


FLO rollover checklist: Semester 1, 2020

This checklist is a summary of the key tasks for topic coordinators after FLO topic rollover.

Semester 1 starts on 2 March 2020 (non-semester topics may have a different starting date). Students will get access one week before the starting date.

Content

- Check that your topic has rolled over correctly (both content and activities)
- Update topic details (manual/guide/information booklet/etc.)
- Update the [Statement of Assessment Methods \(SAM\)](#)
- Update learning materials as required *Note: Add new videos to MyMedia.* 
For help, check out staff.flinders.edu.au/rolloverMyMedia
- Add/update a welcome message for students (announcement, video etc.)
- Update textbook lists (if needed) at staff.flinders.edu.au/rolloverReadings (must be on campus or via VPN off campus)
- Update Readings (for support, contact the Learning Access Team via Service One – serviceone.flinders.edu.au or the handy guide at staff.flinders.edu.au/rolloverLibguide)
- Check that lecture recordings are in the right place *Note: Lecture recordings do not appear in FLO until shortly before teaching starts*
- Book recordings for any non-lecture teaching sessions via the 'Lecture recordings' block in your FLO topic.
Note: Teaching sessions are only automatically recorded if they are scheduled as a lecture in the timetable and are held in a supported venue.

Dates

- Update all dates (e.g. assignment dates, quiz dates, forum dates, restricted releases, etc). These can all be done in one location ([Administration > Reports > Dates](#)).
- Set assignment cut off dates to allow enough time for extensions, but ideally before marking.
Note: FLO cut off dates do not have any bearing on Turnitin submission. Turnitin reports are processed four weeks after the first student submission to check for students that have submitted the same assignment. You may need to manually refresh submissions for accurate Turnitin reports after this date. Contact your eLearning team if you need clarification.

Activity settings

- Review and update any restrictions for your activities/resources ([Activity > Settings > Restrict access](#))
- Check quizzes and all question banks have been copied successfully
- Check settings for the assignment extension tool and delegate nominated approvers ([Assignment extension requests > Topic Settings > Nominate approver](#))
- Check gradebook setup
- Update topic completion settings if required ([Administration > Topic completion](#))
- Add the initial post in the Q&A forum format (one message for each group) if required *Note: The initial post does not rollover*

Groups and Groupings

- Ensure groups and groupings are applied where required
Note: Activities that use Student Two groups and groupings will need to be updated each semester
- If using custom/manual groups you can only add students once they can access the topic (one week before teaching starts)
- Assign a grouping to your assignments to allow filtering for marking purposes ([Assignment settings > Common module settings > Grouping](#))

Teaching staff access

- Ensure that the teaching team for your topic is up to date (via Service One – staff.flinders.edu.au/update-teaching-team)
- FLO access for external teachers (staff of affiliated organisations) needs to be renewed each year. This can be done using the 'External Teachers FLO Access' form (staff.flinders.edu.au/rolloverAccess)

Need some help? Contact your College eLearning Team

We are happy to help on any of the checklist items above, or to talk through new ideas you may want to implement.

To contact your eLearning Team, submit a request at serviceone.flinders.edu.au or call 15000.