Preparing a topic

Most topics in the School use these products:

- topic information (includes topic coordinator contact details, topic aims and outcomes)
- topic details (includes assignments, guidelines, links to handbooks)
- study plan (teaching content and structure)
- readings (printed or online).

Using the FEU

If you’re developing a new topic or revising an existing topic, please meet with the Flexible Education Unit as early as possible for assistance.

- See Roxanne Bart for templates for topic details, study plans and readings; for electronic copies of existing materials; and production scheduling.
- See Rebecca Miller for topic planning and design assistance as well as editorial support. (Rebecca manages the FEU.)
- See Angela Brown for support in using Flinders Learning Online and developing interactive tools such as quizzes.

School website

The School’s website (nursing.flinders.edu.au) contains useful content. Go to: ‘Staff only area’, then ‘Preparing a topic’. Links include:

- course approval—University guidelines
- assessment—Flinders information/using rubrics
- copyright—essential links
- author-date referencing guide—an essential guide
- evaluation of teaching and learning
- using the study plan—guidelines and sample
- School’s house style—useful guide and examples.

Flinders Learning Online (FLO)

learn.flinders.edu.au

Every topic in the University has a Flinders Learning Online site, a website for students to access learning materials and communicate electronically with lecturers and other students.

The School’s website (nursing.flinders.edu.au) contains useful content on FLO. Go to: ‘Staff only area’, then ‘Flinders Learning Online (FLO) help’. Links on this page include:

- Flinders University FLO information (includes staff development tutorials and information about workshops)
- information about the School of Nursing & Midwifery FLO template.
- how to get access to FLO sites

Staff queries about FLO topics should be sent to:

nurswebct@flinders.edu.au

Flexible Education Unit

School of Nursing & Midwifery
Flinders University ♦ Adelaide

The Flexible Education Unit (FEU) assists academic staff to plan, develop and deliver effective student learning resources using Flinders Learning Online (FLO), print and dedicated websites.

The FEU also provides advice and support for the web-based and print delivery of student administrative information.

Angela Brown, Roxanne Bart, Rebecca Miller

Location: Room N307, Sturt Buildings
Planning & pre-production services
Planning and pre-production services assist topic developers to design well-structured topics that are delivered on time and in the most appropriate format. It also includes developing strategies to effectively and appropriately use information and communication technologies (ICTs) and print options in your topic or educational project.

The Flexible Education Adviser:
- assists lecturers with the development of topics/educational projects
- coordinates the innovative work of the FEU in flexible education
- liaises with ICT groups across the University to ensure that the School is well placed in its take-up of appropriate new technologies.

Assistance available—Flexible Education Adviser
- discussions with topic coordinators on the most appropriate means of delivering particular learning material or concepts
- information design (structure of the learning materials)
- analysis of the effectiveness of content (clarity, writing style, level)
- feedback on the clarity of assessment elements and their congruence with aims and learning outcomes
- advice on using the web for interaction
- design of special publications and websites.

FLO & print services
Study materials are provided for students through Flinders Learning Online (FLO) and sometimes in print. Staff who are preparing new topics or planning amendments to existing topics should liaise with the Flexible Delivery Officer.

The Flexible Delivery Officer:
- transfers study materials to FLO topic sites using the School’s FLO template
- desktop publishes the topic information/details booklet, study plan and readings book/s for School topics
- monitors the production of all internal and external topics and maintains an electronic repository of all topic products
- formats School handbooks and coordinates their production
- coordinates printing of internal topic materials.

Assistance available—Flexible Delivery Officer
- assistance in using FLO
- assistance with PDF, Word and PowerPoint files
- formatting/production of print learning materials
- formatting/production of School publications
- provision of current Microsoft Word templates for lecturers preparing print learning materials
- individual staff training in the use of Word and School templates.

Web development
Topics may benefit from the use of additional web-based resources or online interactivity for more effective teaching and learning. Support is available for the development of dynamic, database-driven, web-based applications.

The Web Development Officer:
- oversees FLO publishing of School topic materials
- supports academic staff to more fully utilise appropriate tools in FLO
- maintains the School website and staff web pages
- develops innovative web-based and other instructional resources
- liaises with ICT groups across the University
- provides advice and support for web-based administrative systems with the School.

Assistance available—Web Development Officer
- production of web-based teaching materials (including FLO quizzes) and dedicated websites (non-FLO)
- production of interactive web-based resources for teaching and learning (such as simple animations, web databases)
- individual staff training in the use of FLO and its tools.

Flexible Education Adviser
Rebecca Miller
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Flexible Delivery Officer
Roxanne Bart
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Web Development Officer
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