

NCGE VLE Site Guide

A Guide to registering with the NCGE VLE and
applying for a course

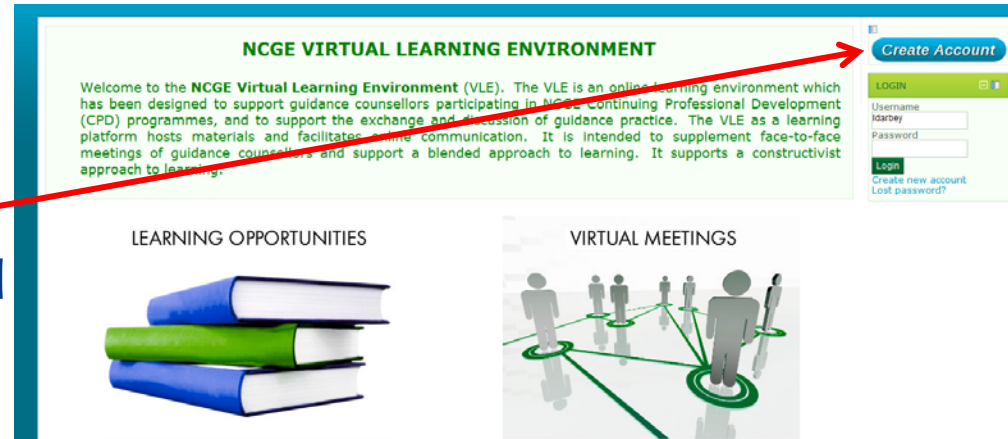


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How do I create an account?

- * To create an account you will need to visit <http://vle.ncge.ie>
- * Click on the 'create account' button on the right hand corner of the screen.
- * Complete the online form, read the site policy agreement, and click 'create my new account'.
- * You will receive an activation email to your email account with more information.



How do I activate my NCGE VLE account?

You should receive this email to your email account from the NCGE VLE.

You can apply for a course by hitting the 'course' button after you have activated your account. Alternatively you can go to www.vle.ncge.ie/course

Hi 'your name',

You have requested an NCGE VLE account. To activate your account please go to this web address:

<http://vle.ncge.ie/login/confirm.php?data=osu8zML1dHU6n5M/your name>.

This should appear as a blue link which you can click on. If this does not work, then cut and paste the address into the address bar at the top of your web browser window.

Once your account has been activated you can apply for courses by clicking on the 'courses' button.

If you need assistance, please contact the site administrator, NCGE VLE vle.ncge@gmail.com

What information is on the VLE course page?

- * When you enter <http://vle.ncge.ie/course> you will be brought to a webpage listing available courses – see example provided to the right. For more information and to apply for a module click on the appropriate module.

Course categories



Whole School Guidance Planning

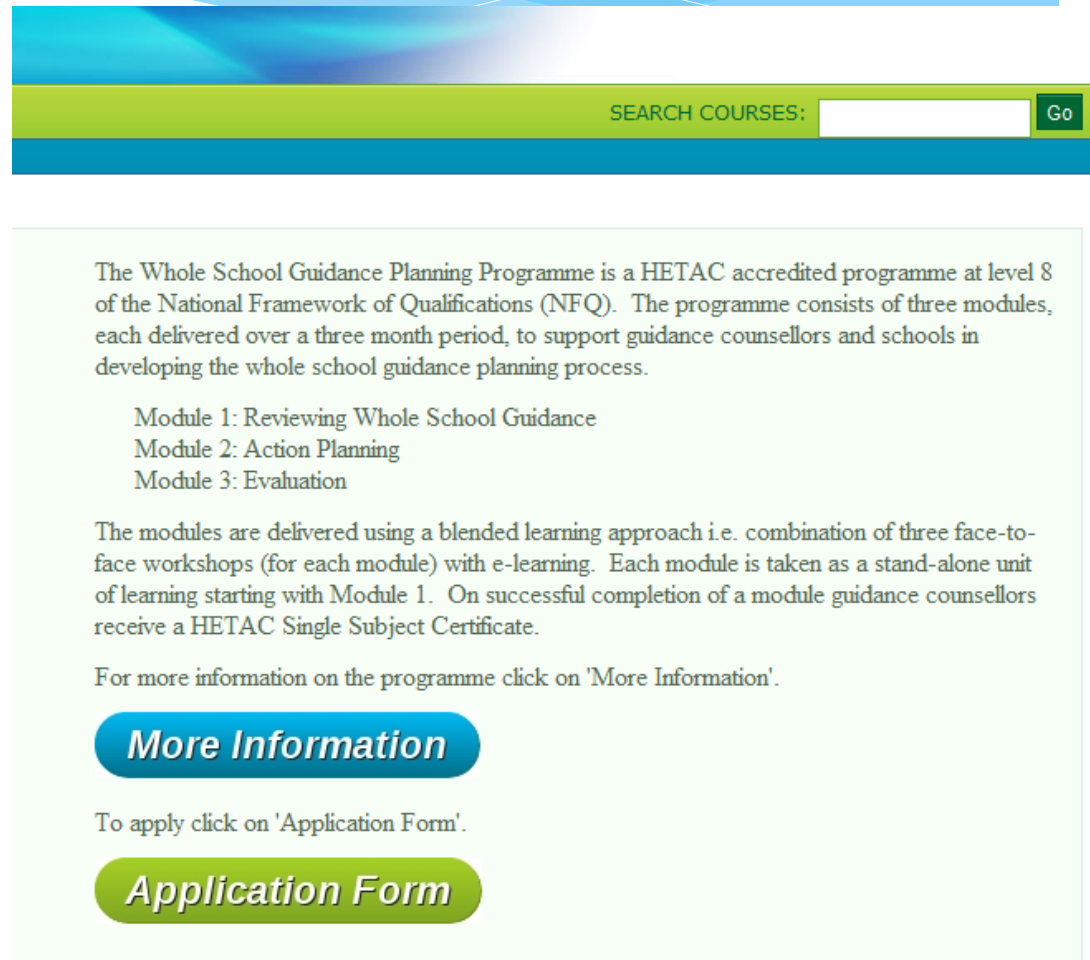
Module 1: Reviewing Whole School Guidance ⓘ

Module 2: Action Planning ⓘ

Module 3: Evaluation ⓘ

How do I apply for a course?

- * When you enter the course page of the VLE and select a course you will be presented with information similar to that on the right, depending on the course. There will be a 'more information' button available and also an 'application form' button available.
- * To apply for a programme just click on the 'application form' button. Complete the application and submit.



The screenshot shows a VLE interface. At the top, there is a search bar with the text 'SEARCH COURSES:' and a 'Go' button. Below this, the course title 'The Whole School Guidance Planning Programme' is displayed. The text describes the programme as a HETAC accredited program at level 8 of the National Framework of Qualifications (NFQ), consisting of three modules delivered over a three-month period. The modules listed are: Module 1: Reviewing Whole School Guidance, Module 2: Action Planning, and Module 3: Evaluation. It also states that the modules are delivered using a blended learning approach and that successful completion results in a HETAC Single Subject Certificate. There are two buttons: a blue 'More Information' button and a green 'Application Form' button.

SEARCH COURSES: Go

The Whole School Guidance Planning Programme is a HETAC accredited programme at level 8 of the National Framework of Qualifications (NFQ). The programme consists of three modules, each delivered over a three month period, to support guidance counsellors and schools in developing the whole school guidance planning process.

Module 1: Reviewing Whole School Guidance
Module 2: Action Planning
Module 3: Evaluation

The modules are delivered using a blended learning approach i.e. combination of three face-to-face workshops (for each module) with e-learning. Each module is taken as a stand-alone unit of learning starting with Module 1. On successful completion of a module guidance counsellors receive a HETAC Single Subject Certificate.

For more information on the programme click on 'More Information'.

[More Information](#)

To apply click on 'Application Form'.

[Application Form](#)

Questions?

If you require further assistance please:

- * Phone NCGE at 01 8690715
- * Email NCGE at vle.ncge@gmail.com

