



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

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.

Your Options	Home > Post Primary Online Data > Pupil Batch Search
<ul style="list-style-type: none"> + Online Submissions - Post Primary Online Data ▶ PPOD <ul style="list-style-type: none"> ▶ Landing Page ▶ School <ul style="list-style-type: none"> ▶ Update School Details ▶ School Subject Lists ▶ School Short Course List ▶ School Reports ▶ Pupil <ul style="list-style-type: none"> ▶ Add New Entrants ▶ Pupil Search ▶ Pupil Batch Update ▶ Rapid Search ▶ Duplicate Pupil: Case Review Form ▶ Rollover <ul style="list-style-type: none"> ▶ Progressions ▶ October Returns <ul style="list-style-type: none"> ▶ Rules Report ▶ Submit Returns to DES ▶ Settings <ul style="list-style-type: none"> ▶ Family And Medical Details ▶ Junior Cycle Award <ul style="list-style-type: none"> ▶ JCPA: 2018 ▶ JCPA: 2019 ▶ Download JCPA 	<h3>Pupil Batch Search</h3> <p>School Roll No 10000X, TEST2 * Indicates required information</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>1 Main Search</p> <p>Academic Year: 2018/2019 <- Current Academic Year ▼</p> <p>Programme: JUNIOR CYCLE ▼</p> <p>Prog Year: Year 2 ▼</p> <p>Gender: ▼</p> <p>Roll Class: <input type="text"/></p> <p>New Entrant Pupils <input type="checkbox"/></p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>2 Subject or Short Course or PLU Search</p> <p>Subject: 2 English ▼</p> <p>Subject Level: Higher Level (Ard) ▼</p> <p style="text-align: center;">Or</p> <p>Short Course: <input type="text"/></p> <p>Short Course Level: <input type="text"/></p> <p style="text-align: center;">Or</p> <p>PLU: <input type="text"/></p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Search"/> </div>

The 'Pupil Batch Search Results' page is returned.

Home > Post Primary Online Data > Pupil Batch Search Results

Pupil Batch Search Results

School Roll No 10000X, TEST2

2 Pupil Search Results
8 items found.

	Pupil ID	PPSN	Enrolment Date	Forename	Surname	DOB	Programme	Prog Year	Roll Class	Exam Ind
<input type="checkbox"/>	13298232		29-08-2018	Noel	Curran	01-02-2004	JUNIOR CYCLE	Year 2	2B	N
<input type="checkbox"/>	12999539		26-08-2016	fghl	hdff	01-01-2001	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13157689	5401230U	24-08-2016	fhal	Jlkhasjldh	01-01-2001	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13104872		24-08-2016	Adam	kelly	24-06-1980	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13019995		26-08-2016	Gerry	Marsden	31-01-2004	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13004372		26-08-2016	test	one	01-01-2005	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	12999742		26-08-2016	test	one	01-01-2001	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	12989506		26-08-2016	test	tesr	01-01-2000	JUNIOR CYCLE	Year 2	ZZ	N

8 items found.

[Select Pupils](#) [Return to Search](#)

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

Home | About Us | Contact Us | Help | Logout

Home > Post Primary Online Data > Batch Update Programme

Pupil Batch Update

School Roll No 10000X, TEST2

[Enrolment Record](#) [Subjects](#) [Exemptions](#) [Short Courses](#) [PLU's](#)

3 Programme Details

Roll Class

Programme* JUNIOR CYCLE Programme Year* Year 2

Boarder Indicator Boarder Days Exam Ind

[Update Batch](#) [Cancel](#)

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

The screenshot shows a web application interface for 'Pupil Batch Update'. The left sidebar contains a 'Your Options' menu with categories like 'Online Submissions', 'PPOD', 'School', 'Pupil', 'Rollover', 'October Returns', 'Settings', and 'Junior Cycle Award'. The main content area is titled 'Pupil Batch Update' and includes a breadcrumb trail: 'Home > Post Primary Online Data > Batch Update Subject'. Below the title, there are tabs for 'Enrolment Record', 'Subjects', 'Exemptions', 'Short Courses', and 'PLU's'. The 'Subjects' tab is active, showing 'Subject Details' for 'JC/JCSP Examinable Subject'. It includes an 'Add Subject' button and a note: 'NOTE: Adding core subjects will overwrite duplicate subjects for pupil.' Below this is a 'Common Subject' table with columns for Sub-Code, Subject, Level, Medium, Ab_Initio, Sub_Prog, Sub_Prog_Prog, and Edit. The table lists three subjects: English (Sub-Code 2), Geography (Sub-Code 5), and Social, Personal and Health Education (Sub-Code 221). Below the table are instructions for editing and deleting subjects, with corresponding 'Edit', 'Delete', and 'Back' buttons.

Sub-Code	Subject	Level	Medium	Ab_Initio	Sub_Prog	Sub_Prog_Prog	Edit
2	English	Higher Level (Ard)	ENGLISH	N	N		<input type="checkbox"/>
5	Geography	Higher Level (Ard)	ENGLISH	N	N		<input type="checkbox"/>
221	Social, Personal and Health Education	X	ENGLISH	N	N		<input type="checkbox"/>

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

Home | About Us | Contact Us | Help | Logout

Home > Post Primary Online Data > Batch Update Exemption

Pupil Batch Update

School Roll No 10000X, TEST2 2018/2019

Enrolment Record | Subjects | **Exemptions** | Short Courses | PLU's

5 Add Exemption

Exemption Type

Date Granted*

Start Date* End Date*

*Please Note Start Date must be 01 August and End Date must be 31 July

Comments

Update Batch **Cancel**

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

Education Services Interactive

Home | About Us | Contact Us | Help | Logout

Home > Post Primary Online Data > Batch Update Short Course

Pupil Batch Update

School Roll No 10000X, TEST2

Enrolment Record | Subjects | Exemptions | **Short Courses** | PLU's

5 Short Course Details

Click on the Add Short Course button to add a course to the pupil. **Add Short Course**

Note: the Short Course list must be empty to add all core short courses **Add All Core Short Courses**

Common Subject

Course Code	Course Name	Level	Medium

Return to search results. **Back**

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)

The screenshot shows the 'Pupil Batch Update' page in the PPOD system. The page is titled 'Pupil Batch Update' and includes navigation links for 'Home', 'About Us', 'Contact Us', 'Help', and 'Logout'. The breadcrumb trail is 'Home > Post Primary Online Data > Batch Update Plus'. The page is for the 'Academic Year: 2018/2019' and 'School Roll No 10000X, TEST2'. A note indicates that asterisks (*) denote required information. The main content area is divided into tabs: 'Enrolment Record', 'Subjects', 'Exemptions', 'Short Courses', and 'PLU's'. The 'PLU's' tab is active, showing a section for 'Priority Learning Units'. A numbered instruction '1' says 'Click on the Add PLU button to add a PLU to the pupil.' Below this, there is a dropdown menu for 'PLU' with 'Preparing for Work' selected and an 'Add PLU' button. A table lists available units: 'Communicating and Literacy', 'Numeracy', 'Personal Care', and 'Living in a Community'. At the bottom, there is a 'Return to search results.' link and a 'Back' button.

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.