



AN ROINN | DEPARTMENT OF
OIDEACHAIS | EDUCATION
AGUS SCILEANNA | AND SKILLS

JCAD

A Guide for JCAD users

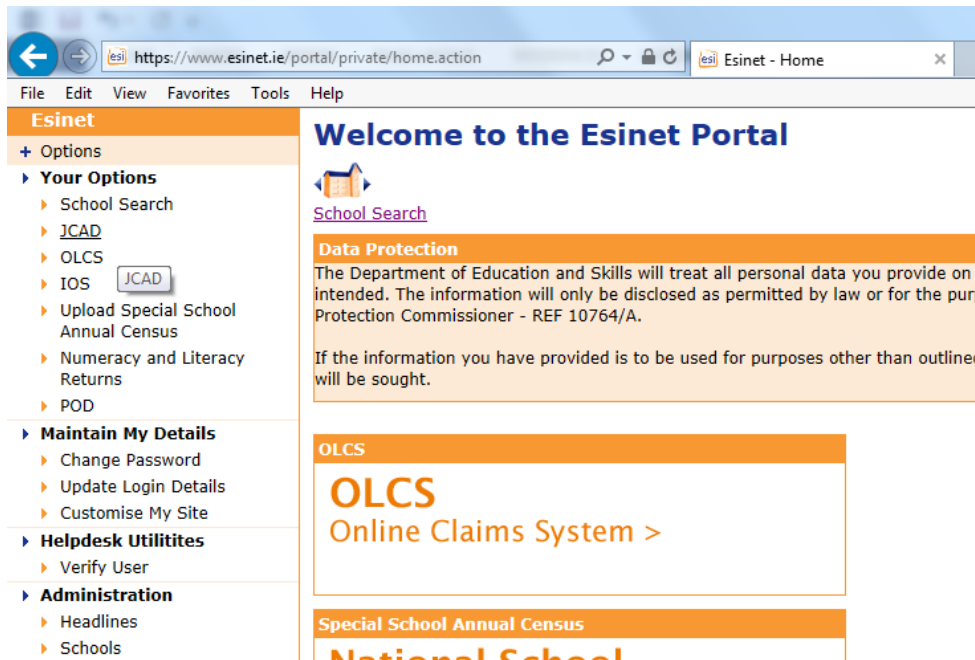
Version: 1.0

JCAD User Guide

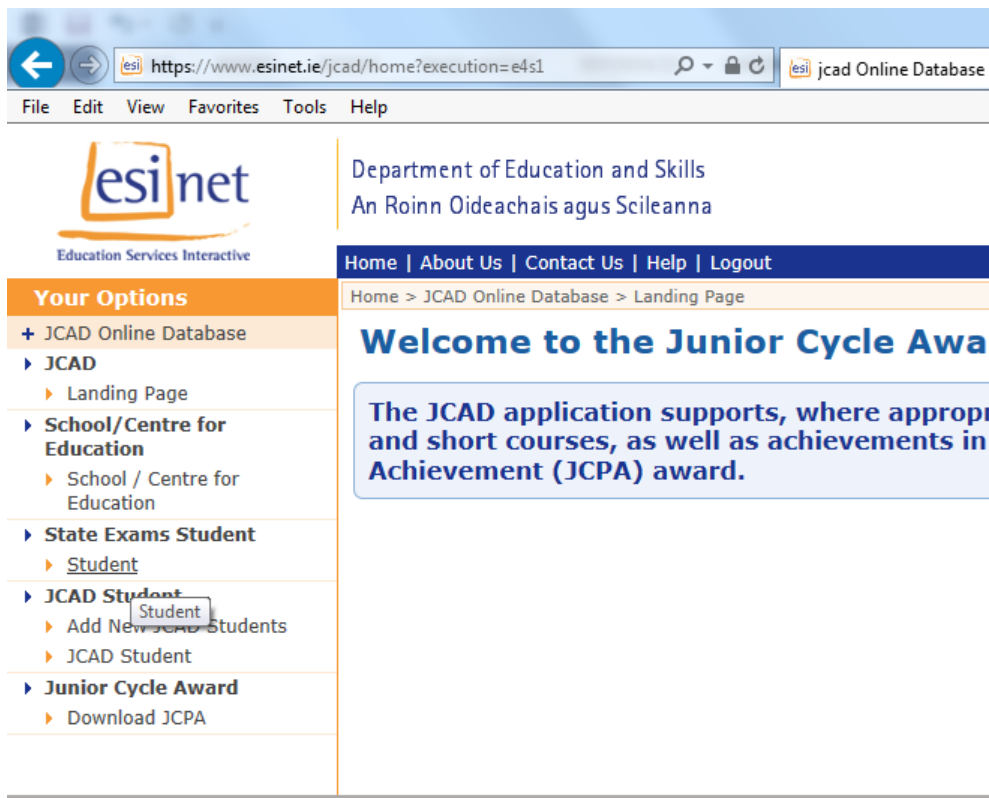
It is imperative that all assessment outcomes, grades achieved or result descriptors for classroom based assessments in short courses and PLUs are recorded accurately as these outcomes will appear on the student's final Junior Cycle Profile of Achievement (JCPA).

Schools should ensure that the personal data of Junior Cycle students enrolled in the school is processed fairly and in compliance with the Data Protection Acts 1988 and 2003.

When you log on to esinet at www.esinet.ie you need to click on JCAD on the menu on the left



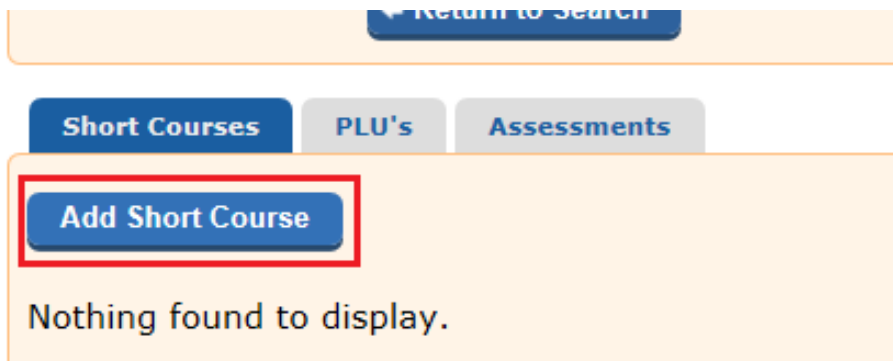
If you have students who sat state exams in June 2018 then their details will be automatically loaded under State Exams Student. To access them click on the option on the left hand side. If your students did not site State Exam go to Page 10 of this guide.



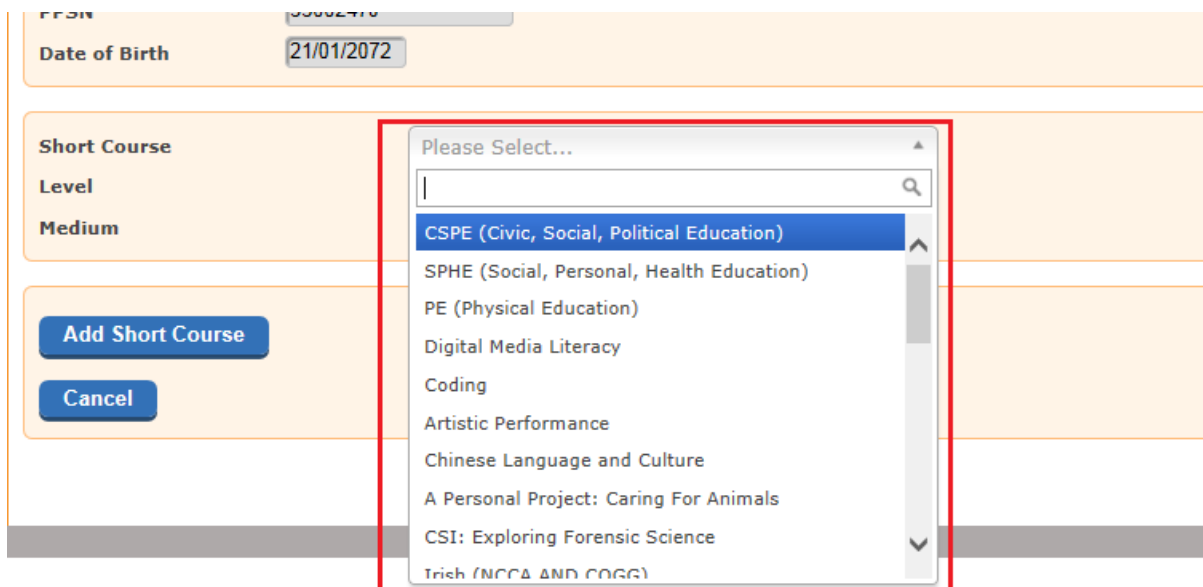
For each student you need to click on the number beside their name and select the different tabs (Short Courses, PLU's, Assessments) to enter required data.

To Add a Short Course

Select the Short Courses tab and click on Add Short Course



Click on the down arrow next to Short Course and choose the Short Course you wish to add. If you are trying to input a short course that is not appearing in the list then chose the category it best fits in to eg Humanities.



After choosing a Short Course, click on the down arrow next to Level, and choose a level

Date of Birth 21/01/2072

Short Course Humanities 3

Level Please Select...
Level 2
Level 3

Medium

Independent SC Desc

Add Short Course

Cancel

Next, click the down arrow next to Medium and choose the Medium

Date of Birth 21/01/2072

Short Course Humanities 3

Level Please Select...

Medium ENGLISH
ENGLISH
IRISH

Independent SC Desc

Add Short Course

Cancel

Once you have filled in the Level and the Medium you can then type the name of the Short Course in the box Independent SC Desc (if your course did not appear in the drop down list)

Date of Birth 21/01/2072

Short Course Humanities 3

Level Please Select...

Medium ENGLISH

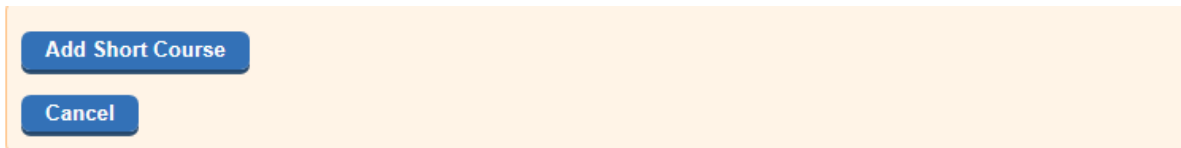
Independent SC Desc

Add Short Course

Cancel

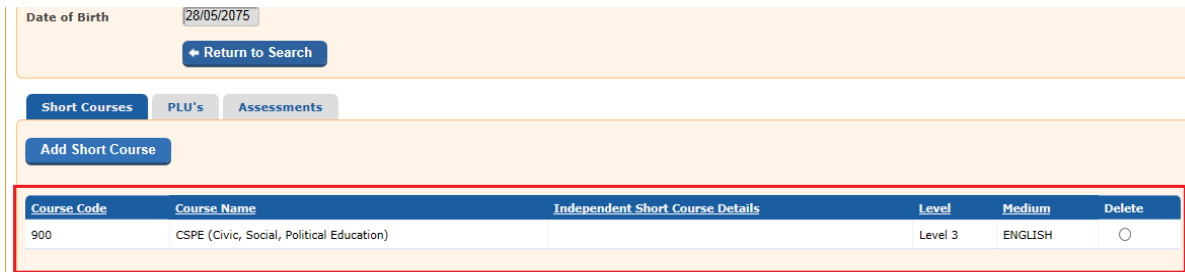
The name of the short course will appear on the JCPA. The category you selected eg Humanities will not appear on the JCPA.

Click on Add Short Course to confirm



A light orange rectangular box containing two blue buttons. The top button is labeled "Add Short Course" and the bottom button is labeled "Cancel".

You will then see the Short Course added for that student.

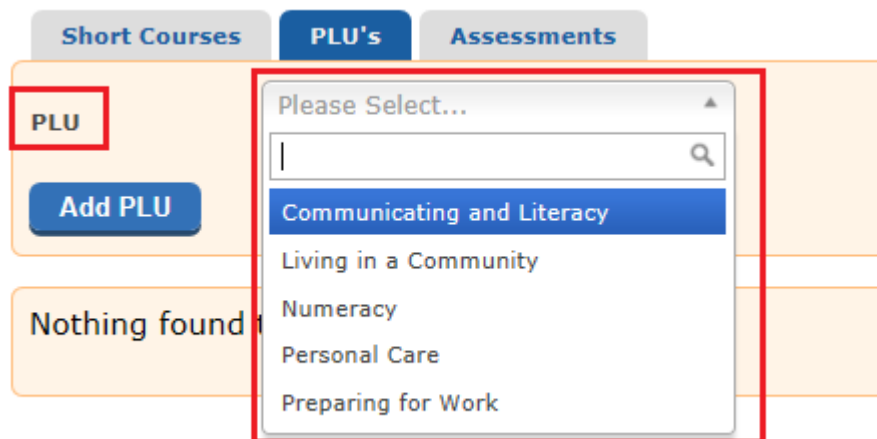


A screenshot of a student profile page. At the top, "Date of Birth" is 28/05/2075, with a "Return to Search" button below it. Below are tabs for "Short Courses", "PLU's", and "Assessments". Under "Short Courses", there is an "Add Short Course" button and a table with one row of data.

Course Code	Course Name	Independent Short Course Details	Level	Medium	Delete
900	CSPE (Civic, Social, Political Education)		Level 3	ENGLISH	○

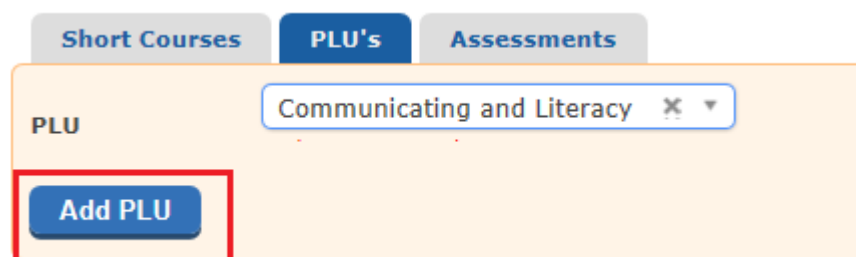
To Add a PLU

PLU's can be added by clicking on the PLU tab and filling in the required data in a similar way.



A screenshot of the "PLU's" tab in the interface. The "PLU" tab is highlighted with a red box. Below it is an "Add PLU" button. A dropdown menu is open, showing a search bar and a list of options: "Communicating and Literacy", "Living in a Community", "Numeracy", "Personal Care", and "Preparing for Work". The "PLU" tab and the dropdown menu are both highlighted with red boxes.

Click Add PLU's



A screenshot of the "PLU's" tab showing the "Add PLU" button highlighted with a red box. The dropdown menu is now closed, and the text "Communicating and Literacy" is displayed in a search bar above the button.

The PLU will then be displayed under Course Name

Short Courses PLU's Assessments

PLU Please Select...

Add PLU

Course Name
Communicating and Literacy

Information on how to remove PLU's and Short Courses can be found at the end of this guide.

To Add an Assessment

If your student sat English for state examination in June 2018 and did the classroom based assessments then you need to click on the Assessment tab and fill in the results of the CBA. The Assessments tab is also where you will record the result that the student achieved in Short Courses and PLU's. You may see all or a combination of the screen below.

Short Courses PLU's Assessments

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS	PLU ASSESSMENTS
<u>ENGLISH</u> ASSESSMENT 1 <input type="text"/> ASSESSMENT 2 <input type="text"/>	<u>DIGITAL MEDIA LITERACY</u> LEVEL 3 <input type="text"/> GRADE ACHIEVED <input type="text"/>	<u>LIVING IN A COMMUNITY</u> RESULT DESCRIPTOR <input type="text"/> <u>NUMERACY</u> RESULT DESCRIPTOR <input type="text"/>

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Save

After you have chosen an assessment click on the Save button

Short Courses PLU's Assessments

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS	PLU ASSESSMENTS
ENGLISH ASSESSMENT 1: EXCEPTIONAL ASSESSMENT 2:	DIGITAL MEDIA LITERACY LEVEL 3 GRADE ACHIEVED:	LIVING IN A COMMUNITY RESULT DESCRIPTOR: NUMERACY RESULT DESCRIPTOR:

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Save

After Save is clicked a confirmation will be displayed

Short Courses PLU's Assessments

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS	PLU ASSESSMENTS
ENGLISH ASSESSMENT 1: EXCEPTIONAL ASSESSMENT 2:	DIGITAL MEDIA LITERACY LEVEL 3 GRADE ACHIEVED:	LIVING IN A COMMUNITY RESULT DESCRIPTOR: NUMERACY RESULT DESCRIPTOR:

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

SAVED ! **Save**

Once the Short Courses, PLU's and Assessments have been saved for the student you click on 'Download JCPA' which can be found on the menu on the left hand side of the page

The screenshot shows the esi.net website interface. The browser address bar displays the URL: https://uat.esinet.ie/jcad/jcpa?exec. The website header includes the esi.net logo and the text 'Education Services Interactive'. A navigation menu on the left is titled 'Your Options' and contains the following items:

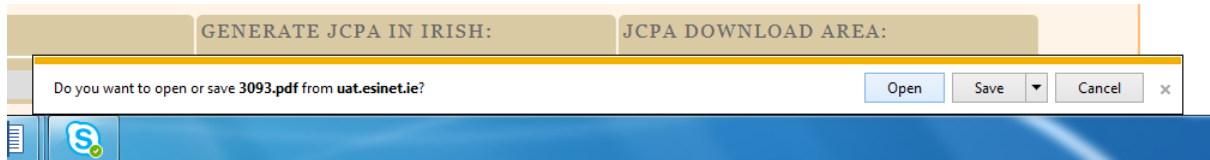
- JCAD Online Database
 - JCAD
 - Landing Page
 - School/Centre for Education
 - School / Centre for Education
 - State Exams Student
 - Student
 - JCAD Student
 - Add New JCAD Students
 - JCAD Student
 - Junior Cycle Award
 - Download JCPA

 The 'Download JCPA' option is highlighted, and a tooltip with the text 'JCPA Download' is visible over it. The right side of the page shows a partial view of a 'Junior Cycle Award' section with a list of options: '- If the pupil (', '- You r', and '- In or'.

For each student you click on the PDF and save it locally.

RE-GENERATE JCPA: PLEASE SELECT A VALUE: No	GENERATE JCPA IN IRISH: PLEASE SELECT A VALUE: No	JCPA DOWNLOAD AREA: PLEASE CLICK HERE TO DOWNLOAD:
PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL AFTER YOU HAVE SELECTED A VALUE IN EITHER/BOTH DROP-DOWN LISTS. THE UPDATED AWARD WILL BE AVAILABLE ON THIS PAGE FOR DOWNLOAD THE FOLLOWING DAY.		
Save		

You may need to select Save at the bottom of the page.



Open the PDF from where you have saved it and click in to the 'Other Areas of Learning' and either paste from another document you have saved or type into the box.

Art Craft Design (O)	B
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Other Areas of Learning ?

Mary took part in the BT Young Scientist Competition.....

	Bell Number: 404431
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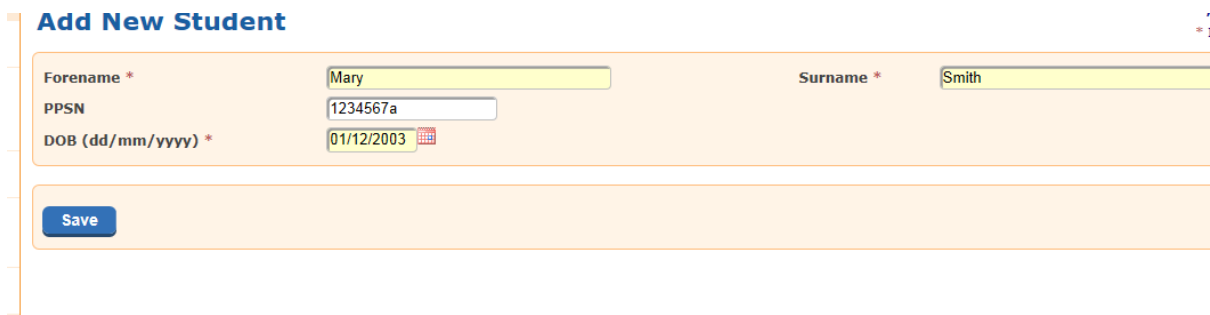
The final step is to print and distribute the JCPA to each student.

Students who did not sit State Exams in June 2018

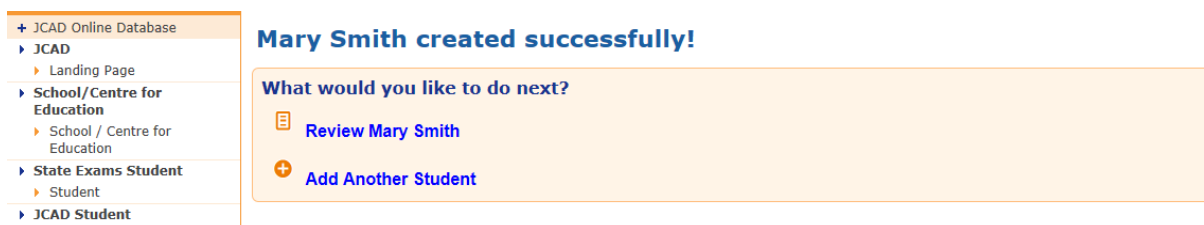
If a student has not completed a state examination they will not appear on JCAD automatically. They need to be manually added. You can do this by selecting 'Add New JCAD Students' on the left hand side of the page.



Fill in the required details for that student and click on Save



You then have the option of adding more students by clicking on 'Add Another Student' or adding data for the student you just created by clicking on 'Review Student Name'.



When you click on 'Review Student Name' you can begin to enter the Short Courses, PLU's and Assessments for that student by selecting the tabs across the top.

+ JCAD Online Database

- ▶ JCAD
 - ▶ Landing Page
 - ▶ School/Centre for Education

Maintain Student Personal

Personal Short Courses PLU's Assessments

Student ID 3681

You can then proceed as per the instructions above.

The next pages go through the steps to take for Removing PLU's and Short Courses saved in error

Removing a Short Course

To remove a Short Course, click on the radio button in the right column next to the Short Course you wish to remove

Date of Birth 04/10/1993

Return to Search

Short Courses PLU's Assessments

Course Code	Course Name	Independent Short Course Details	Level	Medium	Delete
904	Coding		Level 3	ENGLISH	<input checked="" type="radio"/>
906	Chinese Language and Culture		Level 3	ENGLISH	<input type="radio"/>
910	Philosophy (NCCA AND COGG)		Level 3	ENGLISH	<input type="radio"/>
925	Humanities 3		Level 2	ENGLISH	<input type="radio"/>

The 'Remove Short Course' button will then appear, click on it to remove the Short Course selected

Short Courses PLU's Assessments

Course Code	Course Name	Independent Short Course Details	Level	Medium	Delete
904	Coding		Level 3	ENGLISH	<input checked="" type="radio"/>
906	Chinese Language and Culture		Level 3	ENGLISH	<input type="radio"/>
910	Philosophy (NCCA AND COGG)		Level 3	ENGLISH	<input type="radio"/>
925	Humanities 3		Level 2	ENGLISH	<input type="radio"/>

Remove Short Course

The short course is then no longer be displayed on the Students Short Course List

Short Courses PLU's Assessments

Add Short Course

Course Code	Course Name	Independent Short Course Details	Level	Medium	Delete
906	Chinese Language and Culture		Level 3	ENGLISH	<input type="radio"/>
910	Philosophy (NCCA AND COGG)		Level 3	ENGLISH	<input type="radio"/>
925	Humanities 3		Level 2	ENGLISH	<input type="radio"/>

Removing a PLU

To remove a PLU, click on the PLU tab and follow the same steps.

Course Name	Delete
Communicating and Literacy	<input checked="" type="radio"/>
Numeracy	<input type="radio"/>
Personal Care	<input type="radio"/>
Living in a Community	<input type="radio"/>
Preparing for Work	<input type="radio"/>