Pupil Batch Update

A Guide for PPOD users
**Pupil Batch Update**

The ‘Pupil Batch Update’ facility is used to amend, update or delete pupil groups who have the same update requirement, e.g. optional subject choice, short course choice, Priority Learning Unit (PLU) choice, change of programme, roll class or enrolment date.

The screen is accessed by selecting ‘Pupil Batch Update’ from the ‘Your Options’ panel.

First, define the pupils that are to have their records updated through the search criteria and click the ‘Search’ button.

While the main search details are input to panel 1, you can refine your search as desired by using relevant fields in panel 2. In the search below, a search for pupils in Junior Cycle year 2 has been refined so that the search yields only those who are doing English at higher level. Similarly you can refine the search parameters so that only students doing a specific short course or PLU are returned.

The ‘Pupil Batch Search Results’ page is returned.
From the list, select the pupils for whom you wish to make an amendment and hit the ‘Select Pupils’ button at the bottom of the page. (You can click on the top box on the header bar to select all pupils on the list at once.)

This brings you to the ‘Pupil Batch Update’ menu. There are five screens to choose from, which can be accessed by clicking on the relevant tabs, labelled *Enrolment Record, Subjects, Exemptions, Short Courses and PLUs*.

**Enrolment Record**

From here you can apply any of the following options to the pupils on your list:

1. Change roll class
2. Change enrolment date
3. Change programme 
4. Change programme year 
5. Change boarder indicator 
6. Change boarder days 
7. Input exam indicator 
8. Where the selected pupils are LCA pupils you can input the attainment and location.

Then hit ‘Update Batch’ to complete the process. All of the selected pupil records have now been updated.

Subjects

From here you can apply any of the following options to the pupils on your list:

1. Add a subject to their records 
2. Add all core subjects to their records 
3. Edit a subject on their records (e.g. change a level for these pupils) 
4. Delete a subject from their records

Then hit ‘Update Batch’ to complete the process. All of the selected pupil records have now been updated.

Please note that you can only add subjects that are on your School Subject List for the required programme.
Exemptions

From here you can apply any of the following options to the pupils on your list:

1. Add an exemption to their records
2. Input/change the date granted

Then hit ‘Update Batch’ to complete the process. All of the selected pupil records have now been updated.

Short Courses

From here you can apply any of the following options to the pupils on your list:

1. Add a short course to their records
2. Add all core short courses to their records
3. Edit a short course on their records (e.g. change a level for these pupils)
Then hit ‘Update Batch’ to complete the process. All of the selected pupil records have now been updated.

Please note you must add the required short course to your School Short Course List in order for it to be visible when you click the ‘Add Short Course’ button. See “PPOD Guide 8 – Short Courses” for further guidance.

**Priority Learning Units (PLUs)**

From here you can apply any of the following options to the pupils on your list:

1. Add a PLU to their records
2. Delete a PLU from their records

Then hit ‘Update Batch’ to complete the process. All of the selected pupil records have now been updated.