Technology Help for Learners

TECHNOLOGY HELP

For Learners

Nearest tech help

The first Place to find answers for all your technical support questions is through your course, from the teaching staff and support staff in your campus.

⭐ What is my @lcetb email address and password?

A staff member will give you your email address and password. See example here.
Input the full address for checking your email or logging into your VLE.

69.mary.quinn@learner.lcetb.ie

You will be given a password with your email. You will initially be prompted to change your password - remember to keep your new password safe.

All IT Help begins with your course teacher. Ask them for help first. If they cannot resolve the issue they can relay the problem on to get technical support for you.
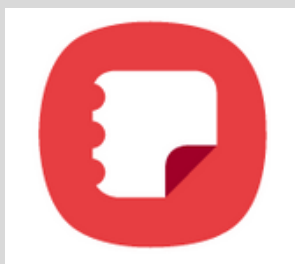
IT'S OKAY TO ASK FOR HELP

Save your own username and password to a safe place that you can find whenever you need it!

Suggested note taking apps that are available on android and iOS

iOS Notes

Samsung Notes
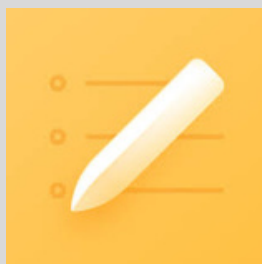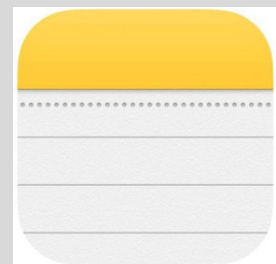
Mi Notes

Google Keep

Where is my VLE?

Some courses use a VLE - Virtual Learning Environment. This may be either Teams or Moodle

1 Open the Browser on your device

2 Type www.collegeoffet.ie into the address bar
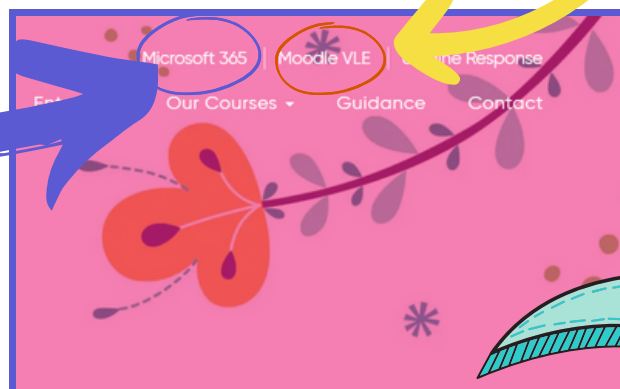
3 On the top right of the page click on Microsoft 365

Open the Browser on your device

Type www.collegeoffet.ie into the address bar

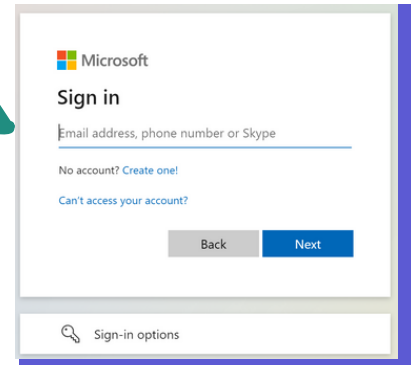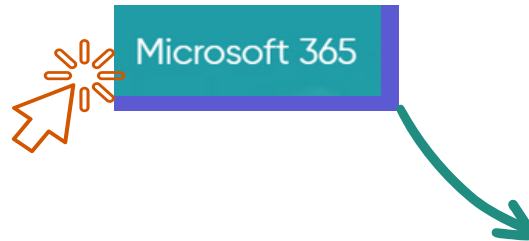On the top right of the page click on Moodle VLE

Microsoft 365   Moodle VLE   Online Response
Our Courses ▾   Guidance   Contact

USERNAME
••••••••
LOGIN

Log on to Moodle or Teams using your full @lcetb email address and password
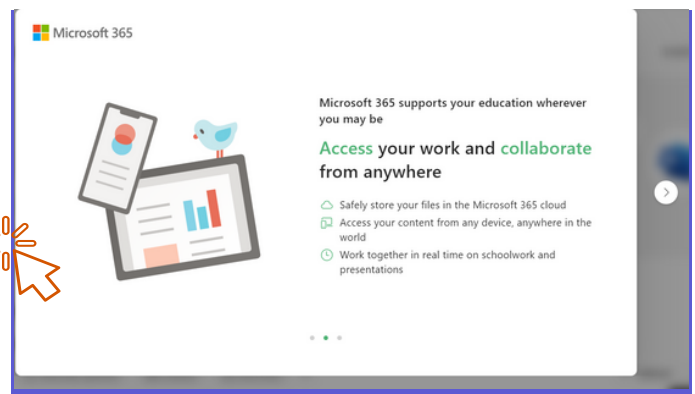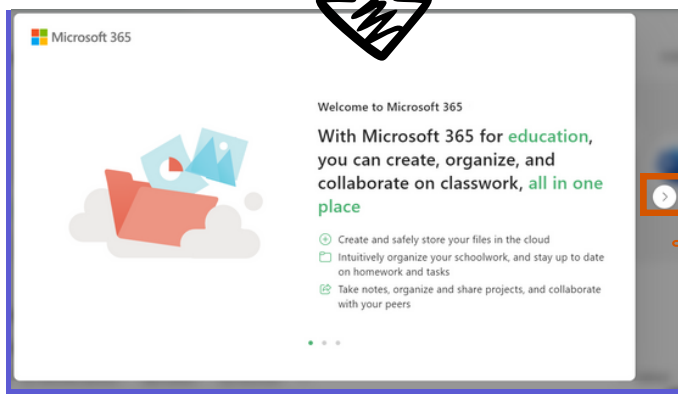
What do I use to create my Assignments?

You can access Microsoft apps like Word to use on your own device to type up your assignments. Open Microsoft apps by typing in www.collegeoffet.ie to your browser. On the top right of the page click on Microsoft 365.
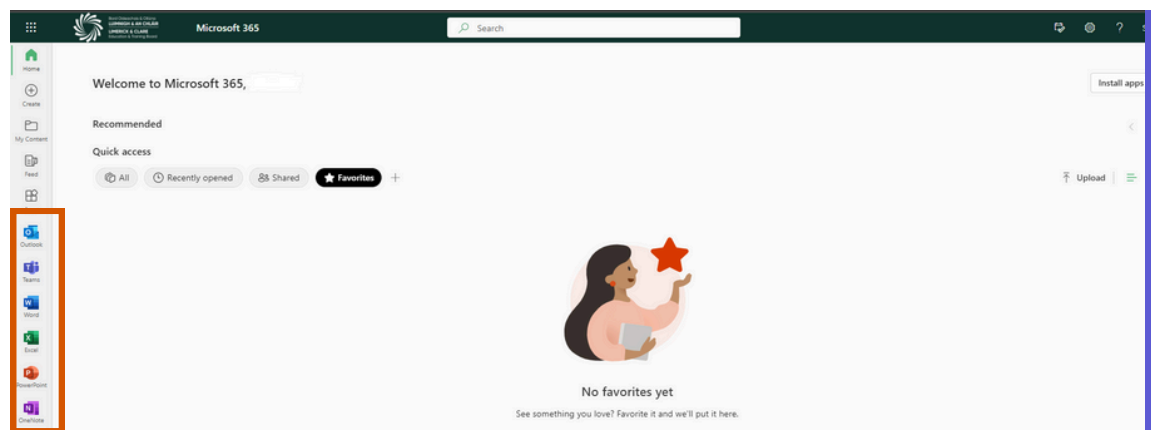Sign in using your @lcetb email address and password.

Microsoft 365

Microsoft

Sign in

Email address, phone number or Skype

No account? Create one!

Can't access your account?

Back   Next

Sign-in options

When you sign in for the first time you will receive pop-up windows similar to below.

Microsoft 365

Welcome to Microsoft 365

With Microsoft 365 for education, you can create, organize, and collaborate on classwork, all in one place

- Create and safely store your files in the cloud
- Intuitively organize your schoolwork, and stay up to date on homework and tasks
- Take notes, organize and share projects, and collaborate with your peers

Microsoft 365

Microsoft 365 supports your education wherever you may be

Access your work and collaborate from anywhere

- Safely store your files in the Microsoft 365 cloud
- Access your content from any device, anywhere in the world
- Work together in real time on schoolwork and presentations

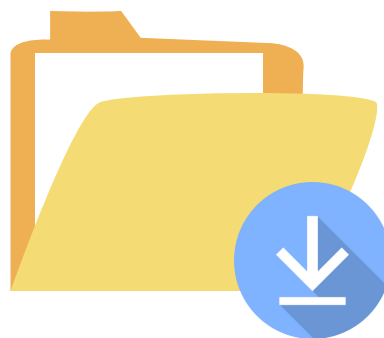Click the arrows on the right to reveal your Microsoft 365 home screen.

Microsoft Apps are listed on the left of your home screen. Select an app from the list to open it.

Microsoft 365

Welcome to Microsoft 365,

Recommended

Quick access

All   Recently opened   Shared   Favorites   +

Install apps   Upload

No favorites yet

See something you love? Favorite it and we'll put it here.

What do I use to create my Assignments?

You can also install Microsoft apps to use on your own devices by clicking on the "Install apps" button on the top right of the Microsoft 365 home screen.

Install apps ⌄

↓ Microsoft 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

→ Other install options
Select a different language or install other apps available with your subscription.
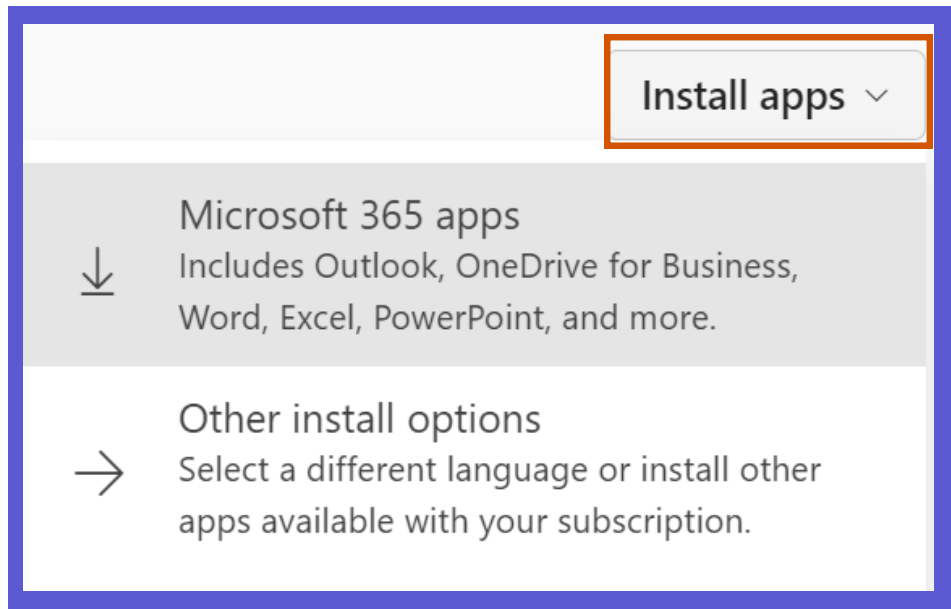
The software will commence downloading on your computer. Once it has finished downloading, you will need to run the software and follow the steps to complete the installation. Once installed, you should be able to access Windows products from your desktop or applications list.

Word 2016

PowerPoint 2016

Excel 2016
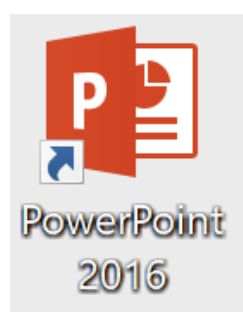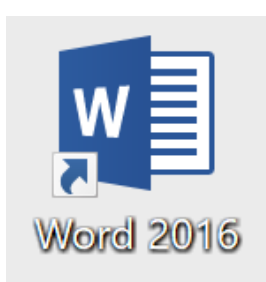
Where can I save my assignments?

As an learner with Limerick and Clare ETB you have a safe secure place to store all your assignment work and course files. It's called OneDrive and is part of your Microsoft account.
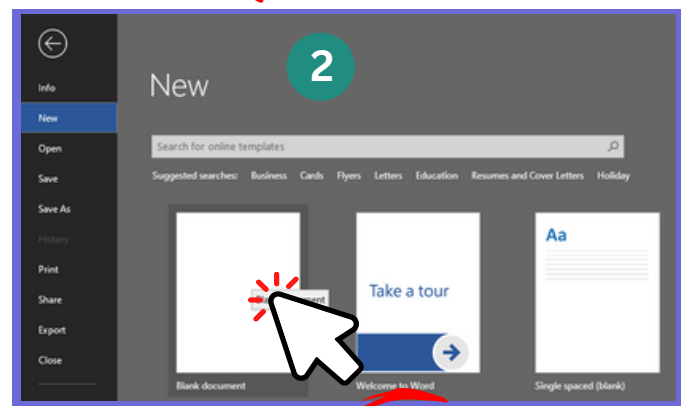
Save your file in a secure folder that is stored on the OneDrive Cloud.

How?

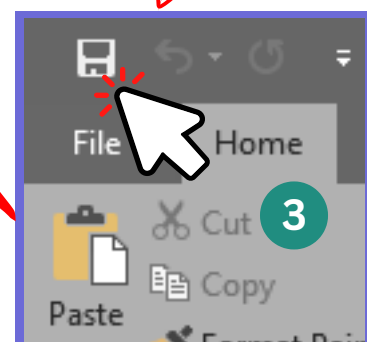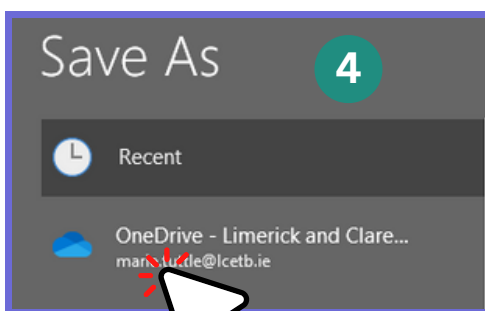**1** Open Microsoft Word on your device by double clicking on the Word icon

2 Double click on Blank document to create a new assignment

3 On the top left corner of the page click on the save icon

4 In the Save As menu double click on OneDrive, type in a file name and click on the save button

1

2 New

Info
New
Open
Save
Save As
History
Print
Share
Export
Close

Search for online templates

Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday

Blank document | Take a tour
Welcome to Word | Aa Single spaced (blank)

4 Save As

Recent

OneDrive - Limerick and Clare...
mar....le@lcetb.ie

3

File   Home

Cut
Copy
Paste

Can I use my own Laptop on Campus?

Yes. Most courses require learners to BYOD (bring your own device). Our teaching staff, or learning support staff will help you to connect to the WiFi.
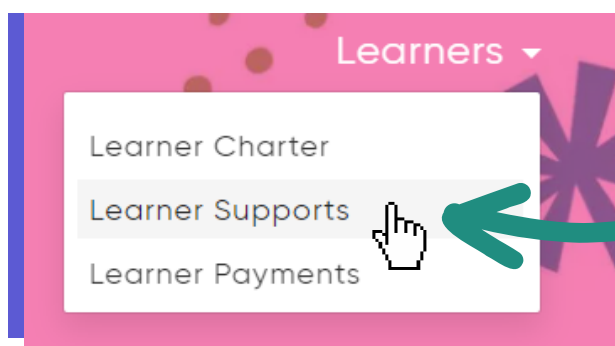
What if I have no device?

We understand that having a device is not feasible for everyone. If it is not feasible for you then consider applying for a Loan Device.

1 Open your browser and type in www.collegeoffet.ie into your browsers address bar

Learners ▾

Learner Charter
Learner Supports
Learner Payments

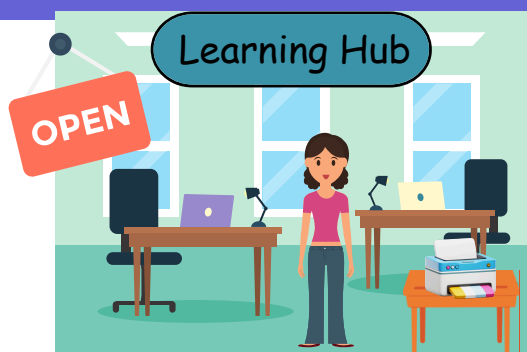**2** On the top right of the page click on Learner Supports.

3 On the new page Click on Register now and fill in the online form.

REGISTER NOW

Can I use computers and get help on campus?

Yes. We advise all of our learners to visit their nearest Learning Hub for more information about locally-available help and supports

Learning Hub

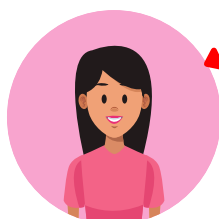OPEN

What can I do at the Hub?

You can use computers and the internet to research and type up assignments

Check out upcoming workshops, e.g. MS Teams, Academic Writing or Referencing

You can ask hub staff for help with getting started using a computer

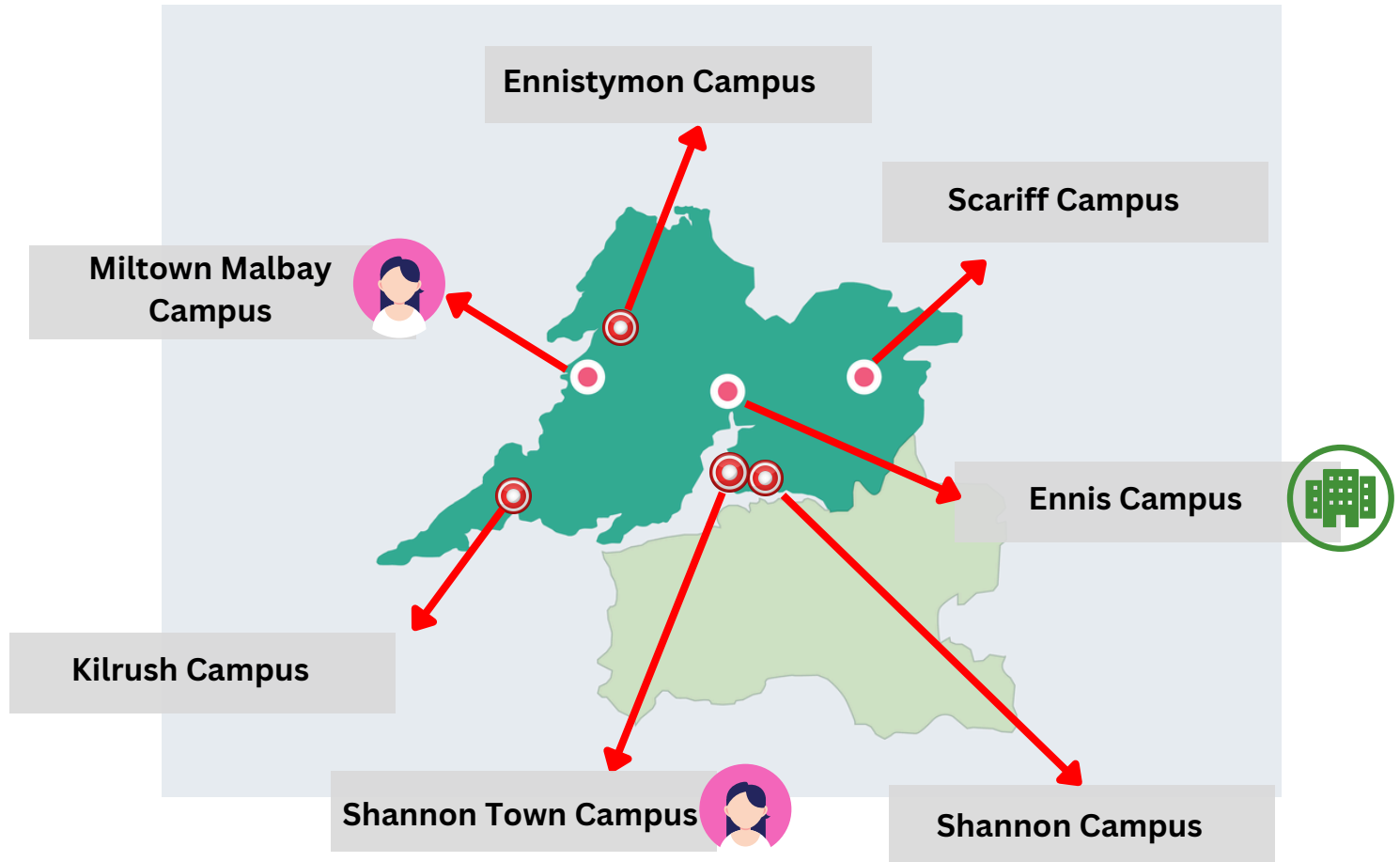Remember to discuss the Assistive Technology options with hub staff to enhance your learning

RELAX

Be kind to yourself!

Check out upcoming Mental Health & Wellbeing initiatives at the hub.

Limerick & Clare ETB Learning Hubs & Learner Support Staff Locations

Co. Clare

Ennistymon Campus

Scariff Campus

Miltown Malbay Campus

Ennis Campus

Kilrush Campus

Shannon Town Campus

Shannon Campus

Don't forget!
you can use the Virtual Learning Hub on Moodle by scanning this QR code with your phone!
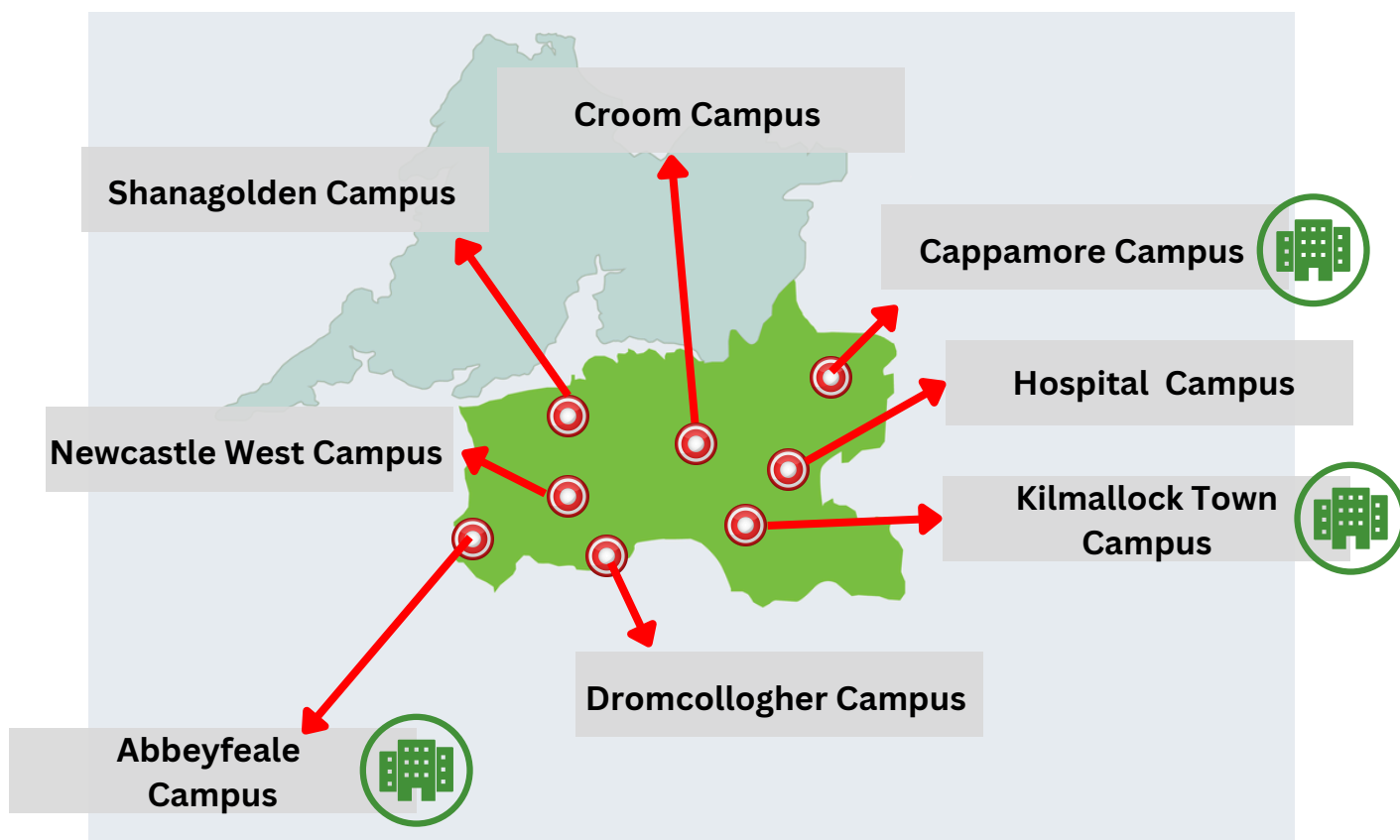
Location has learner support staff only

Location has a learning hub space & staff

Limerick & Clare ETB Learning Hubs & Learner Support Staff Locations

Co. Limerick

Croom Campus

Shanagolden Campus

Cappamore Campus

Newcastle West Campus

Hospital Campus

Kilmallock Town Campus

Dromcollogher Campus

Abbeyfeale Campus

Don't forget!
you can use the Virtual Learning Hub on Moodle by scanning this QR code with your phone!

Location has learner support staff only

Location has a learning hub space & staff

Limerick & Clare ETB Learning Hubs & Learner Support Staff Locations

Limerick City

O'Connell Avenue Campus

Mulgrave Street Campus

Kilmallock Road Campus

Raheen Campus

Don't forget!
you can use the Virtual Learning Hub on Moodle by scanning this QR code with your phone!
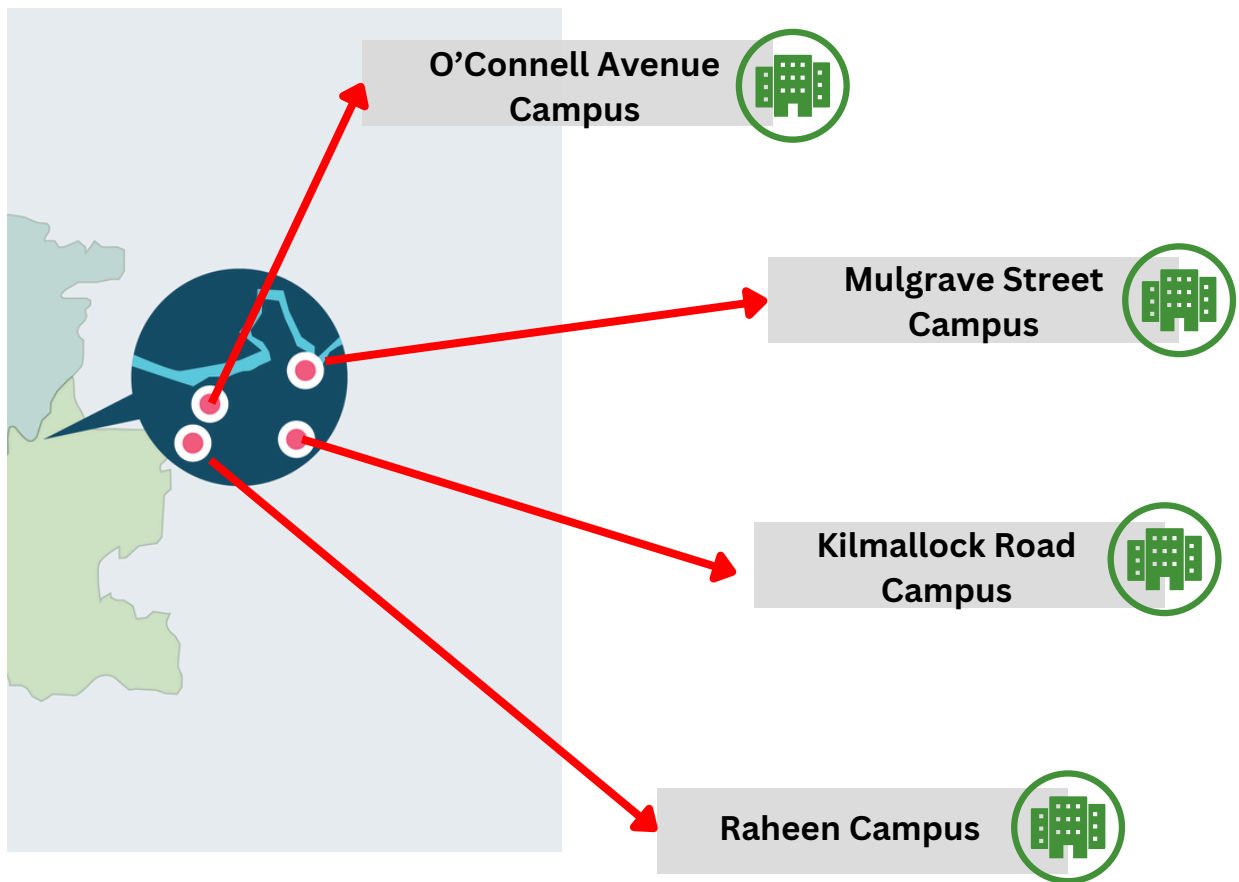
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