due dates for the new teaching period. Turn editing on for the course site and click Update (the little hand with a pen) for each relevant activity. Fields to check:

- Information typed into the Description field
- Available from and Due date etc. in the General section
- Restrict access settings at the bottom of the page

These updates are most commonly required for:

- Tutorial sign-up (Group select)
- Assignment
- Quiz
- Choice
- Feedback

**Materials**

Areas to check and update if necessary:

- Add any new Adobe Connect rooms required
- Any linked files download or display correctly including media files (Tip: the blank document icon can indicate there is a broken file link)
- Links to external web sites are still correct
- The correct blocks are present, (keeping in mind College policies):
  - Activities
  - DLD – edit the settings if you need to bring in recordings from another course
  - Evaluations (SELT)
  - People
☐ Replace or remove out of date materials including:
  ☐ Course outline
  ☐ Out-dated readings
  ☐ Materials from previous events, e.g. field trip photos
  ☐ Previous lecture recordings (other than DLD)

**Tip:** The Wattle course site is not the best place to keep old copies of materials. All Wattle course sites are kept active and are available to lecturers for 18 months. After this time they are archived to offline storage. Any materials from previous Wattle sites can be requested through the Wattle Support Helpdesk ([wattle.support@anu.edu.au](mailto:wattle.support@anu.edu.au)).

**Tip:** To import materials from a previous Wattle course site:

- Go to **Settings > Import**
- Search for your course code (if necessary) and select the relevant course site
- Click **Continue**
- Accept the Backup settings including activities, block and filters; click **Next**
- De-select any topics and materials you do not want to import; click **Next**
- Check through the Confirmation page and, if correct, click **Perform import**

**PEOPLE**

Update the people who have access to the Wattle course site:

- Go to **Settings > Users > Enrolled users** to add people who need access as:
  - Lecturer
  - Tutor
- Go to **Settings > Users > Other users** to add people who need access as:
  - Guest lecturer
  - Auditing student
  - Local Admins (if they have been requested, these will have been added centrally)

Other roles, including **Students**, will be managed automatically. It is strongly recommended that students are not manually enrolled to Wattle course sites.