



# **EXCEL**

CHRISTIAN ACADEMY

## **Guide to Microsoft Office 365 2020-2021 School Year**

### **Instructions to Access**

1. Go to <https://excelca.org>, under “Student Life” click Important Links.
2. Click “Office 365” to access your ECA email, OneDrive, and Microsoft Teams
  - a. Enter your email: [firstname.lastname@excelca.org](mailto:firstname.lastname@excelca.org)
  - b. Enter your password (Temporary Password is Eagles19)
3. To access your email → Click “Outlook”
4. To access Word, PowerPoint, OneNote → Click those Icons
5. To access Teams (for all of your classes and class assignments) → Click Teams
  - a. All of your classes should show up under the “Teams” tab on the left (or bottom on a phoned device)
  - b. Assignments that are assigned to you can be seen by clicking the “Assignments” tab on the left (or bottom)
  - c. To access your class live-stream at the appropriate time, click on the appropriate class and then select “Join Now” under “Meeting in Progress”

### **Student Expectations for Online Learning**

1. Students should be dressed and ready to learn.
2. Students should have a designated workspace that is designed for productive and engaging learning.
3. Distractions should be limited (i.e. food, cell phones, pets, TV, siblings, etc.)
4. Students will need to have all class materials available every day for every class.
5. All students need to use good grammar and language usage when completing digitally written assignments.

### **ECA Network Policies**

- The use of ECA’s online accounts is for educational and professional purposes only and any use that is not deemed as such will result in disciplinary action per the student handbook.
- Students have no right of privacy and should have no expectation of privacy in materials sent, received, or stored on the ECA network and accounts, web-based subscriptions and/or technology devices used by the students.
- ECA reserves the right to monitor student use of school accounts, computers and computer-accessed content. The privacy of files and electronic messages is not guaranteed in the school setting.
- ECA has filters in place to block inappropriate sites. The Information Technology Department constantly monitors the sites and the filtering software to ensure that this is up to date.
- ECA reserves the right to amend or add to this policy at any time without notice.