

# STUDENT IT INDUCTION HANDBOOK

2024/2025



BLACKROCK FURTHER  
EDUCATION INSTITUTE

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## 1.0 College Computers

Throughout the academic year, you will have access to college computers / laptops or you can bring in your own laptop. To print, you can use the printers in IT classrooms or print to the photocopiers in common areas.

### 1.1 College WiFi

Network: **BFEI\_WIFI**

Password: **AppliedStudy**

### 1.2 Your Username & Password

Your college computer username and password will be provided to you at the start of the academic year. This username and password can be used to log into any BFEI computer / laptop, Microsoft 365, Moodle and Teams.

Please note, you will have a **different username and password for logging in to the college “eNROL” system**. eNROL is where you pay the €50.00 acceptance fee, complete the “Learner Detail Form (LDF)” and upload documentation such as, ID, Leaving Cert results, medical card etc. The username and password for eNROL It will be emailed to your personal email (Gmail / yahoo/ outlook etc.) from **smtrelay@mit.ie**

- Your BFEI **email address** corresponds to your student number, for example 20245678@bfei.ie.
- Your **email password** will consist of a combination of numbers, letters and special characters, and is case sensitive. E.g. BaA\*12#zZ . Please **DO NOT CHANGE YOUR PASSWORD**. This password is linked across multiple software applications and changing the password will cause difficulties.
- **The password associated with your @bfei.ie email account begins with an uppercase letter B.**

Your email address and password will be used to log in to:

- ✓ Any BFEI computer / laptop
- ✓ Microsoft 365 (college email, OneDrive, SharePoint, etc.)
- ✓ Moodle (Note: once you have logged into Microsoft 365, there is automatic sign in to Moodle)
- ✓ Teams

## 1.3 Storing Coursework

### Storing Coursework:

- **All students are required to store all college coursework ONLINE** throughout the academic year. You can store college work on your Microsoft 365 OneDrive which is accessible using your college email address and password.
- Students should NOT save their work to the hard drive of college computers (i.e. **NEVER** save your files to “This PC” in places such as ‘Desktop’ or ‘Documents’ or ‘Downloads’ or ‘Pictures’) as you may not be able to access this work later. USB storage devices/memory sticks are not recommended for storing college work as they can get lost, left in computers and can become corrupted.
- Note, all student accounts (Microsoft 365, BFEI network, Moodle, Adobe, Teams) will be disabled at the end of May when the academic year is complete. All student files stored on these platforms will no longer be accessible. Therefore, it is essential that all students **back-up, on their personal cloud storage, any college files they wish to retain before the end of the academic year.**

## 2.0 Microsoft 365

### 2.1 Your College Email Address & Microsoft 365

- ✓ **Your college email address is your college 8-digit student number followed by @bfei.ie**  
E.g. If your student number is 20245678; then your college email address is 20245678@bfei.ie

### 2.2 Logging in to Microsoft 365 the First Time

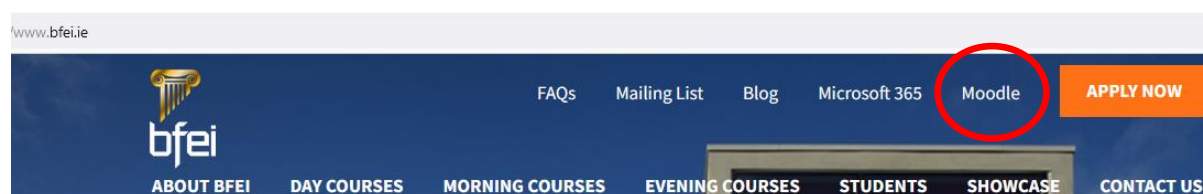
1. Open an Internet browser (Chrome or FireFox) and type **Office.com** in the search bar.

**OR...**

As a Google keyword search - search for ‘**Microsoft 365**’.

**OR...**

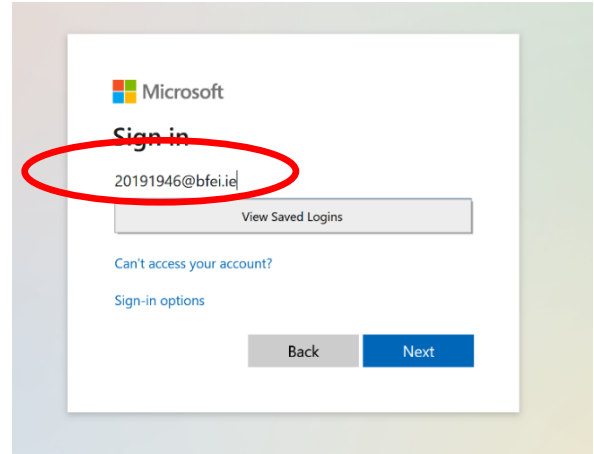
Go to the college website **www.bfei.ie** and on the top right of the homepage click ‘**Moodle**’.



2. Click the BFEI **Email** icon



3. Type your college **email address**. i.e. your college 8-digit computer username followed by @bfei  
E.g. 20245678@bfei.ie



4. Click '**Next**'

5. Type your **password**.

Note: Your Microsoft 365 password is the same as your college computer password which would have been given to you at the start of the year E.g. BaA\*12#zZ

### Enter password

.....|

[Forgot my password](#)

**Sign in**

6. Click **Sign in**.

7. You might be asked for '*More Information*' the first time you log in to Microsoft 365 so click '**Next**'.

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

8. From the drop arrow, select '**Ireland (+353)**' and type in your **mobile phone number** - a verification code will occasionally be sent to your mobile phone for security purposes.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Ireland (+353) 0861234567

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

[I want to set up a different method](#) [Skip setup](#)

9. Click **'Next'** and a verification code will be texted to your mobile phone.

Phone

We just sent you a text message with a verification code to +353 0868476907. Enter the code below.

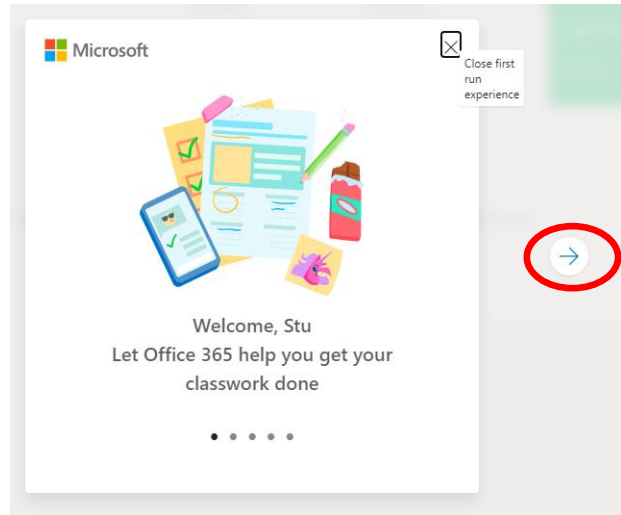
771656

[Resend code](#)

[Back](#) [Next](#)

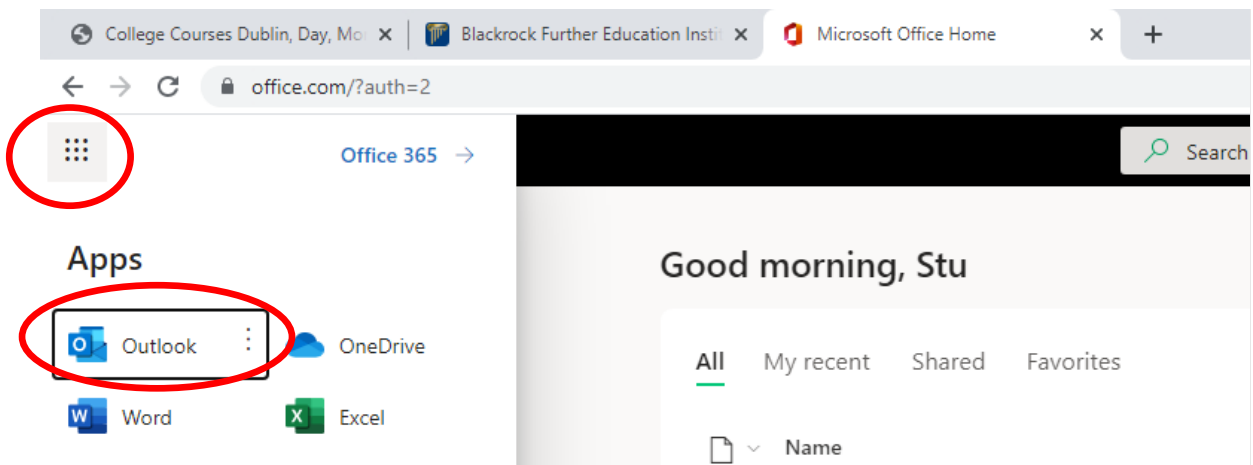
10. Type in the code provided and click **'Next'**.
11. It may say something like *"SMS verified. Your phone was registered successfully"*. Click **'Next'**.

12. It may say something like “You have successfully set up your security info”.
13. Choose "**Done**" to continue signing in”.
14. Now that you were logged in, you can move through ‘*First run experience*’ slides by clicking the arrow on the right of the slides.



### 2.3 Accessing your College Email for the First Time

1. Once logged in to Microsoft 365, click the ‘app launch’ icon (i.e. the 9-dot grid on the top left corner). It will display all the apps within Microsoft 365.
2. To access your email, select ‘**Outlook**’.



**NOTE: Your BFEI email is used by BFEI staff to contact students and likewise you must use only this email account to communicate with staff and students. You are advised to check your BFEI college email every morning and periodically throughout the day.**

### 2.4 Accessing Your college email on your phone:

In the app store, you can download the free ‘Outlook’ app. Log in using your BFEI email address and password.



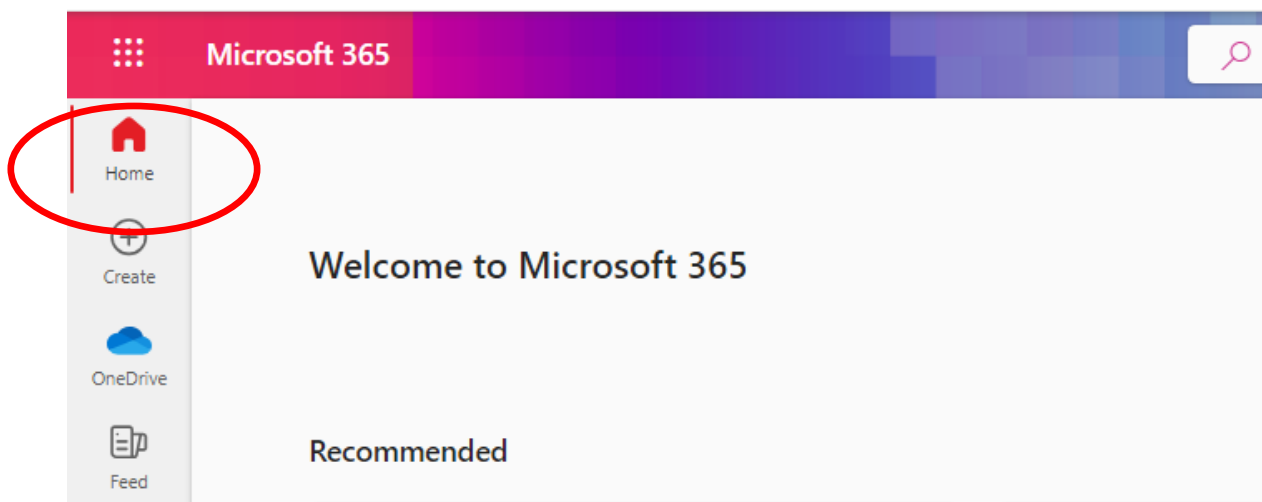
## 2.5 Download Microsoft Office Software to Your Home Computer/Device (Free)

As a student of BFEI, you are provided with **5 FREE** Microsoft 365 Office Software licences for the academic year. This means you can install Microsoft Office software on 5 separate personal devices and get access to the full “Desktop versions” of Word, Excel, PowerPoint, Outlook etc.

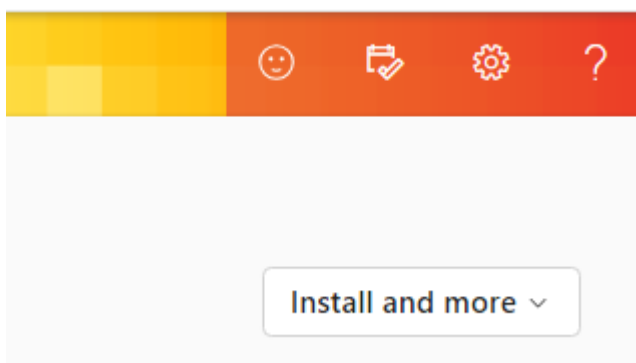
Note, while the ‘*online*’ versions of Word, PowerPoint etc. are sufficient for most assignments / coursework, if you are studying modules such as QQI L5 Word Processing or QQI L5 Spreadsheets - you will need access to more features of the full ‘Desktop’ versions

**NB. You *must* log into your college Microsoft 365 account on your home computer in order to download the free full desktop software to the hard drive of that particular device.**

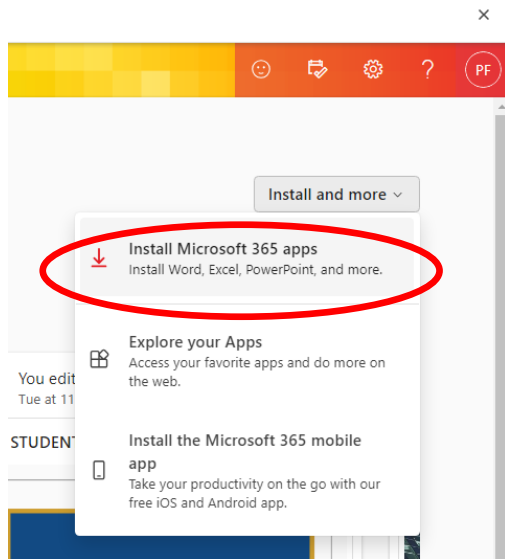
1. On your home computer, open an Internet browser and log into your Microsoft 365 account (see section 2.2).



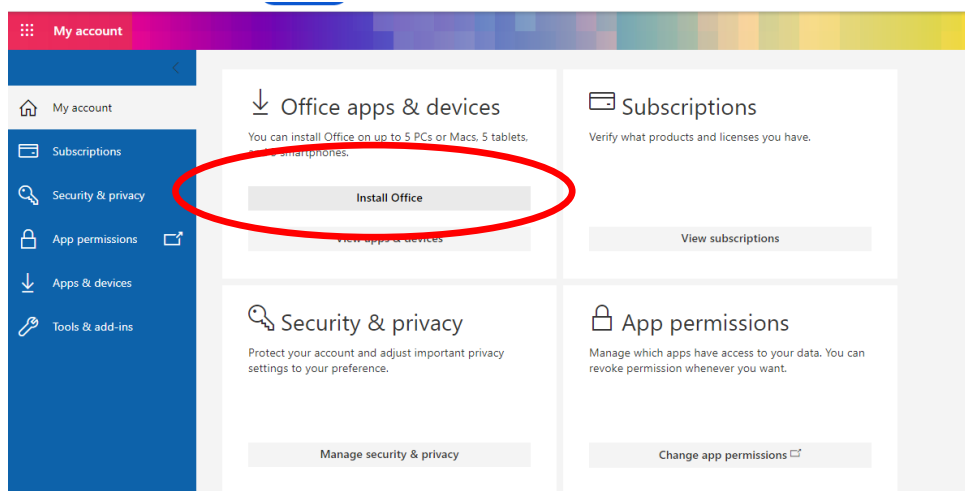
2. Click the Home icon



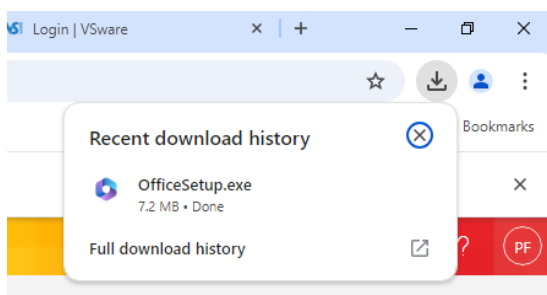
3. To the right of the Home page, click the drop arrow **Install and more**



4. Select **Install Microsoft 365 apps**



5. Select **Install Office**



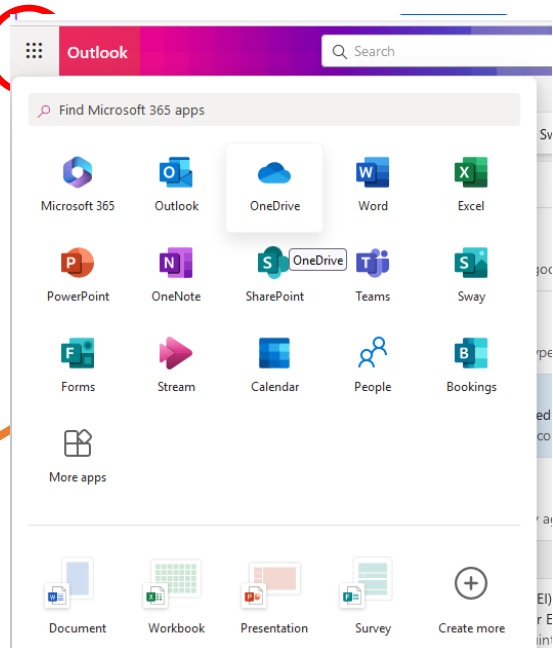
6. Click the **OfficeSetup.exe** file and **Run** the saved .exe file and follow the prompts to complete the download.

## 2.6 Storing Coursework - Microsoft 365 OneDrive

1. Once you have logged in to your Microsoft 365 account, click the app launcher icon (i.e. the 9-dot grid on the top left corner) to expand the app menu.
2. Click **OneDrive**

Note: For Assignments that are primarily text based, it is sufficient to type your assignments using the “online” version of **Word** accessible here.

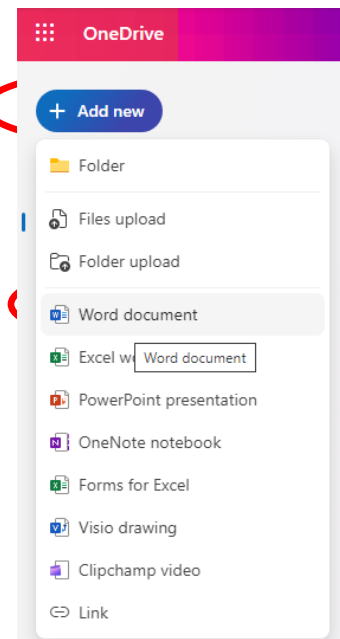
However, for assignments where more sophisticated Word Processing tasks are required, you should use the full “Desktop” version of Word and save the file up to your OneDrive.



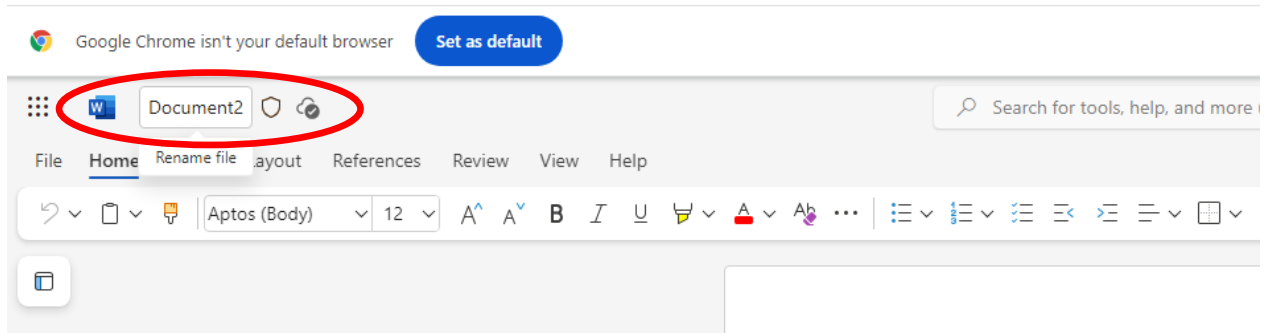
### 2.6. (a) Creating an Assignment Using the ‘Online’ Version of MSWord

Once you have logged in to your Microsoft 365 account, click the app launcher icon (i.e. the 9-dot grid on the top left corner) to expand the app menu.

1. Click **OneDrive**
2. Click **Add New**
3. Select **Word document**



4. Give this new document a title by clicking where in the field top left where it says 'Document1' or 'Document2' etc. and type a file name.



Note: as you type on the page, in the online version of MS Word, your work is automatically saved as you type. You can exit the online document at any time and all text you typed up until that point will have been saved. This online Word document is also accessible anywhere you have Internet access and can log into your Microsoft 365 account.

Most college assignments can be done using this Online version of MS Word unless specifically stated otherwise by your Teacher or where other applications or more advanced Word features are required.

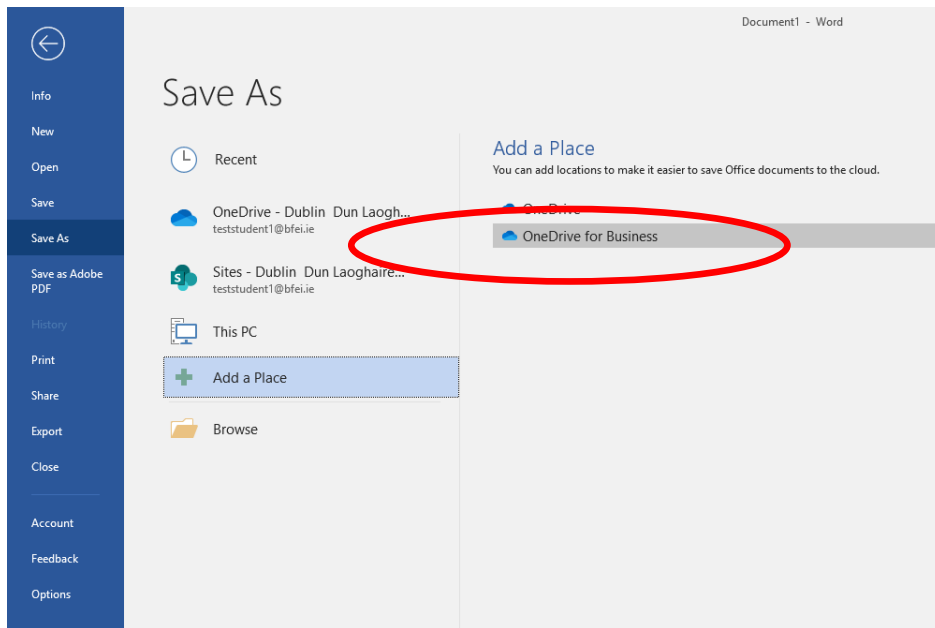
#### 2.6 (b) Creating an Assignment using the 'Desktop' Version of MSWord and Saving it to the OneDrive

There may be times you have to use the Desktop version of MS Word while in college and you may need to access this same file later at home. *Note. Courses that study 'QQI L5 Word Processing' as a module requires students to work with the Desktop version of MS Word both in class and for assignments.*

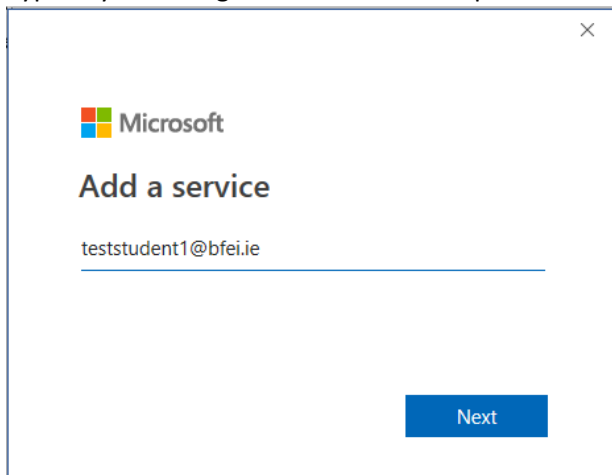
Saving to USB memory sticks is not recommended due to the risk of being lost or corrupted. You should **upload all coursework to your Microsoft 365 OneDrive** so you can access the file at anytime from anywhere there is Internet access.

While at college computers and working in the Desktop version of Office programs like Word, Excel etc., you can set up the program so that when you choose to do File>Save As, there is an option to **save directly to your college OneDrive** so that it automatically saves it online.

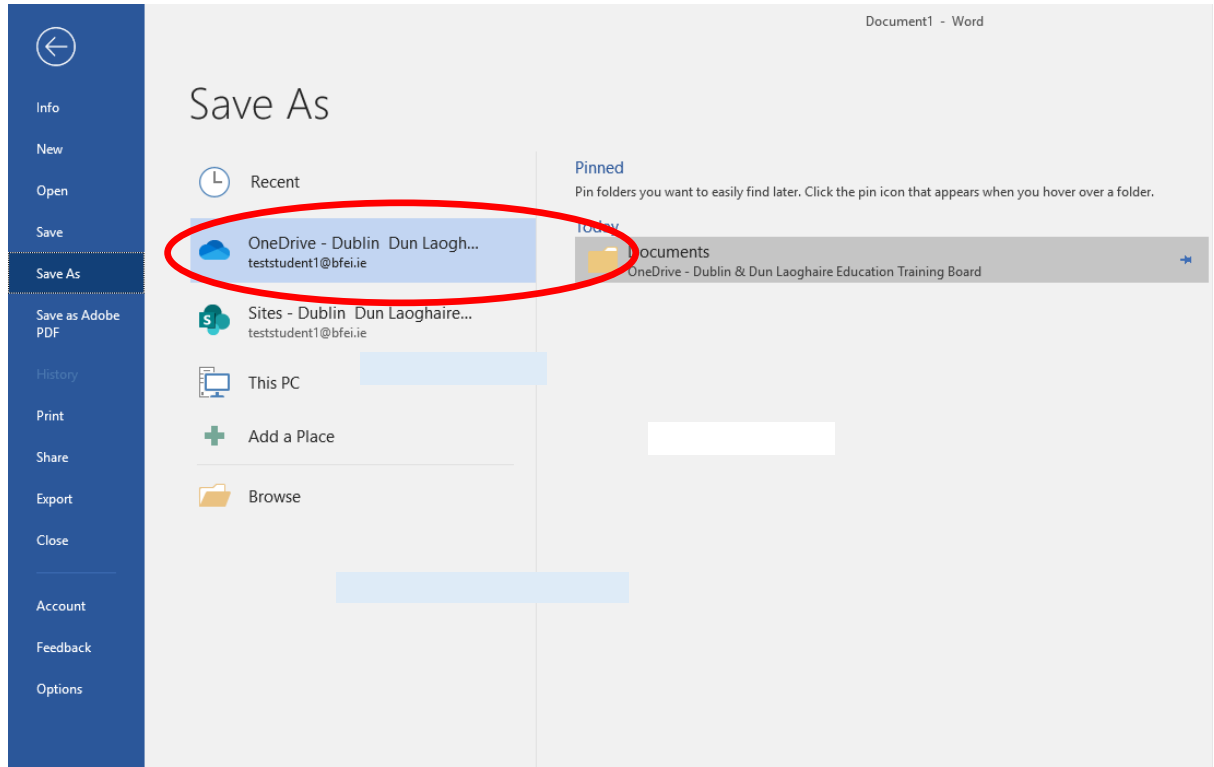
1. Open the Desktop version of MS Word.
2. Click **File** and **Save As**.



3. Click **Add a Place**
4. Click **OneDrive for Business**
5. Type in your college email address and password.



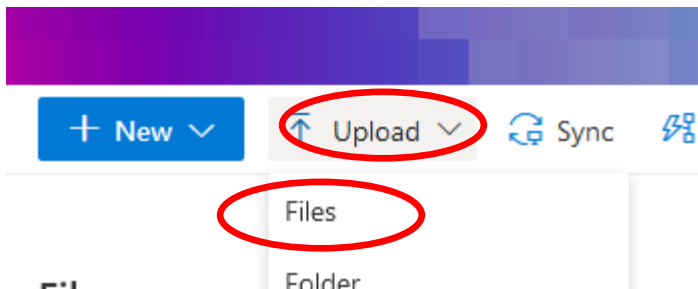
6. Type your assignment.
7. **Save it** by clicking **File > Save As > OneDrive – Dublin Dun Laoghaire..**



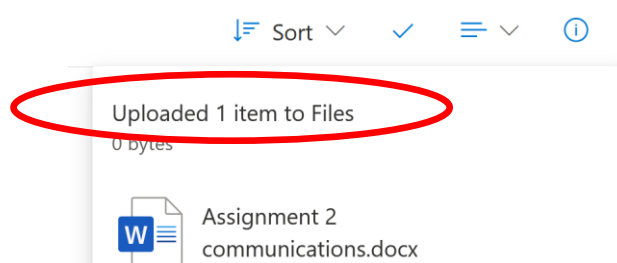
### 2.5 (c) How to Upload a Word file from a Computer's Hard Drive to the OneDrive

If working from home and you have saved the Desktop version of a Word document assignment to your home computer's hard drive (E.g. in a place like 'Desktop' or 'Documents'), then you will need to go online and log in to your Microsoft 365 account.

1. Once logged into Microsoft 365, click the app launcher icon (i.e. the 9-dot grid on the top left corner) and then click **OneDrive**.
2. Click **Upload** and then **Files**



3. Navigate to where you saved the file (E.g. Desktop or Documents) and click on the file name to select it. Click **Open**.
4. A message, like below, should appear telling you the file has now be uploaded.

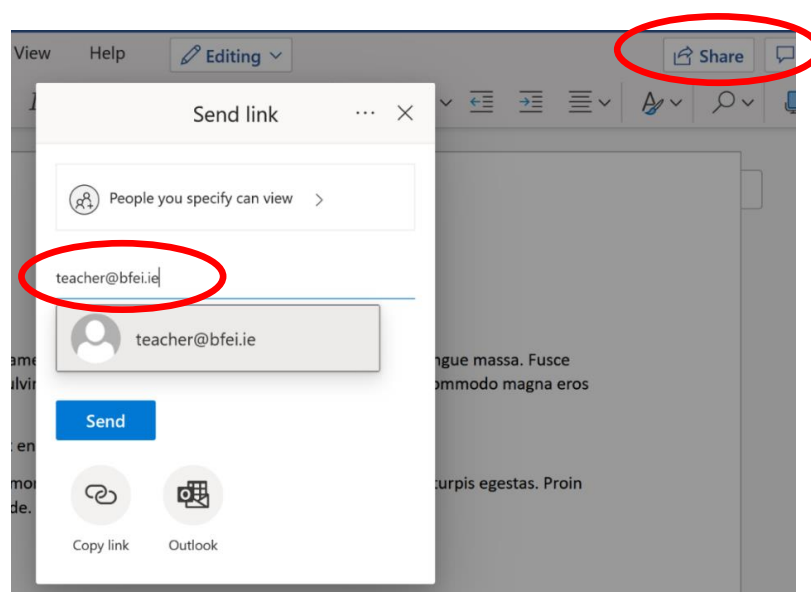


## 2.7. Sharing Coursework from your Microsoft 365 OneDrive

### 2.7 (a) How to Share Coursework with a Teacher

When you have created an online file in MS Microsoft 365 OneDrive or you have uploaded a file from your computer to your Microsoft 365 OneDrive, you can share this file with a Teacher (if you have been asked/invited to do so). **Before sharing files with your Teacher, first confirm with him/her if this is how they want to see / correct your work. Do not email or share files with Teachers unless they specifically request you to do so or have said this is their preferred method** (some teachers may prefer to see your work only on Moodle).

1. Once you have logged in to your Microsoft 365 Account, click the 9-dot menu grid in the top left-hand corner to expand the app menu and click on **OneDrive**.
2. Open the file or document that you want to share.
3. On the top right, click the **Share** button and in the 'Send link' pop-up box, type your Teacher's **email address**. Note: Staff email addresses consist of the Teacher's first initial, then full surname followed by *@bfe.i.e*



Note: If you want to allow your Teacher editing rights to comment / write directly on your Word document, you must first click '**People you specify can view**' and tick the checkbox "**Allow Editing**".

4. Click **Send**.



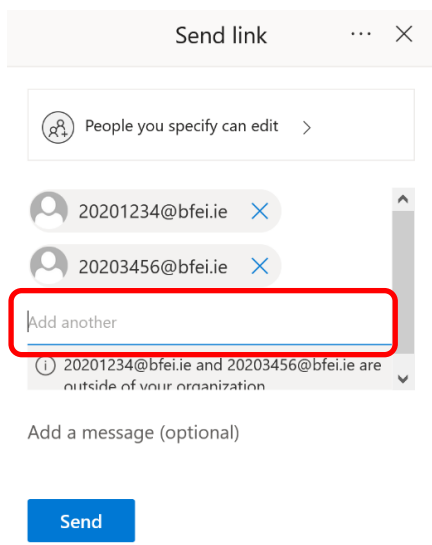
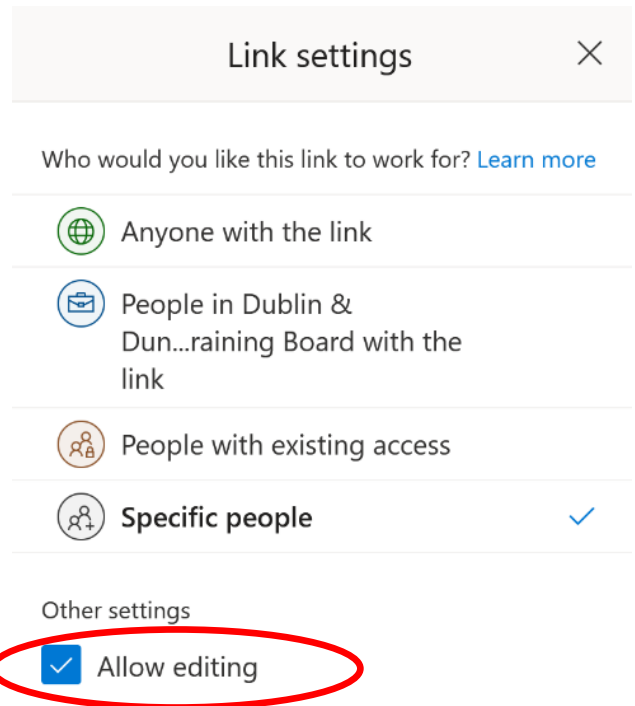
## 2.7 (b) How to Share a Document with other Students & Work Collaboratively

Occasionally you may be asked to do group assignments and work as a team with other students in your class on the same assignment.

This can be done by one person creating an online document on their OneDrive **and ensuring everyone has 'editing rights'** and sharing it. This way, you can read the contribution from others and type your text on the same document.

You will need the BFEI email addresses of the other students in your group.

1. Once you have logged in to your Microsoft 365 Account, click the 9-dot menu grid in the top left-hand corner to expand the app menu and click on **OneDrive**.
2. Open a file such as the cloud/online version of a Word document and on the top right, click **Share**
3. Click '**People you specify can view**' and tick the checkbox "**Allow Editing**"
4. Type each of the BFEI email addresses (or you may be able to find them by name) of other students who you want to be able access the file.



5. Click **Send**.

## 2.8 How to Video Record Yourself & Share the Video with a Teacher

There may be an assignment whereby you are required to be on video giving a presentation, performing a task or doing a role play. Selfie videos can be done remotely using a home computer webcam or by using your mobile phone's camera.

The following instructions will guide you through the process entirely by using your phone.

As video files are often too large to send via email, these instructions require you to have already downloaded the MS Microsoft 365 OneDrive phone app on your phone so that you can show your Teacher the video by sharing a 'link'.

Note the first set of instructions are for IOS phone users and the second set is for Android phone users.

### 2.9 (a) Phone Instructions

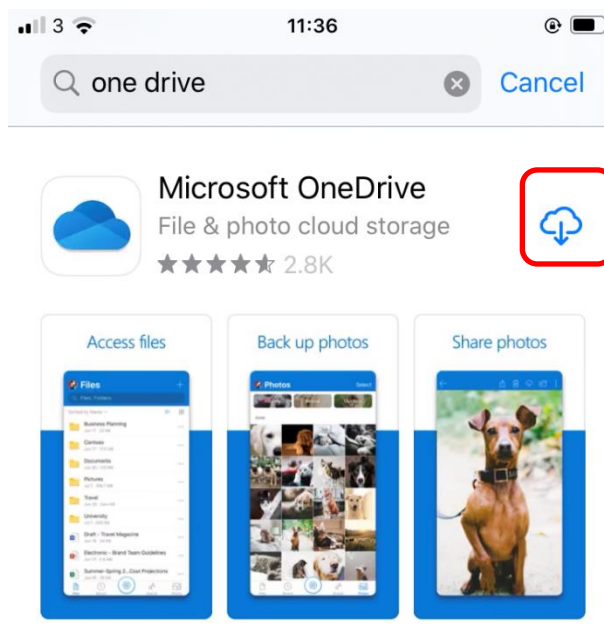
#### HOW TO RECORD VIDEO OF YOURSELF, UPLOAD IT TO THE ONEDRIVE APP, NAME IT & SHARE IT WITH YOUR TEACHER

##### (i) INSTALL THE ONEDRIVE APP ON YOUR PHONE

If you already have the OneDrive app on your phone, go to step 1 below to check certain IOS phone settings are switched on.

If you do not already have the OneDrive app on your phone, open the **iPhone App Store**, search for '**OneDrive**' and download the free Microsoft OneDrive app. Sign in with your college login.

Once the app is installed, sign in with your BFEI Microsoft username, E.g., 20245678@bfei.ie and password.



**(ii) IPHONE SETTINGS**

- Open the **'Settings'** app on your phone and in the list of apps, scroll down to locate the **'OneDrive'** app.
- 
- Select the right-arrow and ensure both **Microphone** and **Camera** are switched on (i.e. green). Depending on your version of IOS, the microphone option may or may not be displayed.
- Close out of Settings.



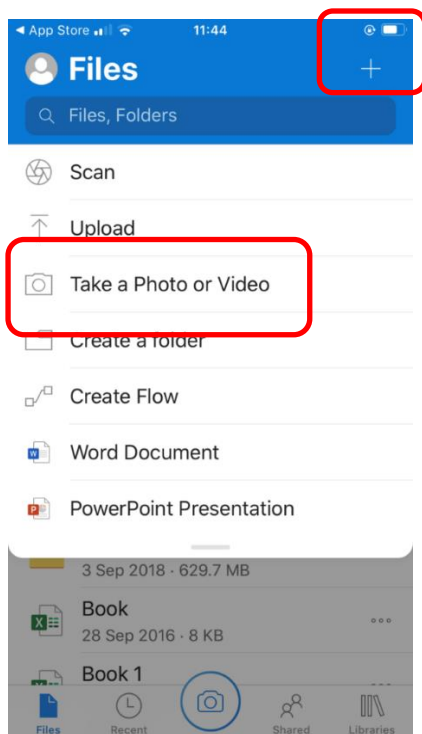
**(iii) RECORDING A VIDEO**

Open the OneDrive app on your phone. Ensure you are in the **'Files'** area (the Files icon on the bottom left will be highlighted blue).

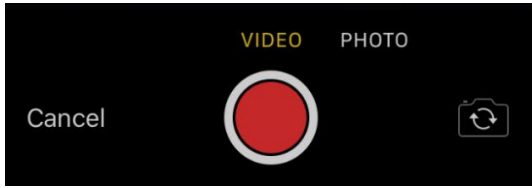


On the top right, select the **+** symbol.

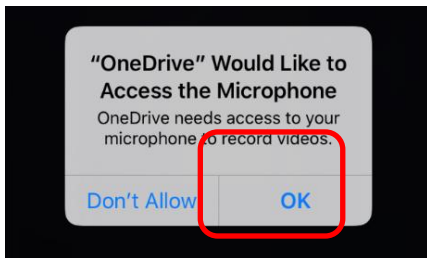
From the drop menu, select **'Take a Photo or Video'**



Swipe right from photo to ensure the word '**VIDEO**' is directly above the red circle.



You *might* get a message that reads "OneDrive Would Like to Access the Microphone" – if so, select **OK**.



Start recording by pressing the red circle.



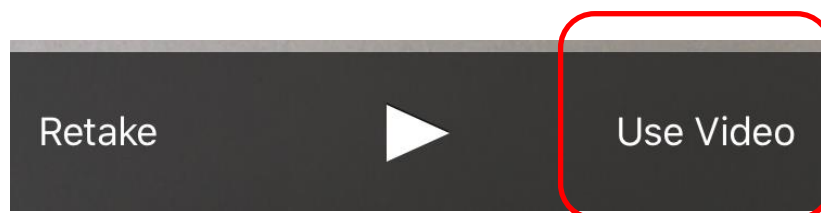
End recording by pressing the **red square**.

**(iv) UPLOADING THE VIDEO**

On completion:

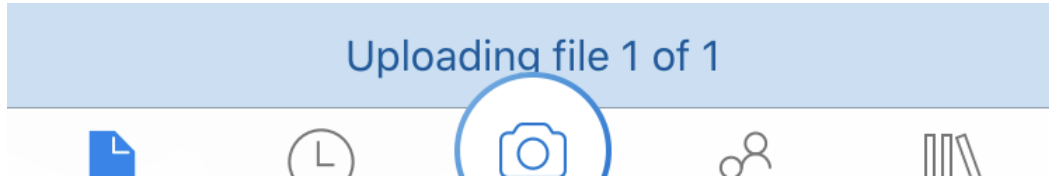
**Play** it back (white triangle) and if you are not satisfied, select '**Retake**'.

If you feel it is ready for submitting, select '**Use Video**' (bottom right).



After selecting 'Use Video', it should say 'Uploading file 1 of 1'.

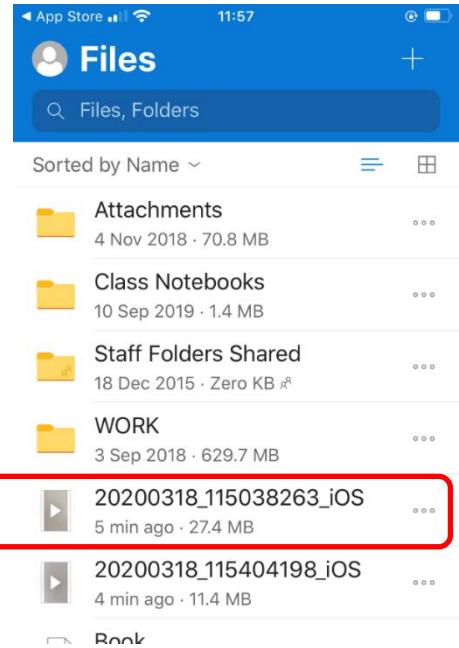
Note: this may take some time depending on the size of video so be patient.



'File Uploaded' should flash up when the video has been successfully uploaded.

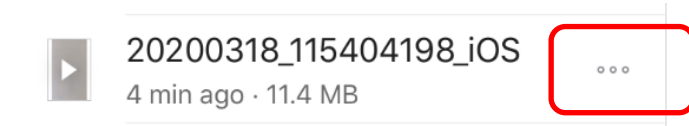
The uploaded video will now be listed in the Files area.

To the left, it will have a grey icon with a white triangle, a string of numbers and will end with '\_IOS'. It will also display the time it was uploaded. See example of an uploaded video on the right.



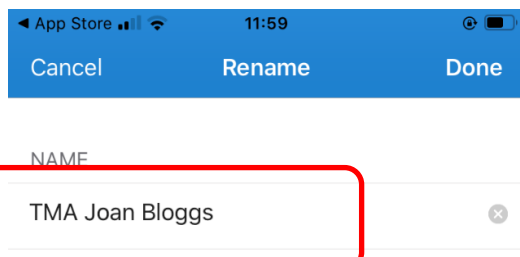
**(v) NAMING THE VIDEO**

Select the three dots on the right of your video file.

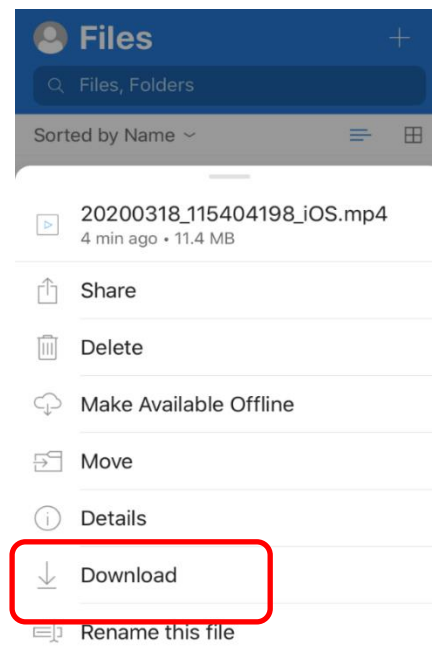


Select 'Rename this file'.

Delete the string of numbers and type your class name followed by your full name. See an example below.



Select **Done** (upper right).

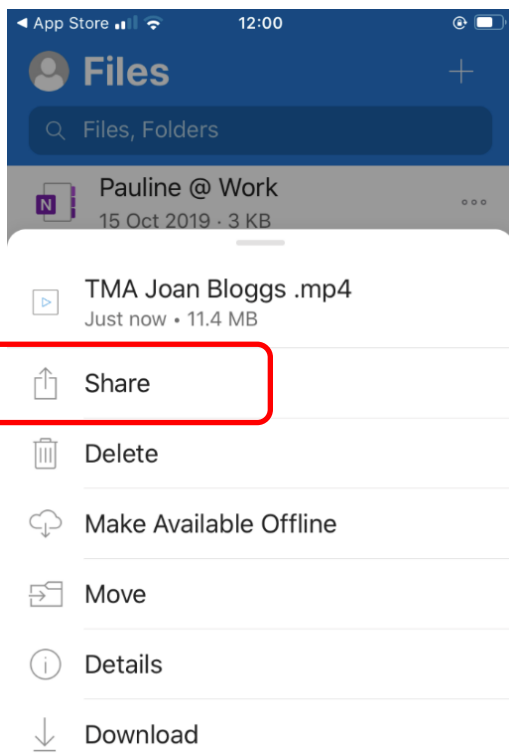


**(vi) SHARING THE VIDEO**

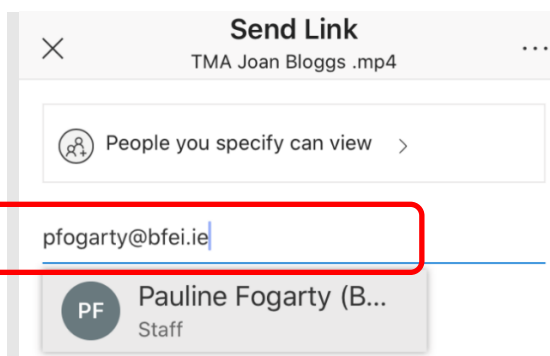
In the Files area, scroll down through your list of files to locate the newly named video. Select the 3 dots to the right of your video file.



Select **Share**.



Type your **Teacher's email address** (*first initial surname @ bfei.ie*). As you type, the email address *might* automatically pop up, if so - select it. See example below.



Below the line, in the message area, type a descriptive title like **your class**, your **full name** and **module name**. See example below.

Add another

TMA Joan Bloggs Retail Selling Skills Demo

Send



Press **Send**.

On successful completion, a '**Link Sent**' message may appear.

## 2.9 (b) Android Instructions

### Record and Share video using OneDrive on an Android phone

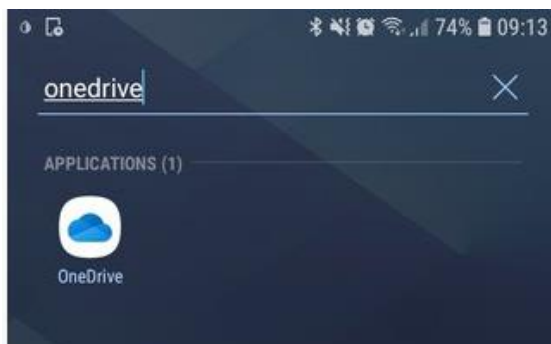
- Install OneDrive app
- Sign in to OneDrive app
- Reduce the size of videos recorded on your phone
- Record video
- Upload video to OneDrive
- Share video with other users

### Install OneDrive app

- Many Android phones come with the OneDrive app pre-installed. First check to see if the OneDrive app is installed on your phone. Swipe up on your phone to open the list of apps.



- In the search box type **OneDrive**.



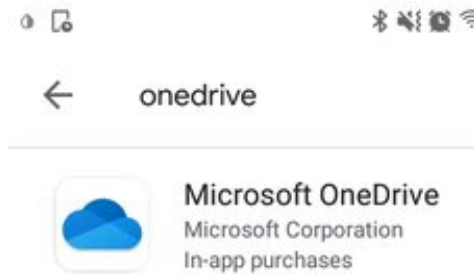
- If the *OneDrive* app is installed on your phone it will appear listed underneath.

If the OneDrive app is not listed, you will need to install it.

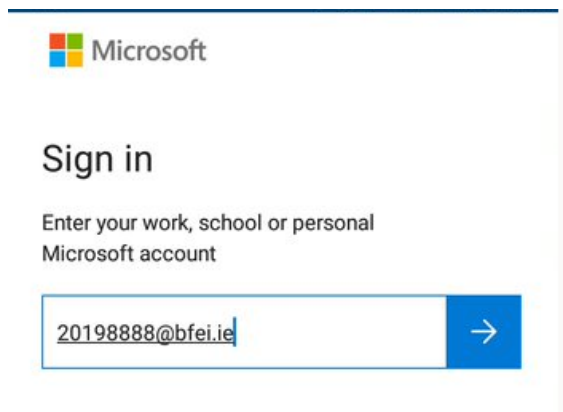


Open the **Google Play app** and type 'OneDrive' in the search box

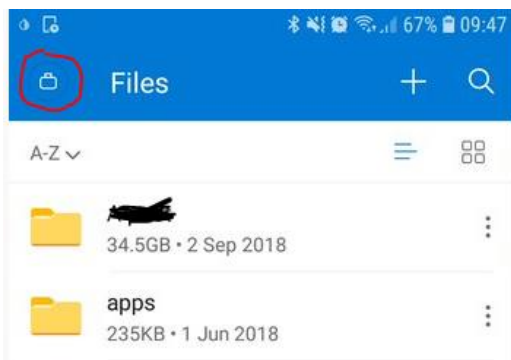
Follow the on-screen instructions to install it on your phone.



- Launch the OneDrive app, tap *Sign-in*:
- **Sign-in with your @bfei.ie account**



- Verify that you are using your @bfei.ie account in the OneDrive app by tapping on the account icon:



- You're @bfei.ie account will be listed with a tick beside it:



## Reduce the size of videos recorded on your phone

Reducing the video size will make it easier to upload the video when it's completed.

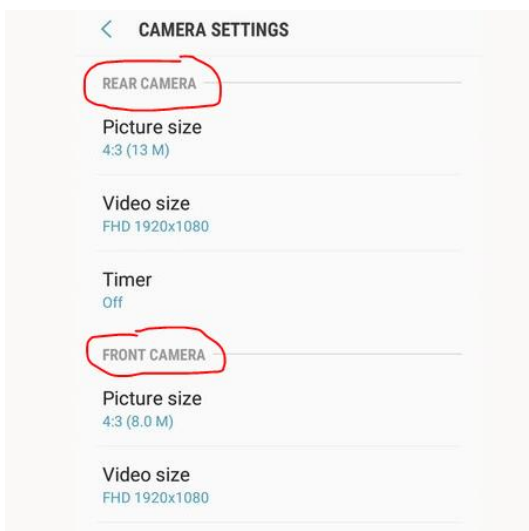
Launch the camera app on your phone:



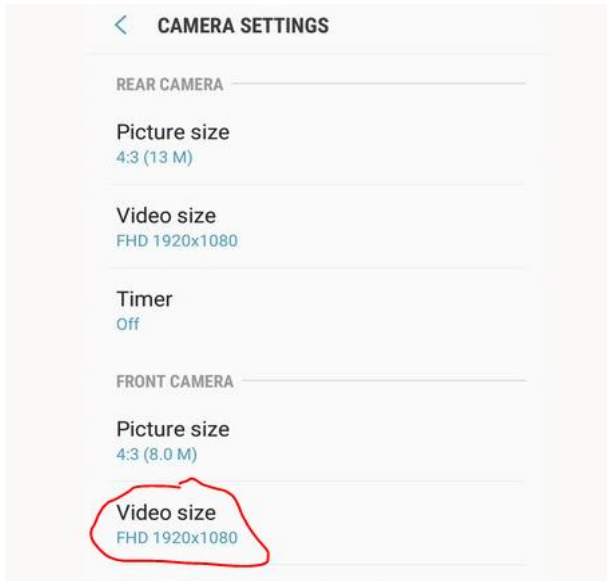
- Tap on the settings icon:



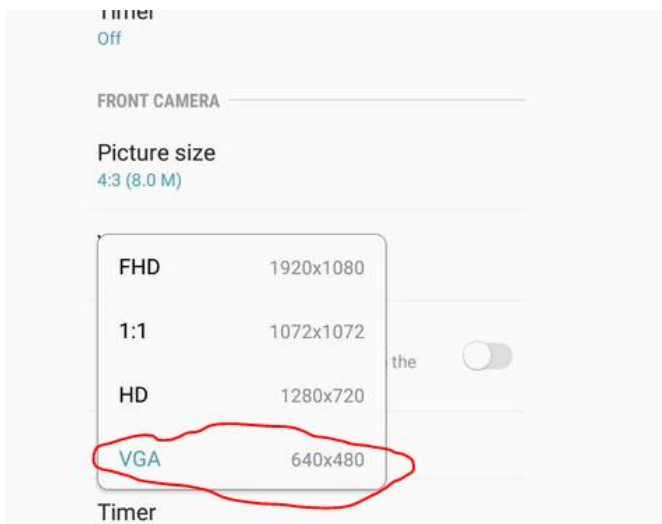
Decide which camera settings you wish to modify



- Tap on the *Video size* setting:

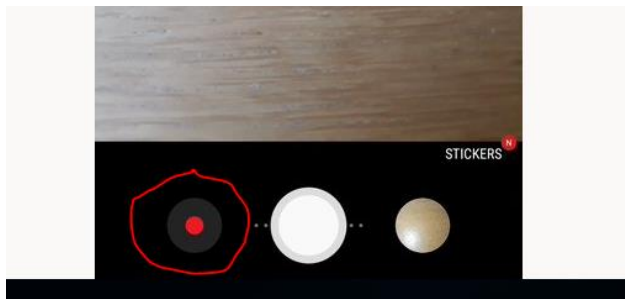


- Reduce the video size to the smallest available:



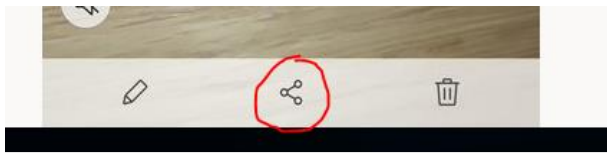
### Record video

- Launch the camera app again, tap on record icon to record a video:

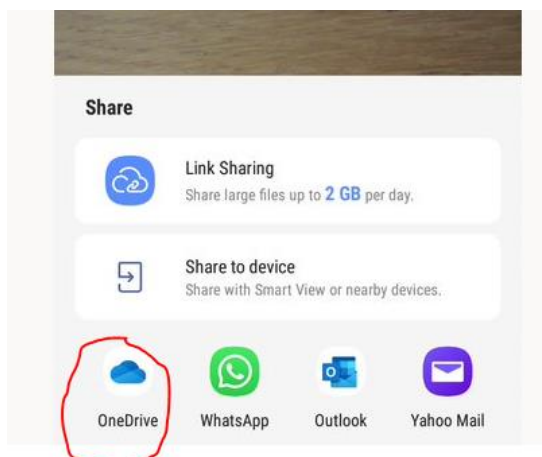


### Upload video to OneDrive

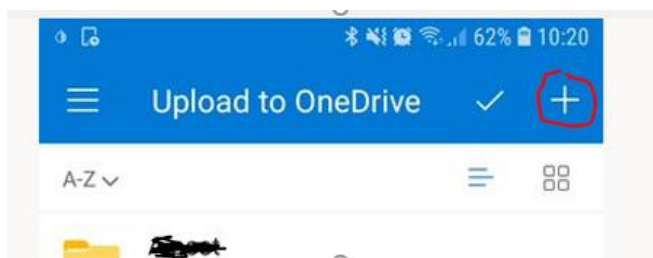
- When finished recording the video, open the camera app, locate the video you have recorded, and tap on the share icon:



- Tap the OneDrive icon:



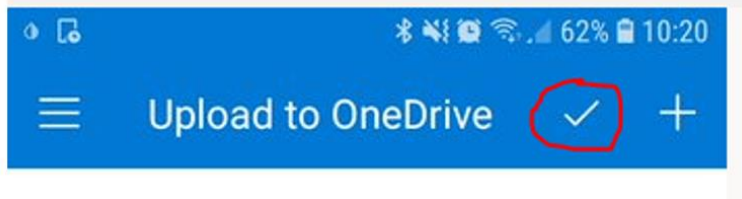
- The OneDrive app will launch.
- It's a good idea to create a new folder for recorded videos, tap on the **+** symbol to do this:



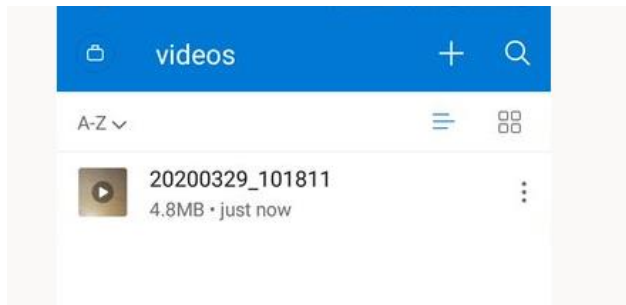
### Create a new folder



Tap on the tick to upload the video:

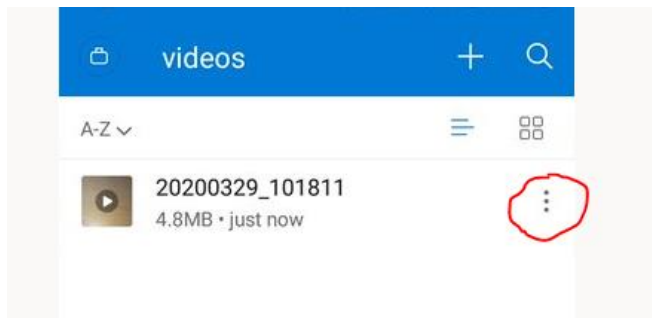


- The video will be uploaded to OneDrive:

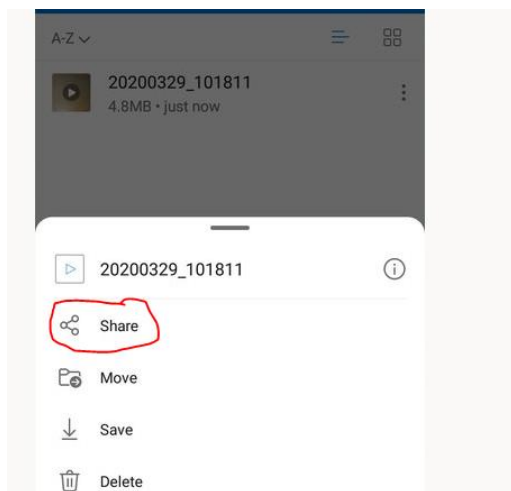


**To share the video**

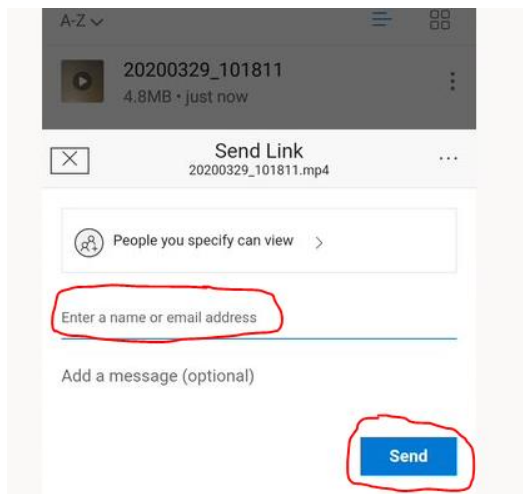
- Tap on the 3 dots to the right of the video:



**Select Share**



Enter the **email address** of the person you want to share the video with and click **Send**



- The person you have shared the video with will receive an email with a link to the shared video.



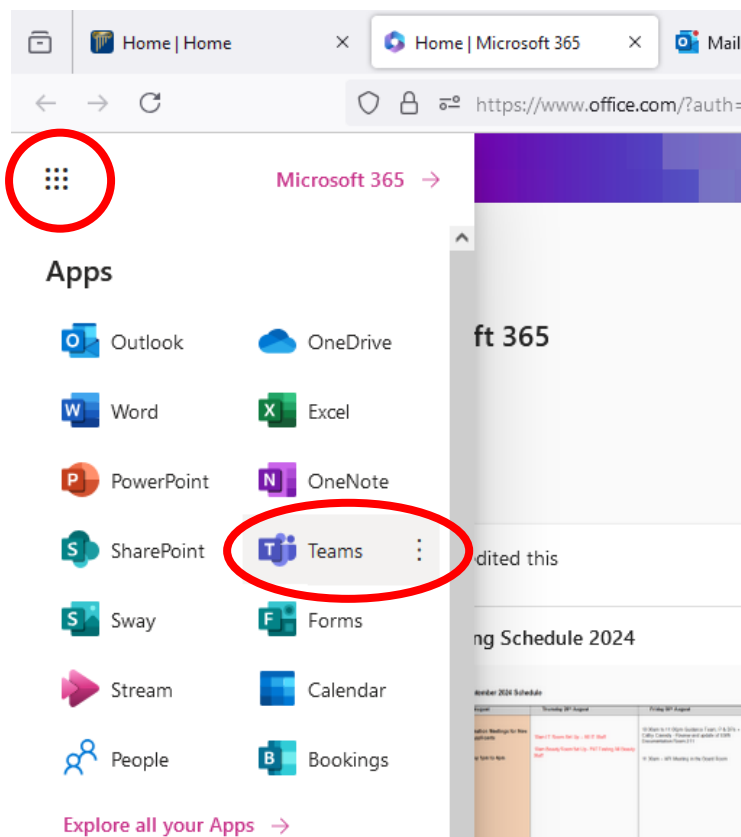
## 3.0 Teams

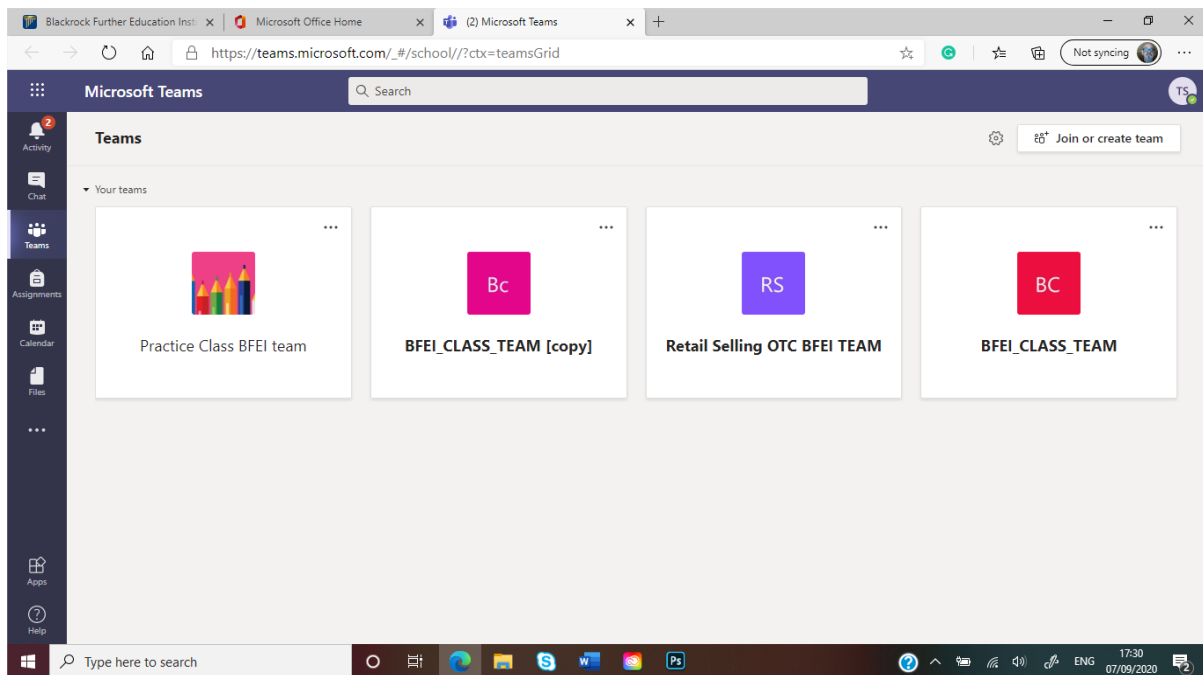
Teams is a video conference platform that was used for online classes during the pandemic. While classes are now all in-house, some BFEI staff may require use, or advise the use of, Teams for various tasks or assignment work. **Ask your subject Teacher if you will need access to Teams for their subject.** If so, see the instructions below on how to log in and enrol in a Team.

### 3.2 How to I access Teams?

You can use Teams either in your web browser or by downloading the Teams App on your laptop, smartphone, or tablet. We recommend that you download the full Desktop version App, as this offers you the best experience.

1. To access Teams, you must first login to your Microsoft 365 account (see section 2.2 of this manual).
2. Click the 'app launch' icon (9-dot grid on top left) to see all apps.
3. Click **Teams**.





### 3.3 What is a “Team”?

A Team is a group of learners and their teacher. Typically, a learner will be a member of several teams, one for each module or subject you are studying while you are at BFEI. Your teacher will manage the team, and your membership as a student allows you to attend online from home to access audio-visual class content, handouts, exercises etc.

### 3.4 How do I join a Team?

You may be invited to join the Teams you need by your teacher – **a link will be shared by email**, and you simply **accept** the invitation by following the link. Alternatively, you may be added to your Teams by your subject teachers.

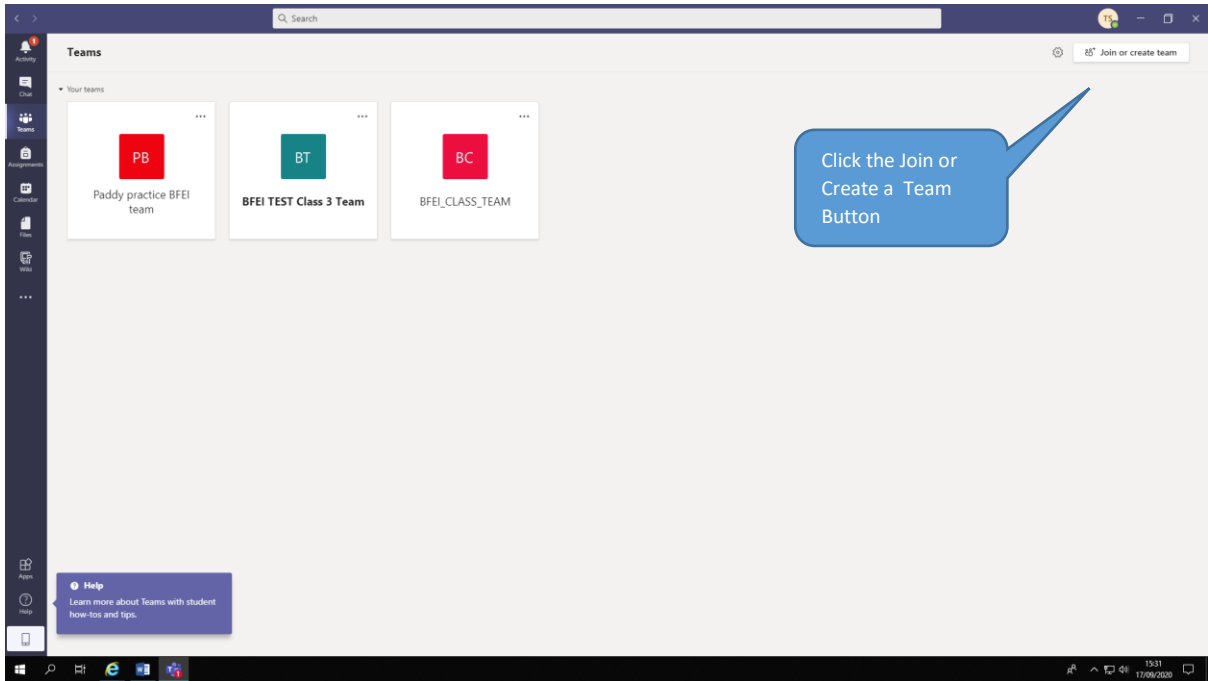
### 3.5 How do I Join a Team Using a Team Code?

You will self-enrol. Your subject teacher will email you a code and you simply follow the screenshot instructions below. Please be aware that you will have different codes and teams for each subject. **The codes are emailed early in the first term once classes have commenced.**

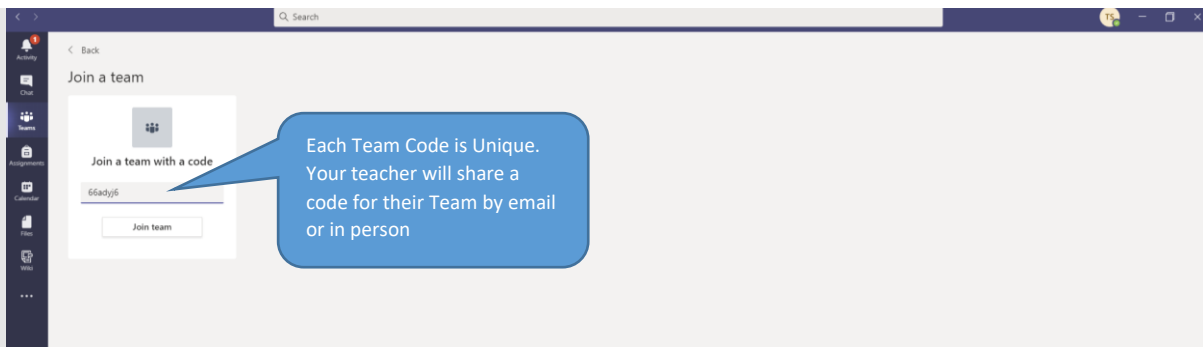
**Step 1** – login to Teams

**Step 2** – Click the Join or Create a Team button in the top right

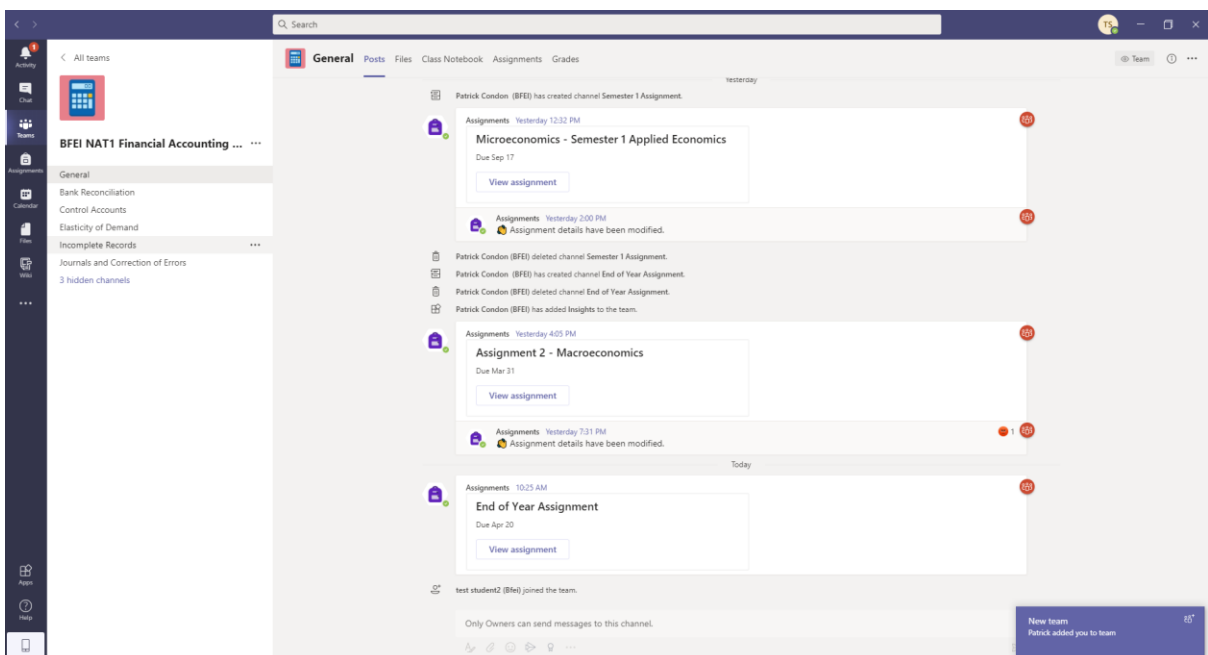




### Step 3 – Enter the Team Code



### Step 4 – Click Join Team

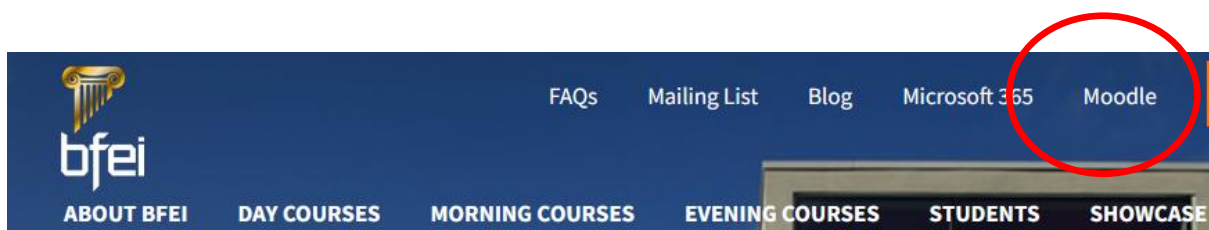


## 4.0 Moodle

### 4.1 Accessing Moodle

The following will show 2 methods for accessing the Moodle front page

Open the college website [www.bfei.ie](http://www.bfei.ie) and on the top right, click **Moodle**




OR

Open any Internet browser such as Chrome / Firefox and in the address bar, type [bfei.etbonline.ie](http://bfei.etbonline.ie) and press the Return/Enter key.



## 4.2 Logging in to Moodle - once Logged into Microsoft 365 – Automatic access to Moodle

1. To log into Moodle, **FIRST YOU MUST LOG INTO YOUR MICROSOFT 365 ACCOUNT** (See section 2.1 / 2.2 of this manual). Note: Your Microsoft 365 Account is linked to Moodle so the login to Microsoft 365 enables direct access into Moodle automatically.
2. Once you have logged into Microsoft 365, open Moodle by following one of the 2 methods listed in section 4.1 of this handbook (see previous page).
3. Click the icon '**BFEI Moodle**'

 <https://bfei.etbonline.ie>



Office 365

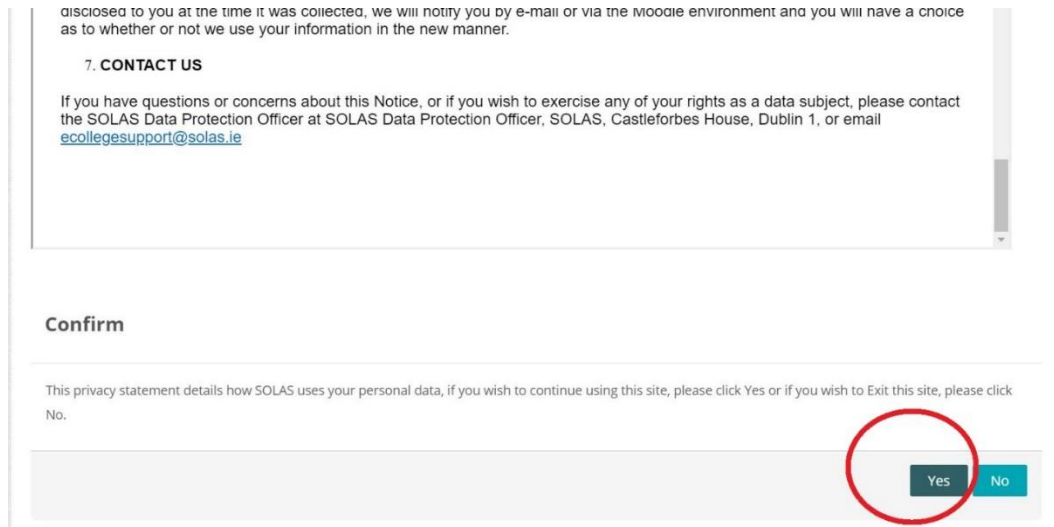


Student Information



BFEI Moodle

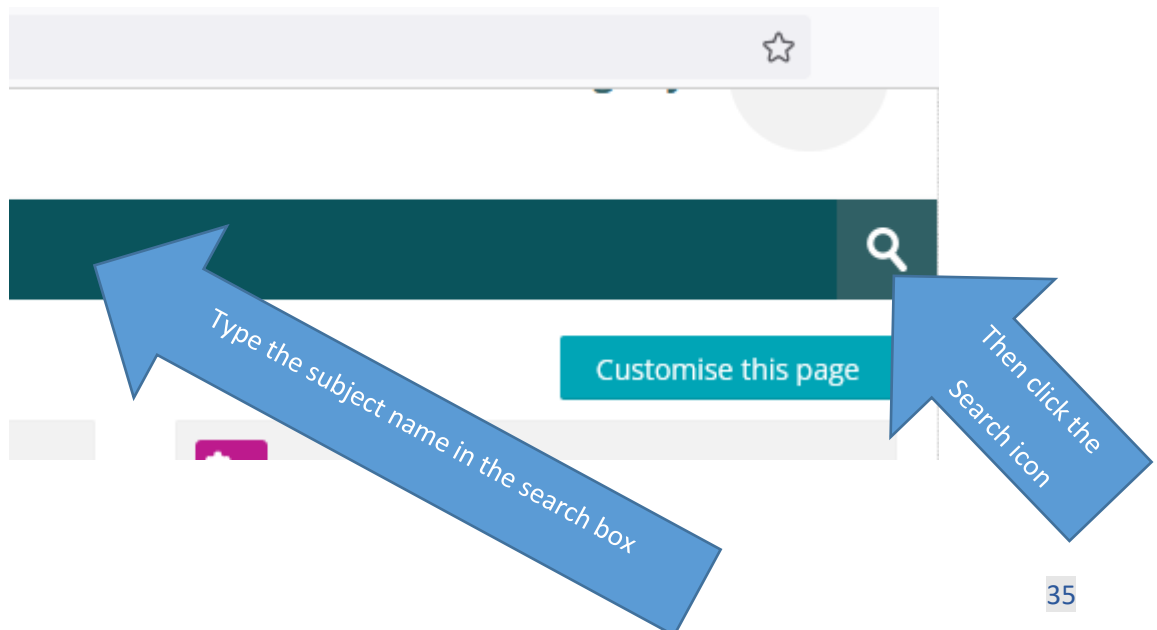
Note: The very first time you will log into Moodle, you may see a Data Protection policy agreement. Read through and at the bottom right, click **Yes** to proceed.



4. Once logged in, you will be at the **Dashboard** page (your personalised Homepage). This may be empty at the start but as you enrol in various subject course pages, tiles for each module will be displayed on your Dashboard. See the next section on how to enrol in module course pages.

#### 4.3 Enrolling in Subject Course Pages

1. Use the **Search field** in the top right and type the 'subject' name or your Teacher's name and click the magnifying glass search icon at the end of the search field.



Once you have typed the subject name and clicked search, a list will come up of subjects by that name but because several teachers may teach the same subject, **you will need to locate the correct subject of YOUR teacher**. You will see the Teacher's name on the bottom right of each icon/tile (see arrows below showing several Work Experience Moodle pages belonging to different Teachers. Please ensure you attempt to enrol in the one belonging to your teacher.

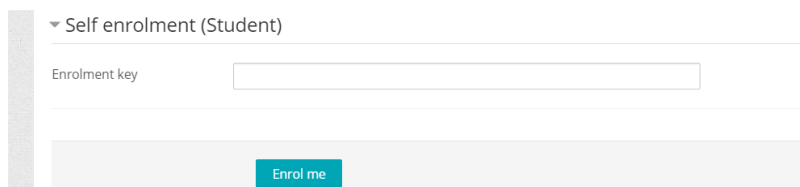
E.g. The subject searched for overleaf is 'work experience' and it displays several icons of the same subject name by different teachers.

The screenshot displays four search results for 'Work Experience' on a Moodle platform. Each result includes a thumbnail image, a course title, a 'Click to enter this course' button, and a category name. Blue arrows point to the teacher names listed in the category field of each result.

- Result 1:**
  - Thumbnail: A man with a beard and glasses pointing.
  - Title: Work Experience L5\_ROD
  - Category: Rhona O'Donnell
- Result 2:**
  - Thumbnail: A notepad with 'Work Experience' written on it.
  - Title: 2022-2023 5N1356 Work Experience L5 EK
  - Category: Enda Kilgallen
- Result 3:**
  - Thumbnail: A document titled 'Work Experience (5N1356) Level 5'.
  - Title: BUSB - Work Experience (2018/2019)
  - Subtitle: QQI Level 5 Work Experience (5N1356) for BUSB Course
  - Category: Fionnuala O'Regan
- Result 4:**
  - Thumbnail: A document titled 'Work Experience (5N1356) Level 5'.
  - Title: Business Work Experience Assessment Page
  - Category: Pauline Fogarty

2. Click the button **Click to enter this course** beside the subject icon attached to your **Teacher's name**.

3. You MAY be asked to type in an enrolment key. **You will have to ask your Subject Teacher for this enrolment key.**



A screenshot of a Moodle enrolment form. At the top, it says 'Self enrolment (Student)'. Below that is a label 'Enrolment key' followed by a text input field. At the bottom of the form is a blue button labeled 'Enrol me'.

Note: You only need to enter this enrolment key once, i.e. the 'first' time you enrol in that subject page. From there on, you have instant access to the course page as it will always be accessible automatically and displayed on your Dashboard.

4. **Repeat the above steps 1-3 above for each of your subject courses** so all your subject pages are displayed on your Dashboard. Note: not all Teachers use Moodle so you will need to confirm with each Teacher if he/she uses Moodle for their subject, and if so, ask what the enrolment key is.

### Logging Out of Moodle

You can simply close the webpage, OR you click the drop-arrow beside your name and select **Log out**.



### 4.4 How to Upload Coursework in Moodle

1. Log in to your Moodle account and on your Dashboard, click into the subject course page.



2. You should see an upload assignment icon . Click on the icon or the wording next to it.

3. You will be brought to page that looks like the one below - click

**Add submission**

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 15 March 2020, 12:00 AM
Time remaining	Assignment is overdue by: 179 days 12 hours
Last modified	-

Submission:

**Add submission**

You have not made a submission yet.

4. Read the Declaration of Authenticity and then **tick the checkbox**.

- I have read and understand the BFEI Assessment Policy and Procedures.

- I declare that all work submitted by me is the result of my own study and application. No other person had an active part in the final production of work submitted by me. I will acknowledge all assistance and sources.

- I understand that work that sanctions will apply for assessment malpractice.

- I will retain a copy of work submitted as relevant.

- I understand that, if I am absent for feedback, I may forego the opportunity to receive feedback.

5. There are 2 ways to upload assignments in Moodle:

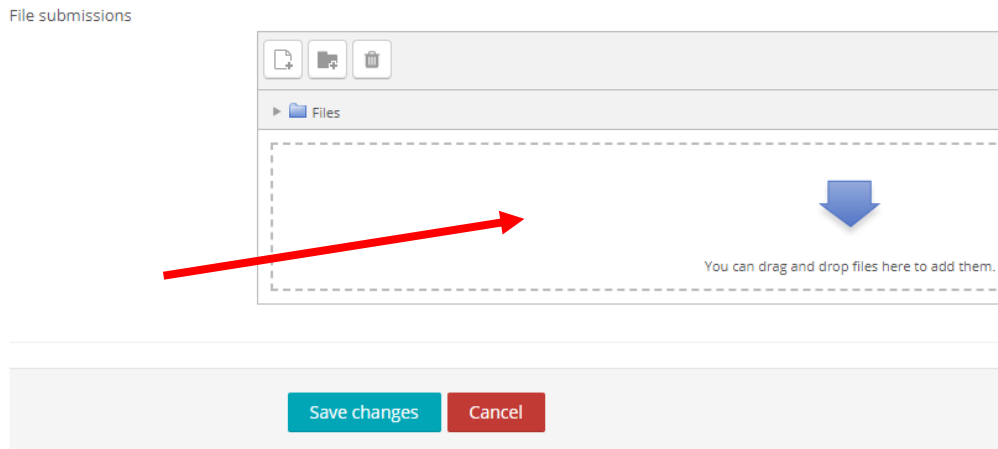
#### **Method 1: Drag & Drop**

- Have the assignment saved somewhere on a local drive and have Windows Explorer open where you can see the assignment file name.
- In your browser, click the 'restore down' icon on the very top right, so that the Moodle assignment upload page is still visible but no longer filling your full screen.



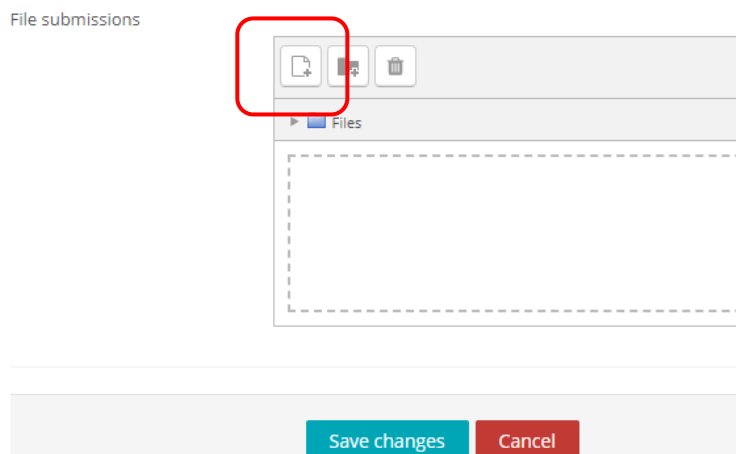
- In Windows Explorer, click on the assignment file and holding the mouse button down, drag and the assignment file over on to the open Moodle File submissions

field and drop it (i.e. release your mouse button) where you see the blue down arrow.



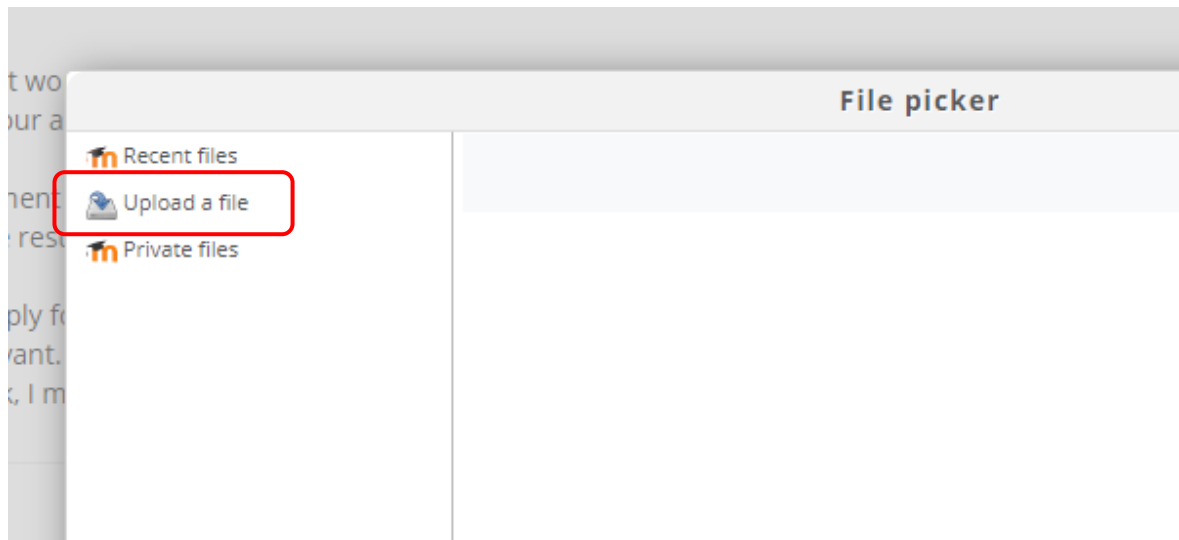
### **Method 2: Add Files**

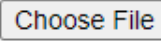
- a) At the top left corner of the File Submissions field, click the **Add** icon (the first icon with a page and plus)

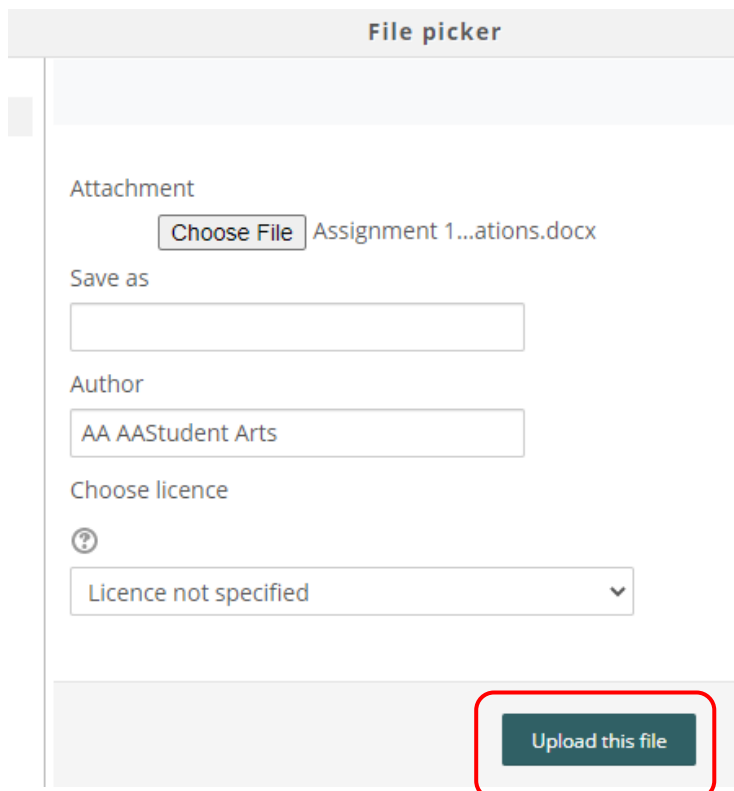


- b) On the left, click **Upload a file**.

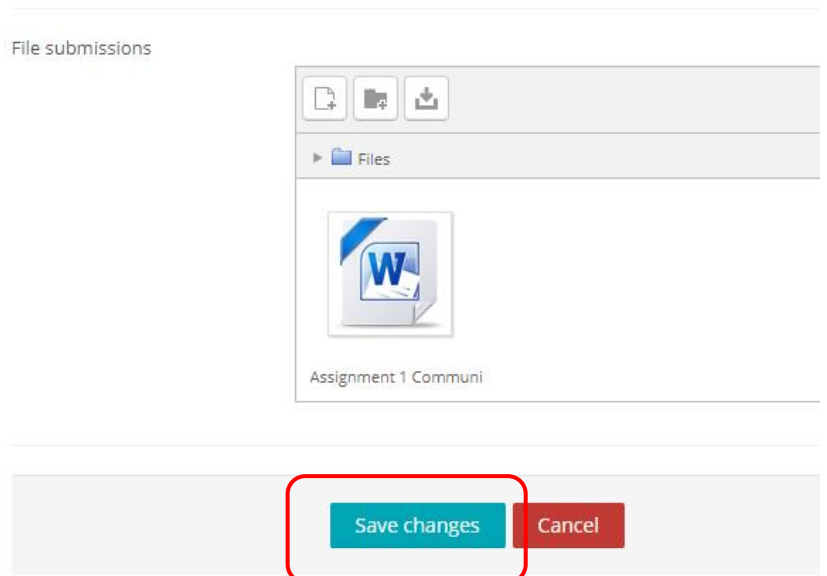






- c) Click the **Choose File** button.  (Note: this button may be called “BROWSE” on another Internet browser).
- d) Navigate to where you have stored the assignment file. Click it to select it and click ‘**Open**’.
- e) Once you see the name of the file to the right of the ‘Choose File’ button, click the **Upload this file** button.



- f) When the assignment file has uploaded, you should see the file appearing in the File submissions field (See sample below showing an uploaded Word document).
- g) Click **Save changes**.



You should see the file has been uploaded and the date and time of submission.

<b>Last modified</b>	Thursday, 10 September 2020, 2:15 PM
<b>File submissions</b>	 10 September 2020, 2:15 PM Assignment 1 Communications... 

Note: Even after the assignment has been uploaded, you can still remove or make changes to it until the assignment submission upload cut-off deadline is reached.

To edit or remove an uploaded assignment, click on the **Edit submission** or **Remove submission** buttons.

Edit submission

Remove submission

You can still make changes to your submission.

#### 4.6 Moodle Support

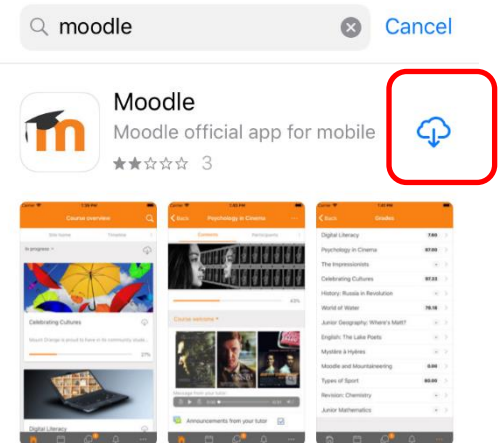
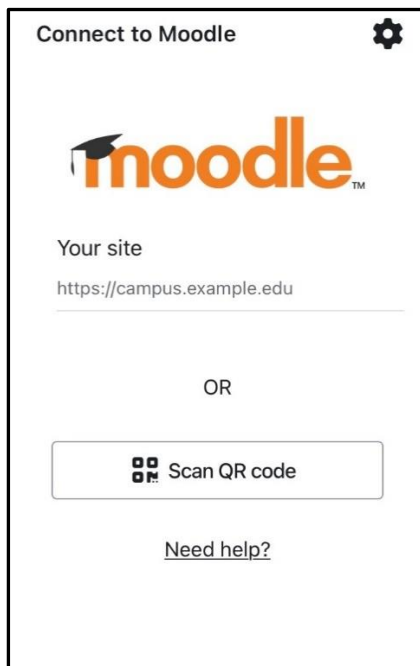
If you are having trouble with Moodle, please email [fixit@bfei.ie](mailto:fixit@bfei.ie)

## 5.0 Useful Phone Apps

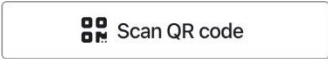
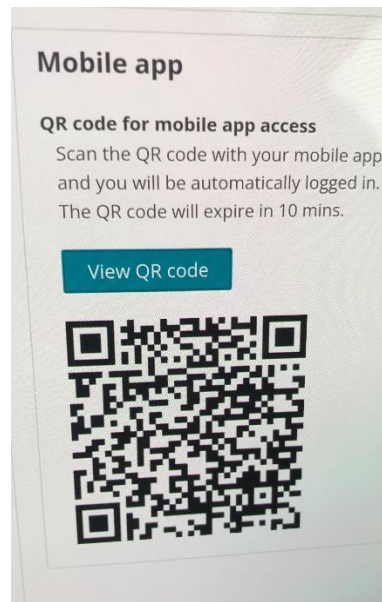
### 5.1 Moodle App

To log into Moodle using the Moodle App on your phone, you will use a **QR code**. You will need to have the Moodle QR code displayed on a computer/laptop/tablet monitor and at the same time, have the newly installed Moodle app open on your phone.

1. Open the App Store / Google Play app and in the search field, type “**Moodle**” and search.
2. **Install.**
3. **Open.** You will see a page similar to below but **do not click or type anything here yet**. First, you need to get the QR code image open on your computer/laptop monitor so leave this page open on your phone for the time being.



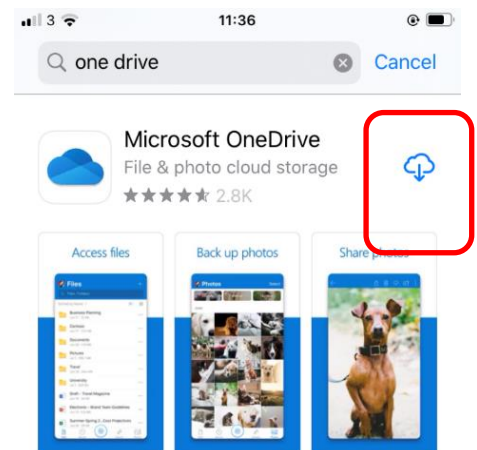
4. On another device (computer/laptop/tablet), log into your Microsoft 365 account and then go directly into Moodle.
5. On the Moodle dashboard, in the top right-hand corner, **click the circle containing your initials.**
6. Scroll down to the section of the page entitled ‘Mobile app’ and click ‘**View QR Code**’.
7. An image of a QR code will be displayed on your computer/laptop/tablet monitor.



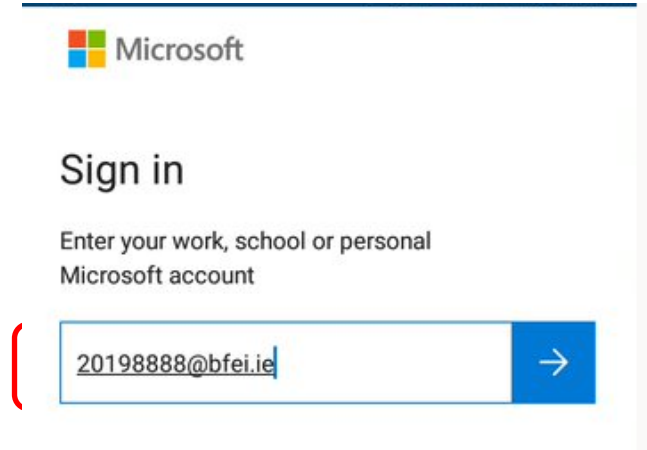
8. On your phone, click the 'Scan QR code' button
9. Hold your phone's camera up in front of the QR code image that is displayed on your computer/laptop monitor.
10. This should automatically connect your phone Moodle app using your college login credentials.

## 5.2 OneDrive App

1. On your phone, open the **App Store / Google Play app**, search for 'OneDrive'
2. Install the free Microsoft OneDrive app.



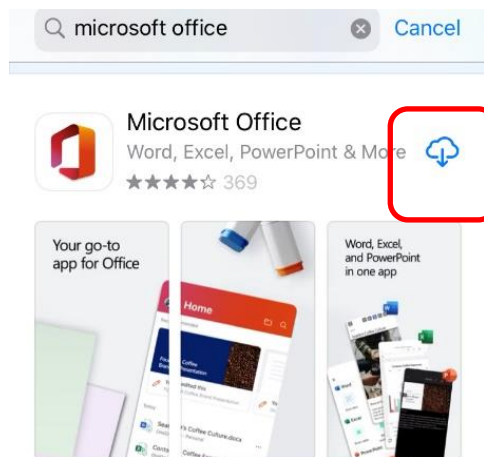
3. Sign in using your BFEI college email address (i.e. your 8 digits followed by @bfei) and your college password.



Note: If you are a student who will need to take photos for college assignments (E.g. Make-up / Design students), it is advisable that you have all photos automatically **sync'd**/ uploaded to the OneDrive so that in an event that you lose or damage your phone, your coursework photos will not be lost and have to be repeated. The option to sync photos may be presented while installing of the app. Otherwise, it may be later set to sync photos within the phone 'settings' area.

### 5.3 Microsoft 365 (Office) App

1. Open the **App Store OR Google Play app**, search for '**Microsoft 365**' and install the free Microsoft 365 app so you can have Word, Excel, PowerPoint etc. on your phone.



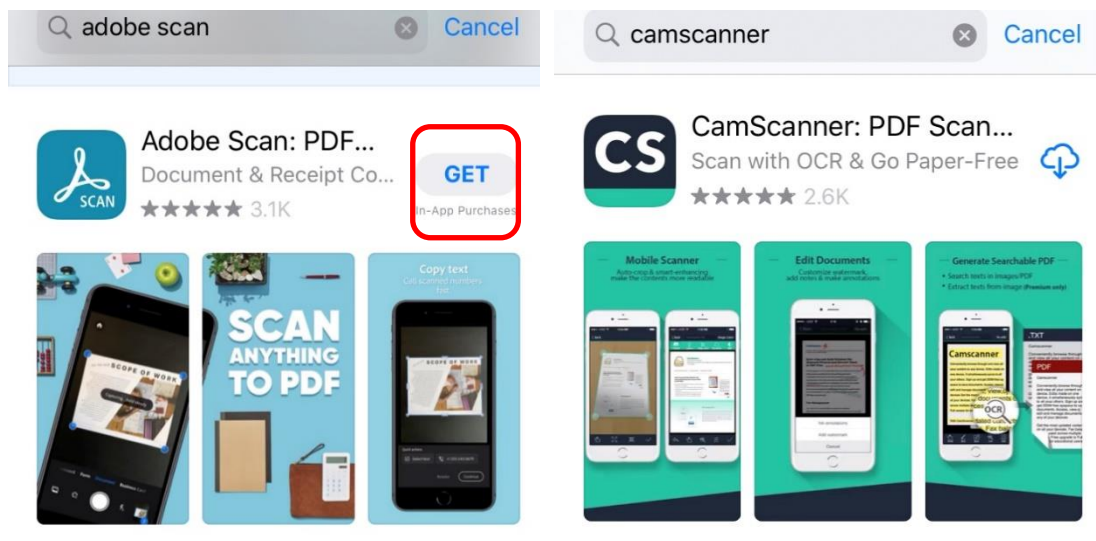
## 5.4 Scan App

It may be required occasionally that college documents are scanned and uploaded to Moodle. There are a variety of free document scanning apps available for IOS and Android phones. Here are some free recommended ones:

**Adobe Scan**

**CamScanner**

**Microsoft Lens**



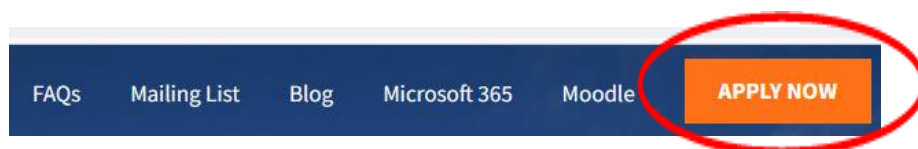
## 6.0 eNROL – LEARNER DETAIL FORM (LDF) - BFEI Admissions Management System

BFEI uses an online system called eNROL to manage enrolments. In eNROL, you must do the following:

- ✓ **Pay €50 acceptance fee.**
- ✓ **Upload Proof of identification (such as a valid passport or a current Irish driving licence or a National Age Card (issued by An Garda Síochána) or an identification form with a photograph signed by a member of An Garda Síochána)**
- ✓ **Upload a photo of yourself (Note: This photo will appear on your student card. If you do not upload a photo of yourself by the deadline, you will not have BFEI photo ID).**
- ✓ **Upload a copy of your Leaving Certificate results (if you are under 21 years of age)**
- ✓ **Upload your Medical card if you have one.**
- ✓ **Ukrainian Applicants only: Upload a copy of the letter from the Department of Justice confirming protection was granted under Section 60 of the International Protection Act 2015 (if applicable)**
- ✓ **Non EU/EEA nationals may be required to provide proof of eligibility to participate in PLC courses.**

### 6.1 How to log into eNROL

1. On our website [www.bfei.ie](http://www.bfei.ie), click the orange “Apply Now” button.



2. Scroll down and click on the orange **Apply Now** button.

You must accept this offer by paying the non-refundable acceptance fee of €50 online.

#### 3 REGISTER

Online registration will open in August. We will write to you to invite you to register for your course. You will have to complete the Learner Detail Form on eNROL and upload various documents to complete registration. Registration is on a first come, first serve basis. Applicants who fully complete registration will secure their place, subject to places being available. Waiting lists will be formed where courses become oversubscribed.

#### 4 ATTEND

You will be invited to the College to attend an induction session prior to class commencement. Timetabled classes will commence in mid-September. Timetables are subject to change throughout the year.

Application and Admissions Procedures

The BFEI Application and Admissions Procedures are available [here](#).

Information on Migrant Eligibility to Access FE Programmes is available [here](#).

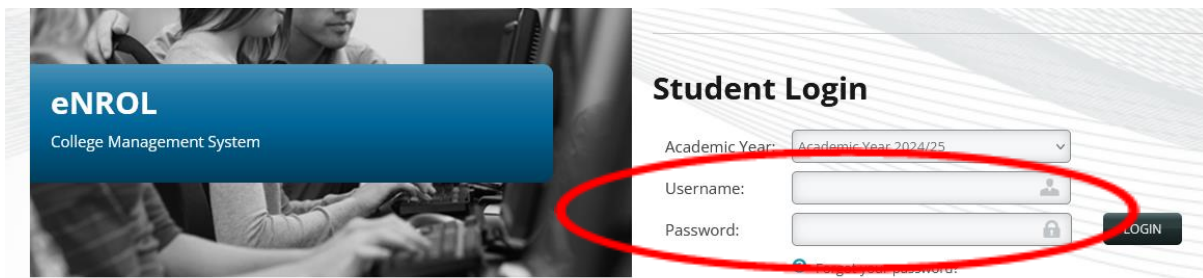




3. Log in using your username and your password (This was provided to you in an email from [smtrelay@mit.ie](mailto:smtrelay@mit.ie)).

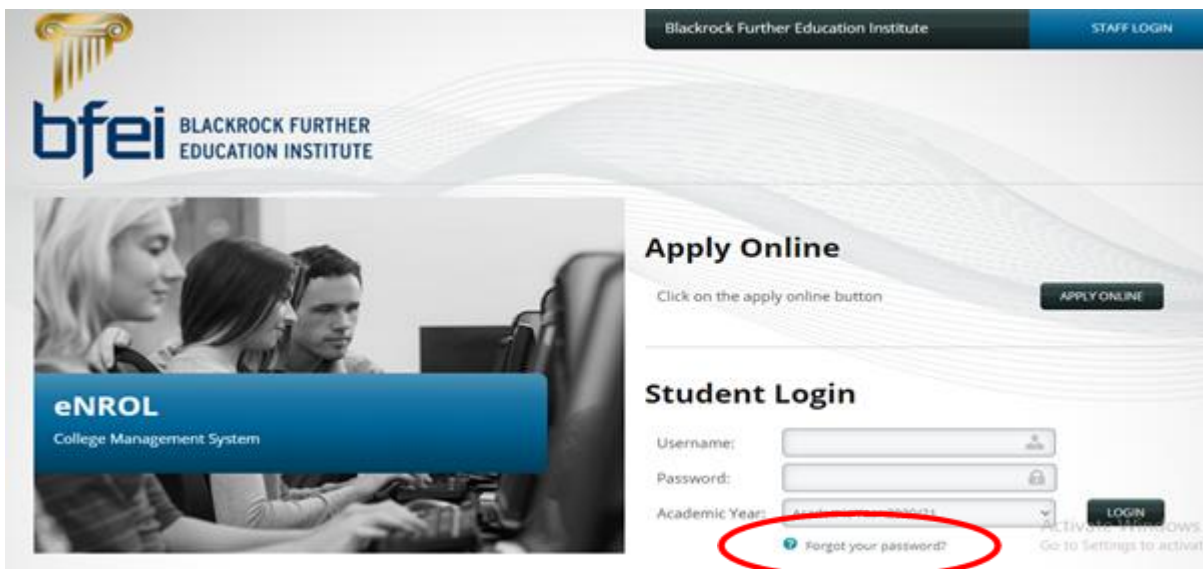
### How to find your username and password

You will find your username and password in the acknowledgement email that you received when you applied for your place in BFEI. This email was sent to your personal email (Gmail, outlook, yahoo etc.) by [smtrelay@mit.ie](mailto:smtrelay@mit.ie). You will also find these details at the top of the “offer” letter that BFEI has sent to you.



### Can't Find Your Password?

If you cannot find any your password, click the “**forgot your password**” link at the end of the log in screen (see below).



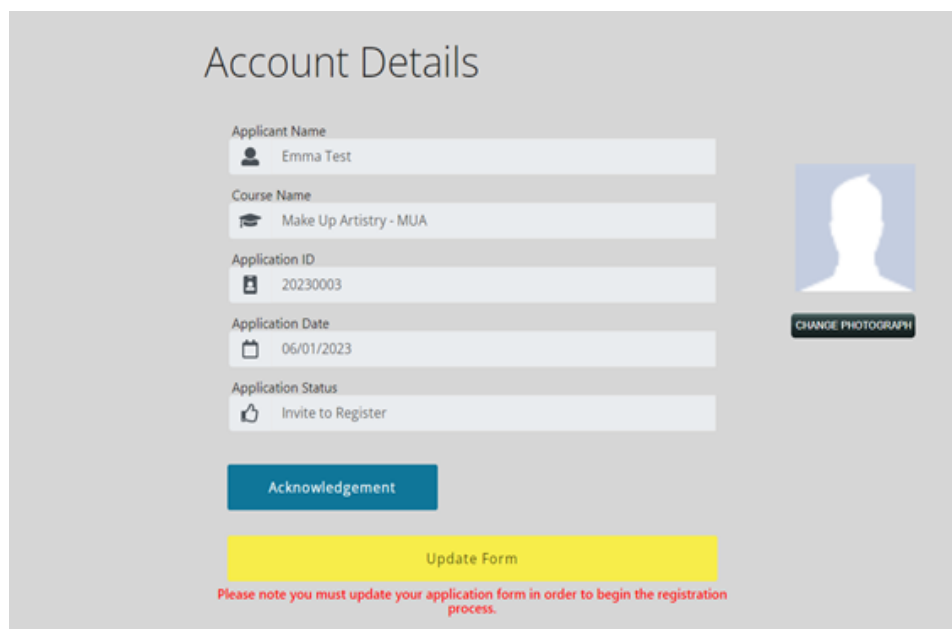
## 6.2 How to Complete your Learner Detail Form (LDF)

**YOU MUST COMPLETE THE LEARNER DETAIL FORM (LDF) IN ORDER TO BE REGISTERED AS A BFEI STUDENT AND TO SECURE YOUR PLACE ON THE COURSE**

Once logged into eNROL, you will see a dashboard that has the following four tabs across the top:

**Personal, Documents, Correspondence, Payments**

Under the **Personal** Tab and click **Update Form** button at the end of this page to complete the LDF application form.



Account Details

Applicant Name  
Emma Test

Course Name  
Make Up Artistry - MUA

Application ID  
20230003

Application Date  
06/01/2023

Application Status  
Invite to Register

CHANGE PHOTOGRAPH

Acknowledgement

Update Form

Please note you must update your application form in order to begin the registration process.

Complete all the required fields as indicated by an astrich **\***, then click **submit**.

### EDIT APPLICATION FORM

Please complete your application form by updating the details in the **Red fields** below. Remember to click on the **'Update Form'** button at the end of the page to save your changes. **Please note** that greyed-out fields are not editable.

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**Student ID :** 20221501  
**Application Date :** 2022-09-12 21:49:40

Fields marked \* are mandatory.

**Course Details**

Course 1 *	HMSNA - Special Needs Assistant
Course 2	N/A
Course 3	N/A


**Personal Details**

First Name *	Michael	DOB *	22-01-1990
Surname *	Test	Mobile *	*****058
Country of Birth*	Ireland	Email *	mt****@gmail.com
Nationality *	Irish	Gender *	Male
		Landline	Landline

Click **“Return to Account”** and then click the **Personal** tab. Click on the **Learner Detail Form** button at the bottom of this page and complete all the mandatory fields (as indicated by an **\***) and then press **SUBMIT**.

### Account Details

Applicant Name	Emma Test
Course Name	Make Up Artistry - MUA
Application ID	20230003
Application Date	06/01/2023
Application Status	Invite to Register



**CHANGE PHOTOGRAPH**

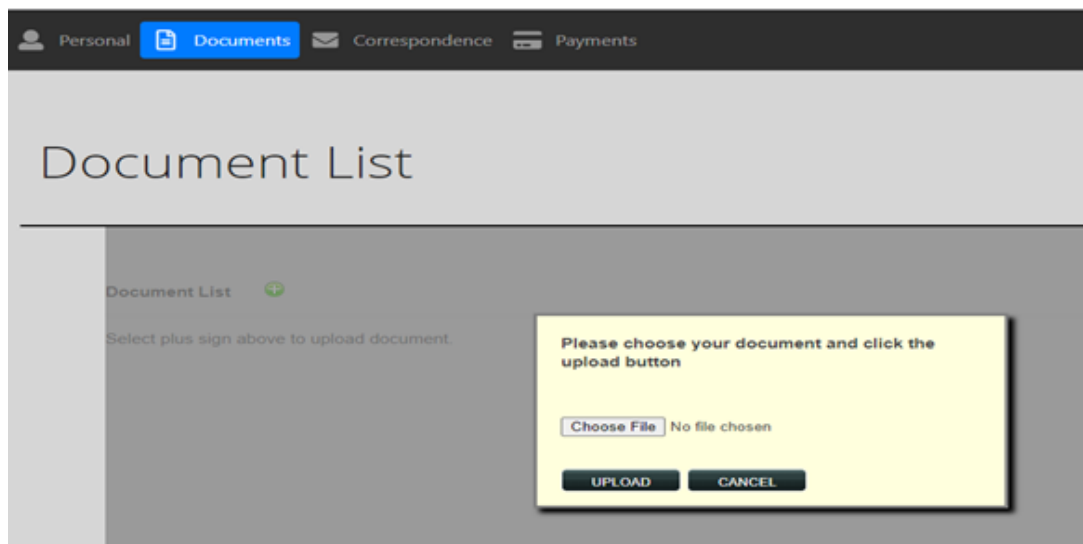
**Acknowledgement**

**Learner Detail Form**

There are 6 sections on this form. Some of the answers on this form have already been populated with information from your application to BFEI. Some of the questions are mandatory (you must answer them) while others are optional. When you have completed the form, tick the data protection statement and submit. You will know it is complete when you no longer see the yellow button at the end of your Personal Details tab.

### 6.3 How to Upload Registration Documents

To upload the documents required for registration, click the **Documents** tab and select the plus sign to upload your documents.



### 6.4 How to Upload Your Photo

#### **Do:**

- Use a current/ recent photo (have someone take a photo of you or take a selfie).
- Ensure it is passport-style showing a close up of your face and the top of your shoulders so that your face takes up between 70% and 80% of the frame. See sample style to the right.
- Ensure the photo is sharp in focus.
- Normal expression / smile (no joking/face pulling).
- Use a plain background (ideally white/bright).

#### **Do Not:**

- Have anyone else in the photo with you.
- Wear sunglasses or headwear.
- Submit half or full body-shots
- Use old photos.

To upload your photo:

1. Open the **Personal** tab
2. Click **Change Photograph**
2. Click **Choose File**, then select your photo from your computer or phone or computer hard-drive.
3. Click **Upload**. Note If your photo won't upload or takes too long to upload, it is likely to be too large in size. The image size needs to be less than 10mb so you may need to compress/crop it until it is small enough.

**Log Out of eNROL:** Ensure you log out when you are finished by clicking the **Log Out** button on the top right-hand corner.

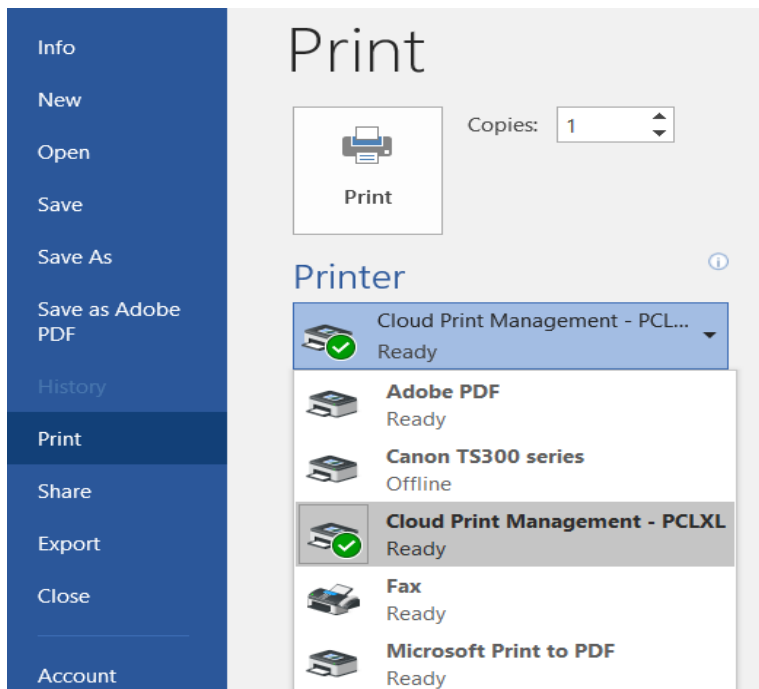
## 7.0 Printing in BFEI

To print in the college building you must have a Printing PIN.

### 7.1 Generate Your Printing PIN

1. Go to: <https://cloud.lexmark.com> This site opens by default as soon as you open an internet browser on any college computer or college laptop.
2. Type in your BFEI **email address** and click **Next**
3. Go to **My Account** and click on **Set PIN** under Pinter login section
4. A new PIN code will be generated and emailed to you to your BFEI email address. You will need this PIN when you are at a printer / photocopier in the building and want to release what you sent to the print queue. It is advised that you take a photo of this PIN or store it on your phone.

Before you print, ensure the default printer is selected. Within Word or Excel etc. click File > Print and ensure it reads **“Cloud Print Management - PCLXL”**



Use your pin number to release print jobs from any printer around the college. Note the photocopier in the Learning Centre is also a printer and your same printer PIN is required at the photocopier also.

### **Printing Notes:**

The default printer system is set to print in black and white and back-to-back.

If you want to print single sided or if you want to print in colour - you will need to change these settings in the printing properties (printing preferences) menu on your PC

The system is configured to automatically delete all unreleased print jobs older than 24 hours.

If you forget your PRINTING PIN number

- Search your BEFI email account for an email from LEXMARK

**OR**

- Go to [cloud.lexmark.com](https://cloud.lexmark.com) and log in with your college email address and password.
- Navigate to "My Account"
- Under printer login section, click on "**Reset PIN**".
- The system will send the PIN code to your BFEI email address.

## 8.0 Help & Support

Please email: [fixit@bfei.ie](mailto:fixit@bfei.ie) If you have any technical issues in relation to:

- College Computers or laptops
- Moodle
- Printers in the room are not working.

**DO NOT email BFEI Teachers directly with technical difficulties** – email [fixit@bfei.ie](mailto:fixit@bfei.ie) and include the follow details in your email:

- your name
- your class
- your username
- The room the printer or computer fault is in if relevant.