



# User Guide for Navigating the School Information Map



An Chomhairle Náisiúnta  
um Oideachas Speisialta  
National Council  
for Special Education

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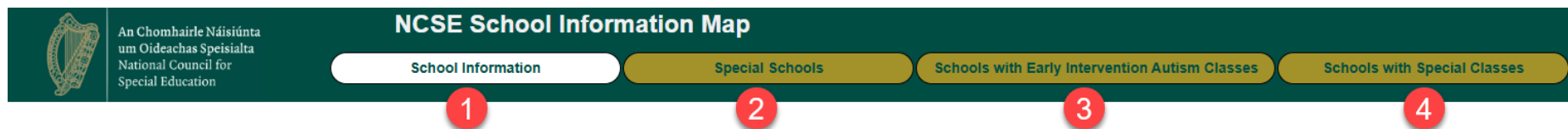
# Getting Started

## Accessing the Web Map

- Ensure you have a stable internet connection and a compatible web browser (e.g., Chrome, Firefox, Edge).
- Click [School Information Map](#) to open the map

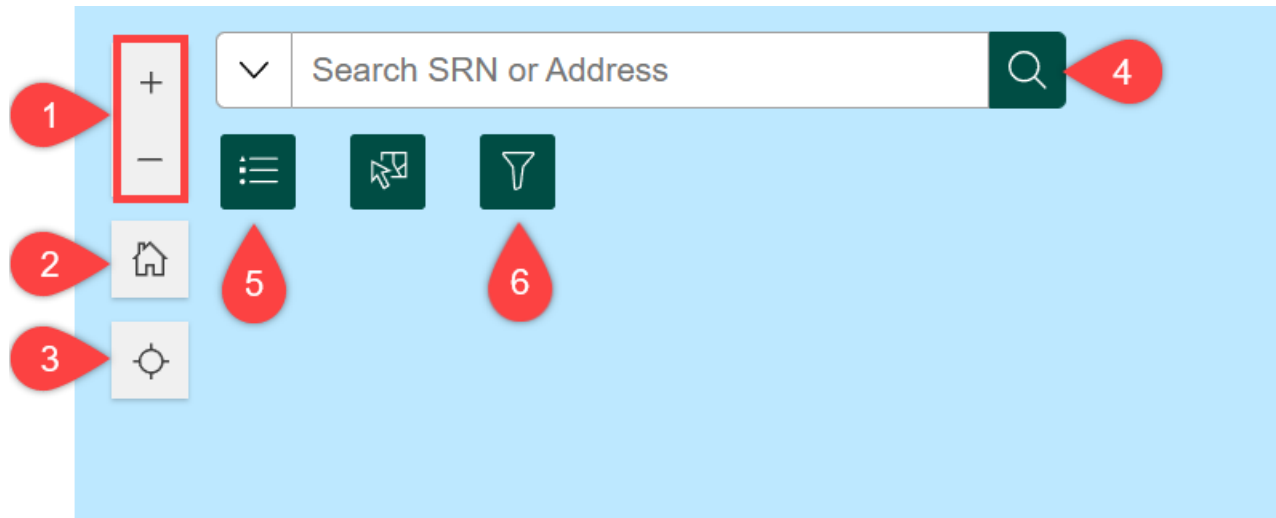
## Understanding the Interface

The School Information Map has 4 tabs as follows



1. School Information – The map in this tab contains details of all schools i.e. Primary, Post Primary and Special Schools. You can search for a school in your area and click on the school map point on the map to find contact details of the Special Education Needs Organiser (SENO) and Team Manager who are assigned to the school.
2. Special Schools – This tab will show the School Information Map filtered to display Special Schools only. It will make it easier to locate a Special School in your area.
3. Schools with Early Intervention Autism Classes – This tab displays the School Information Map filtered to display Schools with Early Intervention Classes for children diagnosed with Autism.
4. Schools with Special Classes – This tab displays mainstream primary and post-primary schools with special classes.

## Basic Navigation



## Zooming and Panning

- 1.** To zoom in or out, use the scroll wheel on your mouse or click the zoom buttons (+/-) on the toolbar. Click and drag the map to pan and explore different areas.
- 2.** Use the 'Home' button to return to the default map extent.
- 3.** Click the 'Crosshairs' button to zoom to your location on the map. This will enable you to view schools close to your current location on the map.

## Searching Locations

- 4.** Input an address, school name or School Roll Number, click the magnifying glass and select the location returned to zoom to your desired location on the map.



## School Information

When you locate a school on the map, click on the map point and a pop-up containing the school information will appear.

The screenshot shows a map interface with a pop-up window for 'Gaelscoil na Boinne'. The pop-up window contains the following information:

**Gaelscoil na Boinne**

Primary School  
School Roll Number: 20051F

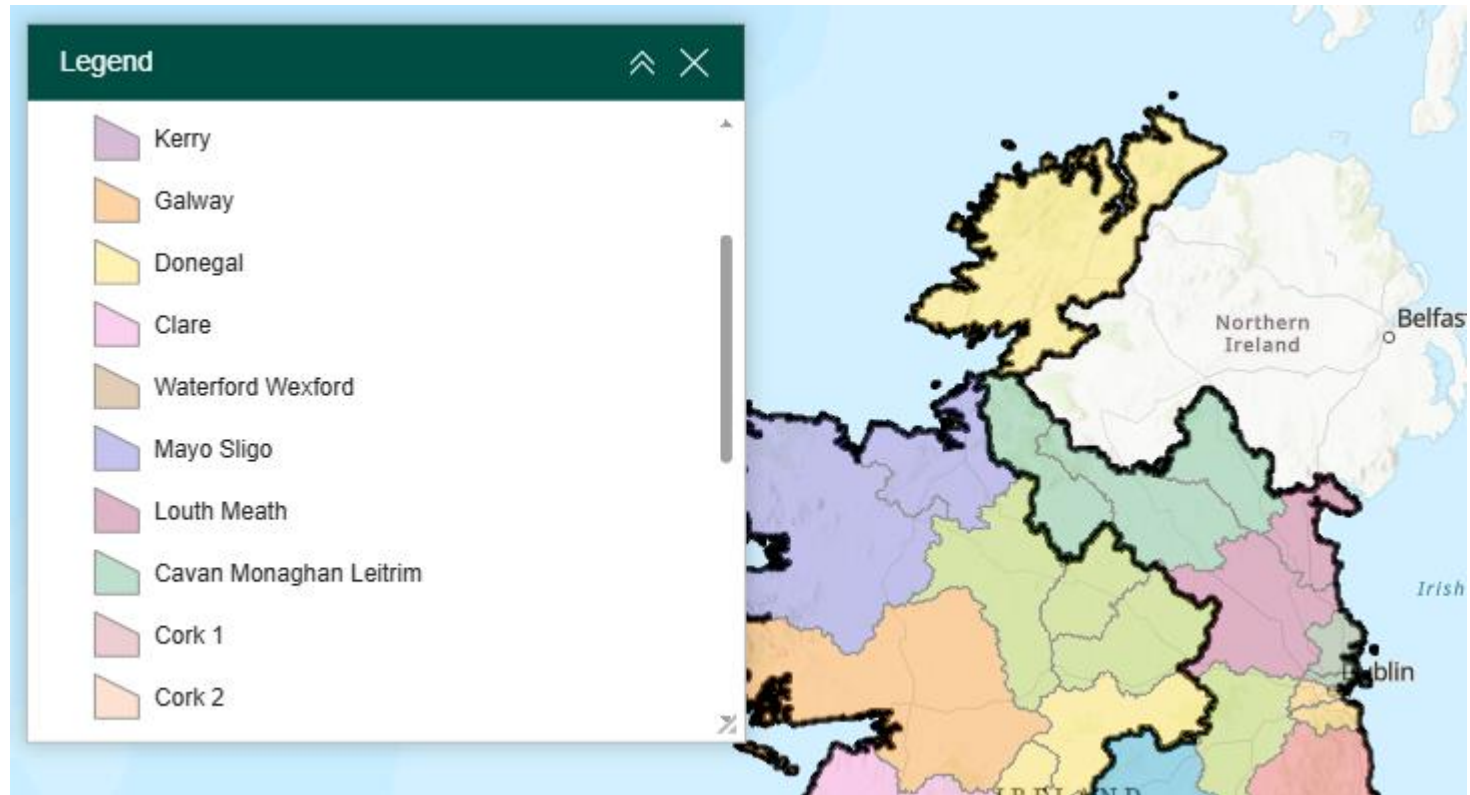
**School Contact Details:**  
Phone: 046 9437872  
Email: [gaelscoilnaboinne@eircom.net](mailto:gaelscoilnaboinne@eircom.net)  
Address: DUBLIN ROAD  
TRIM  
CO. MEATH.  
Eircode: C15YF64

**SENO Contact Details:**  
Name: Aine Hampton  
Phone: 01 5391269  
Email: [aine.hampton@ncse.ie](mailto:aine.hampton@ncse.ie)  
Address: Government Buildings,  
Kilcairn,  
Navan,  
Co. Meath.  
Eircode: C15 FEF2  
Area: South West Meath

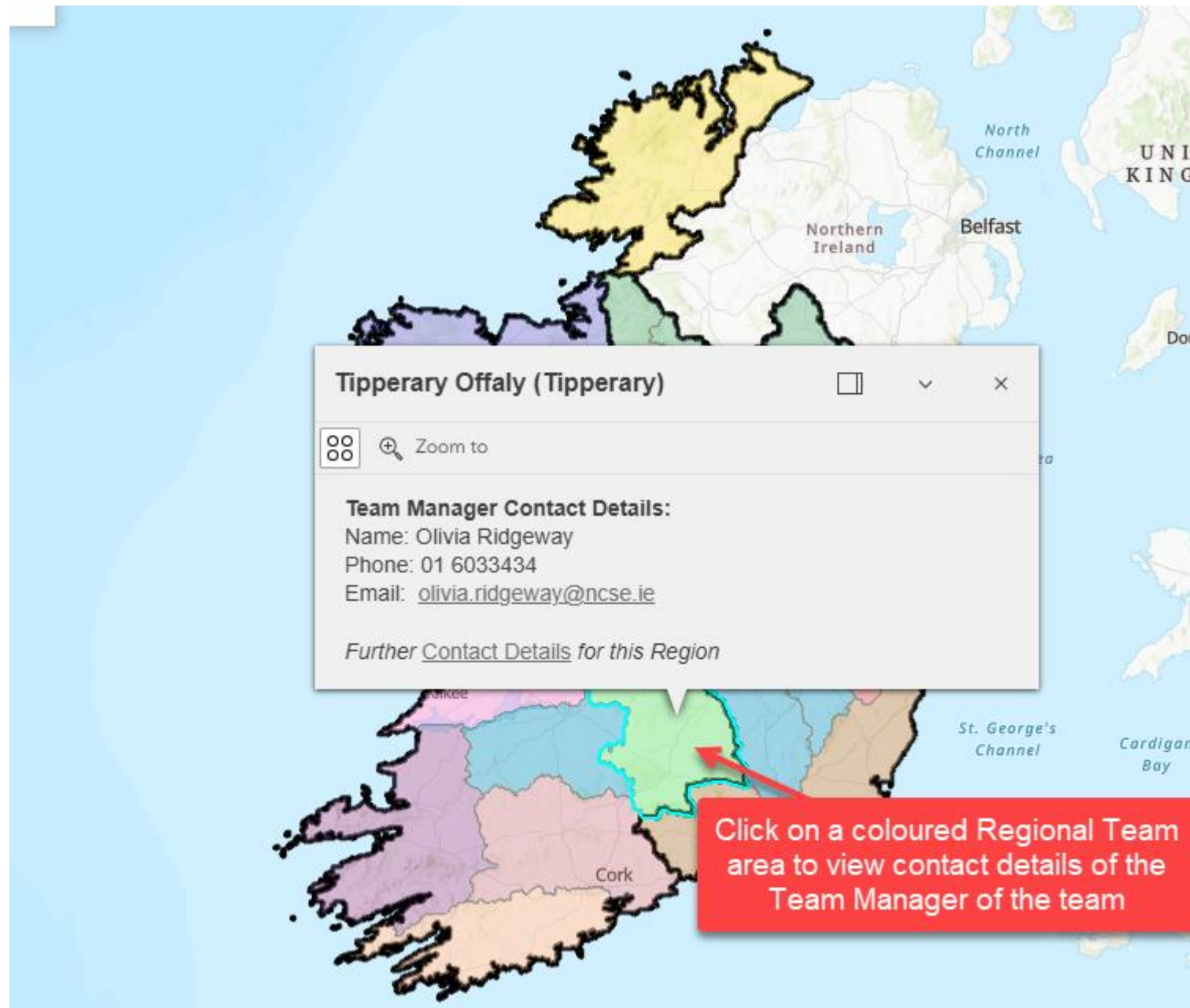
A red arrow points to a map point near Iffernock, with a red callout box containing the text: "Click on the map point to view School Information".

## Regional Teams


The map legend includes a key to the colour associated with each individual Regional Team

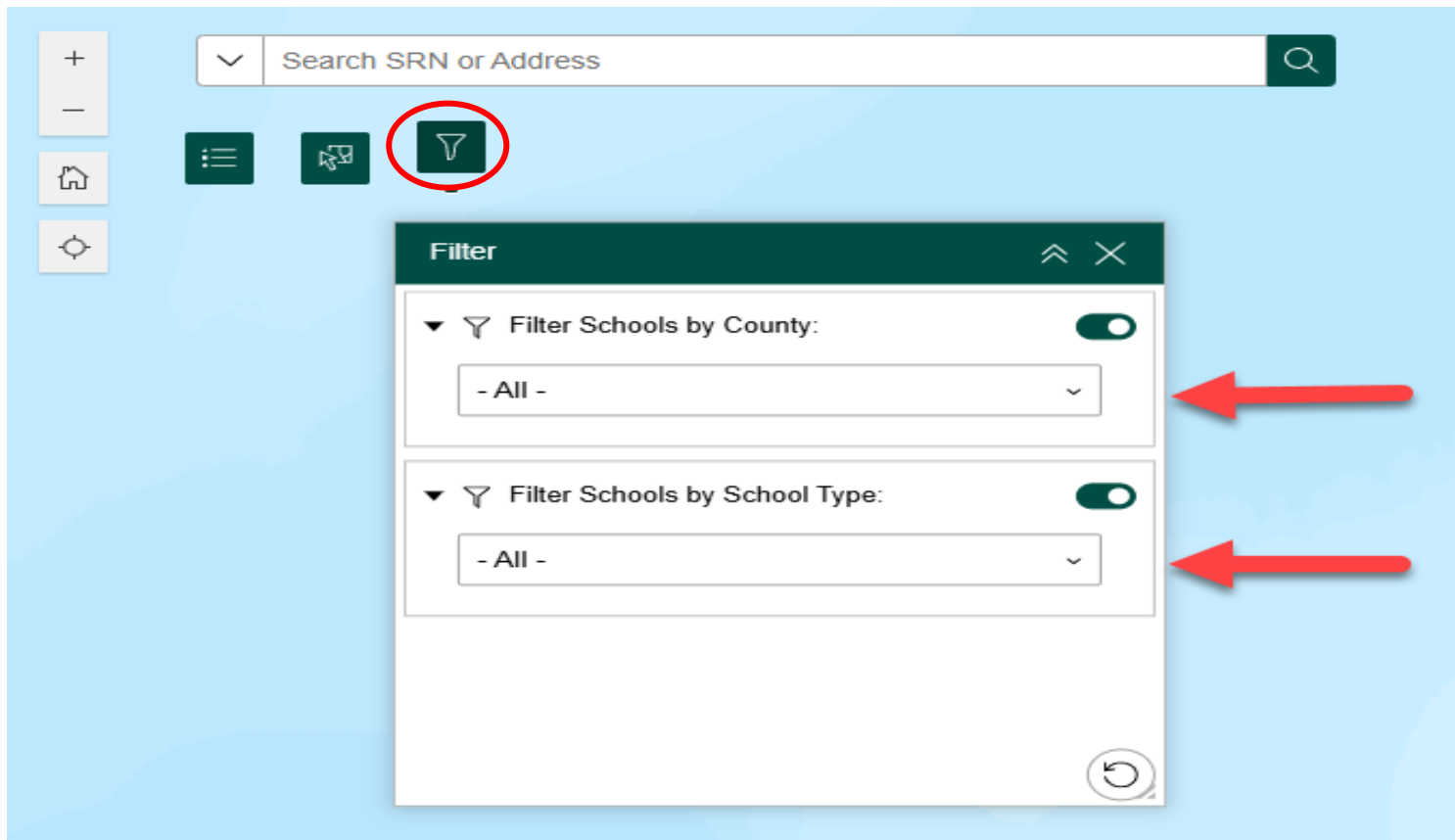


Click on one of the coloured regions to view a pop-up displaying information relating to the Team Manager of the Regional Team



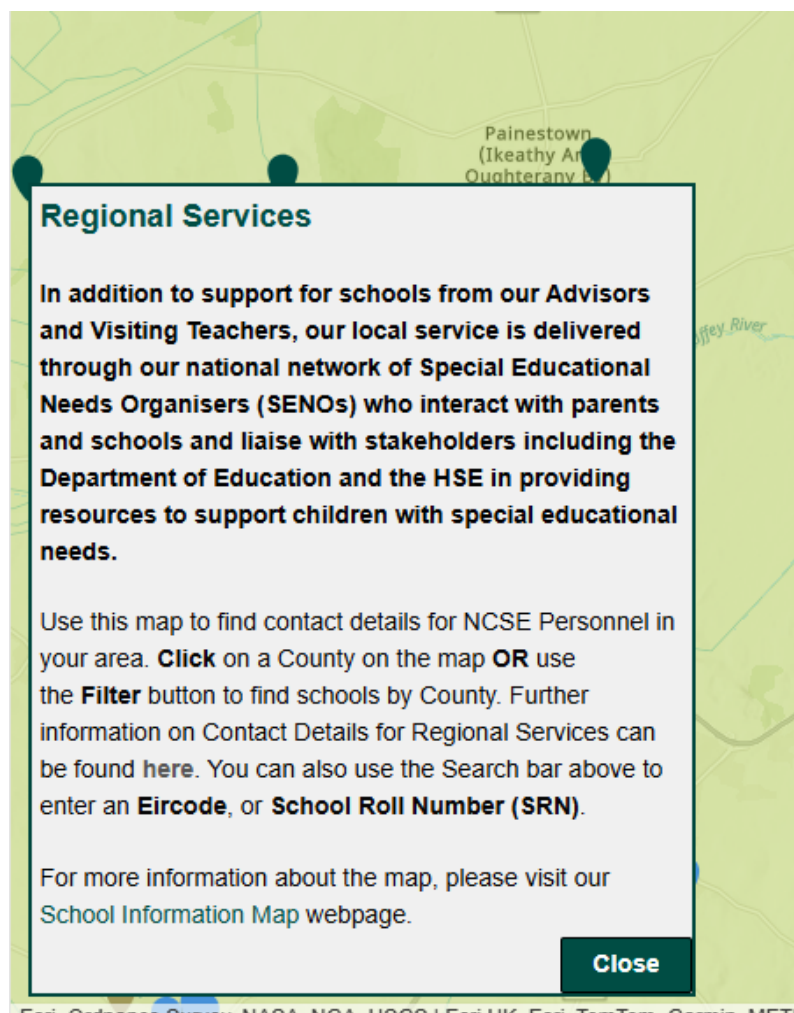
## Filter

6. The filter button allows you to choose to look for schools by county and or school type e.g. Primary, Special or Post Primary schools. Once you set the filters, the map will automatically zoom and pan to the selected location. Use the reset button  at the bottom right of the filter window to reset the filter.



## Information Window

- Each of the tabs on the map i.e. School Information, Special Schools etc, displays an ‘Information’ window (See sample ‘Regional Services’ window in the screenshot below) which contains a brief description of what is displayed on the map in that specific tab.



To minimise the window you can click the ‘Close’ button and this will give you a better view of the map. To re-open the ‘Information’ window, click the “About” button.



# Troubleshooting

## Common Issues

- If the map or tools are unresponsive, refresh the webpage or check your internet connection.

## Support and Help

- Contact NCSE Support team by email at [it@ncse.ie](mailto:it@ncse.ie)