



# ALL Database

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*Instruction manual*

9/7/2012

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## Introduction to the AALL database

This instruction manual contains instructions for searching and creating entries for both sections of the AALL database: the Practice Database and the Bibliographic Database.

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# 1 ALL Practice Database

From the AALL home page, click on “ALL Database”, then “Search ALL Practices”, or navigate to <http://aall.org.au/db>.

Information is grouped by practice label. However, clicking on “Search” allows for searching for practice labels as well as student cohorts, learning focus and institution (Figure 1).

**Main Menu**

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**Search**

Practice Label: <Any>

Student cohort: <Any>

Learning focus: <Any>

Institution: <Any>

Apply

**Conference hosting**

Title	Institution	Name of contact person	ALL publication
<a href="#">Critical Discussions about Social Inclusion</a>		Bronwyn James, Alisa Percy, Kimberley McMahon Coleman	<a href="#">Critical Discussio Inclusion</a>

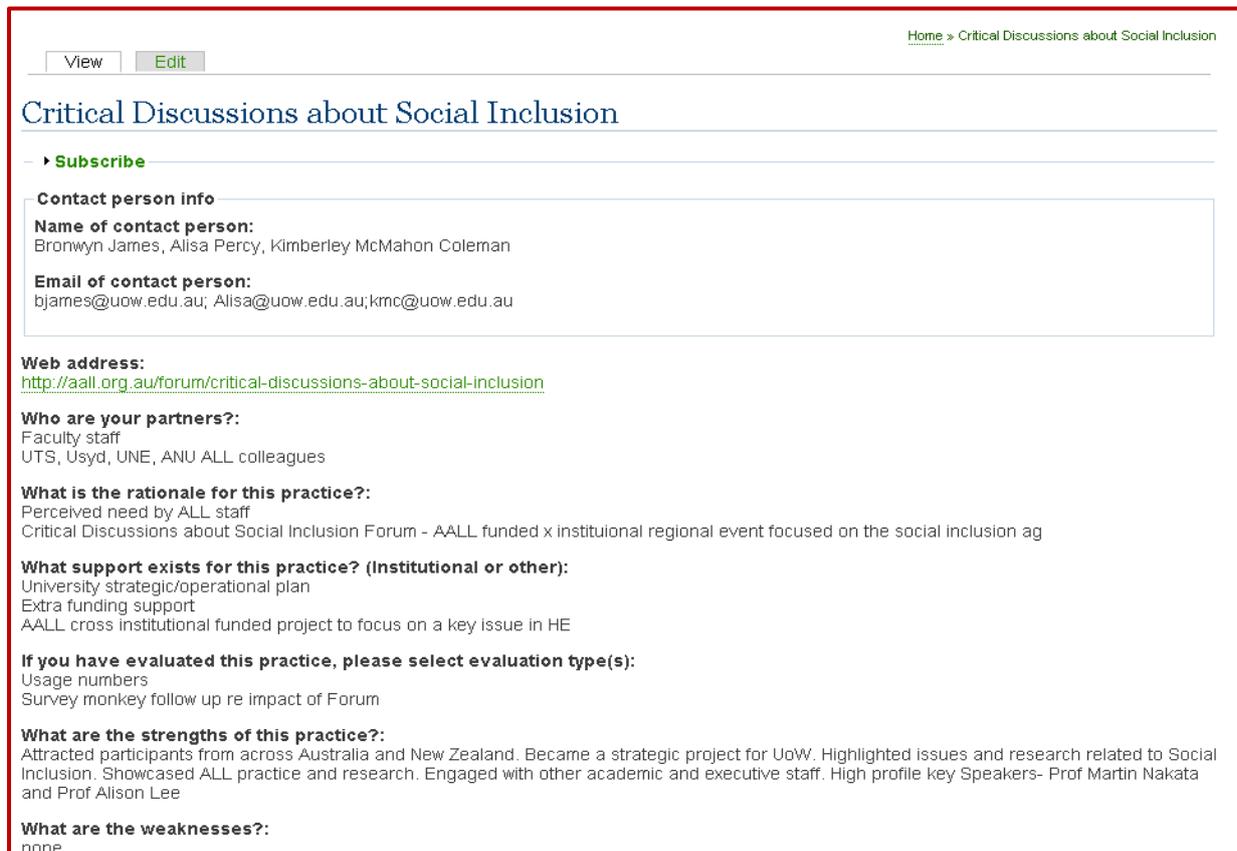
**Integration/embedding into disciplines**

Title	Institution	Name of contact person	ALL publication
<a href="#">Computer Science integrated research and writing</a>		Bronwyn James	
<a href="#">Bachelor Engineering integration into core subject</a>		Bronwyn James	
<a href="#">Embedding in a core International Business unit</a>		Tina Fleming	
<a href="#">Education research students</a>		Bronwyn James	

Conference hosting, Peer mentoring, Workshops, lectures and tutorials

Figure 1

Clicking on the links under “Title” will show details of the practice (Figure 2). Publication articles that are attached to the particular University’s ALL Practice will appear in the last column. Clicking on this link will move you to the bibliography side of the database, where you’ll find publication information. Clicking on PDF will give you a printable version (Figure 3)



View Edit

Home » Critical Discussions about Social Inclusion

## Critical Discussions about Social Inclusion

► [Subscribe](#)

**Contact person info**

**Name of contact person:**  
Bronwyn James, Alisa Percy, Kimberley McMahon Coleman

**Email of contact person:**  
bjames@uow.edu.au; Alisa@uow.edu.au; kmc@uow.edu.au

**Web address:**  
<http://aall.org.au/forum/critical-discussions-about-social-inclusion>

**Who are your partners?:**  
Faculty staff  
UTS, Usyd, UNE, ANU ALL colleagues

**What is the rationale for this practice?:**  
Perceived need by ALL staff  
Critical Discussions about Social Inclusion Forum - AALL funded x instituional regional event focused on the social inclusion ag

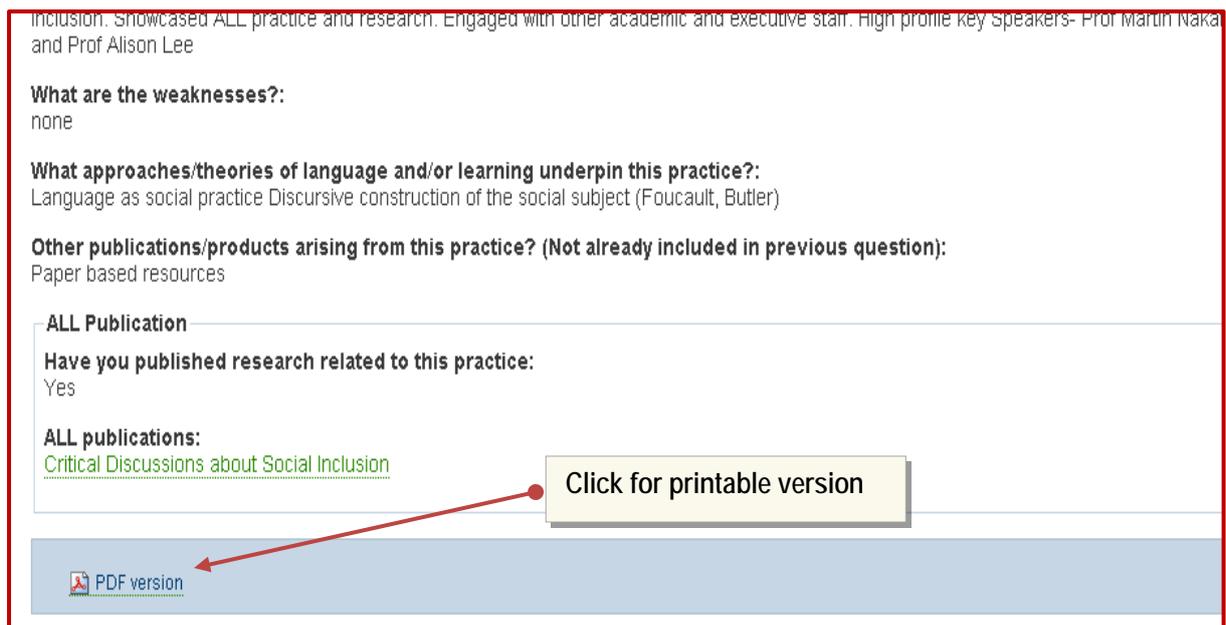
**What support exists for this practice? (Institutional or other):**  
University strategic/operational plan  
Extra funding support  
AALL cross institutional funded project to focus on a key issue in HE

**If you have evaluated this practice, please select evaluation type(s):**  
Usage numbers  
Survey monkey follow up re impact of Forum

**What are the strengths of this practice?:**  
Attracted participants from across Australia and New Zealand. Became a strategic project for UoW. Highlighted issues and research related to Social Inclusion. Showcased ALL practice and research. Engaged with other academic and executive staff. High profile key Speakers- Prof Martin Nakata and Prof Alison Lee

**What are the weaknesses?:**  
none

Figure 2



inclusion. Showcased ALL practice and research. Engaged with other academic and executive staff. High profile key Speakers- Prof Martin Nakata and Prof Alison Lee

**What are the weaknesses?:**  
none

**What approaches/theories of language and/or learning underpin this practice?:**  
Language as social practice Discursive construction of the social subject (Foucault, Butler)

**Other publications/products arising from this practice? (Not already included in previous question):**  
Paper based resources

**ALL Publication**

**Have you published research related to this practice:**  
Yes

**ALL publications:**  
[Critical Discussions about Social Inclusion](#)

Click for printable version

[PDF version](#)

Figure 3

## 2 How to create an ALL Practice Entry

Log in to the AALL website and click on “Create an ALL Practice Entry” (Figure 4).

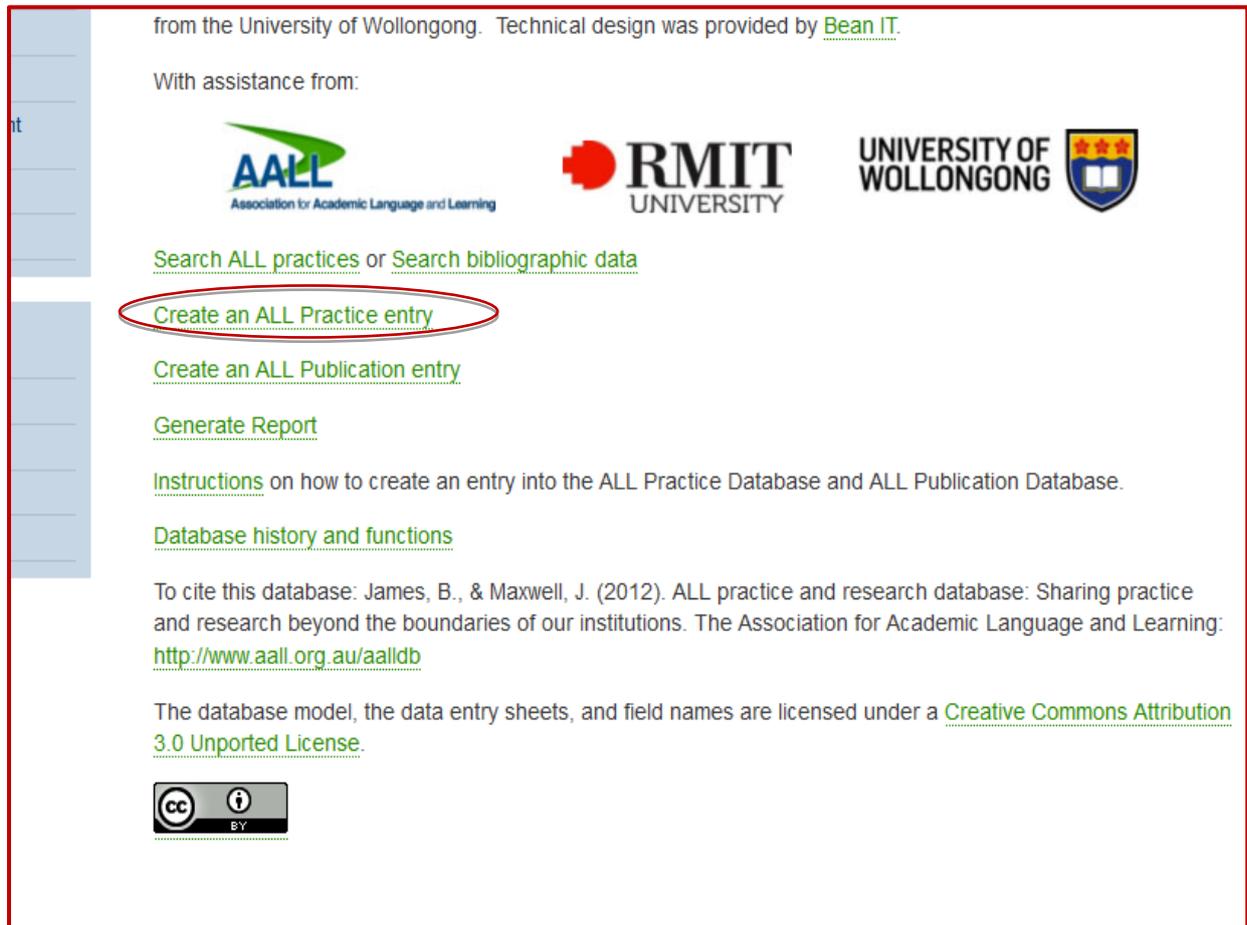
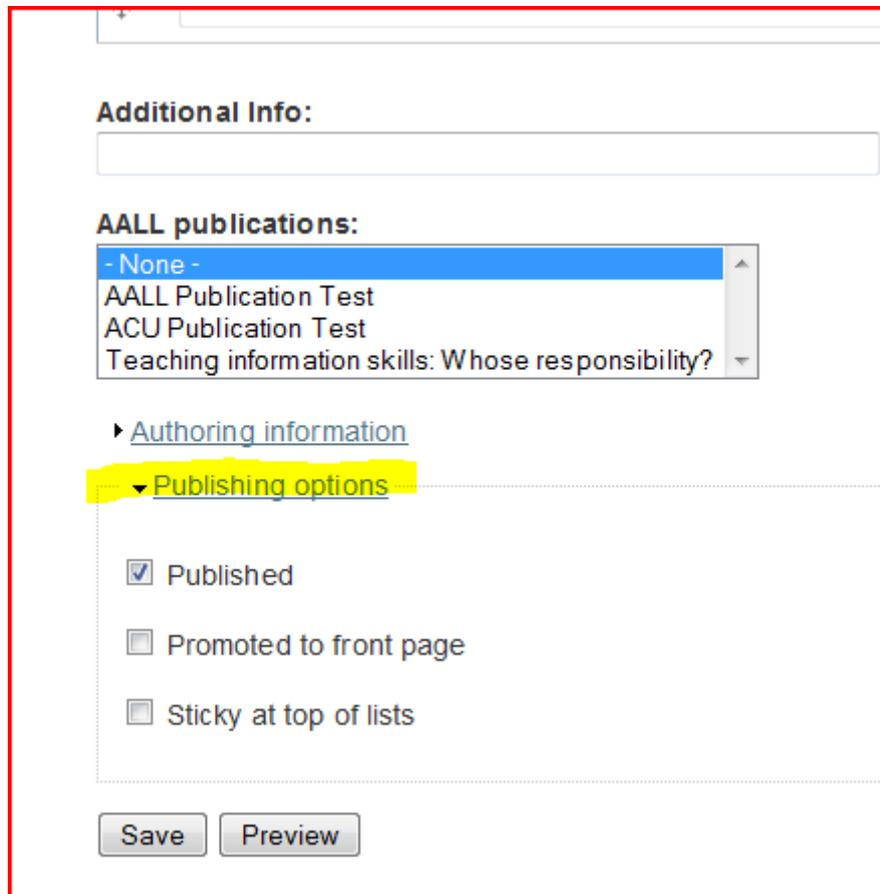


Figure 4

Fields included in ALL University Practice are as follows:

- **Title:** This is the title of the node (ALL University Practice)
- **ALL Practice Label:** Select the related ALL Practice Label
- **Learning focus:** Select those appropriate to the practice
- **Student cohorts:** Select those appropriate to the practice
- **University:** Select the related University name
- **Contact person Info:** Contact information of person in charge/lecturers responsible for this ALL Practice.
- **Additional Info:** Additional information such as URL links or adding notes for user reference.
- **ALL Publications:** Enter the title of published article. Section 5 shows how to attach a publication to an ALL university practice.

At the bottom of the page, there is an expandable box named “Publishing Options”. Click on it to expand and show the content (Figure 5).



The screenshot shows a web form with the following elements:

- Additional Info:** A text input field.
- AALL publications:** A dropdown menu with the following options:
  - None - (highlighted in blue)
  - AALL Publication Test
  - ACU Publication Test
  - Teaching information skills: Whose responsibility?
- Authoring information:** A section header with a right-pointing triangle.
- Publishing options:** A section header with a downward-pointing triangle, highlighted in yellow.
- Options:** Three checkboxes:
  - Published
  - Promoted to front page
  - Sticky at top of lists
- Buttons:** Two buttons labeled "Save" and "Preview" at the bottom.

Figure 5

There are three options available for selection, “Published”, “Promoted to front page”, and “Sticky at top of lists”. At this stage, only “Published” option is applicable, hence please ignore the bottom 2 options. The “Published” option is checked by default. If you do not wish this node to be published, uncheck this option.

When you are finished, click “Save”.

Navigate back to the ALL Practice Database. Your node should now appear under the University you have specified.

### 3. ALL Publication Database

From the AALL home page, click on “ALL Database”, then “Search Bibliographical Data”, or navigate to [http://www.aall.org.au/all\\_publications](http://www.aall.org.au/all_publications)

Resources are grouped in chronological order with most recent first. To search, click on “Search”, which will open up to drop-down search items in the fields of Practice label, Institution, Student cohort, Learning focus, Author, Publication title, and Year of publication (Figure 6).

Clicking on a particular publication takes you to the abstract and further publication details. Note that it is not possible for full text of articles to appear.

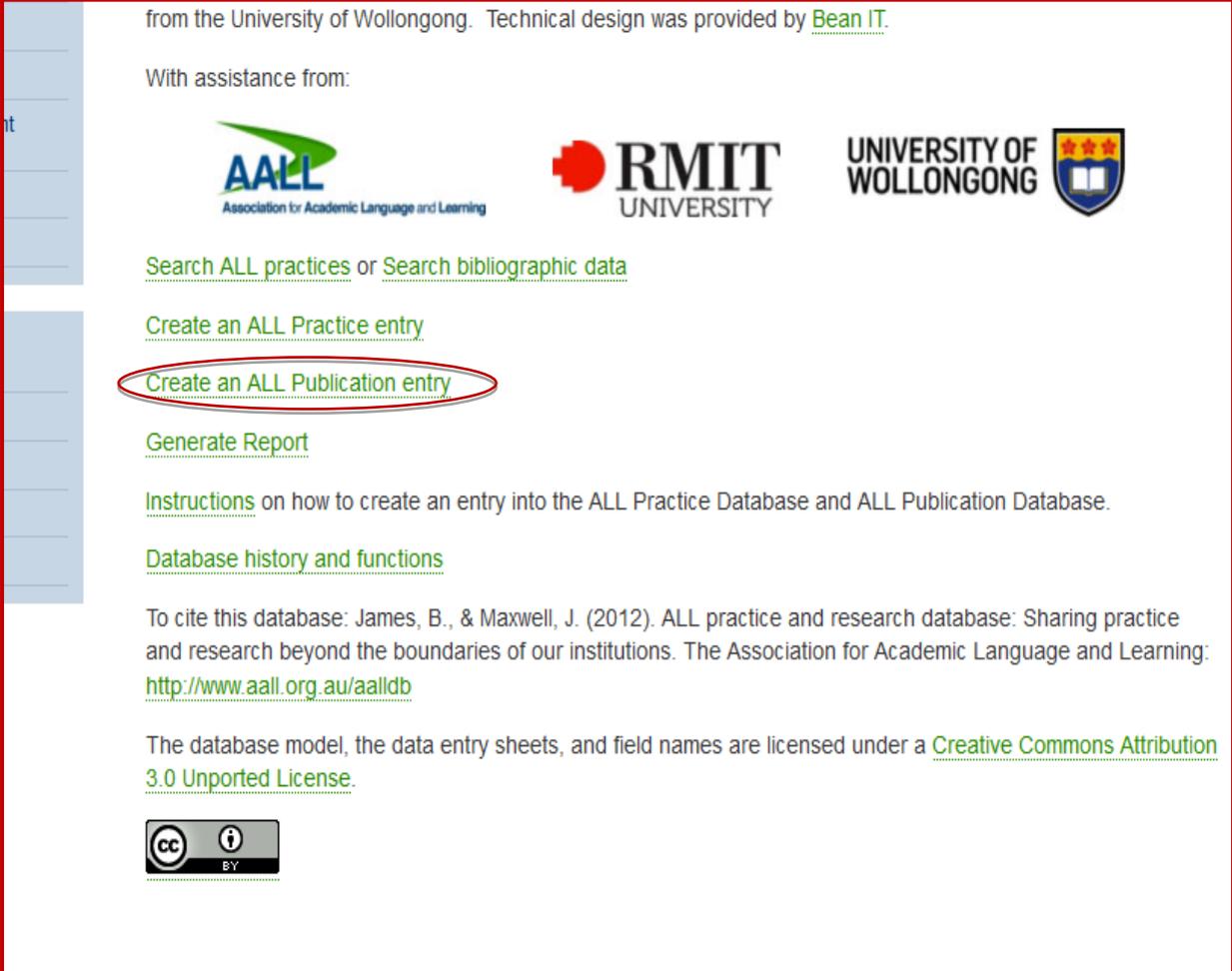
The screenshot displays the AALL website's search interface. On the left is a navigation menu with options like 'Home', 'About Us', 'Contact Us', 'ALL Media Contributions', 'ALL Events', 'Australian ALL Centres', 'ALL Grants', 'Conferences', 'Linking AALL work to the HE/FE agendas', 'Research', 'Teaching and Learning Resources', 'ALL AGM', 'ALL Journal', 'ALL Forum', 'New to ALL?', 'ALL Conference 2011', 'ALL Database', 'Search ALL Practices', 'Search Bibliographical Data', and 'ALL Newsletters'. The 'Search Bibliographical Data' option is highlighted. The main content area features a search form with the following fields: Practice Label (dropdown menu set to '<Any>'), Institution (dropdown menu set to '<Any>'), Student cohort (dropdown menu set to '<Any>'), Learning focus (dropdown menu set to '<Any>'), Author (text input field), Publication title (text input field), and Year (text input field). An 'Apply' button is located below the form. Below the search form is a table of search results with the following columns: Publication Title, Author/s, Title of Journal, Edited book or Conference and Page numbers, and Year of publication. One result is displayed:

Publication Title	Author/s	Title of Journal, Edited book or Conference and Page numbers	Year of publication
<a href="#">Editorial Special Edition Social Inclusion</a>	Kimberley McMahon-Coleman Alisa Percy	Journal of Academic Language and Learning Vol 6 No. 2 pp E1- E6	2012

Figure 6

## 4 How to Create an ALL Publication Entry

Log in to the AALL website and click on “Create an ALL Publication Entry” (Figure 7).



from the University of Wollongong. Technical design was provided by [Bean IT](#).

With assistance from:

[Search ALL practices](#) or [Search bibliographic data](#)

[Create an ALL Practice entry](#)

[Create an ALL Publication entry](#)

[Generate Report](#)

[Instructions](#) on how to create an entry into the ALL Practice Database and ALL Publication Database.

[Database history and functions](#)

To cite this database: James, B., & Maxwell, J. (2012). ALL practice and research database: Sharing practice and research beyond the boundaries of our institutions. The Association for Academic Language and Learning: <http://www.aall.org.au/aalldb>

The database model, the data entry sheets, and field names are licensed under a [Creative Commons Attribution 3.0 Unported License](#).



Figure 7

Add the title of your publication, the abstract, and select from the various drop-down boxes. Note that “Publication Source” and “ALL Practice” are mandatory fields. Complete the remaining fields. Check “Yes” under your email address if you are happy to be contacted about your publication.

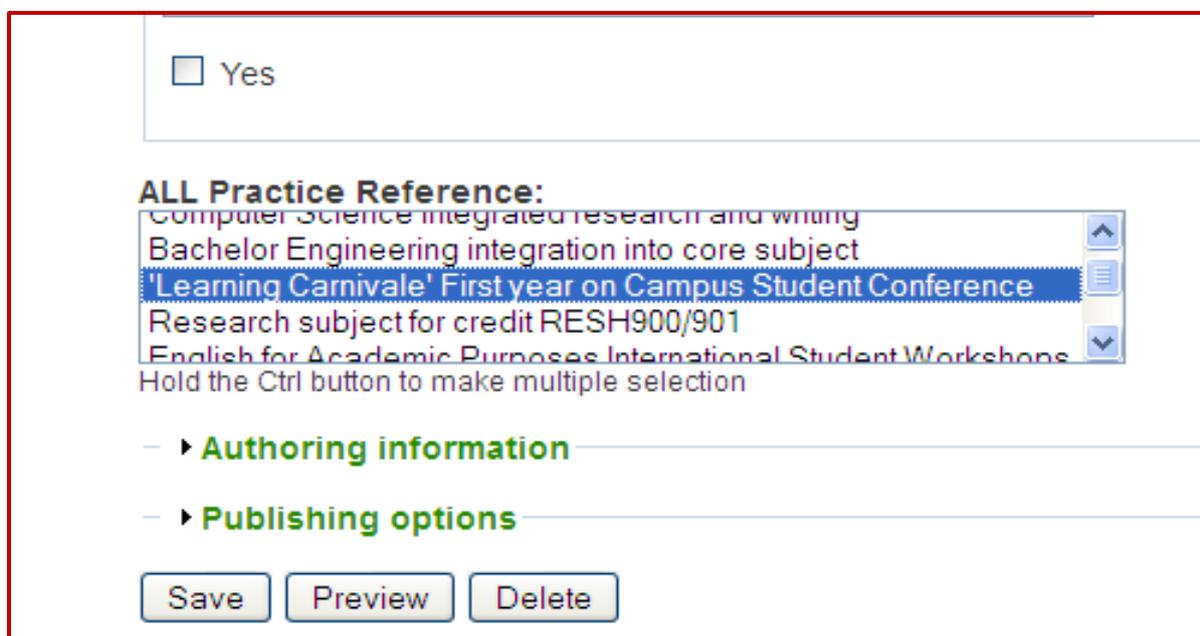
The “ALL Practice Reference” section is only relevant if your publication is linked to a practice. Information on linking your publication to a practice is on the following page.

## 5 Attaching a publication to an ALL University Practice

This action links the University Practice and Publications sides of the database together so you can move between them. If your ALL University Practice has an associated publication, here are the steps:

1. Create an ALL Publication entry with details of your publication. Ignore the ALL Practice Reference at the bottom of the page for now. Click "Save".
2. Create an ALL University Practice entry with details of your practice. In the section "Have you published research related to this practice", click "Yes" and enter the title of the journal article, conference paper or book chapter. Click "Save".
3. The ALL University Practice page should appear. Search or scroll down to find your practice. You will see that there is a link to the University Practice page on the left and to the ALL Publication database on the right.
4. Click on the ALL publication link, then click Edit at the top of the publication page. Scroll down to the ALL Practice Reference section, search for the practice title you wish to attach the publication to and highlight it (Figure 8). Click "Save".

Information is now on both sides of the database and it is possible to switch between these.



Yes

**ALL Practice Reference:**

- Computer Science integrated research and writing
- Bachelor Engineering integration into core subject
- 'Learning Carnivale' First year on Campus Student Conference**
- Research subject for credit RESH900/901
- English for Academic Purposes International Student Workshops

Hold the Ctrl button to make multiple selection

– ▶ **Authoring information**

– ▶ **Publishing options**

Save Preview Delete

Figure 8

## 6 ALL Database Report

### Report of different practices undertaken in all universities

The ALL Database Report can be viewed from the AALL Database landing page or directly from [http://www.aall.org.au/alldb\\_report](http://www.aall.org.au/alldb_report)

The page shows the count of organisational units conducting various practice(s) in chart form and table form (Figure 9).

By default, all institutions are included. To narrow down the result set, click on the “Search” to expand the filter box, and select the institution.

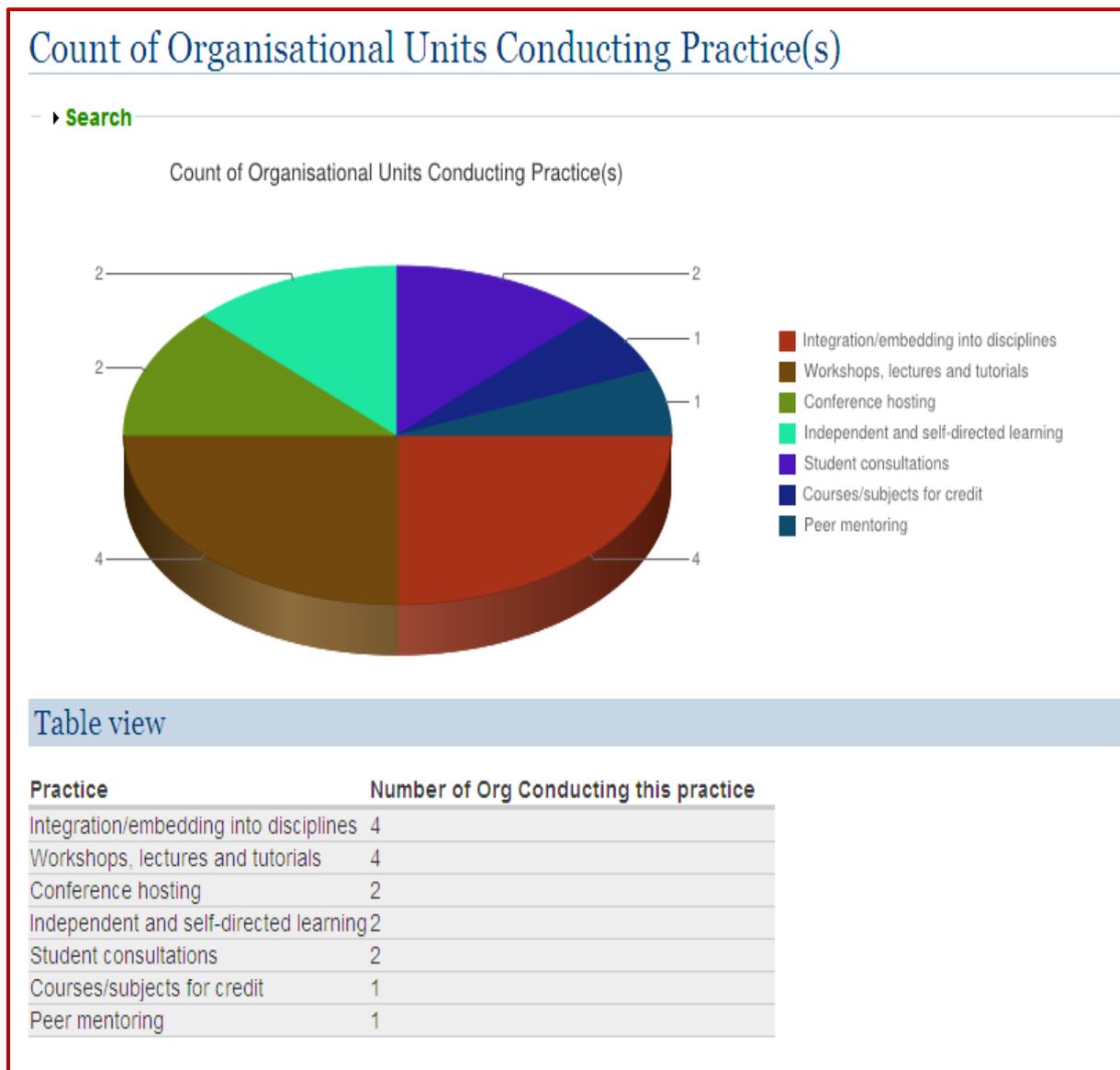


Figure 9

**Report of all practices undertaken by a single university**

This list can be obtained from <http://www.aall.org.au/db> by expanding the search box, and selecting the university you want to filter the result set by.

**Report on an individual practice by a single university**

A PDF report of an individual practice can be downloaded by clicking on the PDF option at the bottom of the relevant practice page – see Figure 3 page 3 of this manual.