

Hitchhiker's IT Guide to Midland Classical Academy

STUDENT MANUAL

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General Overview

MCA provides several digital resources to enhance the partnership between parents, students and tutors. FACTS Student Information System/FACTS Family Portal, formerly called RenWeb/ParentsWeb, provides a method for parents and students to check their grades, attendance records and contact information for students and families. FACTS SIS is a database utilized by the tutors and staff to record grades and send emails, texts and messages to students and parents. FACTS Management also serves to facilitate billing for school tuition and fees. Microsoft 365 is a service that provides email, software, file storage and video interfacing for classes. This Guide serves as a tutorial on the basic set up and operation of these tools. Both parents and students should find helpful information here.

If at any time you need additional help navigating these digital resources, please call the office. (432-694-0995) The students' success depends on their ability to utilize these tools seamlessly, and also on the parents' ability to partner with them.

FACTS Family Portal—for grades, class schedule, attendance, and school directory

FACTS Family Portal overview

FACTS Family Portal is a platform that allows both parents and students to access their academic records at any time throughout the year. It lists each student's class schedule, grades and attendance records, in addition to other school information.

FACTS SIS also provides a method by which tutors and staff can email or otherwise communicate with MCA families. **Important:** When first enrolling at the school, be on the lookout in your junk mail for correspondence from the school. You will receive messages from FACTS/RenWeb on behalf of a staff member. Mark it as *not junk* so you can receive future correspondence.

Logging in as a parent

1. Login to [FACTS Family Portal](#) as a parent.
 - Our district code is MD-TX.
 - Your username and password was set up when you applied at the school. If you forgot your credentials, you can attempt a reset. If you are unsuccessful, contact the school.

Updating your contact information in FACTS Family Portal

If you have changed your phone number, physical address, or email address, update your records so the school can contact you with pertinent information.

1. Login to [FACTS Family Portal](#) as a parent. Our district code is **MD-TX**.
2. Navigate to *Family* in the left menu, then to *Family Home*.

3. Select any family member and select the edit icon. This takes you to the *Family Demographic* form, which you can also find elsewhere once signed into FACTS Family Portal.
4. Edit the relevant fields
 - a. Note: if you change a mailing address in the *Custodial Parent Form*, it will also update each student in the *Family Demographic Form*
5. If you want your student to receive email in his/her own account, add an address in the proper field of the *Family Demographic Form*. Do not delete the student's school email address! (lastnamefirstname@mcaknights.org) For information about your student's school email address, refer to [Your Credentials for Office 365—Username and Password](#)

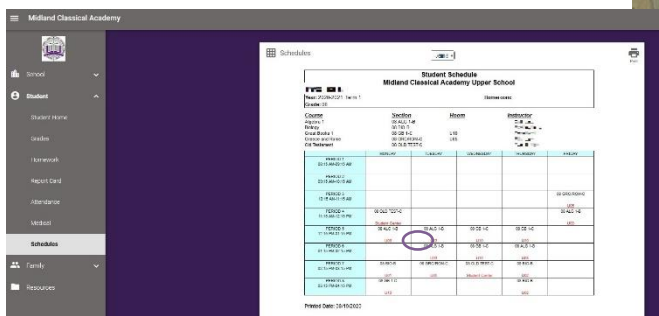
Optional: creating a unique account for each student in your family

If you don't want your children to have access to one another's grades, you can make a unique FACTS Family Portal login for each of them. Once the accounts are created, they would each login to [FACTS Family Portal](#) as a **student**.

1. Add a unique email for each of your students using the instructions in [Updating your contact information](#). **This only works if you complete this step first.**
2. Navigate to [FACTS Family Portal](#) and select *Create New Family Portal Account*.
3. Enter the district code (MD-TX) and student email address, then follow the prompts to create a new account.
4. Login to [FACTS Family Portal](#) as a student. Our district code is **MD-TX**.

Finding your class schedule

1. Login to [FACTS Family Portal](#) as a parent or a student. Our district code is **MD-TX**.
2. Navigate to *Student* in the left menu, then to *Schedules*.




3. Your class schedule and your room numbers are listed in the individual class hours since a class doesn't always meet in the same room. *U02* means Upper School Room 2.

Finding upcoming assignments

Some classes allow you to see what is due in upcoming classes.

1. Navigate to *Student* in the left menu, then to *Student Home*.
2. *Weekly Summary* will allow you to see what is upcoming.

Note: for the most current information, contact your tutor.

Checking your grades

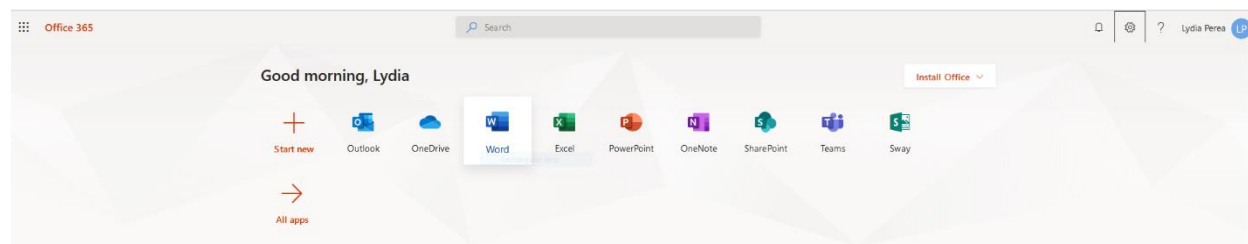
1. Navigate to *Student* in the left menu, then to *Student Home*.
2. Your *Classes* section will have your average for each class. Click on that average to see a detailed report.

Note: for the most current information, or to find out what you need to do to alter your grade, contact your tutor.

Microsoft Office 365—for class-related email and electronic classwork

Microsoft Office 365 Overview

Office 365 is how you can send and receive school email, create and edit documents, and login to Microsoft Teams (your source for electronic classwork).



Within Office 365, you will find Outlook (email and calendar), OneDrive (storage), Word, Excel, PowerPoint, and Teams (where your classes will live).

- Important: Tutors often send correspondence to a student's school email address, so students are encouraged to confirm their school email address on FACTS Family Portal so they receive all correspondence at a single address. To learn how to accomplish this, refer to [Updating your contact information in FACTS Family Portal](#).

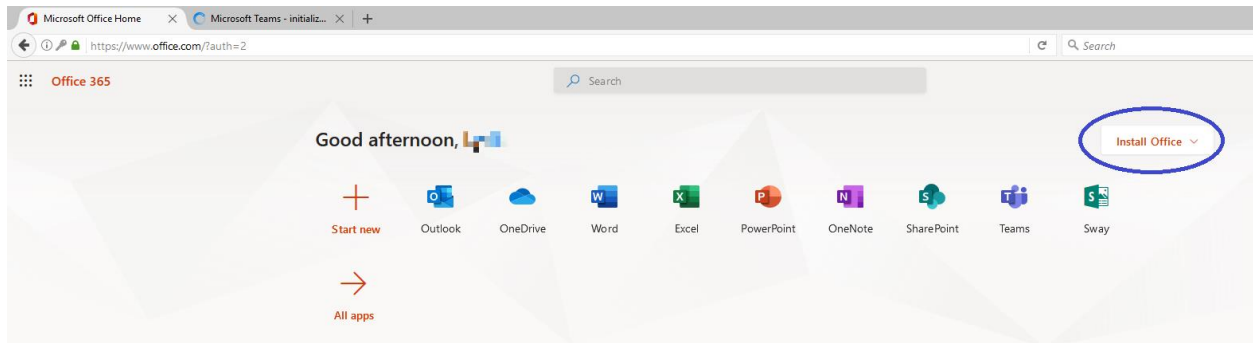
Available features

WEB ACCESS

For most users most of the time, the browser versions of the apps work great! You are encouraged to use these as much as possible. However...

SOFTWARE

With your school login credentials, you have a license that enables you to get the Desktop version of Word, Excel, PowerPoint, etc., on several personal devices! Feel free to try to download it and set it up.



APPS

For iOS and Android users, most of these same programs are available to install on your smart device. More details listed below in [Using Office 365 on a smart device](#).

Your credentials for Office 365

USERNAME AND PASSWORD

Your student username is [lastnamefirstname@mcaknights.org](#). If you have a nickname, the correct email address is listed in FACTS Family Portal. If you can't figure it out, contact the school.

Your password is either *Knights####*, or just *####* (The number was previously from student's SSN, now it's randomly assigned by FACTS. You will receive your login credentials when you first pick up your books as a new student. When you forget your password, ask at the Front Desk.

If you can't figure out how to login to your Office 365 account, contact the school.

Changing your Office 365 password

Important: **you cannot change your password**. It is branded on you like a prisoner's tattoo. The only guarantees in life are death, taxes, God's love, and a school email password that's hard to remember. Don't try, don't ask.

Setting up your devices for Office 365

USING OFFICE 365 ON A DESKTOP/LAPTOP

Go to office.com and login to find the apps.

Note: if you go to outlook.com, it might not recognize your username/password. Our accounts are setup as school/business accounts, which only work through certain channels.

USING OFFICE 365 ON A SMART DEVICE

Download the apps you think you'll use. Recommended apps are these.

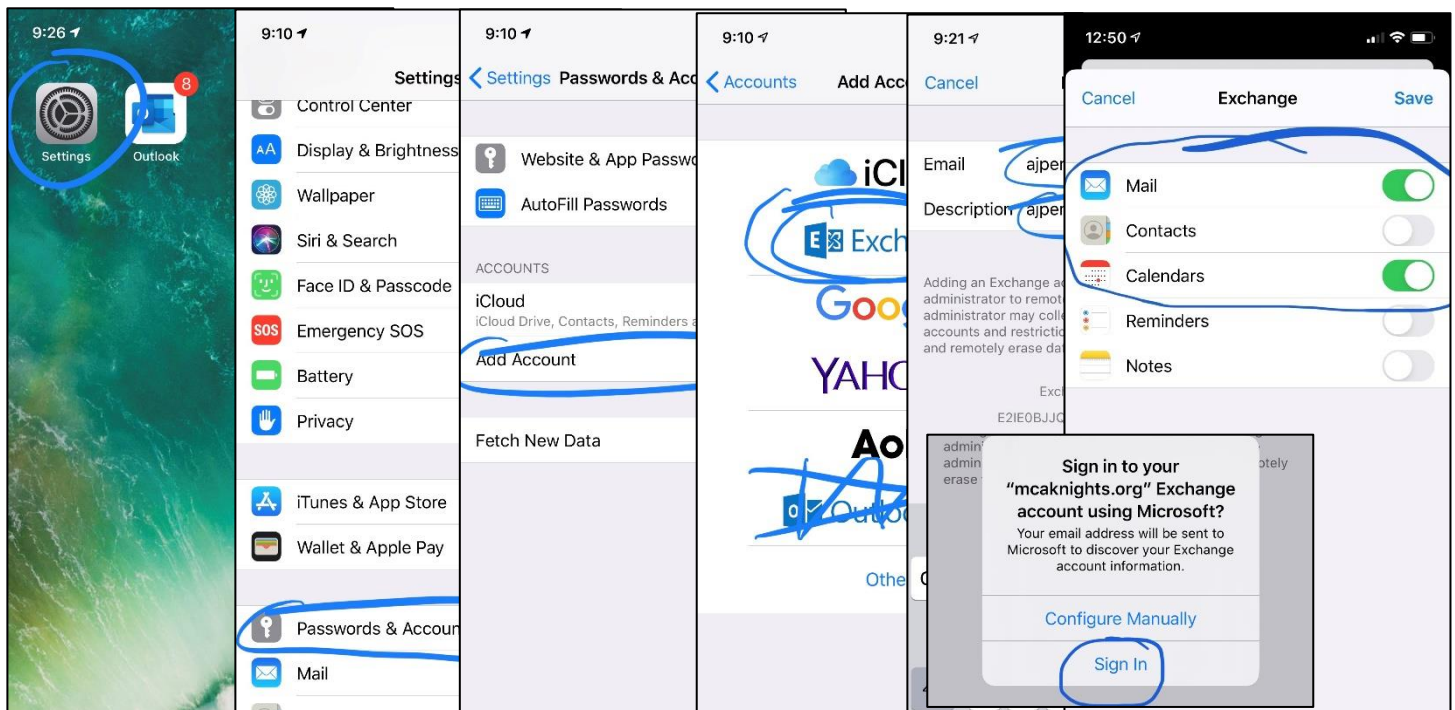
1. Microsoft Outlook
2. Microsoft Teams
3. Microsoft OneDrive
4. Microsoft Word

Others that are useful in some classrooms

1. Microsoft Excel
2. Microsoft Whiteboard
3. Microsoft PowerPoint

GETTING MAIL AND CALENDARS TO SYNC WITH APPLE MAIL AND APPLE CALENDARS

1. Go to iOS settings
2. Find *Passwords & Accounts*
3. Select *Add Account*
4. Pick Microsoft Exchange (**NOT** Outlook.com)
5. Choose *Sign In* (**NOT** *Configure Manually*) and input your school login credentials
6. Sync mail and calendars



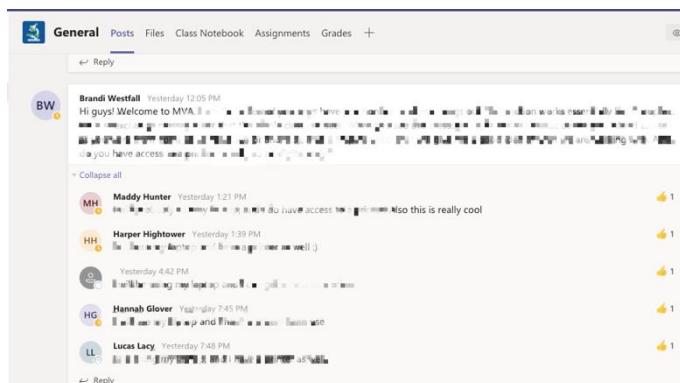
Microsoft Teams—for electronic classwork and virtual meetings

Overview

1. Sign in to office.com using your school login
2. Find the Teams app
3. Each of your classes should be listed as its own team. If one of your classes is not listed, contact your tutor. He/she will get you added to the roster.

Posts

This is where the conversations happen, the assignments are visible, etc. This is similar to the conversation thread in GroupMe.



Meetings

Your class should meet virtually during the regularly scheduled times.

Files

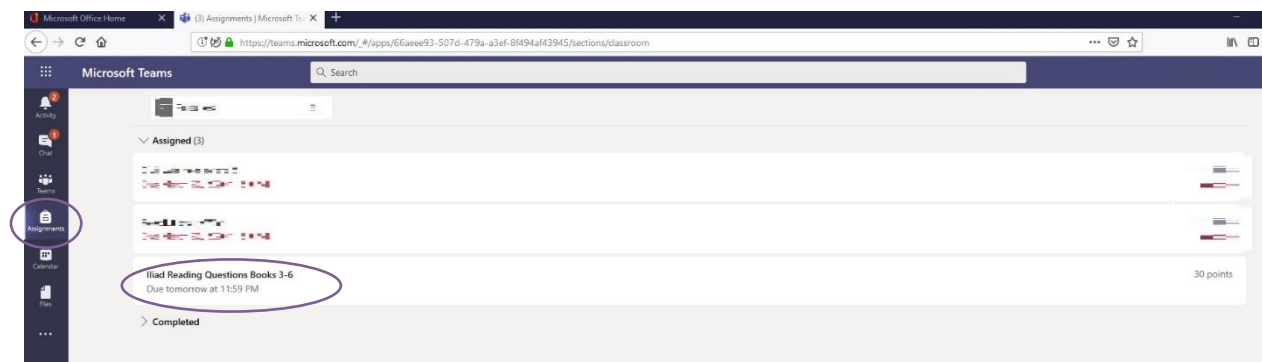
Your tutor might post answer keys, a syllabus, video files (you know, files) here. These are “read only”.

Assignments

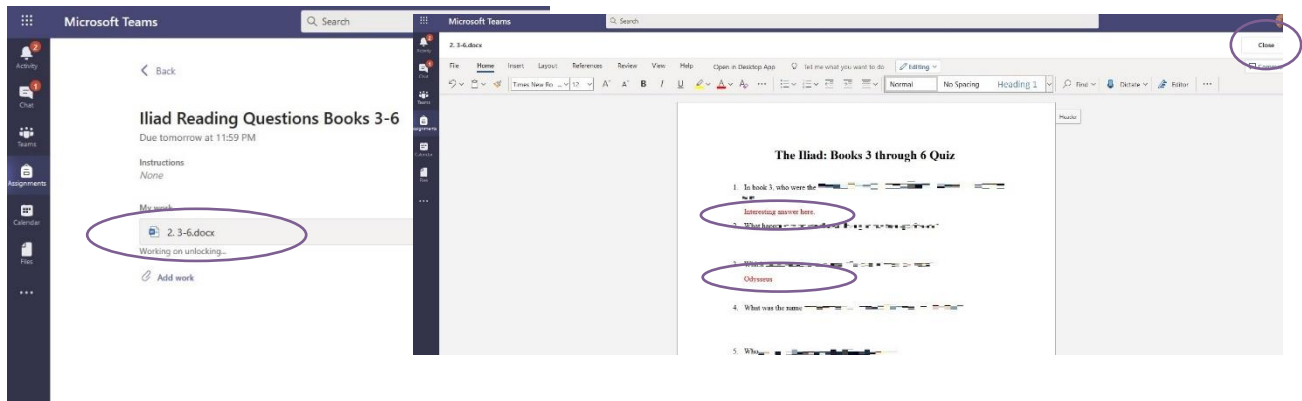
This is where things go that you are asked to complete for a class. Some of them will have nothing attached. Some will have a PDF attached. Some will have a Word document attached for you to fill out and turn back in.

FILLING OUT AN ASSIGNMENT ELECTRONICALLY—WORKS FOR WORD DOCUMENTS, MICROSOFT FORMS, AND EXCEL SPREADSHEETS

1. Navigate to the Assignments section of Teams.
2. Select the relevant assignment.



3. Open the attached document. If Word/Excel launches, make your edits from within the app.
 - a. Note: if you are unable to edit the file, your tutor may have made a mistake in the formatting. Contact him/her for clarification.



ATTACHING WORK TO AN ASSIGNMENT

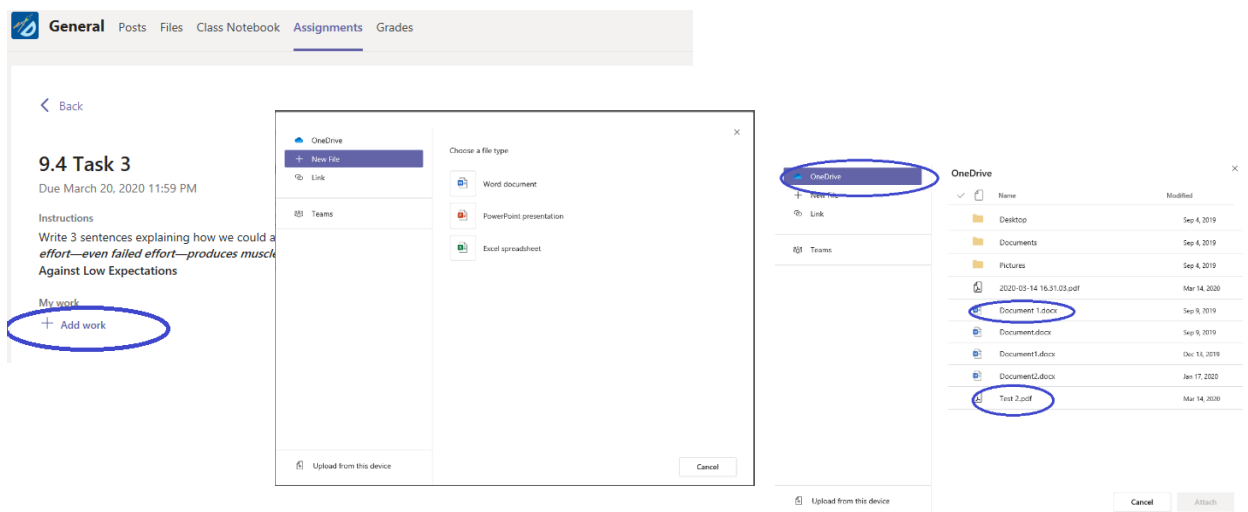
For some assignments you'll have to attach your own photo, PDF, or Word document.

If your work is handwritten, save it as a picture to your photo album or a PDF to OneDrive. Then find it on your device or in the cloud and select it.

You can also create a document right from inside Teams.

ATTACHING YOUR OWN WORK FOR AN ASSIGNMENT

1. Type work in your own Word document. Or scan a PDF. Or snap a picture. Follow instructions from your tutor.
2. Once formatted properly, add your work from OneDrive or from your photo library. Don't forget to turn it in!



TURNING IN AN ASSIGNMENT

Don't forget to hit *Turn In* when you are done. Once your tutor has graded the assignment, you will get a notification when it is returned, and your grade will be recorded in FACTS (RenWeb).

