


How to enrol on an NCTE online course

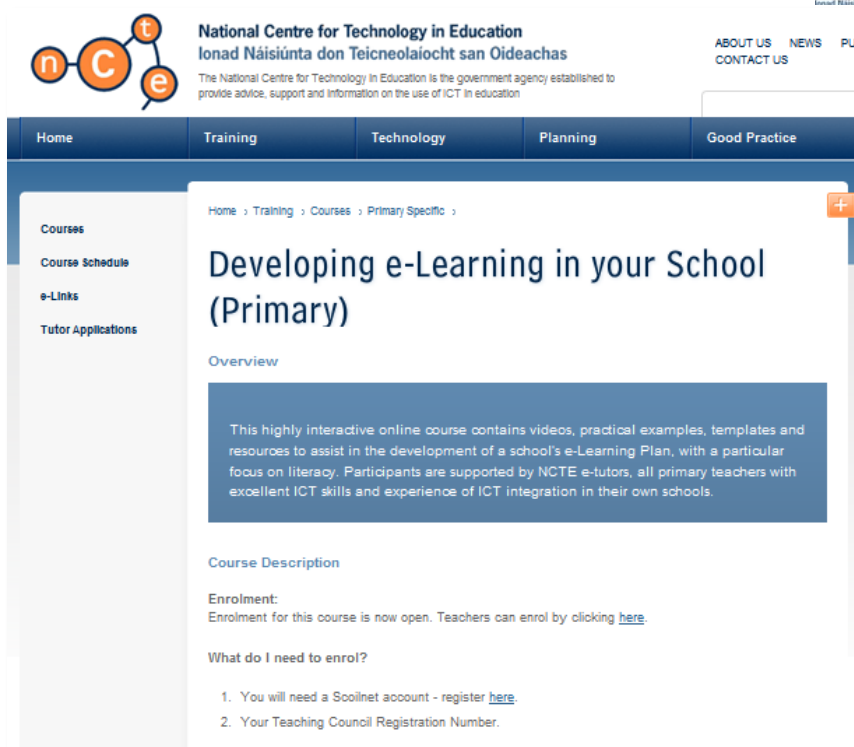
Steps:

1. You will need a Scoilnet account, which provides a username and password to access NCTE and Scoilnet online services
2. Do you have a Scoilnet Account? *(If yes, go to step 4)*
 - a. If not, go to <https://admin.scoilnet.ie/registration>



The screenshot shows the 'Scoilnet Teacher Registration Form' interface. At the top, there are 'Welcome' and 'Register' buttons. Below the title, a note indicates that fields marked with an asterisk are required. A warning message states: 'THE PERSONAL DETAILS ENTERED HERE (LAST NAME, DOB, TCN) MUST MATCH THE details, click here to look up the Teaching Council Register. DATE OF BIRTH'. The form fields include: First Name *, Last Name *, Gender * (set to Male), Mobile No., Date of Birth * (with Day, Month, and Year dropdowns), Email *, Address, Teaching Council No. *, School Rollnumber *, and Subject Areas (Post-Primary Only) with two dropdowns for Subject 1 and Subject 2. At the bottom, there is a prompt to 'Choose the Scoilnet and/or NCTE Service you are registering for:'.

- b. Complete the registration form (pictured above)
 - c. You will receive an email with your Scoilnet account username and password
 - d. If you have not received it, please check the Spam/Junk folder in your email program
3. You will also need a Teaching Council Registration Number. This is compulsory to enrol in NCTE's online courses. If you have forgotten your number, you can look it up online by clicking [here](#)
4. Go to www.ncte.ie/onlinecourses and choose the course you wish to enrol in by clicking on its title.



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

The National Centre for Technology in Education is the government agency established to provide advice, support and information on the use of ICT in education

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Developing e-Learning in your School (Primary)

Overview

This highly interactive online course contains videos, practical examples, templates and resources to assist in the development of a school's e-Learning Plan, with a particular focus on literacy. Participants are supported by NCTE e-tutors, all primary teachers with excellent ICT skills and experience of ICT integration in their own schools.

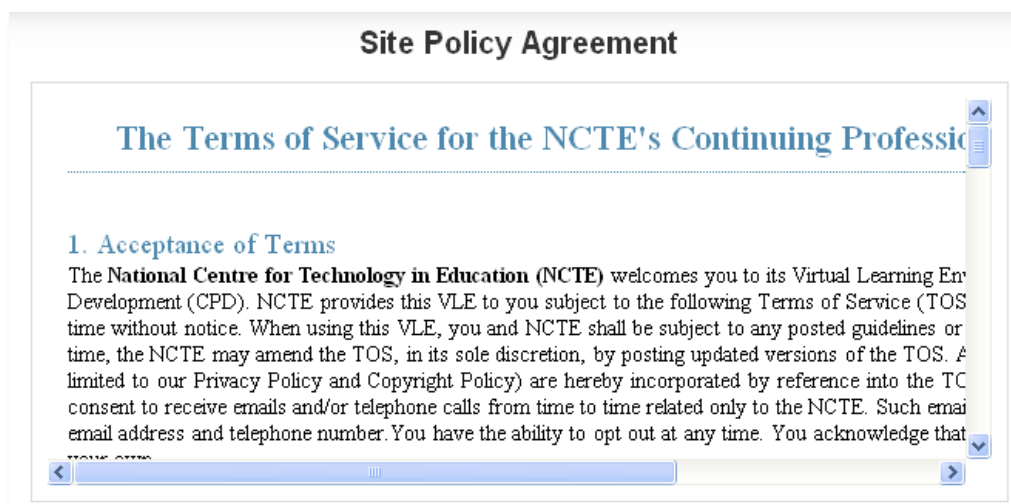
Course Description

Enrolment:
Enrolment for this course is now open. Teachers can enrol by clicking [here](#).

What do I need to enrol?

1. You will need a Scoilnet account - register [here](#).
2. Your Teaching Council Registration Number.

5. At the top of the course description page (sample pictured above) it will explain what you will need in order to enrol
6. Click on the “**Teachers can enrol by clicking [here](#)**” link at the top of this page to begin the process
7. Enter your Scoilnet account username and password and click “**Login**”
8. You must accept the NCTE’s Site Policy Agreement (if you have never used the site before)



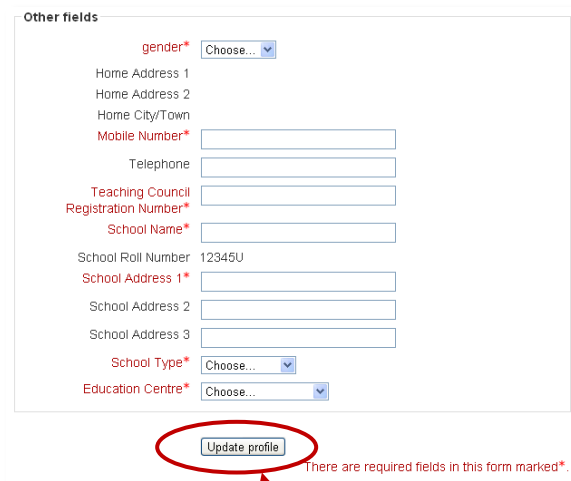
Site Policy Agreement

The Terms of Service for the NCTE's Continuing Professional Development

1. Acceptance of Terms

The **National Centre for Technology in Education (NCTE)** welcomes you to its Virtual Learning Environment (VLE) for Continuing Professional Development (CPD). NCTE provides this VLE to you subject to the following Terms of Service (TOS) which you accept at the time of use. NCTE reserves the right to amend the TOS at any time without notice. When using this VLE, you and NCTE shall be subject to any posted guidelines or conditions of use. At any time, the NCTE may amend the TOS, in its sole discretion, by posting updated versions of the TOS. A limited to our Privacy Policy and Copyright Policy) are hereby incorporated by reference into the TOS. You consent to receive emails and/or telephone calls from time to time related only to the NCTE. Such emails may contain information about the NCTE, its services and products. You have the ability to opt out at any time. You acknowledge that you have read and understand the TOS and you agree to be bound by them.

9. You will be taken to a Profile Screen where all fields appearing in **RED** must be completed



Other fields

gender* Choose... ▾

Home Address 1

Home Address 2

Home City/Town

Mobile Number*

Telephone

Teaching Council Registration Number*

School Name*

School Roll Number 12345U

School Address 1*

School Address 2

School Address 3

School Type* Choose... ▾

Education Centre* Choose... ▾

Update profile

There are required fields in this form marked*.

10. Once completed, click on the “Update profile” button

11. Read and agree (by clicking “Yes”) to the course Terms & Conditions



Terms & Conditions

Online Course Criteria

NCTE learning online – Developing e-Learning in your School (Primary)

Access to the course content will be available for all participants from 9am on Friday 9th December, 2011.

THE LEARNER CONTRACT AND PARTICIPANT REQUIREMENTS

All participants must indicate that they have read and understood the following by clicking the "Yes" button below.

In order to successfully complete this course and receive an NCTE course certificate, you must agree to the following conditions:

1. Register for the course using your full name and maintain this name for the one used in your professional life. All of the forum entries will display your name.

12. You will be brought to the confirmation page, saying that you have been enrolled. An automatic email will also issue to this effect. You might need to check the Spam/Junk folder of your email program to locate this email



Enrolment Confirmation

Thank you for enrolling in the NCTE's online course: Developing e-Learning in your School (Primary).

Your details have been added to the list of participants and your place on the course is secured. An automatic email will also issue to this effect. Please do not reply to it. If you cannot see it in your email, please check your Spam/Junk folder.

The course will be accessible from 9am on Monday, 7th November, 2011 - 5pm on Friday 9th December. e-Tutor support will be available to you between these dates. You are advised to complete the course by the finishing date of 5pm on Friday 9th December, 2011 in order to be eligible for a certificate of completion.

Your e-Tutor **must confirm** that you have completed the course as per the course criteria accepted during enrolment.

Please take note of and save your Scoilnet account information safely as you will need it to log in to the course when it opens. If you have mislaid it you can request it to be reset to you by going to [Scoilnet \(Password Reset\)](#)