

Plugging Into Your School Life

A brief guide to the BCAA Student Portal and your School Email

3 Essential Tools

1. Your Student Portal
2. Student Portal Mobile App
3. Your BCAA School Email

Student Portal

What is the Student Portal?

- **Website & Mobile App.**
- **You can access:**
 - **Academic Calendar, Timetable & Class List**
 - **Announcements & Events**
 - **Course Notes & Assignments**
 - **Attendance Record**
- **You can:**
 - **Take Online Quizzes**
 - **Submit Assignments**



Login to Student Portal

BCA ACADEMY
**STUDENT
PORTAL**

Login

Username

S1234567A

Password

.....

Remember username

Log in

Lost password?

Go to webpage

<https://lms.bcaa.edu.sg>

Username & Password
are your **NRIC/FIN**
number in **UPPER CASE**.

Click Log In button.

1st Login Password Change

You must change your password to proceed.

Change password

Username s9612345a

The password must have at least 8 characters, at least 1 digit(s)

Current password*

New password*

New password (again)*

Save changes

New Password must be at least 8 characters, and at least 1 digit.

Eg: abc4defg

Homepage

The image shows a screenshot of a student dashboard for BCA Academy. The dashboard has a dark red header with the BCA Academy logo and a search bar. Below the header is a navigation menu with links for Home, Dashboard, Courses, and Tools. The main content area is divided into several sections: a welcome message, a 'Student Admin' section for class lists and forms, a 'Student Welfare' section with chat notifications, a 'SURVEY' section, an 'FAQ' section, a 'BIM for Architecture' section, a 'CAD' section, and a 'Construction Materials' section. On the right side, there are sections for 'Upcoming events', a 'Calendar' for October 2018, 'Latest news', and 'Navigation' links. A yellow box at the bottom center contains the text 'Your Name'. Three blue arrows point from this box to the 'Student Admin' section, the search bar, and the user profile area in the top right. Three red circles highlight the search bar, the user profile area, and the 'Welcome' message.

BCA ACADEMY

Search courses

Home Dashboard Courses Tools

Customise this page

Welcome [Your Name]

You have 0 unread messages

Student Admin [Class Lists, Time Table and Forms]

Student Welfare

You have upcoming chat sessions

SURVEY

FAQ

BIM for Architecture

CAD

Construction Materials

Upcoming events

There are no upcoming events.

Go to calendar...

New event...

Calendar

October 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Latest news

Student Discounts for Southwest Asia's largest and most intense Halloween event at Universal Studios Singapore, 3 Oct, 10:34 Media link

RELEASE OF FULL-TIME DIPLOMA Y11 & Y12 RESULTS 28 Sep, 17:26 Admin User

Graduating Year 3 Student(s) CCA and Transcript Application Sep, 11:31 Media link

Navigation

Dashboard

See home

My courses

SSD / Full-time Diploma

Your Name

Homepage

The screenshot shows the BCA Academy homepage. At the top, there is a dark red header with the logo 'BCA ACADEMY' and a search bar. Below the header is a navigation menu with links for Home, Dashboard, Events, My Sites, and Tools. The main content area is divided into several sections. On the left, there is a 'Welcome' message and a sidebar with categories: 'Student Admin [Class Lists, Time Table and Forms]', 'Student Welfare', 'SURVEY', 'FAQ', 'BIM for Architecture', 'CAD', and 'Construction Materials'. On the right, there are sections for 'Upcoming events', 'Calendar', 'Latest news', and 'Navigation'. Two blue arrows point from the 'Student Admin' and 'Your Courses' labels to the 'Student Admin' and 'Navigation' sections respectively.

Student Admin
Welfare
Feedback

Your Courses

Homepage

Events,
Calendar,
Announcements & News

Navigation Links

The screenshot shows the BCA Academy homepage. 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 are navigation links for 'Home', 'About Us', 'Courses', 'Contact Us', and 'FAQs'. A 'Customise this page' button is also visible. The main content area features a 'SURVEY' section and a 'BIM for Architecture' section. At the bottom, there are links for 'CAD' and 'Construction Materials'. On the right side, there are three highlighted sections: 'Upcoming events' (with a message that there are no upcoming events and links to 'Go to calendar...' and 'New event...'), 'Calendar' (showing a calendar for October 2018), and 'Latest news' (with several news items). At the bottom right, there is a 'Navigation' section with links for 'Dashboard', 'Go home', and 'My courses'. Two blue arrows point from the yellow text boxes to the 'Upcoming events' and 'Navigation' sections.

BCA ACADEMY

Search courses

Customise this page

Upcoming events

There are no upcoming events.

Go to calendar...

New event...

Calendar

October 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Latest news

Student Discounts for Southeast Asia's largest and most intense Halloween event at Universal Studios Singapore. 3 Oct. 10:34 View fan

RELEASE OF FULL-TIME DIPLOMA YH1 & YH2 RESULTS 28 Sep. 17:58 Admin User

[For Graduating Year 3 Students] CCA Award and Transcript Application 21 Sep. 11:31 Admin User

Other topics ...

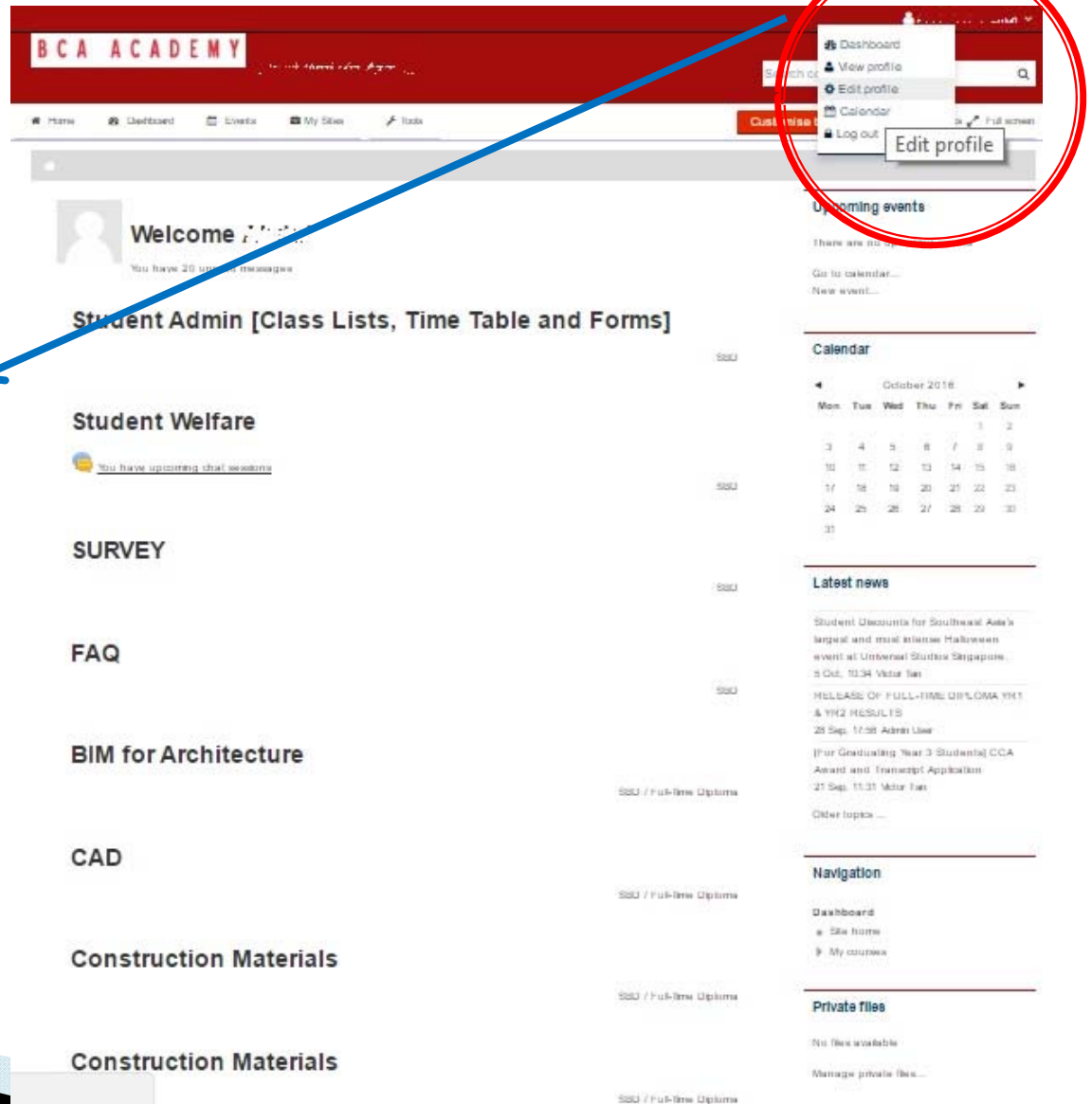
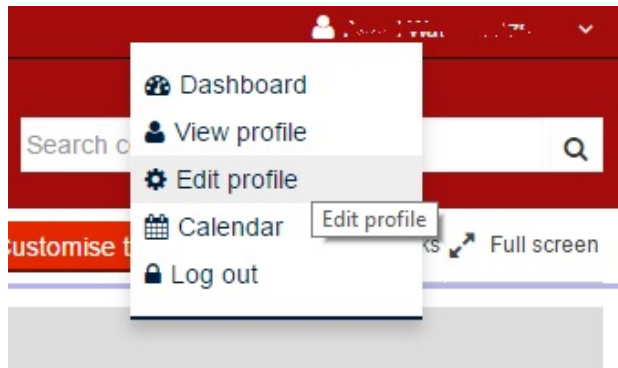
Navigation

Dashboard

Go home

My courses

Access Your Profile Info



View Your Profile

The header of the BCA Academy website features a dark red background. On the left, the 'BCA ACADEMY' logo is displayed in white. To the right of the logo is a search bar with the placeholder text 'Search courses' and a magnifying glass icon. Below the logo and search bar is a navigation menu with links for 'Home', 'Dashboard', 'Events', 'My Sites', and 'Tools'. On the right side of the navigation menu are three buttons: 'Reset page to default', 'Customise this page', and 'Hide blocks' with a 'Full screen' toggle.

User details

- [Edit profile](#)

Country
Singapore

Date Of Birth
1 January 1970

Course details

Course profiles

- [Student Admin \[Class Lists, Time Table and Forms\]](#)
- [Student Welfare](#)
- [SURVEY](#)
- [FAQ](#)
- [BIM for Architecture](#)
- [CAD](#)
- [Construction Materials](#)
- [Construction Materials](#)
- [English 2](#)
- [Life Skills A](#)
- [Mathematics 2](#)
- [Surveying](#)
- [All Full-Time Diploma Announcement](#)
- [DCE Announcement](#)

Miscellaneous

- [Forum posts](#)
- [Forum discussions](#)

Login activity

First access to site
Wednesday, 1 June 2016, 11:47 PM (125 days 17 hours)

Last access to site
Wednesday, 28 September 2016, 6:03 PM (6 days 23 hours)

Edit Your Profile

BCA ACADEMY

Search courses

Home Dashboard Events My Sites Tools

Hide blocks Full screen

Preferences User account Edit profile

ABOUT YOUR PROFILE

General

First name

Surname

Email address

Email display

City/town

Select a country

Your BCAA school email.
BCAA will communicate
with you on all official
matters via this email.

Student Admin

BCA ACADEMY

Search courses

Home Dashboard Events My Sites Tools

Customise this page Hide toolbar Full screen

Welcome

You have 20 unread messages

Student Admin [Class Lists, Time Table and Forms]

Student Welfare

You have upcoming chat sessions

SURVEY

FAQ

BIM for Architecture

CAD

Construction Materials

Upcoming events

There are no upcoming events

Go to calendar...

New event...

Calendar

October 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Latest news

My courses

Class Lists, Timetable,
Forms, Academic Calendar,
and more

Student Admin

BCA ACADEMY Student Admin [Class Lists, Time Table and Forms] Search courses

Home Dashboard Events My Sites This course Tools Hide blocks Full screen

FTT

Student Admin [Class Lists, Timetables & Forms]

- AY2016 17 Acad Calendar
- AY2017 18 Acad Calendar
- Full-Time Diploma Time Table
- Part-Time Diploma Time Table
- Full-Time Diploma Class List
- Part-Time Diploma Class List
- Student Services Centre Documents/Forms
- Student Life and Welfare
- August 2016 Examination Timetable (ADO)

Search forums

Go

Advanced search ?

Upcoming events

There are no upcoming events

Go to calendar...

Recent activity

Activity since Monday, 3 October 2016, 5:25 PM

Full report of recent activity...

No recent activity

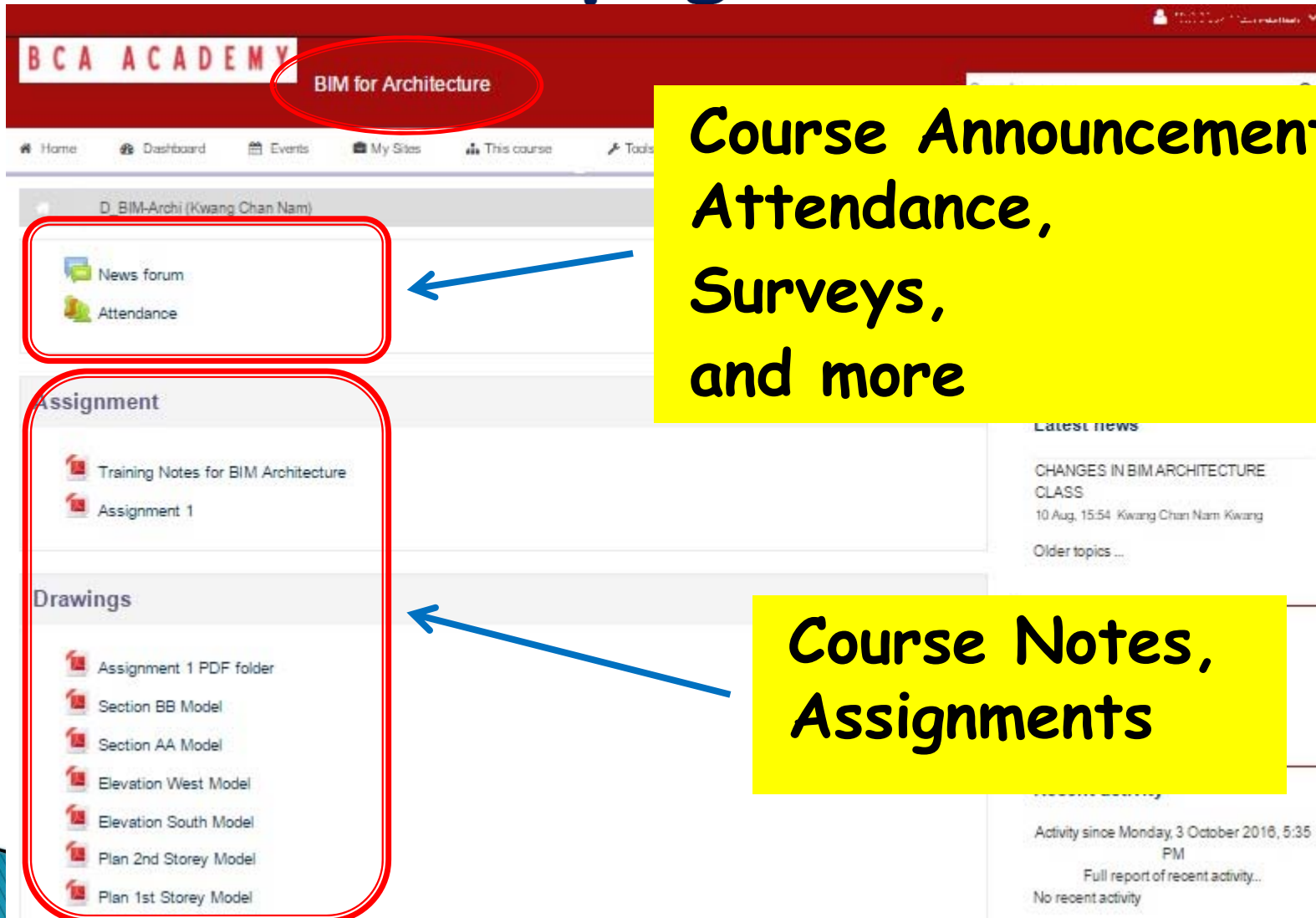
Access Your Courses

The screenshot shows the BCA Academy website dashboard. At the top, there is a red header with the logo and a search bar. 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 visible. The main content area is divided into several sections: 'Welcome [Name]' with a message count, 'Student Admin [Class Lists, Time Table and Forms]', 'Student Welfare' with a chat status, 'SURVEY', and 'FAQ'. On the right side, there is a 'Calendar' for October 2018 and a 'Latest news' section with several articles. At the bottom right, there is a 'Navigation' menu with links for 'Dashboard', 'Site Home', and 'My courses'. A yellow box with the text 'Your Courses' is overlaid on the right side, with a blue arrow pointing from it to a red-bordered box on the left. This red-bordered box contains the following text:

- BIM for Architecture
- CAD
- Construction Materials

Your Courses

Course Homepage



**Course Announcements,
Attendance,
Surveys,
and more**

**Course Notes,
Assignments**

Submit Assignments Online

Messages

BCA ACADEMY Advanced CAD

Home Dashboard Events My Sites This course Tools

D_AdvCAD (Tan Kian Teck) Assignments Assignment 1 - Plan Drawing of an apartment

Assignment 1 - Plan Drawing of an apartment

A. Objectives

- To demonstrate the knowledge of interpretation of a 2D drawings
- To exercise basic cadding of a plan drawing.

B. Task

- You are to generate/create the plan based on attached image.
- You are to draw the Layout Plan of the attached image.
- You are free to arrange the furniture required for the spaces.
- You are to arrange the position of the drawing correctly.
- You are requested to set the scale of the detail drawing for A3 size paper.

C. Submissions

Please submit via the Student Portal on 27 May 2016 not later than 9.00am.
Any late submission will not be accepted.

Name your file as Index number_Name_Class_CAD1 Assignment 1
*Index number: Please refer to your attendant list.

For example: 01_XXYYZZ_152ARA1_CAD1 Assignment 1

CAD1 Assignment 1.pdf

Download instructions for assignment.

Click *Add Submission* to submit your assignment.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 27 May 2016, 9:00 AM
Time remaining	Assignment is overdue by: 103 days 6 hours
Last modified	Wednesday, 7 September 2016, 3:19 PM
Submission comments	▶ Comments (0)

Add submission

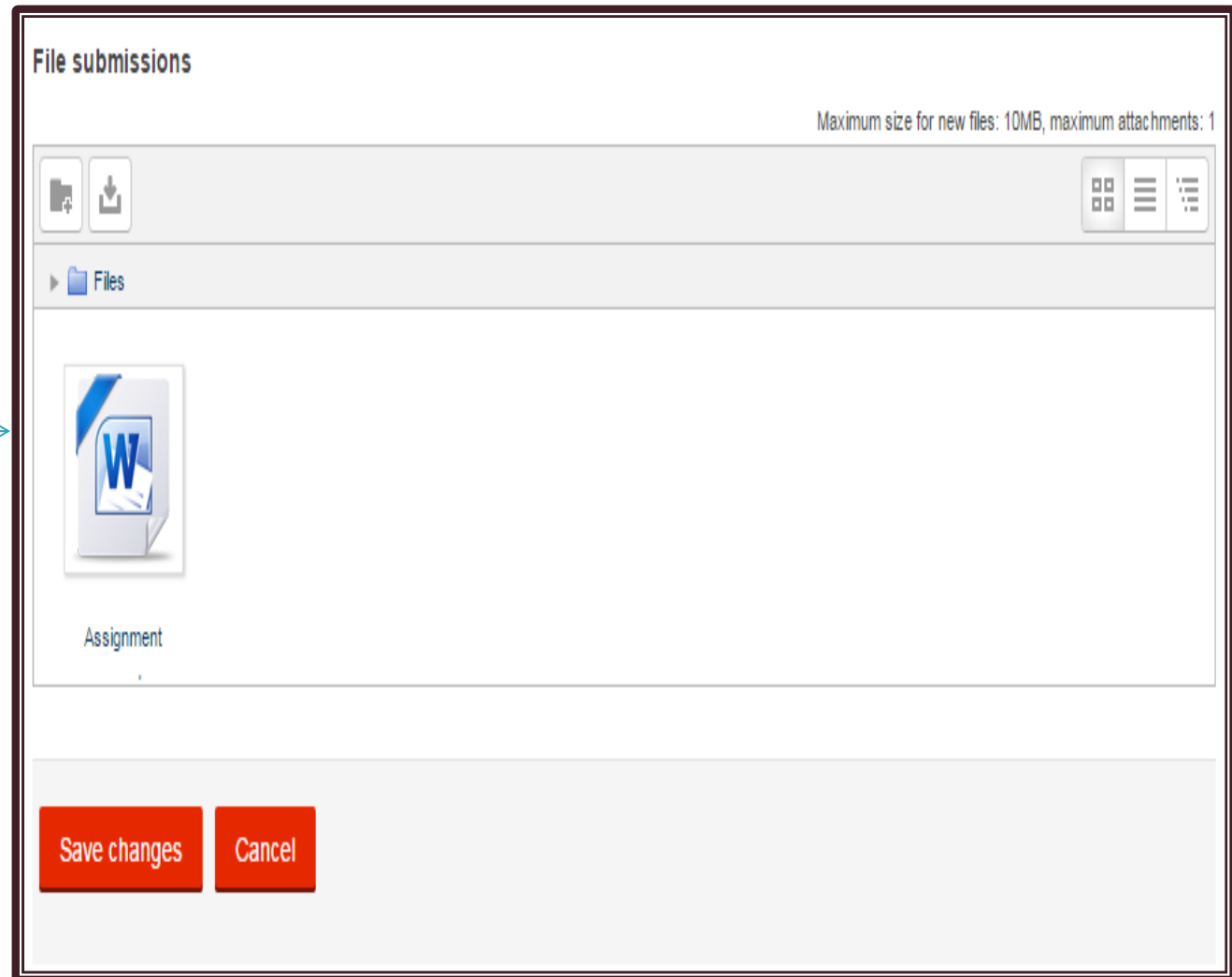
Make changes to your submission

Submit Assignments Online

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**



The screenshot shows a 'File submissions' dialog box. At the top right, it states 'Maximum size for new files: 10MB, maximum attachments: 1'. Below this is a toolbar with icons for adding files and folders, and a view toggle. A 'Files' folder is expanded, showing a single file icon labeled 'Assignment'. At the bottom, there are two buttons: 'Save changes' and 'Cancel'.

Submit Assignments Online

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 27 May 2016, 9:00 AM
Time remaining	Assignment was submitted 103 days 7 hours late
Last modified	Wednesday, 7 September 2016, 4:45 PM
File submissions	 Assignment answer.docx
Submission comments	▶ Comments (0)

[Edit submission](#)



Class Attendance


The screenshot shows a Moodle course page for 'BIM for Architecture'. The course name is circled in red in the top navigation bar. Below the navigation bar, the course name 'D_BIM-Archi (Kwang Chan Nam)' is displayed. In the 'News forum' section, the 'Attendance' link is highlighted with a red double-line border. A blue arrow points from this link to a yellow callout box containing the text 'View your class attendance record.' The page also features sections for 'Assignment' (Training Notes for BIM Architecture, Assignment 1) and 'Drawings' (Assignment 1 PDF folder, Section BB Model, Section AA Model, Elevation West Model, Elevation South Model, Plan 2nd Storey Model, Plan 1st Storey Model). On the right side, there are sections for 'Search forums', 'Latest news' (CHANGES IN BIMARCHITECTURE CLASS), and 'Recent activity'.

**View your class
attendance record.**

Class Attendance

Home > D_BIM-Archi (Kwang Chan Nam) > General > Attendance > Attendance report

This course | All courses

 **Attendance Report**

Sessions completed: 0
Present: 0
Medical Certificate: 0
Valid Reason: 0
Exempted: 0
Late: 0
Deferred: 0
No Reason Given: 0

Attendance grade: 0.0 / 0.0
Attendance percent: 0.0

◀ October ▶

All | All past | Months | Weeks | Days

#	Type	Date	Time	Description	Status	Remarks
---	------	------	------	-------------	--------	---------

View your class attendance record by month.

75% attendance rate required.



Forgot Username/Password

BCA ACADEMY
STUDENT
PORTAL

Login

Username

S1234567A

Password

.....

Remember username

Log in

Lost password?

Click to retrieve
Username and/or
Password.

Forgot Username/Password

BCA ACADEMY

[Home](#) ▶ [Log in](#) ▶ [Forgotten password](#)

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.

Search by username

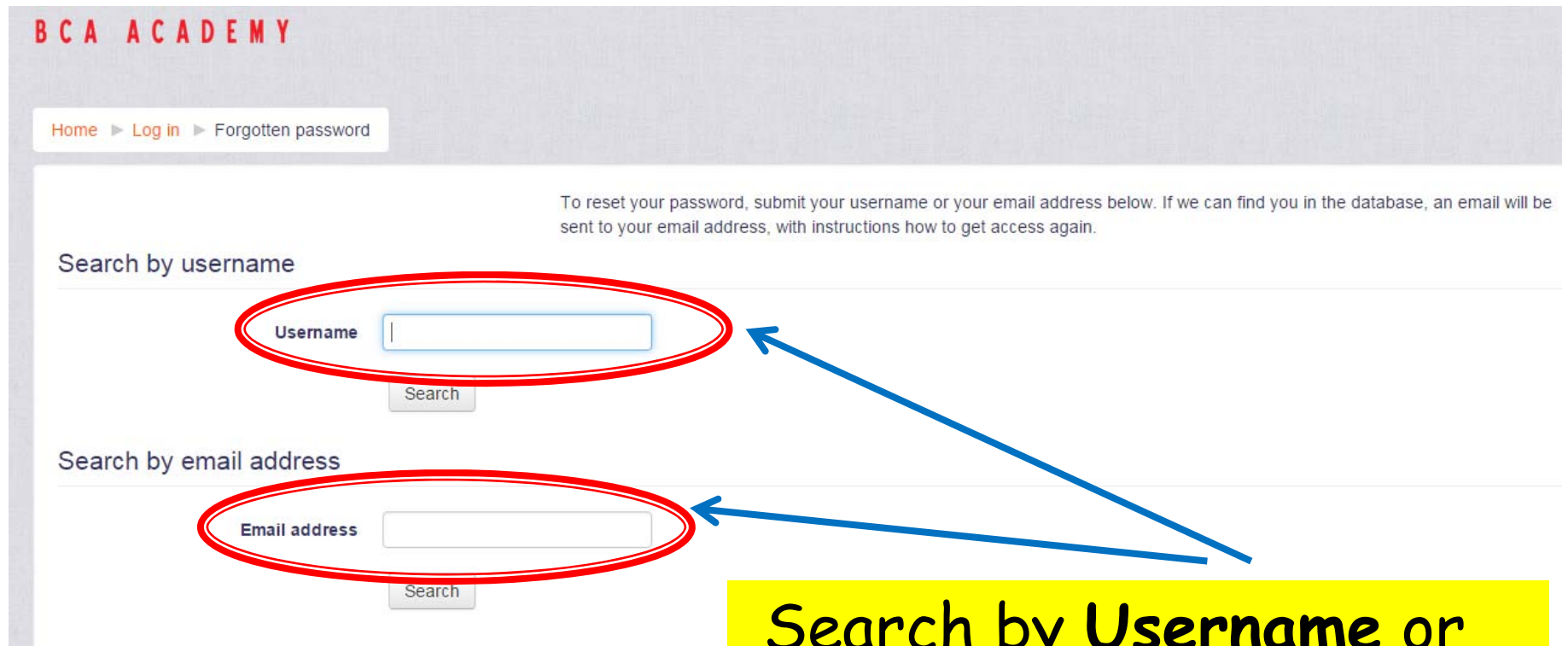
Username

Search

Search by email address

Email address

Search

The image shows a web form for password recovery. It has two sections: 'Search by username' and 'Search by email address'. Each section has a text input field and a 'Search' button. The input fields are circled in red. Two blue arrows originate from a yellow box on the right and point to the 'Username' and 'Email address' input fields respectively.

Search by Username or Email.

Forgot Username/Password

Hi Nyuk Moi S1,

A password reset was requested for your account 's1' at BCA.

To confirm this request, and set a new password for your account, please go to the following web address:

http://104.155.212.232/login/forgot_password.php?token=utfABv9NoLzt6XoEiTUzTDEv11Ovu4oK

(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Admin User

Receive Password Reset Email from Student Portal. Click on link to reset Password.

Forgot Username/Password

Please enter and repeat your new password below, then click "Set password".
Your new password will be saved, and you will be logged in.

Set password

Type new Password 2 times.
Click Save changes.

Username s1

The password must have at least 8 characters, at least 1 digit(s)

New password*

New password (again)*

Save changes Cancel

There are required fields in this form marked *.



Student Portal Mobile App

Get the Moodle Mobile App



Moodle Mobile

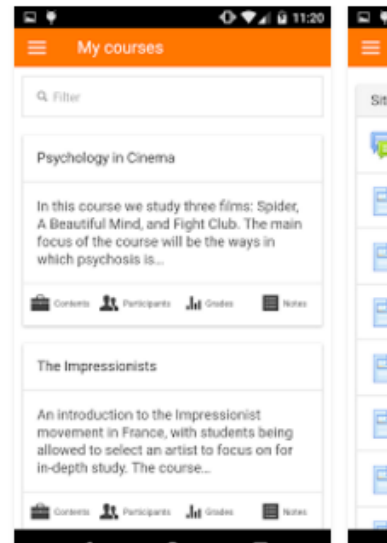
Moodle Pty Ltd. Education

★★★★★ 4,865

3+

 Add to wishlist

 Install



Connect to Student Portal

Connect to Moodle

Please enter the URL of your Moodle site.
Note that it might not be configured to work with this app.

Site address
lms.bcaa.edu.sg

Connect!

Site address:
lms.bcaa.edu.sg

Click Connect!

Login to Student Portal

← Credentials

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

Username
Username

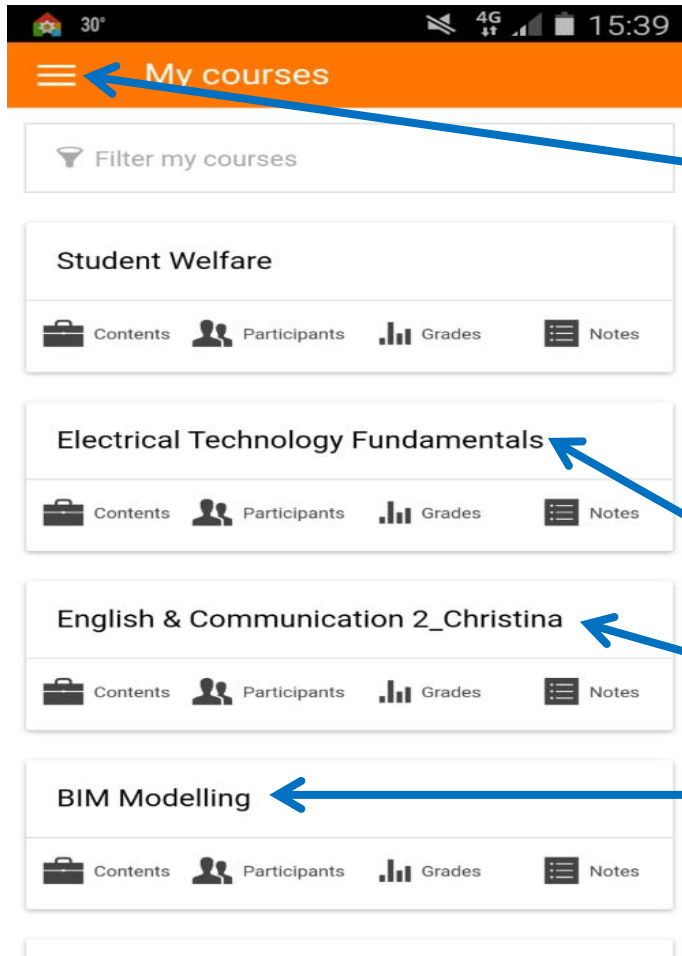
Password
Password

Login!

Username & Password are your **NRIC/FIN** number in **UPPER CASE**.

Click Login!

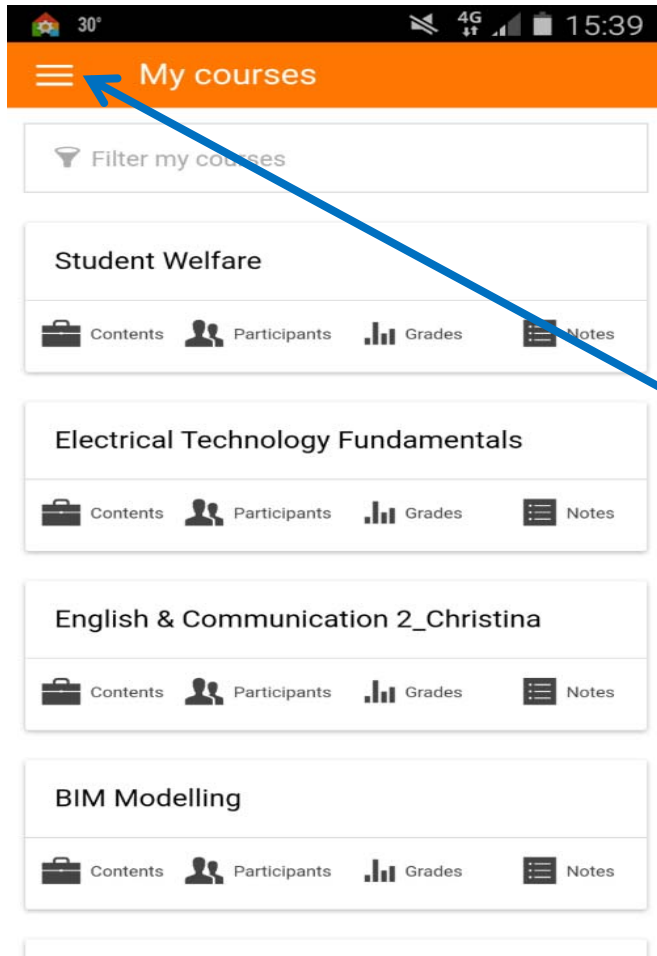
Successful Login to Homepage



Menu Items

Your Courses

Reading Announcements

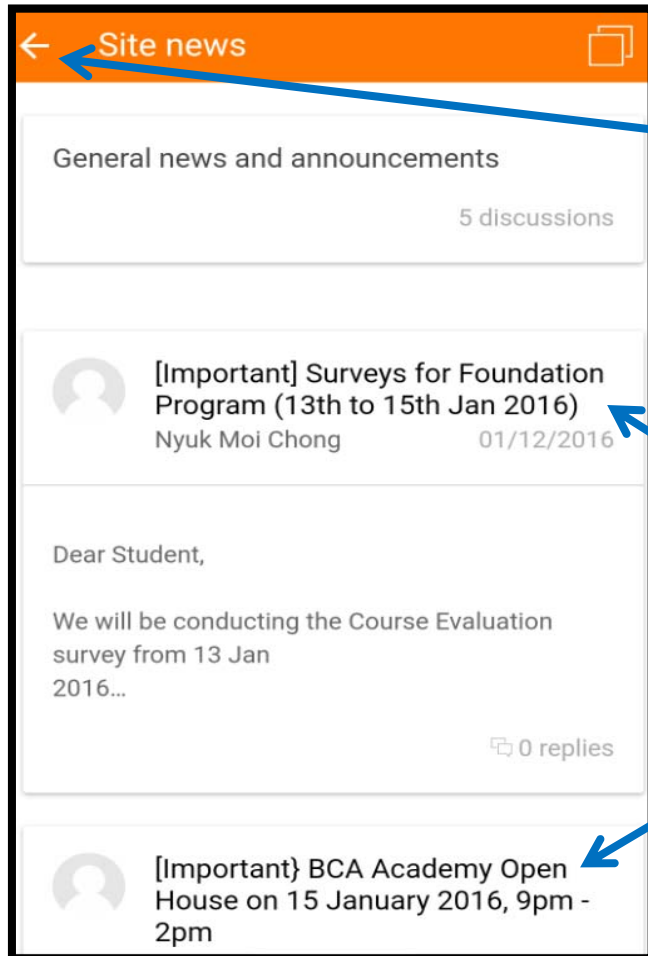


Click on **Menu icon**.

Select **Site Home**.

Click **Site News**.

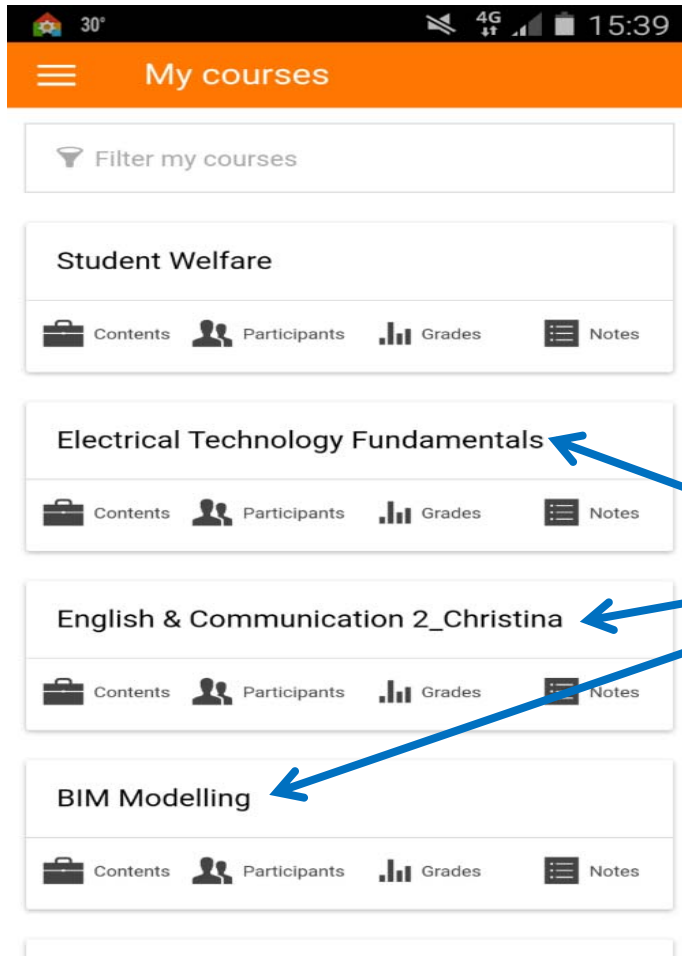
Reading Announcements



Click to return to
Site Home.

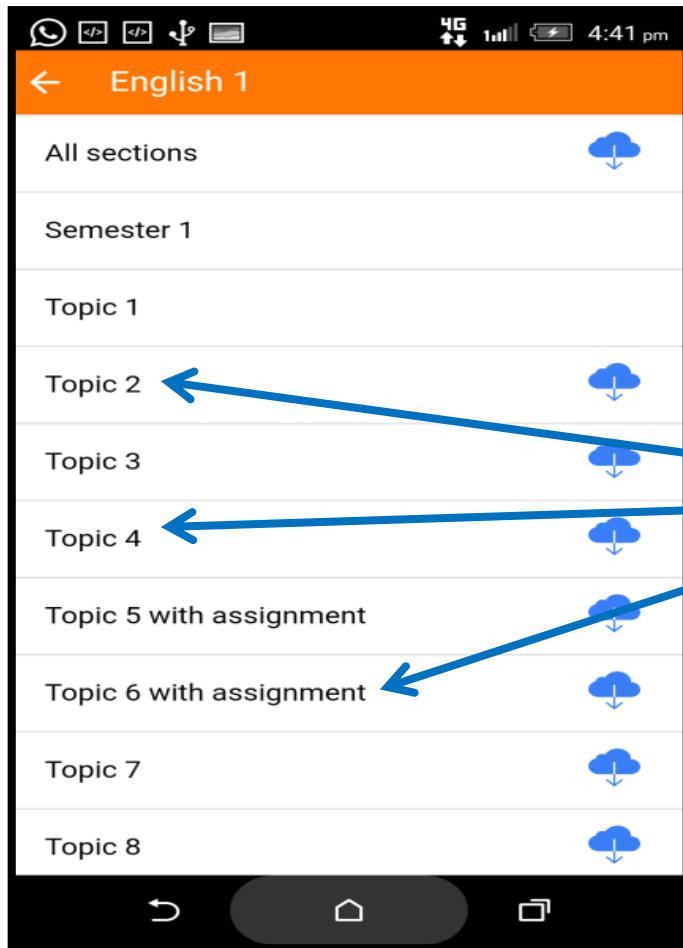
Click on
Announcement item
for full details.

Access Course Homepage



Click <<Course Item>>
to view Course
Homepage.

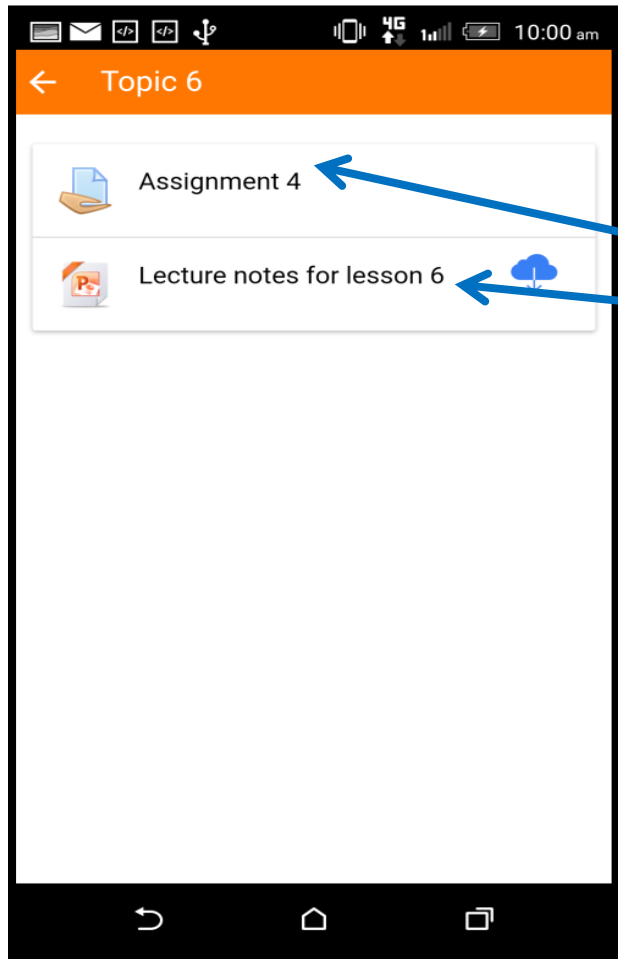
Access Course Material



 indicates file(s) available for download.

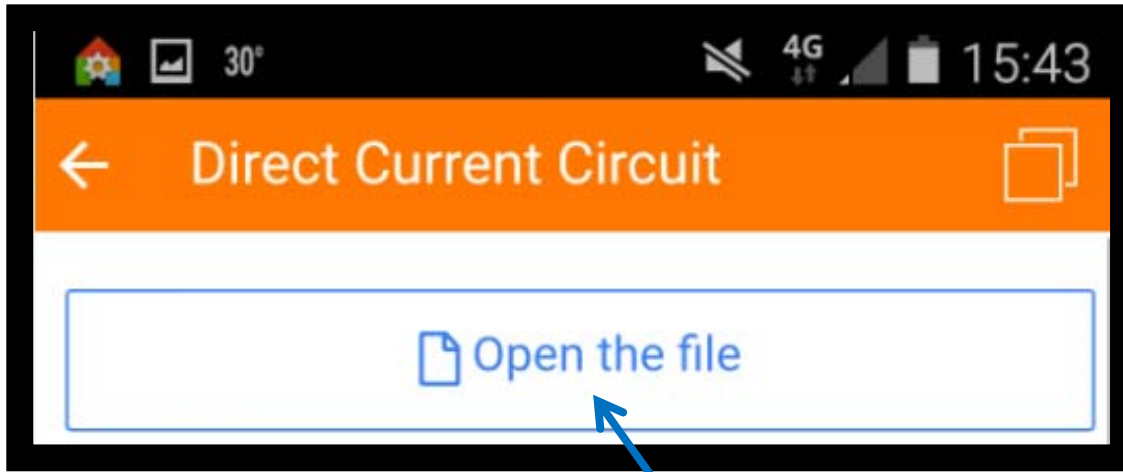
Click topic to view downloadable file(s).

View/Download Course Material



Click file to download.

View/Download Course Material



Click to view downloaded file.

Your BCAA School Email

Notification of Your School Email

You will receive an email containing your Username & Password in the week before school term starts.

From: Microsoft Online Services Team <msonlineserviceteam@email.microsoftonline.com> Sent: Tue 5/4/2016 11:36 AM
To: Joshua HO from.TP (BCA)
Cc:
Subject: New or modified user account information

Attention: A user account was created or modified. Retrieve your user's temporary password. | [View this email in your browser.](#)



A user account has been created or modified

You can now distribute this information to your user

Notification of Your School Email

A user account has been created or modified

You can now distribute this information to your user

Username & Password

The following list contains temporary passwords for newly created or modified user accounts.

Please note:

- When distributing IDs and passwords to individual users, be sure to do so in a safe and secure manner.
- Temporary passwords are valid for 90 days

User Name: Joshua_Ho_123G@bcaa.edu.sg
Temporary Password: Vugo9861

Once your end users have successfully signed in with their temporary passwords, they can create new passwords by following the instructions on the sign in page.

Go to the sign-in page, <https://portal.office.com>

Login URL

Login to Your Email

Go to webpage:
<https://login.microsoftonline.com>

Type Username &
Password, then click Sign In.

Office 365

Work or school account

someone@example.com

Password

Keep me signed in

Sign in

[Can't access your account?](#)

1st Login - Change Password



Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Update password and sign in

For 1st Time Login.

Change to new password.

Setup Your Email

The screenshot shows the Office 365 portal home page. The browser address bar displays <https://portal.office.com/Home>. The page header includes "Office 365" and "Home" on the left, and a notification bell, settings gear, and a user profile icon on the right. A large red vertical bar on the left contains the text "Hi, .". Below the header is a grid of application tiles. The "Mail" tile, located in the first row, first column, is circled in red. A blue arrow points from a yellow callout box containing the text "Click on Mail" to the "Mail" tile. Other tiles in the grid include Calendar, People, Newsfeed, OneDrive, Sites, Tasks, Delve, Video, Word Online, Excel Online, PowerPoint Online, OneNote Online, and Sway.

Office 365 | Home

View Favorites Tools Help

gusted Sites ▾

Hi, .

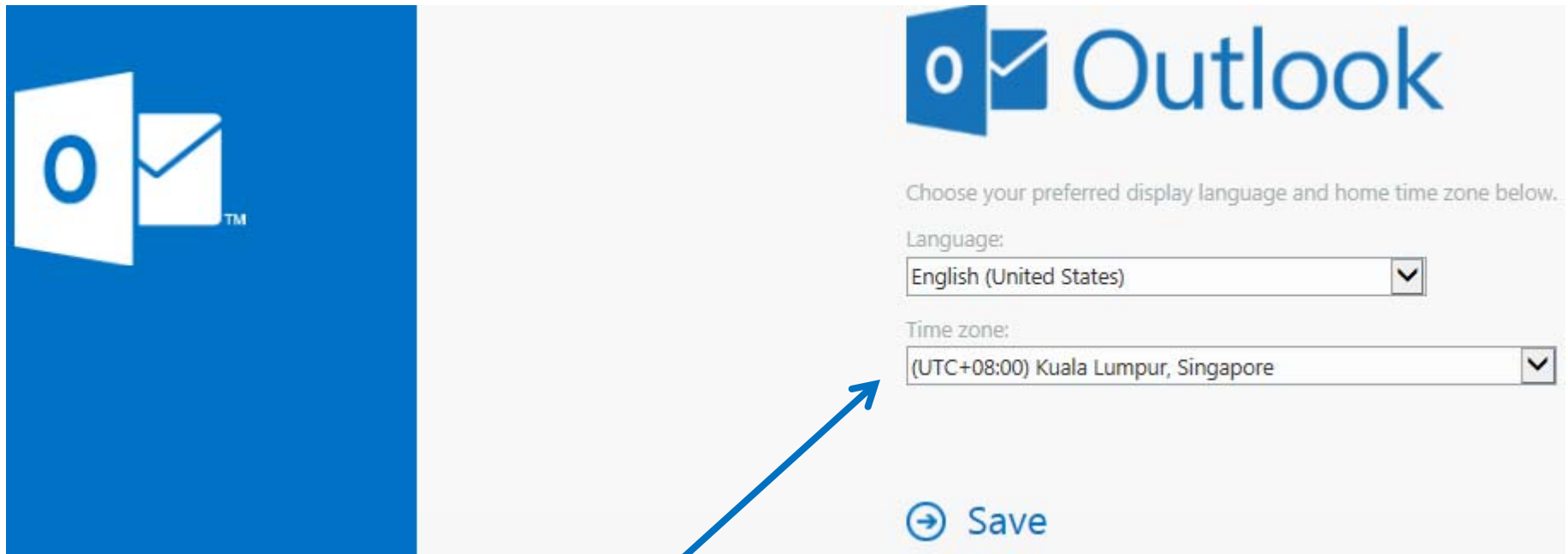
Collaborate with Office Online

Click on Mail

Mail Calendar People Newsfeed OneDrive Sites Tasks

Delve Video Word Online Excel Online PowerPoint Online OneNote Online Sway

Setup Your Email



The screenshot shows the Outlook setup interface. On the left is a blue square with the Outlook logo. On the right, the Outlook logo is displayed above the text "Outlook". Below this, there is a prompt: "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language:" with "English (United States)" selected, and "Time zone:" with "(UTC+08:00) Kuala Lumpur, Singapore" selected. At the bottom right is a "Save" button with a circular arrow icon. A blue arrow points from the yellow instruction box below to the "Save" button.

**Select options as shown.
Click Save.**

Your Email - Homepage

Office 365 Outlook

Search Mail and People New |

Undo

^ Folders

- Inbox
- Sent Items
- Drafts
- More

^ Groups **New**

Groups give teams a shared space for email, documents, and scheduling events.

→ Browse

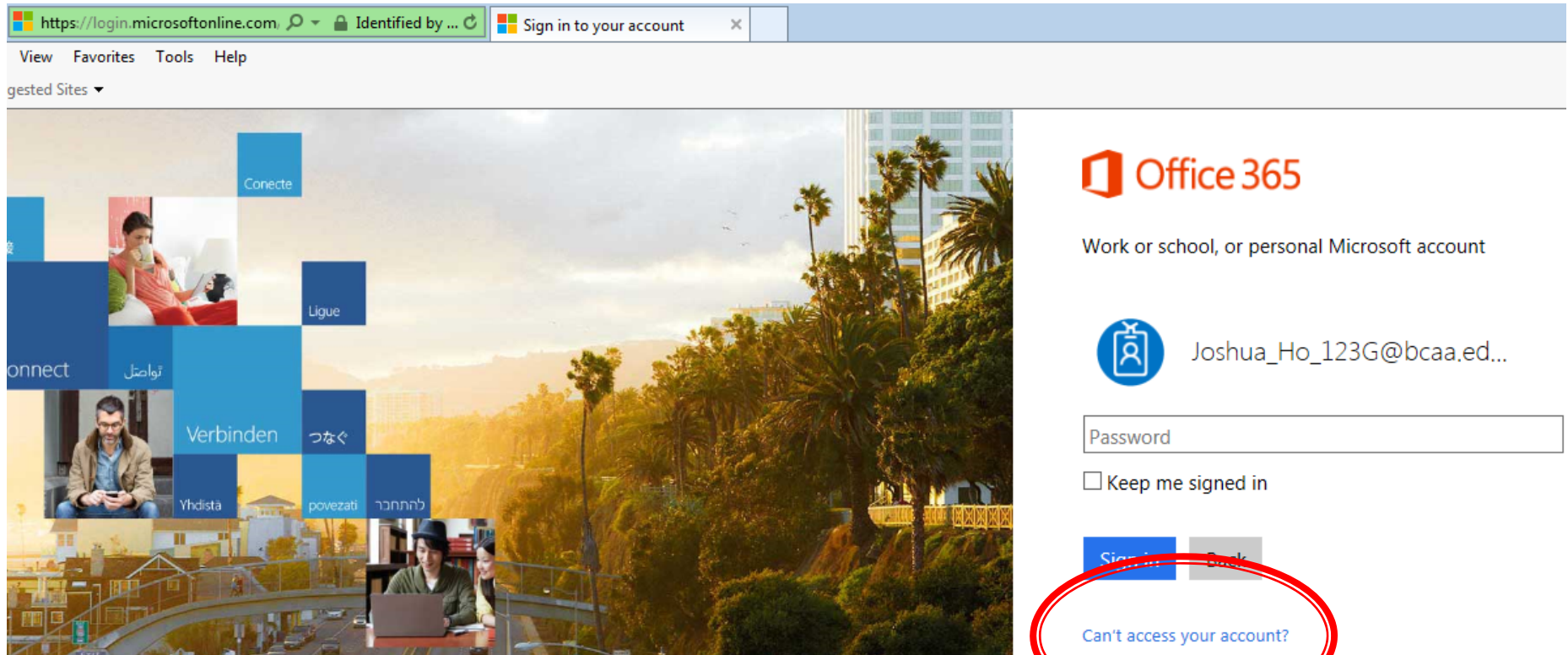
+ Create

Inbox All

We didn't find anything to show here.

Select an item to read.
[Click here to always select the first item in the list](#)

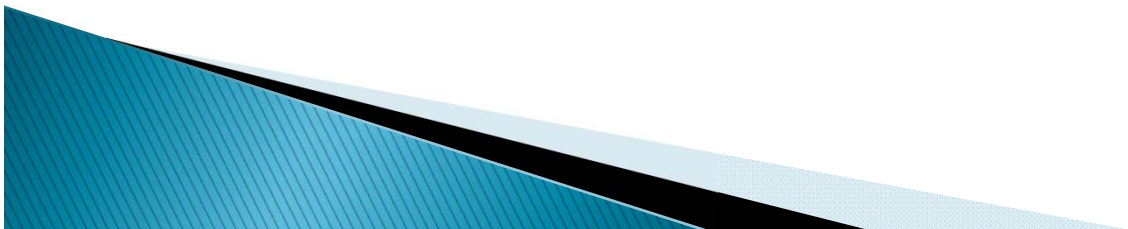
Your Email - Reset Password



Click to reset Password.

Need Help?

- Contact: Student Services Centre
- Level 6, Academic Tower (Block T)
- Opening Hours: Weekdays 8:30am - 5pm
- Email: studentservicescentre@bcaa.edu.sg



Thank you...