

# HOW TO ENROL IN A WORKSHOP/TRAINING SESSION

Flinders University offers many courses, workshop and other training opportunities for its general, academic staff and research higher degree students. To enrol in workshops or training at Flinders University, start at the [Flinders home page](http://www.flinders.edu.au) (www.flinders.edu.au) and click on the “[Staff](#)” link

**Information for**

- » Future students
- » International students
- » Current students
- » **Staff**
- » Alumni
- » Media
- » Business & community

**Information about**

- » Flinders University
- » The campus
- » Courses and programs
- » Research
- » Teaching and learning
- » Jobs @ Flinders
- » Giving to Flinders

**News**

**School a good place to work on wellbeing**

Schooling is increasingly being viewed world-wide as an opportunity to promote students' overall mental health and wellbeing; a new book edited by Flinders academics looks at the best ways to do it.

**Events**

- » International Events and Exhibitions - Singapore - Aug Study Singapore Interview Session  
Fri, 13 Jan 2012
- » International Events and Exhibitions - Singapore - Hui&Kuah Interview Session 2

This will take you to a page full of information and resources for staff. Click on the “[Staff development calendar](#)” button.

**Staff**

- » **Working at Flinders**  
Essential information about working at Flinders.
- » **Occupational health, safety and welfare**  
Essential information about occupational health and safety and injury management at Flinders.
- » **Policies and procedures**  
The online manual to official University policies, procedures and guidelines.
- » **Teaching and research resources**  
Links to information and resources to support teaching and research.
- » **Using your computer**  
Tips, videos and resources to help you in using some of the common computing applications at Flinders.

**Administration and services**

**Flinders in Touch >>**

- TRIM guidance
- Staff development calendar**
- Council and committees

**Daily needs** **Events**

The [Staff Development Opportunities at Flinders](http://www.flinders.edu.au/staffdev) page ([www.flinders.edu.au/staffdev](http://www.flinders.edu.au/staffdev)) is the main page for all staff training needs at Flinders. This page allows you to see what courses are offered, enrol in courses, check what courses you are enrolled in etc.

**Staff development opportunities @ Flinders**

Home

**Course calendar**

Courses offered

- Learning & teaching
- Workplace learning
- Information technology
- Education technology
- New staff
- Finance & Student Two
- EO & OHS
- RHD students

iEnrol

Log in

### Staff Development Opportunities at Flinders University

There are many opportunities for the development of staff at Flinders. Opportunities exist in the development of staff in teaching, research, using technology, workplace learning. Specialised opportunities exist for new staff and sessional staff.

These opportunities are provided in a variety ways by a variety of work areas around the university (see below). Opportunities include:

- Workshops and courses**  
Schedule of available courses and programs are available through the [course calendar](#). A PDF document on how to use the system is [available](#).
- Customised courses**  
Customised courses for specific groups are available through most individual work areas (see below).
- One on one consultations**  
Most work areas will provide one on one consultations. See the individual work area websites (see below) for more information and who to contact.
- Projects within Faculties**  
See work area websites (below) for more information.
- Access to resources**  
See work area websites (below) for more information.
- Schemes which can be used to help fund attendance at courses or programs outside the University**  
For more information about schemes which may be available to you, see [the Professional Development Unit website](#).

The following central work areas play a significant role in providing staff development opportunities around the University. Visit their websites for more information about the opportunities they provide.

- [Centre for University Teaching \(Learning and Teaching\)](#)
- [Centre for Educational ICT \(Education technology and General IT\)](#)
- [Professional Development Unit \(Workplace learning\)](#)
- [Student Learning Centre \(Research Higher Degree students\)](#)
- [Student Systems and Enrolment \(Student Two\)](#)
- [Financial Users Support Team \(Finance\)](#)

## Viewing Course Calendar

Click on course calendar on the left or right side of the page.

The course calendar page lists all available courses conveniently placed on a month by month basis. By clicking on the arrows at the top of the calendar, the page will give information on all courses offered for that month with the option to navigate to future and/or past months.

Month by month navigation

June 2011				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 <a href="#">Editing Your Thesis</a> <i>(event full)</i>  <a href="#">Survey Research: Sampling, Recruitment and Reliability and Validity</a> <i>(event full)</i>	2	3 <a href="#">SET 2.0 System Upgrade Training</a>  <a href="#">Using Mail Merge in Word 2007</a> <i>(event full)</i>  <a href="#">Postgraduate Research Supervision Core Workshop 1</a>  <a href="#">Introduction to IBM SPSS</a>
6 <a href="#">Records Management - TRIM Survival Guide: Faculty Staff Only</a>  <a href="#">Records Management - TRIM Survival Guide: Faculty Staff Only</a>	7 <a href="#">Using Tables, Images and Objects in Word 2007</a>  <a href="#">Orientation for New Staff: Equal Opportunity, Occupational Health and Safety and Security at Flinders</a>  <a href="#">Student Two - Introduction</a>	8 <a href="#">Practical Conflict Management</a> <i>(event full)</i>  <a href="#">Submitting your Thesis</a>	9 <a href="#">Recruitment &amp; Selection Workshop</a>	10 <a href="#">Using Graphs &amp; Charts in Excel 2007</a>  <a href="#">Postgraduate Research Supervision Core Workshop 2</a>  <a href="#">Intermediate IBM SPSS - Pt 1a - Understanding Your Data and Checking Assumptions</a> <i>(event full)</i>

In the monthly view, the system may indicate in red that the event is full. Click on the relevant course link, if other events have been programmed, you will be able to enrol directly from this page or you can place yourself on the waiting list for the next course.

## Enrolling in Courses

To enrol in a course, click on the course from the calendar. You will be taken to a page describing the course, including learning outcomes, date, time and venue details. To enrol click on the “enrol now” button and enter your FAN and password details. You may also be asked to enter your status and department. You will be sent an acknowledgement email.

If no sessions are currently available or dates are unsuitable, you can place your name on a waiting list for the next event by clicking on the “waiting list” button. When placed on the waiting list you will be advised when another date has been set by an automated email. The email will supply details and a link to enrol in the workshop or training session.

## Unenrolling from courses

You can remove yourself from a course by either going to your My course screen and selecting the course from your list and following the options or in the acknowledgment or confirmation emails you receive, selecting the link to remove yourself or transfer to another session.

## Searching

If you are searching for a particular workshop and it is not easily seen on the calendar, the course stream, e.g. Educational technology, can be accessed on the left side bar of the screen. This will give a detailed listing of all the courses offered for that area.

### Upcoming events

#### Tuesday, 17th January 2012

Time: 1:30PM - 4:30PM  
Location: Rm 307, Information Science & Technology Building

[enrol now!](#)

#### Tuesday, 7th February 2012

Time: 1:30PM - 4:30PM  
Location: Rm 104, Social Sciences North

[enrol now!](#)

#### Monday, 20th February 2012

Time: 9:30AM - 12:30PM  
Location: Rm 104, Social Sciences North

[enrol now!](#)

### Waiting list

To be notified of upcoming events, you can add your name to the [waiting list](#).

### Staff development opportunities @ Flinders

- Home
- Course calendar
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  - EO & OHS
  - RHD students
- iEnrol
  - Log in

**Course Streams**

Flinders University > iEnrol

## Education technology

### Current scheduled courses

Course	Date
<a href="#">Changing to the new FLO</a>	Friday, 13th January 2012 ( <a href="#">16 more dates</a> )
<a href="#">Quizzes in FLO</a>	Friday, 13th January 2012 ( <a href="#">5 more dates</a> )
<a href="#">Managing groups in FLO</a>	Monday, 16th January 2012 ( <a href="#">4 more dates</a> )
<a href="#">Changing to Turnitin Text Matching Software</a>	Monday, 16th January 2012 ( <a href="#">3 more dates</a> )
<a href="#">Managing the gradebook in FLO</a>	Tuesday, 17th January 2012 ( <a href="#">2 more dates</a> )
<a href="#">Innovative activities in FLO</a>	Wednesday, 25th January 2012 ( <a href="#">2 more dates</a> )
<a href="#">Assignments in FLO</a>	Thursday, 2nd February 2012 ( <a href="#">5 more dates</a> )
<a href="#">Using Text Matching Software to Support Academic Integrity</a>	Friday, 3rd February 2012 ( <a href="#">1 more date</a> )
<a href="#">Using Electronic Marking for Assessment</a>	Monday, 6th February 2012 ( <a href="#">4 more dates</a> )

## Managing your profile

The iEnrol system provides details of all your workshops and training completed while at Flinders.

To access this information, you must first log in to the iEnrol system. Click on the “Log in” icon at the bottom of the side bar at the left of the screen using your FAN and password.

### Staff Development @ Flinders

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- **One on one consultations**  
Most work areas will provide one on one consultations. See the individual work area websites (see below) for more information and who to contact.
- **Projects within Faculties**  
See work area websites (below) for more information.

Select My courses in the iEnrol section. This will list the courses you are currently registered for, as well as the courses which you are on the waiting list for.

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### iEnrol

- [My courses](#)
- My history
- My preferences

#### Courses for which you are currently registered

Course	Date/Time	Location	Options
<a href="#">Using Mail Merge in Word 2007</a>	03-Jun-2011, 9:30AM - 11:30AM	Rm 307, Information Science & Technology Building	<a href="#">unenrol/move</a>
<a href="#">Using Formatting &amp; Styles in Word 2007</a>	01-Jul-2011, 1:00PM - 4:00PM	Rm 307, Information Science & Technology Building	<a href="#">unenrol/move</a>
<a href="#">Introduction to MS Project</a>	19-Jul-2011, 9:30AM - 12:30PM	Rm 307, Information Science & Technology Building	<a href="#">unenrol/move</a>

#### Courses for which you are currently on the waiting list

This list will inform you of any upcoming courses. Click on the "upcoming events" link to enrol yourself into a course.

Name	Upcoming events	Unenrol
<a href="#">Creating PDF Forms in Adobe Acrobat</a>	No upcoming events	<a href="#">unenrol from waiting list</a>

By clicking on “My history” link on the side bar, all the workshops and training sessions attended while at Flinders University will appear.

### Staff development courses you have attended

Please note that we are still in the process of transferring data from our old records, so some courses may not yet appear.

Course	Date
Functions/Conferences	Tuesday, 19th November 2002
Alesco Training (HR System)	Saturday, 1st February 2003
Ten Top Tips for Time Management	Friday, 30th May 2003
Overview of Endnote	Thursday, 19th May 2005
Manual Handling Training	Tuesday, 24th July 2007
Second Life to Support Teaching & Learning	Wednesday, 27th February 2008
Recruitment & Selection Workshop	Tuesday, 12th August 2008
Student Two - Non-Teaching (Event) Room Bookings	Wednesday, 20th May 2009
Short, sharp and shiny series	Tuesday, 3rd November 2009
Content Management System (CMS) 2 - Publishing	Monday, 15th February 2010
Introduction to Outlook/Exchange	Friday, 22nd October 2010
Records Management - TRIM Survival Guide	Friday, 4th February 2011
PebblePad User Group	Friday, 25th March 2011
Emerging Technology User Group (ETUG)	Wednesday, 13th April 2011