



Instructions for joining the ALTC Exchange and subscribing to the First Year Experience and Curriculum Design group

To access the group First Year Experience and Curriculum Design (FYE & CD) you must first join the ALTC Exchange located at <http://www.altcexchange.edu.au>.

How to join the ALTC Exchange

1. Go to <http://www.altcexchange.edu.au> and click on the **Login or Join** button at the top of the screen. Select the **Join the ALTC Exchange** tab.

How to subscribe to (join) the First Year Experience and Curriculum Design group

1. Login to the Exchange
2. Search for the group in the **search box** in the top right of the Exchange screen. Select the Group tab and enter the search term 'first year experience and curriculum design'.

3. From the **Search Results** list click on the link to first year experience and curriculum design.
4. Subscribe (join) by clicking on the **Subscribe** link which appears below the group name at the top of the left-hand menus.

Group resources, events and information are provided in the centre part of the Group screen.

How to contribute to the FYE & CD Practice group

You may contribute in three ways:

1. Making a comment on a group resource. Use the **Add new comment** link at the bottom of the resource (eg, at the bottom of the case study or commentary).
2. Posting to the Forum. Select **View forum topics** from the Group Tools menu on the right. More forum topics will be added in due course.
3. Adding to the wikis: Click on a link to one of the **wikis** listed on the group home page. At the wiki select the **Edit** tab to add more content. Click **Submit** at the bottom of the Edit page to post your additions.

We ask that you do not make blog posts to this group but use the methods above.

Welcome

Currently logged in as:
Professor Sally Kift
[Logout](#)

Group Tools

[Group calendar](#)

[View or edit wiki topics](#)

[View forum topics](#)

[Send invitation](#)

Owner: [Professor Sally Kift](#)

[View 36 subscribers](#)

Group Tags

[case study exemplars](#) [Expert commentaries](#)

How to invite others to join the FYE & CD group

1. When you are in the group area, you may invite new members to join the group using the **Send invitation** tool available from **Group Tools** in the right-hand menu. Invitations may be sent to Exchange members or those who have not yet joined. When you send an invitation, an email with a link to the group is sent to the person you invited.
2. Those who are not members will first need to join the Exchange before access to the group is available.

Navigating in the FYE & CD group

Use the breadcrumbs at the top of the group screen to move around the group.

Home > All Groups > First year experience and curriculum design > **First Year Curriculum Design Case Study Exemplars**

First year experience and curriculum design

[Create book](#)

[Create calendar event](#)

All Groups

First Year Curriculum Design Case Study Exemplars

Returning to the group

Select MyGroups from the **MyExchange** button located beneath the Search box to list the groups you belong to.

Help

1. Context sensitive help for all Exchange tools is provided in the right-hand menu. To turn off this feature for the tool you are using click on the link.

[hide this help tip](#)

Help FAQs are available from the **Help** button at the top of the screen.

What can I do if I forget my password?

From the Login or Join screen select the tab **Request new password**. A new password will be sent to your email address.

For more assistance see the Help FAQ at <http://www.altcexchange.edu.au/what-can-i-do-if-i-forget-my-password>

Unsubscribing from FYE & CD group

Use the **Unsubscribe from this group** link in the right-hand **Group Tools** menu to manage your membership.

What else can I do on the Exchange?

For more ideas about what you can do on the Exchange, go to **How do I get started on the ALTC Exchange?** at <http://www.altcexchange.edu.au/how-do-i-get-started-altc-exchange>. A link to this FAQ is also available from the Help button at the top of the screen.