



**An Roinn Oideachais
agus Scileanna**
Department of
Education 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 current Data Protection Legislation.

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

The screenshot shows a web browser window with the address bar containing the URL <https://www.esinet.ie/portal/private/home.action>. The browser's title bar reads "Esinet - Home". The page layout includes a left-hand navigation menu under the "Esinet" header. The menu is organized into several sections: "Options", "Your Options" (with sub-items: School Search, JCAD, OLCS, IOS, Upload Special School Annual Census, Numeracy and Literacy Returns, and POD), "Maintain My Details" (with sub-items: Change Password, Update Login Details, and Customise My Site), "Helpdesk Utilites" (with sub-item: Verify User), and "Administration" (with sub-items: Headlines and Schools). The main content area on the right is titled "Welcome to the Esinet Portal" and features a "School Search" link. Below this is a "Data Protection" notice stating that the Department of Education and Skills will treat all personal data as intended and will only be disclosed as permitted by law. Further down, there is a prominent "OLCS Online Claims System >" link, and at the bottom, a "Special School Annual Census" link.

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 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 choose the category it best fits in to e.g. Humanities.

FFSN 000270

Date of Birth 21/01/2072

Short Course

Level

Medium

Add Short Course

Cancel

Please Select...

- CSPE (Civic, Social, Political Education)
- SPHE (Social, Personal, Health Education)
- PE (Physical Education)
- Digital Media Literacy
- Coding
- Artistic Performance
- Chinese Language and Culture
- A Personal Project: Caring For Animals
- CSI: Exploring Forensic Science
- Irish (NCCA AND COGS)

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

Level

Medium

Independent SC Desc

Add Short Course

Cancel

Humanities 3

Please Select...

- Level 2
- Level 3

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

Date of Birth 21/01/2072

Short Course

Level

Medium

Independent SC Desc

Add Short Course

Cancel

Humanities 3

Please Select...

- ENGLISH
- IRISH

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: [Empty field]

Buttons: Add Short Course, Cancel

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

Buttons: Add Short Course, Cancel

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

Date of Birth: 28/05/2075

Buttons: Return to Search

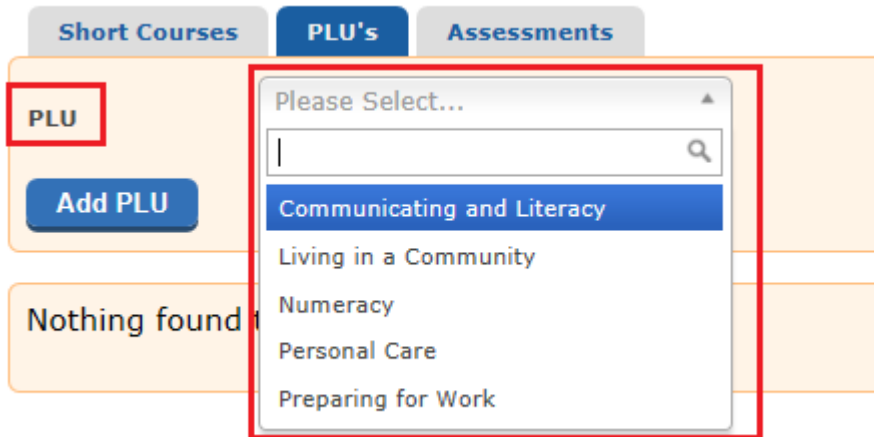
Short Courses | PLU's | Assessments

Buttons: Add Short Course

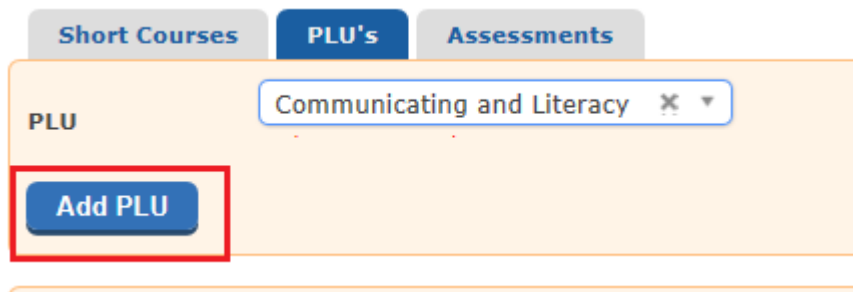
Course Code	Course Name	Independent Short Course Details	Level	Medium	Delete
900	CSPE (Civic, Social, Political Education)		Level 3	ENGLISH	○

To Add a PLU

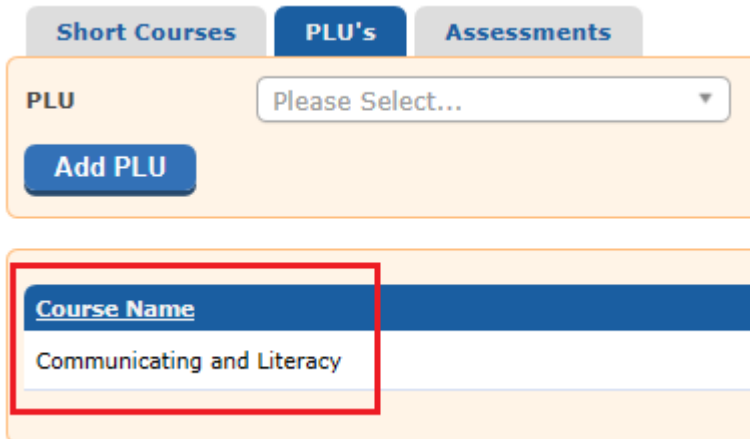
PLU's can be added by clicking on the PLU tab and filling in the required data in a similar way.



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.

The screenshot shows the 'Assessments' tab with three main sections: 'SUBJECT ASSESSMENTS', 'SHORT COURSE ASSESSMENTS', and 'PLU ASSESSMENTS'. The 'SUBJECT ASSESSMENTS' section is highlighted with a red border and contains 'ENGLISH' with two dropdown menus for 'ASSESSMENT 1' and 'ASSESSMENT 2'. The 'SHORT COURSE ASSESSMENTS' section contains 'DIGITAL MEDIA LITERACY' with a 'LEVEL 3' dropdown and a 'GRADE ACHIEVED' dropdown. The 'PLU ASSESSMENTS' section contains 'LIVING IN A COMMUNITY' and 'NUMERACY', each with a 'RESULT DESCRIPTOR' dropdown. A blue 'Save' button is located at the bottom right. A message at the bottom reads: 'PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.'

After you have chosen an assessment click on the Save button

This screenshot is identical to the previous one, but the 'Save' button at the bottom right is now highlighted with a red border, indicating it has been clicked.

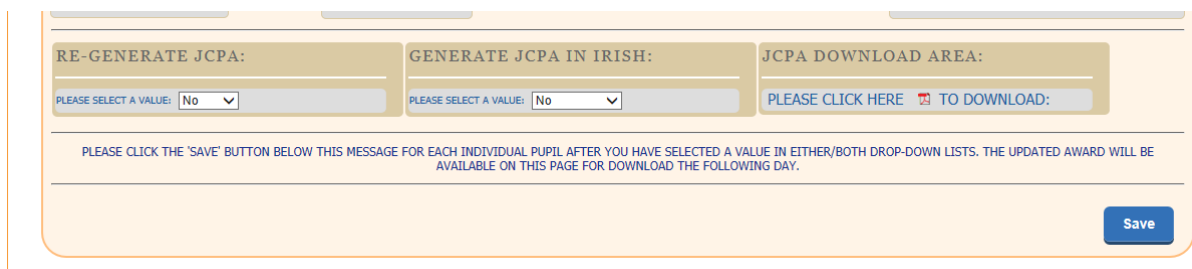
After Save is clicked a confirmation will be displayed

This screenshot shows the 'Assessments' tab after the 'Save' button was clicked. A red-bordered box contains the text 'SAVED !' in blue. The 'Save' button is still visible to the right of this box. The rest of the form content remains the same as in the previous screenshots.

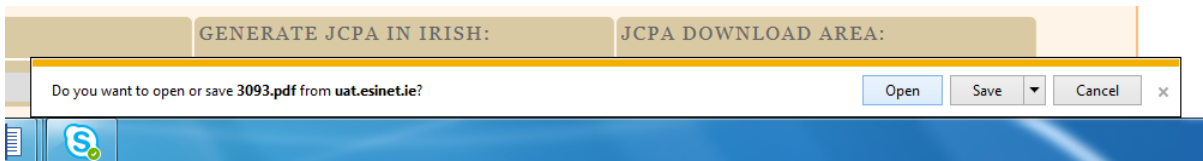
Once the Short Courses, PLU's and Assessments have been saved for the student you click on 'Download JCPA' which can be found on the menu on the left hand side of the page



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.

Art Craft Design (O) B

Other Areas of Learning

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

Full Name: Mary Roll Number: 401401

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.

The screenshot shows the esinet website interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | Help | Logout. Below this is a breadcrumb trail: Home > JCAD Online Database > Landing Page. The main content area features a large blue heading "Welcome to the Junior" and a text box stating: "The JCAD application supports, and short courses, as well as an Achievement (JCPA) award." On the left, a "Your Options" sidebar lists several categories with expandable sub-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

 A button labeled "Add Students" is positioned over the "Add New JCAD Students" link.

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

The "Add New Student" form contains the following fields:

- Forename *: Mary
- Surname *: Smith
- PPSN: 1234567a
- DOB (dd/mm/yyyy) *: 01/12/2003

 A "Save" button is located at the bottom left of the form.

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'.

The screenshot displays a success message: "Mary Smith created successfully!". Below the message, a box titled "What would you like to do next?" offers two options:

- Review Mary Smith
- Add Another Student

 The left sidebar from the previous screenshot is also visible.

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.

The "Maintain Student Personal" page features four tabs: Personal, Short Courses, PLU's, and Assessments. The "Personal" tab is currently selected. Below the tabs, the "Student ID" field contains the value 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 [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"/>