

Welcome on board the digital learning world.

	Accessing my courses and content
	Changing my password
	HELP... You know the drill. Raise an IT Ticket

Accessing my courses and content

You may access the learning content via the AIC Learning Management System.

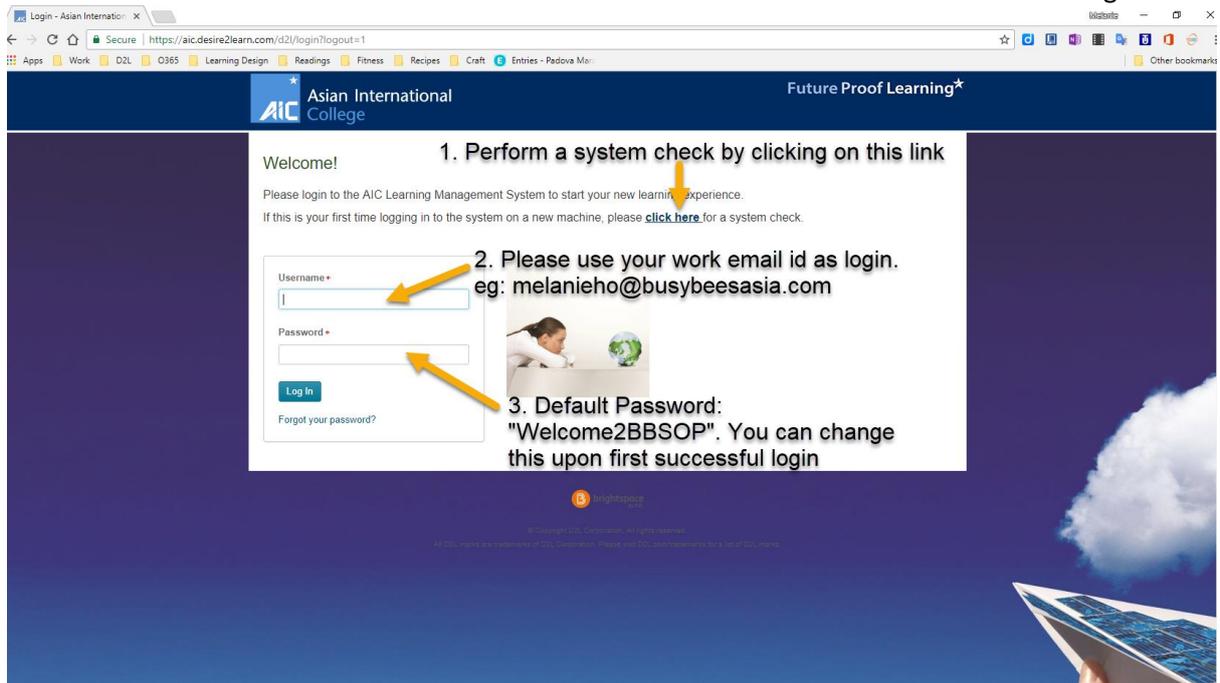
URL: <https://aic.desire2learn.com/>

Username: **Your corporate email address**

(eg: melanieho@busybeesasia.com or melanieho@smallwonder.com.sg)

Password: ***Please check email from your Principal***

(Not to worry, this can be changed upon your first successful login)



Login - Asian International College

Secure | <https://aic.desire2learn.com/d2l/login?logout=1>

Apps | Work | D2L | O365 | Learning Design | Readings | Fitness | Recipes | Craft | Entries - Padova Ma... | Other bookmarks

AIC Asian International College **Future Proof Learning***

Welcome!

1. Perform a system check by clicking on this link

Please login to the AIC Learning Management System to start your new learning experience.
If this is your first time logging in to the system on a new machine, please [click here](#) for a system check.

2. Please use your work email id as login.
eg: melanieho@busybeesasia.com

3. Default Password:
"Welcome2BBSOP". You can change this upon first successful login

Username

Password

Log In

Forgot your password?



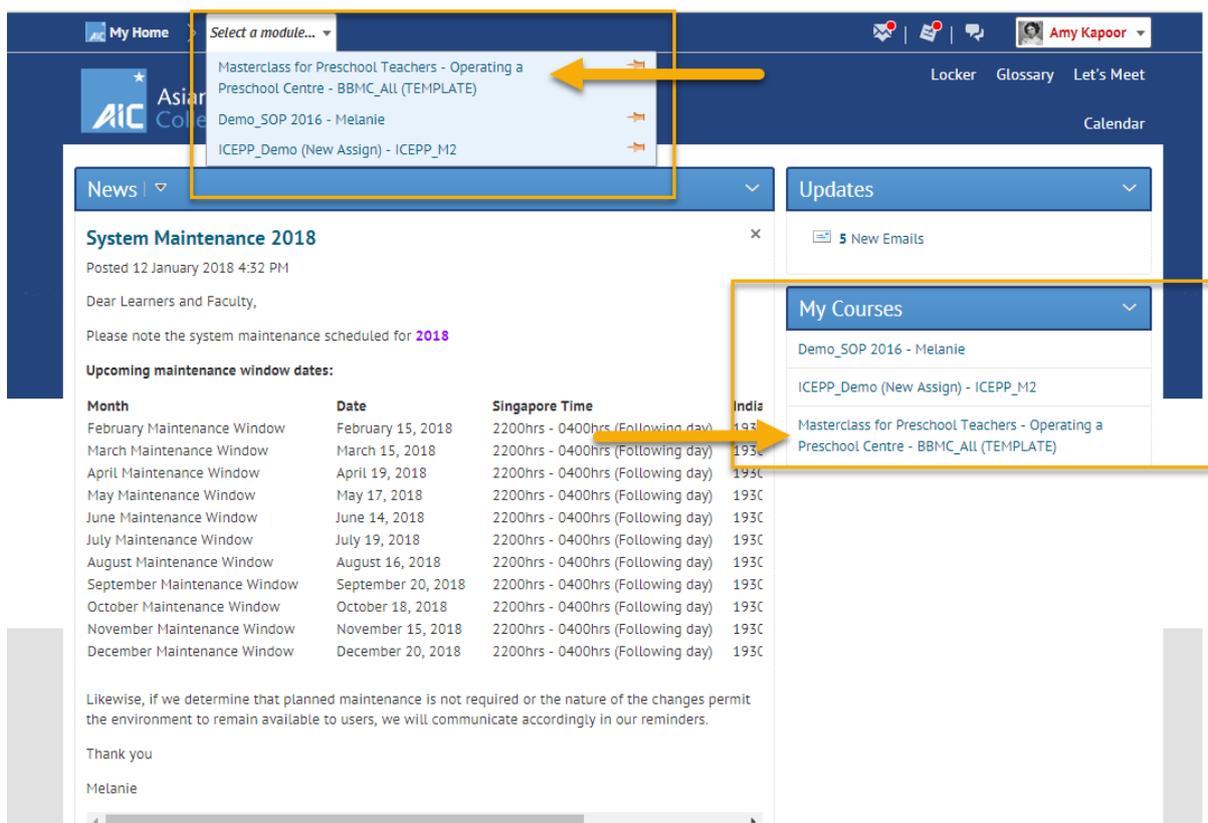
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Upon successful login, you will be brought to the Campus Homepage. Do note that all users accessing this domain will see the same campus homepage and announcements regardless if you are a Busy Bees HQ staff, Centre staff or a student of AIC. Some of you may have 2 login IDs (AIC student ID and a Busy Bees Staff ID). Please use your Busy Bees corporate ID to access training awarded by Busy Bees Asia.

Similar to travelling to your destination, there will be several routes you may take to access your course and content within the LMS. There is no right or wrong way, but here's the recommended route.

To access your course:

You may select your course by selecting via **"My Home"** option on the **top left** of your screen or **"My Courses"** which can be found on the **right of the screen**. Both routes will take you to your selected courses.



The screenshot displays the LMS interface. At the top, there is a navigation bar with 'My Home' and a dropdown menu for course selection. The dropdown menu is highlighted with a yellow box and an arrow pointing to the following options:

- Masterclass for Preschool Teachers - Operating a Preschool Centre - BBMC_ALL (TEMPLATE)
- Demo_SOP 2016 - Melanie
- ICEPP_Demo (New Assign) - ICEPP_M2

On the right side of the interface, there is a 'My Courses' dropdown menu, also highlighted with a yellow box and an arrow. It contains the same three course options as the 'My Home' dropdown.

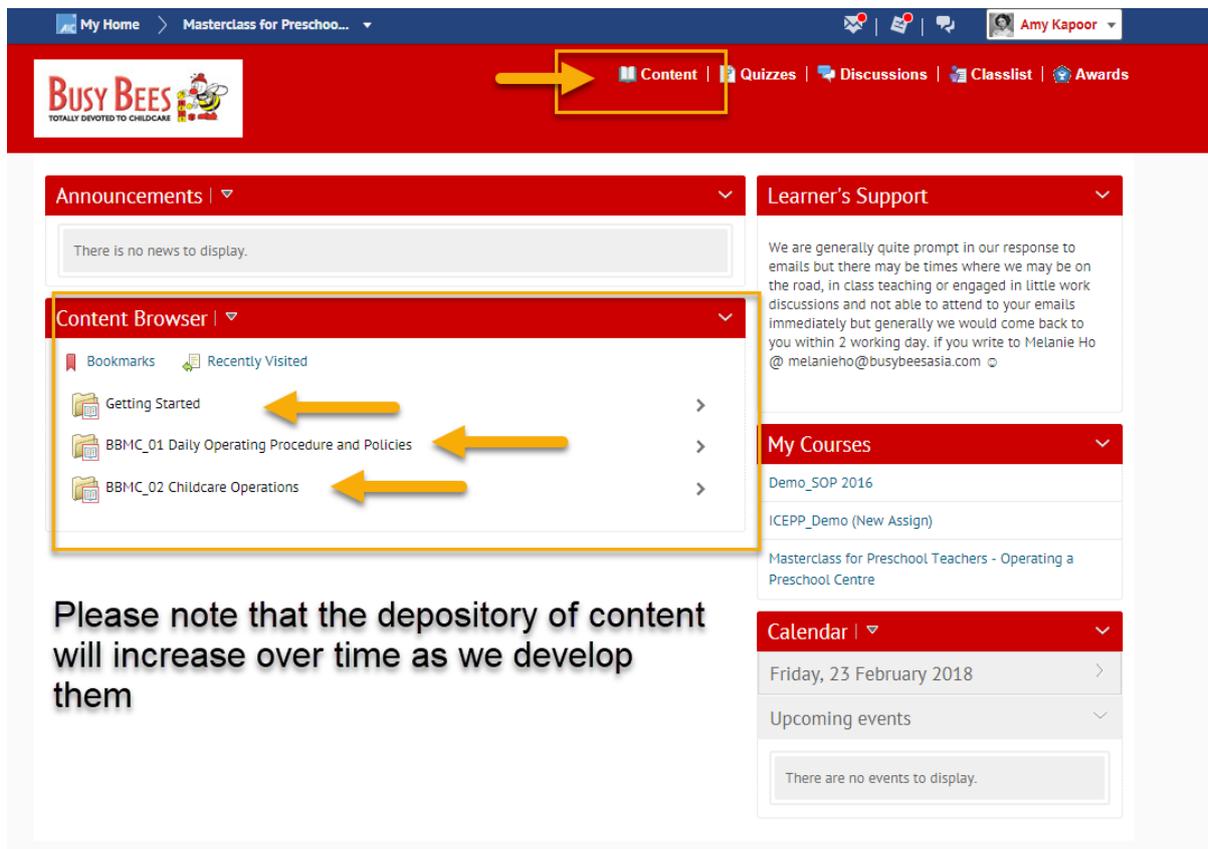
The main content area features a 'System Maintenance 2018' announcement. Below the announcement is a table of upcoming maintenance windows:

Month	Date	Singapore Time	India
February Maintenance Window	February 15, 2018	2200hrs - 0400hrs (Following day)	193C
March Maintenance Window	March 15, 2018	2200hrs - 0400hrs (Following day)	193C
April Maintenance Window	April 19, 2018	2200hrs - 0400hrs (Following day)	193C
May Maintenance Window	May 17, 2018	2200hrs - 0400hrs (Following day)	193C
June Maintenance Window	June 14, 2018	2200hrs - 0400hrs (Following day)	193C
July Maintenance Window	July 19, 2018	2200hrs - 0400hrs (Following day)	193C
August Maintenance Window	August 16, 2018	2200hrs - 0400hrs (Following day)	193C
September Maintenance Window	September 20, 2018	2200hrs - 0400hrs (Following day)	193C
October Maintenance Window	October 18, 2018	2200hrs - 0400hrs (Following day)	193C
November Maintenance Window	November 15, 2018	2200hrs - 0400hrs (Following day)	193C
December Maintenance Window	December 20, 2018	2200hrs - 0400hrs (Following day)	193C

To access the content within the course:

Please be reminded that you will need to **select a course before you can access the content.**

To access the content within the course, you may either find the list under **“Content”** on the **top tool bar** or **“Content Browser”** on the **left of the screen.**



Announcements | ▾
There is no news to display.

Content Browser | ▾
Bookmarks Recently Visited

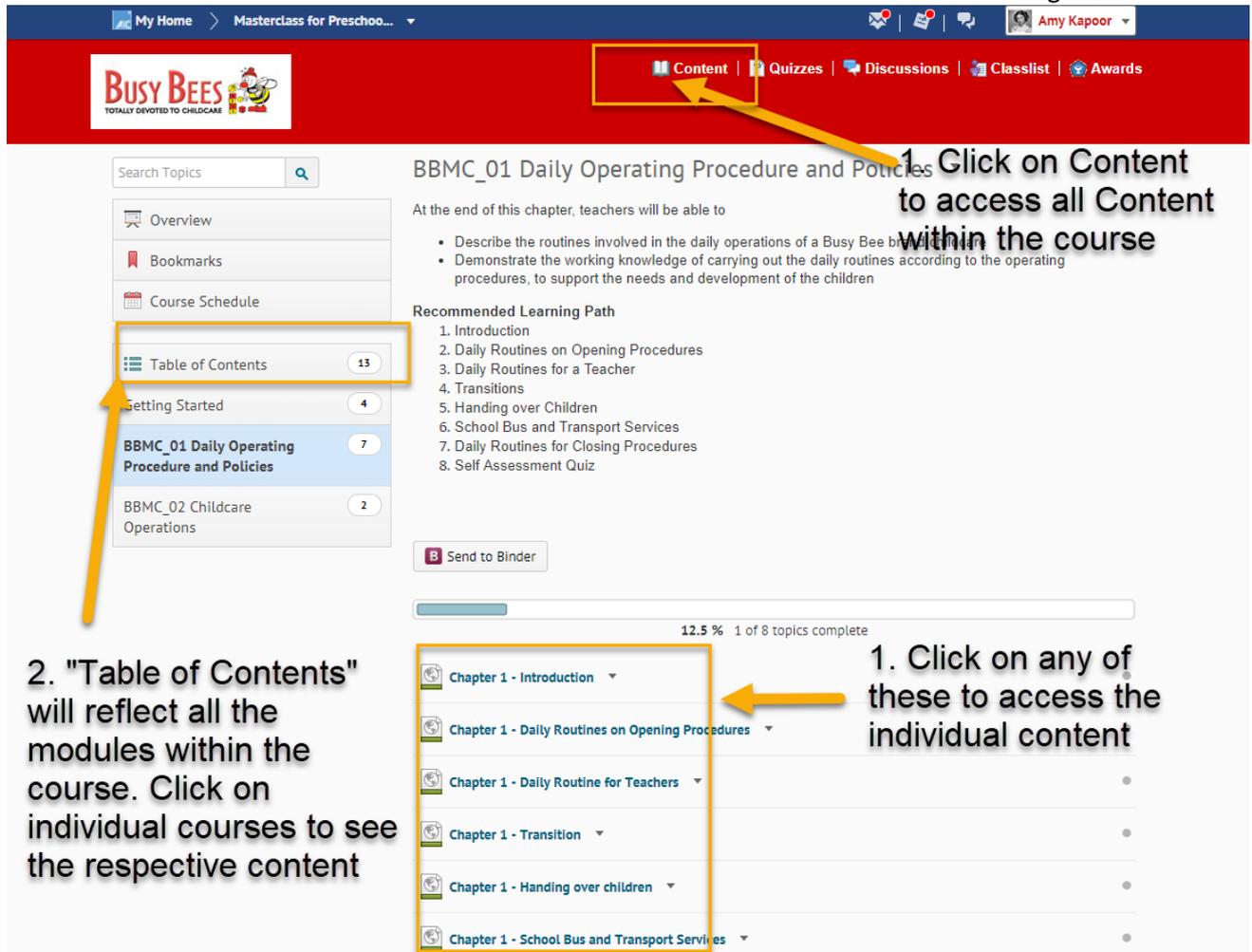
- Getting Started >
- BBMC_01 Daily Operating Procedure and Policies >
- BBMC_02 Childcare Operations >

Learner's Support | ▾
We are generally quite prompt in our response to emails but there may be times where we may be on the road, in class teaching or engaged in little work discussions and not able to attend to your emails immediately but generally we would come back to you within 2 working day. If you write to Melanie Ho @ melanieho@busybeesasia.com ☺

My Courses | ▾
Demo_SOP 2016
ICEPP_Demo (New Assign)
Masterclass for Preschool Teachers - Operating a Preschool Centre

Calendar | ▾
Friday, 23 February 2018 >
Upcoming events
There are no events to display.

Please note that the depository of content will increase over time as we develop them

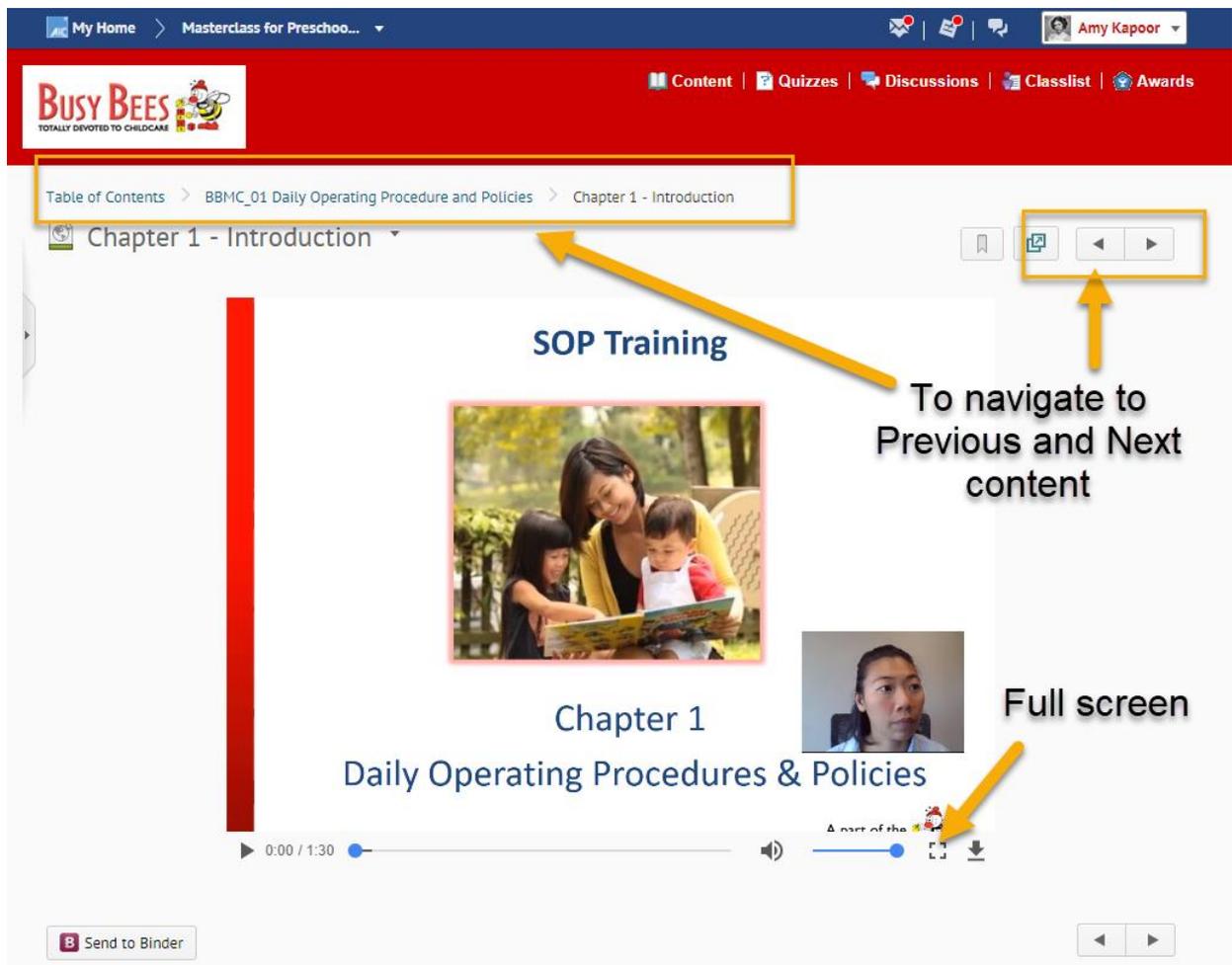


1. Click on Content to access all Content within the course

2. "Table of Contents" will reflect all the modules within the course. Click on individual courses to see the respective content

1. Click on any of these to access the individual content

The screenshot shows the course page for 'BBMC_01 Daily Operating Procedure and Policies'. The top navigation bar includes 'Content', 'Quizzes', 'Discussions', 'Classlist', and 'Awards'. The left sidebar contains a 'Table of Contents' section with items like 'Getting Started', 'BBMC_01 Daily Operating Procedure and Policies', and 'BBMC_02 Childcare Operations'. The main content area shows a 'Recommended Learning Path' with 8 steps. A progress bar indicates '12.5% 1 of 8 topics complete'. A list of chapters is shown at the bottom, including 'Chapter 1 - Introduction', 'Chapter 1 - Daily Routines on Opening Procedures', 'Chapter 1 - Daily Routine for Teachers', 'Chapter 1 - Transition', 'Chapter 1 - Handing over children', and 'Chapter 1 - School Bus and Transport Services'.

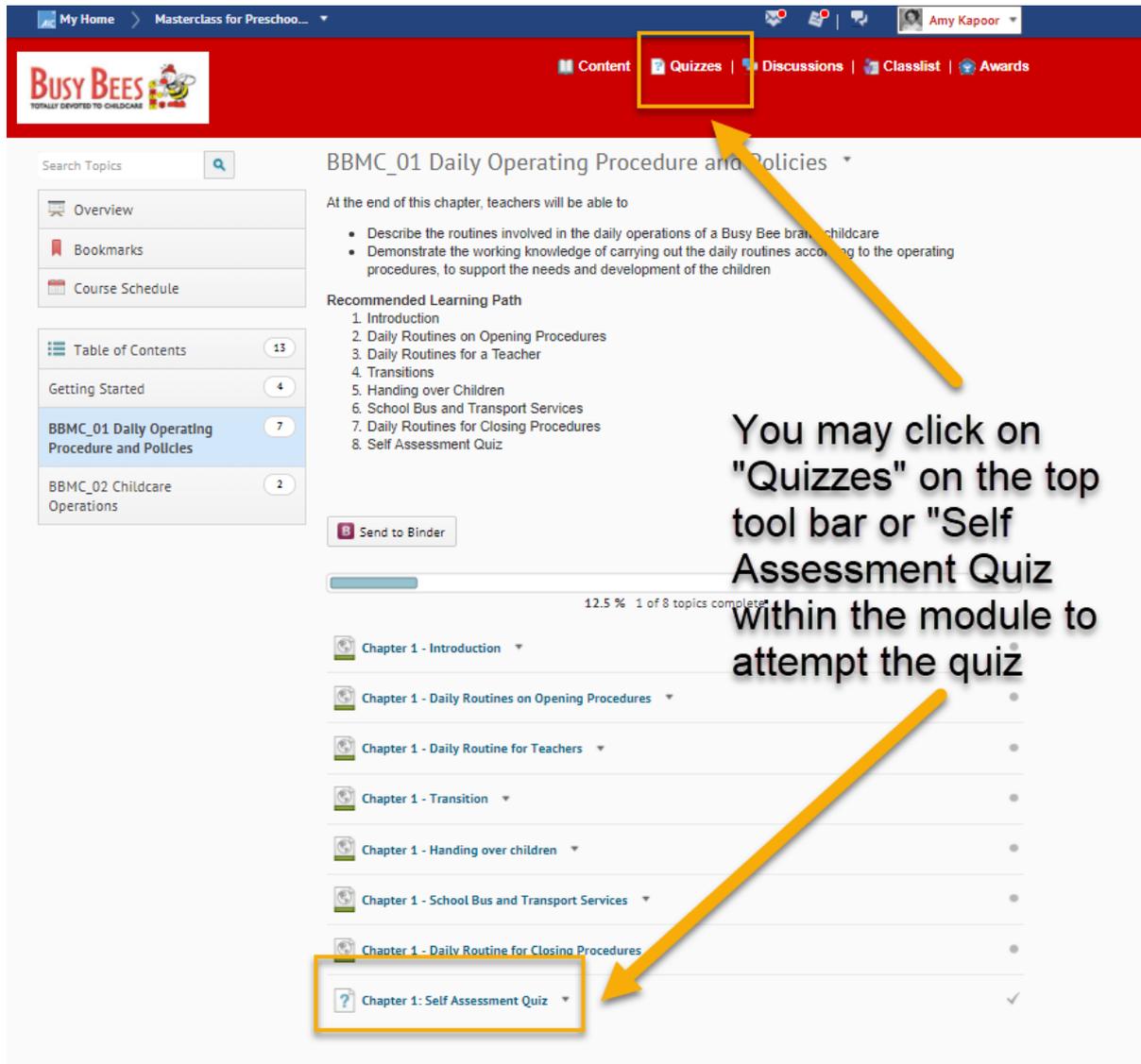


The screenshot shows a video player interface for a course titled "SOP Training". The video title is "Chapter 1 Daily Operating Procedures & Policies". The video player includes a progress bar at the bottom showing 0:00 / 1:30, a volume icon, and a full screen icon. A "Send to Binder" button is located at the bottom left. The interface is annotated with yellow boxes and arrows:

- A yellow box highlights the breadcrumb navigation: "Table of Contents > BBMC_01 Daily Operating Procedure and Policies > Chapter 1 - Introduction".
- A yellow box highlights the navigation controls (back, forward, and full screen icons) in the top right corner of the video player.
- A yellow arrow points from the text "To navigate to Previous and Next content" to the back and forward navigation icons.
- A yellow arrow points from the text "Full screen" to the full screen icon.

To attempt the quiz:

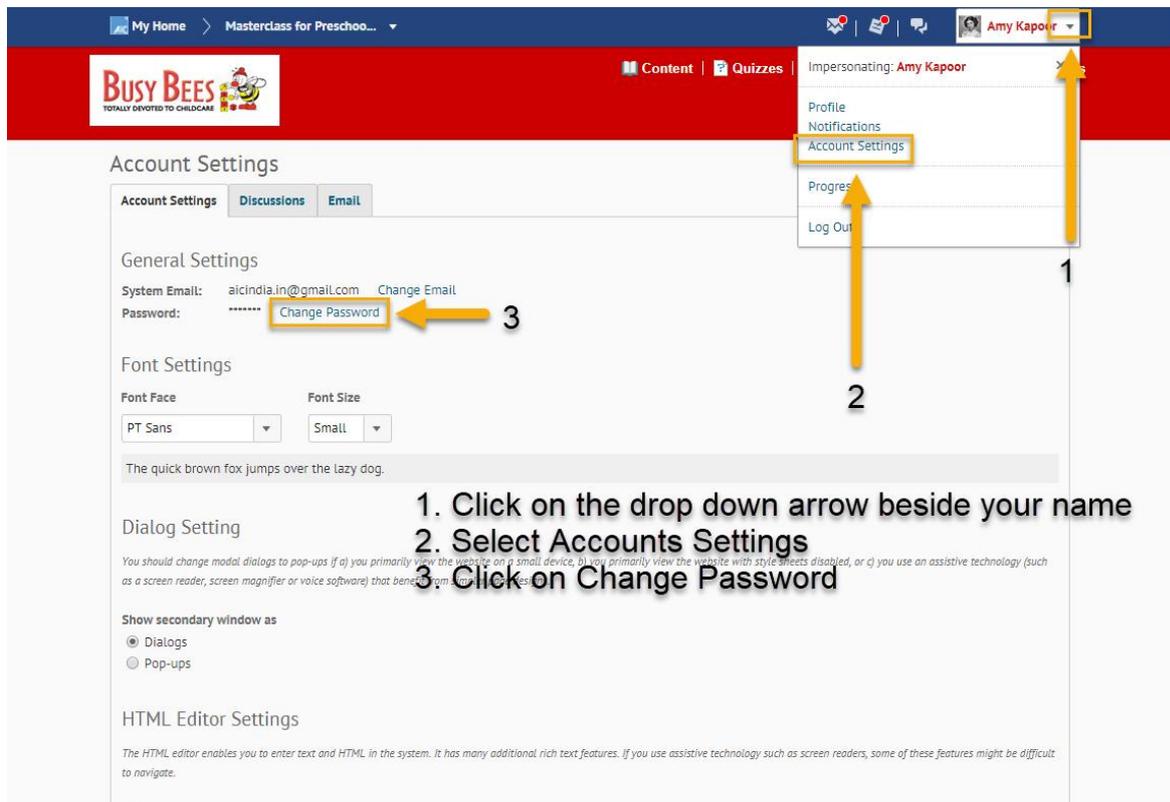
Do note that the passing requirement for individual quizzes may vary and its best to read the instructions before attempting each quiz.



The screenshot shows the Desire to Learn interface for a course titled "BBMC_01 Daily Operating Procedure and Policies". The top navigation bar includes "Content", "Quizzes", "Discussions", "Classlist", and "Awards". The "Quizzes" menu item is highlighted with a yellow box. A yellow arrow points from this box to the "Self Assessment Quiz" option in the course content list, which is also highlighted with a yellow box. A text overlay on the right side of the screenshot reads: "You may click on 'Quizzes' on the top tool bar or 'Self Assessment Quiz' within the module to attempt the quiz".

You may click on "Quizzes" on the top tool bar or "Self Assessment Quiz" within the module to attempt the quiz

Changing my password



Account Settings

Account Settings | Discussions | Email

General Settings

System Email: aicindia.in@gmail.com [Change Email](#)

Password: ***** [Change Password](#) **3**

Font Settings

Font Face: PT Sans | Font Size: Small

The quick brown fox jumps over the lazy dog.

Dialog Setting

You should change modal dialogs to pop-ups if a) you primarily view the website on a small device, b) you primarily view the website with style sheets disabled, or c) you use an assistive technology (such as a screen reader, screen magnifier or voice software) that benefits from pop-ups.

Show secondary window as

Dialogs
 Pop-ups

HTML Editor Settings

The HTML editor enables you to enter text and HTML in the system. It has many additional rich text features. If you use assistive technology such as screen readers, some of these features might be difficult to navigate.

1. Click on the drop down arrow beside your name
2. Select Accounts Settings
3. Click on Change Password



Change Password

Old Password *

New Password *

Confirm New Password *

[View password requirements](#)

Save Cancel

1. Enter your Old Password and Your New Password.
2. Do note that your password needs to have a minimum of 8 characters and maximum of 50 characters
3. Click on "Save"