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 current Data Protection Legislation.
When you log on to esinet at [www.esinet.ie](http://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 2019 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 sit 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 e.g. Humanities.
After choosing a Short Course, click on the down arrow next to Level, and choose a level

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

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

Click on Add Short Course to confirm

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

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.
Click Add PLU's

The PLU will then be displayed under Course Name

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, Science or Business Studies for state examination in June 2019 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.

After you have chosen an assessment click on the Save button

After Save is clicked a confirmation will be displayed

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

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.

The final step is to print and distribute the JCPA to each student.

**Students who did not sit State Exams in June 2019** 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’.

Mary Smith created successfully!

What would you like to do next?
- Review Mary Smith
- Add Another Student

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.

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.

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

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

Removing a PLU

To remove a PLU, click on the PLU tab and follow the same steps.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating and Literacy</td>
<td></td>
</tr>
<tr>
<td>Numeracy</td>
<td></td>
</tr>
<tr>
<td>Personal Care</td>
<td></td>
</tr>
<tr>
<td>Living in a Community</td>
<td></td>
</tr>
<tr>
<td>Preparing for Work</td>
<td></td>
</tr>
</tbody>
</table>