

aXcelerate Student Portal Instruction Manual

Modification History

April 2025	Original Document developed
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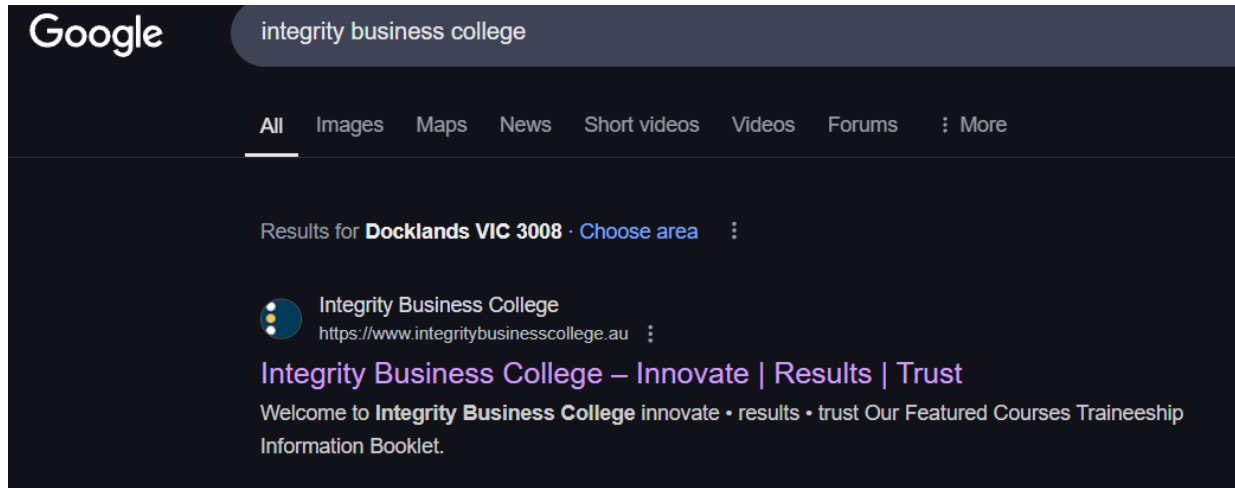
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Accessing aXcelerate

Step 1: Access the Integrity Business College Website

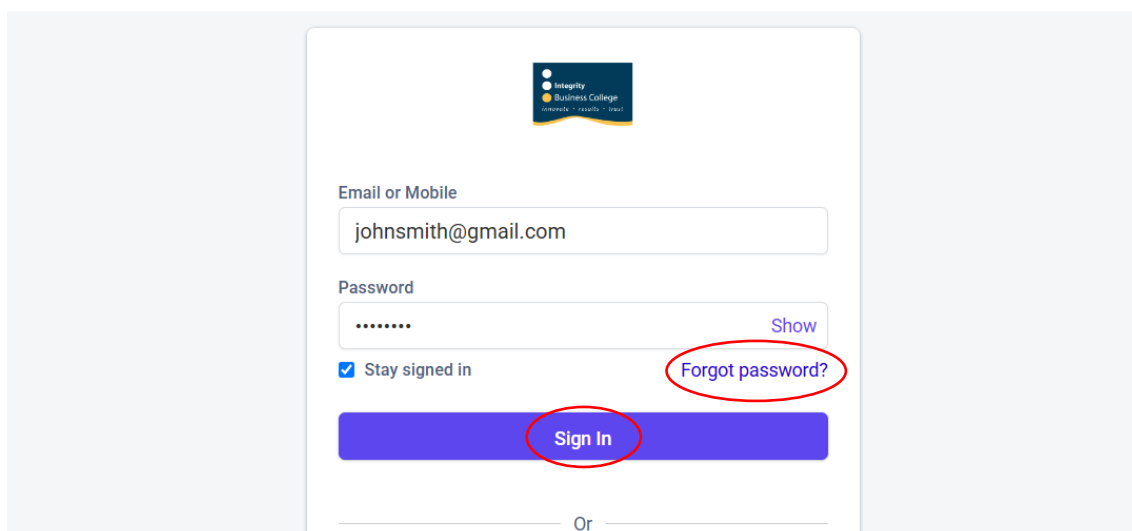
Firstly, head to the Integrity Business College Website <https://www.integritybusinesscollege.au/>



Once at the home page click on the 'Student Portal' button on the top right corner of the site

Step 2: Login to aXcelerate

You will be redirected to a login page, you can favourite/bookmark this page for future access.



The login page features the Integrity Business College logo at the top. Below it, there are two input fields: 'Email or Mobile' with the text 'johnsmith@gmail.com' and 'Password' with masked characters '.....'. To the right of the password field is a 'Show' link. Below the password field is a checkbox labeled 'Stay signed in' which is checked. To the right of the checkbox is a link labeled 'Forgot password?'. At the bottom of the form is a large blue button labeled 'Sign In'. Below the button is a horizontal line with the word 'Or' in the center.

On this page enter the email address and password you have used to sign up to aXcelerate and click sign in.

If you do not know the email address or are unsure if you have an account, please contact Integrity Customer Service on 1300 731 451.

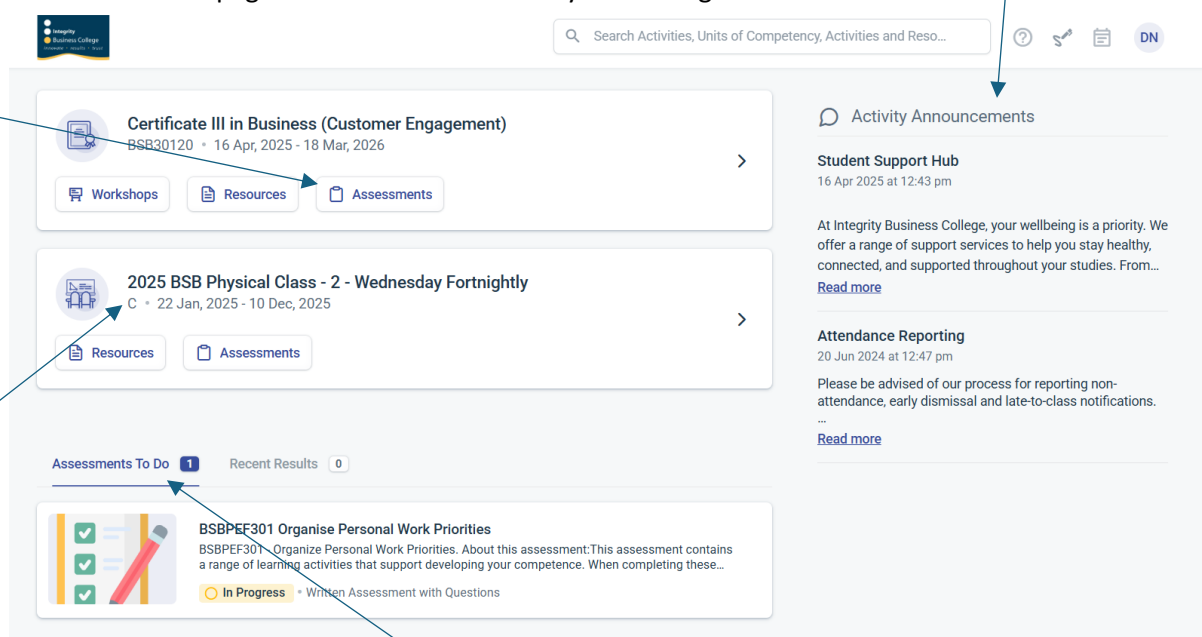
If password is forgotten, use the 'Forgot Password?' button and follow the prompts to reset – Integrity is not able to reset student passwords.

Navigating the Home Page in aXcelerate

You should be redirected to a page that looks like this once you have signed in.

This is the pane is to access your coursework.

This is the pane to access you class and trainer's email.



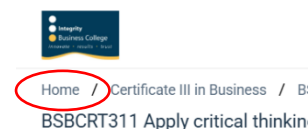
The home page features a top navigation bar with a search bar labeled 'Search Activities, Units of Competency, Activities and Reso...', a help icon, a share icon, a calendar icon, and a user profile icon labeled 'DN'. Below the navigation bar, there are two main sections. The left section contains two course cards. The first card is for 'Certificate III in Business (Customer Engagement)' with the code 'BSB30120' and dates '16 Apr, 2025 - 18 Mar, 2026'. It has buttons for 'Workshops', 'Resources', and 'Assessments'. The second card is for '2025 BSB Physical Class - 2 - Wednesday Fortnightly' with the code 'C' and dates '22 Jan, 2025 - 10 Dec, 2025'. It has buttons for 'Resources' and 'Assessments'. The right section contains three announcement cards. The first is 'Activity Announcements'. The second is 'Student Support Hub' dated '16 Apr 2025 at 12:43 pm' with a 'Read more' link. The third is 'Attendance Reporting' dated '20 Jun 2024 at 12:47 pm' with a 'Read more' link. At the bottom, there is a section for 'Assessments To Do' with a count of '1' and 'Recent Results' with a count of '0'. Below this, there is a card for 'BSBPEF301 Organise Personal Work Priorities' with the code 'BSBPEF301' and a description. It has a status of 'In Progress' and a note 'Written Assessment with Questions'.

Important information we want you to keep in mind.

Here you will find units you have opened, that are currently in progress.

Return to the Home page.

To return to the home page from anywhere in aXcelerate head to the top left of the page and click on 'Home'.



Important Information

On the right-hand side of your home page, you will find the 'Activity Announcements' section. Please ensure you read all posts in this section as this covers things such as student support and different processes students will need to follow.

If you cannot make class for whatever reason or will be late, please contact the customer service team to inform them prior to your class.

For Trainee / Non-Trainee please email:

customerservice@integritybusinesscollege.com

For VET in school students please email:

vetdss@integritybusinesscollege.com

Activity Announcements

Student Support Hub

16 Apr 2025 at 12:43 pm

At Integrity Business College, your wellbeing is a priority. We offer a range of support services to help you stay healthy, connected, and supported throughout your studies. From...

[Read more](#)

Attendance Reporting

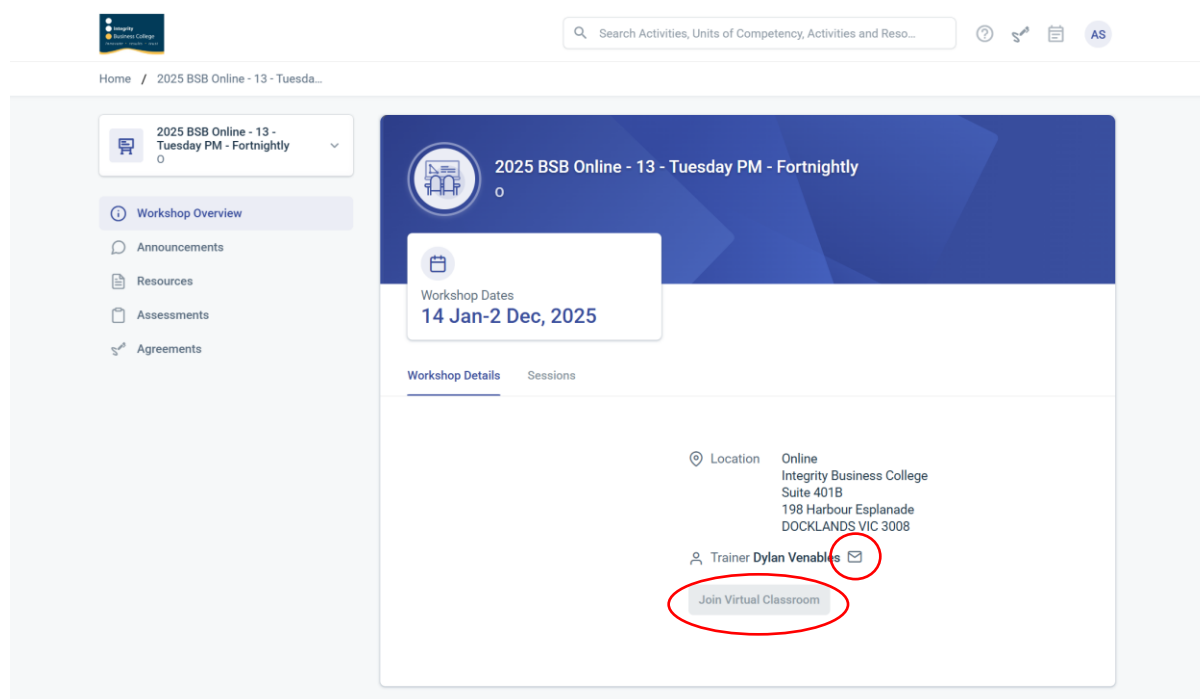
20 Jun 2024 at 12:47 pm

Please be advised of our process for reporting non-attendance, early dismissal and late-to-class notifications. ...

[Read more](#)

Joining Your Class

Click on the second pane from the home page that has your class details. This should take you to a screen like this.



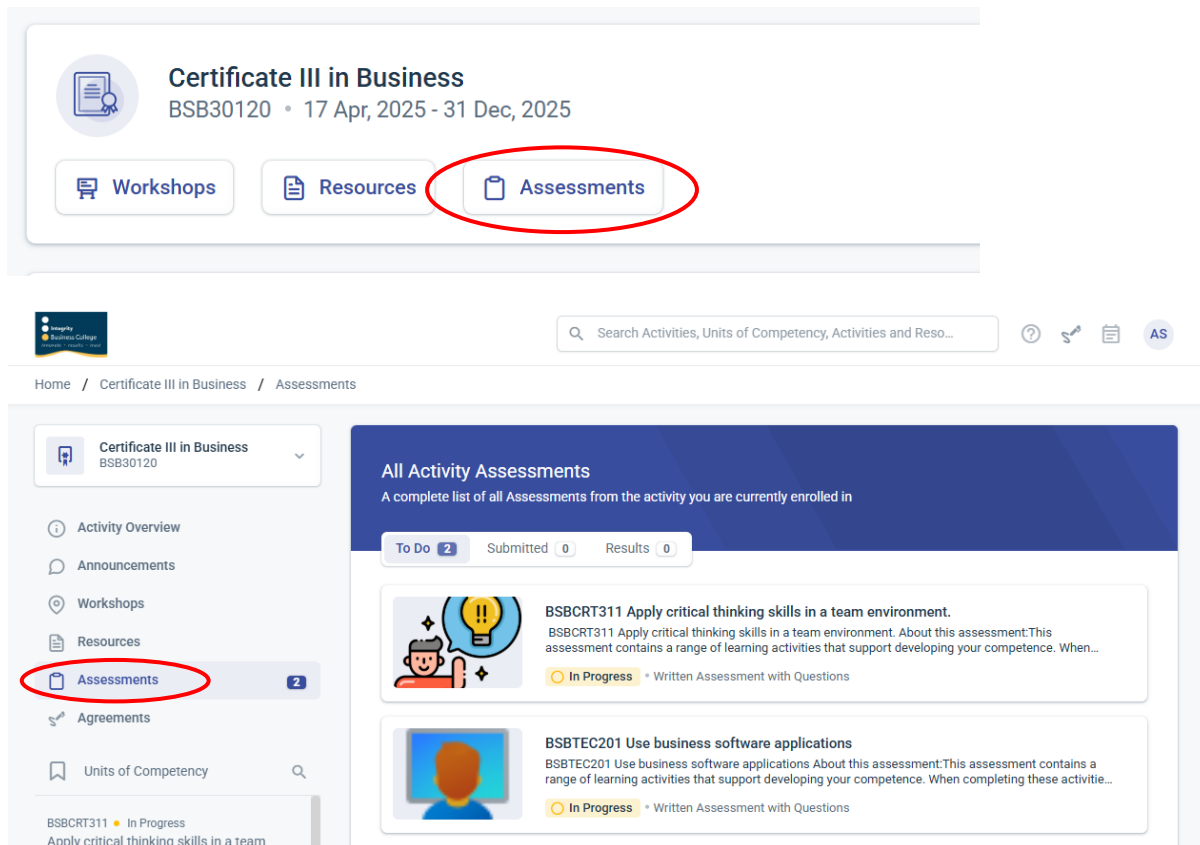
To join your class, click the 'Join Virtual Classroom' button.

Note: This button will turn purple once your class is able to be joined.

If you need to email your trainer for help, right click the envelope next to their name and copy their email.

Opening Your Assessments

To open the units your trainer has assigned to you. From the Home page, click the assessments button that is positioned on the pane. Alternatively, you can also access this if you click onto the pane itself and click assessments on the left-hand side.

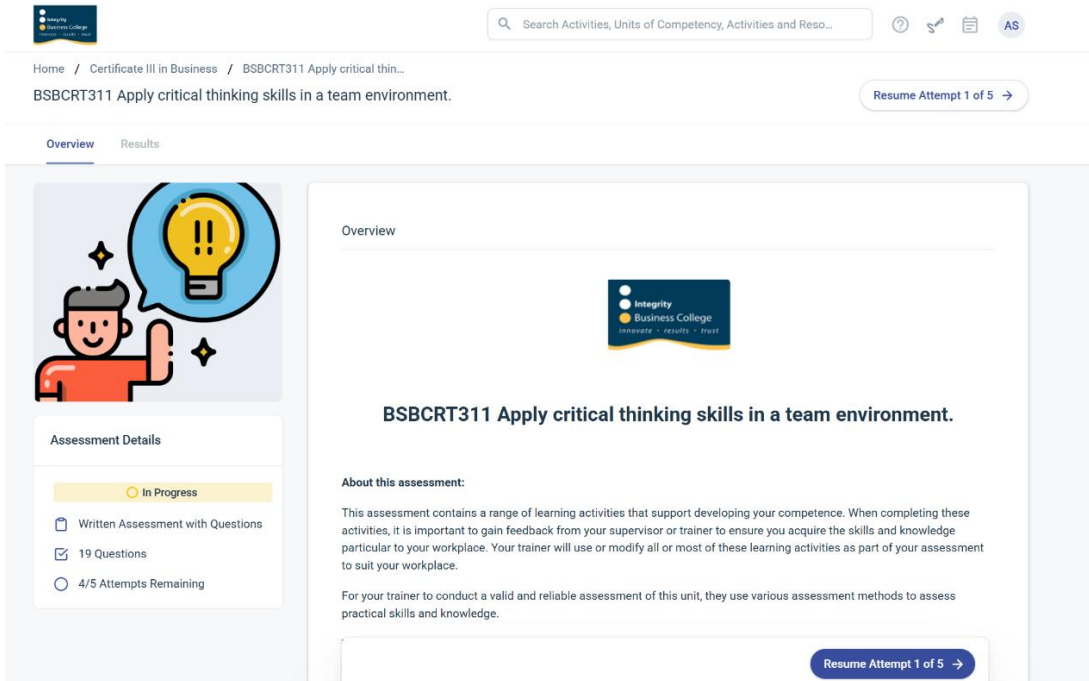


The screenshot shows the student portal interface. At the top, there's a header for 'Certificate III in Business' with the code BSB30120 and dates 17 Apr, 2025 - 31 Dec, 2025. Below this, there are three buttons: 'Workshops', 'Resources', and 'Assessments'. The 'Assessments' button is circled in red. Below the buttons, there's a search bar and a navigation menu. The navigation menu on the left has several items: 'Activity Overview', 'Announcements', 'Workshops', 'Resources', 'Assessments' (circled in red), 'Agreements', and 'Units of Competency'. The main content area shows 'All Activity Assessments' with a list of units. The first unit is 'BSBCRT311 Apply critical thinking skills in a team environment' and the second is 'BSBTec201 Use business software applications'. Both units are marked as 'In Progress'.

Once here, your unit(s) will be listed. Click on your assessment in the 'To Do' list to open it up.

Note: You may not yet have a unit visible; your trainer will be able to assign the unit to you once in class.

The 'Submitted' tab will show any units you have submitted for marking and the 'Results' tab will show all completed units where you can go back in to read your answers and trainer feedback.



The screenshot shows the aXcelerate Student Portal interface. At the top, there is a search bar and navigation links. The breadcrumb trail reads: Home / Certificate III in Business / BSBCRT311 Apply critical thin... Below this, the unit title 'BSBCRT311 Apply critical thinking skills in a team environment.' is displayed. A button labeled 'Resume Attempt 1 of 5' is visible. The main content area is divided into two sections: 'Overview' and 'Results'. The 'Overview' section features a large illustration of a person with a lightbulb idea, a progress indicator showing 'In Progress', and a list of assessment details: 'Written Assessment with Questions', '19 Questions', and '4/5 Attempts Remaining'. The 'Results' section is currently empty. A 'Resume Attempt 1 of 5' button is also present at the bottom right of the main content area.

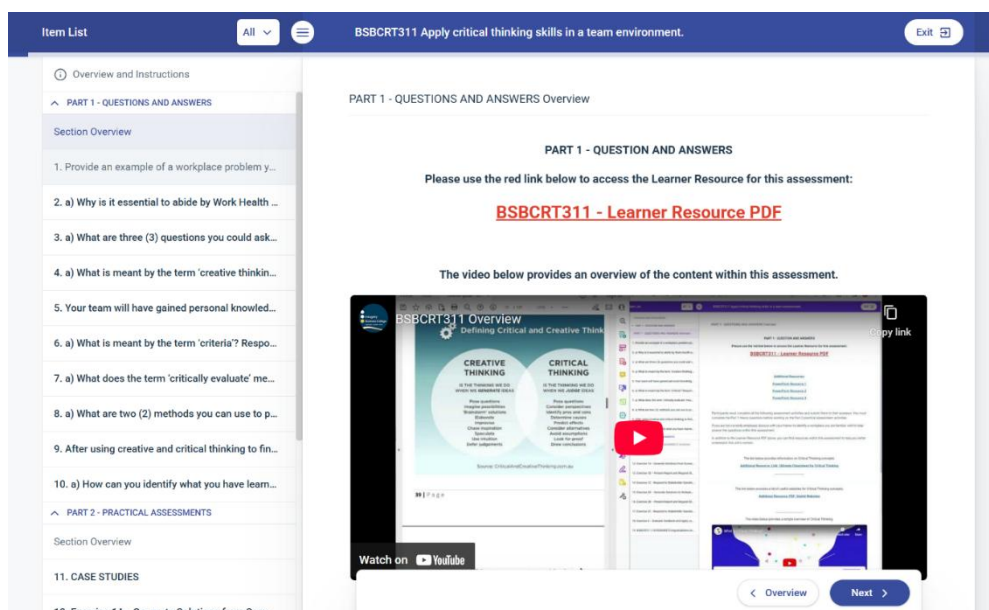
After opening the unit, you will be greeted with an overview page.

This page will explain information about the specific unit, how many questions there are and how many attempts you have remaining.

Note: One attempt is not counted until you get to the final page of the assessment and press the Submit button.

To open your unit, press the purple button that says, “Start Attempt 1 of 5”.

Working through your unit

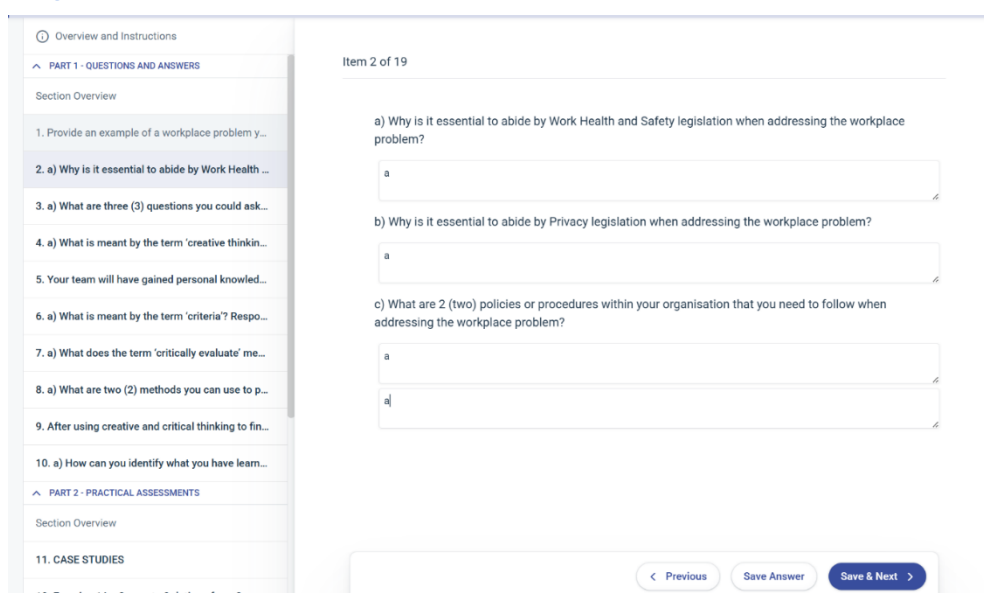


Once you have opened your unit, you will be taken to the Section Overview page which will have resources relevant to the unit you are in. Take the time to read the resources on this page before you start your unit.

To open your unit textbook, click on the large red text at the top of the page. This will open a new tab on your browser which you can read online or download to your device.

Any blue underlined text are additional resources you can use. You are welcome to use the internet but please keep in mind to put your assessment answers into your own words. **DO NOT COPY AND PASTE**

Part 1 – Question and Answers



Start Part 1 selecting the questions listed on the left-hand side and enter your answer into the field provided for each question on the right.

Please keep in mind that if you do not click save on your progress at the bottom right-hand corner, your answers will not be saved. We recommend that you do this after every question.

Part 2 – Practical Assessments

Once completed Part 1, move onto Part 2

The Practical Assessments section requires you to now create a document. You may be asked to create a word document, video recording, PowerPoint Presentation, etc.

Clicking onto the exercises in part two - you will be given a brief overview and video of what you will need to complete and upload.

Once you have completed this. Scroll down to the bottom of this section and upload your file onto aXcelerate. You can drag and drop this file into the site or click on the highlighted “click to browse” to search for the file in your computer’s file management system.

Save the tempate as Ex 1A Generate Solutions from Scenario and upload below

If required, add a note or written response to accompany your submission

Each file uploaded can be no more than 1GB, uploaded files can be removed before submission

[Allowed file types](#)

Files

Drop your files here or [click to browse](#)

[< Previous](#) [Save & Next >](#)

Coversheet and submitting your Assessment

Once you have completed all your questions in both Part 1 and Part 2. You will need to complete a coversheet before you submit your unit for review. Open the coversheet by clicking on the **red** underlined text.

Item 19 of 19

BSBCRT311 COVERSHEET

Congratulations on completing your assessment.

This coversheet must be signed with the necessary signatures prior to you submitting this assessment for marking.

Click on the red link below to download the coversheet, gather the necessary signatures, and then upload the signed coversheet below.

[BSBCRT311 Coversheet](#)

Save the signed 2-page PDF coversheet and upload below.

The coversheet requires you to sign in the 'Student' section and have your Employer or Supervisor at work sign off as well.

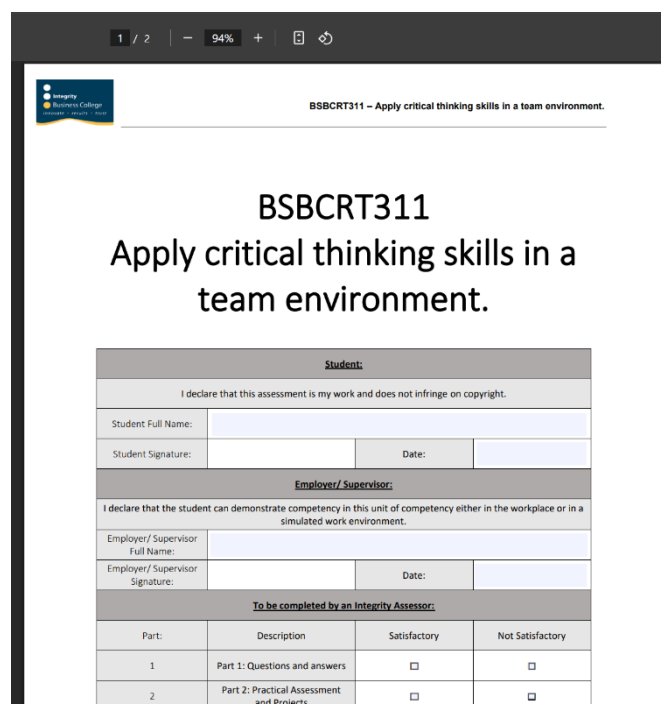
When signing the coversheet ensure to type in your full name in the top section. Then digitally sign this document. **Do not type a signature in this field.**

Then finally, enter the date you signed the coversheet.

Ensure your Employer or Supervisor does the same in their section of the coversheet.

Alternatively, you can print this document, sign it physically then scan the document to your device.

Beyond this, the rest of the document is for your trainer to complete.



1 / 2 | - 94% + | [Icon] [Icon]

BSBCRT311 – Apply critical thinking skills in a team environment.

BSBCRT311

Apply critical thinking skills in a team environment.

Student:			
I declare that this assessment is my work and does not infringe on copyright.			
Student Full Name:			
Student Signature:		Date:	
Employer/ Supervisor:			
I declare that the student can demonstrate competency in this unit of competency either in the workplace or in a simulated work environment.			
Employer/ Supervisor Full Name:			
Employer/ Supervisor Signature:		Date:	
To be completed by an Integrity Assessor:			
Part:	Description	Satisfactory	Not Satisfactory
1	Part 1: Questions and answers	☐	☐
2	Part 2: Practical Assessment and Projects	☐	☐

Once done, scroll to the bottom of the coversheet page and upload the signed document into there.

This is where you will now complete your first attempt.

When clicking the purple 'Submit' button you will send your work off ready for your trainer to mark.

Before this, ensure you have completed all your work and are ready to submit as you will not be able to change your work unless your trainer returns it