

ABE UPSKILL

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LEARNER JOURNEY

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## Introduction

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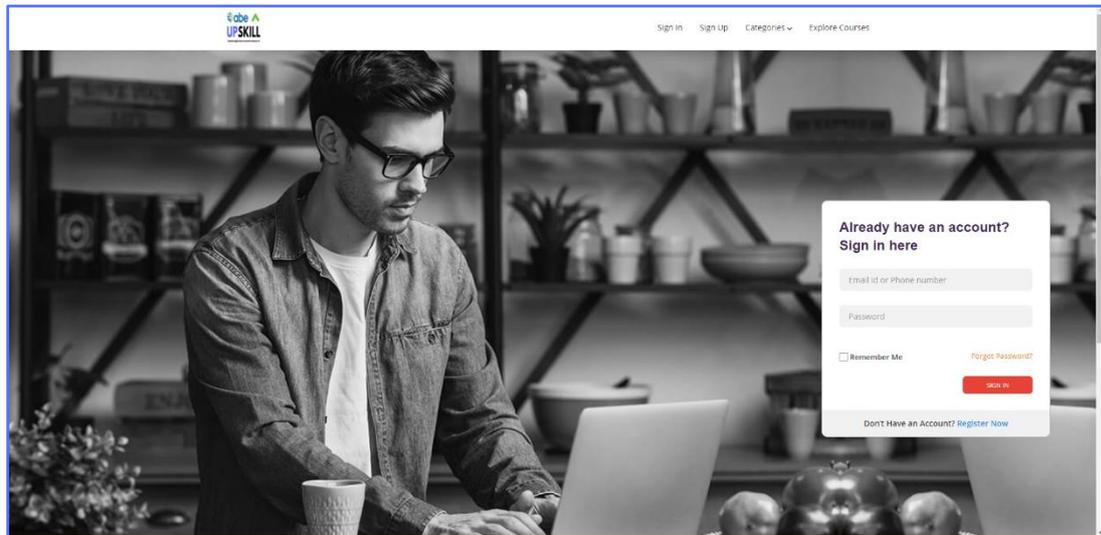
Welcome to the ABE UPSKILL user guide. This guide will give you an overview of the ABE UPSKILL platform.

## Logging into the ABE UPSKILL Platform

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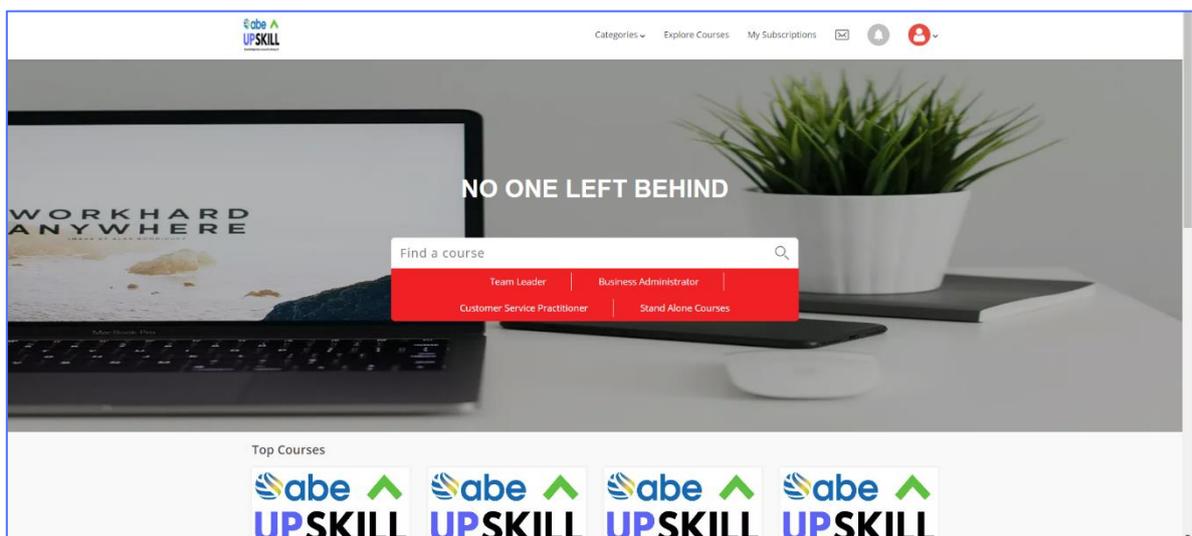
Signing into your ABE UPSKILL account is very easy. Use the following steps to sign into ABE UPSKILL platform to start your online eLearning venture.

1. Go to the site URL: <https://abe.mykademy.com/login>
2. Type your login credentials and click Sign In.



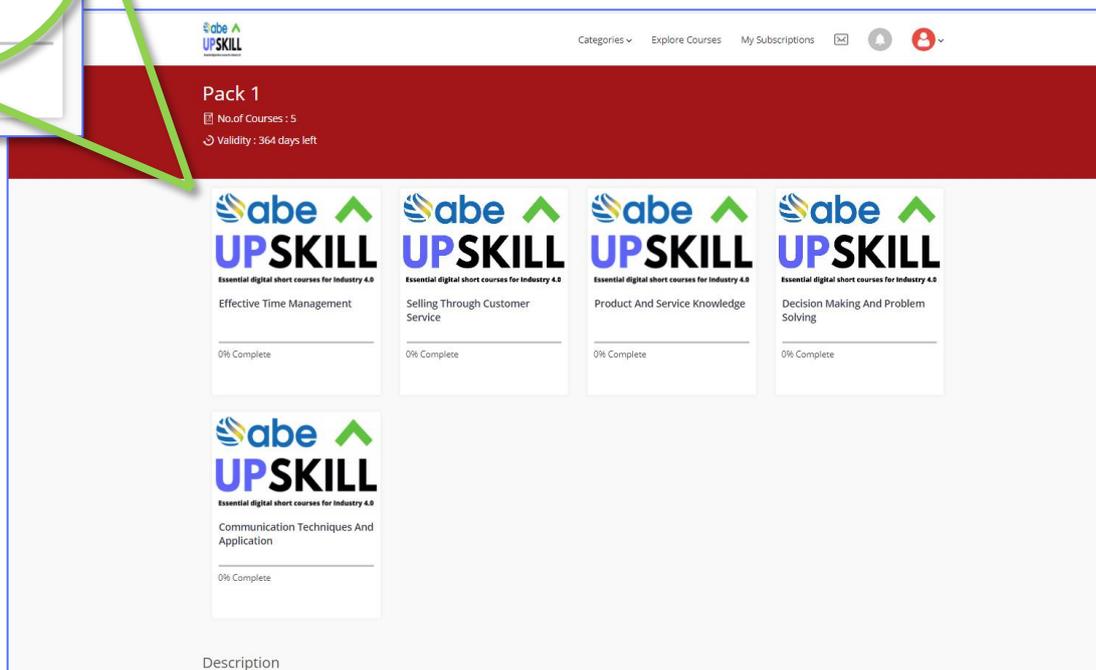
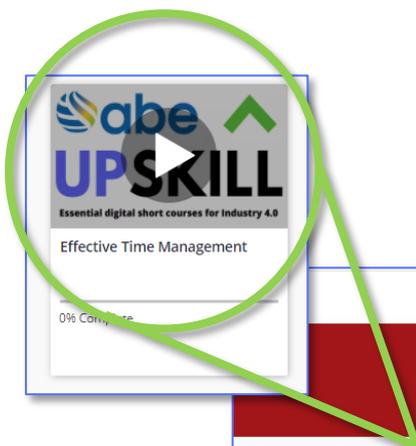
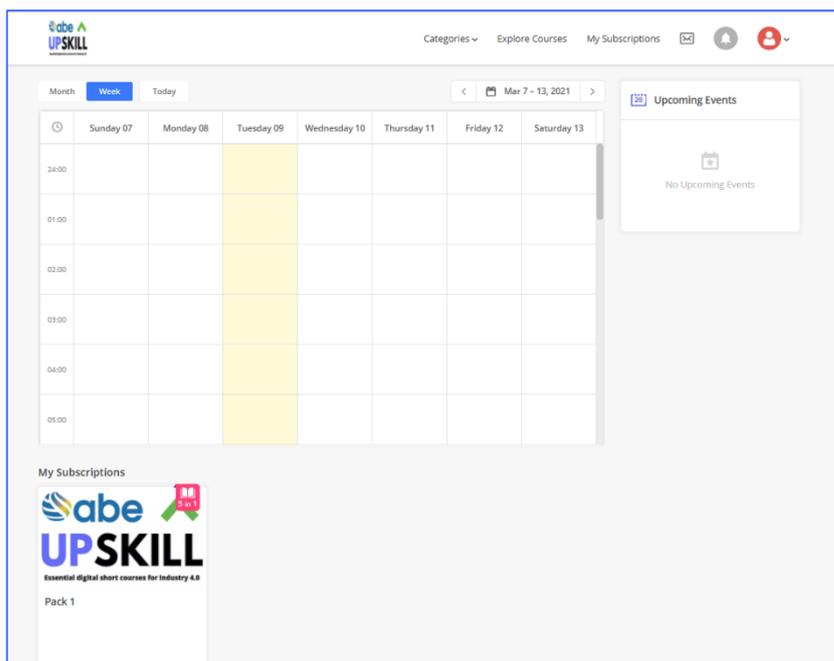
## Dashboard

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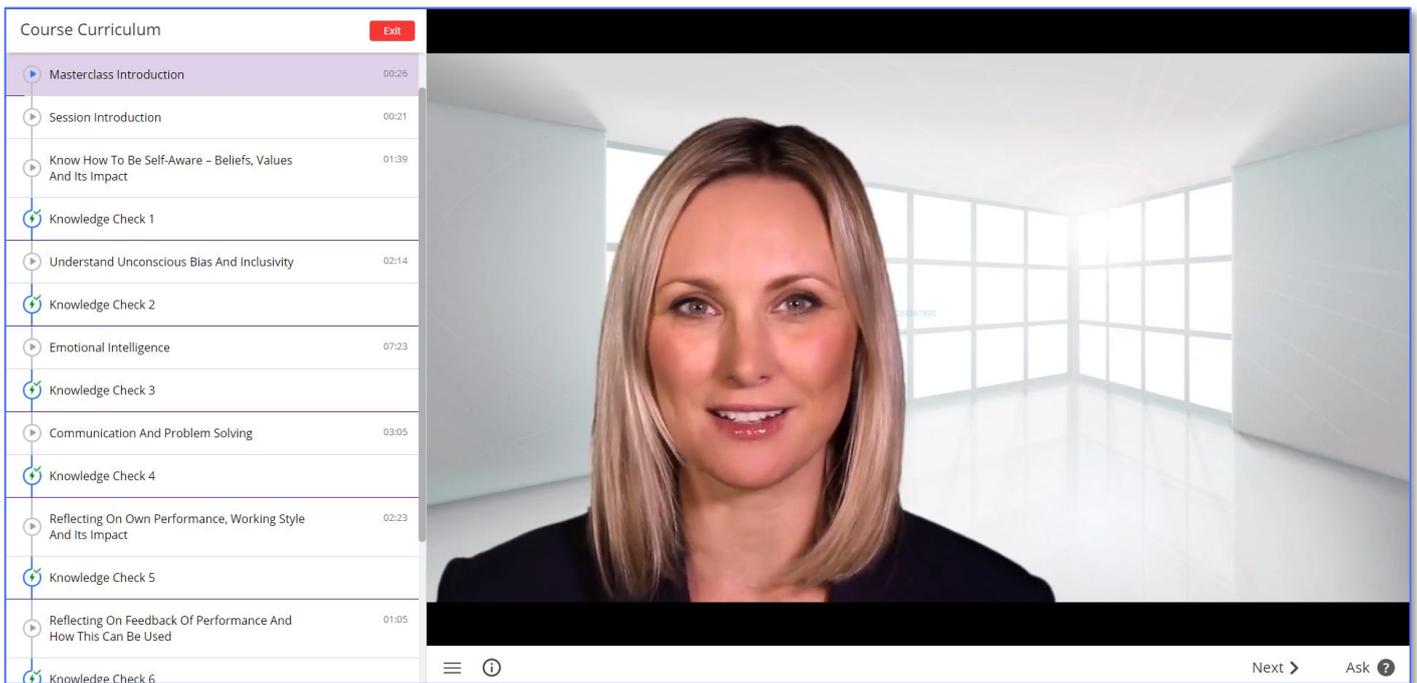
# My Subscriptions

To access the courses, hover over the Pack at the bottom of the page, e.g., Pack 1, this will open a new page with all the available courses in your pack. Hover over the course you wish to complete and click the play button.



## Taking the course

**Introduction** – all courses will begin with an introduction to introduce learners to the course contents.

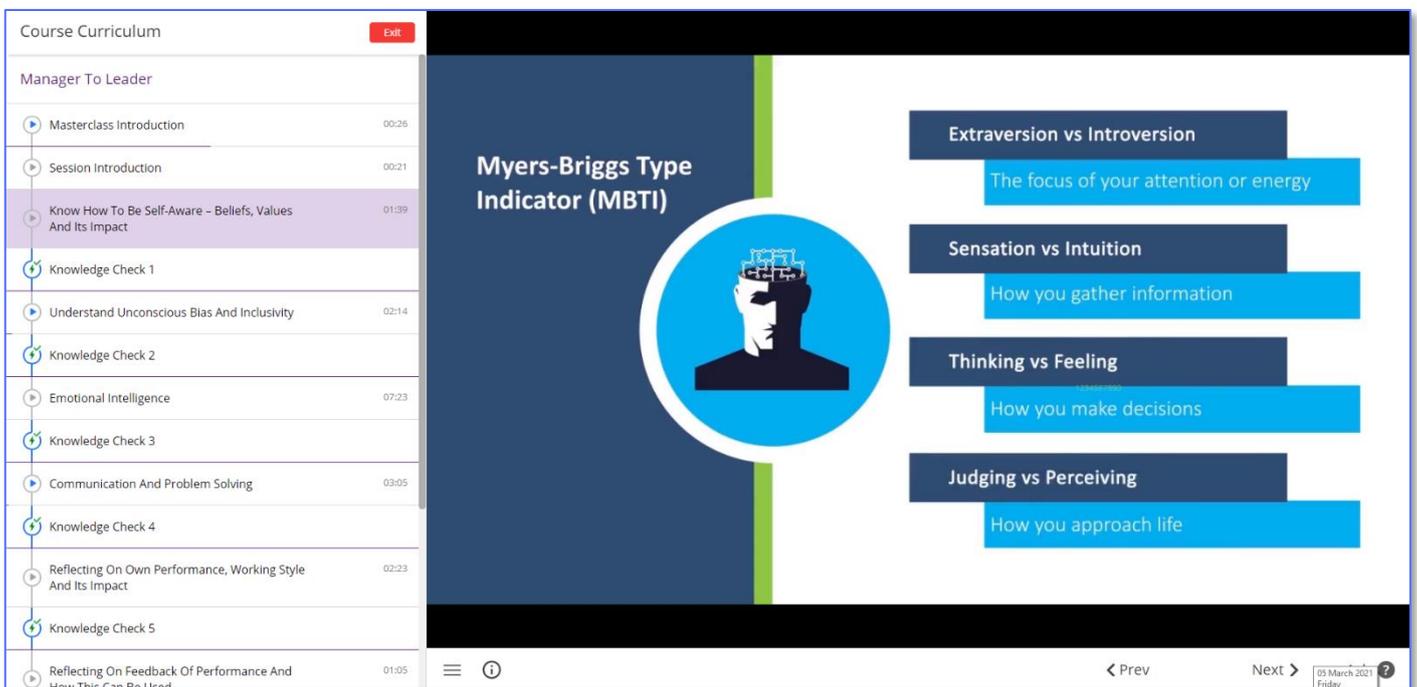


The screenshot shows a course player interface. On the left, a 'Course Curriculum' sidebar lists the following items:

- Masterclass Introduction (00:26)
- Session Introduction (00:21)
- Know How To Be Self-Aware - Beliefs, Values And Its Impact (01:39)
- Knowledge Check 1
- Understand Unconscious Bias And Inclusivity (02:14)
- Knowledge Check 2
- Emotional Intelligence (07:23)
- Knowledge Check 3
- Communication And Problem Solving (03:05)
- Knowledge Check 4
- Reflecting On Own Performance, Working Style And Its Impact (02:23)
- Knowledge Check 5
- Reflecting On Feedback Of Performance And How This Can Be Used (01:05)
- Knowledge Check 6

The main video area shows a woman with blonde hair in a bright, modern room with large windows. The video player controls at the bottom include a 'Next' button and an 'Ask' button.

**Course Content** - Learners will be able to see a course curriculum on the left-hand side which details the different topics that will be covered in the course.



The screenshot shows a course player interface displaying a slide about the Myers-Briggs Type Indicator (MBTI). The left sidebar shows the course curriculum with the following items:

- Manager To Leader
- Masterclass Introduction (00:26)
- Session Introduction (00:21)
- Know How To Be Self-Aware - Beliefs, Values And Its Impact (01:39)
- Knowledge Check 1
- Understand Unconscious Bias And Inclusivity (02:14)
- Knowledge Check 2
- Emotional Intelligence (07:23)
- Knowledge Check 3
- Communication And Problem Solving (03:05)
- Knowledge Check 4
- Reflecting On Own Performance, Working Style And Its Impact (02:23)
- Knowledge Check 5
- Reflecting On Feedback Of Performance And How This Can Be Used (01:05)

The main slide content includes the following text:

- Myers-Briggs Type Indicator (MBTI)**
- Extraversion vs Introversion**  
The focus of your attention or energy
- Sensation vs Intuition**  
How you gather information
- Thinking vs Feeling**  
How you make decisions
- Judging vs Perceiving**  
How you approach life

The slide also features a graphic of a person's head with a circuit board inside. The video player controls at the bottom include 'Prev', 'Next', and a date indicator '05 March 2021 Friday'.

**Knowledge Checks** – throughout the course there will be ‘knowledge checks’ to help the learner check their understanding of the content and prepare them for the course assessment at the end.

The image shows a course curriculum sidebar on the left and a test interface on the right. The sidebar lists various course modules with their durations, including 'Masterclass Introduction' (00:26), 'Session Introduction' (00:21), 'Know How To Be Self-Aware - Beliefs, Values And Its Impact' (01:39), 'Knowledge Check 1' (highlighted), 'Understand Unconscious Bias And Inclusivity' (02:14), 'Knowledge Check 2', 'Emotional Intelligence' (07:23), 'Knowledge Check 3', 'Communication And Problem Solving' (03:05), 'Knowledge Check 4', 'Reflecting On Own Performance, Working Style And Its Impact' (02:23), 'Knowledge Check 5', 'Reflecting On Feedback Of Performance And How This Can Be Used' (01:05), and 'Knowledge Check 6'. The test interface on the right is titled 'Test' and shows '1 Questions', '10:00 Min', and '10 Marks'. It includes 'Instructions' and 'Result' tabs, 'General Instructions' (1. The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam. 2. The Marked for Review status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.), and a 'Start Test' button. Navigation buttons for 'Prev', 'Next', and 'Ask' are visible at the bottom.

The image shows a single question interface for a knowledge check. The question is titled 'Manager To Leader : Knowledge Check 1' and is identified as 'QUESTION NO : 1'. The question type is 'Single Choice'. The question text is 'Meditation helps you become more self-aware.' The answer options are 'True' and 'False', both with radio buttons. The interface includes a 'Mark as review' button, a 'Clear' button, and a 'Save & Next' button. A 'Question Palette' on the right shows a red circle with the number '1', indicating the current question. The 'TIME LEFT' section shows '00:09:51 / 00:10:00'. A legend at the bottom right indicates the status of questions: 'Answered' (green circle), 'Not Answered' (red circle), 'Marked' (purple circle), and 'Not Visited' (grey circle). 'Instructions' and 'Submit & Finish' buttons are also present.

**Course Assessment** – at the end of the course the learner will complete a course assessment to test their understanding of the topics they have covered.

The screenshot displays a course assessment interface. On the left is a 'Course Curriculum' sidebar with an 'Exit' button at the top. The curriculum items are: Knowledge Check 1, Understand Unconscious Bias And Inclusivity (02:14), Knowledge Check 2, Emotional Intelligence (07:23), Knowledge Check 3, Communication And Problem Solving (03:05), Knowledge Check 4, Reflecting On Own Performance, Working Style And Its Impact (02:23), Knowledge Check 5, Reflecting On Feedback Of Performance And How This Can Be Used (01:05), Knowledge Check 6, and Conclusion (00:25). Below the curriculum are 'Assessment' and 'Certificate' sections. The main area is titled 'Test' and features 'Instructions' and 'Result' buttons. It shows '10 Questions', '10:00 Min', and '100 Marks'. Under 'General Instructions:', there are two numbered instructions: 1. The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam. 2. The Marked for Review status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation. A red 'On Progress' button is centered below the instructions. At the bottom, there are navigation controls: a menu icon, a clock icon, '< Prev', 'Next >', and 'Ask ?'.

**Assessment Summary** – at the end of the assessment learners will be able to see a summary of their achievement (see assessment report for more detail)

The screenshot shows an 'Assessment' summary pop-up window. At the top is a trophy icon and the title 'Assessment' with the date '05-03-2021'. Below this are six performance metrics in a grid: 'Score : 60.00', 'Correct : 6', 'Incorrect : 4', 'Accuracy 60.00%', 'QS/hour 360.03', and 'Time Taken 0:01:02'. At the bottom of the pop-up are 'Close' and 'View Detailed Report' buttons.

**Assessment Report** – the assessment report will offer more detail on the learner’s results. Showing them what questions they answered correctly and which ones they have answered incorrectly.

The screenshot displays an assessment report interface. At the top, a red header bar contains the date '05-03-21' and the title 'Assessment'. Below this, a summary bar shows the following statistics: 10 Questions, 6 Right, 4 Wrong, 0 Unattended, 60% Accuracy, 01:02/10:00 Time Taken, and 60.00/100 Marks Scored. A table below the summary bar lists the subject 'ABE Certified- Manager to Leader' with 10 questions, 6 right, 4 wrong, 0 unattended, 60% accuracy, and a remark 'Needs Improvement'. The main content area shows two sample questions. The first is a single-choice question: 'What are the types of self-awareness?' with options A) Primitive and Modern, B) Public and Private (correct), C) Encrypted and Unencrypted, and D) Spiritual and Physical. The second is another single-choice question: 'What does MBTI stand for?' with option A) Melrose-Boson Type Ink.

Subjects	No.of Qns	Right	Wrong	Unattended	Accuracy	Remarks
ABE Certified- Manager to Leader	10	6	4	0	60%	Needs Improvement

Show: All questions Showing 10 of 10 questions

1.Single Choice  
TIME TAKEN 00:19 sec CORRECT  
What are the types of self-awareness?  
A) Primitive and Modern  
B) Public and Private  
C) Encrypted and Unencrypted  
D) Spiritual and Physical

2.Single Choice  
TIME TAKEN 00:34 sec CORRECT  
What does MBTI stand for?  
A) Melrose-Boson Type Ink

# Certificate

Once the learner has completed the course and successfully passed the assessment, they will be able to download an ABE Certified: Certificate of Completion.

Course Curriculum Exit

- Knowledge Check 2
- Emotional Intelligence 07:23
- Knowledge Check 3
- Communication And Problem Solving 03:05
- Knowledge Check 4
- Reflecting On Own Performance, Working Style And Its Impact 02:23
- Knowledge Check 5
- Reflecting On Feedback Of Performance And How This Can Be Used 01:05
- Knowledge Check 6
- Conclusion 00:25

Assessment

- Assessment

Certificate

- Completion Certificate



### Generate Your Certificate

Once you have completed this certificate course, you have the option to acquire Official Certification, which is a great way to share your achievement with the world.

Generating...

< Prev Ask ?

Download

< Prev Ask ?

