



New Junior Cycle Short Courses **User Guide**

In addition to the normal subjects which were part of the Junior Certificate programme, the new Junior Cycle saw the introduction of short courses.

These short courses are not intended to replace existing subjects but their inclusion will allow schools to broaden the range of learning experiences for students, address the interests of students and encompass areas of learning not covered by the combination of curricular subjects available to schools.

Schools may include a maximum of four short courses in their Junior Cycle programme. Pupils following short courses from Junior Cycle year 1 are not permitted to change them – they must follow the same courses to the end of Junior Cycle year 3.

Schools may opt to include short courses developed by the National Council for Curriculum and Assessment (NCCA), or alternatively, short courses which have been developed either by the school or another organisation in accordance with a template and guidelines set out by the NCCA.

A list of the currently available short courses is provided at the end of this document.

The procedure for adding short courses on PPOD is broadly similar to that for adding subjects; however courses offered are linked to the academic year. Courses added to an academic year will span the three-year Junior Cycle of pupils entering school in that academic year, so:


the school's list of short courses for 2014/15 will cover JC1 (2014/15), JC2 (2015/16) and JC3 (2016/17);
the school's list of short courses for 2015/16 will cover JC1 (2015/16), JC2 (2016/17) and JC3 (2017/18);
and the school's list of short courses for 2016/17 will cover JC1 (2016/17), JC2 (2017/18) and JC3 (2018/19).

More information is available from <http://www.juniorcycle.ie/Curriculum/Short-Courses>.

P-POD Procedure

Part 1: Adding a short course to your short course list on PPOD

First, the short courses which the school offers must be added to the "School Short Course List" on PPOD – see panel.



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Home > Post Primary Online Data > Landing Page

Welcome to the Post Primary Online Data Landing Page

Welcome to the PPOD Landing Page.

The PPOD application supports the exchange of post primary pupil data between the school and the Department of Education & Skills support for the October returns process.


Transfers are pending for your school -> [Interschool Transfers...](#)

Your Options

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Clicking on this option will bring you to a screen where you can begin to input the short course(s) which your school will offer.

Select the relevant year from the dropdown menu and click 'Next'. If you are adding short courses for pupils in Junior Cycle year 1 in 2016/17, select 2016/17. If you are adding short courses for pupils in Junior Cycle year 2 in 2016/17, select 2015/16 as that was when they started in first year. If you are adding short courses for pupils in Junior Cycle year 3 in 2016/17, select 2014/15 as that was when they started in first year.



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Maintain School Short Course List

School Roll No 10000X, PPOD
Please select Short Course from list below.

Assign Short Course for Junior Cycle


1

Pick Relevant Academic Year

Please select an academic year for which you wish to view, add or remove short courses and click the 'Next' button

Academic Year:

[Next](#)



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Maintain School Short Course List

School Roll No 10000X, PPOD
Please select Short Course from list below.

Assign Short Course for Junior Cycle

1

Academic Year: 2016

2

Pick Short Course

Please select a short course to add from the drop-down list and click the 'Next' button


Short Course

[Next](#) [Start Again](#)

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
Remove Short Course						

Pick a short course from the dropdown menu and click 'Next'. If the short course you have selected is being taken by all of the students in a particular year then you will then tick the 'Core Short Course' box – if not, don't tick it. Select the level and medium and then click on "Add Short Course".

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Maintain School Short Course List

School Roll No 10000X, PPOD
Please select Short Course from list below.

Assign Short Course for Junior Cycle

1 Academic Year: 2016

2 Short Course: 900 CSPE (Civic, Social, Political Education)

3 NCCA Short Course Details


Please complete the following fields ('Core Short Course' tick-box indicator is optional - all other fields are mandatory)

Core Short Course ☐ Level Medium

Add Short Course Start Again

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
900	CSPE (Civic, Social, Political Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>

Remove Short Course



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Maintain School Short Course List

School Roll No 10000X, PPOD
Please select Short Course from list below.

Assign Short Course for Junior Cycle

1 Academic Year: 2016

2 Pick Short Course

Please select a short course to add from the drop-down list and click the 'Next' button

Short Course


Next Start Again

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
900	CSPE (Civic, Social, Political Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>

Remove Short Course

In this example, short course 900 (CSPE) has been added to this list as a core short course at level 3 through the medium of English. Click on “Start Again” to add another short course.

When adding short courses which have not been developed by the NCCA, you will also be presented with a box labelled “Independent Short Course Description”. You can use this box to further describe the short course taken – in this example a ‘Wellbeing’ short course is being added. If this course concentrates on, say, mindfulness, you can type ‘Mindfulness’ into the description box.



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Maintain School Short Course List

School Roll No 10000X, PPOD
Please select Short Course from list below.

Assign Short Course for Junior Cycle

1 Academic Year: 2016

2 Short Course: 912 Wellbeing 2

3 Independent Short Course Details

Please complete the following fields ('Core Short Course' tick-box indicator is optional - all other fields are mandatory)

Core Short Course ☐ Level Medium

Independent Short Course Description

Add Short Course **Start Again**

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
900	CSPE (Civic, Social, Political Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
906	Chinese Language and Culture	N	Level 3	ENGLISH		<input type="checkbox"/>

Remove Short Course

Up to four short courses may be assigned at any one time. If there are four courses present on the list it will be necessary to remove one before another can be added.

To remove a course, click on the 'Remove' box opposite the course you wish to remove and then click "Remove Short Course".

Part 2(a): Adding short courses to a pupil's current year record on PPOD

If a short course has been added as a 'core' short course, it will be automatically assigned to all new entrants added afterwards for that year.

Short courses may be added to pupil records manually as follows (a batch update facility will be made available in the near future).

Open the pupil record on PPOD and click on the tab labelled "Short Courses". To add all core short courses click on the "Add All Core Short Courses" button (this can only be done when the pupil's short course list is empty).

Alternatively to add a course manually click on the "Add Short Course" button.

The courses which are available to the student will be as indicated in page 2 of this document – in this example Megan is in Junior Cycle year 2 in 2016/17 so the courses you can choose from will be those in the 2015/16 list.

You are now looking at the "Add Short Course" screen.

From the Short Course dropdown menu, select the short course you wish to assign to the pupil.

The screenshot shows the 'Maintain Pupil' interface. On the left is a navigation menu with options like 'Online Submissions - Post', 'PPOD', 'School', 'Pupil', 'Rollover', 'October Returns', and 'Settings'. The 'Pupil' section is expanded, showing 'Add New Entrants', 'Pupil Search', 'Pupil Batch Update', 'Duplicate Pupil: Case Review Form', and 'PLC Data Entry'. The main area has tabs for 'Personal', 'Enrolment', 'Subjects', 'Short Courses', 'History', and 'Exemptions'. The 'Short Courses' tab is active, displaying 'Short Course Details'. It shows 'Programme: JUNIOR CYCLE' and 'Programme Year: Year 2'. Below this is a table with columns 'Course Code', 'Course Name', 'Level', 'Medium', and 'Delete'. At the bottom, there is a 'Delete' button and a 'Print Menu' button.

The screenshot shows the 'Add Short Course' screen. It features the 'esi net' logo and 'Education Services Interactive' text. The header includes 'Department of Education and Skills' and 'An Roinn Oideachais agus Scileanna'. There is a navigation bar with 'Home', 'About Us', 'Contact Us', 'Help', and 'Logout'. Below this is a 'Your Options' section with a list of links. The main area has a 'Maintain Pupil' section with 'Academic Year: 2016/2017' and 'School Roll No 10000X, PPOD'. The 'Add Short Course' button is highlighted with a red box. Below it is a 'Pick Short Course' dropdown menu. At the bottom, there is a 'Cancel' button.

Select the level and medium and then click on “Add Short Course”.

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Home | About Us | Contact Us | Help | Logout

Home > Post Primary Online Data > Add Pupil Subjects

Maintain Pupil

Academic Year: 2016/2017
School Roll No 10000X, PPOD
* Indicates required information

Assign Short Course for Junior Cycle

- Short Course: 908 CSI: Forensic Science
- Short Course Details

Level	Level 2	Medium	ENGLISH
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[Add Short Course](#)
[Start Again](#)
[Cancel](#)

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Home > Post Primary Online Data > Maintain Pupil Subjects

Maintain Pupil

Academic Year: 2016/2017
School Roll No 10000X, PPOD
* Indicates required information

Forename: Megan Surname: Adamson Pupil ID: 12101792

Personal Enrolment Subjects Short Courses History Exemptions

1 Short Course Details

Programme: JUNIOR CYCLE Programme Year: Year 2
Click on the Add Short Course button to add a course to the pupil.
Add Short Course Add All Core Short Courses
Note: the Short Course list must be empty to add all core short courses

Course Code	Course Name	Level	Medium	Delete
908	CSI: Forensic Science	Level 2	ENGLISH	<input type="radio"/>

To remove a Short Course which has been added incorrectly, tick the check box provided and click the DELETE Button. [Delete](#)

[Print Menu](#)

The course has now been added to the pupil's record. You can delete a course by clicking on the radio button opposite the relevant short course and clicking on the “Delete” button.

To assign another short course to this pupil, click on “Add Short Course” again, to a maximum of four short courses.

Clicking on the “Print Menu” button will take you the screen shown across from where you can choose from a number of printing options.

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Home > Post Primary Online Data > School Reports

Pupil Report Options

Academic Year: 2016/2017
School Roll No 10000X, PPOD

Forename: Megan Surname: Adamson DOB: 23/07/2001

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Part 2(b): Adding short courses to a pupil's previous year record on PPOD

Students who are in Junior Certificate Year 2 or Year 3 in 2016/17 may have taken short courses in 2014/15 and/or 2015/16. The facility to record short courses was not available on PPOD in those years but it is now possible for a school to input these details to the relevant years on PPOD, if desired. This is an optional facility.

To record a short course for a previous year, open the student's record and click on the 'History' tab, then select the year for which you wish to add the course(s). Next, click on 'View Enrolment Details'.

Maintain Pupil
Academic Year: 2016/2017
School Roll No 10000X, PPOD

Forename* Surname* Pupil ID

Personal **Enrolment** **Subjects** **Short Courses** **History** **Exemptions**

1 Enrolment History

View	Academic Year	Roll No	Programme	Programme Year	Enrolment Date	Early Leaving Date	Recognised Ind	Repeat of Year Indicator
<input type="checkbox"/>	2015	91501L	JUNIOR CYCLE	Year 2	24-08-2014	03-07-2016	N	N
<input checked="" type="checkbox"/>	2014	91501L	JUNIOR CYCLE	Year 1	24-08-2014		N	N

View Enrolment Details *To View an Enrolment Record, tick the check box provided and click the View Enrolment Details Button.

> **Print Menu**

On the next screen, click on "Add Short Course".

2
Enrolment History Details

Pupil Enrolment Id
25056351
Academic Year
2014
Pupil Source
Primary School
Source Roll No
15512L
ST BRIGID'S PRIMARY SCHOOL
Short Term Pupil
N
No of Weeks
Boarder Indicator
N
Exam Entrant
N
Recognised Ind
N


3
Subject History Details

Code	Subject	Level	Medium	Abinitio	Sub Programme Subject	Sub-Programme P
1	Irish	Higher Level (Ard)	ENGLISH	N	N	
2	English	Higher Level (Ard)	ENGLISH	N	N	
3	Mathematics	Higher Level (Ard)	ENGLISH	N	N	
4	History	Higher Level (Ard)	ENGLISH	N	N	
5	Geography	Higher Level (Ard)	ENGLISH	N	N	
12	Spanish	Higher Level (Ard)	ENGLISH	N	N	
41	Art, Craft, Design	Higher Level (Ard)	ENGLISH	N	N	
42	Business Studies	Higher Level (Ard)	ENGLISH	N	N	
46	Music	Higher Level (Ard)	ENGLISH	N	N	
47	Materials Technology (Wood)	Higher Level (Ard)	ENGLISH	N	N	
48	Technical Graphics	Higher Level (Ard)	ENGLISH	N	N	
54	Metalwork	Higher Level (Ard)	ENGLISH	N	N	
57	Science (JC - Revised Syllabus)	Higher Level (Ard)	ENGLISH	N	N	
121	Computer Studies	X	ENGLISH	N	N	
218	Civic, Social and Political Education	X	ENGLISH	N	N	
220	Religious Education (JC Exam)	Higher Level (Ard)	ENGLISH	N	N	
221	Social, Personal and Health Education	X	ENGLISH	N	N	
224	Physical Education (JC - Revised Syll.)	X	ENGLISH	N	N	
345	Tutorial	X	ENGLISH	N	N	

4
Short Course History Details

There are no short courses assigned to this pupil for this enrolment
Add Short Course
Remove Short Course

Then, from the dropdown menu, select the course you wish to assign to the pupil and click 'Next'.



The screenshot shows a web interface with a blue header bar containing links: Home | About Us | Contact Us | Help | Logout. Below the header, the main content area is titled "Add Short Course - Academic Year: 2014/2015". A step indicator shows "1" in an orange circle. The section is titled "Pick Short Course". It contains a label "Short Course" followed by a dropdown menu showing "900 CSPE (Civic, Social, Polit)". Below the dropdown is an orange "Next" button. At the bottom of the form, there is a grey bar with an orange "Cancel" button.

Select the level and medium and then click on "Add Short Course".



The screenshot shows the same web interface as the previous one, but at a later stage. The title "Add Short Course - Academic Year: 2014/2015" remains. The step indicator now shows "2" in an orange circle. The section is titled "Short Course Details". It contains a label "Short Course:" followed by the text "900 CSPE (Civic, Social, Political Education)". Below this, there are two dropdown menus: "Level" with "Level 3" selected, and "Medium" with "ENGLISH" selected. At the bottom of the form, there is a grey bar with three orange buttons: "Add Short Course", "Start Again", and "Cancel".

The course is now added, as shown. To add another, click on "Add Short Course, or to remove a course from the pupil's PPOD record click on "Remove Short Course".

Pupil Enrolment ID: 20000001 Academic Year: 2014
Pupil Source: Primary School Source Roll No: 15512L ST BRIGID'S PRIMARY SCHO
Short Term Pupil: ☐ No of Weeks:
Boarder Indicator: ☐ Exam Entrant: ☐
Recognised Ind: ☐

3 Subject History Details

Code	Subject	Level	Medium	Abinitio	Sub Programme Subject	So
1	Irish	Higher Level (Ard)	ENGLISH	N	N	
2	English	Higher Level (Ard)	ENGLISH	N	N	
3	Mathematics	Higher Level (Ard)	ENGLISH	N	N	
4	History	Higher Level (Ard)	ENGLISH	N	N	
5	Geography	Higher Level (Ard)	ENGLISH	N	N	
12	Spanish	Higher Level (Ard)	ENGLISH	N	N	
41	Art, Craft, Design	Higher Level (Ard)	ENGLISH	N	N	
42	Business Studies	Higher Level (Ard)	ENGLISH	N	N	
46	Music	Higher Level (Ard)	ENGLISH	N	N	
47	Materials Technology (Wood)	Higher Level (Ard)	ENGLISH	N	N	
48	Technical Graphics	Higher Level (Ard)	ENGLISH	N	N	
54	Metalwork	Higher Level (Ard)	ENGLISH	N	N	
57	Science (JC - Revised Syllabus)	Higher Level (Ard)	ENGLISH	N	N	
121	Computer Studies	X	ENGLISH	N	N	
218	Civic, Social and Political Education	X	ENGLISH	N	N	
220	Religious Education (JC Exam)	Higher Level (Ard)	ENGLISH	N	N	
221	Social, Personal and Health Education	X	ENGLISH	N	N	
224	Physical Education (JC - Revised Syll.)	X	ENGLISH	N	N	
345	Tutorial	X	ENGLISH	N	N	

4 Short Course History Details

Course Code	Course Name	Level	Medium	Delete
900	CSPE (Civic, Social, Political Education)	Level 3	ENGLISH	<input type="radio"/>

Add Short Course **Remove Short Course**

List of short course codes in PPOD 2016/17

CODE	DESCRIPTION	LEVEL 2	LEVEL 3
900	CSPE (Civic, Social, Political Education)		✓
901	SPHE (Social, Personal, Health Education)		✓
902	PE (Physical Education)		✓
903	Digital Media Literacy		✓
904	Programming and Coding		✓
905	Artistic Performance		✓
906	Chinese Language and Culture		✓
907	Personal Project: Caring for Animals	✓	
908	CSI: Forensic Science	✓	
909	Irish (NCCA & COGG)	Currently unavailable	
910	Philosophy (NCCA & COGG)	Currently unavailable	
911	Wellbeing 1	✓	✓
912	Wellbeing 2	✓	✓
913	Wellbeing 3	✓	✓
914	Wellbeing 4	✓	✓
915	Language 1	✓	✓
916	Language 2	✓	✓
917	Language 3	✓	✓
918	Language 4	✓	✓
919	STEM (Science, Technology, Engineering, Maths) 1	✓	✓
920	STEM (Science, Technology, Engineering, Maths) 2	✓	✓
921	STEM (Science, Technology, Engineering, Maths) 3	✓	✓
922	STEM (Science, Technology, Engineering, Maths) 4	✓	✓
923	Humanities 1	✓	✓
924	Humanities 2	✓	✓
925	Humanities 3	✓	✓
926	Humanities 4	✓	✓
927	Arts Education 1	✓	✓
928	Arts Education 2	✓	✓
929	Arts Education 3	✓	✓
930	Arts Education 4	✓	✓