

How to Use This Resource

The Get Flexible Resource includes:

Fitness Checklists to check your technology skills and readiness for flexible learning, including your planning, organising, study and online communication skills.

A Warm-up Circuit to develop your flexible learning and study skills. It covers goal setting, motivation, study tips and organisers, assessment and test preparation and using communication tools to connect with other learners. This is a key section to work through.

A Step-up Circuit to assist you with higher level study skills and to prepare you to present yourself for your career pathway after course completion. It covers topics such as presenting yourself online, essay and report writing, bibliographies and referencing and presentations.

A Cool Down Lounge with resources and strategies to avoid body strains and stress while you study. It has some great tips on rest breaks and exercises, stress management, balancing your life and reducing anxiety.

Workout Guides for quick access to technology guides referred to throughout the resource.

Completing the Activities

Each section includes a number of topics with tips, activities, resources and worksheets to help you build your skills and knowledge. You can print the worksheets out to complete them - we have done these as PDF documents so that you do not need any application software to open them, though you will need Adobe Reader (see Technical Requirements). Some of the activities will require you to access the internet and do some online activities.

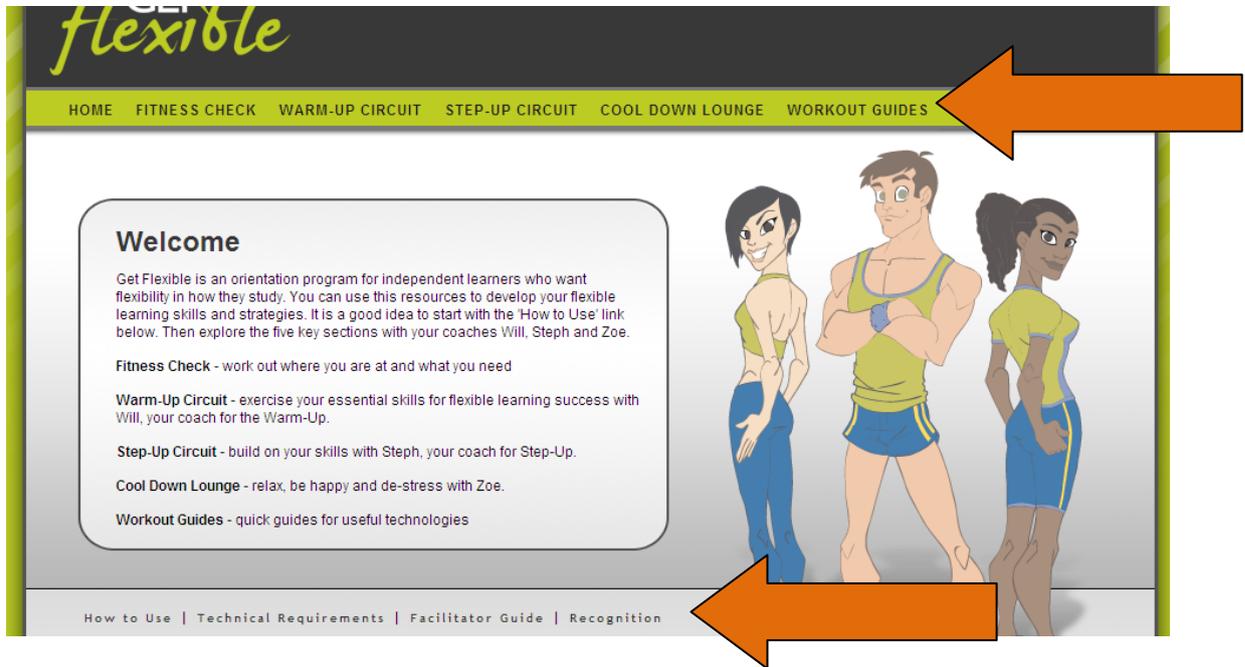
You can work through the resource in a number of ways, depending on your needs and how much time you have:

1. Start with the Fitness Checklists to assess your starting skill level, particularly if you are unsure of your technology skills or if you haven't studied flexibly before.
2. Work through each topic, including viewing the resources, listening to the audio/video files and completing the worksheets.
3. Browse through the resources and bookmark or print any useful posters or worksheets.
4. Go straight to the Workout Guides to build your technology skills.

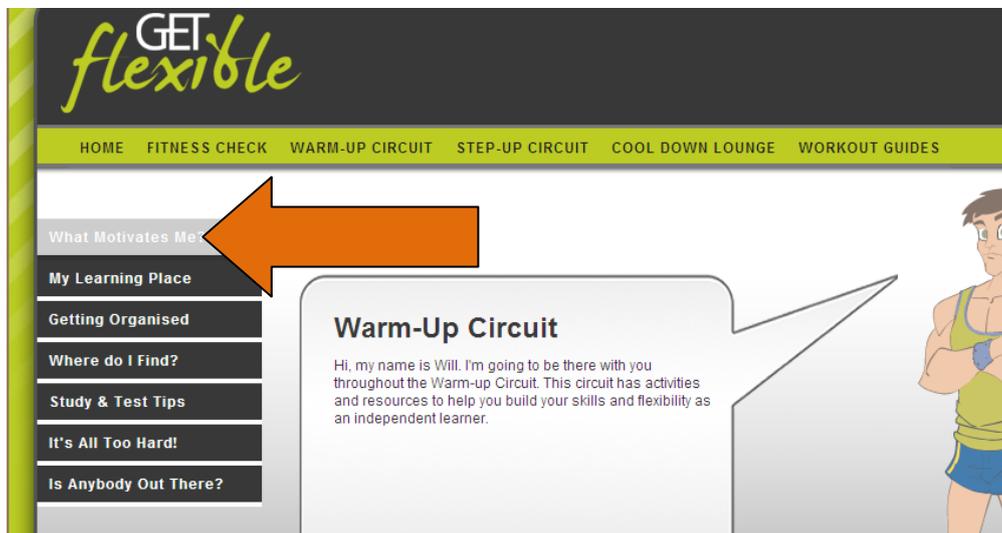
Navigation

You will have clicked on the Start button to access the Get Flexible Home Page. Here you will see links to the different parts of the resource, including the link to this 'How To Use' page.

When you roll your mouse over the top menu an overview of the section will appear in the main area of the page. When you click your mouse button on the arrow next to the menu items a drop-down menu of the topics in the section will appear. Clicking on the menu item will take you into the section where you will see a topic menu down the left-hand side.



The menu across the bottom links to support information, such as this 'How To Use' page.



Icons are used in each sub-topic to represent different types of resources. Roll your mouse over the icons below to see what type of resource they link to.



Join the EdNA Group

The EdNA Group provides you with the opportunity to meet other learners using the resource, so you don't need to work through it on your own. You will find the EdNA Group at <http://groups.edna.edu.au>. Click on the 'Register' button and complete the profile. View the video and other information, if needed, and then type 'Get Flexible' into the Search Groups box on the right. Click GO and then join the Group. Post an introduction to yourself in the 'Introductions' discussion forum.

Have fun!

The screenshot shows the website groups.edna.edu.au. The navigation bar includes links for edna Home, News, Events, Resources, **Groups**, Lists, and me. There are 'Login' and 'Register' buttons in the top right. The main content area features the heading 'edna Groups: Community spaces for Australian educators' and an 'Overview of edna Groups' section with a video player and links for 'About edna Groups', 'Need Help?', and 'News and Feedback forum'. On the right, there is a 'Search Groups' box with a 'GO' button and a 'Main Menu' with links to 'My Groups', 'Groups News', 'Help', 'Conditions of Use', 'Apply for a new group', and 'Unsubscribe from edna Groups'.