



**An Roinn Oideachais**  
Department of Education

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**JCAD**

**A Guide for JCAD users**  
**2024**

Version: 1.0

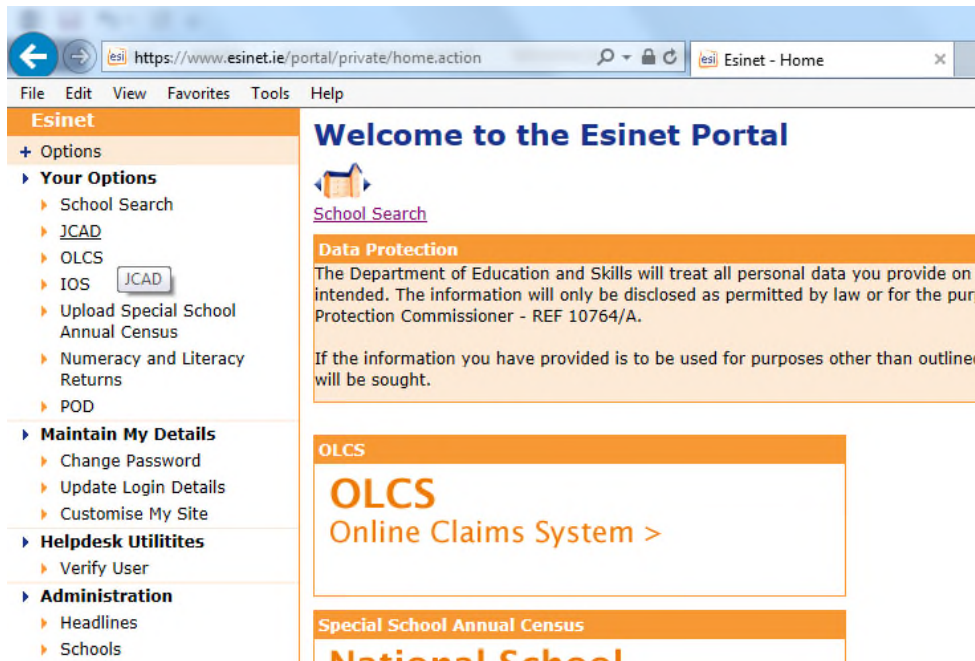
## JCAD User Guide

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).

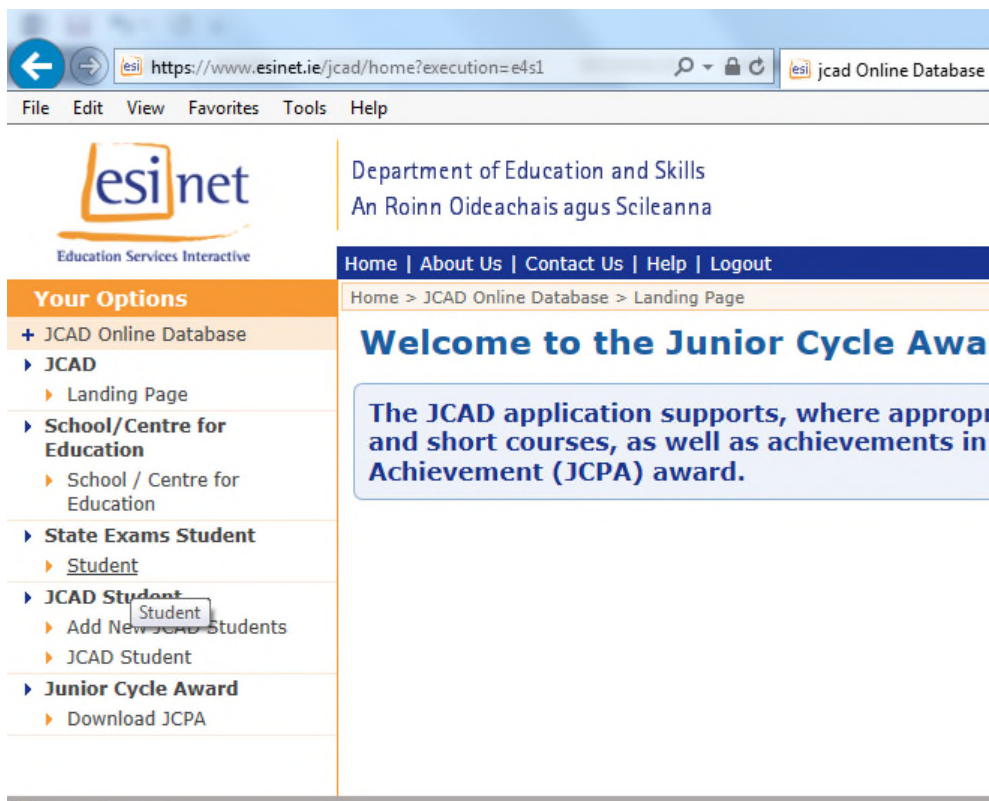
The Level 1 Learning Programme consist of six PLUs and two Level 1 short courses. Some students participating in a Level 1 Learning Programme may also take a small number of Level 2 PLUs (or elements of a PLU) and short courses. The Level 2 Learning Programme consists of five PLUs and two Level 2 short courses.

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



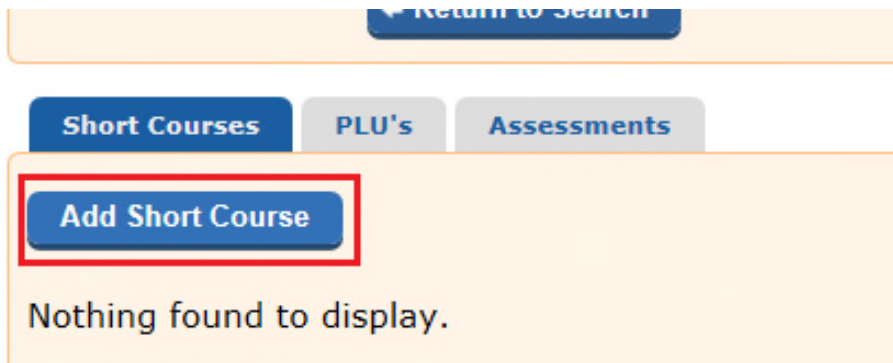
If you have students who sat state exams in June 2024 then their details will be automatically loaded under State Exams Student. To access them click on the option on the left hand side. If your students did not site State Exam go to Page 10 of this guide.



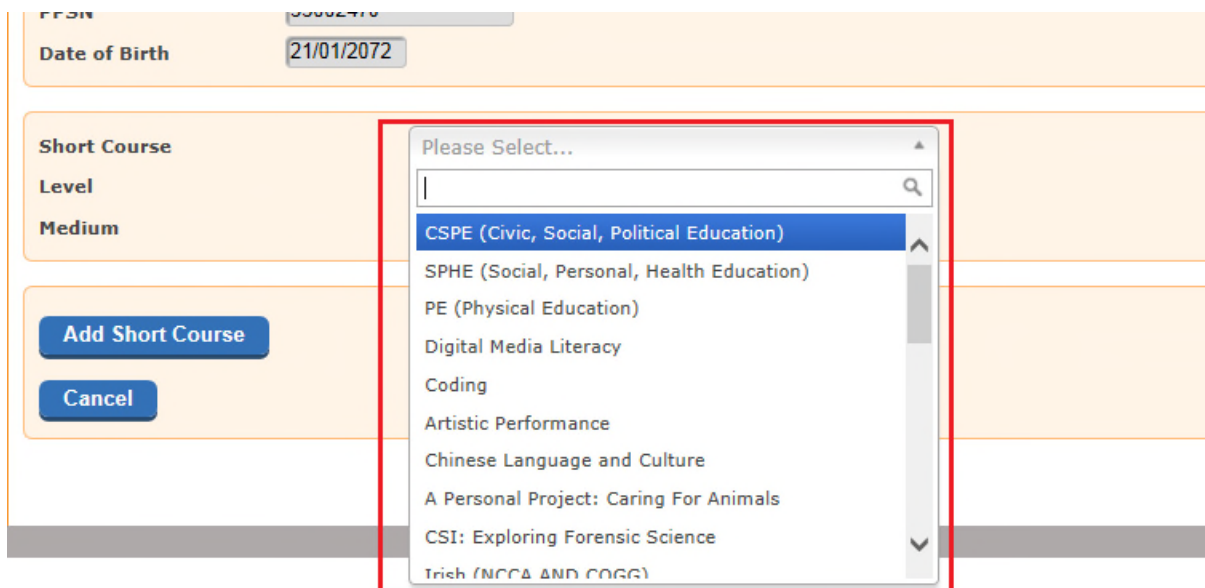
For each student you need to click on the number beside their name and select the different tabs (Short Courses, PLU's, Assessments) to enter required data.

### 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 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

Date of Birth

Short Course

Level

Medium

Independent SC Desc

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

Date of Birth

Short Course

Level

Medium

Independent SC Desc

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

Short Course

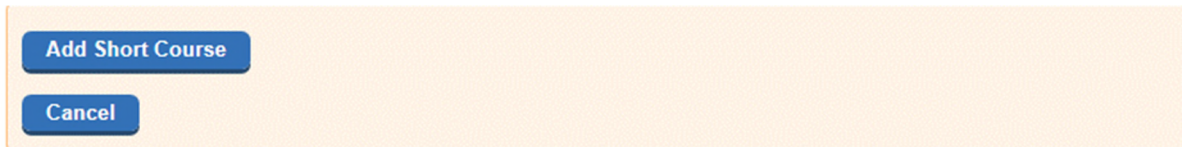
Level

Medium

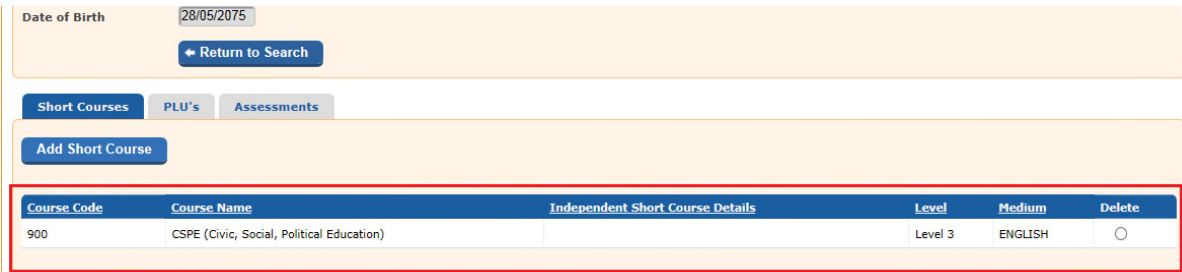
Independent SC Desc

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

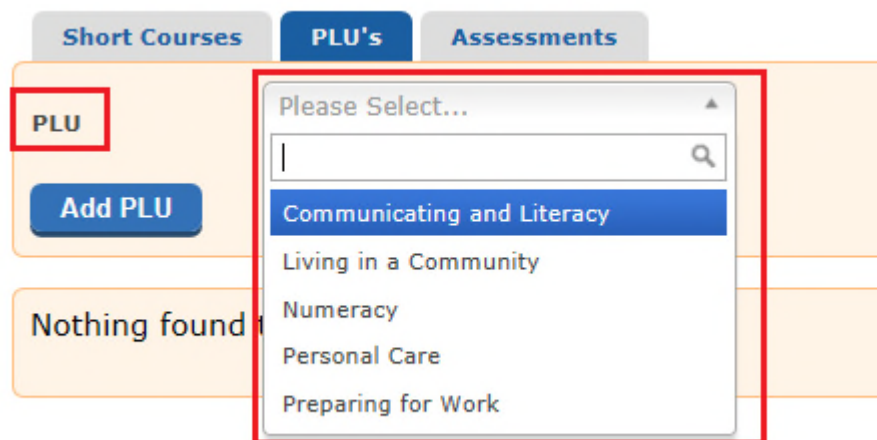


You will then see the Short Course added for that student.

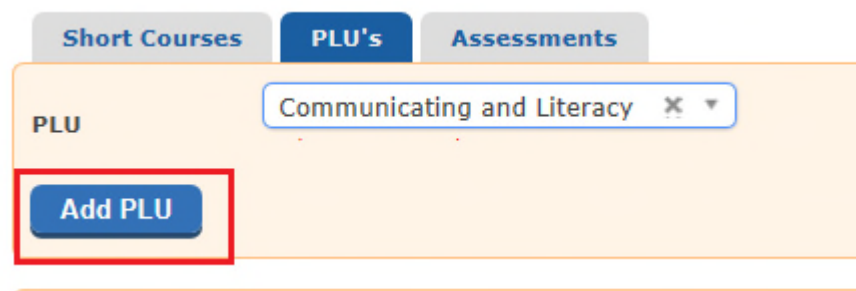


## To Add a PLU

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

Short Courses **PLU's** Assessments

PLU

**Add PLU**

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**Course Name**

Communicating and Literacy

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 completed the classroom based assessments in their subjects 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.

Short Courses **PLU's** **Assessments**

| SUBJECT ASSESSMENTS  | SHORT COURSE ASSESSMENTS  | PLU ASSESSMENTS   |
|--|---|---|
| <b>ENGLISH</b><br>ASSESSMENT 1 <input type="text"/><br>ASSESSMENT 2 <input type="text"/> | <b>DIGITAL MEDIA LITERACY</b><br>LEVEL 3<br>GRADE ACHIEVED <input type="text"/> | <b>LIVING IN A COMMUNITY</b><br>RESULT DESCRIPTOR <input type="text"/><br><b>NUMERACY</b><br>RESULT DESCRIPTOR <input type="text"/> |

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

**Save**

After you have chosen an assessment click on the Save button

Short Courses **PLU's** **Assessments**

| SUBJECT ASSESSMENTS  | SHORT COURSE ASSESSMENTS  | PLU ASSESSMENTS   |
|--|---|---|
| <b>ENGLISH</b><br>ASSESSMENT 1 <input type="text" value="EXCEPTIONAL"/><br>ASSESSMENT 2 <input type="text"/> | <b>DIGITAL MEDIA LITERACY</b><br>LEVEL 3<br>GRADE ACHIEVED <input type="text"/> | <b>LIVING IN A COMMUNITY</b><br>RESULT DESCRIPTOR <input type="text"/><br><b>NUMERACY</b><br>RESULT DESCRIPTOR <input type="text"/> |

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

**Save**

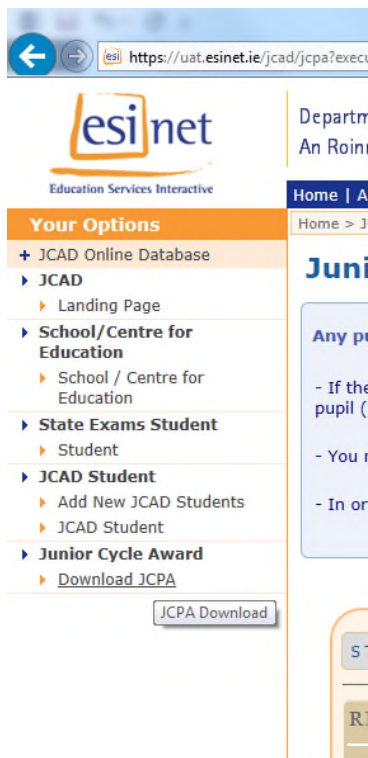
After Save is clicked a confirmation will be displayed

The screenshot shows a web interface with three main sections: 'SUBJECT ASSESSMENTS', 'SHORT COURSE ASSESSMENTS', and 'PLU ASSESSMENTS'. Each section contains dropdown menus for selecting assessment types and levels. Below these sections is a message: 'PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.' At the bottom right, there is a red-bordered box containing the text 'SAVED!' and a blue 'Save' button.

Once the Short Courses, PLU's and Assessments have been saved for the student these changes will be loaded onto the JCPAs Overnight, If any changes are made to a student record on JCAD these will automatically regenerate onto the JCPA downloads Overnight, but will not appear on a downloaded JCPA before then. The next morning you should find the students on 'Download JCPA' which can be found on the menu on the left hand side of the page

## To Download

Click on "Download JCPA" under the Junior Cycle Award category



For each student click on the "Download" option under Junior Cycle Profile of Achievement

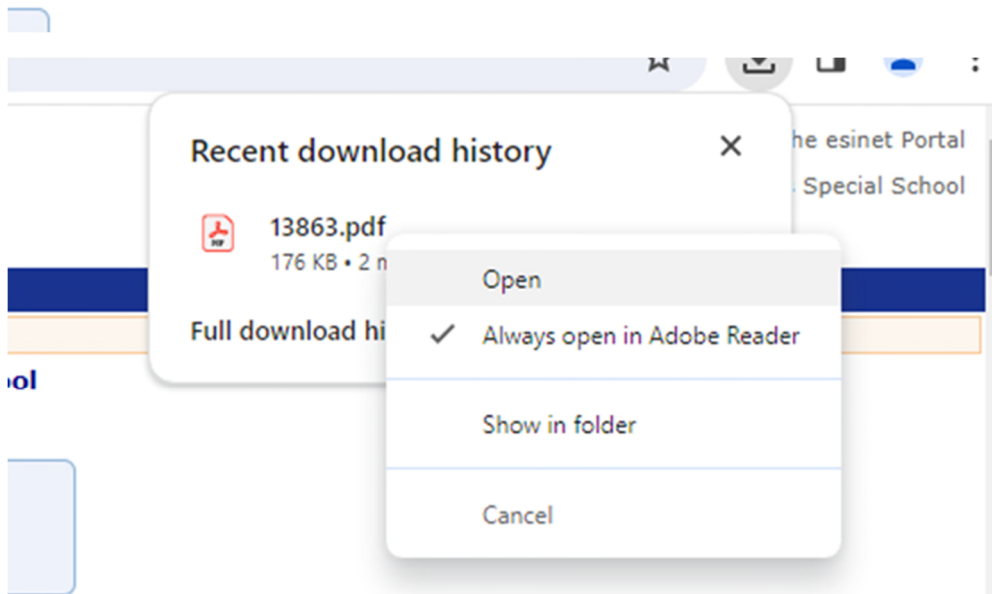
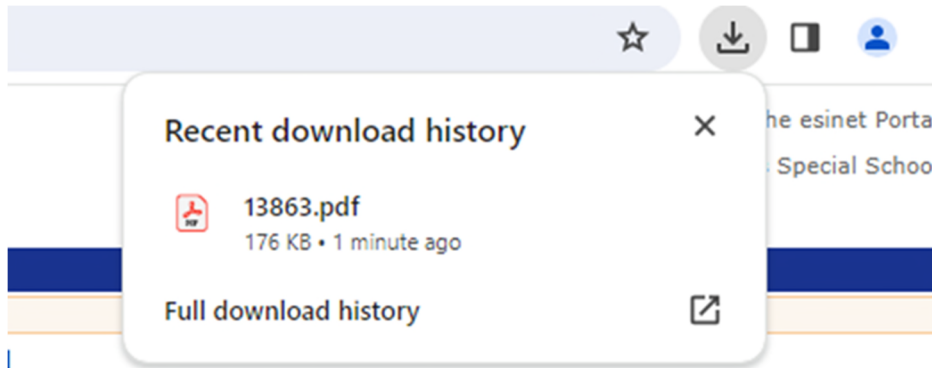


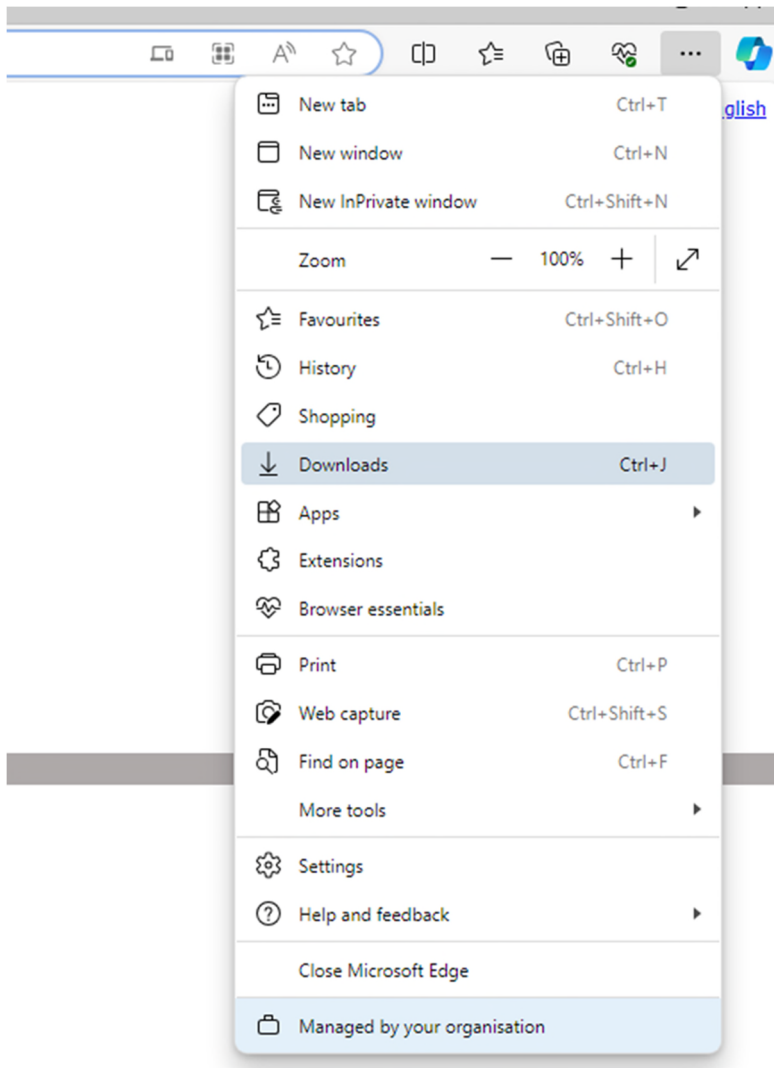
ANONYMOUS ANONYMOUS      DATE OF BIRTH: 27/12/1995

|                                     |  |
|-------------------------------------|--|
| JUNIOR CYCLE PROFILE OF ACHIEVEMENT | GENERATE JUNIOR CYCLE PROFILE OF ACHIEVEMENT IN IRISH: |
| <a href="#">Download</a>            | PLEASE SELECT A VALUE: <input type="text" value="No"/> |

[Save](#)


You can then open the file a number of ways.





































If you are having issues opening the pdf this usually means the Pdfs are set to open in your web browser and not with Adobe reader. You can select to view the download folder, highlight all the recently downloaded JCPAs in this temporary download folder, and drag them across to your own file system/Folder of your choice/copy and paste and ensure to open with Adobe reader only.

✓ Today (2)

|   |                  |                    |        |
|---|------------------|--------------------|--------|
|  13863                                   | 28/11/2023 12:41 | Adobe Acrobat D... | 176 KB |
|  270733_9d77a9be-41ac-4494-887d-b1963... | 28/11/2023 10:19 | Adobe Acrobat D... | 901 KB |

✓ Yesterday (24)

|   |                  |                    |          |
|---|------------------|--------------------|----------|
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|  14123   | 27/11/2023 15:11 | Adobe Acrobat D... | 176 KB   |
|  14124   | 27/11/2023 15:10 | Adobe Acrobat D... | 176 KB   |
|  14125   | 27/11/2023 15:11 | Adobe Acrobat D... | 176 KB   |
|  14126   | 27/11/2023 15:11 | Adobe Acrobat D... | 176 KB   |
|  14128   | 27/11/2023 15:18 | Adobe Acrobat D... | 194 KB   |
|  14129   | 27/11/2023 15:18 | Adobe Acrobat D... | 194 KB   |
|  14130   |                  | Adobe Acrobat D... | 194 KB   |
|  14131   |                  | Adobe Acrobat D... | 194 KB   |
|  14132   |                  | Adobe Acrobat D... | 194 KB   |
|  14136   |                  | Adobe Acrobat D... | 157 KB   |
|  14137   |                  | Adobe Acrobat D... | 157 KB   |
|  14138   |                  | Adobe Acrobat D... | 157 KB   |
|  14139 (1)   |                  | Adobe Acrobat D... | 157 KB   |
|  14139  |                  | Adobe Acrobat D... | 157 KB   |
|  14140   |                  | Adobe Acrobat D... | 157 KB   |
|  14142   |                  | Adobe Acrobat D... | 157 KB   |
|  14146   |                  | Adobe Acrobat D... | 157 KB   |
|  14147   |                  | Adobe Acrobat D... | 157 KB   |
|  14148   |                  | Adobe Acrobat D... | 157 KB   |
|  14149   |                  | Adobe Acrobat D... | 157 KB   |
|  14150   |                  | Adobe Acrobat D... | 157 KB   |
|  14151 (1)   |                  | Adobe Acrobat D... | 157 KB   |
|  14151   |                  | Adobe Acrobat D... | 157 KB   |
| <div data-bbox="411 696 911 1518" style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px;"> <p><b>7-Zip</b> &gt;</p> <p>Scan for Viruses...</p> <p> Share</p> <hr/> <p> Create PDF from file &gt;</p> <p> Combine files as one PDF &gt;</p> <p> Overlay files as one PDF &gt;</p> <p> Package files as one PDF &gt;</p> <p> Query file name</p> <hr/> <p>Give access to &gt;</p> <hr/> <p>Send to &gt;</p> <hr/> <p>Cut</p> <p>Copy</p> <hr/> <p>Create shortcut</p> <p>Delete</p> <p>Rename</p> <hr/> <p>Properties</p> </div> |                  |                    |          |
| ✓ Last week (7)   |                  |                    |          |
|  72852_fa85b6fb  |                  | Adobe Acrobat D... | 1,155 KB |
|  224890_3f690171-4f96-4268-affa-4874f9c...   | 21/11/2023 14:11 | Adobe Acrobat D... | 1,109 KB |

Open the PDF from where you have saved it and click in to the 'Other Areas of Learning' and 'Other Areas of Wellbeing' and either paste from another document you have saved or type into the box.

Communicating and  
Literacy (Level 2)

Achieved

Wellbeing



Other Areas of Learning

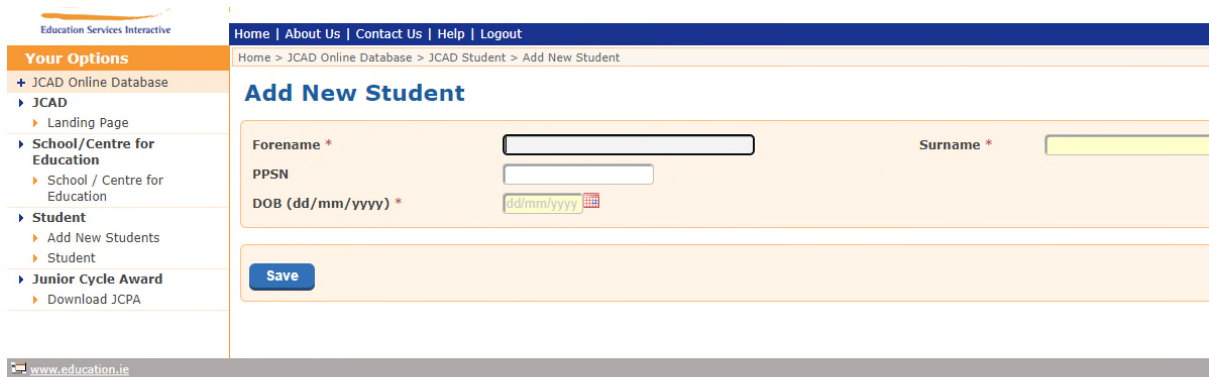


The final step is to print and distribute the JCPA to each student.

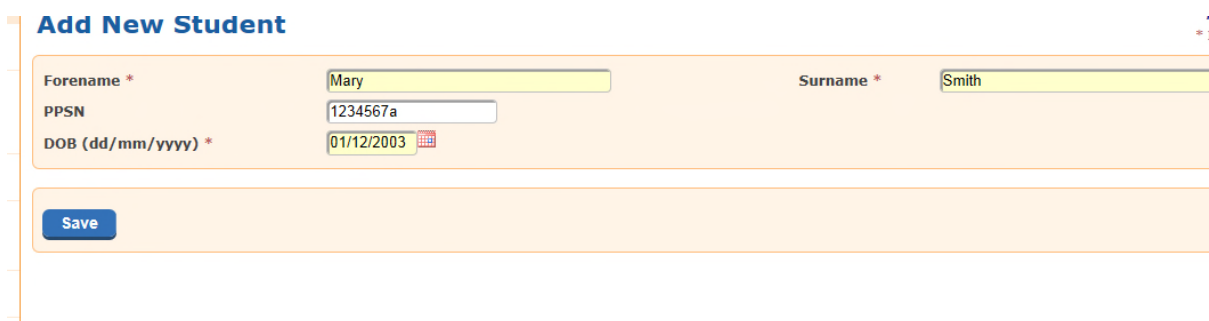
Ensuring to save a completed copy of the JCPA for your own records as per the JCAD handbook.

### Students who did not sit State Exams in June 2024

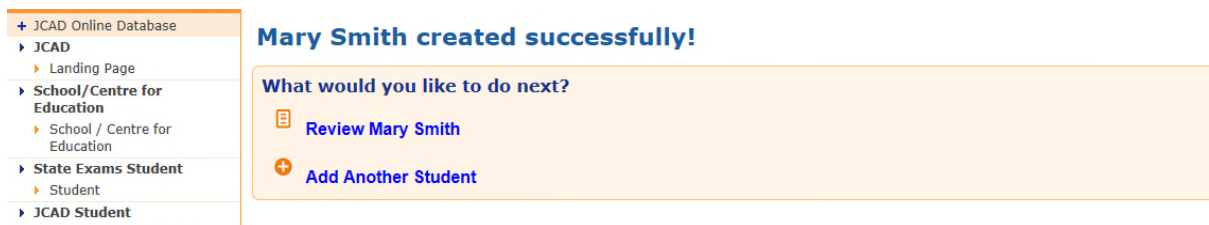
If a student has not completed a state examination they will not appear on JCAD automatically. They need to be manually added. You can do this by selecting 'Add New Students' on the left hand side of the page.



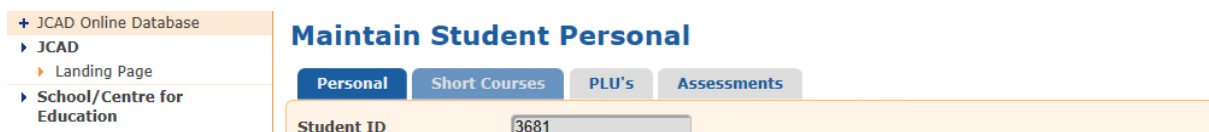
Fill in the required details for that student and click on Save



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'.



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

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"/>            |