
Tip sheet – Strategies to embed teaching team resources and promote communication within FLO

This tip sheet identifies strategies to embed teaching team resources within FLO and promote communication between members of a teaching team. Easy access to shared resources and clear communication between members of a team facilitates a consistent learning and teaching experience for students.

Options for embedding teaching team resources

There are two main options for embedding teaching team resources in FLO. Both options involve setting up resources that are for staff use only and [hidden from students](#).

Resources should be located where they will be easily noticed and accessed. It is recommended that teaching resources are located within relevant FLO topics in a consistent position so teaching team members can easily locate them. If possible, provide Word doc files (rather than pdf teaching notes) as these enable future Topic Coordinators to easily edit and customise/update resources to meet their needs.

Embedding teaching notes/tutorial guides and supporting resources enables teachers/tutors to familiarise themselves with the content and details of the activities before they teach each week or module. This approach is especially useful if teachers/tutors are new to the topic, eliminating the need to search through emails.

Option one: Establish a ‘staff-only’ hidden FLO module (more secure)

Dedicating a staff-only module for resources and files that is completely hidden from students could be crucial when sharing important resources, such as assessment related files. When determining embedded resources that are meant only for teaching team members, it is recommended that you consider the level of risk and impact if these resources accidentally become visible to students. Files related to assessment moderation processes and a staff only discussion may be best located in a separate hidden module at the bottom of the FLO page to reduce the risk of these being accidentally visible to students.

Tips:

- If you are using the Starter Site format, there is already a hidden module at the bottom of the FLO page. You just need to rename it.

Option two: Embedding resources within FLO modules (less secure)

A range of teaching resources can be embedded within the topic FLO modules and hidden from students. These resources can provide a rich resource to share with present and future teaching staff in the topic. . This option may be suitable for general teaching notes and content resources, the risk is low if these are accidentally displayed to students.

Tips:

- Create a folder called “For Staff Only (keep hidden)” at the bottom of each relevant module and locate files in the folder.

Options for teaching team communication

A range of tools in FLO are available to support team members to communicate, share resources (ideas, teaching notes and resources, marking guides and student work exemplars), solve problems and make decisions. Even if you are the sole Topic Coordinator, these tools enable you to embed valuable

teaching resources within the FLO site which will be included when the topic is handed over to someone else.

Maintaining verbal and written communication among teaching team members is key to overall learning and teaching experience. This communication contributes greatly to the process of creating, editing, and updating teaching team resources. Whether the communication is verbal or written, including a trail within FLO is recommended, but the actual communication could be happening asynchronously or synchronously. As FLO forums could facilitate both teaching team communication and resources sharing, a section focusing on forums is included.

Tips:

- use the choice tool to ask a question and gain consensus across the team
- use a book or page to add communication exemplars/templates for staff to use
- use a database to store collections of resources/readings/external websites etc
- use the wiki for creation of collaborative resources

Creating a Staff-Only discussion forum

To encourage feedback from teachers/tutors in the topic, you can create a 'Staff-only (keep hidden)' forum. This approach enables staff to post observations, clarify issues and engage in continuous evaluation and adjust delivery (now and in the future). For example, teachers/tutors might use the forum to:

- identify a particular problem with content that requires scaffolding in future topic development
- recognise a content gap
- clarify a teaching point or assessment instruction
- share a helpful tip for teaching a module
- suggest an alternative activity that scaffolds or extends the scope of a module.

Tips:

- create one forum with clearly identified discussion threads that will enable teachers/tutors to quickly locate and share relevant information. Examples include Week 1 or Module 1 (Preparation and Reflection) or Assignment 1 (Clarification, Organisation and Moderation)
- ensure that all members of the teaching team understand the importance for all communication to be respectful and deidentified. Student assignment examples used for moderation purposes should not include student names. Sensitive content related to individual students and / or grievances / complaints should be communicated via other methods
- invite teachers/tutors to provide an end of topic evaluation to identify strengths and recommend areas and actions for improvement