

# **Guide for ACE at UCC Short Course Applicants**

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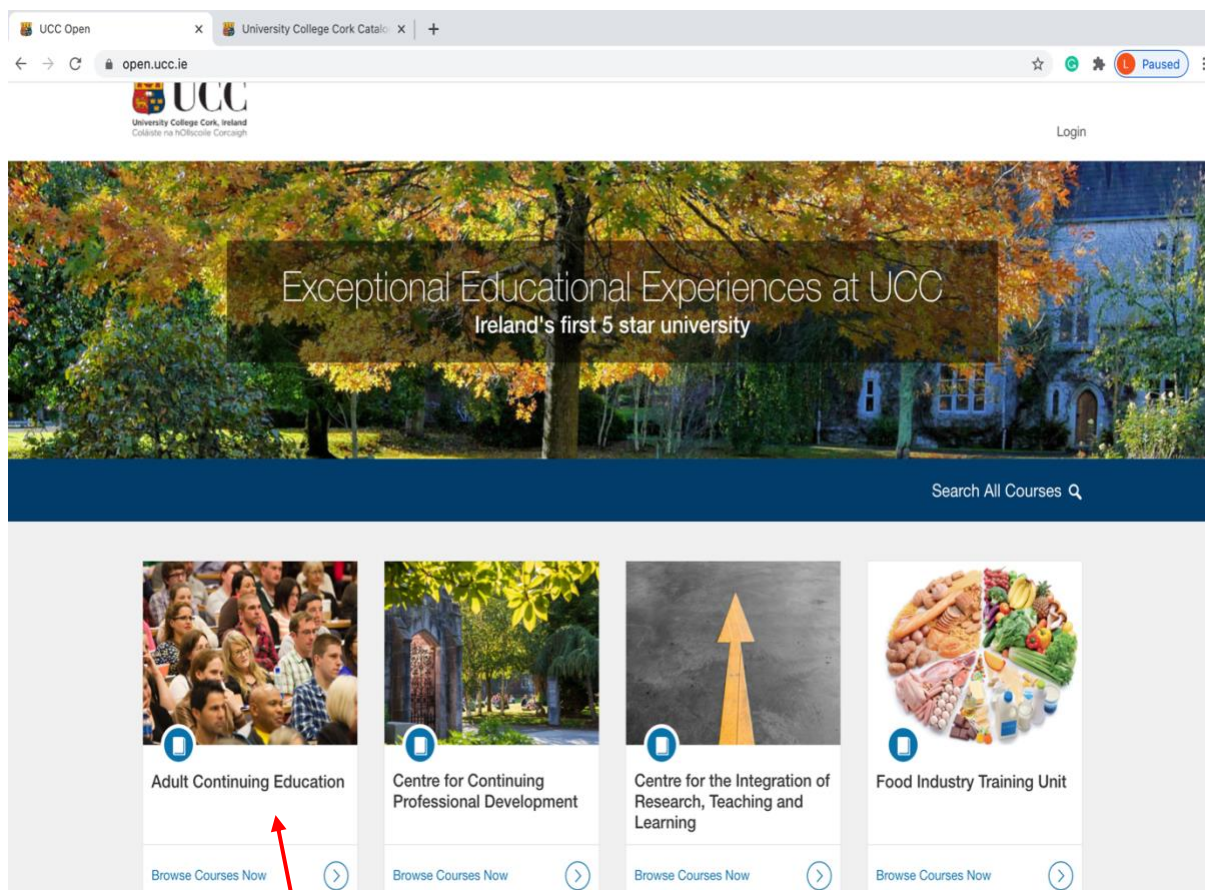
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For further queries, please contact ACE at 021-4904700 or email [shortcourses@ucc.ie](mailto:shortcourses@ucc.ie)

## 1. How do I enrol in an ACE Short Course?

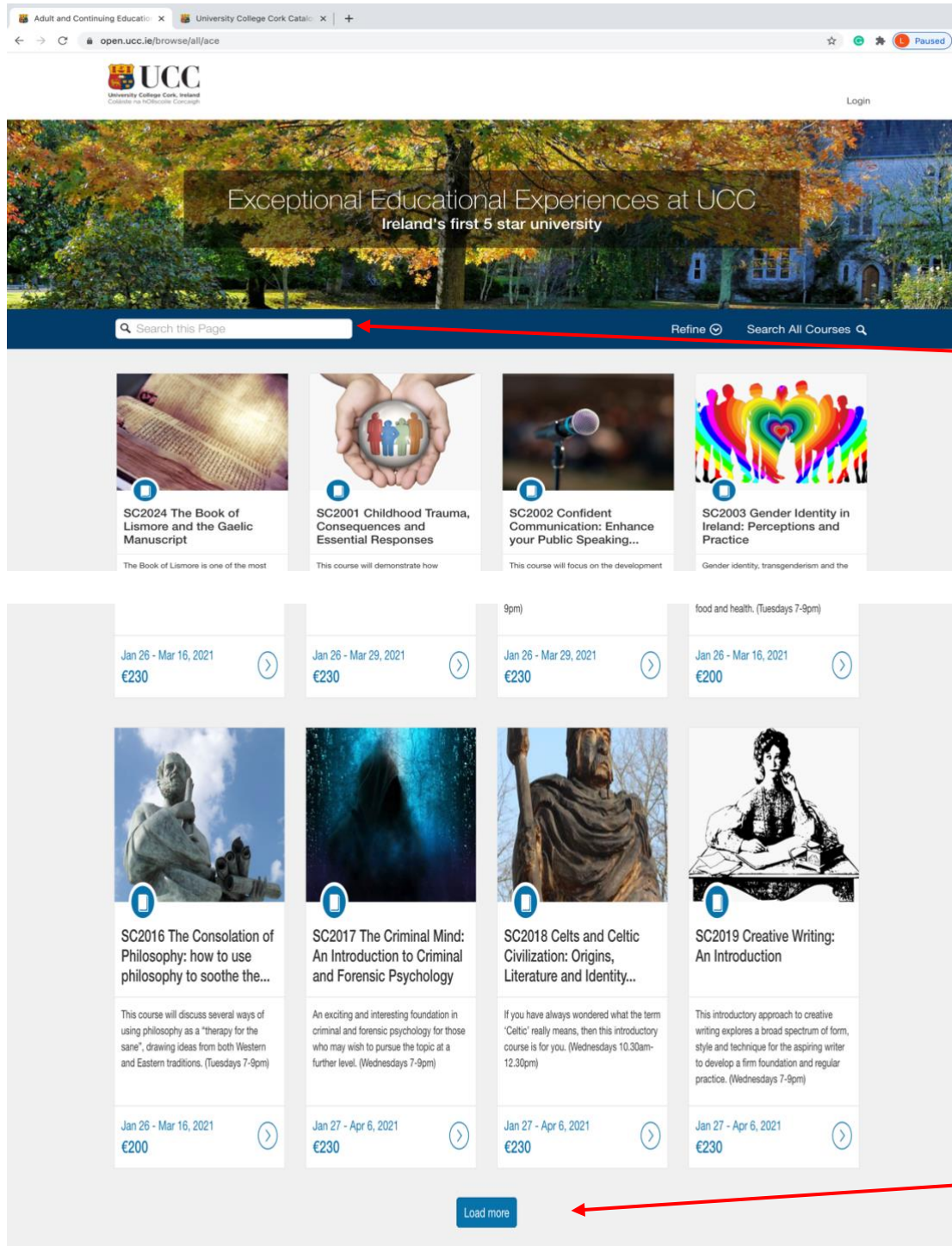
The following pages provide a detailed overview of how to enrol on a short course. The process usually take a couple of minutes.

Step 1: Please click on this link <https://open.ucc.ie> where you will see the page below. Please click on the Adult and Continuing Education window.



Please click here  
to view our  
Short Courses

Step 2: You can browse through available courses by moving down on this page. Don't forget to click "Load More" at the bottom of the page if you cannot find the course you are looking for. If you know the name of your course, you can use the search bar at the top of the page. You can view further information on each course by clicking on the individual course tile.



UCC  
University College Cork, Ireland  
Coláiste na hÍdealltóirí Corcaigh

Exceptional Educational Experiences at UCC  
Ireland's first 5 star university

Search this Page Refine Search All Courses

SC2024 The Book of Lismore and the Gaelic Manuscript  
The Book of Lismore is one of the most

SC2001 Childhood Trauma, Consequences and Essential Responses  
This course will demonstrate how

SC2002 Confident Communication: Enhance your Public Speaking...

SC2003 Gender Identity in Ireland: Perceptions and Practice  
Gender identity, transgenderism and the

Jan 26 - Mar 16, 2021 €230

Jan 26 - Mar 29, 2021 €230

Jan 26 - Mar 29, 2021 €230

Jan 26 - Mar 16, 2021 €200

SC2016 The Consolation of Philosophy: how to use philosophy to soothe the...

SC2017 The Criminal Mind: An Introduction to Criminal and Forensic Psychology  
An exciting and interesting foundation in criminal and forensic psychology for those who may wish to pursue the topic at a further level. (Wednesdays 7-9pm)

SC2018 Celts and Celtic Civilization: Origins, Literature and Identity...

SC2019 Creative Writing: An Introduction  
This introductory approach to creative writing explores a broad spectrum of form, style and technique for the aspiring writer to develop a firm foundation and regular practice. (Wednesdays 7-9pm)

Jan 26 - Mar 16, 2021 €200

Jan 27 - Apr 6, 2021 €230

Jan 27 - Apr 6, 2021 €230

Jan 27 - Apr 6, 2021 €230

Load more

You can use the search box to find your course

Click the load more box to see the full range of courses available

Step 3: Once you click through to a course page, you will see the view below. In order to proceed with registration, please click on the enrol button.



## SC2001 Childhood Trauma, Consequences and Essential Responses

Jan 25 - Mar 15, 2021

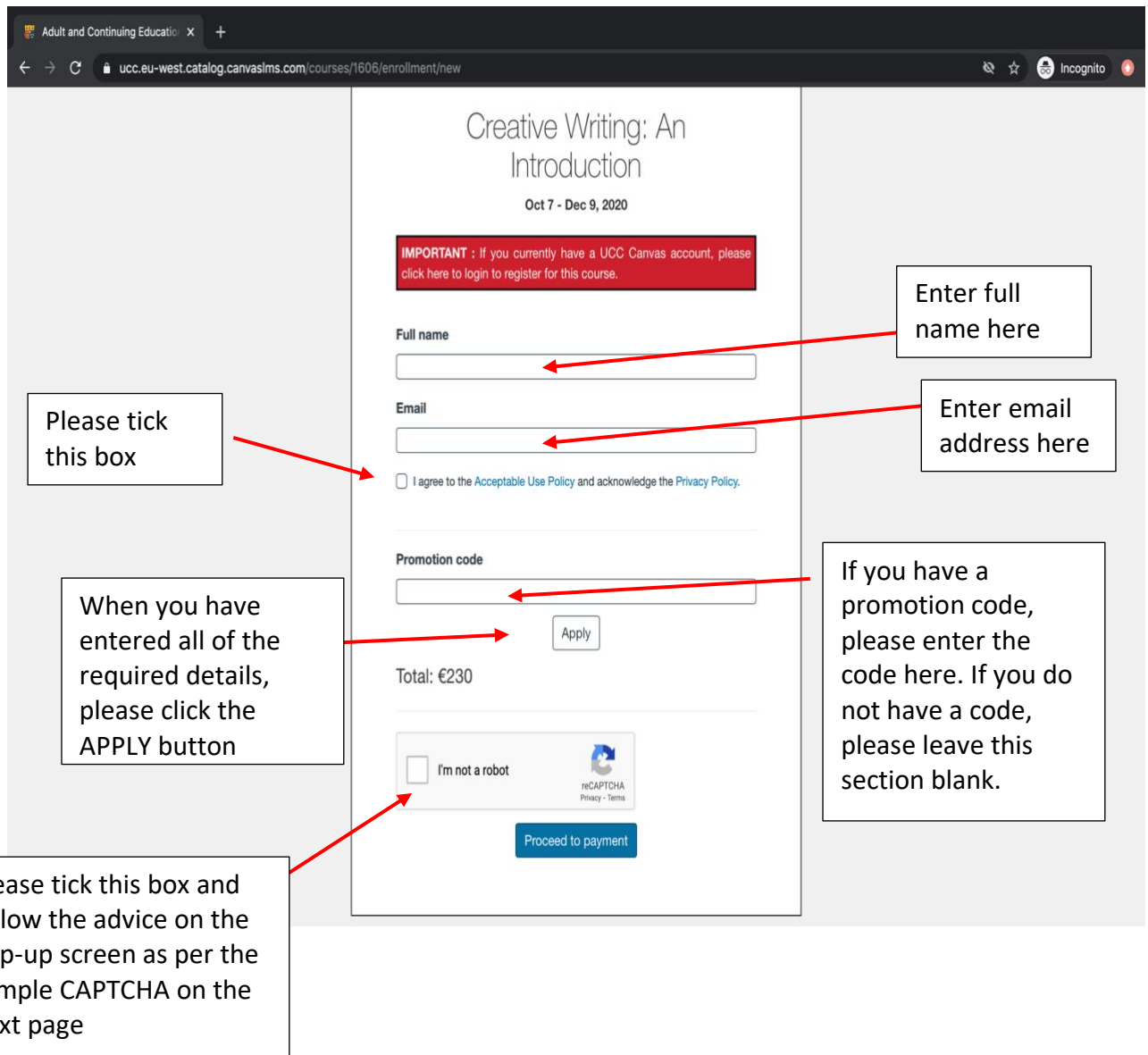
€1 ENROL

Click here to enrol on a course

### Course Overview

In this course participants will gain an understanding of how children's early years experiences and the nature and quality of their attachment to their primary carer can impact their ability to feel safe in the world, to regulate their emotions, to trust other people, to learn, experience good physical and mental health, enjoy positive, reciprocal relationships and behave in prosocial ways.

Step 4: In order to enrol, you will need to add the details outlined below.

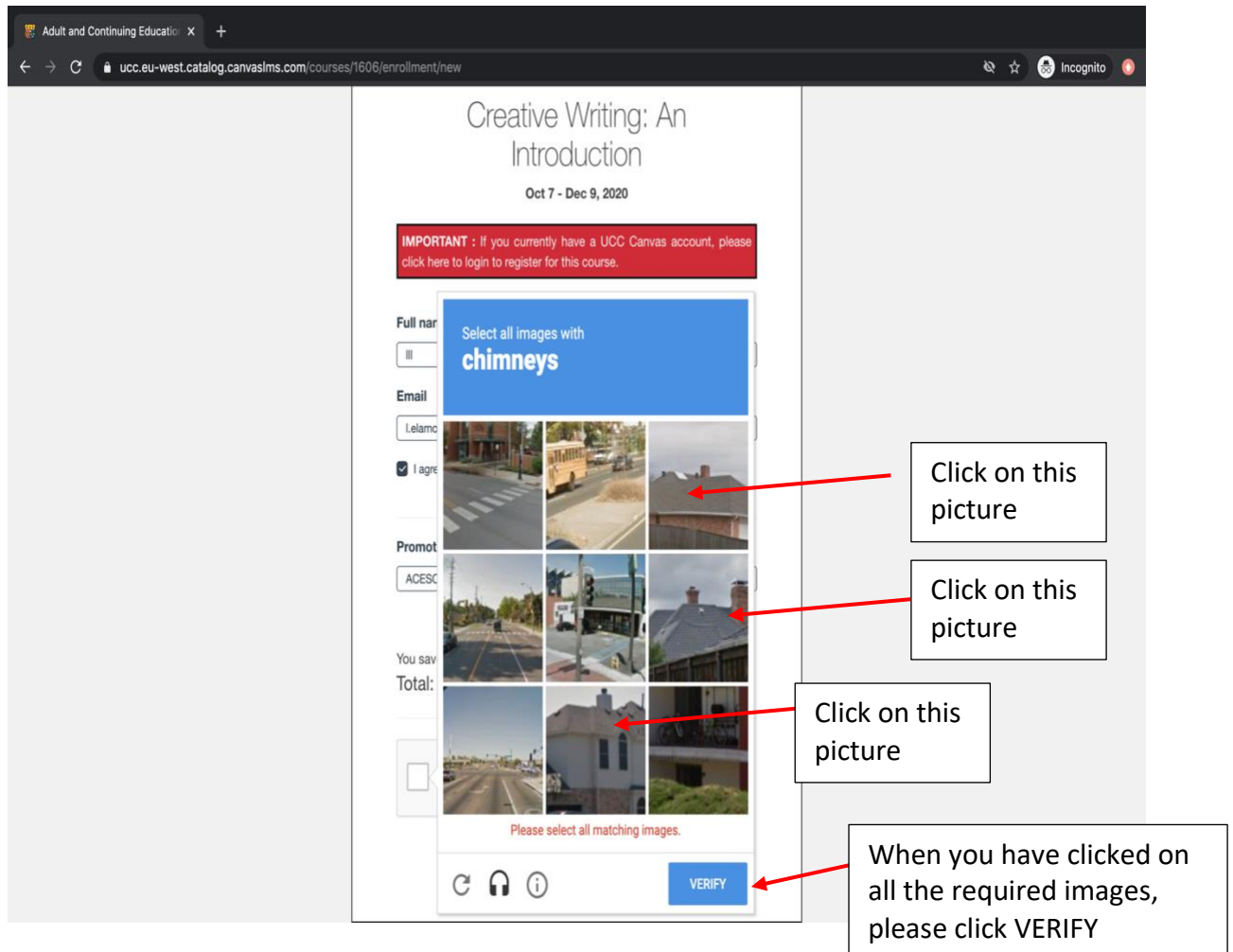


The screenshot shows a web browser window with the URL `ucc.eu-west.catalog.canvaslms.com/courses/1606/enrollment/new`. The page title is "Creative Writing: An Introduction" with dates "Oct 7 - Dec 9, 2020". A red box contains the text: "IMPORTANT : If you currently have a UCC Canvas account, please click here to login to register for this course." Below this are input fields for "Full name" and "Email". A checkbox is labeled "I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#)". There is a "Promotion code" input field and an "Apply" button. The total price is listed as "Total: €230". At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Proceed to payment" button.

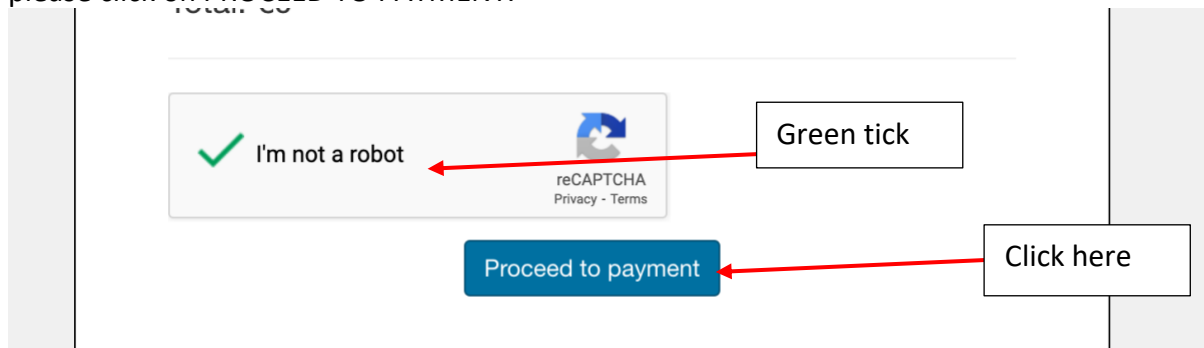
Instructional callouts include:

- "Please tick this box" pointing to the agreement checkbox.
- "Enter full name here" pointing to the full name input field.
- "Enter email address here" pointing to the email input field.
- "If you have a promotion code, please enter the code here. If you do not have a code, please leave this section blank." pointing to the promotion code input field.
- "When you have entered all of the required details, please click the APPLY button" pointing to the Apply button.
- "Please tick this box and follow the advice on the pop-up screen as per the sample CAPTCHA on the next page" pointing to the reCAPTCHA checkbox.

Step 5: A CAPTCHA will pop up on the screen to verify that you are not a robot. Please follow the instruction on the screen. In the example below, you need to click on every image with a chimney and then click verify. *Please note that this is just a sample and a different instruction may appear on your screen asking you to identify the images with cars, traffic lights, bicycles, etc.*



Step 6: Once you have successfully completed the CAPTCHA, a green tick will appear. Then, please click on PROCEED TO PAYMENT.



Step 7: In order to process your payment, you will be taken to our Paypal page.  
**\*\*You do not need to have a Paypal account in order to pay.\*\***

**PayPal**

### Pay with PayPal

Enter your email or mobile number to get started.

[Forgot email?](#)

**Next**

or

**Checkout as Guest**

[Cancel and return to University College Cork - National University of Ireland, Cork](#)

English | Français | Español | 中文

If you already have a Paypal account, please log in entering your email or mobile phone number here.

If you do not have a Paypal account, please click on the Checkout as Guest box.

**PayPal**

### Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started.

**Continue to Payment**

Already have an account? [Log in](#)

In order to checkout without a Paypal account, you will need to enter your email address and click continue to payment.








Step 8: Please follow the instruction on the Paypal payment page as per below.

### Pay With Debit or Credit Card

We don't share your financial details with the merchant.

Country/Region  
Ireland

Card number

MM / YY      CVW

#### Billing address

First name      Last name

Address line 1

Address line 2 (optional)

Town / City

County / Dublin postal district (optional)

Postcode (optional)

#### Contact Information

Phone type      Phone number  
Mobile      +353

We'll text a security code to confirm this number.

Email

The security you want.

The protection you deserve.

Creating a PayPal account is optional but you'll get **PayPal Buyer Protection** on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes! I'd like to create a PayPal account.

Create password

No, I don't want an account now.

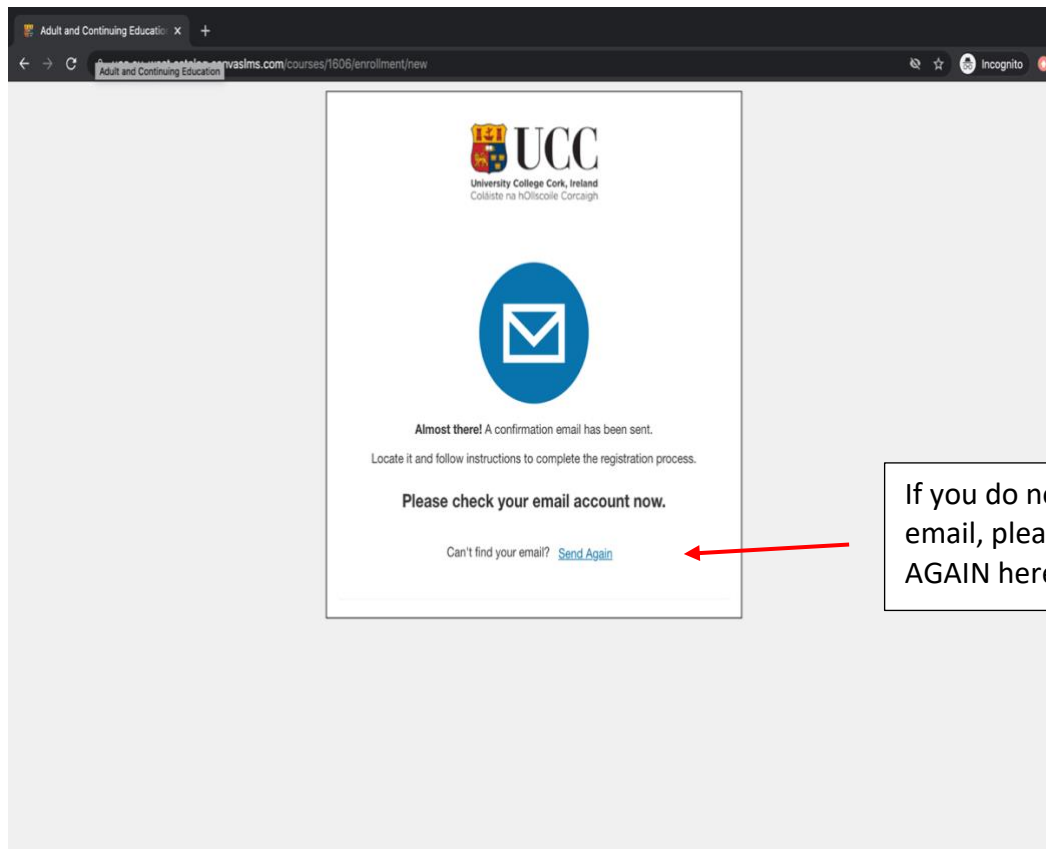
Pay Now



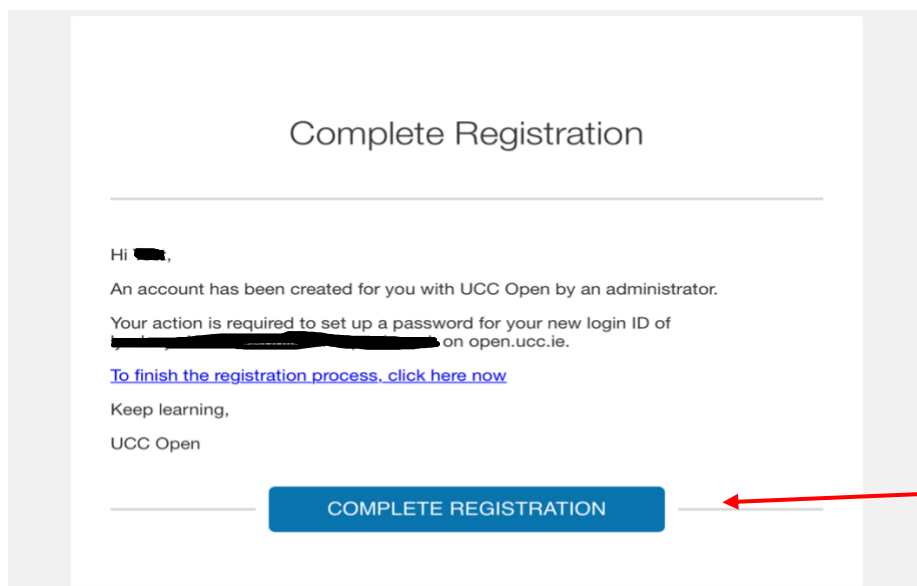
PayPal is a safer, faster way to pay

No matter where you shop with us, we don't share your financial information with the seller.

Step 9: The following screen will then appear and will ask you to check the email account that you added in step 4 for a confirmation email. Please check all folders including Clutter/Spam.



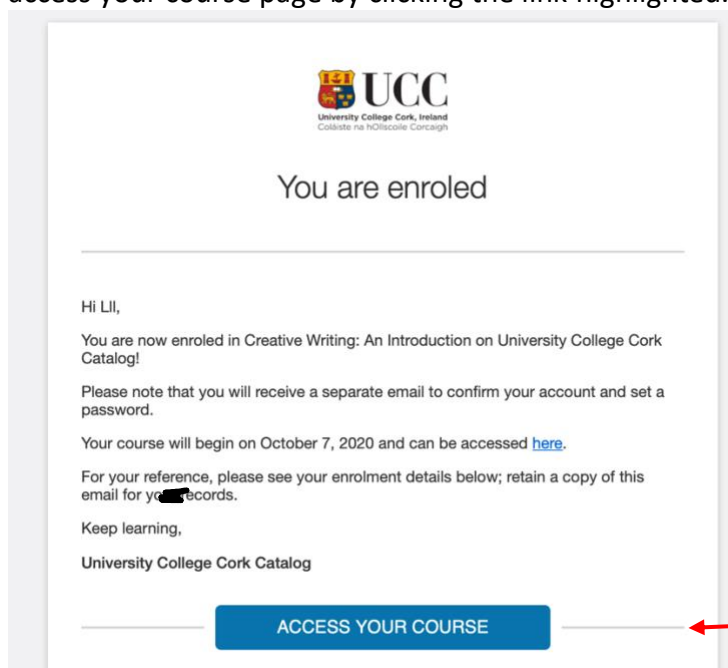
The confirmation email will look as follows:



Step 11: You will then be taken to the account setup page where you will be asked to create an account password. Please keep this password safe as you will need it every time you have to log in to a class.

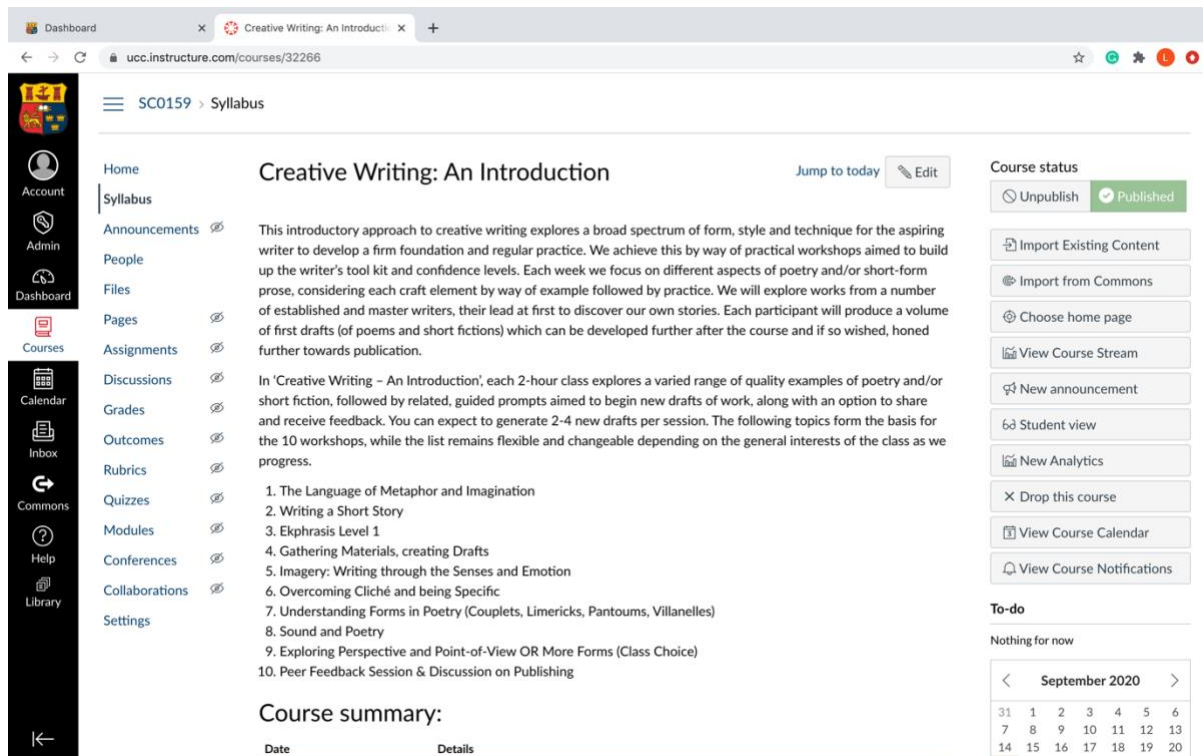
In the login box, please insert your email address. Then, add a password in the password field. Finally, click the accept terms of use box and then click register.

You have now completed enrolment and will receive a second email as per below. You can access your course page by clicking the link highlighted.



Please click here

Your course home page will then appear as per below:



The screenshot shows a web browser window with the URL `ucc.instructure.com/courses/32266`. The page title is "Creative Writing: An Introduction" and it is part of the "SC0159 > Syllabus" section. The left sidebar contains navigation options: Home, Syllabus, Announcements, People, Files, Pages, Assignments, Discussions, Grades, Outcomes, Rubrics, Quizzes, Modules, Conferences, Collaborations, and Settings. The main content area displays the course description and a list of 10 topics. The right sidebar shows course status (Unpublish/Publish), import options, and a calendar for September 2020.

**Course status:** Unpublish  Published

**Course description:** This introductory approach to creative writing explores a broad spectrum of form, style and technique for the aspiring writer to develop a firm foundation and regular practice. We achieve this by way of practical workshops aimed to build up the writer's tool kit and confidence levels. Each week we focus on different aspects of poetry and/or short-form prose, considering each craft element by way of example followed by practice. We will explore works from a number of established and master writers, their lead at first to discover our own stories. Each participant will produce a volume of first drafts (of poems and short fictions) which can be developed further after the course and if so wished, honed further towards publication.

**Course topics:**

1. The Language of Metaphor and Imagination
2. Writing a Short Story
3. Ekphrasis Level 1
4. Gathering Materials, creating Drafts
5. Imagery: Writing through the Senses and Emotion
6. Overcoming Cliché and being Specific
7. Understanding Forms in Poetry (Couplets, Limericks, Pantoums, Villanelles)
8. Sound and Poetry
9. Exploring Perspective and Point-of-View OR More Forms (Class Choice)
10. Peer Feedback Session & Discussion on Publishing

**Course summary:**

Date	Details

**Calendar:** Nothing for now. September 2020.

<	September 2020	>
31	1 2 3 4 5 6	
7	8 9 10 11 12 13	
14	15 16 17 18 19 20	

## 2. The short course I want is full. How do I get added to the wait list?

In order to optimise the student experience, some of our courses have limited capacity. If the course you want to take has already reached maximum capacity, you may be able to add your name to a wait list in order to be contacted if a places becomes available. If a course is full, you will be presented with the following screen when you click on the course tile.



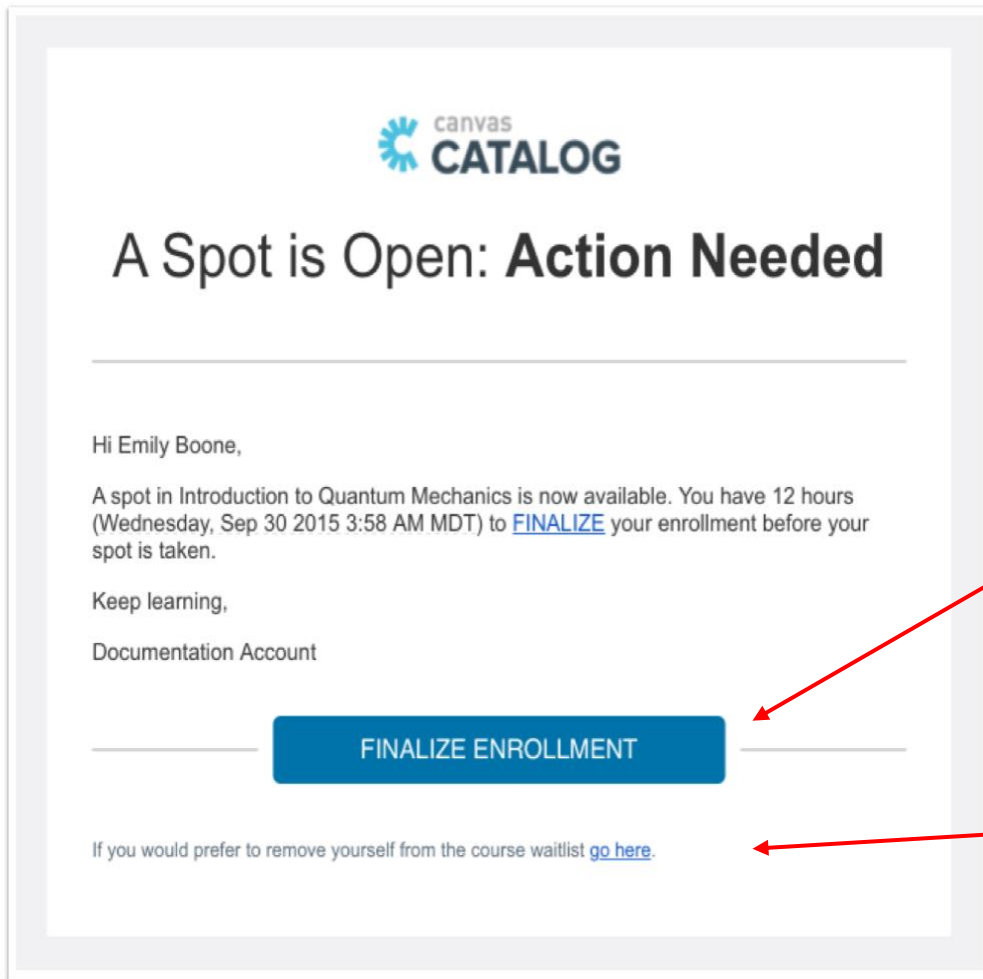
To add your name to the wait list, click the Add to Wait list button here. If this is your first time using the system, you may be asked to create an account. Please follow the instructions on the screen should this occur.

Once you have had yourself to the waitlist, you will see the screen below.



The system is confirming that you are now on the wait list. You can remove yourself from the wait list by clicking this button.

If a place does become available, you will be notified by email and can proceed to enrolment from the link on the email.

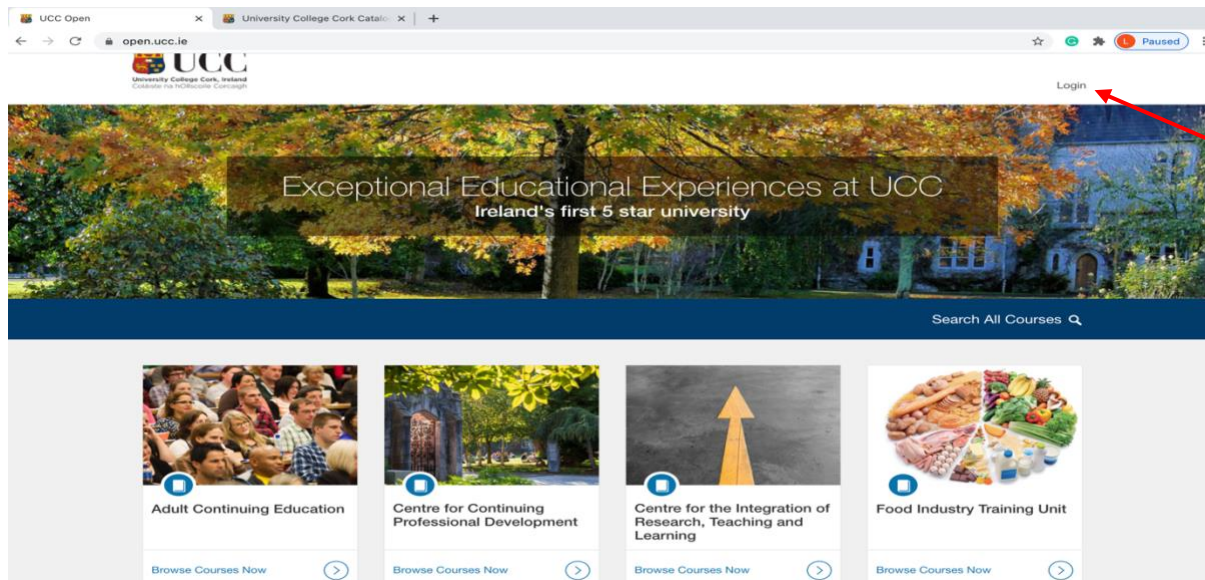


If you wish to take up the offer of a place, please click here and follow the steps from page 5. You will have 12 hours to finalise your enrolment before the next applicant is offered the available place.

If you do not wish to take up the place on offer, you can click here or allow the offer to expire.

### 3. How do I enrol on an additional short course?

If you have already created a Catalog account and wish to enrol on a second or third short course, please click on this link <https://open.ucc.ie> where you will see the page below. Please click on the login button at the top right hand corner of the page.



Click here to login

You will then be presented with the screen below.

If you are a UCC staff member or current registered student with student ID number, please click here



Log in to UCC Open

If you are not a current registered UCC student, please click here



Are you a current UCC student or staff member?

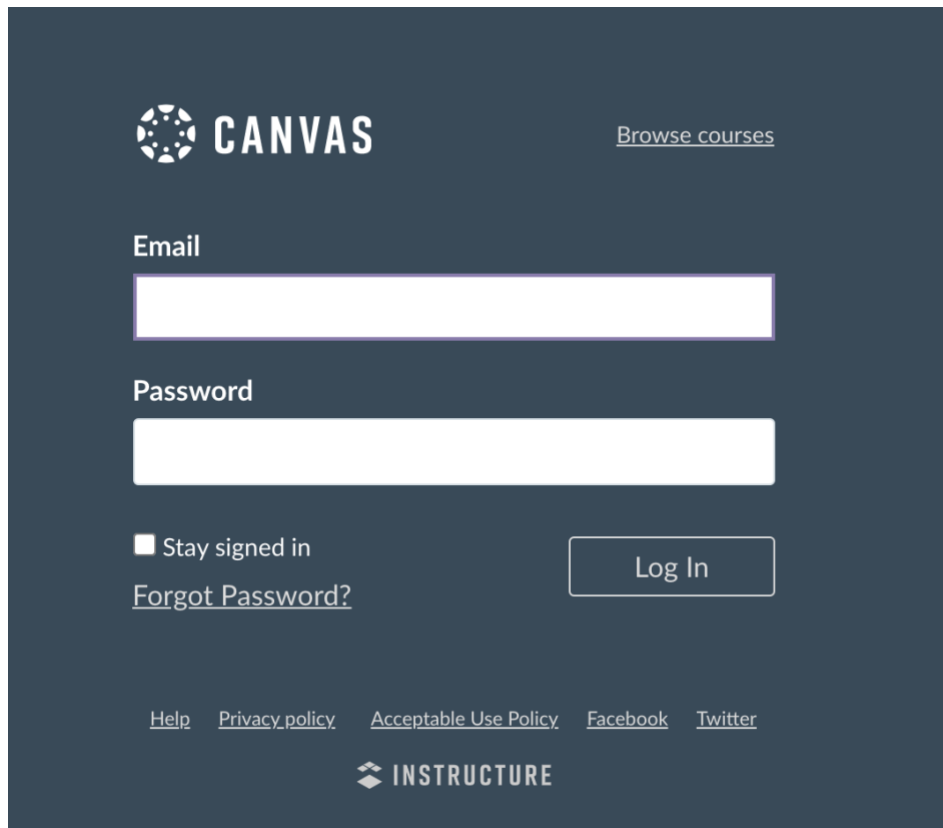
[UCC Student/Staff login](#)



Not a UCC student or staff but you have an account?

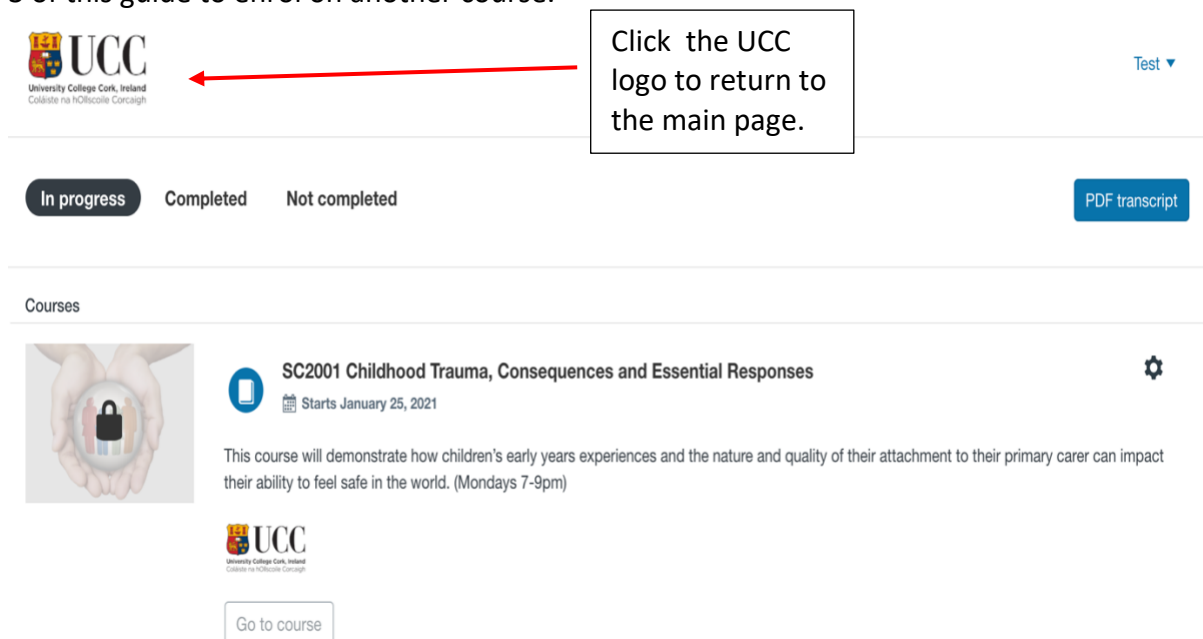
[Login for all other users](#)

You will then be presented with the following page. Please enter your email and password and click on the log in button.



The image shows the Canvas login interface. At the top left is the Canvas logo. To its right is a link for "Browse courses". Below the logo is a form with two input fields: "Email" and "Password". Under the "Email" field is a checkbox labeled "Stay signed in" and a link for "Forgot Password?". To the right of these is a "Log In" button. At the bottom of the page are links for "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter". At the very bottom is the "INSTRUCTURE" logo.

Once you are logged into your account, your course dashboard will appear displaying the course(s) for which you are enrolled. You can browse the course listing by clicking the UCC logo on the top left-hand corner of the page. Then please follow the instruction from page 3 of this guide to enrol on another course.

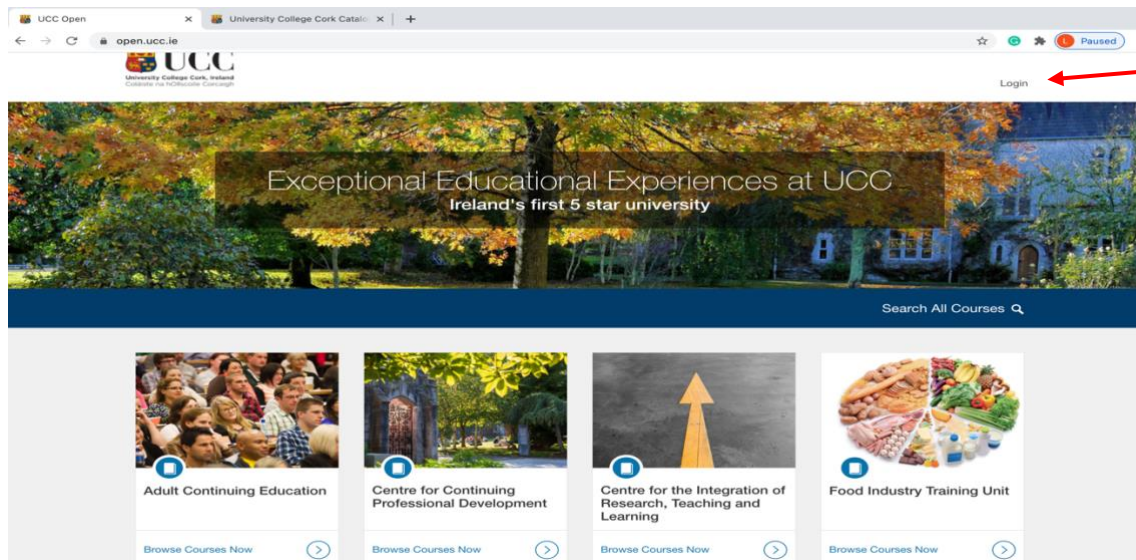


The image shows a course dashboard. At the top left is the UCC logo (University College Cork, Ireland). A red arrow points from a text box to this logo. The text box contains the instruction: "Click the UCC logo to return to the main page." To the right of the UCC logo is a "Test" dropdown menu. Below the logo are three tabs: "In progress", "Completed", and "Not completed". To the right of these tabs is a "PDF transcript" button. Below the tabs is a "Courses" section. The first course listed is "SC2001 Childhood Trauma, Consequences and Essential Responses", which starts on January 25, 2021. A description follows: "This course will demonstrate how children's early years experiences and the nature and quality of their attachment to their primary carer can impact their ability to feel safe in the world. (Mondays 7-9pm)". Below the course title is the UCC logo and a "Go to course" button.



#### 4. How do I log into my account to start my course?

Please click on this link <https://open.ucc.ie> where you will see the page below. Please click on the login button at the top right hand corner of the page.



Click here to login

You will then be presented with the screen below.

If you are a UCC staff member or current registered student with student ID number, please click here



Log in to UCC Open

If you are not a current registered UCC student, please click here



Are you a current UCC student or staff member?

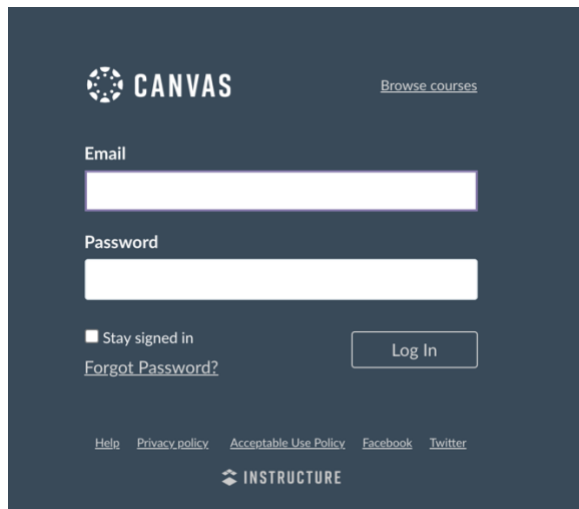
[UCC Student/Staff login](#)



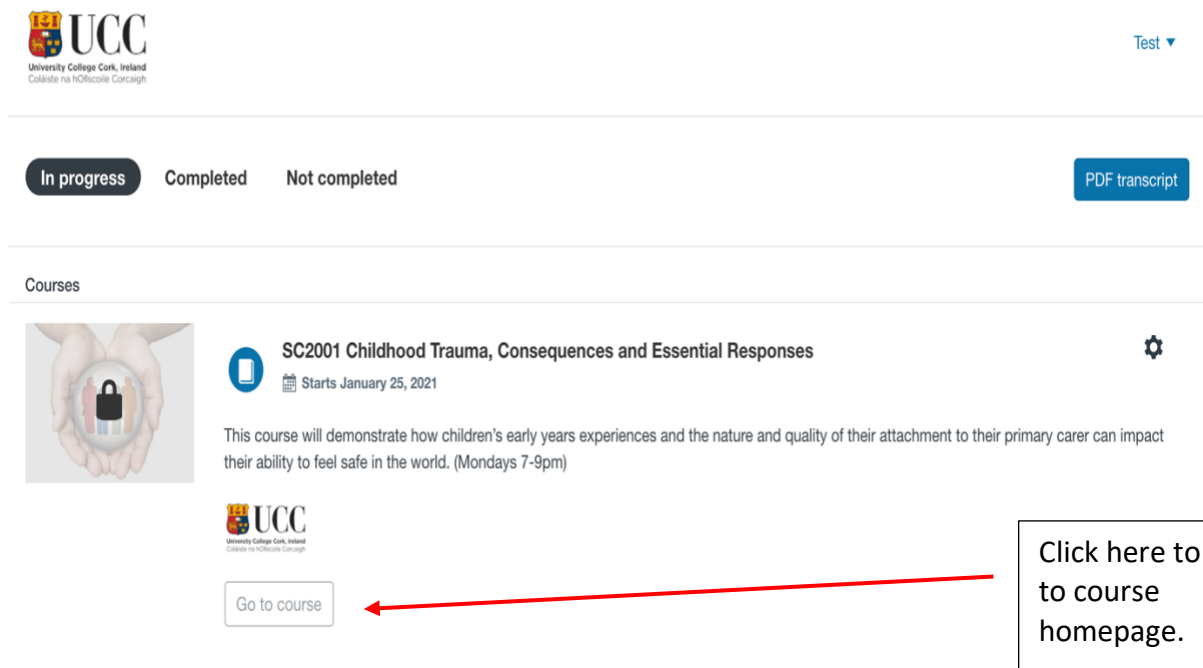
Not a UCC student or staff but you have an account?

[Login for all other users](#)

You will then be presented with the following page. Please enter your email and password and click on the log in button.

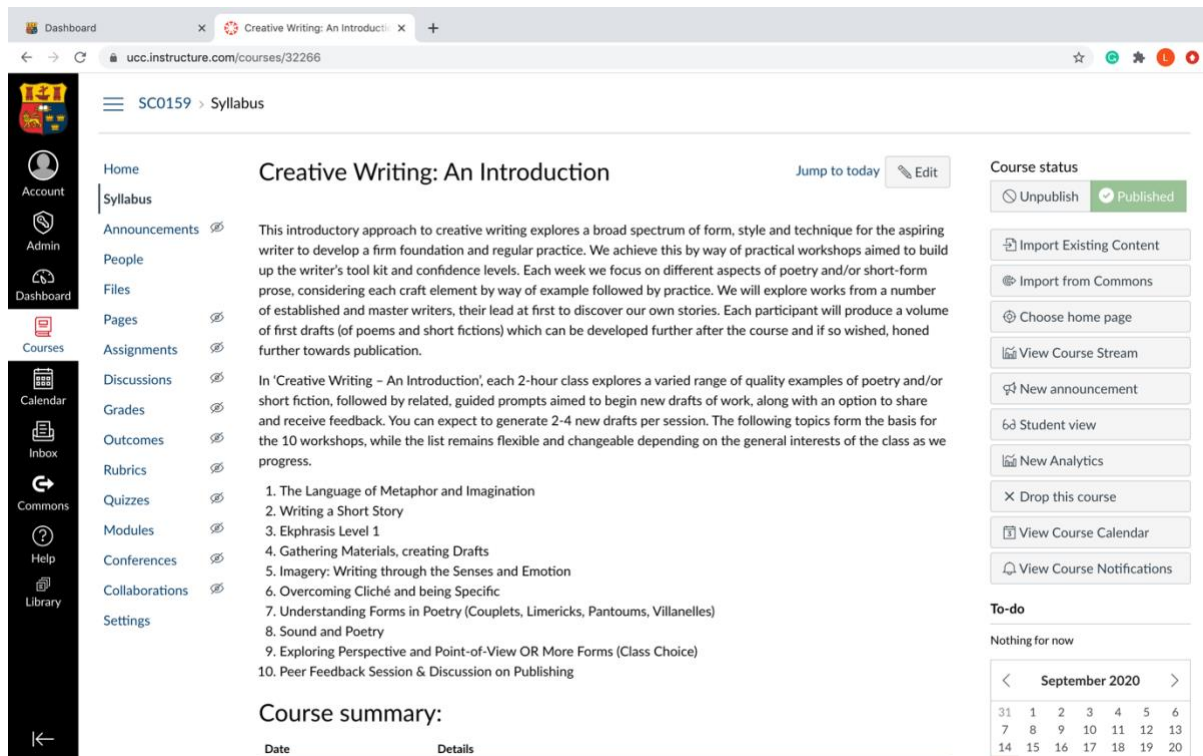


Once you are logged into your account, your course dashboard will appear displaying the course(s) for which you are enrolled. Once the date of course commencement has arrived, please click Go to Course to proceed to your course homepage.



Click here to go to course homepage.

Your course home page will then appear as per below. Please follow these steps each time you wish to log into your course homepage.



Dashboard Creative Writing: An Introduction x +

ucc.instructure.com/courses/32266

SC0159 > Syllabus

## Creative Writing: An Introduction

Jump to today Edit

**Course status**

Unpublish **Published**

Import Existing Content

Import from Commons

Choose home page

View Course Stream

New announcement

Student view

New Analytics

Drop this course

View Course Calendar

View Course Notifications

**To-do**

Nothing for now

< **September 2020** >

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Home Syllabus

Announcements People Files Pages Assignments Discussions Grades Outcomes Rubrics Quizzes Modules Conferences Collaborations Settings

This introductory approach to creative writing explores a broad spectrum of form, style and technique for the aspiring writer to develop a firm foundation and regular practice. We achieve this by way of practical workshops aimed to build up the writer's tool kit and confidence levels. Each week we focus on different aspects of poetry and/or short-form prose, considering each craft element by way of example followed by practice. We will explore works from a number of established and master writers, their lead at first to discover our own stories. Each participant will produce a volume of first drafts (of poems and short fictions) which can be developed further after the course and if so wished, honed further towards publication.

In 'Creative Writing - An Introduction', each 2-hour class explores a varied range of quality examples of poetry and/or short fiction, followed by related, guided prompts aimed to begin new drafts of work, along with an option to share and receive feedback. You can expect to generate 2-4 new drafts per session. The following topics form the basis for the 10 workshops, while the list remains flexible and changeable depending on the general interests of the class as we progress.

1. The Language of Metaphor and Imagination
2. Writing a Short Story
3. Ekphrasis Level 1
4. Gathering Materials, creating Drafts
5. Imagery: Writing through the Senses and Emotion
6. Overcoming Cliché and being Specific
7. Understanding Forms in Poetry (Couplets, Limericks, Pantoums, Villanelles)
8. Sound and Poetry
9. Exploring Perspective and Point-of-View OR More Forms (Class Choice)
10. Peer Feedback Session & Discussion on Publishing

**Course summary:**

Date	Details
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## 5. I have forgotten my password. How do I get a new one?

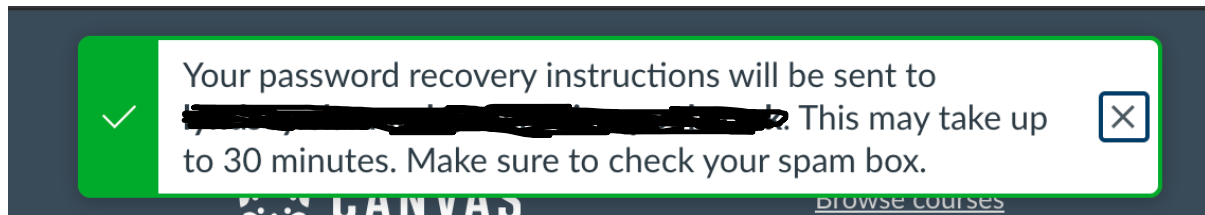
If you are having difficulty logging into your account or you have forgotten your password, you can create a new password as follows.

The screenshot shows the Canvas login interface. At the top left is the Canvas logo. To the right, there is a link: "Need a Canvas Account? Click Here, It's Free!". Below this are two input fields: "Email" and "Password". A checkbox labeled "Stay signed in" is positioned to the left of the "Log In" button. Below the "Log In" button is a link for "Forgot Password?". At the bottom, there are links for "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo. Three red arrows point to specific elements: arrow 1 points to the Email input field, arrow 2 points to the Password input field, and arrow 3 points to the "Forgot Password?" link. Two callout boxes provide instructions: "Enter your email address here." points to the Email field, and "Click the forgot password link here." points to the "Forgot Password?" link.

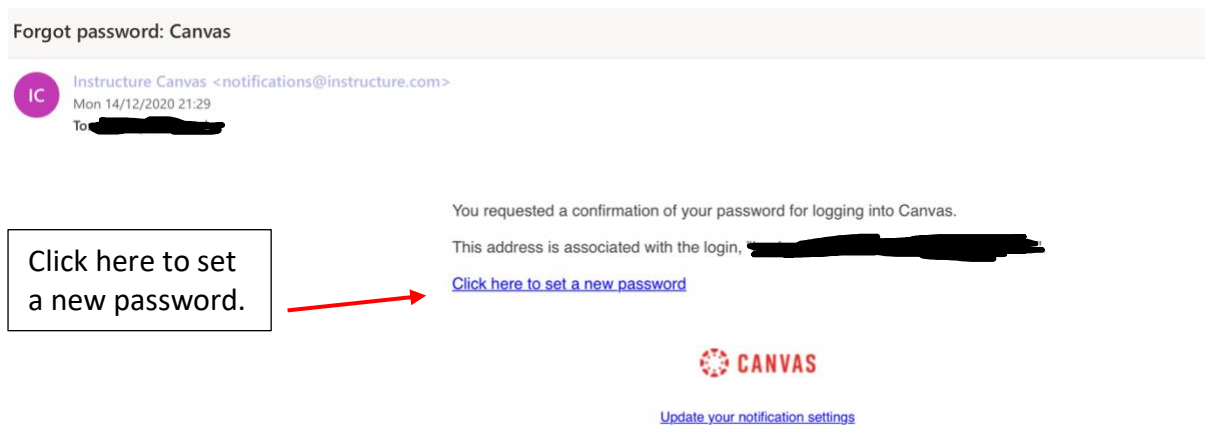
You will then be presented with this screen:

The screenshot shows the "Request Password" screen. At the top left is the Canvas logo. To the right is a link: "Browse courses". Below this is the instruction: "Enter your Email and we will send you a link to change your password." Below this is an "Email" input field. To the left of the input field is a link: "Back to Login". To the right is a "Request Password" button. At the bottom, there are links for "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo. Two red arrows point to specific elements: one points to the Email input field, and the other points to the "Request Password" button. Two callout boxes provide instructions: "Enter your email address here." points to the Email field, and "Click request password." points to the "Request Password" button.

The following message will appear at the top of the screen.



Please check your email account including any clutter/spam folders for the email below:



The following screen will appear for you to create a new password.

## Change login password for Test


[redacted]

New password:

Confirm new password:

Once you have successfully changed your password, the following screen will appear. You can now log in using your email address and new password.

✓ Your password has been changed. ×

 **CANVAS** [Browse courses](#)


Email

Password

Stay signed in [Log In](#)

[Forgot Password?](#)

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 **INSTRUCTURE**