

CLASS GROUPS

MAINTAIN CLASS GROUPS

The screenshot shows the 'Primary Online Data' web application. The header includes the 'esi net' logo and the Department of Education and Skills name in Irish. The main content area is titled 'Class Groups' and shows the school roll '20137P, MARY MOTHER OF HOPE SENIOR NS'. There is an 'Add Class Group' form with fields for 'Teacher*', 'Class MOI*', and 'Class Type*'. Below this is a 'Maintain Class Groups' table with columns for Teacher, Class MOI, Class Type, Standard, Pupil Count, and Edit/Delete. The table lists two entries: C Farrell (N (All English), Mainstream, Junior Infants, 2) and M Burns (N (All English), Mainstream, Junior Infants, 2). A 'Total Students: 4' summary is shown. There are 'Remove' and 'Edit' buttons below the table, and a 'Cancel' button at the bottom.

Teacher	Class MOI	Class Type	Standard	Pupil Count	Edit/Delete
C Farrell	N (All English)	Mainstream	Junior Infants	2	
M Burns	N (All English)	Mainstream	Junior Infants	2	

Use this page to set up class groups, selecting 'Maintain Class Groups' from the 'Your Options' panel. This will help the process of entering data for your new entrants.

- To add a class group, type into the box beside **Teacher/Class Group**. Classes can be identified by the teacher's name or by any label used in the school to identify classes, e.g. Red Class, Junior Infants 1 etc.
- Choose the Medium of Instruction of the class, selecting from the drop-down menu beside **Class MOI**:
If **Irish** is the normal language of communication with the class for **all subjects (activities) except the teaching of English**, choose **G (All Irish)** from the drop-down menu.
If **Irish** is used as the normal language of communication with the class for **at least one subject (activity) other than Irish**, choose **M (English and Irish)** from the drop-down menu.
If **Irish** is **not** used as the normal language of communication with the class for **any subject (activity) other than Irish**, choose **N (All English)** from the drop-down menu.
- **Class Type** is used to identify whether the class is a Mainstream or Special class. If the class is Mainstream choose 'Mainstream' from the drop-down list. If the class is a Special class please select the official designated category of special need type taught by the recognised Special Class Teacher.

- Once the three parameters have been completed click 'Add' and the teacher will appear in 'Maintain Class Grouping' below. This area also shows the number of pupils assigned to a teacher. 1