

IRISH LANGUAGE HANDBOOK 2018



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Introduction to NUI Galway

NUI Galway is located on the banks of the River Corrib about 10 minute walk from the centre of Galway City. From Queen's College to National University of Ireland, the University's past is intertwined with the history of Galway and Ireland. Founded in 1845 with an initial intake of 63 students, NUI Galway is now a thriving institution with over 17,500 full and part-time students, of whom 2,758 are international students representing over 115 countries across the globe and making up over 16% of the student population.

NUI Galway is comprised of the College of Arts, Social Sciences, and Celtic Studies; College of Engineering and Informatics; College of Business, Law and Public Policy; College of Medicine, Nursing and Health Sciences; and College of Science. The University offers a wide range of undergraduate and postgraduate degrees and diplomas of international standard, providing students with opportunities for personal and academic development, as well as giving them the knowledge and skills needed to pursue successful careers. The University's approach to innovative programme development means that courses are developed to reflect the ever-changing needs of society, the labour market and the economy.

The Centre for Adult Learning and Professional Development Office at NUI Galway runs a series of part-time, flexible learning programmes for adult learners. Flexible learning options are available in Humanities and Social Sciences, Engineering, Science and Technology Studies. The International Summer School Office operates under the auspices of Centre for Adult Learning and Professional Development.

In tandem with its extensive range of programme, the University campus has expanded and developed. Over recent years, NUI Galway has embarked on a visionary development programme aimed at improving the University's campus facilities and student amenities. This major investment programme includes planning for new buildings, as well as extensions and renovations of existing facilities. The University is well on the way to creating the Campus of the Future, welcoming more students each year and developing a prestigious and innovative University.

International Summer School

The International Summer School at NUI Galway offers programmes in Irish Studies, Education in Ireland (a programme designed to offer teachers an opportunity to study aspects of the Irish Education System), Irish Language, Geology, Ecology and Archaeology.



Academic Information

Curriculum

Intensive instruction in Irish conversation is given each morning and afternoon. Lectures on aspects of contemporary Irish Language, literature and culture will be scheduled throughout the course and attendance is recommended.

Credits

In order to quantify learning and to place a value on it, courses are divided up into credit units. Credits may vary, however they represent a standard number of class contact hours and average workload for a programme. This workload includes lectures, practical work, seminars, private work and examinations. The use of the term credits is a common one among the third level sector and provides a “currency” with which students may transfer from one course to another or gain exemption from elements of a particular programme. The intensive courses in Irish Conversation on offer run concurrently. Each course will merit credit equivalent to two one-semester courses (6 semester credits/12 ECTS credits).

Assessment

Assessment will be based on attendance and on an examination at the end of weeks 2, 3 & 4.

Grading will use the established percentage marks system in use for all national and international students studying at NUI Galway. A Grade Conversion table will be provided with your transcript which provides an indication of how percentage marks are converted to grades.

Irish Language Programme Outline

Monday - Friday.

9.30 a.m. - 1.00 p.m.	Language Instruction
1.00 p.m. - 2.00 p.m.	Lunch
2.00 p.m. - 4.00 p.m.	Language Instruction
4.00 p.m. - 5.00 p.m.	Language Study Sessions
8.00 p.m. - 9.30 p.m.	Social Evenings or Lectures: Monday, Tuesday, Thursday, Friday. Sunday Free.

Cultural Visits

Tours to places of historical and cultural interest will also be organized within the programme under the direction and guidance of University staff. These will include: **Conamara:** a visit to Pearse's Cottage, Ros Muc; a day trip in the scenic Conamara region extending from An Cheathrú Rua to Kilemore Abbey and Clifden; a day trip to Galway with a visit to the Craft Centre in An Spidéal and the Library in NUI Galway; a day trip to one of the three **Aran Islands - Inis Mór, Inis Meáin or Inis Oírr**. The three islands in Galway Bay boast of prehistoric and early Christian monuments. The film **Man of Aran** is world renowned as are the literary works of island men Liam O' Flaherty, Máirtín Ó Direáin and many others. John Millington Synge spent some time on Inis Meáin where he wrote his renowned play *Riders to the Sea*.

CONTACT HOURS

1. Irish Conversation Classes	97
2. Conversation classes (some optional) : Conversation / Culture / Study	30
3. Evening Lectures	<u>7.5</u>
	134.5
4. Educational Field Trips:	
Conamara x 2	11.5
Ros a' Mhíl - An Spidéal - NUI Galway	7.5
Árainn	7.5
Traditional Irish entertainment (2 sessions)	5
Irish Dancing/Sean-Nós Singing (6 sessions)	9
Total Contact Hours in Classroom	134.5

Seachtain 1	9.30 – 11.00	11.00 - 11.30	11.30-13.00	13.00 - 14.00	14.00 - 14.55	15.05 - 16.00	16.00 - 17.00	19.30 - 21.00
Dé hAoine/Friday 13/07/18	Arrival at NUI, Galway			15.00 - Transfer from NUI, Galway to An Cheathru Rua		Registration (15.30 - 17.00)		Free
Dé Sathairn/Saturday 14/07/18	Orientation Session /Irish Conversation	Sos	Irish Conversation	Lón	Irish Conversation	Irish Conversation	(Classes end at 4.00 p.m.)	Free
Dé Domhnaigh/Sunday 15/07/18	Free				14.00 ----- 18.00 Turas: Teach an Phiarsaigh, Ros Muc			Free
Dé Luain/Monday 16/07/18	Irish Conversation	Sos	Irish Conversation	Lón	Irish Conversation	Irish Conversation	Room 104: Staidéar	Fís na Fiseoige Aodh Ó Coileáin
Dé Máirt/Tuesday 17/07/18	Irish Conversation	Sos	Irish Conversation	Lón	Irish Conversation	Irish Conversation		Céilí sa Halla Hilaraí Nic Cába
Dé Céadaoin/Wednesday 18/07/18	Irish Conversation	Sos	Irish Conversation	Lón	Study/Free			
Déardaoin/Thursday 19/07/18	Irish Conversation	Sos	Irish Conversation	Lón	Irish Conversation	Irish Conversation	Room 104: Staidéar/Siúlóid Dúlra nó Drumadóireacht	Oíche Airneáin i Halla an Acadaimh
Seachtain 2	9.30 – 11.00	11.00 - 11.30	11.30-13.00	13.00 - 14.00	14.00 - 14.55	15.05 - 16.00	16.00 - 17.00	19.30 - 21.00
Dé hAoine 20/07/18	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar nó Amhránaíocht	Cultural Globalisation: some recent perspectives Uinsionn Mac Dubhghaill
Dé Sathairn 21/07/18	Turas: An Lónán; An Chóilimhóir & An Clocháin (mionbhus an Árais ó na tithe mar is gnách ar maidin) Saor							Saor
Dé Domhnaigh 22/07/18	Saor							Saor
Dé Luain 23/07/18	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar	Amhránaíocht ar an Sean-Nós Brian Mac Donnacha
Seachtain 2	9.30 – 11.00	11.00 - 11.30	11.30-13.00	13.00 - 14.00	14.00 - 14.55	15.05 - 16.00	16.00 - 17.00	19.30 - 21.00
Dé Máirt 24/07/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 206: Amhránaíocht Seomra 104: Staidéar	Aspects of Irish Folklore Dónal Ó Droighneáin
Dé Céadaoin 25/07/2018	Turas: Árainn (ag brath ar na aimsir) (mionbhus an Árais ó na tithe mar is gnách ar maidin)							Saor

Déardaoin 26/07/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Measúnú Ag tosú c.3.15 i.n.		Céilí sa Halla Hilaraí Nic Cába
Seachtain 3	9.30 – 11.00	11.00 - 11.30	11.30-13.00	13.00 - 14.00	14.00 - 14.55	15.05 - 16.00	16.00 - 17.00	19.30 - 21.00
Dé hAoine 27/07/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar Seomra 111: Speakwrite	Damhsa ar an Sean- Nós Róisín Ní Mhainnín
Dé Sathairn 28/07/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Staidéar / Saor			Saor
Dé Domhnaigh 29/07/18	Saor							Saor
Dé Luain 30/07/18	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar nó Seomra 206: Amhránaíocht	Oíche Mhór Cheoil agus Amhráin sa Halla
Dé Máirt 31/07/18	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar Halla: Drumadóireacht	Amhránaíocht ar an Sean-Nós Brian Mac Donnacha
Dé Céadaoin 01/08/2018	T u r a s : Ceardlann an Spidéil; Leabharlann OÉ, Gaillimh (mionbhus an Árais ó na tithe mar is gnách ar maidin)							Saor
Déardaoin 02/08/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Measúnú Ag tosú c.3.15 i.n.		Damhsa ar an Sean- Nós Róisín Ní Mhainnín
Seachtain 4	9.30 – 11.00	11.00 - 11.30	11.30-13.00	13.00 - 14.00	14.00 - 14.55	15.05 - 16.00	16.00 - 17.00	19.30 - 21.00
Dé hAoine 03/08/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar Seomra 107: Y ming is ainm dom	Literary Translations Dorothy Ní Uigín
Dé Sathairn 04/08/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Saor			Saor
Dé Domhnaigh 05/08/2018	Saor							Saor
Dé Luain 06/08/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar nó Seomra 206: Amhránaíocht	Representing the Gaeltacht: reports from the edge of the world Dónall Ó Braonáin
Dé Máirt 07/08/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Gaeilge Labhartha	Seomra 104: Staidéar Drumadóireacht	Damhsa ar an Sean- Nós Róisín Ní Mhainnín
Seachtain 4	9.30 – 11.00	11.00 - 11.30	11.30-13.00	13.00 - 14.00	14.00 - 14.55	15.05 - 16.00	16.00 - 17.00	19.30 - 21.00

Dé Céadaoin 08/08/18	Irish Conversation	Sos	Irish Conversation	Lón	Staidéar / Saor		
Déardaoin 09/08/2018	Gaeilge Labhartha	Sos	Gaeilge Labhartha	Lón	Gaeilge Labhartha	Measúnú Ag tosú c.2.30 i.n.	Oíche Mhór Cheoil c.20.00 i.n.
Dé hAoine 10/08/2018	Go dté sibh Slán Abhaile! Bus ag fágáil c. 10.30 r.n.						

Programme Modules

Students may register for one of the modules below:

Beginners Course:

This course, which provides a basic knowledge of Irish conversation and a general introduction to the cultural heritage associated with the language, is designed for those who have no previous knowledge of Irish.

The aim of the course is to meet normal daily conversational and communicative needs. Course content is selected accordingly, enabling the participants to practice and use what they have acquired in class among the people of An Cheathrú Rua who are native speakers of the language. Participants on all communicative courses play a part in successfully completing their respective courses by using the language outside the Centre.

Elementary Course:

The University is also offering a course for those who have a basic knowledge of the spoken language. Its aim is to help participants express themselves at an improved level of grammar and vocabulary.

Intermediate Course:

This course is structured for participants with some knowledge of the Irish language. Its aim is to help participants become fluent in Irish, to teach the basic structures, improve fluency, accuracy and vocabulary. Students will participate in interviews, meetings, sketches, reports on current events and other appropriate modern day situations, activities which help to develop the participants command of the language.

Ardchúrsa:

Tá an Ollscoil ag tairiscint cúrsa dóibh siúd a bhfuil ardchaighdeán Gaeilge acu. Beidh na rannpháirtithe in ann labhairt go líofa agus beidh tuiscint acu ar struchtúir agus rialacha uile na teanga.

Principal Lecturers:

An Dr Dorothy Ní Uigín, Riarthóir
Yvonne Ní Fhlatharta, B.A., A.T.O.
Micheál Ó Loideáin, M.A., A.T.O.
Sailí Ní Dhroighneáin, M.A., A.T.O.
Caitríona Ní Chonaola, M.A, A.T.O.

Administration:

Gearóidín Uí Loideáin, M.A. A.T.O Stiúrthóir
Treasa Uí Lorcáin, M.A., B.Ed.

Extra-Curricular Activities will include lectures by staff of the National University of Ireland, Galway.

Aspects of Irish Folklore :

Cultural Globalisation: some recent perspectives :

Linguistic Adventures in the Lyrical Gaeltacht:

Irish Language Media:

An Cheathrú Rua: Cur i Láthair:

Dónal Ó Droighneáin, M.A.

Uinsíonn Mac Dubhghaill, M.A

Dónall Ó Braonáin, M.A.

An Dr Dorothy Ní Uigín

An Dr Maedhbh Nic Dhonnchadha

Recommended Book List:

The following book list is only a **recommended** list for people who wish to get background information on the Irish Language and on Ireland. None of the books are needed for the course except perhaps a pocket dictionary. Class materials are supplied during the course.

The dictionaries, grammar books /cds etc. will be available to buy in Áras Mháirtín Uí Chadhain, Acadamh na hOllscolaíochta Gaeilge, from Monday, 18 July, 2016.

AUTHOR	TITLE	PUBLISHER	YEAR
McGonagle, N.	Irish Grammar – <i>A Basic Handbook</i>	Cló Iar-Chonnachta	1991
Ó Dónaill, N.	<i>Foclóir Gaeilge-Béarla</i>	Oifig an tSoláthair	1979
De Bhaldraithe, T.	<i>English-Irish Dictionary</i>	An Gúm	1987
Ní Ghráda, M.	<i>Progress in Irish</i>	Longman, Browne & Nolan	1980

Travel & Visa Advice

Visas

You can check if you need a study visa on the website of the [Irish Naturalisation & Immigration Service](#). More detailed advice about study visas can be accessed on the website of the [International Affairs Office](#) at NUI Galway. As a summer school student, you will spend approximately five weeks in Ireland and therefore do not need to register with the Garda National Immigration Bureau. When checked by immigration officials on arrival in Ireland, your passport will be stamped up to the end of your summer school course. Should you wish to stay for a longer period, you may need to liaise with the Garda National Immigration Bureau after arrival to facilitate an extension to your stay. The Summer School Office will be able to assist with this process.

Travel

The major airports in Ireland are Shannon (on the west coast, approximately 55 miles from Galway) and Dublin (on the east coast, approximately 135 miles from Galway). Shannon Airport is the closest international airport to Galway City.

[Shannon International Airport](#) is approximately a 2 hour drive from Galway City. Shannon Airport is serviced by [Bus Éireann](#).

[Dublin International Airport](#) is approximately a 3 hour drive from Galway City. A number of bus services operate connections from Dublin Airport to Galway City centre: [Citylink](#), [GoBus](#) and [Bus Éireann](#). A regular train service provided by [Irish Rail](#) operates from Dublin (Heuston Station) to Galway. The [Airlink](#) bus service provides regular departures from Dublin Airport to the city centre and Heuston Station. Airlink prepaid tickets can be bought at the Bus and Rail information desk at the airport. They can also be bought from the vending machines located at the bus departure points on the arrivals road. You can get a taxi from the airport to the centre of the city, but the bus is less expensive and just as quick.

[Ireland West Airport](#) is approximately 1.5 hour drive from Galway City. The airport is serviced by [Bus Éireann](#).

[Cork International Airport](#) is approximately 3.5 hours from Galway City and is serviced by [Citylink](#).

Tourist Information

On arrival in Galway, general information may be obtained from Ireland West Tourism Information Office, Forster Street. Tel. 091 537700.

Arriving in Galway City

Upon your arrival at Galway Coach Park/Bus & Train Station, located adjacent to Eyre Square, you can take a taxi to the NUI Galway campus or you can also avail of the [No. 404 Bus Éireann](#) bus service from Eyre Square to campus. A route map for the city bus services is available [here](#).

Registration packs for Irish Language Summer School students will be available for collection on Friday, 13 July 2018 between 12:00 – 2:00 pm from the **Alexander Anderson Boardroom**, [Quadrangle Building](#).

Bus to An Cheathrú Rua

Students may avail of a bus which leaves from the Quadrangle on the NUI Galway campus at 3.00 pm on Friday, 13 July 2018 to travel to An Cheathrú Rua where the course will take place. If you wish to avail of this service please email summerschool@nuigalway.ie to confirm your place. After arrival in Carraroe, you will be taken to the host family you are staying with.

If your arrival time in Galway City does not allow you to avail of the bus organised by the University, a public bus service is also available from Galway City Bus Station to An Cheathrú Rua. This journey takes about one hour and timetables can be accessed on the [Bus Éireann website](#). If you are using this service, please notify the International Summer School of your intended arrival time in An Cheathrú Rua to ensure staff will be available to meet you on arrival.

Arrival in An Cheathrú Rua

Registration and accommodation allocation will take place on arrival at the [Ionad an Acadaimh](#), An Cheathrú Rua, and will continue until 5.00 p.m. You will be taken to your accommodation.

Accommodation

Accommodation will be provided with local, Irish-speaking host families.

All students are required to live with a host family so that they have the opportunity to practice their language skills outside the classroom.

As part of your accommodation arrangements, you will be provided with meals, bed linen and towels in your home-stay accommodation.

Depending on your language ability, you can request to be housed with students of a similar standard.

Cost of Living Guidelines

Meals/Food: meals are provided as part of your homestay accommodation.

Laundry: Laundry service to be provided by host family.

Trips/Social Activities: Trips are covered in course fee. This includes travel and admittance to Kylemore Abbey, Teach an Phiarsaigh, Ros Muc, Boat to Aran Islands, Trip to Spiddal Craft Centre and Galway City.

Health Care

Local Doctor

Dr. Peter Sloane: 091595200

Ionad Sláinte na Ceathrún Rua (Carraroe Health Centre) 091595202 / 595217

Emergency medical help

In the case of a serious accident, dial 112 for emergency services and request an ambulance.

An **Accident & Emergency** service is available at University College Hospital Galway. This facility is located in Galway City.

Students with ongoing medical conditions are advised to contact the International Summer School Office (summerschool@nuigalway.ie) in advance of arrival to discuss your medical support requirements. You are advised to have private health insurance in place prior to arrival.

General Advice

Time Management

One of the greatest challenges facing summer school students is time management. You will need to balance the commitments of attending class, doing course work and participating on field trips, while also making time to enjoy all that Ireland has to offer. You will have a very busy schedule while enrolled on your course, so it is worth considering scheduling time before the start, or at the end of the summer school to allow time to travel and enjoy a vacation.

Weather/Clothing:

Ireland has a temperate climate and does not experience extremes of heat or cold. It does however, have high rainfall levels. The weather is unpredictable and can change dramatically in a short period of time.

Prepare to dress in layers and ensure that you have waterproof clothing and footwear for wet days. This is especially important if you are participating in field trips, where you will be exposed to the elements.

The dress code for class will be casual, but you may wish to bring something dressy for nights out. Remember to leave room in your bag for souvenirs on the way home.

We recommend you include the following items on your packing list:

- Waterproof walking shoes or hiking boots
- Waterproof jacket and leggings
- A fleece
- Backpack for field trips
- Umbrella
- Camera and memory cards
- Chargers for your electrical equipment
- Power converter/adaptor*
- Sunscreen
- Sunglasses
- Prescription medicines and a copy of your prescription

*The electrical supply in Ireland is 230v 50hz. Plugs use a three-pronged formation. If your electrical devices use a different current, you will need both a power converter and a plug adaptor.

Galway Festivals

Four festivals take place during the month of July in Galway City. [Galway Film Fleadh](#), [Galway International Arts Festival](#) and [Galway Fringe Festival](#), bring visitors from around the world to experience the best in music, film, theatre, literature and visual art. The week long horse-racing festival, the [Galway Races](#), at the end of July is Ireland's most well-known racing festival.

Currency

The euro is the single currency of the Economic and Monetary Union (EMU). The Euro is made up of 100 cents.

Banking

Bank of Ireland has located an ATM machine inside "Eurospar" in the village of An Cheathrú Rua directly across from Acadamh na hOllscolaíochta Gaeilge

Postal Services

Students may have mail addressed to them at the address below:

c/o Acadamh na hOllscolaíochta Gaeilge,
Áras Mháirtín Uí Chadhain,
An Cheathrú Rua,
Co. na Gaillimhe.
Éire / Ireland

At least six days should be allowed for delivery (U.S. or Continental Europe) to Galway.

Summer School Contact Details

Treasa Uí Lorcáin
Acadamh na hOllscolaíochta Gaeilge
Áras Mháirtín Uí Chadhain
An Cheathrú Rua, Co. na Gaillimhe.
Tel 353 91 595101 / 91 494602
Fax: 353 91 595041

E: treasa.uilorcain@nuigalway.ie

Gearóidín Uí Loideáin,
Feidhmeannach Teanga,
Stiúrthóir Chúrsa d'Fhoghlaimoirí Idirnáisiúnta,
Acadamh na hOllscolaíochta Gaeilge,
An Cheathrú Rua, Co. na Gaillimhe
Tel 353 91 494618
E: gearoidin.uiloideain@oegaillimh.ie

Maria Brady
International Summer School Office
Nuns Island
National University of Ireland, Galway
T: 353 91 495442
E: summerschool@nuigalway.ie
W: <http://www.nuigalway.ie/international-summer-school/>
Facebook: <https://www.facebook.com/summerschoolgalway/>
Twitter: <https://twitter.com/gwysummerschool>
Instagram: <https://www.instagram.com/gwysummerschool/>

Recommended

We recommend that students join our social media channels on [Facebook](#), [Twitter](#), [Instagram](#), once you are accepted to your summer school programme. We will be posting important information, advice and competitions prior to departure and throughout the summer.

University Facilities

Registration

Registered students of NUI Galway have access to University facilities. Staff from the International Summer School Office will be available to welcome students in QA113, Alexander Anderson Boardroom, [Quadrangle Building](#) on 13 July 2018 between 12.00 – 2.00 pm

Policy regarding guests of registered participants

Lectures, educational excursions and associated receptions are attended by registered students only.

Fees

Balance of tuition/fees and accommodation payments must be finalised by May 30, 2018.

James Hardiman Library

Library services within the University will be available to students during the following times:

Library Building Opening Hours	08.30 - 17.30
Service Hours:-	09.00 - 17.00.

Students must use their student identity card for swipe access to the Library.

Computer and Email Facilities

Campus Account (CASS) - Campus Account (IT Account) credentials are a single user ID (your Student ID number) and password. These credentials provide access to the following services:

- [PC Suites](#)
- [WiFi](#)
- [Email & Office 365 Apps](#)
- [Blackboard](#)
- [Library Systems](#)

How to activate your Campus Account

Your temporary activation password allows access to PC Suites and WiFi on-campus.

1. Go online to <https://cass.nuigalway.ie/> Login using the following credentials:
User ID is your current Student ID number available on your registration statement.
Password is your temporary Activation Password galwayDDMM (the word galway followed by the date and month from your date of birth e.g. If your date of birth is the 9th of November your temporary activation password is galway0911).
2. Complete the activation questions.
3. Choose your new **Campus Account Password. Note:** Password must be at least 8 characters in length.
4. Your Campus Account is now active

PC Suites

There are computer suites on campus at Acadamh na hOllscolaíochta Gaeilge. However, access to internet/wifi facilities in the student accommodation is at the discretion of the host family.

WiFi

The NUIGWiFi service is designed to provide students, staff and registered guests with easy access to the Internet. You connect to NUIGWiFi automatically and authenticate with your user ID and password via your web browser e.g. Internet Explorer. Students should login in with their Login with your Campus Account User ID and password.

StudentMail

Your Student Email uses Office 365 which is a hosted service by NUI Galway in collaboration with Microsoft. Office 365 combines the familiar Office desktop suite with the latest, cloud-based versions of Microsoft next-generation communications and collaboration services.

Your student email account is accessed at <http://studentmail.nuigalway.ie>. Your NUI Galway email address will be listed on your registration statement. You will login with your NUI Galway email address and your CASS password. After arrival, all email communication from staff of NUI Galway will be sent to your NUI Galway email account.

James Hardiman Library

Library Services within the University will be available to students during the following times: Monday – Friday 8.30 am. - 5.30 p.m. (A visit to NUI Galway library is included in the timetable).

Getting Started with Blackboard

For Students

Log into Blackboard at
<https://nuigalway.blackboard.com>

1. Getting Started with Blackboard

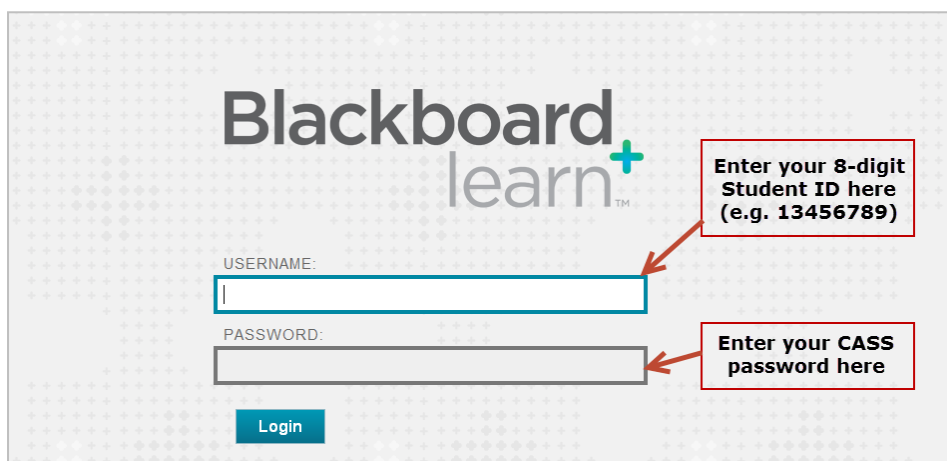
Blackboard is a Virtual Learning Environment (VLE). A virtual learning environment is a web-based application designed to facilitate lecturers in the management of modules for their students, especially by helping lecturers and learners with course administration. They are used to supplement face-to-face lectures and tutorials.

Blackboard is the VLE in use at NUI Galway. It allows students to download lecture notes, reading lists, assessment information and other course-related material from their Blackboard sites. It also contains functions that enable students to interact via class announcements, email, discussion boards. It's easy to upload any materials (e.g. Word files, PowerPoint slides, PDFs, etc) and to create simple quizzes, arrange for electronic submission of course work by students, establish online discussion areas, etc.

Not all academic staff will use Blackboard to support their face-to-face teaching.

2. Logging In

Students can access Blackboard by going to <https://nuigalway.blackboard.com> and logging in using their CASS username (Student ID in the format 0000123) and password.



The image shows the Blackboard login interface. At the top is the 'Blackboard learn+' logo. Below it are two input fields: 'USERNAME:' and 'PASSWORD:'. The 'USERNAME:' field is highlighted with a red box and an arrow pointing to it from a text box that says 'Enter your 8-digit Student ID here (e.g. 13456789)'. The 'PASSWORD:' field is highlighted with a red box and an arrow pointing to it from a text box that says 'Enter your CASS password here'. Below the password field is a blue 'Login' button.

What if I have no courses after I log in?

You will automatically see any modules on which you are registered after you log in. Some may be listed as “unavailable”. This simply means that your lecturer isn't using Blackboard for this course, or hasn't made it available to students yet.

What if I cannot log in?

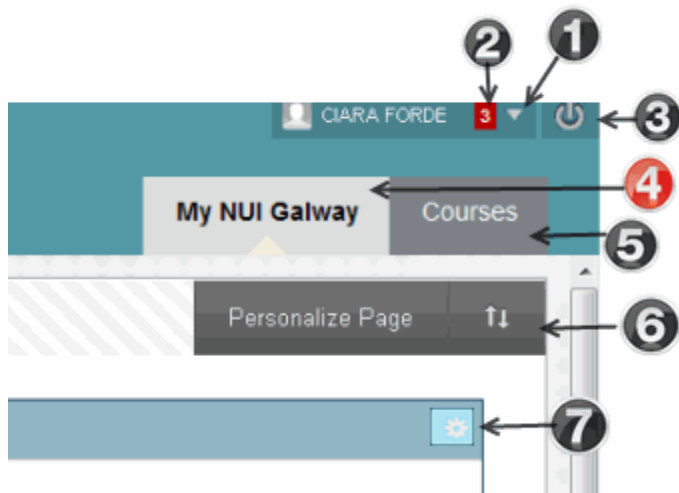
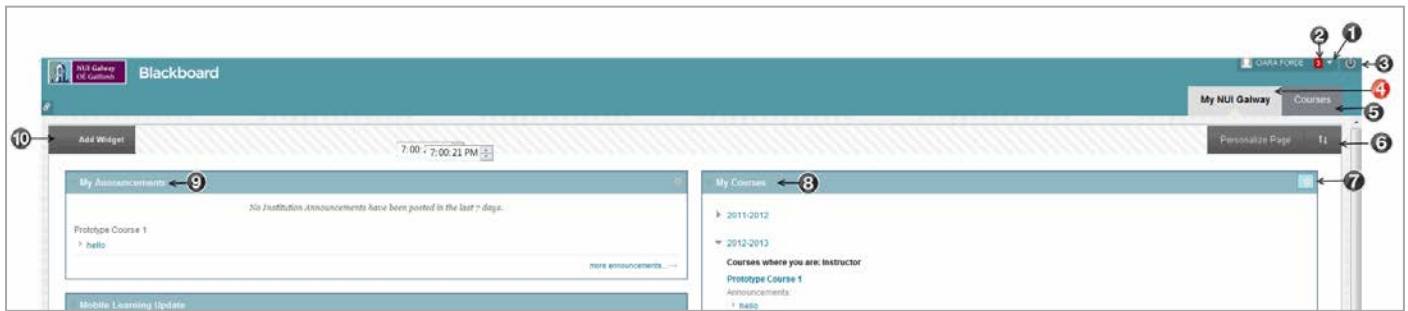
If you cannot log in, please check that you have registered for the current academic session with the university. If you are not a registered student in the current year, you will be unable to access Blackboard. Blackboard is integrated with the Student Records System (Quercus). Each evening the Student Records System sends data to Blackboard enrolling all registered students on their corresponding Blackboard courses. After this time, registered students will be able to log in to Blackboard and access the system.

If you cannot log in, please check that:

1. You have the correct username and password. To log in you will need your correct Student ID number (eight digits) and the password you would use to access your NUI Galway email and all computers on campus. If you do not know this information, contact the User Support Centre in ISS (servicedesk@nuigalway.ie or 091 495777)
2. You have registered for the current academic year with Admissions. All information concerning registration for the academic session 2011-2012 is posted on the Registration Website at www.nuigalway.ie/registration

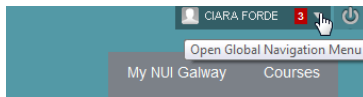
1.2 Navigating inside Blackboard After logging in there are two tabs on the Blackboard system. Take some time to explore these areas.

2 The Blackboard My NUI Galway Page



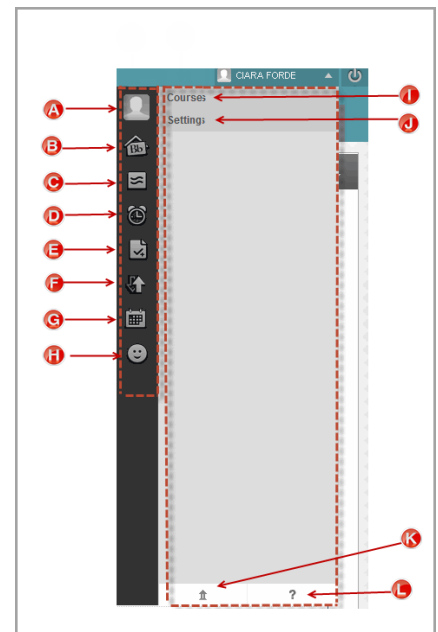
1. **Global Navigation Panel** – provides access to the users profile and communication for the entire users course portfolio
2. **Number** – displays the number of new items relevant to the entire users course portfolio, such as new posts, grade results etc
3. **Logout Icon** –click here to logout of Blackboard
4. **My NUI Galway**- the home page tab for Blackboard, click on this tab at any stage to return to this home page
5. **Courses** – tab which lists all of your courses and the instructors on each course
6. **Personalise Page** – enables you to change colour themes to Blackboard
7. **Settings** - provides options to manage courses such as: hiding old courses from your home page and grouping courses by year
8. **My Courses** –displays all the courses which you are enrolled in
9. **My Announcements** –all your course and institution announcements are displayed here
10. **Add Widget** – button to add optional “boxes” that include content, links or tools used to personalise your page.

3 The Global Navigation Panel



Click on the drop down arrow beside your name. This menu opens up the Global navigation Panel

- A. The **Person** icon enables you to edit your profile/ upload your picture.
- B. The **Bb** home icon expands the Bb home menu.
- C. **Posts Page**- displays the latest posts in your courses; discussion boards, wikis blogs and journals.
- D. **Updates Page**-lists all notifications for every course that you are enrolled in.
- E. **My Grades Page**-only available to students displays the users' grades.
- F. The **Retention Centre** is an instructor only tool used to monitor student engagement. Alerts are displayed to highlight inactivity by students.
- G. The **Calendar** tool shows events for all courses.
- H. The **People** (Smiley) icon shows all Blackboard users.
- I. The **Courses** menu displays all your courses.
- J. The **Settings** menu enables you to change settings.
- K. The **Home** icon links to your Blackboard home page.
- L. The **Help** icon links to the Staff support page.



3.1 The Person Icon/Updating your Profile

You can update your profile by clicking on the **Person** Icon

This enables you to upload your picture/avatar image and set privacy options of who you would like to read your profile

Edit My Blackboard Profile

CancelSubmit

✱ indicates a required field.

Start with information from...

FacebookTwitter

Picture

Change Picture

✱ How do you want your name displayed in your profile?

Sarah Hughes

What are you studying?

What would you like to share about yourself?

Privacy Options

Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

☐ My School (recommended)

I want to share my profile with others at my school.

☒ Private

I only want to share my profile with my classmates.

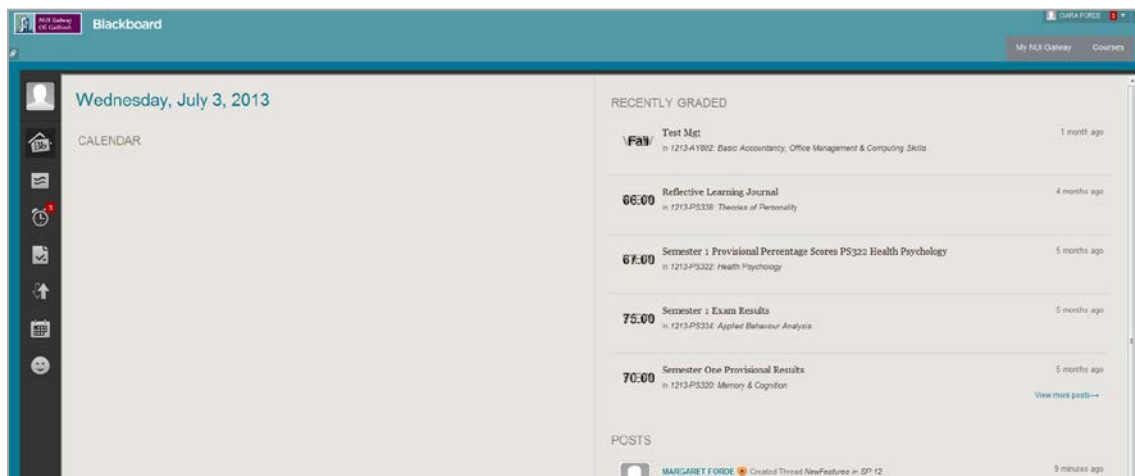
☐ Hidden

I do not want to share my profile.

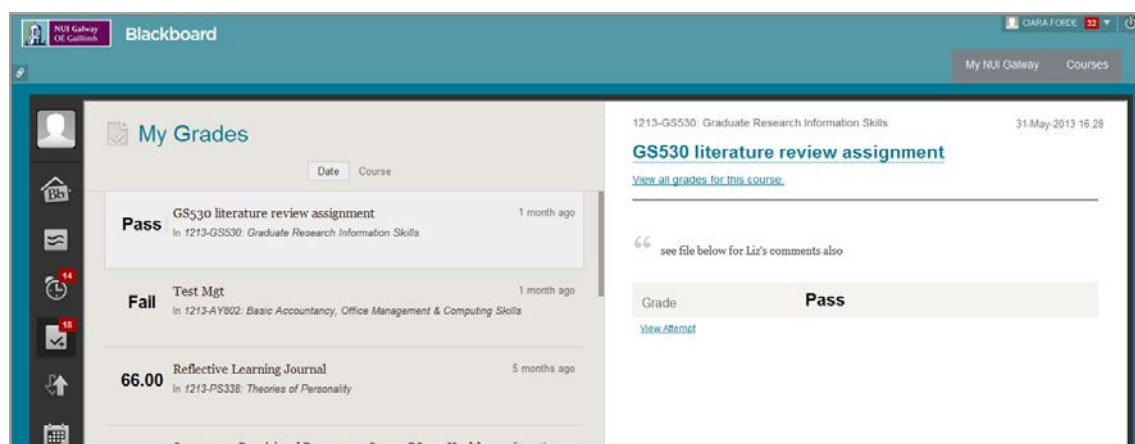
3.2 The Bb Home Menu

The Bb Home menu shows the **course communication** for your entire course portfolio. The number indicates how many new items are available.

Click on the Bb home icon to expand the Bb home menu

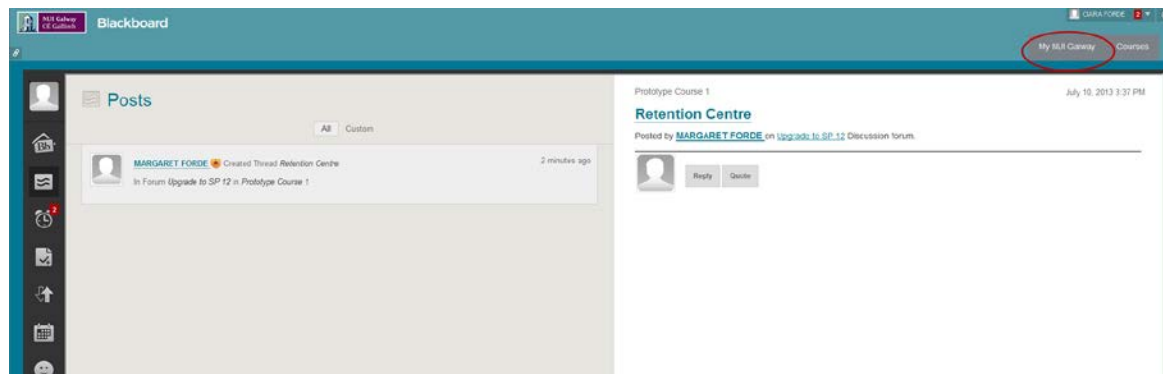


Click on any of the My Grades icon to see details of your Grade Results.



Click on any of the Posts icon for direct access to the Posts panel, you can alternatively navigate to the other pages within the My Bb menu.

To return to the course menu click on the My NUI Galway tab.

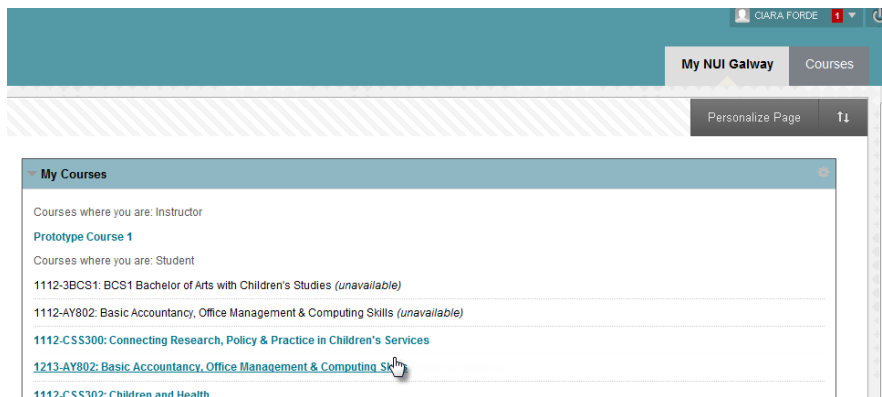


4 Getting into Your Courses

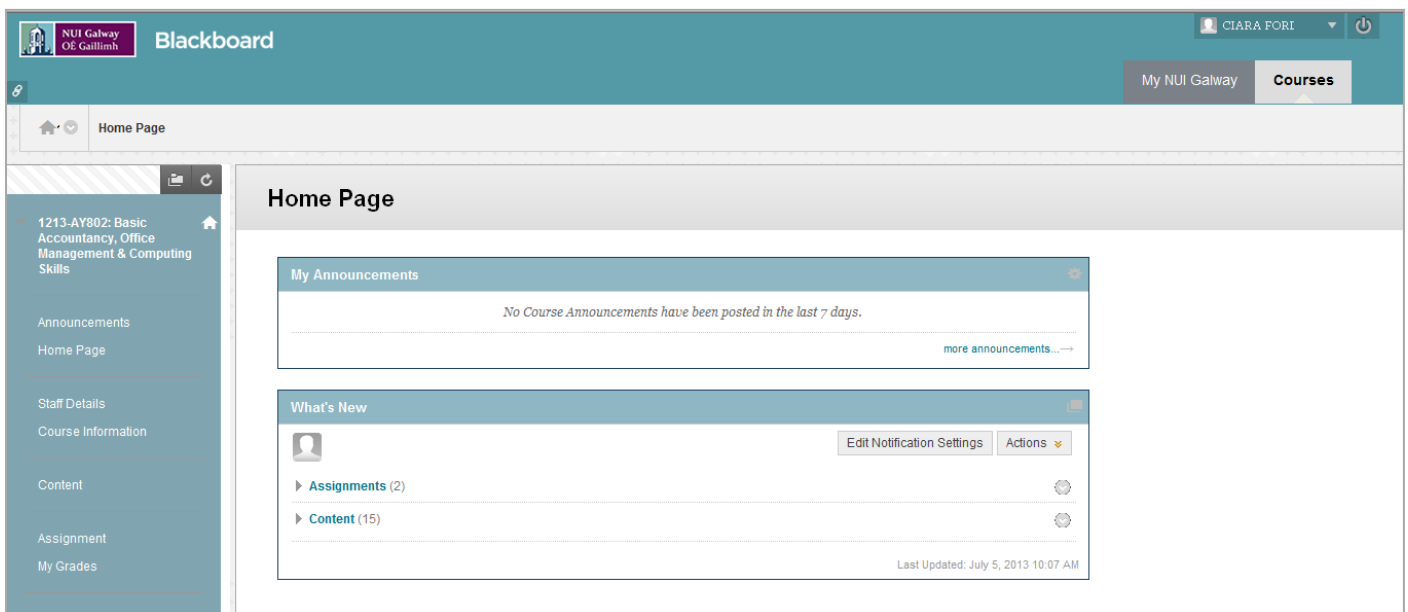
Once you log in you will be in the **My NUI Galway** tab.



From your **My Courses** list, select one of the courses and you will be directed to the **Home Page** of the course



5 The Course Interface



5.1 The Course Interface Menu

Home Page is a course overview for students in your course, encompassing Announcements, Calendar items and Notifications.

Announcements is a space where lecturers may post announcements relevant to the course /

Staff Details is a space to put your own profile, along with others involved in the course delivery.

Course Information is a content area for module information.

Content is a content area for Lecture Notes, Assignments, multimedia files and Learning Units.

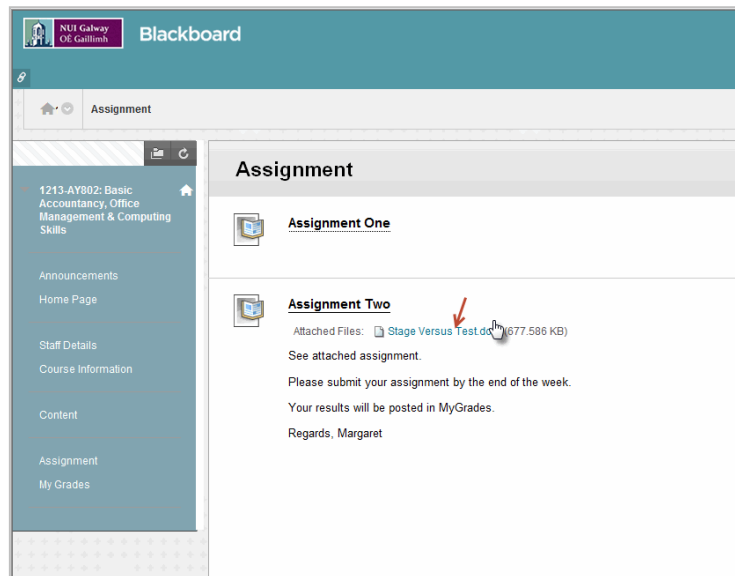
Assignment is a content area where assignments will be displayed by the lecturer. Assignments can also be uploaded in this area by the students.

My Grades is a link for students to access their course grades.

5.2 Submitting an Assignment

Access the Assignment

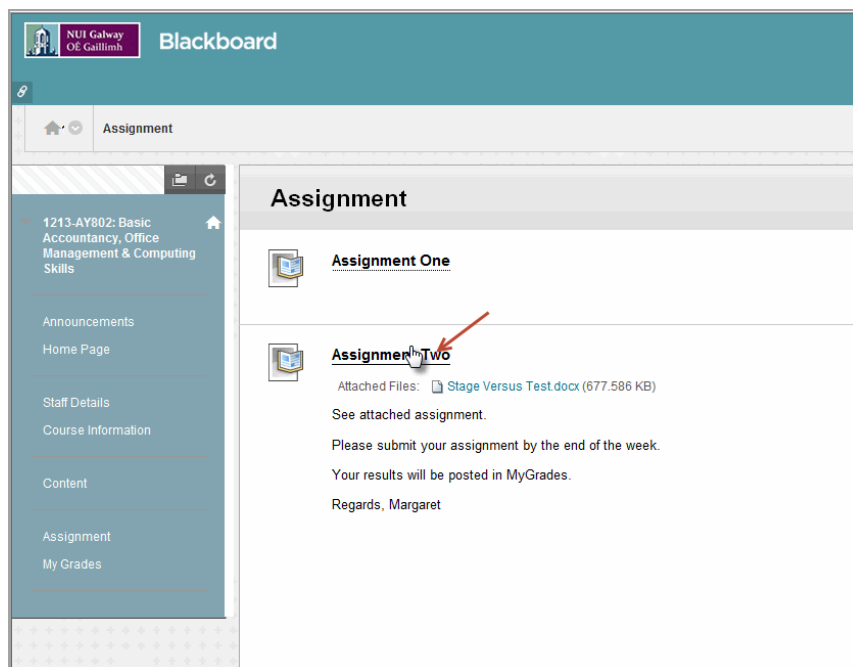
- Your instructor will most likely advise you of the name of the assignment and its location.
- Click on the relevant assignment to read details.
- Your instructor may have added some notes in the window about the assignment such as due date etc




Upload and Submit the Completed Assignment

From once you have completed your assignment you will need to submit to your instructor.

- Click on the main title of the relevant assignment link, in this example “Assignment Two”




- An assignment submission page is activated with 4 headings.
 - Assignment Information:** shows the assignment description and details.
 - Assignment Submission:** This is where you will submit the assignment.
Click on the  button to activate the file explorer window.

1. Assignment Information

Name Assignment Two

Instructions See attached assignment.

2. Assignment Submission

Attach File 

3. Add Comments

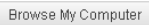
Comments

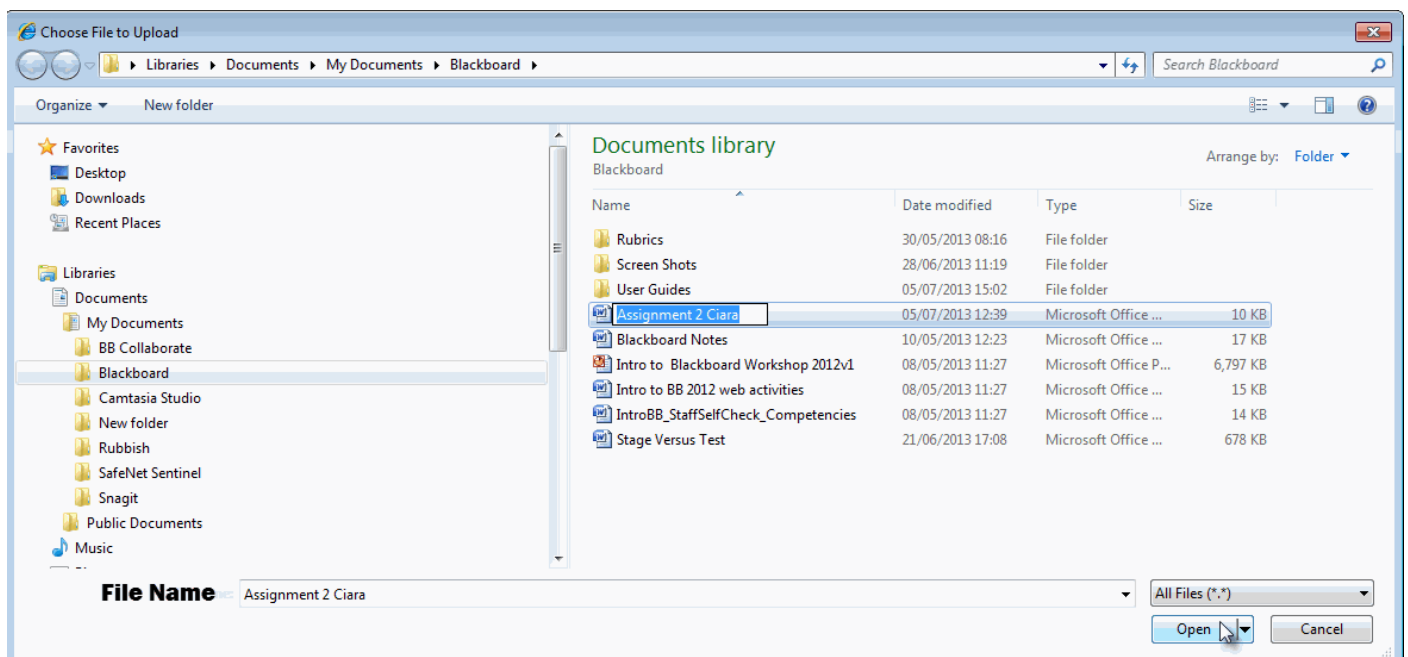
Please see assignment attached

4. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save as Draft **Submit**

The  button activates a file explorer window.




Locate your assignment in the file window and select the assignment by placing the cursor on your assignment and click once. The file name should be displayed in the file name box. Now, click on the Open button in the explorer tab.

3) **Comments:** You may add some comments in the Comment window, this is optional.

1. Assignment Information
Name Assignment Two

2. Assignment Submission
Attach File
Attached files

File Name	Link Title
 Assignment 2 Ciara.docx	Assignment 2 Ciara.docx

3. Add Comments
Comments

☒

Please see assignment attached

4. Submit
*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

4) **Submit:** Finally click on the Submit button to upload the assignment to your instructor.



NUIGWiFi

It's easy to connect your laptop to the Internet

1. Connect to NUIGWiFi wireless network.

2. Open your web browser.

A login page will appear (as seen below)

3. Login with your User ID and Password

User ID is eight characters long e.g.

10012345 for students

0001234s for staff



NUI Galway
OÉ Gaillimh

Phone: 091 495 777

University extension: 5777

eMail: servicedesk@nuigalway.ie

Web: <http://www.nuigalway.ie/iss>



NUIGWiFi

Problem: My laptop won't pick up the NUIGWiFi signal

- Does your laptop have WiFi capabilities?
Check your laptop manual.
- Are you near a NUIGWiFi hotspot?
Check the map at <http://www.nuigalway.ie/iss>

Problem: I cannot see the login page

- a. If the login page doesn't load, ensure your browser homepage is a standard <http://URL>
e.g. <http://www.nuigalway.ie> (not <https://> or other protocol).
- b. If you connect to the NUIGWiFi network but don't log in within 30 minutes, you need to disconnect from the wireless network and re-connect.

Where can I find more information about NUIGWiFi and WiFi printing? <http://www.nuigalway.ie/iss>

What's the IP Address of my machine?

WINDOWS:

Go to the **Start** menu and select **All Programs**.

Click **Accessories**, and then **Command Prompt**.

Type **IPCONFIG/ALL** Under the **WIRELESS** Sections you will see your IP Address listed.


MACINTOSH

Go to the **Apple** menu, then **System Preferences**.

Click on **Network**.

Set the menu to **Show: Network Status**.

Your number will be shown next to **Built-In Ethernet**

-  Main Entrances
-  Restaurant / Cafe
-  Quadrangle
-  Aras na Mac Leinn / Bailey Allen Hall
-  Áras Ui Chathail
-  IT / Orbsen Buildings
-  Arts / Science Concourse
-  James Hardiman Library
-  Arts Millennium Building
-  Áras Moyola
-  Engineering Building
-  Cairnes - School of Business
-  Clinical Science Institute

N6 (Dublin)
N17 / N18
& Airport

Quincentenary Bridge

River Corrib

Newcastle Road

New Entrance

To Corrib Village,
Biomedical Research Building,
IDA Business Park,
Dangan Sportsground,
Parking,
& Lifecourse & Society Building

Admissions Office
Examinations Office
Fees Office
Accommodation Office
Student Contact Centre
Information Desk

Irish Centre for
Human Rights
Huston School
for Film and
Digital Media

Earls' Island

To City Centre

Cathedral

To Nun's Island
Adult Education

Martin Ryan Institute

Information Office

University Road

Main Entrance

To Salthill

University
College
Hospital

11 Clinical
Science
Institute

Siobhán McKenna
Theatre

International Affairs Office
Counsellors Office

Chapel

Sports Centre

Science &
Technology

Áras Moyola

Engineering
Building

J.E. Cairnes
School of Business
& Economics

IT Building

Orbsen
Building

Human Biology
Building

Block S

Áras na
Gaeilge

Áras de Brun

Aula Maxima

Arts & Science
Concourse

James
Hardiman
Library

Arts Millennium
Building

Security Office

Moore
Institute

User Support Centre
Computer Services

Baily Allen Hall

Áras Ui
Chathail

Áras na Mac Leinn

MRI Annex

Galway Map



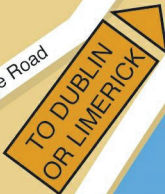
Corrib Village



NUI Galway
OĒ Gaillimh



University College
Hospital Galway



← Ceantar na nOileán

Raidió na Gaeltachta
Gaillimh →

