

ASV Damastra (Velpic) Training Q & A Facts Sheet

Q1. What is Damastra?

A1. Damastra simply is a Learning Management System (an online platform) that we use its licence to provide different training modules mainly related to Wellbeing and OH&S

Q2. Do I get a welcome email every time a training module is rolled out?

A2. NO. You already have one that provided you with your username. You have already created your password. You will be using these to log in and complete your lesson.

Q3. How will I get the notification/reminder to complete my assigned modules?

A3. You will get a reminder email from your local school OHS Coordinator

Q4. What modules will I get and need to complete on Velpic?

A4. Check ASV PD & Training Planner Guide: <https://www.asv.vic.edu.au/staff-links/>

Q5. What is the duration of time for each module?

A5. You will be given 40 days to finish the module assigned to you.

Q6. Will I get an automatic reminder?

A6. NO. Refer to Q & A 3

Q7. What about if I did not finish the assigned training module in the designated period (40 days)?

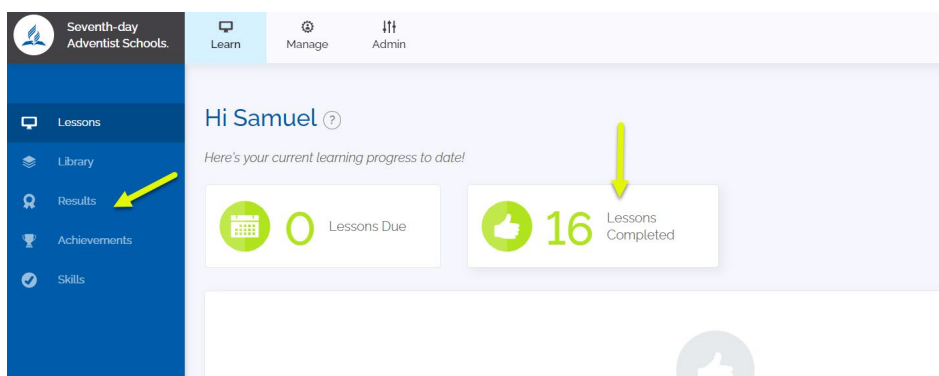
A7. No extension is to be made after the closing date.

Q8. Would the system (Damastra) allow me to generate/print a certificate of completion and what shall I do with it?

A8. Yes, you will be able to print a certificate of completion. Do not send the certificate to anyone. The certificate is for your reference. Sometimes there might glitches by the system not recognising that you already have finished, so the certificate is a proof you already have completed the training module. Moreover, you can use your printed certificate to upload to your Professional Development register at Victoria Institute of Teaching: <https://nexus.vit.vic.edu.au/nexus/login>

Q9. How can I print a certificate of completion for Damastra completed lessons?

1. Log in to your account. Access your results either from the “results” tab on the left side menu, or from the “lessons completed” tab as shown in the screenshot.



2. Tab on the three dots (ellipse) next to the “Notes” at the far right. Download your certificate for the lesson completed.

Lesson Name	Version	Type	Completed On	Assessment	Notes
Bullying in the Workplace	1		8 Feb 2023	Quiz	Multiple Attempts Required More Options
Fire Awareness	1		19 Oct 2022	Score 87%	View Results
Ladder Safety, Prevention of Falls	1		13 Jul 2022	Quiz	Multiple Attempts Required Download Certificate
Risk Management	4		30 May 2022	Quiz	
Discrimination and Harassment	1		11 Mar 2022	Quiz	Multiple Attempts Required
Work Related Stress	1		6 Oct 2021	Quiz	Multiple Attempts Required
Slips, Trips and Falls	1		14 Jul 2021	Quiz	

Q10. What do I need to consider when writing an email asking for something?

A10. Please use simple email etiquette:

- Introduce yourself
- Describe the issue
- Use your signature (Very important to identify who you are)

Logging into Velpic

- All staff (permanent/part time/casual/CRT) can access via Adventist Schools Victoria Website in the Staff Links menu: <https://www.asv.vic.edu.au/staff-links/>
Or via the direct weblink: <https://sdas-vic.velpic.net/#login>

Learning Portal

Use this option for Henderson and ASVO ONLY

Log in with Adventist Schools ID

←

OR

Username

Password

Use this option for all other schools

Log in with your Damstra Learning Account

←

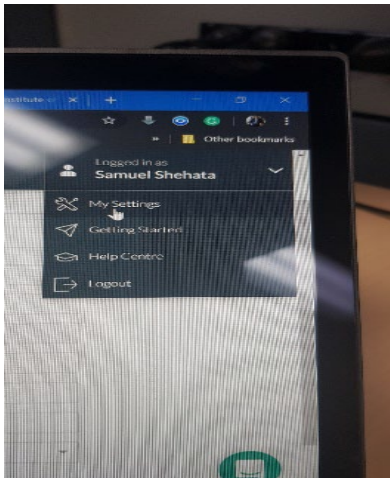
Keep me logged in

Use this option to reset your password

[Help! I can't log in to my account](#)

←

To change your password: Go to the far-right hand corner where “logged in as drop-down arrow” then click my settings.



Mobile App/ Android & Apple OS

You can download “Damastra Learn - Learner” from Google Play or Apple Store.

In the enter your organisation login web, type sdas-vic.velpic.net

User your username and password as normal. If your school is enabled with Single Sign On (SSO), use “Login with Adventist Schools ID”. If your school is not enabled with SSO, use “Login” to sign in.

Note: (Limitations of the mobile app)

- Downloading a certificate is not enabled via the mobile application for now.
- You can't change your password while being in the app, however, you can click on the “forgot password” to receive a link to reset.

A screenshot of a mobile application login screen. At the top left is a back arrow. In the center is the logo for Seventh-day Adventist Schools Victoria, which consists of a blue flame-like symbol above an open book. Below the logo is the text 'Seventh-day Adventist Schools Victoria'. There is a blue button labeled 'Login with Adventist Schools ID'. Below this is a horizontal line with 'OR' in the center. Underneath are two input fields: 'Username' and 'Password'. At the bottom, there is a blue button labeled 'Login' and a white button with a black border labeled 'Forgot Password'.

Resting your password

To Rest Your Password, please follow the following steps:

Step 1: Tab on “Help! I can’t log in to my account”

Learning Portal

Log in with Adventist Schools ID

OR

Username

Password

Log in with your Damstra Learning Account

Keep me logged in

[Help! I can't log in to my account](#)

[Register](#)

Step 2: Inter your username or email address that you are registered with

Help! I can't log in.

Don't worry! We can help you get back into your account. Enter the username or email address for your account and we will send you password reset instructions.

Username or Email Address

Send me my details

If you don't know your username or email address, please contact the manager who created your learning portal account.

[Back](#)

Step 3: You will receive an email to reset your password

