How to access the ALTC (Carrick) Exchange and join the Psychology Undergraduate Resources group

1. Go to the website below:
   
   http://www.altcexchange.edu.au/

2. Click on the ‘Join the exchange’ or ‘login or join’ text boxes
3. Enter in personal information required and click ‘join the ALTC exchange’ at the bottom of the page.

4. You will be notified that your password and instructions will be sent to your email address. N.B. You will also appear as a 'new person' on the exchange.

N.B. Usernames have to be unique – no two uses can have the same username.
5. An example of the email response you will receive.

Click on 'edit' to change password.

Click on this to change your password. The following screen will appear.
7. Note that there is a search function. To find the *Psychology Undergraduate Resources* group type this in and click on the search button.
8. This is the front page of the Psychology Undergraduate Resources group. As it is a closed group, access to view members' comments/resources is restricted until membership is granted. To gain membership click on the request subscription link.

9. Once the administrator has confirmed the membership request, in your My Exchange on the right hand side down the side of the page is a link called My Groups. Here the Psychology Undergraduate Resources group will appear. Click on this to access the group (or you can search as previously done).
10. Once you are a member you can upload and/or download content based on student graduate attributes. To do this click on *Access Graduate Attributes*.

11. Under the six graduate attributes (GAs) there are specific student learning outcomes (SLOs). Click on the first GA ‘1. Knowledge and Understanding of Psychology’ for an example.
Demonstrate understanding of the major concepts, theoretical perspectives, empirical findings, and historical trends in the core topics of psychology, as outlined by the National Accreditation Body (currently the Australian Psychology Accreditation Council).

Suggested learning outcomes:

Display basic knowledge and understanding of the following core topics:

- 1.1 Abnormal psychology
- 1.2 Biological bases of behaviour
- 1.3 Cognition, information processing and language
- 1.4 Health and well-being
- 1.5 Individual differences in capacity and behaviour, testing and assessment, personality
- 1.6 Learning
- 1.7 Lifespan developmental psychology
- 1.8 Motivation and emotion
- 1.9 Perception
- 1.10 Social psychology
- 1.11 History and philosophy of psychology
- 1.12 Intercultural diversity and indigenous psychology
- 1.13 Research and professional ethics
- 1.14 Legislative frameworks (including privacy, human rights)
- 1.15 Consumer and carer participation in psychological care
- 1.16 Psychology, society and the workplace/influencing systems
- 1.17 Delineate psychology as a scientific discipline and describe its major objectives.
- 1.18 Explain the major themes (e.g., interaction of genetics and environment) and perspectives (e.g., behavioural, evolutionary, sociocultural) of psychology.
- 1.19 Explain psychological phenomena using the concepts, language, and major theories of the discipline.
- 1.20 General

< Back to Graduate Attributes
13. Here is content which has been contributed already. At this level of the resource repository the form of the pages are 'books' which permit users to contribute content by clicking on the 'Add child page' link.
14. Enter the necessary details of the child page (Fake/test example below)

Above is an example of what is possible to do when contributing content. Using the toolbar, bullet points have been used to indicate the lecture slides (downloadable content), and there is a description of the information below that.
15. The information below does not need to be changed. However, there is information about licensing types. If there is content to be added then click on the ‘Attach file’ button and upload the content. N.B. Submit can be pressed at any point. If changes are to be made then simply go to the child page and click on ‘edit’.

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**INPUT FORMAT**

**ADD TYPE OF RESOURCE**

**ASSIGN CATEGORIES**

**ASSIGN TAGS**

**POST TO GROUPS**

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**ATTACH FILES**

* Are mandatory fields and must be completed.

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**Preview**  **Submit**
16. After uploading the attached file uncheck the 'list' box and highlight the URL and copy it (CTRL + C)

17. Scroll back to the 'Book page content' text box and highlight the specific text which you would like to be associated with the file you just added. Click on the 'insert/edit link' button (or right click on the highlighted text)
18. Paste the URL into the ‘Link URL’ text box. However, backspace the full-stop at the end (e.g., after ‘pdf’) – the link will not work otherwise. In the ‘Target’ text box change the selection to ‘Open in a new window (_blank)’. Click ‘insert’, then click ‘submit’.
19. After clicking ‘submit’ the page is updated. For changes to be made then click ‘Edit’.

N.B This is the lowest level in the repository. Do not click ‘Add child page’ unless you want the current page (e.g., health psychology 3rd year Cancer lecture series (test)) to be the parent page). Rather, to return to the SLOs via the arrows and then click on ‘Add child page’ at the appropriate SLO.
20. As can be seen below, the child page is added as a dot point on this page.
21. Here is an example of how one may set up the book they create. Notice the referencing and indication of what type of file will be downloaded (pdf/ppt).