

# BCA LEARNING 2021 - 2022

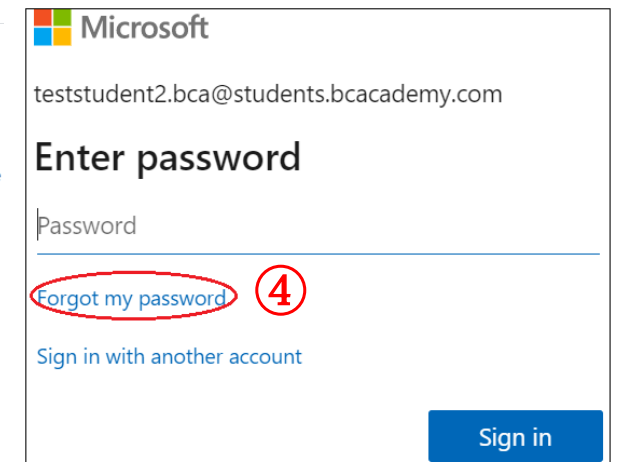
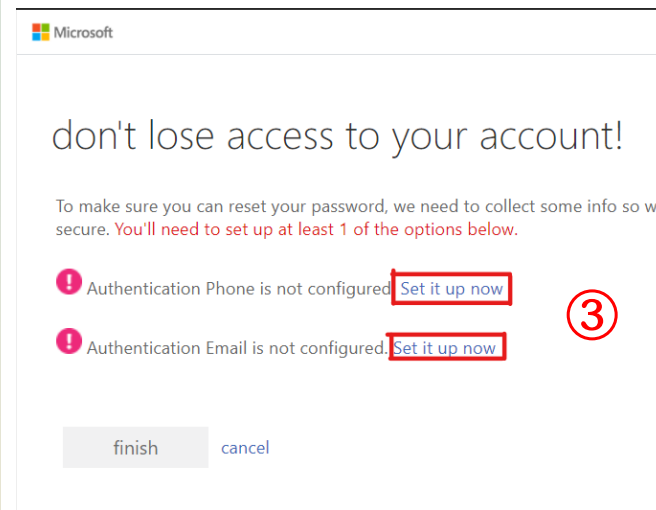
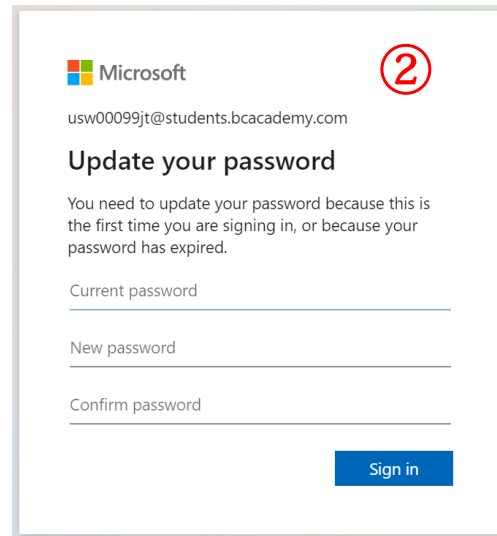
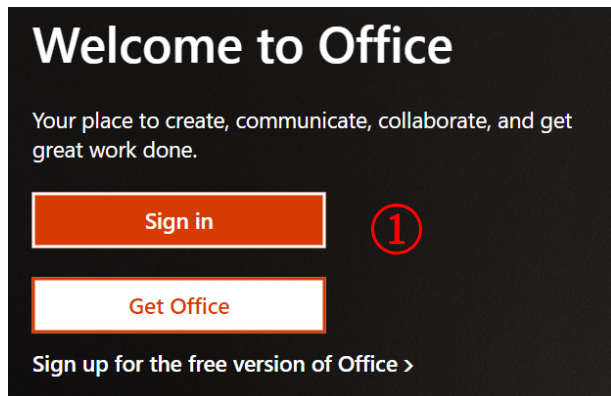
HOW TO SAFELY AND EFFECTIVELY LEARN AT HOME AND SCHOOL



1. Let's Get Started
2. For Students
3. Digital Citizenship and Safety
4. Troubleshooting and Technical Support

# 1. | LET'S GET STARTED – Access BCA School Email

1. Go to [www.office.com](http://www.office.com) and select **Sign in**. Use school email account [example@students.bcacademy.com](mailto:example@students.bcacademy.com).
2. The first time you sign in, you will be prompted to change the password.
3. When prompted, enter a recovery phone number and personal email. Use a parent's phone number and email account. This only needs to be done once.
4. Use **forgot my password** at [www.office.com](http://www.office.com) to reset your password.



## I.2 LET'S GET STARTED – INSTALL TEAMS APP

Teams app is available for Windows PC and Mac.

- Go to [teams.microsoft.com/downloads](https://teams.microsoft.com/downloads)

- Select “Download for desktop”.

Download for desktop

- Select “Download Teams”. Follow the instructions to complete the installation.

Note: Your download option will match the operating system of the machine on which you download it.



Download Teams



Download Teams

## 2. FOR STUDENTS – TEAMS

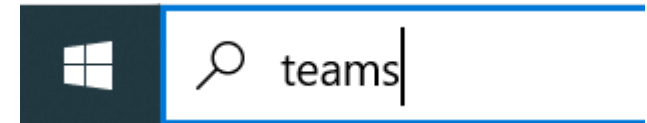
*Join online classes*



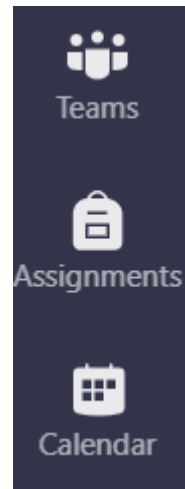
### 1. Open the **Teams App**



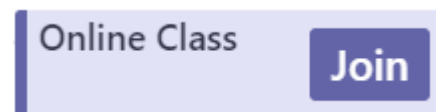
- For Windows device, type “Teams” in the search box to find the Teams app.



### 2. Select **Calendar** on the left pane of Teams



### 3. Identify the meeting and click **Join** to join the class

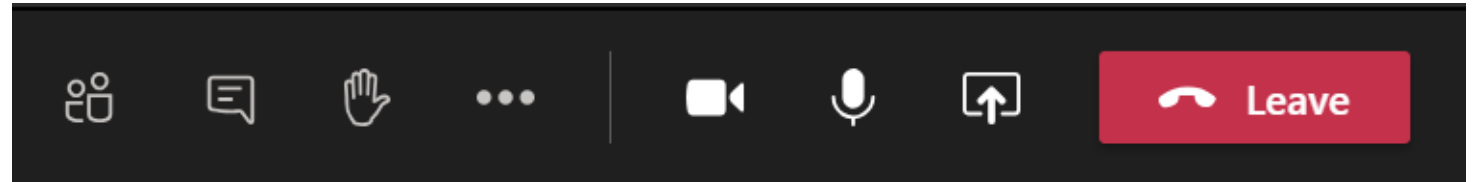












## 2. FOR STUDENTS – TEAMS

*Participate in online classes*



- Use the menu bar in the meeting to;



- Turn on your **camera**. Cameras must be on during class. On:  Off: 
- Mute and unmute your **microphone**. Unmuted:  Muted: 
- Pin or Unpin** the teacher's camera – Select  Select  next to teacher's name  
Select  Pin or  Unpin
- Raise hand.** 
- Leave the meeting. 

## 2. FOR STUDENTS – TEAMS



### *Download Class Materials*

- Class material can be downloaded from Files in Teams.

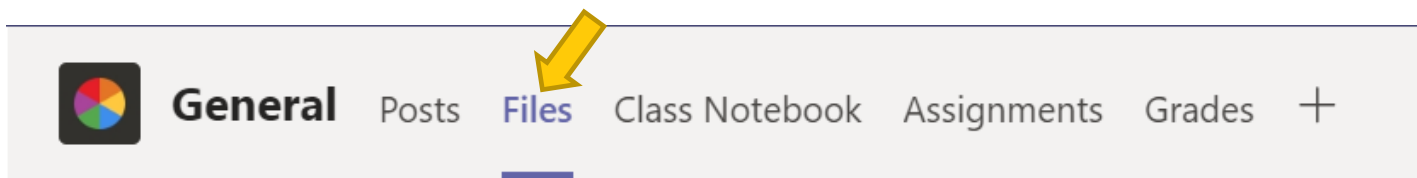
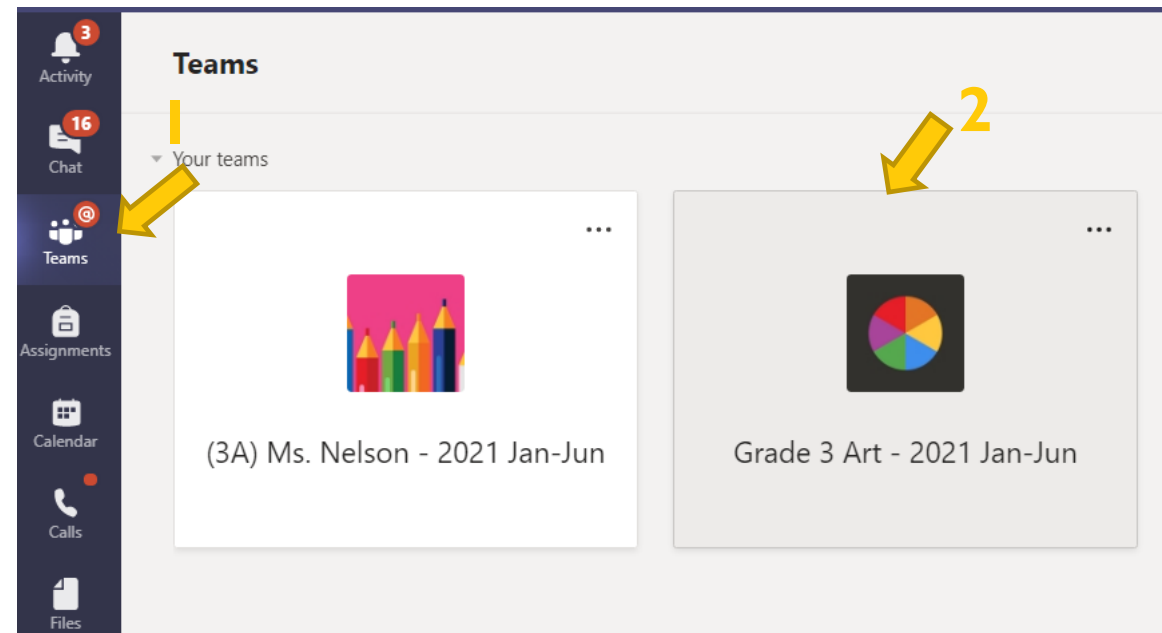
1. Select **Teams** in the left pane.

2. Select the team.

Note: You will see one homeroom team, and some other teams per specialist.

3. In the tabs at the top, select **Files**

4. Navigate through folders to find the desired document



### 3. DIGITAL CITIZENSHIP AND SAFETY

- Use your school email account only for schoolwork.
- Be a good citizen. Don't bully, harass, or intimidate others.
- Use Teams only for academic purposes.
  - No chats, meeting, or calls allowed outside of classes.
- Keep camera ON during lessons. This is for safety purpose.
- Follow teacher's direction on turning microphone on/off.
- Avoid multitasking during lessons.
  - Surfing the web, gaming, chatting with other students, etc.



## 4. TROUBLESHOOTING AND TECHNICAL SUPPORT

- If you encounter a problem:
  - Check your network (Wi-Fi).
  - Sign out and back in - Click user profile icon / user name on top right corner, and select **Sign out**.
  - Close and restart Teams – Right-click Teams icon in task bar, and select “Quit.”
  - Close everything except for what you are using.
  - Restart your computer.
  - Check for Windows updates - Go to **Settings – Update & Security – Windows Update.**
- Technical Support: Contact [ITinfo@bcacademy.com](mailto:ITinfo@bcacademy.com).
- Academic Questions: Contact your teacher or each campus office.

