



demi international  
*Inspiring futures, nurturing possibilities*



aXcelerate

## Student User Guide

Welcome to **Demi International**, and by extension, **aXcelerate!**

aXcelerate is a Learning Management System, which just means that aXcelerate is where all your learning resources and assessments live.

This user guide aims to provide you with an overview of the features and functionalities available on within aXcelerate, ensuring you make the most out of your experience.



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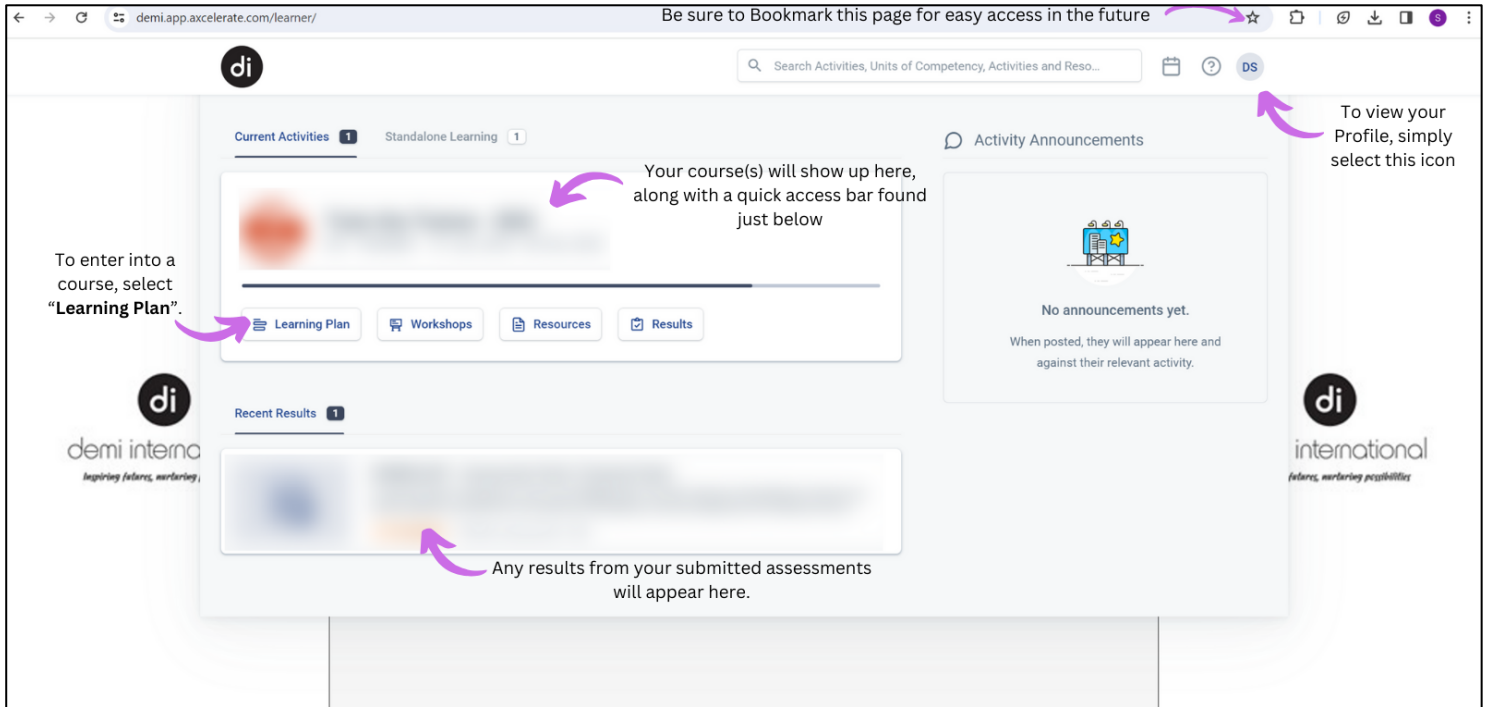
## 1. Glossary

While using aXcelerate is a simple and easy user experience, there are a couple of terms that are used throughout the platform that you should be aware of.

- **Learning Plans:**
  - This is where all the learning resources and assessments for your course(s) are located. If you are enrolled into multiple courses, you will have multiple learning plans (one for each course).
- **Modules:**
  - Within each of the Learning Plans, you will see that we have structured our content using “Modules”. This is how we deliver the content for a specific unit of competency, or a cluster of units of competencies.
- **Workshops:**
  - Workshops provide you with information regarding your On Campus/Online classes (if this is part of your course), and will specify the days you need to attend, your trainers for the days, the address to the Campus and Room name and in some cases, the units of competency that you are going to be studying in the Workshop.

## 2. Navigating the Learner Portal

Upon logging in to aXcelerate, you will be directed to your Dashboard within the Learner Portal. The Dashboard is your personal hub of aXcelerate, and it only displays information pertaining to you and your course(s). Below is a snapshot of the Dashboard.

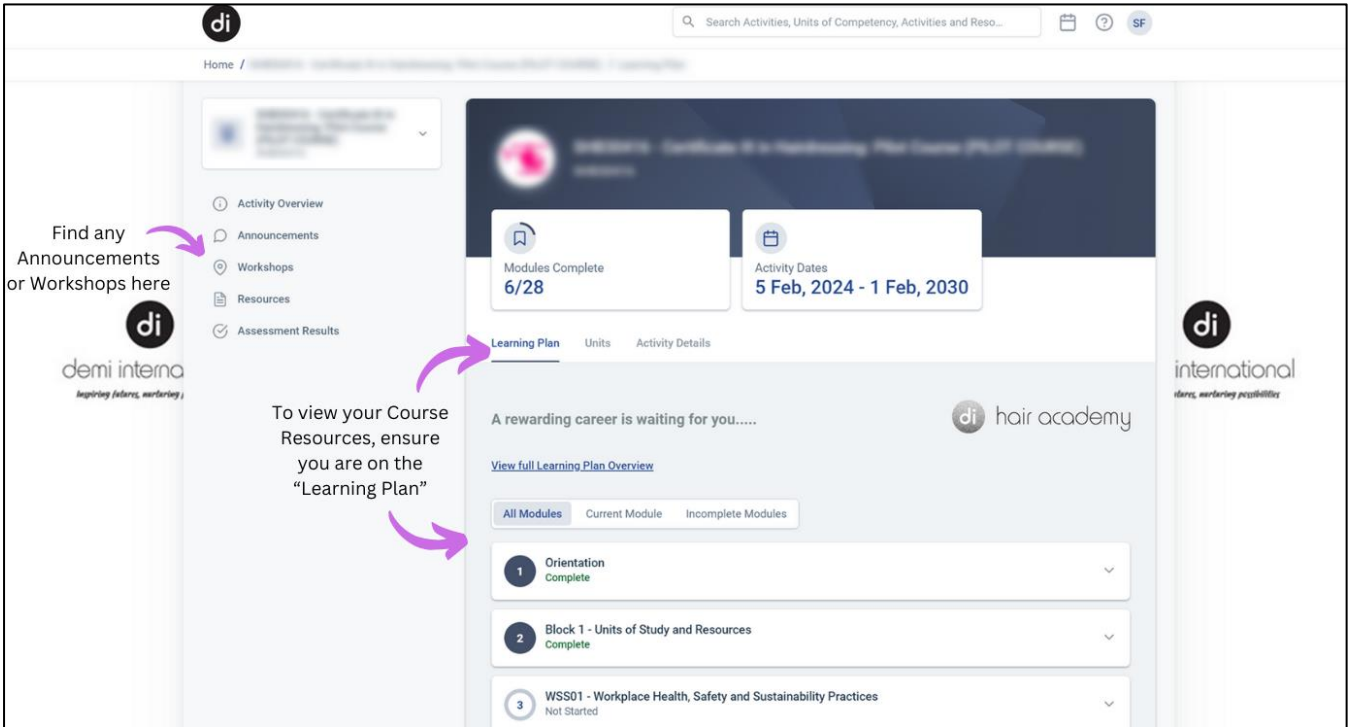


2.1: Dashboard Overview

### 2.1. Navigating your Course

While every course within Demi International is different, the overall structure is essentially the same. Upon selecting the "Learning Plan" within your Dashboard, you will be taken to the Course Overview page.

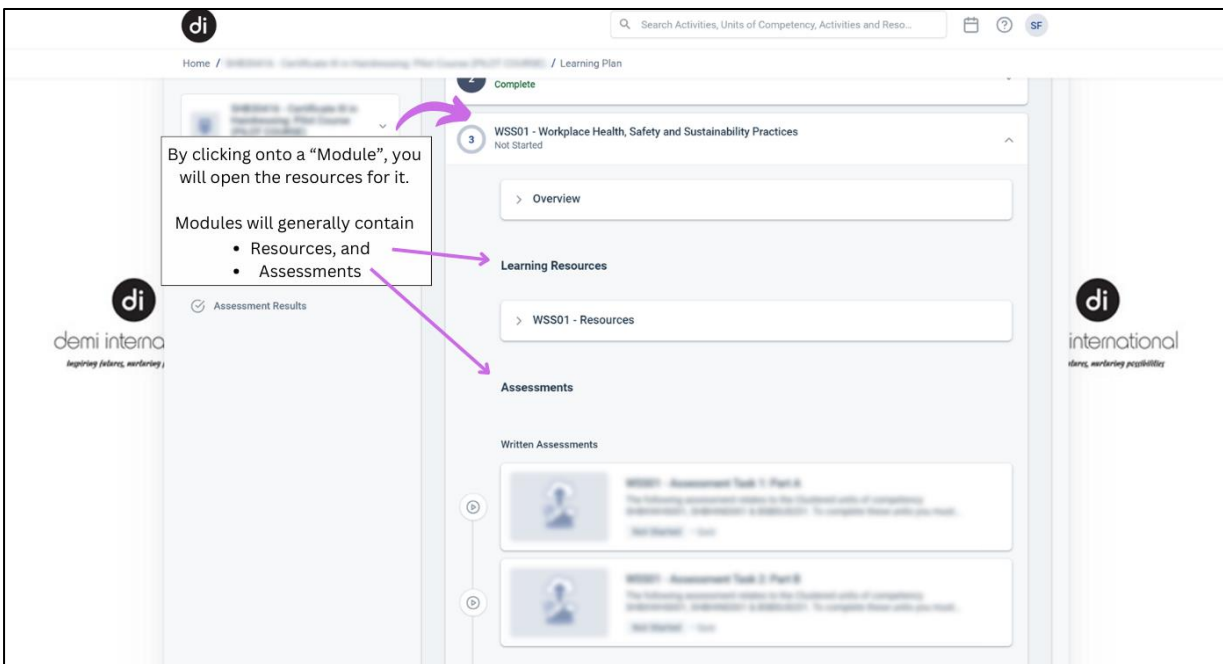
### 2.1.1 Course Overview



2.1.1: Course Overview

### 2.1.2 Finding your Resources/Assessments

To find your resources/assessments, navigate to the Learning Plan for your course, once selected; you will be able to view each module. Inside each of these modules you will have a dedicated Resources box, which will provide you with all the resources you will need for this unit/module.



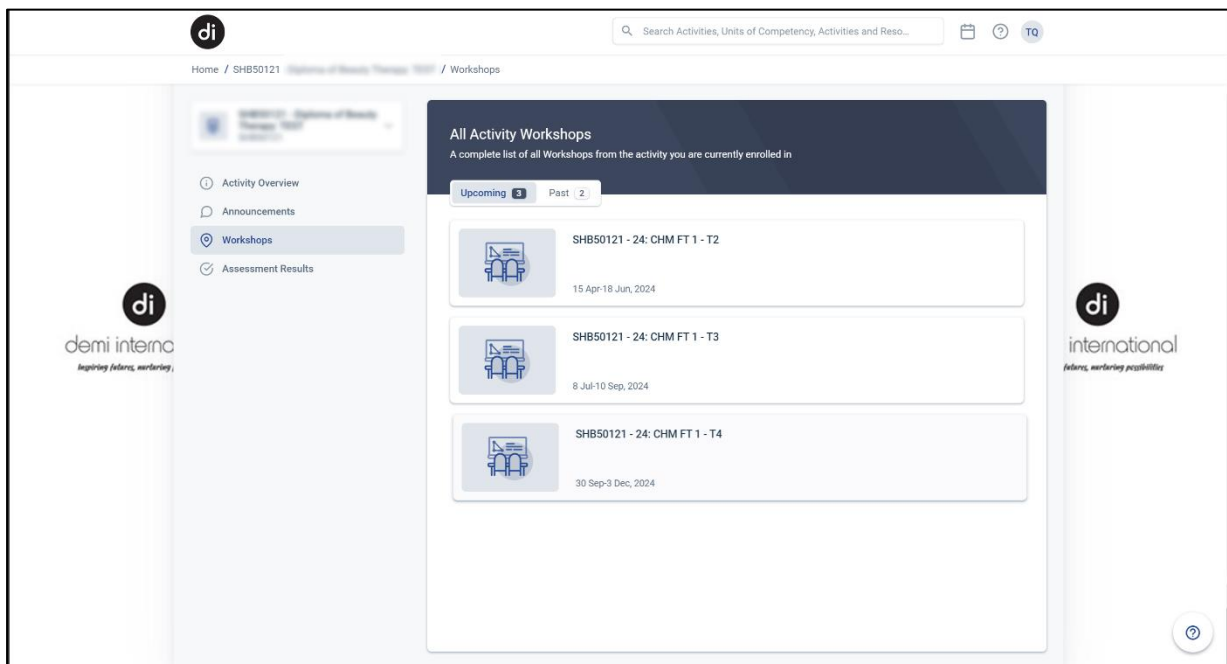
5.1.2: Finding your Resources/Assessments

### 2.1.3 Finding your Workshop

If your course has On Campus or Online classes, you will be enrolled into workshops. Workshops are a simple way for you to view some key details:

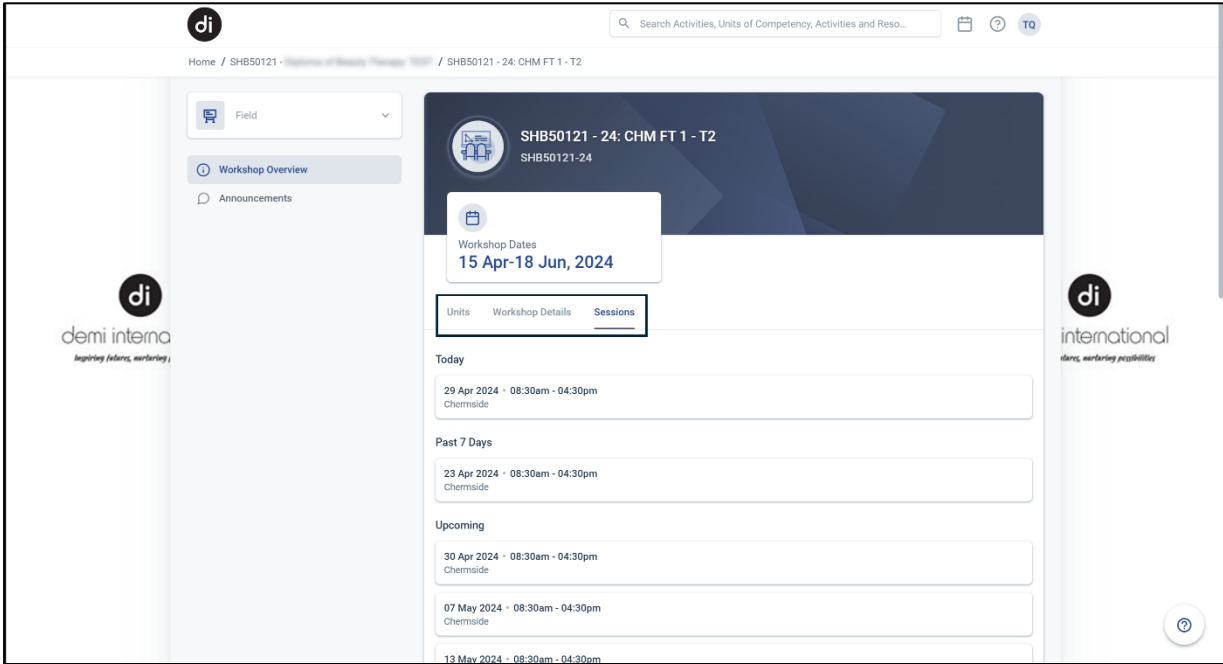
- Location (if On Campus)
- URL Link (if Online)
- The day(s) you will be attending
- The time frame within those days
- The trainer that you will have for those days
- and finally, the units you will completing within this Workshop

To view your Workshops, simply go into your Course Overview ([see 2.1 Course Overview](#)) and select “Workshops”, from there select the workshop to see additional details:



2.1.3: Finding your Workshop

By selecting one of the workshops you can then view the days and rooms you will need to attend, along with your trainer.

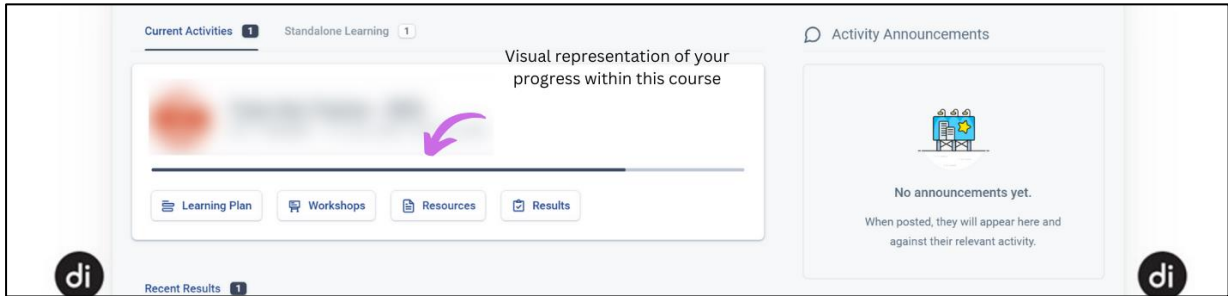


2.1.3.1: Workshop Details

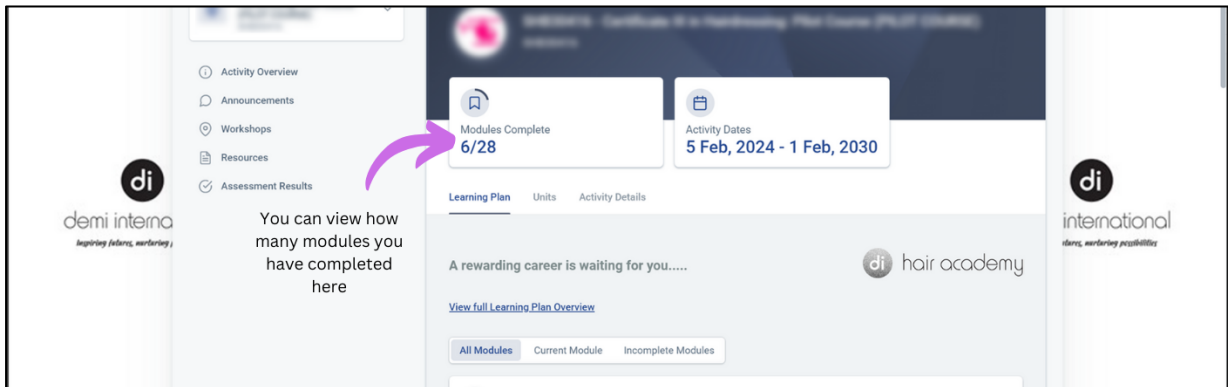
## 2.2 Tracking my progress and viewing recent assessment submissions

### 2.2.1 Tracking Progress within aXcelerate

Within aXcelerate, navigate to your Learning Portal Dashboard, from here you can view the overall progress for your course, it is represented via a progress bar and is located on each of your courses:



5.2.1.1: Dashboard Progress

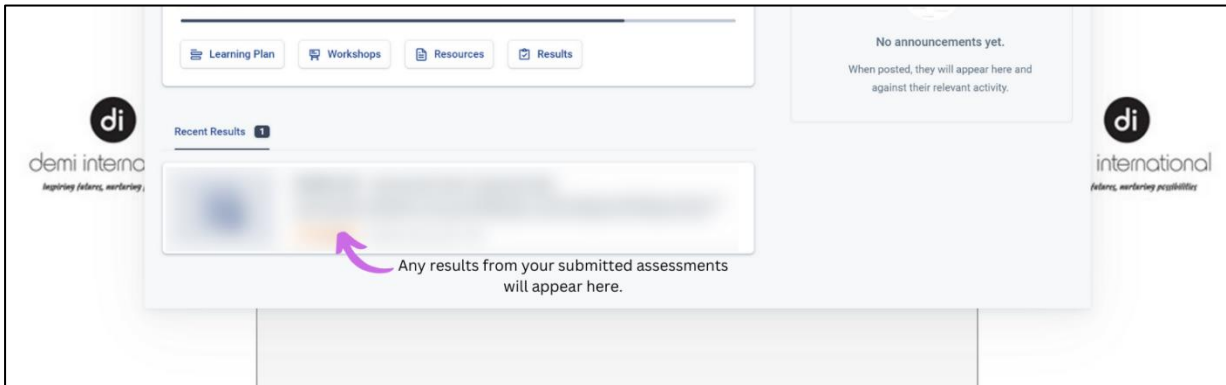


2.2.1.2: Learning Plan Module Completion



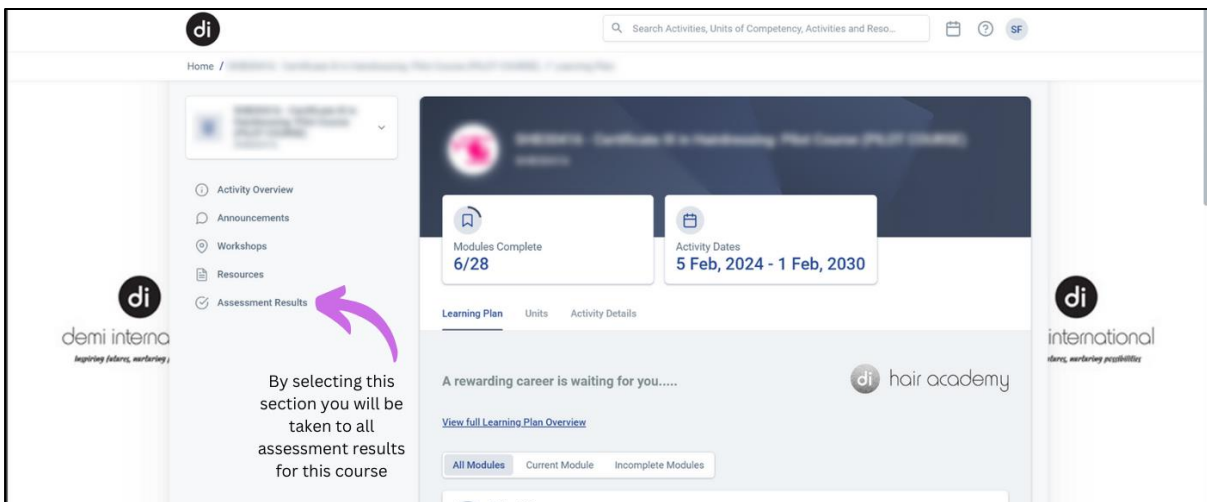
### 2.2.2 Viewing recent assessment submissions

You can view any recent submissions that have been marked on the home page under the “Recent Results” section:



2.2.2.1: Recent Results

Or by navigating to the Learning Portal of your course and selecting the “Assessment Results” section.



2.2.2.2: Assessment Results from Learning Plan

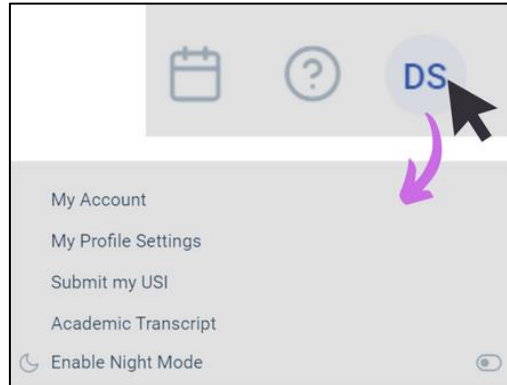
## 2.3 Virtual Classrooms

Within aXcelerate, Virtual Classrooms are located within Workshops, and if your course has Virtual Classrooms, you will be able to access these the same way you access any other workshop. To access the virtual classroom for your class, you will need to navigate to your specific workshop and select the “Access Link”. This will take you to the virtual classroom (usually using Zoom).

You can also access the recorded lectures the same way you attend the virtual classrooms, then selecting the Session you would like to view from “Session Recordings”.

### 3. Updating your profile details

To update your profile details, simply select the icon on the top right of your screen while on aXcelerate.

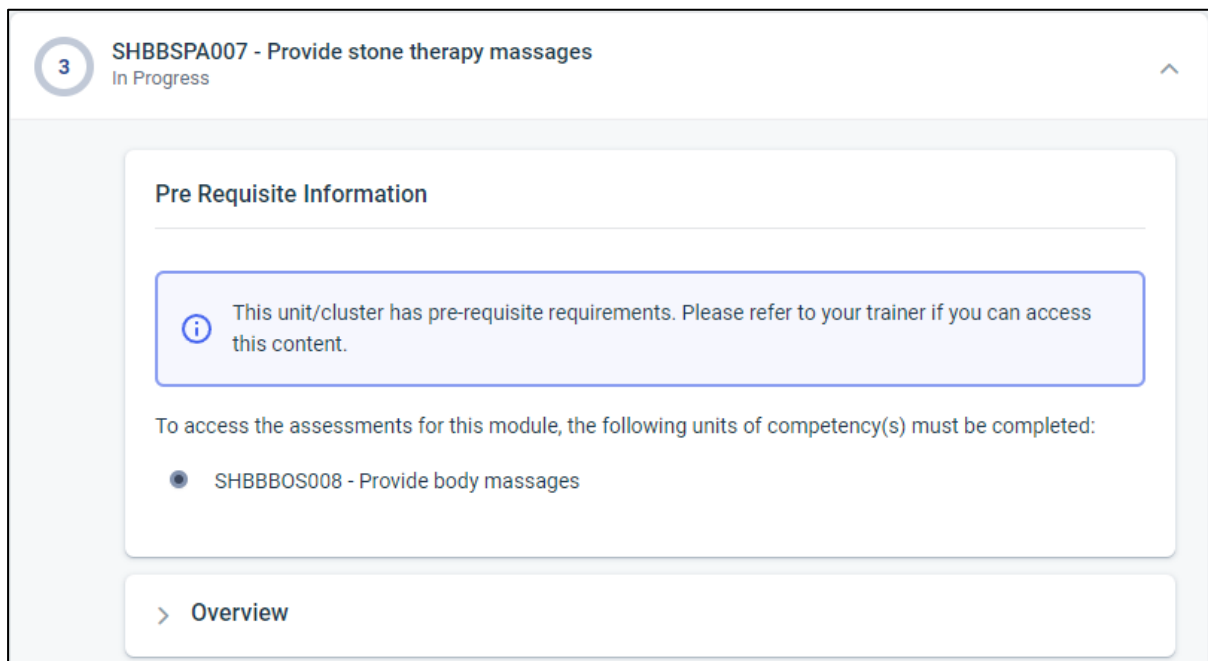


3.1: Update Profile Details

## 4. Frequently Asked Questions (FAQ)

### 4.1. Why can't I access my unit resources?

If you cannot access your unit resources, it may be because the unit you are trying to view has a pre-requisite requirement that must be completed. To check if this is the case, look at the unit you are trying to view and see if it has "Pre-Requisite Information".



3.1: Pre-Requisite Example within Learning Plan

If the unit does contain this, please refer to your trainer on how you can gain access to the unit.