Using your FLO topic site

Before reading this you should have a general overview of FLO. See FLO & ICT help on the School website at flinders.edu.au/nursing for information about workshops, online tutorials and your local School support.

1. Log onto FLO at learn.flinders.edu.au and click on one of your topics from your Course List.

2. You will see the School of Nursing template. At the start of each semester, your topic site will only have the basic template, except where you have asked for content to be migrated from your previous site.

The School FLO template

To keep things simple for students, the School template separates information under two headings, shown over the page.

1. **Topic details / admin** - administrative information relating to the topic
2. **Study plan / materials** - resources and activities related to student learning
Where to put documents within Topic details / admin

This area is for administrative information (assignment guidelines, notes for staff or students) related to the topic. You can add your own files here, but there are also some permanent resources and some suggested hidden headings that can be used.

Permanent links that should remain in Topic details / admin

- **School handbook**: Link to the School handbook on the School website
- **Referencing guide**: Link to the guide which sits on the Library website

Items that you may want to hide, reveal, delete or add to:

- **Assignment guidelines (H)**: Use* this heading to provide documents that clarify assignments.
- **Clinical information (H)**: Use* this heading if you have clinical information as part of your topic.
- **Lab information (H)**: Use* this heading if you have laboratory information as part of your topic.
- **Notes for staff (H)**: You must use selective release* to release a document to staff only.

* Click on the action link next to an item to change its status from hide to show
# See the Adding files and content tutorial under Staff Help at learn.flinders.edu.au/ for how to use selective release.

For help on how to structure this section, please contact the Flexible Education Unit.
Where to put documents within Study plan / materials

This is the section where students will access their learning materials. There is an individual learning module for each week of teaching.

**Topic-wide resources** can be used for topic resources (e.g. websites, documents) that may be used or referred to over the duration of the topic rather than a specific week.

**Weekly learning modules** should contain all other resources (weekly study plan, lecture notes, links to websites and readings) which should be placed into the relevant weekly learning modules (Week 1–13).

Each learning module contains and two headings, explained below.

**Example student view of Week 1 learning module**

**Study plan resources**

These are resources referred to in the Study plan that exist before the start of teaching in a semester. These may be notes from last year that you are reusing, or notes that you create before teaching begins. Links to eReserve readings mentioned in the Study plan also appear here. Many of these resources will be added by Flexible Education Unit staff as we prepare the FLO site for a forthcoming study period.
Additional resources

These are any further resources placed onto the site during teaching throughout the semester, such as websites, lecture notes or readings or links to tools such as discussions or quizzes. Placing all of these resources into their corresponding week helps students and the teaching team see what is new on the site each week. It also helps you review your content at the end of the teaching period, for reuse in future study periods.

Hidden tools on the School template

These are tools on the Course Tools menu that are, by default, hidden to students but accessible to staff. In Build view, you can see hidden features of the template that are not seen by your students. These are indicated with a (H) if they are in the Course Tools menu.

Hidden tools that can be shown on the Course Tools menu:
- **Assessments (H)**  Show this only if your topic utilises online quizzes.
- **Web Links (H)**  Used to see all of the links in the site. Useful to students if you take time to categorise and annotate your web links. When hidden, it can still be used by staff to quickly check all links in a site.

Items that should remain hidden on the Course Tools menu:
- **Learning Modules (H)**  This is hidden because the learning modules are accessed from the Study plan / materials link on the homepage. We recommend that this link is kept hidden as it may be confusing for students.
- **Help for Staff (H)**  This is a link to the staff-only section of the School website and should remain hidden to students.

To find out how to upload a document to your FLO site, see Adding a document to FLO from flinders.edu.au/nursing/

For further assistance, please see Help with FLO from flinders.edu.au/nursing/