



TECHNOLOGY GUIDE

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INTRODUCTION

At BTC, we embrace technology as a valuable tool to enhance learning and equip students for academic success. Through various software packages and digital platforms, we provide students with access to resources that support their studies, streamline communication, and improve overall engagement with course materials.

Technology has proven to be an essential component of modern education, offering flexibility, efficiency, and enriched learning experiences. Whether through online lecture recordings, research databases, or digital assessment tools, BTC integrates technology to ensure students can navigate their studies effectively, whether they are part of our contact or distance learning programmes.

This guide has been compiled to help students make the most of the technological resources available at BTC. It provides step-by-step instructions on accessing and using key software tools, troubleshooting common issues, and maximising digital learning platforms. Where applicable, when you see this icon  you can click it to access screenshots or videos included to help you navigate the software.

By familiarizing yourself with these technologies, you will be better equipped to engage with your coursework, collaborate with peers, and achieve academic success.

Below is a table of the software packages you will need to engage with during the course of your studies, and their purpose:

Microsoft Office 365	Outlook	Email access with your @btc.co.za email address and BTC calendar
	Word	Typing of Assignments
	Teams	Access to the Student Hub and Communication platform
		Access Documents and Guides Access video calls with lecturers
OneDrive	1TB storage space on the Cloud for your files	
Nexsis	Application Portal	For your first-time applications. Not used again once you are a registered student of BTC
	Student Portal	Access your Progress Report
		Enrol in courses See your final grades
Schoology	Access Course Content	
	Do Plagiarism Check	
	Submit Assignments	
	Engage with lecturers	
	See assignment grades	
EBSCOHost	Access Articles and Text Books	

Microsoft Office 365

When you enrol at BTC you are provided with a BTC email address which will likely be your student number, followed by @btc.co.za. (ie: 280001@btc.co.za). This email address needs to be used for all your technology logins except for Nexsis.

Software to Download

We recommend you download the following applications to your phone and computer:





- Microsoft Outlook
- Microsoft Teams
- Microsoft OneDrive

You can download these applications by going to your device store (Play store or Apple store) or by searching the download link on Google.

Setting up your BTC Office 365 account

- When your account is created, you will be given an email address and temporary password in order to setup your account
- Go to www.btc.co.za and click on **Student Login**.
- Type your **email address** and click next
- Enter the **temporary password** you were given and click Sign In
- Enter your current temporary password on the top line a, then a **new password** that you will remember on the two lines below. It needs to be a **STRONG** password, which means it must contain a capital letter, number and symbol. Make sure it's a password you will remember. Then, click **Sign In**.
- You will be required to add additional information for security purposes. Click the **Next** button
- Choose your **Country**, enter your **Cell Phone Number** and click **Next**
- Open your SMS inbox and copy the code you are sent via SMS. Paste the code into the text box and click next.
- Verification will be complete. Click next again, then click **done**.
- You will be asked if you wish to reduce the number of times you sign in. You may choose to say **yes or no**.
- You will then be directed to the **BTC Student Hub**. We strongly suggest making this page your 'home page' on your browser. Here's how to do that on [Google Chrome](#), [Apple Safari](#), [Microsoft Edge](#) or [Firefox](#).

Setting up your Student Hub page

- When you open your Student Hub page you will have access to a number of helpful tools and links including **Latest News**, a countdown to the next **'big thing'**, links to **BTC sites** you will use, **links to connect with Faculty**, links to important **Policies** and any other information that you may need as a BTC student.
- On the top right side of the page, make sure you click the icon that says “**not following**” so that it changes to **'following'**.
- Click on the circle with your initials in. 
- Select 'My Microsoft 365 Profile' 
- Click ALLOW then pick your **@btc.co.za** email address to update your profile 
- Click the 'Update Profile' link 
- Go through the steps to upload a photo of yourself, update your contact information, add a short bio etc and click **Save**
- Feel free to close that tab and return to your **Student Hub**

Navigating your BTC Hub Page

- On the top left of the page you will see 'News' – this will link you to any latest announcements or news you need to be aware of. Click on the image or title to open the content card and read the information
- On the right will be a helpful countdown to the next big event happening in the BTC calendar
- Below that will be links to helpful pages in your BTC journey, including MS Teams, your BTC email, MS Word, Schoology, EBSCOhost, Nexsis and your One Drive
- Below that will be further downloads and information.

This page will be updated regularly so be sure to visit the page at least once a day to make sure you don't miss any information.

Adding your email address to Microsoft Outlook

Adding your email address to Microsoft Outlook may vary slightly from device to device. However, you will need only two pieces of information in order to successfully add your BTC email address to your Outlook (or other email application if you prefer to use the application you are used to): your email address and your password.

Email Address: your@btc.co.za

Password: the password you created in the section above titled 'Setting up your BTC Office 365 account'

Here are some helpful videos to guide you:

- [Microsoft Outlook on a Windows computer](#)
- [Microsoft Outlook on an Android phone](#)
- [Microsoft Outlook on a Mac](#)
- [Microsoft Outlook on an iPhone](#)

Once you have installed Microsoft Outlook and have your email account active, explore the application as it includes space for your email, as well as your BTC calendar, where we will add significant dates that apply to you as a BTC student. We recommend watching a few Youtube videos on tips and tricks for efficient use of Outlook, as the software is updated regularly.

Using Microsoft Word for your assignments

As part of your Office365 package, you have access to the online, browser version of Microsoft Word. This version works exactly the same way as a downloaded version of Microsoft Word, however, only works when you are connected to the internet. Should you not have constant access to the internet, we recommend typing your content in freely available software (such as Wordpad or Pages), and copy your content onto your Word document online when you have internet access.

Access MS Word

- Access the BTC Hub, and scroll down to find the link for MS Word
- Your Office page will open, and you will be welcomed to your Word landing page.

Create a Word Template

To make your process simple in future, we recommend opening the Assignment Cover Page provided by the College.

- To do so, locate the 'BLANK DOCUMENT' icon on the top left under 'Create New'
- When the blank document opens, click **File** then **Open** then select '**Open files from this device**'.
- Choose the Assignment Cover Page and click **Upload**

- You may need to click '**Allow**' to allow Word access to the file
- The Assignment Cover Page will open in a new tab (you may need to click to allow that in your task bar)
- Fill in your Name, Student Number, Email Address, Cell, Local Church and Occupation in the boxes as required.
- Click File then Create a Copy and then Create a Copy Online
- Rename the file to Cover Page Template

Using your template

When you are ready to start a new assignment, go to the BTC Hub and access Microsoft Word

- In the 'Search my Files' block, search Cover Page Template
- Click on the Document icon to open it
- Immediately after it opens, click File then Create a Copy and Create a copy online
- **RENAME** the file name to whatever file name the lecturer has stipulated in the Assignment information of the Course Directive. (Example: BBS215-Assignment2-SizweMoloi)
- Click Create a Copy
- You will now have created the Word Document for your assignment and will be able to work on this document in order to complete the assignment requirements in accordance with the Assignment Writing Guide and Course Directive.

Downloading your Assignment for Submission

When you are satisfied that you have successfully completed your assignment and are ready to submit it via Schoology

- Click **File** then Export
- Select Download as a PDF
- A popup will show that you that your document is ready for download
- Click the **Download** button

The document will download to your Downloads folder on your computer.

- Upload that document to Schoology as your assignment submission.

Using Microsoft Teams

Microsoft Teams is your hub for communication, collaboration, and accessing important resources at BTC. As a BTC student, you should have automatic access to the Team called 'BTC 2025'. If you do not have access, please contact the Registrar.

This video will give you an overview on using Microsoft Teams: [🔗](#)

Navigating Your Teams and Channels

- When you open the Microsoft Teams app, go to the **"Teams"** tab.
- You are automatically added to the **BTC 2025** team.
- Within this team, there are two smaller groups called channels:
 - **Contact Students** – for those attending in-person lectures.
 - **Distance Students** – for those studying remotely.

💡 Make sure you use the correct channel for discussions and updates related to your study mode!

Using the Posts Section

- Each channel has a **"Posts"** section where important announcements, updates, and discussions take place.
- **Check this regularly** for information from faculty, the registrar, and fellow students.
- To reply to a message, **click "Reply"** under the post instead of starting a new conversation.
- If you want to notify someone, type **@theirname** (e.g., @JohnDoe) in your message.

🔔 **Turn on notifications** to stay updated! Click on the three dots (. . .) next to the channel name > **Channel notifications** > **All activity**.

Using the Chat Feature

- The **"Chat"** tab (found on the left panel) lets you:
 - Message lecturers or classmates directly.
 - Create group chats for assignments or discussions.
 - Share files and links.
- Use the **search bar at the top** to quickly find messages or contacts.

💬 **Remember:** Keep chats professional and BTC-related. Use the appropriate channels for academic discussions.

Accessing OneDrive from Teams

- BTC stores important documents in **OneDrive**, which is linked within Teams.
- To access shared files:
 1. Go to the **BTC 2025** team.
 2. Click on the **"Files"** tab at the top.
 3. Any documents that are shared with you will be located on this tab

Using the Approvals App for Extensions or Days Off

- BTC uses the **Approvals App** on Teams for handling student requests such as:
 - Assignment extensions
 - Absences from class (Contact students only)
- How to submit a request:
 - Click on "**Apps**" in the left-hand menu.
 - Search for "**Approvals**" and open it.
 - Click "New approval request" and select "Assignment Extension" or "Absence Request."
 - Fill in the required details (dates, reason, lecturer's name).
 - Click "**Send**" – your request will be reviewed, and you will receive a response.

Final Tips



Check Teams daily for updates and announcements.



Use the correct channels for communication.



Ask for help if you are unsure how to use a feature—your lecturers and classmates are here to support you!



Happy learning and collaborating on Teams

Using OneDrive to save your files online

As part of your BTC Microsoft account, you have 1TB of storage available for your files, photos etc. Here is a helpful videos to guide you on using OneDrive:

<https://www.youtube.com/watch?v=qgw01w0iYjA>

Nexsis

Logging into the Nexsis Student Portal

First Time Sign-In's

1. Go to **BTC Nexsis portal** by entering the following web address:
<http://btc.nexsisportal.com>
2. Click on "**Forgot your password?**"
3. Enter your **private email address** (not your BTC1 email).
4. Click **Submit**.
5. Check your email for a message from **Nexsis Academic** with the subject "**Reset Password**".
6. Open the email and click on "**Reset your password**".
7. A new page will open where you must create a **strong password**.
 - Must include an **uppercase letter** (e.g. "M").
 - Must include **lowercase letters**.
 - Must include at least **one number**.
 - Must include a **special character** (e.g. "?", "!").
8. Once the password strength is marked **strong**, confirm your password by re-entering it.
9. Click **Submit**.
10. If your browser offers to save the password, you may choose to update it.

Logging into Nexsis

1. After resetting your password, return to the **portal login page** at
<http://btc.nexsisportal.com>
2. Enter your email and password, then **click "Sign In"**.
3. Open your email and copy the authentication code from the email to your Nexsis login
4. If this is your first time logging in, you will be prompted to **update your details**.
 - Click **Next** through each step until you reach the main dashboard.

How to enrol in courses for the next Semester

Below you can find some step by step instructions, or you may prefer to watch a tutorial video here: <https://youtu.be/wdVY9gKxG20>

1. Open **Student Information**.
2. Click "**Enrol in Courses**".
3. You will see your **Progress Report**, which shows:
 - Courses you have completed (**marked with a green tick**).
 - Courses you are currently enrolled in but have not yet completed.
4. Click **Next** to continue.

Selecting Your Courses

1. Choose the courses you want to enrol in
2. Be mindful of your mode of study:
 - **Distance students** should select **distance courses**.
 - **Contact students** should select **contact courses**.
 - If you are **doing a combination of both**, you can select accordingly.
 - Example:
 1. **Missions** as a **distance course**.
 2. **Hermeneutics** as a **contact course**.
3. Double-check your selections.
 - Example:
 - **BMS 105** (Distance)
 - **BPS 105** (Contact)
4. Click **Next**.

Confirming Your Enrolment

1. Review how your course selection impacts your **Progress Report**.
2. Click **OK**.
3. A confirmation message will appear: "**Success! You have successfully enrolled in your courses.**"
4. Click **OK**, and you're done!

How to access your Semester Results

Your final results for the Semester will be available about 48 hours after the Academic Board Meeting has convened at the end of the Semester. Whilst you are able to see your individual results for assignments on Schoology, your final grade for a course will be visible on Nexsis only.

- Login to your Nexsis portal
- Click the arrow next to 'Student Information'
- Click on Unofficial Transcript - This will open up an unofficial transcript with all your grades *or*

- Click on Progress Report – This will show you
- The Courses you have completed (in green, with the grade in brackets)
- The courses you are enrolled in, for which grades are not yet available (in orange)
- The courses you still have to complete (in grey)

- BBL125: Intro to Biblical Languages and Culture [75]
- BBS115: The Synoptic Gospels and Acts [61]
- BMS115: Introduction to Missiology and Church Planting [68]
- BPM110: Biblical and Church Residency 1 [71]
- BPS115: Hermeneutics [67]
- BPS125: Homiletics [61]
- BSR110: Theological Research and Writing Skills [65]
- BBS215: The Pauline Writings
- BBS225: The Prophets
- BCH 215: Earlier Christian History
- BCH225: Later Church History
- BPM210: Biblical and Church Residency 2
- BST215: Revelation and God
- BST225: Humanity, Sin and Christ
- BBS125: The Pentateuch
- BBS315: Johannine & General Writings
- BBS325: The Writings

Schoology

Schoology is the learning management system (LMS) that BTC uses to facilitate both teaching and learning. A Learning Management System (LMS) is a software application or web-based technology designed to plan, implement, and assess a specific learning process. Schoology provides students with interactive features such as:

- Online discussions
- Quizzes
- Conferences
- Zoom lectures

This guide is based on the following video series, which may assist you in navigating Schoology: [Schoology Tutorial Videos](#)

Learning at BTC via Schoology

All learning at BTC takes place on Schoology. This includes access to:

- **Course Directives:** Documents outlining course objectives and outcomes.
- **Assignment Submissions:** All assignments must be submitted via Schoology.
- **Interaction with Faculty and Classmates:** Through messaging and discussion forums

Accessing Schoology

There are two ways to log into Schoology:

- **Web Browser:** You can access Schoology through any standard web browser.
- **Mobile App:** Schoology is also available as an app for smartphones and tablets.

To access Schoology, visit the BTC Hub and click the Schoology link. If you are logged into your BTC Microsoft account, you will automatically be directed to your Schoology dashboard, which serves as your Central Hub for accessing courses and materials.

Navigating Schoology

Once logged in, the first step is to ensure that all enrolled courses are correct.

- Click on the **Courses** tab to see your registered courses.
- If any course is missing or incorrect, contact the **Academic Administration Office** immediately to resolve the issue.
- Note that courses are only visible from the 1st day of the Semester.

To access course content, select the course of your choice. For example, selecting **Overview of Christian Doctrine** will display the following:

1. **Course Directive:** The most important document in each course, containing:
 - Course description
 - Lecturer details
 - Course resources
 - Assessment guidelines
 - Bibliography and assignment word limits
 - Contact details for academic support
 - Instructions on downloading documents for offline access
2. **Course Materials:** Contains essential readings, lecture notes, and additional resources.
3. **Course Assessments:** This folder is where you will submit assignments.

Submitting Assignments

1. Navigate to the **Course Assessments** folder.
2. Select the assignment you wish to submit.
3. Click **Submit Assignment**.
4. Upload your file just like attaching a document in an email.
5. Click **Submit**. You will receive confirmation once your assignment has been submitted.
6. If you need to make changes, you can **resubmit** your assignment before the deadline by following the same process.

Turnitin: Checking for Plagiarism

BTC uses Turnitin to check assignments for similarity to other sources.

1. Navigate to the **Turnitin** folder.
2. Select your assignment and upload it.
3. Submit the document to Turnitin for review.
4. Wait for the similarity report (acceptable percentage is 30% or below).
5. If needed, revise and resubmit your assignment to lower similarity.

Viewing Assignment Feedback

1. Navigate to the **Course Assessments** folder.
2. Select the submitted assignment.
3. Click on the feedback section to view lecturer comments and highlighted sections.
4. Revise your assignment if necessary based on the lecturer's feedback.

Messaging Your Lecturer

To communicate with your lecturer:

1. Go to the course where you need to send a message.
2. Click on **Members**.
3. Find your lecturer's name and click the dropdown icon.
4. Select **Send Message**.
5. Type your message and click **Send**.

Planning Your Calendar

To organise your study schedule:

1. Click on the **Calendar** icon.
2. View upcoming assignment deadlines and submissions.
3. Add personal reminders for research collection, study sessions, or project deadlines.
4. Save and review your study plan as needed.

Updating Your Profile

To personalise your Schoology profile:

1. Add a short bio.
2. Include your academic interests and extracurricular activities.
3. Link to professional or academic networks such as LinkedIn.
4. Do **NOT** change your email address

Notifications and Messages

1. The **Notifications** tab alerts you about new assignments, announcements, or class discussions.
2. The **Messages** tab allows lecturers to communicate directly with students regarding course updates or feedback.

Viewing Class Members

To see who is in your course:

1. Go to the course page.
2. Click on **Members** to view all enrolled students.

EBSCOHost

EBSCOhost forms part of the BTC Library offering and is your go-to software package for finding online prescribed text-books (when available) and published Journal articles for the use in your research and writing.

Access to EBSCOhost is controlled via your @btc.co.za Office365 login. This means that if you are logged into your MS Office account, you will automatically be logged into your EBSCOhost profile.

Logging into Ebsco

1. Click on the 'Hub' icon at btc.co.za or access the BTC Hub via Microsoft Teams
2. Locate the 'EBSCOhost' shortcut and click the button
3. EBSCOhost will open. You can click on 'My Profile' on the top right of the page to make sure you're logged into your profile.

Finding Journal Articles





When you are on your **MyEBSCO** Dashboard, you will see the large search bar along the top of your page. To find Journal Articles related to your research, type the topic in the search bar and click **Enter** or click the **magnifying glass**.

The options will populate and you will be able to browse through the results.

Note: Only articles with a 'Access now (PDF)' button below the article are available to read.

 Access now (PDF)

You are able to filter your search results by using the filter options under the search bar.

 All filters (0) Full Text  Peer Reviewed All time  Source type 

After you click **Access now (PDF)** you will be redirected to the article you are searching for.

On the top right of your article you will see the icons listed below. These icons will allow you to

- Save this article
- Cite the source
- Add this to a project
- Share the article
- Download the article
- Print the article
- Listen to the article



Finding Text Books or other Library Books

Accessing prescribed text books and other library books on EBSCO works the same as searching for articles, except for the 'Access now' button. Rather than an 'Access Now' button, if a book is available, you will see the '**Access Options**' dropdown menu. We recommend using the 'PDF' option if you are reading on your computer, and the ePub option if you are using your phone.

Access options 

Note: You need to have Adobe Digital Editions installed on your device in order to use the text books. [You can download the application here.](#)

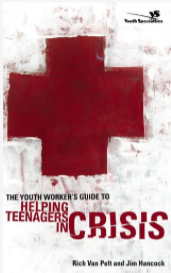
When you have clicked the 'PDF' option, a new window will open with the book open on your screen. The interactive 'Table of Contents' is on the right of your page, meaning if you click on a chapter number, you will be directed to that chapter.

On top of the page you will see the '**Full ebook download**' link. Click this link to download the book. (This is the equivalent of borrowing the book from the library).

 Full eBook download

Choose how many days you want to borrow the book for, then click the checkbox, and click download.

Download full eBook



eBook

The Youth Worker's Guide to Helping Teenagers in Crisis

Rich Van Pelt; Jim Hancock

2007

Borrow for:

1 day 

Select a format

- PDF (Recommended for desktop)
- EPUB (Recommended for mobile devices)
- I have [Adobe Digital Editions](#) or equivalent installed.*

Cancel

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Using books downloaded from EBSCO

Once you have downloaded the book, go to your downloads folder and click on the book to open it in the Adobe Digital Editions application.

The first time you use the application you will need to authorize your computer. Click the box that says 'authorise without using an ID'.

