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**Learner Guide**

**ITeC Academy Student Portal**

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### Technical requirements

ITeC Academy courses contain online components including:

- navigating through online content
- participating in online discussions
- online assessments
- uploading and downloading files.

You are therefore required to have a certain level of computer literacy when enrolling into an ITeC Academy online course. You should have a basic knowledge of hardware, software and firmware aspects of personal computers and/or laptops. You should understand and know how to use:

- the internet
- email
- word processing software e.g. Microsoft Word
- social media applications e.g. Facebook, Instagram

### System requirements

To successfully run ITeC Academy's student portal and our online content it is recommended you use the latest version of Google Chrome. We do, however, attempt to support as many browsers and browser versions as possible. You will have the best learning experience by keeping your browser up to date.

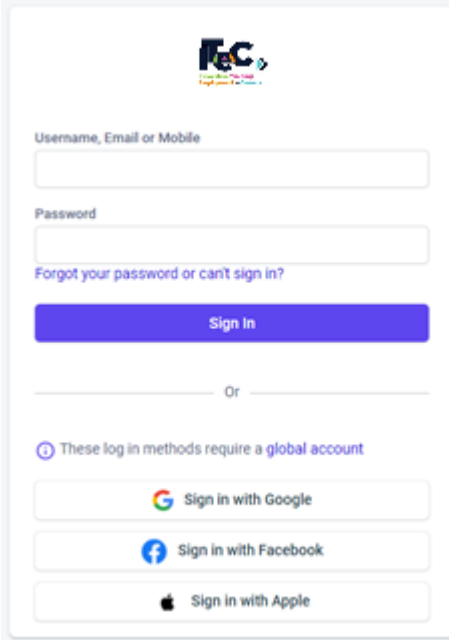
Mobile smartphones are able to load the student portal but the online learning content may be too small to experience comfortably. Online learning content may also contain video and/or audio so make sure your hardware supports these.

### Access ITeC Academy student portal

You will be sent an email invite to join our student portal from aXcelerate. Follow the email instructions to create a Global Account.

Once you create a global account, type in the URL [itecademy.axcelerate.com](https://itecademy.axcelerate.com) in your web browser.

Login using your global account. Always use the same method i.e. Google, Facebook or Apple.



ITeC Academy logo

Username, Email or Mobile

Password

Forgot your password or can't sign in?

Sign in

Or

These log in methods require a global account

Sign in with Google

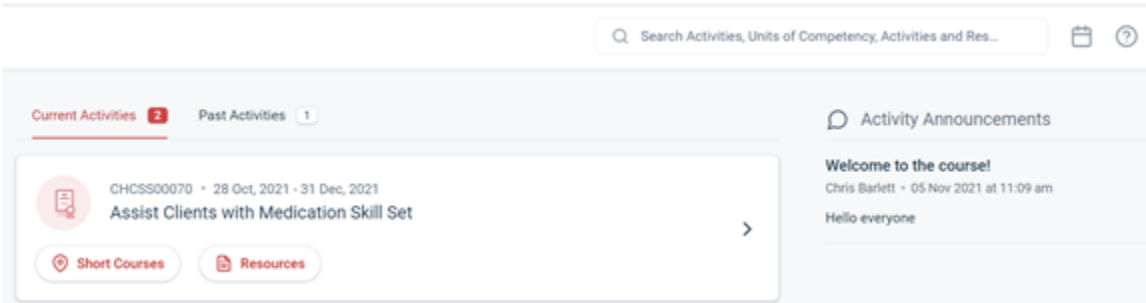
Sign in with Facebook

Sign in with Apple

### Student Dashboard

When you first login, you will see your dashboard. It includes:

- a list of courses you are enrolled into. Select a course to open it.
- any announcements about your courses from the Academy will appear on the right hand side.



Search Activities, Units of Competency, Activities and Res...

Current Activities 2 Past Activities 1

CHCSS00070 - 28 Oct, 2021 - 31 Dec, 2021  
Assist Clients with Medication Skill Set

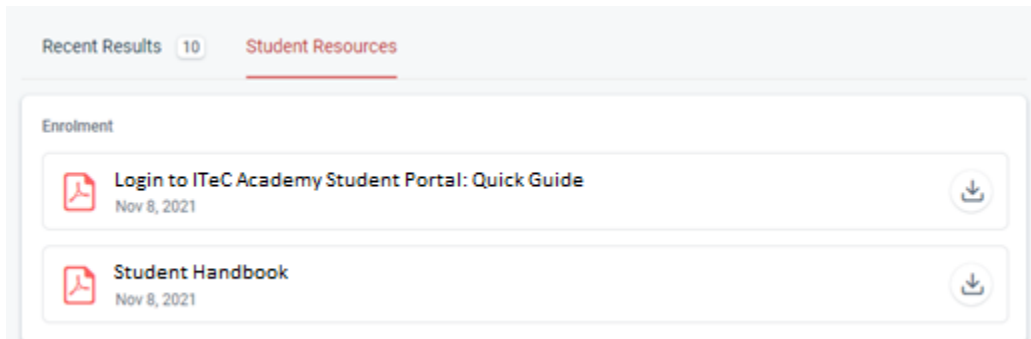
Short Courses Resources

Activity Announcements

Welcome to the course!  
Chris Barrett - 05 Nov 2021 at 11:09 am  
Hello everyone

Further down the page, there are the following tabs:

- Recent Results: links to recent assessment results
- Student Resources: includes general documentation like user guides and course-specific documentation.



### Course navigation

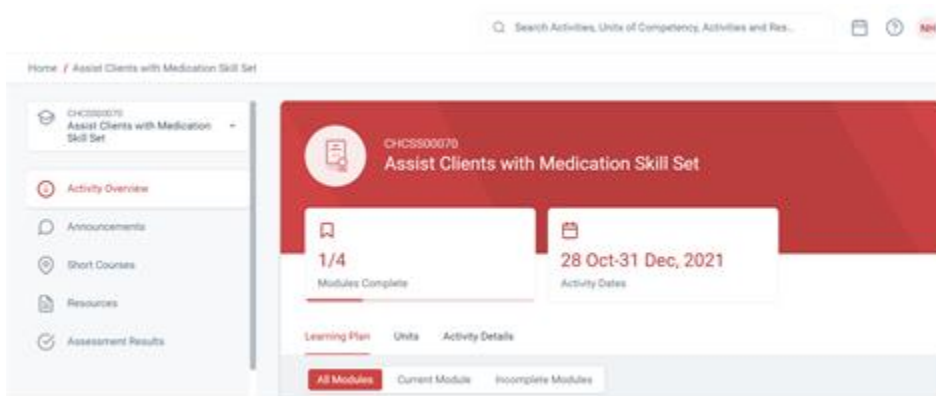
This section will detail how to navigation within different parts of a course.

### Navigation pane

The panel on the left will help you navigate to different parts of your course.

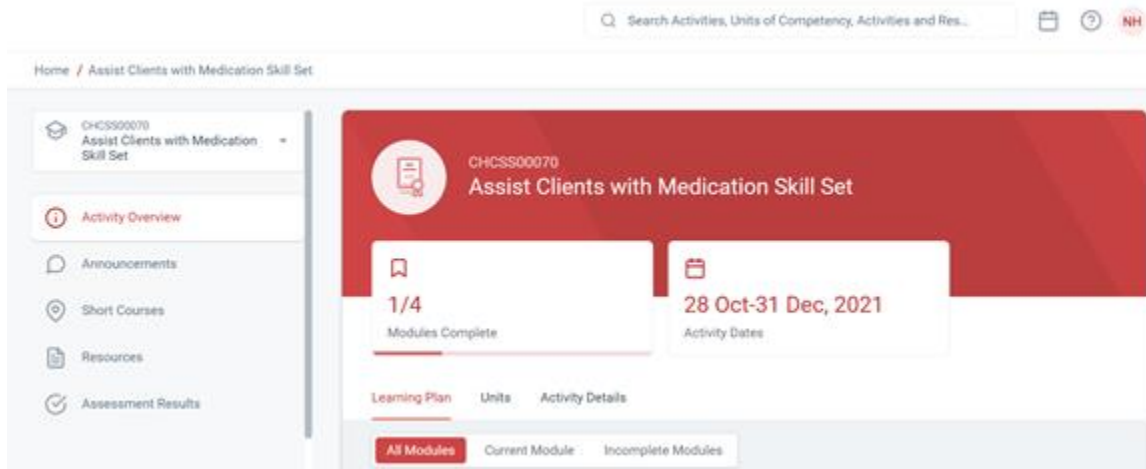
- Activity Overview
- Announcements
- Short Courses
- Resources.

These will be discussed below.



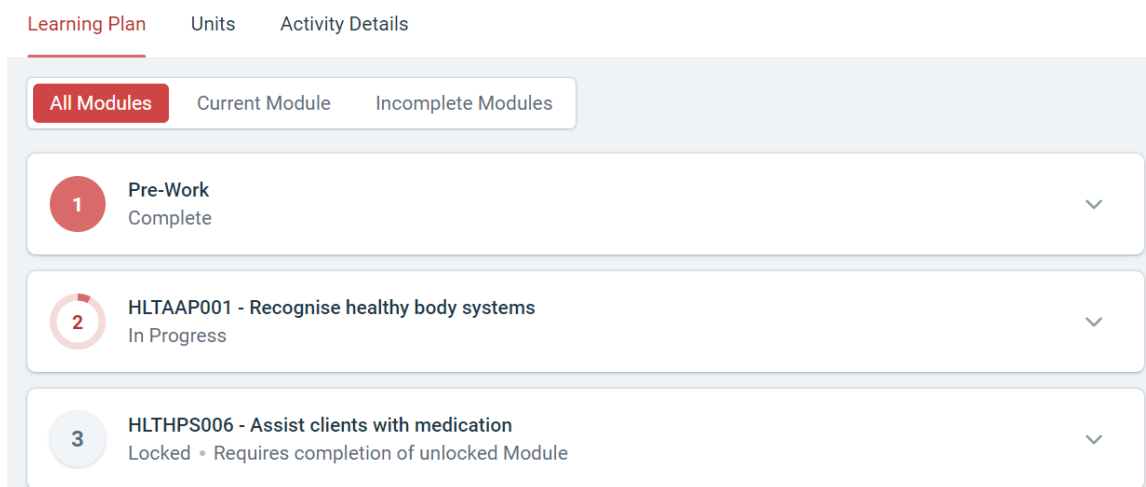
### Activity overview

The course always opens onto your learning plan. You will spend most of your time in this area. The learning plan shows you all content and assessments in the order you should be completing it.



Each section will show you your overall progress under its title.

- Complete – this section is complete
- In Progress – you are currently working through this section
- Locked – some sections may be locked until you complete some earlier content or assessment, or if it is meant to be released on a certain date.



Select the section to expand and view the content. The content will show if you have:

- successfully completed a component

The screenshot shows a student portal interface for the course HLTAAP001 - Recognise healthy body systems. At the top, there is a header with a red circle containing the number '2' and the text 'HLTAAP001 - Recognise healthy body systems' and 'In Progress'. Below this, there are two main sections. The first section is titled 'HLTAAP001\_StudentAssessmentGuide' with a date of 'Oct 15, 2021' and a download icon. The second section is titled 'Module 1 - Introduction (HLTAAP001 Recognise healthy body systems)' with a status of 'Complete' and 'E-Learning'. Below this, there is another section titled 'Modules 4 - 5 Theory Assessment (HLTAAP001 Recognise Healthy Body Systems)' with a status of 'Satisfactory (100%)' and 'Online Quiz'. All sections have a green checkmark icon on the left.

- not started a component

The screenshot shows a student portal interface for the course HLTAAP001 - Recognise healthy body systems. It features a play button icon on the left and a red play button icon in the center. The text reads 'Module 2 - The Cardiovascular System (HLTAAP001 Recognise healthy body systems)' and 'Not Started - E-Learning'.

- started working on a component

The screenshot shows a student portal interface for the course HLTAAP001 - Recognise healthy body systems. It features a play button icon on the left and a red play button icon in the center. The text reads 'Modules 4 - 5 Theory Assessment (HLTAAP001 Recognise Healthy Body Systems)' and 'The following assessment covers the theoretical knowledge from HLTAAP001 Recogni...'. Below this, it says 'In Progress - Online Quiz'.

- submitted an assessment

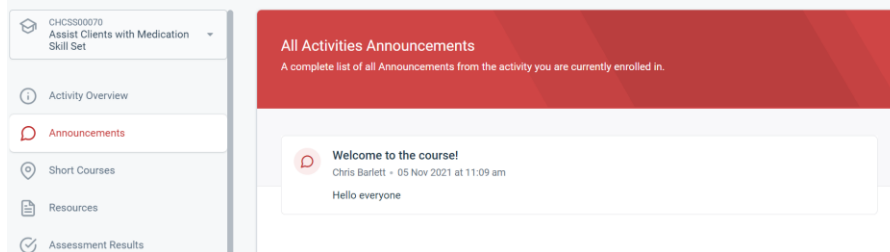
The screenshot shows a student portal interface for the course HLTAAP001 - Recognise healthy body systems. It features a play button icon on the left and a red play button icon in the center. The text reads 'Module 1 - 3 Theory Assessment (HLTAAP001 Recognise Healthy Body Systems)' and 'The following assessment covers the theoretical knowledge from HLTAAP001 Recogni...'. Below this, it says 'Submitted - Online Quiz'.

- to reattempt an assessment.

The screenshot shows a student portal interface for the course HLTAAP001 - Recognise healthy body systems. It features a play button icon on the left and a red play button icon in the center. The text reads 'Module 1 - 3 Theory Assessment (HLTAAP001 Recognise Healthy Body Systems)' and 'The following assessment covers the theoretical knowledge from HLTAAP001 Recogni...'. Below this, it says 'Try Again - Online Quiz'.

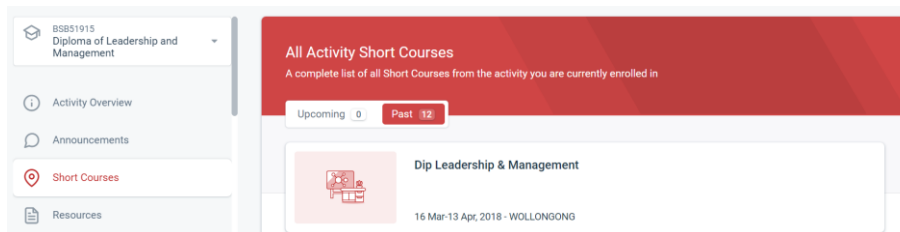
## Announcements

View all announcements about your course from ITeC Academy here. The most recent announcements for all the courses you are enrolled in can also be found on your dashboard. The same announcements will also be made in the class' discussion forum (Webex).



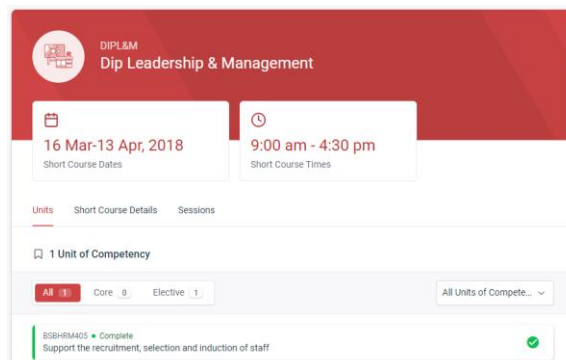
## Short courses

View any classes for the course in Short Courses:



Select the short course to open it for more details. Toggle between the tabs for more information:

- Units: Date, time and related units of competency
- Short course details: location, facilitator
- Sessions: list of all sessions if available.

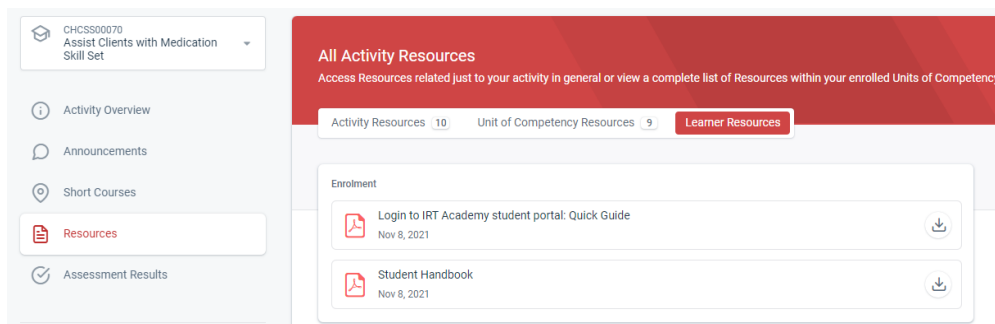




## Resources

View downloadable documentation for your course here. There are three tabs:

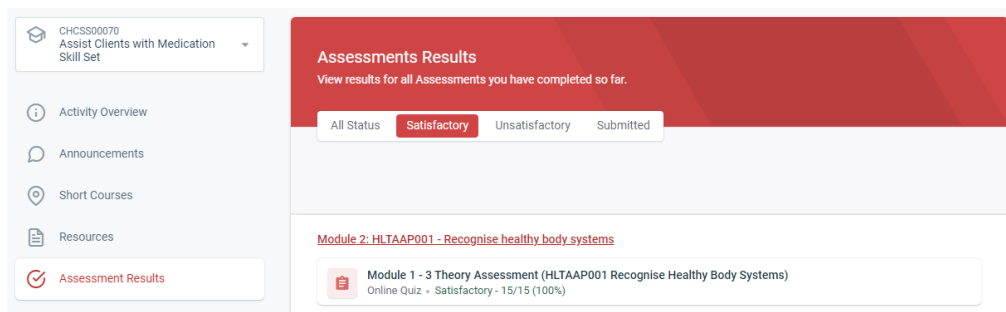
- Activity Resources: documents that are linked to assessments. You can also find these documents to download within their specific assessment activity.
- Unit of Competency Resources: documents that are linked to your units of competency. You can also find these documents to download while you are going through the learning plan.
- Learner Resources: general documentation available for download. This includes user guides and the student handbook.



## Assessment results

View a summary of your assessment results here. Toggle between the tabs to view the status of your submitted assessments:

- All Status: assessments that have been submitted
- Satisfactory: assessments that have been marked as Satisfactory
- Unsatisfactory: assessments that have been marked as Unsatisfactory
- Submitted: assessments that are waiting to be marked.



You can also view your assessment results by opening the assessment within the learning plan.

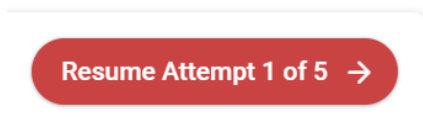
## Assessments

This section will cover completing assessments and reviewing assessor feedback.

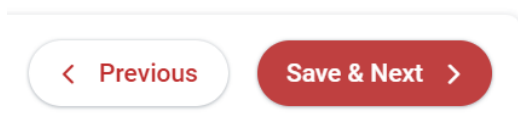
### Online assessments

Some assessments are built into the student portal. These are referred to as online assessments. Question types include short answer, multiple choice and matching.

Start or resume an online assessment by clicking **Start attempt...** or **Resume attempt...**:



On each question, select **Save & Next** to save your question attempt and go to the next question:



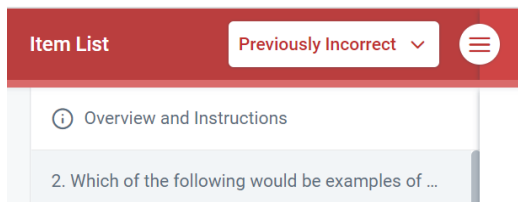
On the final question of your assessment, the Save & Next button will change to **Submit Assessment**. Select it to move to the student declaration:



How to submit the assessment is explained in the section Submit assessments.

### Resubmit online assessments

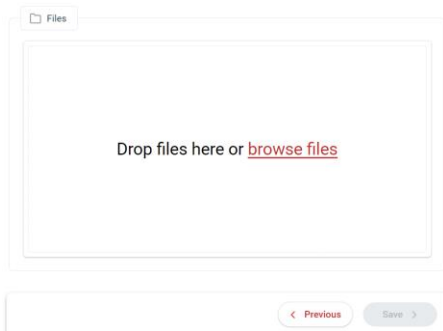
If you are required to resubmit an online assessment, you only have to reattempt previously incorrect questions.



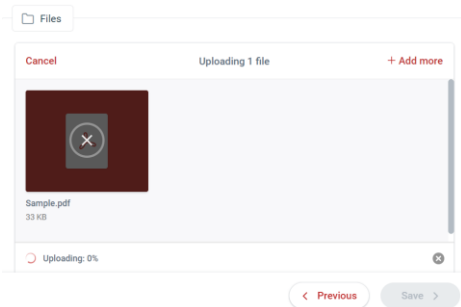
### Written assessments

Some assessments require you to upload files for submission. These are referred to as written assessments.

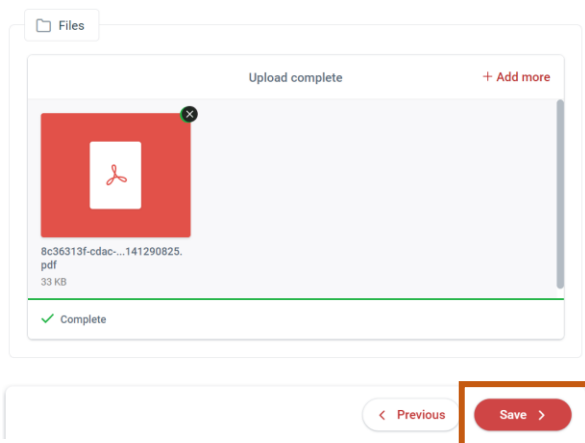
In the Files section of the question, you can drag and drop files or browse your computer for files:



Wait for the file/s to upload. There is a progress bar at the bottom of the window.



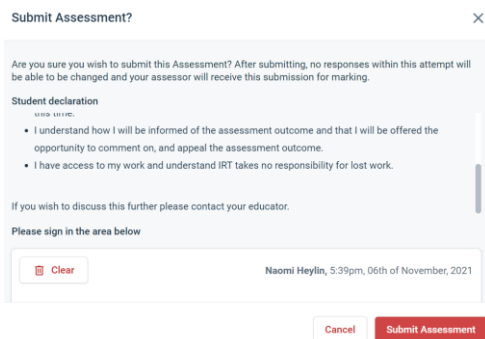
Once the window shows all files have uploaded, select **Save**.



## Submit assessments

After you select Submit Assessment, you must acknowledge and sign the student declaration.

The student declaration window pops up in a separate window. Sign the student declaration at the bottom of the window. Select **Submit Assessment** to send your test attempt to your assessor:



Wait for the assessment page to change to the Assessment Submitted notification. Return to your Learning Plan by selecting **Exit** or **Back to your Learning Plan**:



### Assessment Submitted

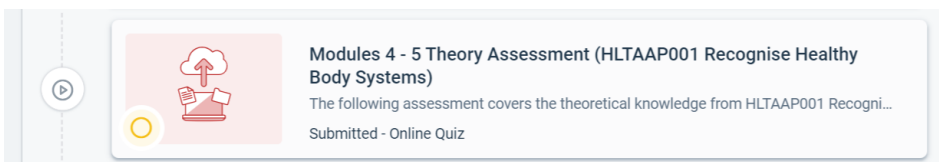
Modules 4 - 5 Theory Assessment  
(HLTAAP001 Recognise Healthy Body Systems)

Your submission has been received. Once it has been marked, you will receive an email notification.

[Back to your Learning Plan](#)

[Back to Overview](#)

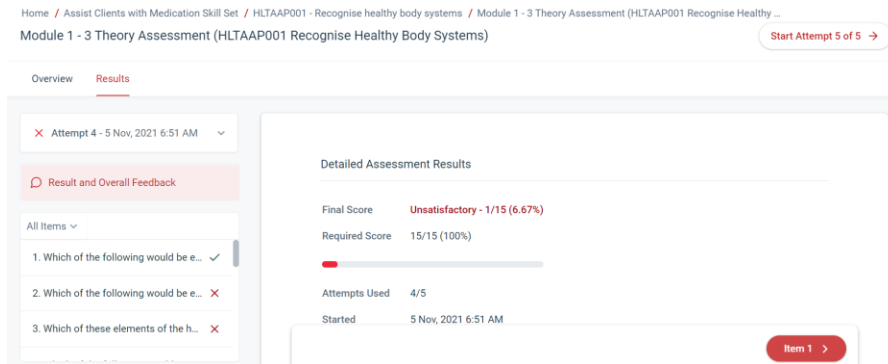
Check that the assessment has been sent to your assessor. It will show as Submitted.



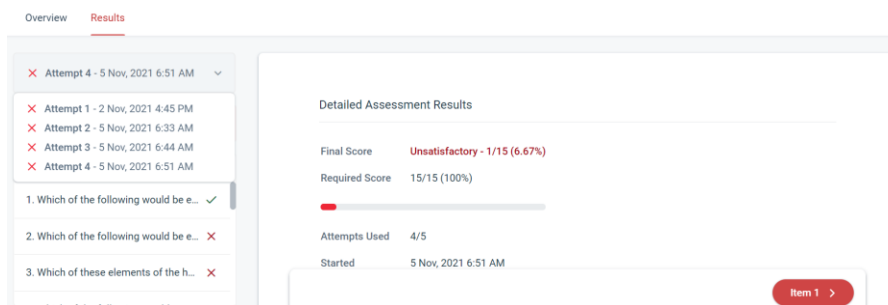
## Reviewing feedback on marked assessments

You should receive an email notification when your assessment has been marked. Your assessor will give you valuable feedback throughout your attempt. It is particularly important to review feedback if you need to resubmit an assessment, as it will guide you on how to improve on your previous response. To view, access your assessment. You can do this by going to Assessment Results in your course or finding the assessment in your learning plan.

Select the **Results** tab:



If you have attempted the assessment more than once, you can view each attempt from the dropdown menu on the left:



Toggle through the Items to check for feedback. You can find the feedback at the bottom of the screen:

