

# Using Student Portal

Moodle 2.9



It is a web-based application where you can access to:

- Course notes and assignments
- Announcement & events
- Exam timetable

You can also :

- Submit the assignments
- Take the course evaluation survey
- Take the questionnaires



- Step 1 : Go to Website [LMS.BCAA.EDU.SG](http://LMS.BCAA.EDU.SG)

BCA ACADEMY

You are not logged in. (Log in)

Search courses

Tools Hide blocks Full screen

Course Evaluation Survey AY2016

**Announcements**

COURSE EVALUATION SURVEY AY2016 FOR ALL FULLTIME AND PARTTIME DIPLOMA STUDENTS

by Admin User - Tuesday, 3 January 2017, 4:14 PM

Dear Students,

*This announcement is applicable to all full-time and part-time diploma students*

BCA ACADEMY

**BCA ACADEMY STUDENT PORTAL**

**Login**

Username

Password

Remember username

Log in

Lost password?

For <Username>  
and <Password>  
Key in your  
NRIC/FIN no. in  
**Uppercase**

- Step 2 : Login with your credentials

BCA ACADEMY kathie sim

Search courses

Home Dashboard Events My Sites Help Tools

Customise this page

Welcome kathie  
You have no unread messages

Fluid Mechanics

Student Admin [Class Lists, Time Table, Forms & Student Handbook]

SBD

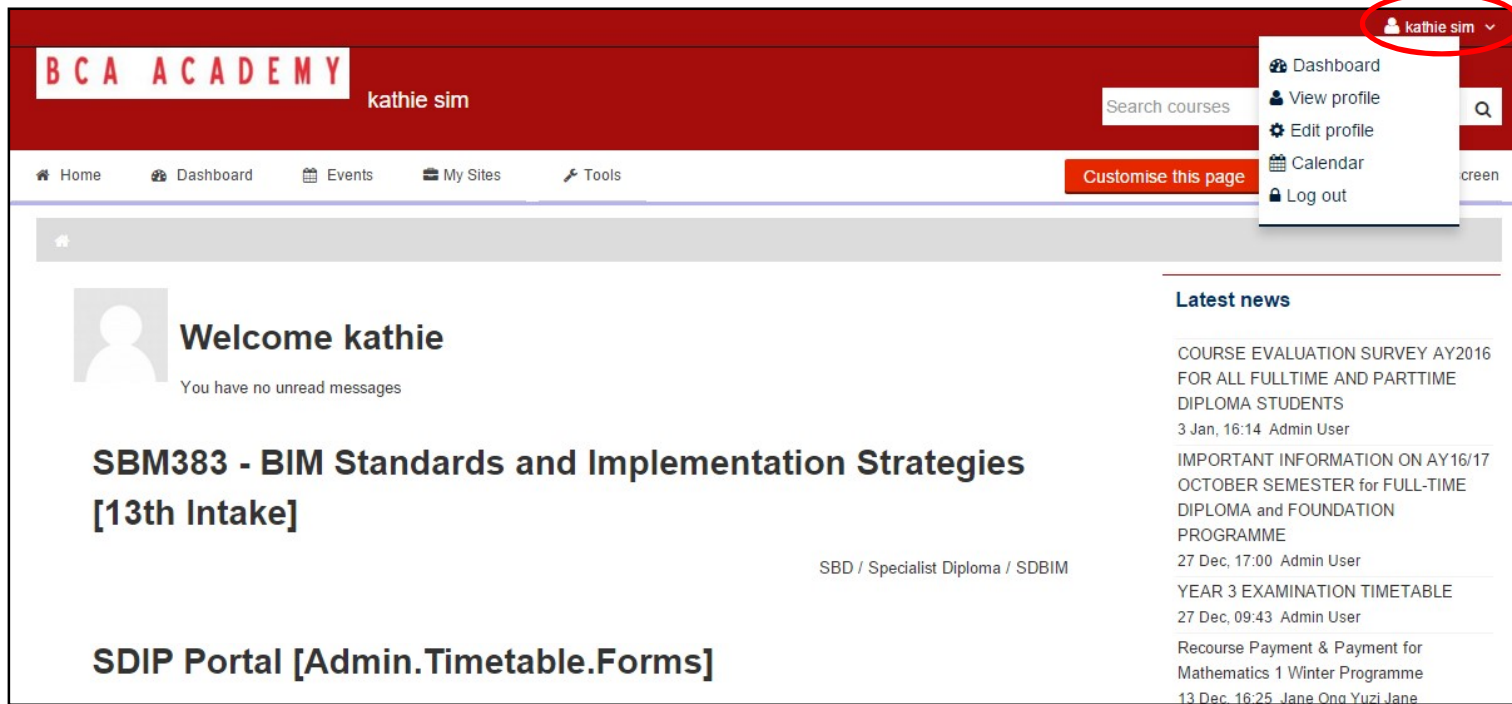
Upcoming events  
There are no upcoming events  
Go to calendar...  
New event...

Calendar  
July 2017  
Mon Tue Wed Thu Fri Sat Sun  
3 4 5 6 7 8 9

To obtain time table, forms and student portal guide, this includes SSC forms and other E-forms

|   |  |
|---|--|
| <b>ACADEMIC CALENDAR</b> <ul style="list-style-type: none"><li>AY2017/18</li><li>AY2016/17</li></ul>  | <b>STUDENT HANDBOOK &amp; GUIDES</b> <ul style="list-style-type: none"><li><a href="#">Student Handbook</a></li><li><a href="#">Student Portal Guide</a></li></ul> |
| <b>TIMETABLES</b> <ul style="list-style-type: none"><li>Full-Time Diploma</li><li>Full-Time Diploma ADO</li><li>Part-Time Diploma</li><li>EPC</li></ul> | <b>FORMS</b> <ul style="list-style-type: none"><li><a href="#">Student Services Centre Forms</a></li><li>Student Life and Welfare</li><li>E-Forms</li></ul>        |
| <b>CLASS LIST</b> <ul style="list-style-type: none"><li>Full-Time Diploma</li><li>Part-Time Diploma</li></ul>   |  |

# Personal Profile



1. Click on the  on the top right corner of the screen
2. Select [Edit Profile] to view your email address

Messages Kathie Sim

BCA ACADEMY Kathie Sim Search courses

Home Dashboard Events My Sites Tools Hide blocks Full screen

Preferences User account Edit profile

## Kathie Sim

Expand all

### General

**First name**  
Kathie

**Surname**  
Sim

**Email address**  
kathiesim@qq.com

The area shaded in gray indicates that the particulars in the field box cannot be edited.

**Note :**

All official correspondence from BCA Academy will be send to you according to the email address stated in the student portal

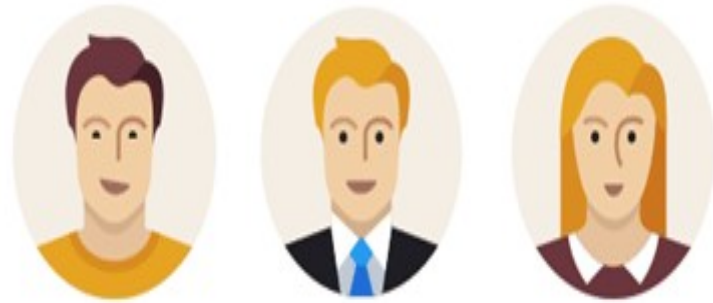


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## For Change of Email address

Please send an email to  
[studentservicescentre@bcaa.edu.sg](mailto:studentservicescentre@bcaa.edu.sg)

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## For Non-Academic matters

Student Services Centre  
Level 6, Academic Tower  
Tel: 6730 4451  
Opening hours : 8.30am – 5pm Weekdays

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# Password change

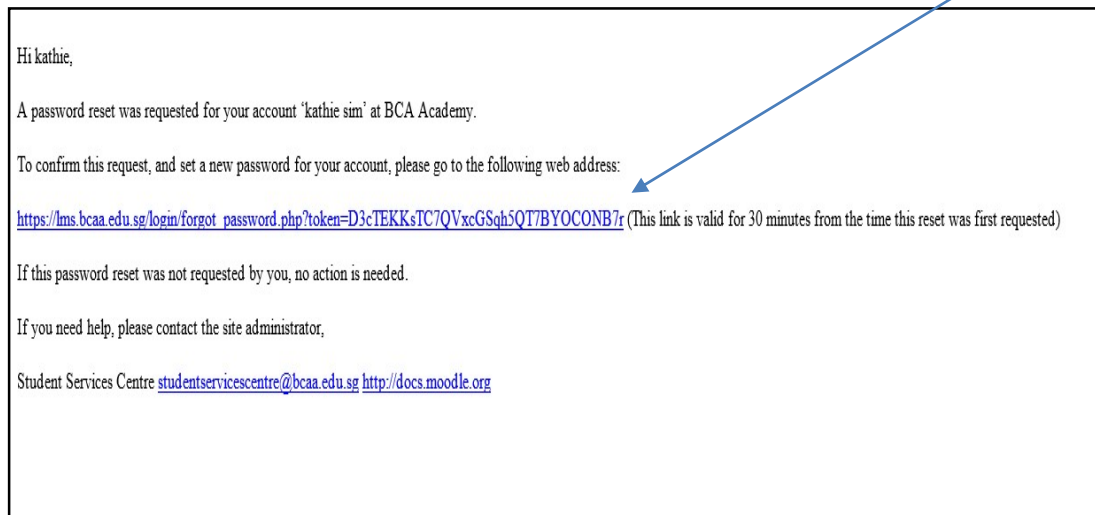
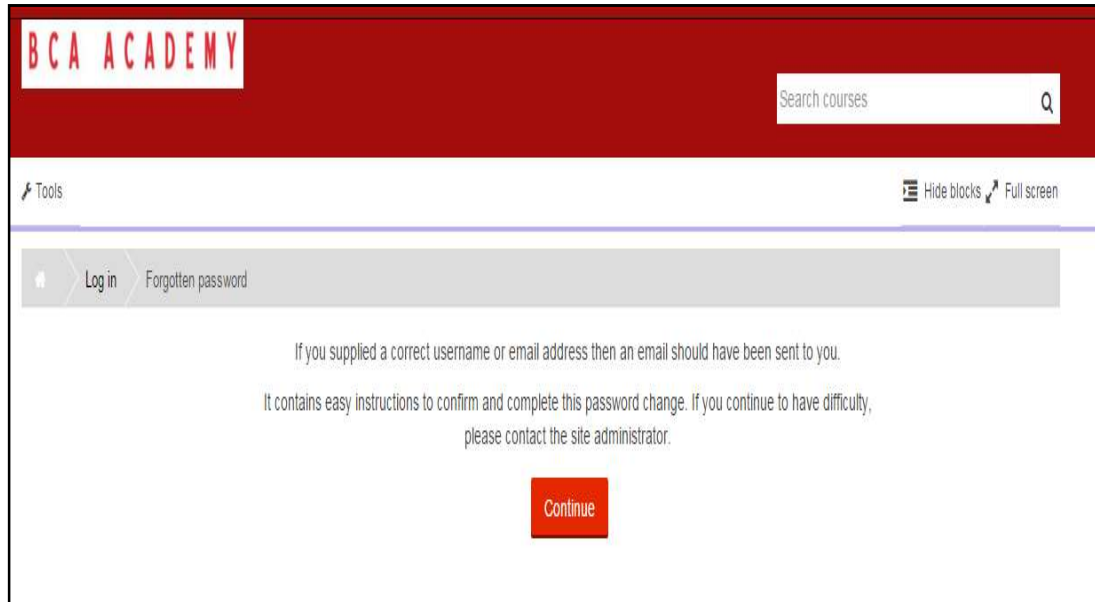
The screenshot shows the BCA Academy Student Portal interface. At the top, there is a dark red header with the BCA Academy logo on the left and a search bar on the right. Below the header, there is a navigation bar with 'Tools' on the left and 'Hide blocks' and 'Full screen' on the right. The main content area is divided into two columns. The left column features an announcement titled 'COURSE EVALUATION SURVEY AY2016 FOR ALL FULLTIME AND PARTTIME DIPLOMA STUDENTS' by Admin User, dated Tuesday, 3 January 2017, 4:14 PM. The announcement includes a greeting 'Dear Students,' and a red note stating 'This announcement is applicable to all full-time and part-time diploma students'. Below the text is a yellow banner with the BCA Academy logo. The right column contains the 'BCA ACADEMY STUDENT PORTAL' logo and a 'Login' section. The login section includes fields for 'Username' and 'Password', a 'Remember username' checkbox, a red 'Log in' button, and a 'Lost password?' link circled in red.



Click **Lost password?**

Password change

The screenshot shows the 'Forgotten password' section of the BCA Academy website. At the top, there is a dark red header with the 'BCA ACADEMY' logo on the left and a 'Search courses' input field on the right. Below the header is a white navigation bar with 'Tools' on the left and 'Hide blocks' and 'Full screen' options on the right. The main content area has a grey breadcrumb trail with 'Log in' and 'Forgotten password'. A central text block reads: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' There are two search sections: 'Search by username' and 'Search by email address'. Each section has a text input field and a red 'Search' button. Annotations include: an orange box with the text 'Search by username or email address' with arrows pointing to both input fields; and a purple box with the text 'Click Search' with an arrow pointing to the 'Search' button in the email address section.





Click on the hyperlink to reset password

# Lecture Notes & Assignments

The screenshot shows the BCA Academy user interface. At the top, there is a red header with the 'BCA ACADEMY' logo and the user's name 'kathie sim'. A search bar for courses is located on the right. Below the header is a navigation menu with links for Home, Dashboard, Events, My Sites, and Tools. A 'Customise this page' button and options for 'Hide blocks' and 'Full screen' are also present. The main content area features a 'Welcome kathie' message with a profile icon and a notification that there are no unread messages. The primary focus is on the course 'SBM383 - BIM Standards and Implementation Strategies [13th Intake]', which includes a link to 'There are new forum posts' and a breadcrumb trail 'SBD / Specialist Diploma / SDBIM'. Below this, there is a link to the 'SDIP Portal [Admin.Timetable.Forms]' with a breadcrumb trail 'SBD / Specialist Diploma'. On the right side, a 'Latest news' section lists several announcements, including a course evaluation survey and recourse payment information.






Click on the course name to view lecture notes, assignments or tutorials

**COURSE INTRO, ANNOUNCEMENTS**

-  News forum
-  COURSE EVALUATION (Kendra Chan)


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**LECTURE NOTES**

-  SBM383 unit 1
-  SBM383 unit 2
-  SBM383 unit 3
-  SBM383 unit 4
-  SBM383 unit 5

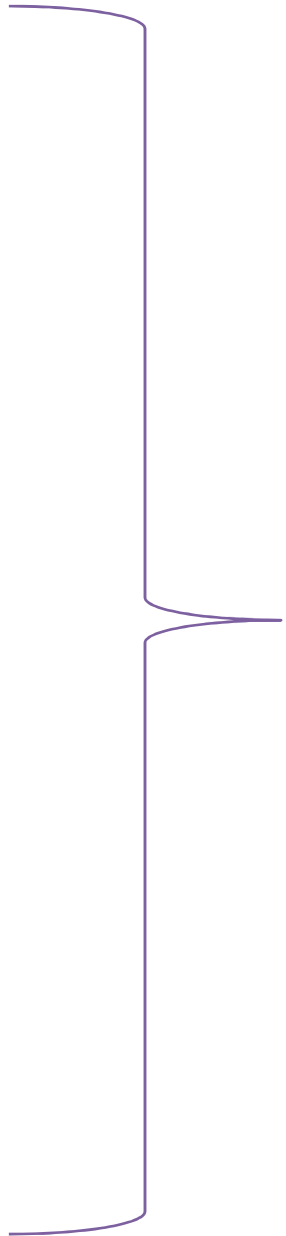
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**ASSIGNMENTS**

-  SBM 383
- Available from **1 December 2016**

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**RESOURCES**



Just click the appropriate link to download the lecture notes, assignments or other resources

# Fluid Mechanics



You have assignments that need attention

Assignment: [Assignment 1 testing](#)  
Due date: Thursday, 26 January 2017, 12:00 AM  
My submission: Not submitted yet, Not graded

Click on Assignment 1 for submission

## Assignment 1 testing

### Submission status

|                     |                                     |
|---------------------|-------------------------------------|
| Submission status   | No attempt                          |
| Grading status      | Not graded                          |
| Due date            | Thursday, 26 January 2017, 12:00 AM |
| Time remaining      | 6 days 8 hours                      |
| Last modified       | Thursday, 19 January 2017, 3:49 PM  |
| Submission comments | ► Comments (0)                      |

Click on add submission

Add submission

Make changes to your submission

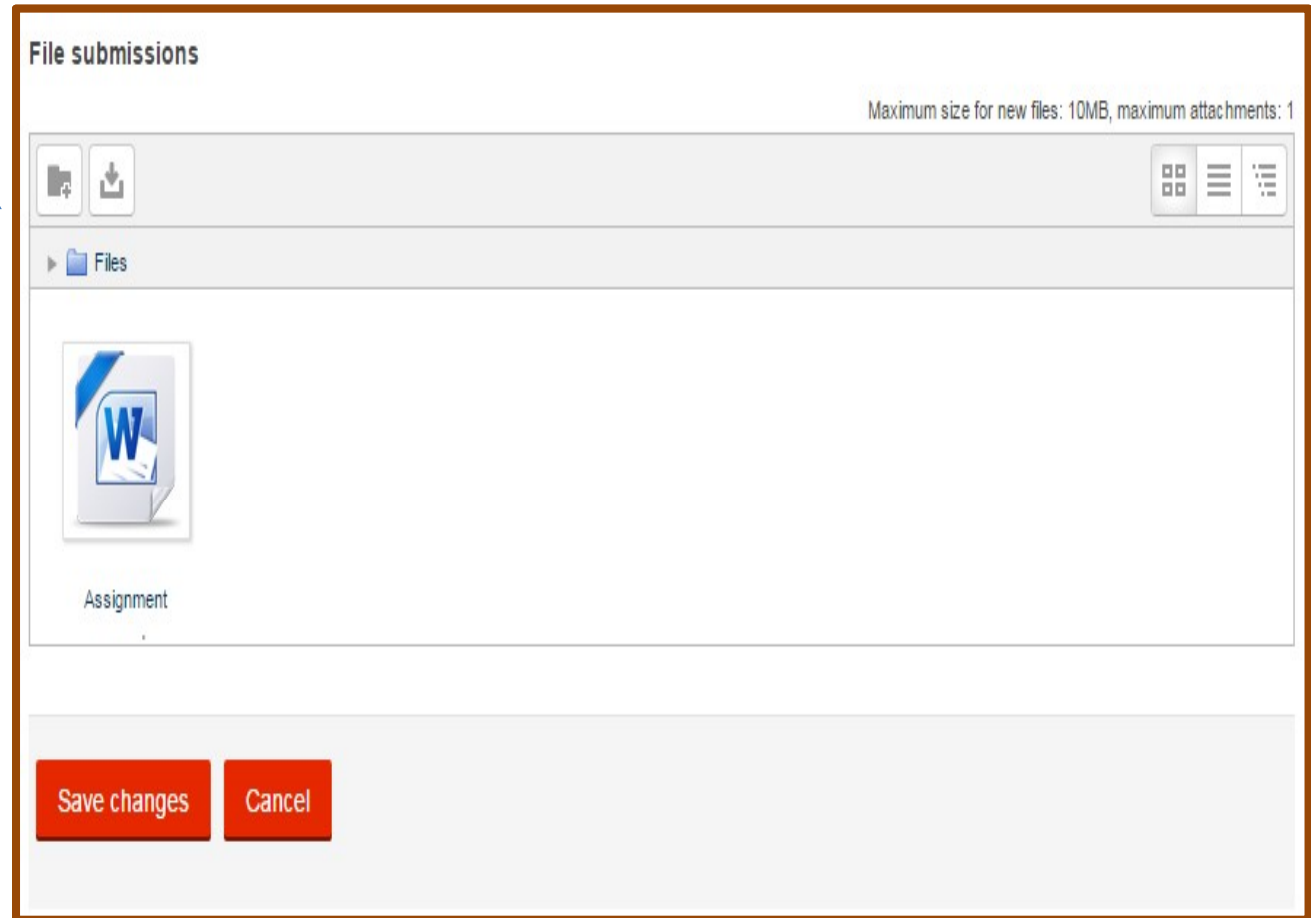


# Online submission of assignments

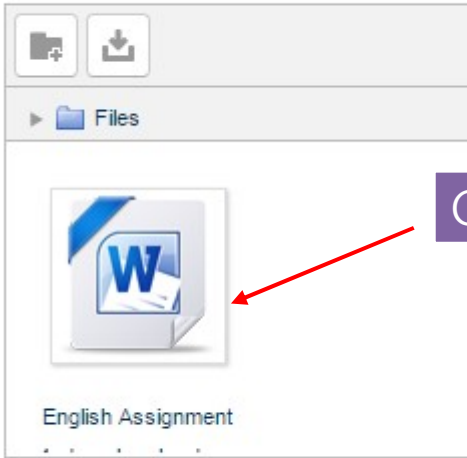
1. Click on the **Add file** picker to upload your assignments

2. Or you may drag your files into dialogue box to upload your assignments

3. Once the assignment has been uploaded, click on **Save changes**



File submissions



Click on the file

If you have select the wrong file, click on the file, and press delete and replace with the right assignment.



Click on Delete



Click on Update

Name English Assignment 4\_done by abc.i

Author Staff 22


Choose license All rights reserved

Path /



Assignment Submission

### Submission status

|                     |   |
|---------------------|---|
| Submission status   | Draft (not submitted)   |
| Grading status      | Not graded  |
| Due date            | Thursday, 26 January 2017, 12:00 AM   |
| Time remaining      | 6 days 8 hours  |
| Last modified       | Thursday, 19 January 2017, 3:56 PM  |
| File submissions    |  English Assignment 4_done by abc.docx |
| Submission comments | ▶ Comments (0)  |

Important Note:  
Assignment is NOT submitted. It is in a draft status.

Edit submission

Make changes to your submission

Submit assignment

Click here to submit assignment

Once this assignment is submitted you will not be able to make a

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## Submit assignment

Check on this box

\*

This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Click to Continue  
submission


Continue

Cancel

There are required fields in this form marked \*.

## Assignment 1 testing

### Submission status

|                   |  |
|-------------------|--|
| Submission status | Submitted for grading  |
| Grading status    | Not graded   |
| Due date          | Thursday, 26 January 2017, 12:00 AM  |
| Time remaining    | 6 days 8 hours   |
| Last modified     | Thursday, 19 January 2017, 3:58 PM   |
| File submissions  |  English Assignment 4_done by abc.docx |
| Submission        | ▶ Comments (0)   |

Once you see submitted for grading means your assignment is submitted.

Timetables,  
Forms +  
Handbook for  
SDIP Students

BCA ACADEMY kathie sim

Search courses

Home Dashboard Events My Sites Tools Customise this page Hide blocks Full screen

Welcome kathie  
You have no unread messages

**SBM383 - BIM Standards and Implementation Strategies**  
**[13th Intake]**

There are new forum posts

SBD / Specialist Diploma / SDBIM

**SDIP Portal [Admin.Timetable.Forms]**

SBD / Specialist Diploma

**Latest news**

COURSE EVALUATION SURVEY AY2016 FOR ALL FULLTIME AND PARTTIME DIPLOMA STUDENTS  
3 Jan, 16:14 Admin User

IMPORTANT INFORMATION ON AY16/17 OCTOBER SEMESTER for FULL-TIME DIPLOMA and FOUNDATION PROGRAMME  
27 Dec, 17:00 Admin User

YEAR 3 EXAMINATION TIMETABLE  
27 Dec, 09:43 Admin User

Recourse Payment & Payment for Mathematics 1 Winter Programme  
13 Dec, 16:25 Jane Ong Yuzi Jane

Extension of Recourse Payment Date  
2 Dec, 17:31 Jane Ong Yuzi Jane

Click here

The screenshot shows a Moodle course page for 'SD\_Portal'. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Sites, This course, and Tools. Below this is a breadcrumb trail for 'SD\_Portal'. The main content area features a large banner for the 'SPECIALIST DIPLOMA' program. The banner includes a welcome message to BCA Academy students, a reference to the Student Handbook for timetables, attendance, and course results, and contact information for the Student Services Centre. A red arrow points from a blue callout box 'Click here to access the timetable' to a link labeled 'TIMETABLE CLICK HERE'. Below the banner is an 'ATTENDANCE' section with sub-sections for 'MINIMUM 75% CLASS ATTENDANCE', 'MC/LEAVE OF ABSENCE', and 'ABSENCE FROM EXAMS/ CONTINUAL ASSESSMENT (CA)'. The right sidebar contains sections for 'FORMS + STUDENT HANDBOOK', 'CONTACTS', and 'PORTAL & NON-ACADEMIC MATTERS', each with a list of links and contact details.



Home Dashboard Events My Sites This course Tools

### SDIP TIMETABLE

- SDME TT 25.1A R0 (15.06.16)
- SDME TT 25.1B R0 (15.06.16)
- SDBCM TT 15.1 R1 (17.06.16)
- SDCM TT 20.1 R0 (08.06.16)
- SDFEM TT 29.1 R0 (26.05.16)
- SDLCTT 1 R0 (28.06.16)
- SDCP TT 5 R1 (04.07.16)
- SDAT TT 5.1 R0 (30.06.16)
- SDDIMA TT 1.1 R0 (06.16)
- SDILD TT 26.1 R1 (15.07.16)
- SDBIM TT 13A R1 (03.08.16)
- SDBIM TT 13B R1 (03.08.16)

### FORMS + STUDENT HANDBOOK

- STUDENT PORTAL (MOODLE) GUIDE v1.1
- RESULTS REVIEW FORM
- STUDENT ASSISTANCE FORM
- LEAVE OF ABSENCE
- STUDENT HANDBOOK



**BCA ACADEMY**  
OF THE BEST QUALITY EDUCATION

**STUDENT ASSISTANCE FORM**  
Making a request is as easy as 1-2-3

**STEP 1 Before you complete this form...**  
 Have you checked the Student Handbook for the information you require?  
 Do you have all the necessary supporting documents?

**STEP 2 Personal Particulars.**  
Please complete the form neatly.

Name: \_\_\_\_\_  
 NRIC/PIN: \_\_\_\_\_ Class / Intake: \_\_\_\_\_  
 Email: \_\_\_\_\_ (E.g. studentname@bca.edu.sg)  
 Mobile: \_\_\_\_\_ Home / Office: \_\_\_\_\_

**STEP 3 Nature of Enquiry.** Put a tick '✓' where appropriate

**For Enrolment Matters**

- E1 Confirmation of Enrolment Letter  
Attach a photocopy of Student Pass and the letter report.
- For Exemption of Student Pass  
Attach a photocopy of your existing student pass.
- For Deferment of National Service / Rescind of duties  
Attach a photocopy of your NRIC and SS Notice.
- For Visa Applications  
Attach a photocopy of your student pass, passport and completed visa application.
- Others (please specify): \_\_\_\_\_

**For Academic Matters**

- A1 Make an appeal against -  
 Disbarment  
 Dismissal  
 Retainment
- A2 Withdrawal from Programme  
Attach a photocopy of your existing student pass and passport, along with an explanation in the space provided on the back page.
- A3 Refund School Fee\* /  E3 Transfer of Programme  
Attach a photocopy of your existing student pass, along with an explanation in the space provided on the back page.

**For official use:**

Case No: \_\_\_\_\_  
 Date received: \_\_\_\_\_  
 Received by: \_\_\_\_\_

**\*\*\* ATTENTION! \*\*\***

O/RB0  
 Ping Mar  
 Course Leader  
 W/Adm  
 Registrar  
 Enrol Offr  
 Enrol Offr  
 Acad Admin (M)  
 Acad Admin  
 Student Portal  
 SSC  
 Other: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Timetables, Forms  
+ Handbook for  
Full-Time Diploma  
Students

Welcome kathie  
You have no unread messages

### 3D CAD (Sigit Harun)

You have assignments that need attention

SBD / Full-Time Diploma / Full\_Time Diploma (October)

### Student Admin [Class Lists, Time Table, Forms & Student Handbook]

SBD

Click here



#### Latest news

Examination Schedule for ADO Feb 2017 (Inter-Semester)

3 Mar, 16:26 Angie Han Pui Jin Angie

Built Environment Career and Education Fair 2017

2 Mar, 16:45 Vivian Lee

RELEASE OF ADO STUDENTS CLASS AND TIMETABLE FOR 2017 FEBRUARY INTER-SEMESTER

24 Feb, 16:24 Teck Loon, Edmond Liew

EXAMINATION TIMETABLE for FULL-TIME & PART-TIME DIPLOMA (YEAR 1 & 2) - (20-24 February 2017)

3 Feb, 11:08 Admin User

RELEASE OF SPECIALIST DIPLOMA RESULTS

23 Jan, 19:01 Jane Ong Yuzi Jane

Student Admin [Class Lists, Time Table, Forms & Student Handbook]

### TIMETABLES, CLASS LISTS, FORMS & STUDENT HANDBOOK

Student Admin [Class Lists, Timetables, Forms & Student Handbook]

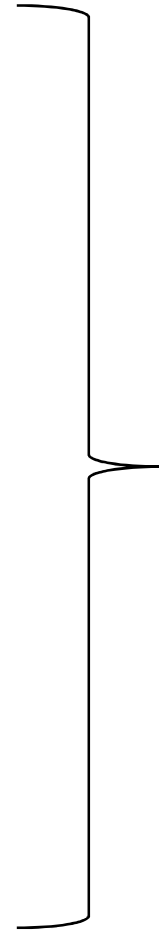
- AY2016 17 Acad Calendar
- AY2017 18 Acad Calendar
- Full-Time Diploma ADO Time Table
- Full-Time Diploma Time Table
- Part-Time Diploma Time Table
- Full-Time Diploma Class List
- Part-Time Diploma Class List
- Student Life and Welfare
- August 2016 Examination Timetable (ADO)
- News forum

### FORMS

- Leave of Absence, Student Assistance Form, Results Review..

### HANDBOOKS AND GUIDES

- Student Portal Guide 2.2MB PDF document
- Student Handbook FTDip 2017y2



Click the appropriate link to download the time table, class list, forms and handbooks

## Full-Time Diploma Class List

- ▼
  - ▼ Diploma in Facilities Management
    - DFM\_classlist\_Oct2016.pdf
  - ▼ Pre-Diploma Foundation Programme
    - FP\_classlist\_Oct2016.pdf
  - ▼ Diploma in Architecture (Technology)
    - DAR\_classlist\_Oct2016.pdf
  - ▼ Diploma in Construction Engineering
    - DCE\_classlist\_Oct2016.pdf
  - ▼ Diploma in Construction Information Technology
    - DCIT\_classlist\_Oct2016.pdf
  - ▼ Diploma in Design (Interior and Landscape)
    - DDIL\_classlist\_Oct2016.pdf
  - ▼ Diploma in Electrical Engineering and Clean Energy
    - DEECE\_classlist\_Oct2016.pdf
  - ▼ Diploma in Mechanical Engineering
    - DME\_classlist\_Oct2016.pdf
  - ▼ Diploma in Quantity Surveying
    - DQS\_classlist\_Oct2016.pdf

| BCAA    |        |                           |                           |                          |
|---------|--------|---------------------------|---------------------------|--------------------------|
| 161CEC1 |        |                           |                           |                          |
|         | Monday | Tuesday                   | Wednesday                 | Thursday                 |
| 8:30    | ---    | ---                       | ---                       | 161CEC1, 151CEB1, 161CEB |
| 9:00    | ---    | ---                       | ---                       | D_CT(T) PTL              |
| 9:30    | ---    | ---                       | ---                       | Michael Lim              |
| 0:00    | ---    | ---                       | ---                       | T4-7                     |
| 0:30    | ---    | 161CEC1, 151CEB1, 161CEB1 | ---                       | 161CEC1, 151CEB1, 161CEB |
| 1:00    | ---    | D_RCD1(T) PTL             | 161CEC1, 151CEB1, 161CEB1 | D_CT(T) PTL              |
| 1:30    | ---    | Goh Koon Yang             | D_RCD1(T) PTL             | Michael Lim              |
| 2:00    | ---    | T4-7                      | Goh Koon Yang             | T4-7                     |
| 2:30    | ---    | ---                       | T4-3                      | ---                      |
| 3:00    | ---    | ---                       | ---                       | ---                      |
| 3:30    | ---    | ---                       | ---                       | 161CEC1, 151CEB1, 161CEB |
| 4:00    | ---    | ---                       | ---                       | D_RCD1(T) PTL            |
| 4:30    | ---    | ---                       | ---                       | Goh Koon Yang            |
| 5:00    | ---    | ---                       | ---                       | T4-3                     |
| 5:30    | ---    | 161CEC1, 151CEB1, 161CEB1 | 161CEC1, 151CEB1, 161CEB1 | ---                      |
| 6:00    | ---    | D_RCD1(L) PTL, Rm-60      | D_RCD1(L) PTL, Rm-60      | 161CEC1, 151CEB1, 161CEB |
| 6:30    | ---    | Goh Koon Yang             | Goh Koon Yang             | D_RCD1(T) PTL            |
| 7:00    | ---    | T4-7                      | T4-4                      | Goh Koon Yang            |
| 7:30    | ---    | ---                       | ---                       | T4-3                     |
| 8:00    | ---    | ---                       | ---                       | ---                      |

Timetables

## Leave of Absence, Student Assistance Form, Results Review..

- ▼
  - ▼ LOA (Leave of Absence)
    - LOA\_12Jan16.pdf
  - ▼ For Specialist Diploma Programmes
    - LEAVE OF ABSENCE.pdf
    - RESULTS REVIEW FORM.pdf
    - STUDENT ASSISTANCE FORM.pdf
    - STUDENT HANDBOOK.pdf
    - STUDENT PORTAL (MOODLE) GUIDE v1.1.pdf
  - ▼ SAF (Student Assistance Form)
    - SAF\_Rev-21Apr15 (1).pdf
  - ▼ Student Handbook for Diploma Programmes
    - FT Student Handbook Oct 2015(portal).pdf

Mobile

Notification

Settings

1. Click on Tools

- Announcements
- Specialist Diploma Portal
- Assistance & Enquiries
- Your Account Preferences Settings



Welcome Student1

You have no unread messages

Course 1

2. Select Your Account Preferences Settings

SDIP Portal [Admin.Timetable.Forms]



## Preferences

### User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Messaging

3. Click here

### Repositories

- Manage instances



| Forum                         | Popup notification                  | Email                               | Mobile notifications                |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Subscribed forum posts</b> |                                     |                                     |                                     |
| When I'm logged in            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| When I'm offline              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

4. Check on the boxes for new announcement notification by email and mobile

| Assignment                      | Popup notification       | Email                               | Mobile notifications                |
|---------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <b>Assignment notifications</b> |                          |                                     |                                     |
| When I'm logged in              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| When I'm offline                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

5. Click on the boxes for new assignment notifications by email and mobile

# Moodle Mobile App



# Moodle mobile app



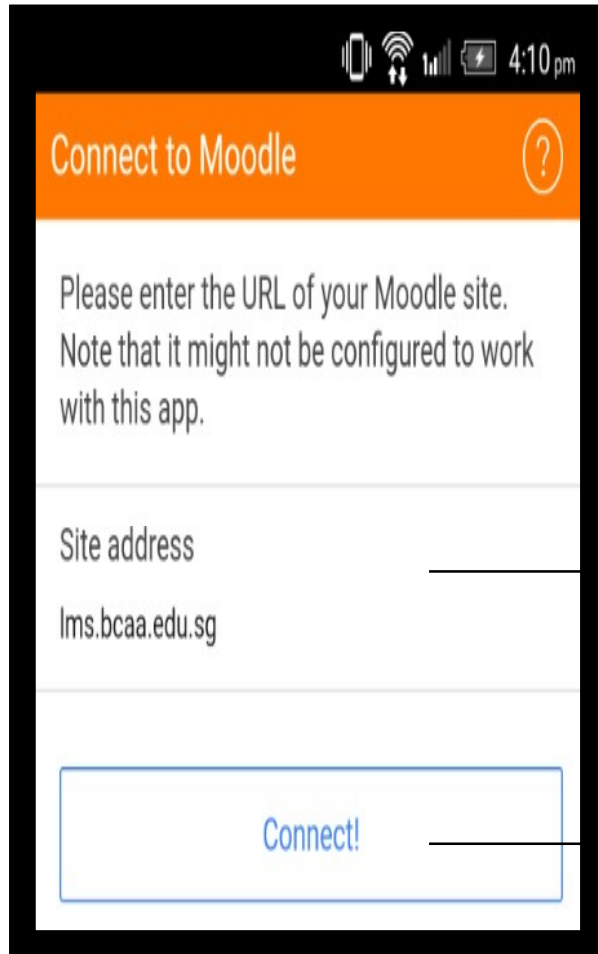
## Moodle Mobile

Moodle Mobile is the official mobile app for Moodle

<https://download.moodle.org/mobile/>



# How to connect to Moodle



Step 1. Key in the URL address :  
[lms.bcaa.edu.sg](http://lms.bcaa.edu.sg)

Step 2. Click Connect!

# How to connect to Moodle

← Credentials

Please provide your username and password to login on <http://lms.bcaa.edu.sg>

Username  
Username

Password  
Password

Login!

Key in your credentials

Tap <<Login>>

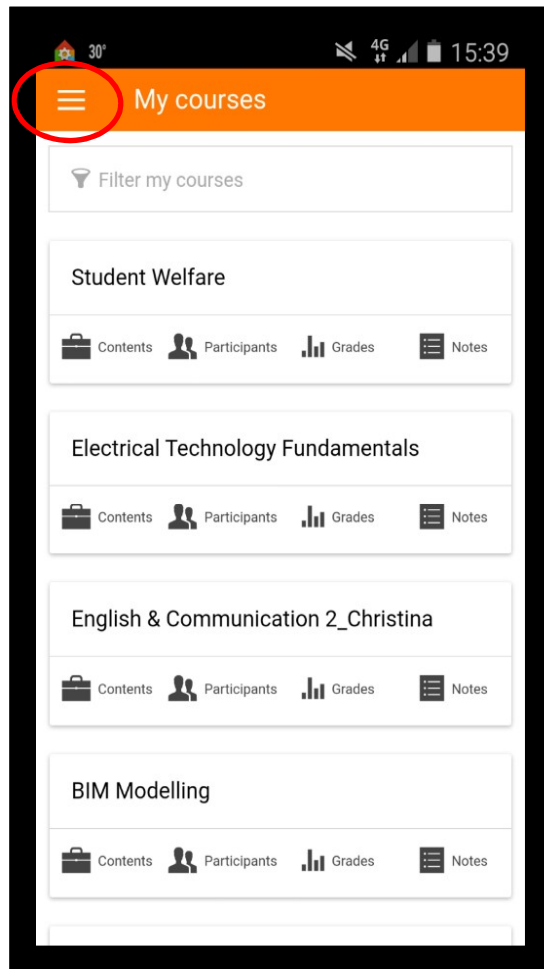
This is a one time login

Moodle connect

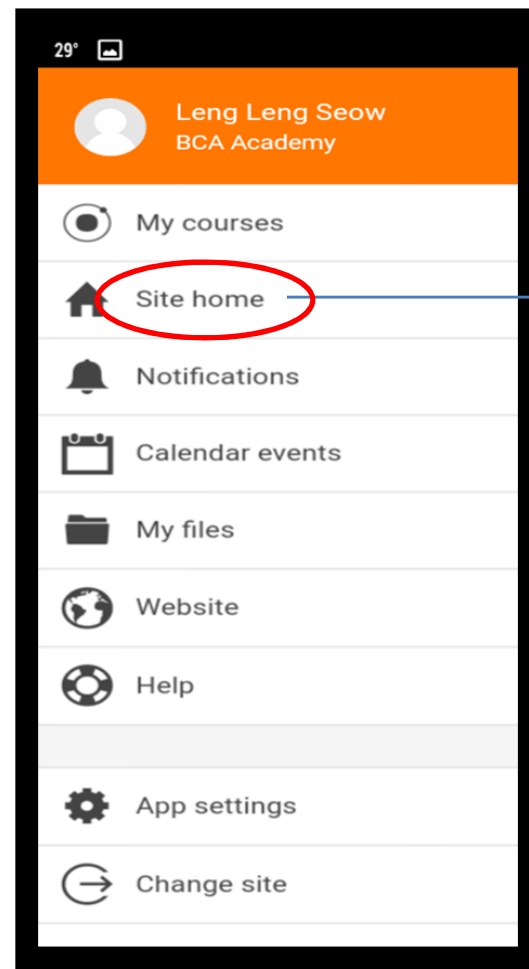
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# Login page/Menu

**Step 1.**  
Tap the  
menu  
icon

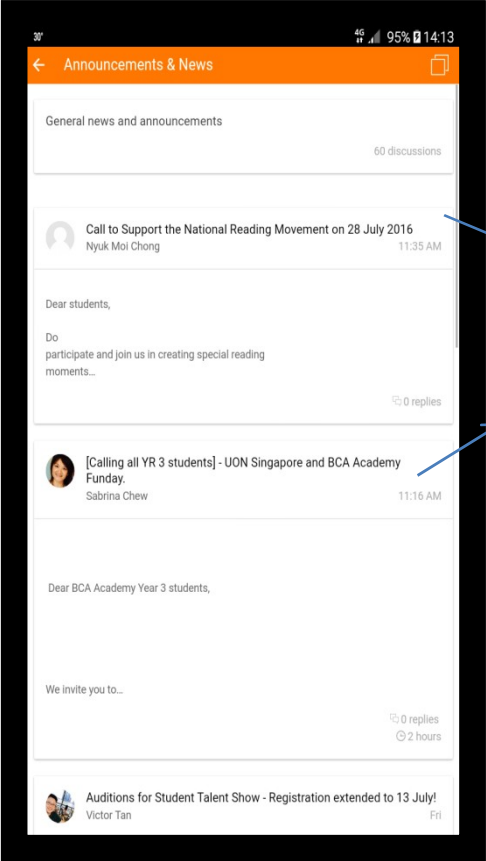
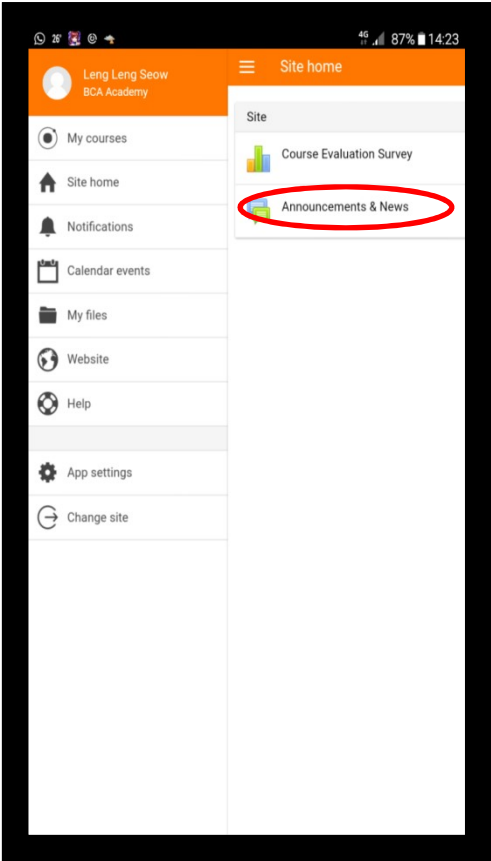


**Step 2.**  
Tap on  
Site  
home



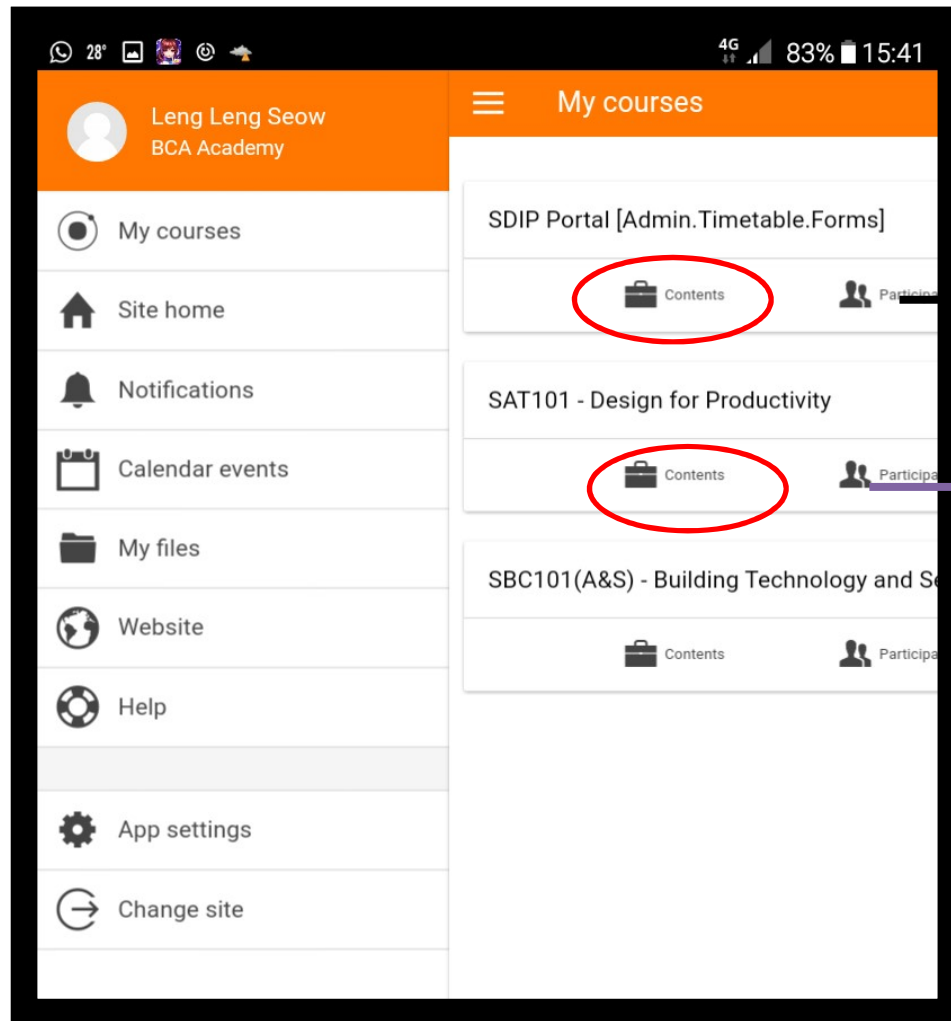
# Announcement & Events

**Step 3.** Choose Announcement & News



Select any announcement to view the full details

# Lecture notes , assignments & timetable



Go to My courses

Select SDIP Portal  
tap on <Content> to view  
the timetable

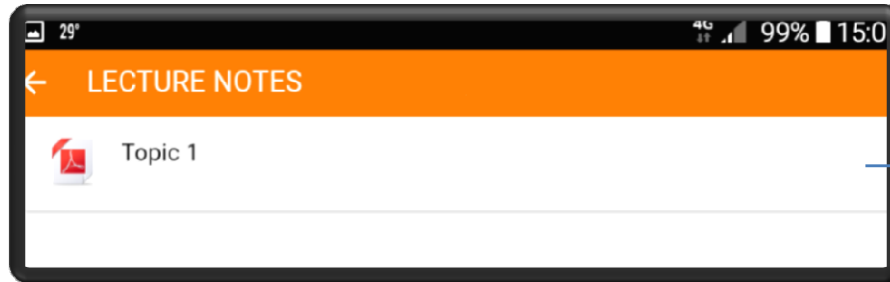
Select the course name, tap  
on <Content> to view lecture  
notes, assignments or other  
resources

Lecture notes & assignments

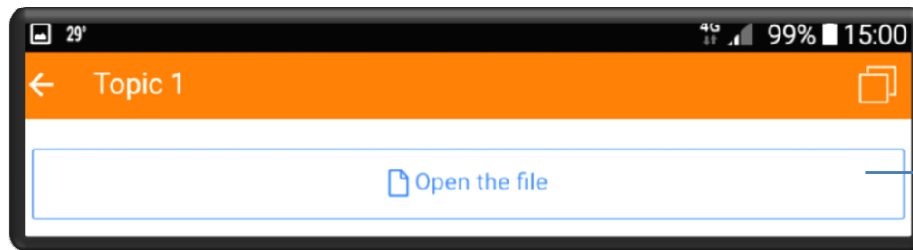
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# Lecture notes , assignments & timetable

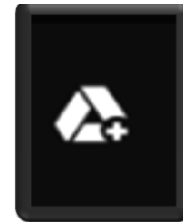
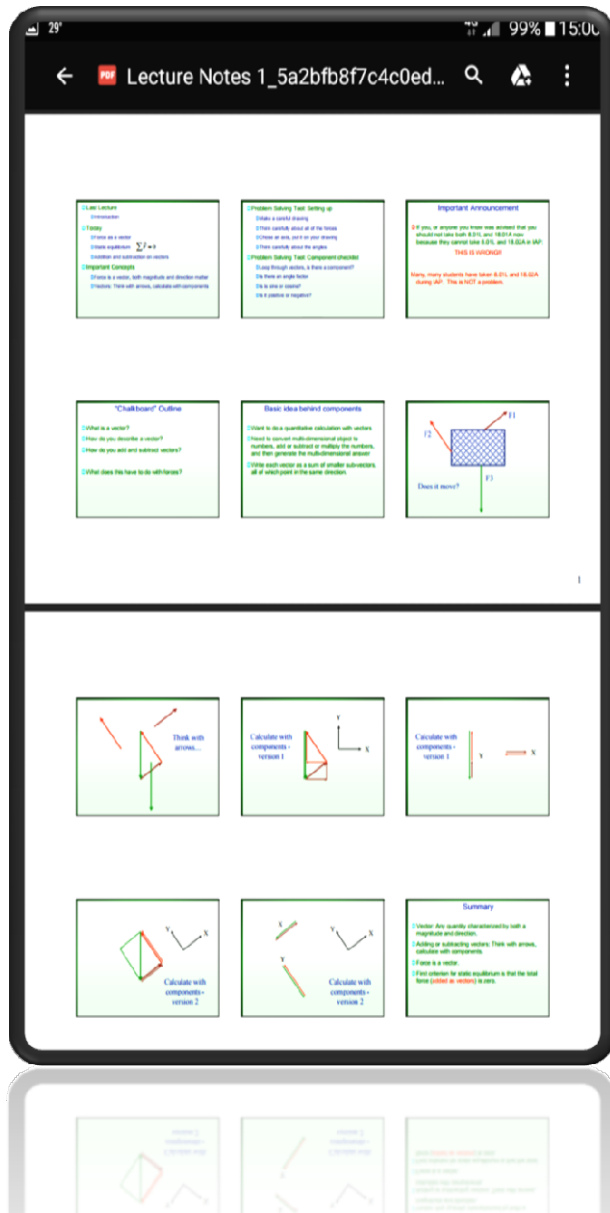


Select Topic



Click on <Open the file>

# Lecture notes , assignments & timetable



Click this icon to save the documents into google drive.



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