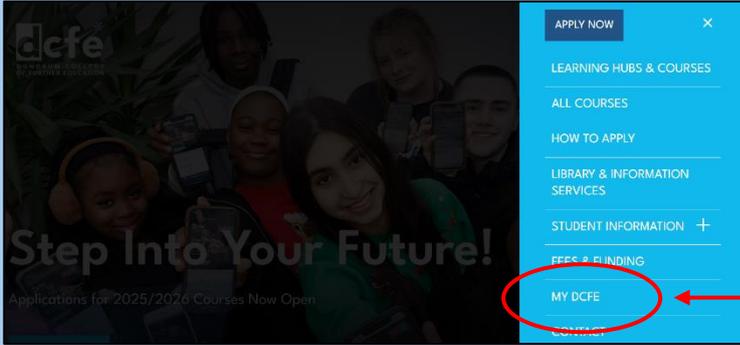


TO ACCESS MOODLE FOLLOW THE STEPS BELOW:



Go to www.cfedundrum.com
Click on the three lines beside "Apply Now"

1



On the drop down menu:

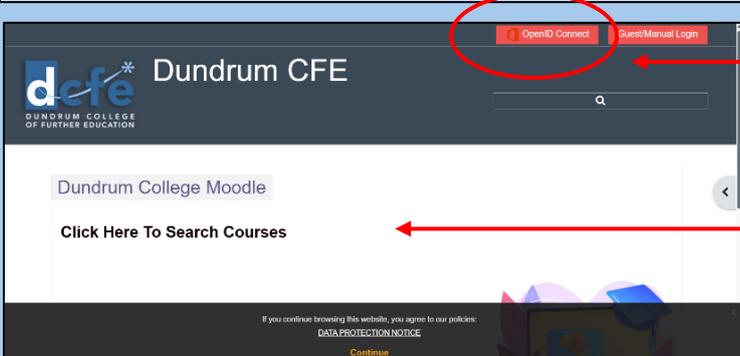
Click on "MY DCFE"

2



Scroll down to the end of this page and click on the orange Moodle sign

3



This brings you to Dundrum CFE main Moodle page. Click on "Open ID Connect" and then select "Click Here to Search Courses"

4

- ▶ 1 - NURSING AND HEALTH SCIENCE HUB
- ▶ 2 - BUSINESS ENTERPRISE AND ADMINISTRATION HUB
- ▶ 3 - EARLY LEARNING AND CARE HUB
- ▶ 4 - PSYCHOLOGY AND SOCIAL STUDIES HUB
- ▶ 5 - HUMANITIES AND EDUCATION HUB
- ▶ 6 - SPECIAL NEEDS ASSISTANT HUB
- ▶ 7 - FINE ART, CRAFT AND DESIGN HUB
- ▶ 8 - SUSTAINABILITY AND THE BUILT ENVIRONMENT HUB
- ▶ 9 - COMPUTER SCIENCE AND TECHNOLOGY HUB
- ▶ 10 - HORTICULTURE HUB

Scroll down to find the area of study according to the list from 1-10

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- Legal Secretary/ Medical Secretary & Administrator/ Executive Secretary & Personal Assistant.
- Introduction to Business (BTEI) and with AI
- ▶ Business and Payroll Administration/ Business with English
 - ▶ Pre-Apprenticeship Accounting, Insurance/Financial Technology/Human Resources/International Trade
 - ▶ Advanced Administration & Business Management/Supervisory Management

Within this area of study, locate the course you are enrolled in.

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JF Bookkeeping L5 BPAY, BUEL, BUIR **Q**

This module will provide you with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems

Teacher: Jennifer Foudy

JF Payroll L5 BPAY, BUEL, BUIR **Q**

This module will provide you with the knowledge, skills and competence necessary to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision

Teacher: Jennifer Foudy

LR - English as a Second Language **Q**

This programme module aims to enable learner to use the English language accurately and appropriately and gain a competence in a wide range of language skills both oral and written in a standard social, cultural and or work environment

Teacher: Justyna Pyz
Teacher: Lorna Reilly

You can now see the Modules (or courses) available to you. Each course has a “key” symbol. This means that tutor who teaches that module has created an “enrolment key”. Ask all your teachers to facilitate this key. You will then be able to manually enrol in your Moodle courses.

7

Enrolment options

LR - English as a Second Language **Q**

This programme module aims to enable learner to use the English language accurately and appropriately and gain a competence in a wide range of language skills both oral and written in a standard social, cultural and or work environment

Teacher: Justyna Pyz
Teacher: Lorna Reilly

Self enrolment (Student)

Enrolment key

Enrol me

You will see this screen. Type the “Enrolment Key”. Congratulations, you can now enrol in all your modules with an enrolment key.

8

To find out how to upload assignments and navigate through your Moodle courses,

1. Click on **GENERAL COLLEGE COURSES**
2. Click on “**How to Use Moodle**”.

Click on the link OR Scan the QR Code below:

[Course: How to use Moodle \(Students\) | Dundrum CFE](#)



Create QR codes at littleapp.co/qrcodes

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