The Australian Learning and Teaching Council is an initiative of the Australian Government Department of Education, Employment and Workplace Relations.

Instructions for joining the ALTC Exchange and subscribing to the ePortfolio Practice group

To access the group ePortfolio Practice 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 ePortfolio Practice 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 ‘eportfolio practice’.
3. From the Search Results list click on the link to ePortfolio Practice.
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.

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How to contribute to the ePortfolio Practice group

You may contribute in three ways:

1. Making a comment on an article. Use the Add new comment link at the bottom of the article.
2. Posting to the Forum. Select View forum topics from the Group Tools menu on the right.
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.

Current wiki structure:
- Useful Resources
- Conversations and Reflections
- ePortfolio Events
- ePortfolio Groups

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

How to invite others to join ePortfolio Practice

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 ePortfolio Practice

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

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.

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

Unsubscribe from ePortfolio Practice

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.