

## TeachNet CPD - Frequently Asked Questions

### What courses are available?

The following TeachNet courses are available for enrolment...

- Getting Started - Computer Basics for Teachers
- Getting the Most from your Interactive Whiteboard
- Teacher Toolkit: Integrating ICT into Teaching Learning & Assessment
- Enhancing Literacy and Numeracy with the iPad or Tablet
- ICT and Special Education Needs

### How are the courses structured?

All courses are delivered over 5 distinct modules. Each module is interactive and participatory and encourages participants to reflect upon the material presented and on their own experiences and interactions. The modules are presented in a logical sequence that guides participants in their learning and development.

Each module contains a distinct public discussion forum to which participants are asked to contribute their views, opinions, experiences and ideas on particular topics directly related to each module and the overall theme of each course.

### Do I need broadband to complete an online course?

All our courses require broadband Internet access (Min of 2mb recommended). While you are logged into the course, the learning management system keeps a record of the time you have spent online. Depending on the course, it may be possible to carry out some of the course work offline. If you are doing offline work, it is important that you keep track of this time so that it can be recorded in your CPD Record at the end of the course.

### What Web Browser do you recommend

We recommend using Internet [Microsoft Edge](#), [Internet Explorer](#) 9+, [Mozilla Firefox](#) 10+, [Safari](#) 6+ or [Chrome](#) 15+

### What other technical issues should I be aware of?

**Screen Resolution:** For optimal viewing your screen resolution should be set to a minimum of 1024 x 768.

Click here to learn how to do this with Windows [2000/XP](#) and [Vista](#), Windows 7, 8 and 10.

**Pop-up Windows:** All module presentations open in a new browser window and your browser may be set to block these. Click here to learn more for [Mozilla](#), [Internet Explorer](#), [Edge](#), [Chrome](#) and [Safari](#).

**Cross-Platform:** All our course materials will run on PC, Mac, Linux, iOS (iPad), Android and Windows tablets except for “[Getting Started – Computer Basics for Teachers](#)” which requires Flash support so it is best suited to PCs, Macs and Windows based tablets.

### What is your refund policy?

Once paid, course fees will only be refunded if the withdrawal request is received prior to starting the course. Any refunds granted will be subjected to an administration charge of €10. This will be taken from the original fee.

Participants wishing to withdraw from a Summer Course after the course start date may not make any claim for a full or partial refund.

### When must I complete my online course?

All courses will run until Friday August 26th. You are expected to work at your own pace independently through the course. There is no specific time limit to completing the course up to the closing date of August 26th. After this time, you will be unable to get access to the course.

### What support do I get while I am doing my course?

An online facilitator is allocated to each course and will interact with participants via each module’s discussion forum. For specific content queries, the facilitator can be contacted via email. This email address is posted on the course homepage and was sent to you in the course welcome email.

Technical queries relating to passwords, course access, registration and downloading of modules should be emailed to [cpd@teachnet.ie](mailto:cpd@teachnet.ie). Our support helpline number is 01-4806208, available from 9.00am to 2pm on weekdays.

### **What do I need to do to secure my EPV days?**

Once you have completed the full course requirements, you will receive course approval from the TeachNet course facilitator at the end of the course. The key course requirements to secure EPV days are:

- Go through all of the 5 course modules.
- Contribute to the discussion forum at the end of each of the 5 modules (5 postings in total).
- Complete and submit the Reflective Learning Log.
- Complete and submit the CPD Record

### **What is a Reflective Learning Log?**

The Course Reflective Learning Log is an assignment asking you to consider and respond to four general questions about the course. This is a Department of Education and Skills requirement for all on-line summer courses.

### **What is the CPD Record?**

The CPD (Continuous Professional Development) Record is a personal record detailing your participation on the course. Information includes your name, school, your time spend doing the course – both on-line and off-line time, your module postings, your reflective log responses and your declaration that the work completed on the course is your own. This is a Department of Education and Skills requirement for all online summer courses.

### **How is the CPD Record approved?**

The course facilitator validates that all of the information in your CPD Record is correct. Your CPD Record is approved if:

- All your details are complete.
- You have posted to the discussion forum for each of the five modules
- Each of your module postings is of a professional and relevant nature and contributes to the learning and interaction of the course.
- Your reflective learning log responses are of a professional, reflective and relevant nature.
- Your time spent completing the course totals 20 hours or more (both online and offline).
- You have declared that the work completed on the course is your own.

### **How do I know if my CPD Record has been approved?**

Your CPD Record will be returned to you via email with an indication from the course facilitator that it has been approved or not. If it is approved this will indicate that you have secured your EPV days and you will receive a Certificate of Attendance from TeachNet. Please allow 48 hours for return of approval.

### **What is a Certificate of Attendance?**

At the end of the course, once your CPD Record is approved, TeachNet will provide you with a Certificate of Attendance signed by the course tutor. You are required to present the Certificate of Attendance to your school principal as evidence of entitlement to the EPV days.

On receipt of this certificate, the principal may approve your EPV leave in accordance with the terms of DES Circular 37/97. The principal must retain copies of the certificates within the school for future audit purposes. Further information is available from Circular 0035/2009 in the Department of Education & Skills website [www.education.ie](http://www.education.ie) .

### **What if my CPD Record is not approved?**

You have the opportunity to review your interaction with the course and to re-submit your CPD Record. However, please note that you must allow time for such an occurrence especially if you are completing your course in the week beginning August 22nd approval must be secured by August 26th.