

# FLO rollover checklist for Topic Coordinators

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

Students will get access to their topics 7 days before the teaching start date.

## Teaching online

- Schedule [Collaborate sessions](#) for live teaching sessions (eg tutorials).
- Create opportunities for students to [connect with each other and with teaching staff](#) for building engagement.
- Decide how you will be providing lecture content ([lecture capture](#), [Kaltura](#), [Camtasia](#)) and then make sure you clearly communicate this to students.
- Consider sourcing or creating digital content – the Library can assist with [sourcing digital content](#) and your College [Learning Designers](#) are available to assist with advice on the [creation of digital resources](#).
- Plan your [assessment](#), considering whether this needs to be online, and then setup relevant [tools in FLO](#), including ensuring due dates are appropriate for the teaching period.

## 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.
- If you're planning on using audio or video resources, refer to the [FLO Staff Support](#) site for further information. *Note: Add new videos to the topic Media Vault.*   
For a broader range of related audio and video help topics, check out the [list of resources](#) on the FLO Staff Support web page.
- Add/update a welcome message for students (announcement, video etc).
- Update [textbook lists](#) (if needed).
- Update [H5P content](#) (if needed)
- Update your reading list through the Readings link (for support, contact the [Learning Access Team via Service One](#) or the access the [Readings Workshop](#). Ensure there is only one Readings link in your topic.
- 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. Please don't delete this block. It may not be immediately useful, but may become so later in the semester.

*Note: Teaching sessions are only automatically recorded if they are scheduled as a lecture in the timetable and are held in a supported venue.*

- If your topic uses software in a computer lab, make sure you [let IDS know](#) about your lab software requirements.

## Dates

- Update dates (e.g. assignment dates, quiz dates, restricted releases, etc). These can be done in one location ( [Topic Management > Actions menu > More > Reports > Dates](#) ).

*Note: forum dates are not displayed in this report and will need to be adjusted in the activity*

- 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. Preview the quizzes to check they work the way you expect them to.
- Check settings for the assignment extension tool and delegate nominated approvers ( [Assignment extension requests > Topic Settings > Nominate approver](#) ).
- Check gradebook setup. Review the content of the [self-paced workshop](#) for guidance.
- Update topic completion settings if required ( [Topic Management > Actions menu > 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. Review the content of the [self-paced workshop](#) for guidance.

*Note: Activities that use Student Management 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. If changes are required submit a [Service One request](#).

## Need some help? Contact your local eLearning support team

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

To contact your eLearning support team, submit a [Service One request](#) or call 8201 5000 (15000) and select the appropriate college or portfolio option.