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)?

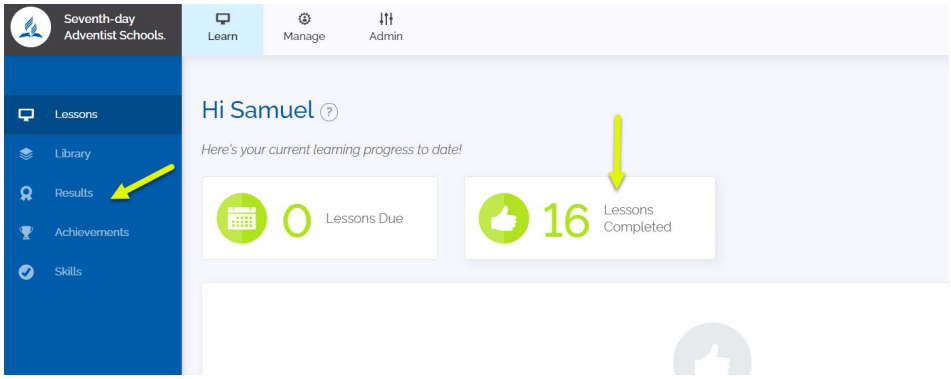
A7. No extension is to be made after the closing date.

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

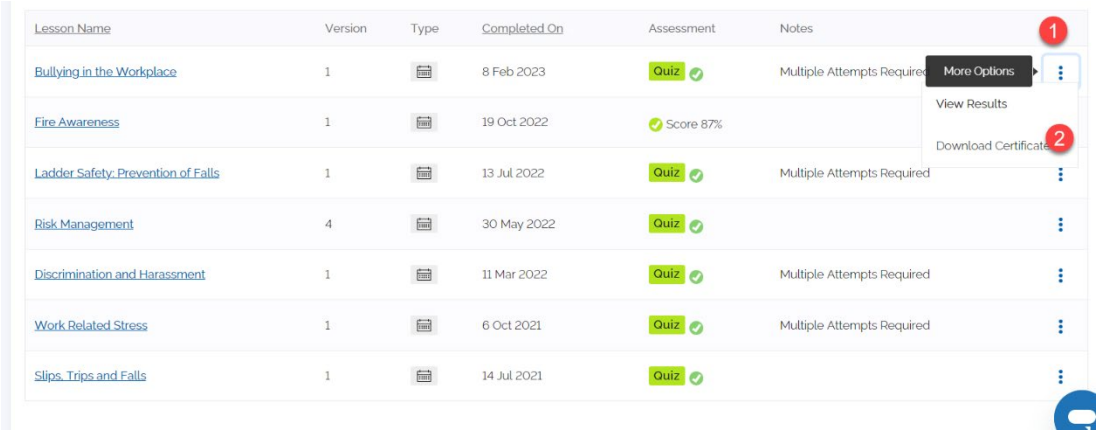
A8. Yes, you will be able to print a certificate of completion. Do not send the certificate to anyone. The certificate is for your reference. Sometimes there might glitches by the system not recognising that you already have finished, so the certificate is a proof you already have completed the training module. Moreover, you can you 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.



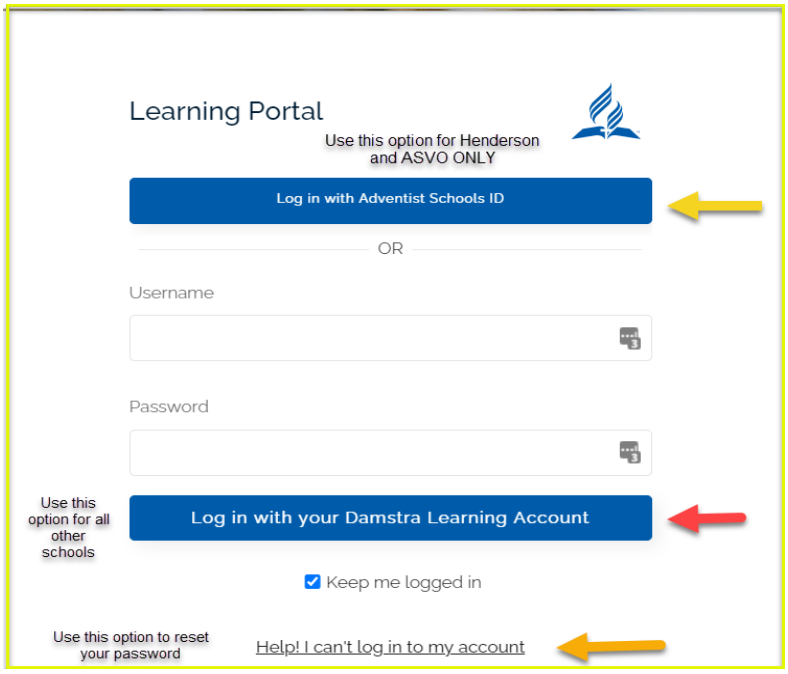
Q10. What do I need to consider when writing an email asking for something?

A10. Please use simple email etiquette:

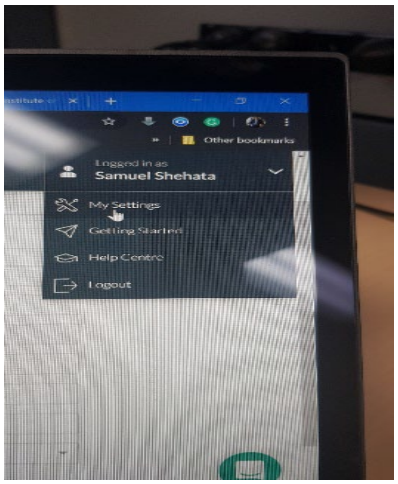
- Introduce yourself
- Describe the issue
- Use your signature (Very important to identify who you are)

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



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

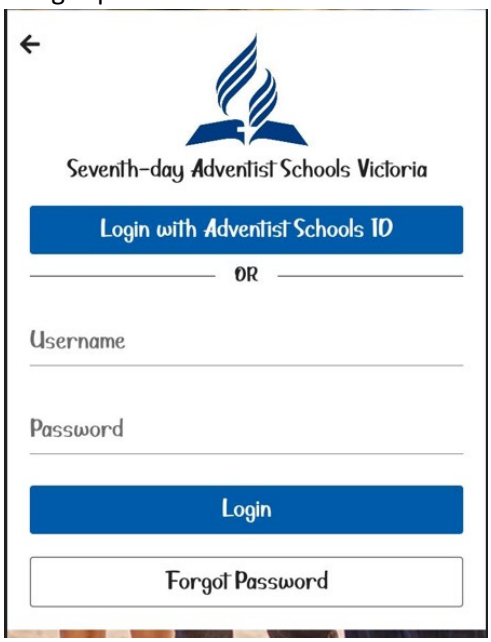
You can download "Damastra Learn - Learner" from Google Play or Apple Store.

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)

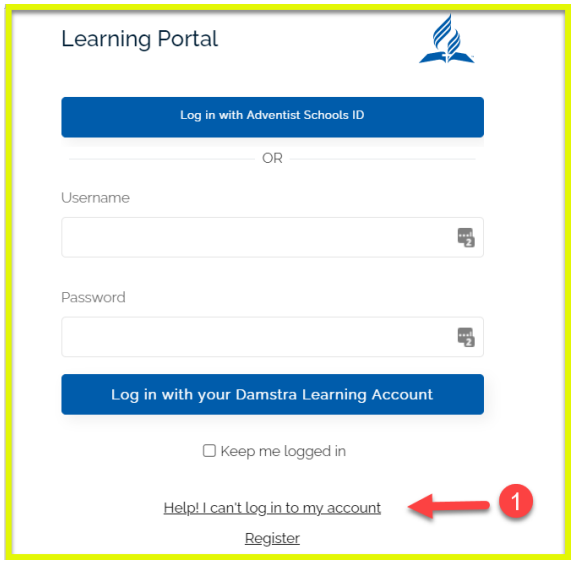
- Downloading a certificate is not enabled via the mobile application for now.
- You can't change your password while being in the app, however, you can click on the "forgot password" to receive a link to reset.



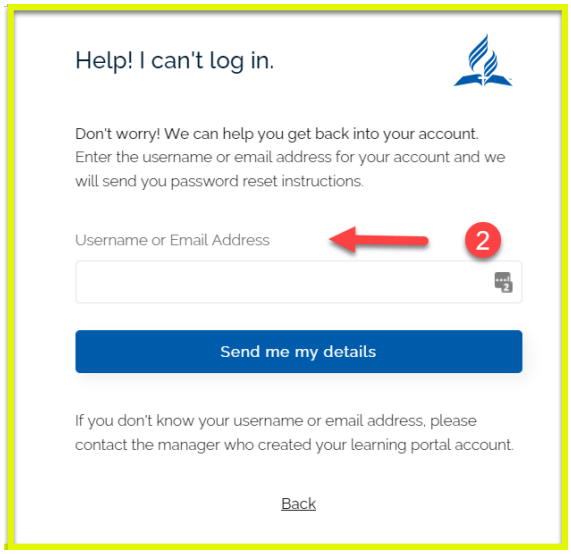
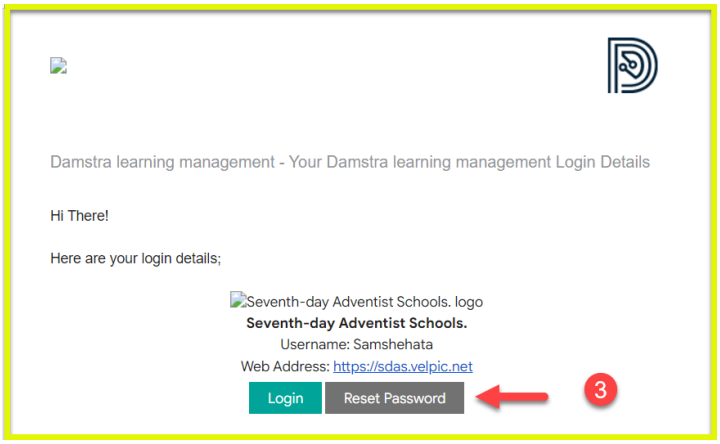
Resting your password

To Rest Your Password, please follow the following steps:

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



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



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