



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

Junior Cycle Short Courses

A Guide for PPOD users

Introduction

In addition to the traditional subjects which were part of the Junior Certificate programme, the new Junior Cycle saw the introduction of short courses.

Short courses allow schools to broaden the range of learning experiences for students, address the interests of students and encompass areas of learning not covered by the combination of curricular subjects available to schools.

Schools will have three mandatory Short Courses – CSPE, SPHE and PE and may include a maximum of four other short courses for each year in their Junior Cycle programme. Pupils following short courses from Junior Cycle Year 1 are not permitted to change them – they must follow the same courses to the end of Junior Cycle Year 3.

Schools may opt to include short courses developed by the National Council for Curriculum and Assessment (NCCA), or alternatively, short courses which have been developed either by the school or another organisation in accordance with a template and guidelines set out by the NCCA.

A list of the currently available short courses is provided at the end of this document.

The procedure for adding short courses on PPOD is broadly similar to that for adding subjects, however **short courses offered are linked to the academic year that the pupil started in Junior Cycle Year 1**. Courses added to an academic year span the three-year Junior Cycle of pupils entering school in that academic year, so:

your list of short courses for 2019/20 covers JC1 (2019/20), JC2 (2020/21) and JC3 (2021/22); and

your list of short courses for 2020/21 covers JC1 (2020/21), JC2 (2021/22) and JC3 (2022/23).

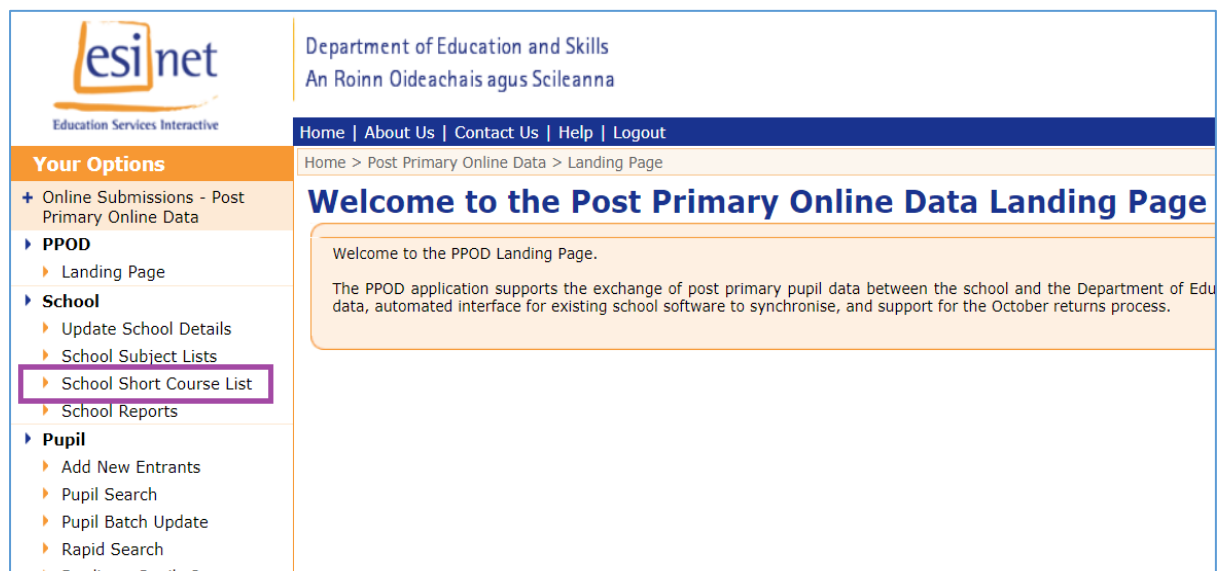
your list of short courses for 2021/22 covers JC1 (2021/22), JC2 (2022/23) and JC3 (2023/24);

More information is available from <https://ncca.ie/en/junior-cycle/subjects-and-short-courses>

P-POD Procedure

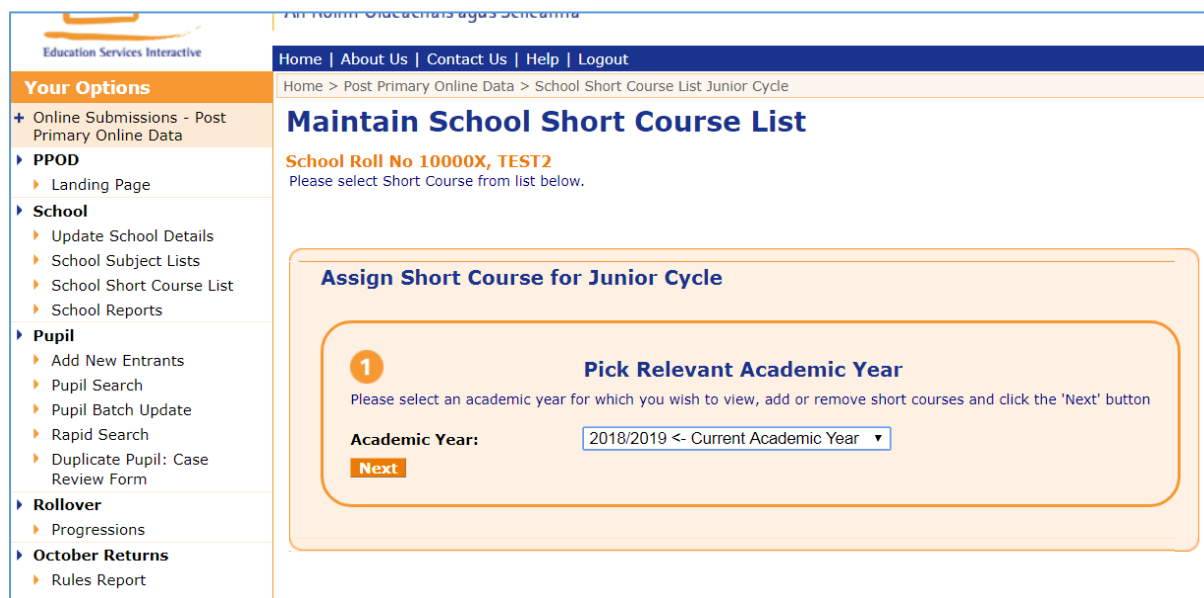
Part 1: Adding a short course to your short course list on PPOD

First, the short courses which the school offers must be added to the "School Short Course List" on PPOD – see below. You cannot allocate a short course to a pupil if it is not shown in this list first.



The screenshot shows the PPOD Landing Page. On the left is a sidebar with 'Your Options' including 'Online Submissions - Post Primary Online Data', 'PPOD' (with sub-options like 'Landing Page'), 'School' (with sub-options like 'Update School Details', 'School Subject Lists', 'School Short Course List' which is highlighted with a purple box), and 'Pupil'. The main content area has a header for 'Department of Education and Skills' and a navigation bar. Below the navigation bar is a breadcrumb trail: 'Home > Post Primary Online Data > Landing Page'. The main heading is 'Welcome to the Post Primary Online Data Landing Page'. A welcome message states: 'Welcome to the PPOD Landing Page. The PPOD application supports the exchange of post primary pupil data between the school and the Department of Education, automated interface for existing school software to synchronise, and support for the October returns process.'

Clicking on this option will bring you to a screen where you can begin to input the short course(s) which your school will offer.



The screenshot shows the 'Maintain School Short Course List' page. The sidebar on the left is similar to the previous page, but the 'School Short Course List' option is now selected. The main content area has a breadcrumb trail: 'Home > Post Primary Online Data > School Short Course List Junior Cycle'. The heading is 'Maintain School Short Course List'. Below this is a sub-heading 'School Roll No 10000X, TEST2' and a message: 'Please select Short Course from list below.' The main content area is titled 'Assign Short Course for Junior Cycle'. It features a numbered step '1 Pick Relevant Academic Year' with the instruction: 'Please select an academic year for which you wish to view, add or remove short courses and click the 'Next' button'. Below this is a form with 'Academic Year:' and a dropdown menu showing '2018/2019 <- Current Academic Year'. A 'Next' button is located below the dropdown.

Select the relevant year from the dropdown menu and click 'Next'.

If you are adding short courses for pupils in Junior Cycle year 1 in 2019/20, select 2019/20 - Junior Cycle year 2 in 2019/20, select 2018/19 – Junior Cycle Year 3 in 2019/20, select 2017/18 as that was when they started in first year.

If the short course you have selected is being taken by all of the students in a particular year, you should tick the 'Core Short Course' box – if not, don't tick it. Select the level and medium and then click on "Add Short Course". In this example, the 'CSPE', 'SPHE' and 'Physical Education JC Short Course' short courses have already been recorded as Core Short Courses. These are now available to add to pupil records.

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Home > Post Primary Online Data > School Short Course List Junior Cycle

Maintain School Short Course List

School Roll No 10000X, TEST2
Please select Short Course from list below.

Your Options

- Online Submissions - Post Primary Online Data
 - PPOD
 - Landing Page
 - School
 - Update School Details
 - School Subject Lists
 - School Short Course List
 - School Reports
 - Pupil
 - Add New Entrants
 - Pupil Search
 - Pupil Batch Update
 - Duplicate Pupil: Case Review Form
 - Rollover
 - Progressions
 - October Returns
 - Rules Report
 - Submit Returns to DES
 - Junior Cycle Award
 - JCPA: 2020
 - JCPA: 2021
 - Download JCPA

Assign Short Course for Junior Cycle

1 Academic Year: 2019

2 Pick Short Course

Please select a short course to add from the drop-down list and click the 'Next' button

Short Course

Next Start Again

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
900	CSPE (Civic, Social, Political Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
901	SPHE (Social, Personal, Health Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
902	Physical Education JC short course	Y	Level 3	ENGLISH		<input type="checkbox"/>

Remove Short Course

To Add another Short Course click 'Start Again'. In this example, short course 910 (Philosophy) has been added to this list as a Non- Core short course at level 3 through the medium of English. Click on "Start Again" to add another short course.

Online Submissions - Post Primary Online Data

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Home > Post Primary Online Data > School Short Course List Junior Cycle

Maintain School Short Course List

School Roll No 10000X, TEST2
Please select Short Course from list below.

Your Options

- Online Submissions - Post Primary Online Data
 - PPOD
 - Landing Page
 - School
 - Update School Details
 - School Subject Lists
 - School Short Course List
 - School Reports
 - Pupil
 - Add New Entrants
 - Pupil Search
 - Pupil Batch Update
 - Duplicate Pupil: Case Review Form
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 - Progressions
 - October Returns
 - Rules Report
 - Submit Returns to DES
 - Junior Cycle Award
 - JCPA: 2020
 - JCPA: 2021
 - Download JCPA

Assign Short Course for Junior Cycle

1 Academic Year: 2019

2 Pick Short Course

Please select a short course to add from the drop-down list and click the 'Next' button

Short Course

Next Start Again

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
900	CSPE (Civic, Social, Political Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
901	SPHE (Social, Personal, Health Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
902	Physical Education JC short course	Y	Level 3	ENGLISH		<input type="checkbox"/>
910	Philosophy (NCCA AND COGG)	N	Level 3	ENGLISH		<input type="checkbox"/>

Remove Short Course

When adding short courses which have not been developed by the NCCA, you will also be presented with a box labelled “School-developed Short Course Description”. You can use this box to further describe the short course taken – in this example a ‘Wellbeing 1’ short course has been added as a Core Short Course. If this course concentrates on, say, mindfulness, you can type ‘Mindfulness’ into the description box.

- ▶ School Short Course List
- ▶ School Reports
- ▶ **Pupil**
 - ▶ Add New Entrants
 - ▶ Pupil Search
 - ▶ Pupil Batch Update
 - ▶ Duplicate Pupil: Case Review Form
- ▶ **Rollover**
 - ▶ Progressions
- ▶ **October Returns**
 - ▶ Rules Report
 - ▶ Submit Returns to DES
- ▶ **Junior Cycle Award**
 - ▶ JCPA: 2020
 - ▶ JCPA: 2021
 - ▶ Download JCPA

Assign Short Course for Junior Cycle

1

Academic Year: 2019

2

Pick Short Course
Please select a short course to add from the drop-down list and click the 'Next' button

Short Course

911 Wellbeing 1 ▼

Next

Start Again

Course Code	Course Name	Core	Default Level	Medium	(Ind) Description	Remove
900	CSPE (Civic, Social, Political Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
901	SPHE (Social, Personal, Health Education)	Y	Level 3	ENGLISH		<input type="checkbox"/>
902	Physical Education JC short course	Y	Level 3	ENGLISH		<input type="checkbox"/>
910	Philosophy (NCCA AND COGG)	N	Level 3	ENGLISH		<input type="checkbox"/>
911	Wellbeing 1	Y	Level 3	ENGLISH	Mindfulness	<input type="checkbox"/>

Remove Short Course

Note that up to four additional Short Courses, along with the three mandatory Short Courses (900, 901 and 902) may be assigned to a pupil at any one time.

If there are four non mandatory courses present on a student’s list it will be necessary to remove one before another can be added.

To remove a course, click on the ‘Remove’ box opposite the course you wish to remove and then click “Remove Short Course”.

Part 2(a): Adding short courses to a pupil's current year record on PPOD

If a short course has been added as a 'core' short course, it will be automatically assigned to all new entrants added afterwards for that year.

Short courses may be added one-by-one to individual pupil records or by using the batch update facility.

To add short courses via the Pupil Batch Update facility, click on 'Pupil Batch Update' on the PPOD Landing Page menu. Input your parameters and click 'Search'.

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> <p>1 Main Search</p> <p>Academic Year: 2018/2019 <- Current Academic Year ▼</p> <p>Programme: JUNIOR CYCLE ▼</p> <p>Prog Year: Year 1 ▼</p> <p>Gender: ▼</p> <p>Roll Class: aa</p> <p>New Entrant Pupils <input type="checkbox"/></p> </div> <div> <p>2 Subject or Short Course or PLU Search</p> <p>Subject: ▼</p> <p>Subject Level: ▼</p> <p>Or</p> <p>Short Course: ▼</p> <p>Short Course Level: ▼</p> <p>Or</p> <p>PLU: ▼</p> </div> <p>Search</p>

The 'Pupil Batch Search Results' page is returned.

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Home > Post Primary Online Data > Pupil Batch Search Results

Pupil Batch Search Results

School Roll No 10000X, TEST2

2 Pupil Search Results

6 items found.

	Pupil ID	PPSN	Enrolment Date	Forename	Surname	DOB	Programme	Prog Year	Roll Class	Exam Ind
<input type="checkbox"/>	13301309		29-08-2018	Arun	Desai	10-11-1990	JUNIOR CYCLE	Year 1	AA	N
<input type="checkbox"/>	13301154		29-08-2018	Vipul	Desai	10-11-1990	JUNIOR CYCLE	Year 1	AA	N
<input type="checkbox"/>	13294909		21-08-2017	Melissa	McElligott	23-01-2007	JUNIOR CYCLE	Year 1	AA	N
<input type="checkbox"/>	13295717		21-08-2017	Sangeeta	Sahetya	02-12-1992	JUNIOR CYCLE	Year 1	AA	N
<input type="checkbox"/>	13306728		29-08-2018	Prisha	Sahetya	02-12-1998	JUNIOR CYCLE	Year 1	AA	N
<input type="checkbox"/>	13300522		29-08-2018	Mitansh	Vora	01-12-2000	JUNIOR CYCLE	Year 1	AA	N

6 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. Click on the tab labelled 'Short Courses'.

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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
900	CSPE (Civic, Social, Political Education)	Level 3	ENGLISH

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

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

To add short courses to a pupil on an individual basis, click on 'Pupil Search' on the PPOD Landing Page menu and bring up the pupil's record.

Your Options
Online Submissions - Post Primary Online Data
PPOD
Landing Page
School
Update School Details
School Subject Lists
School Short Course List
School Reports
Pupil
Add New Entrants
Pupil Search
Pupil Batch Update
Rapid Search
Duplicate Pupil: Case Review Form
Rollover
Progressions
October Returns
Rules Report
Submit Returns to DES
Settings
Family And Medical Details
Junior Cycle Award
JCPA: 2018
JCPA: 2019
Download JCPA

Home > Post Primary Online Data > Maintain Pupil Subjects

Maintain Pupil

Academic Year: 2018/2019
School Roll No 10000X, TEST2
* Indicates required information

Forename
Surname
Pupil ID

Personal
Enrolment
Subjects
Short Courses
PLU
Assessments
History
Exemptions

1 Short Course Details
Programme
Programme Year
Click on the Add Short Course button to add a course to the pupil.
Note: the Short Course list must be empty to add all core short courses

Add Short Course
Add All Core Short Courses

Course Code	Course Name	Level	Medium	Delete
925	Humanities 3	Level 2	ENGLISH	<input type="checkbox"/>

To remove a Short Course which has been added incorrectly, tick the check box provided and click the DELETE Button.
Delete

Search Results

Open the pupil record on PPOD and click on the tab labelled "Short Courses". To add all core short courses click on the "Add All Core Short Courses" button (this can only be done when the pupil's short course list is empty).

Alternatively to add an individual course click on the "Add Short Course" button.

The courses which are available to the student will be as indicated in page 2 of this document – in this example Anthony is in Junior Cycle year 2 in 2018/19 so the courses you can choose from will be those in the 2017/18 list (as that was when he was in first year).

When you click on the "Add Short Course" button you will be brought to the following screen.

Your Options	
+ Online Submissions - Post Primary Online Data	
▶ PPOD	
▶ Landing Page	
▶ School	
▶ Update School Details	
▶ School Subject Lists	
▶ School Short Course List	
▶ School Reports	
▶ Pupil	
▶ Add New Entrants	
▶ Pupil Search	
▶ Pupil Batch Update	
▶ Rapid Search	
▶ Duplicate Pupil: Case Review Form	
▶ Rollover	
▶ Progressions	
▶ October Returns	

Home > Post Primary Online Data > Add Pupil Subjects

Maintain Pupil

Academic Year: 2018/2019

School Roll No 10000X, TEST2

* Indicates required information

Add Short Course

1 Pick Short Course

Short Course

Next

Cancel

From the Short Course dropdown menu, select the short course you wish to assign to the pupil. Then select the level and medium and save.

Your Options	
+ Online Submissions - Post Primary Online Data	
▶ PPOD	
▶ Landing Page	
▶ School	
▶ Update School Details	
▶ School Subject Lists	
▶ School Short Course List	
▶ School Reports	
▶ Pupil	
▶ Add New Entrants	
▶ Pupil Search	
▶ Pupil Batch Update	
▶ Rapid Search	
▶ Duplicate Pupil: Case Review Form	
▶ Rollover	
▶ Progressions	
▶ October Returns	
▶ Rules Report	
▶ Submit Returns to DES	
▶ Settings	
▶ Family And Medical Details	
▶ Junior Cycle Award	

Home > Post Primary Online Data > Add Pupil Subjects

Maintain Pupil

Academic Year: 2018/2019

School Roll No 10000X, TEST2

* Indicates required information

Assign Short Course for Junior Cycle

1 Short Course: 901 SPHE (Social, Personal, Health Education) (Please choose level below)

2 Short Course Details

Level Medium

Add Short Course **Start Again** **Cancel**

Home > Post Primary Online Data > Maintain Pupil Subjects

Maintain Pupil

Academic Year: 2018/2019
School Roll No 10000X, TEST2
* Indicates required information

Forename Surname Pupil ID

Personal Enrolment Subjects **Short Courses** PLU Assessments History Exemptions

1 Short Course Details

Programme Programme Year

Click on the Add Short Course button to add a course to the pupil.
Add Short Course Add All Core Short Courses

Note: the Short Course list must be empty to add all core short courses

Course Code	Course Name	Level	Medium	Delete
901	SPHE (Social, Personal, Health Education)	Level 3	ENGLISH	<input type="radio"/>
925	Humanities 3	Level 2	ENGLISH	<input type="radio"/>

To remove a Short Course which has been added incorrectly, tick the check box provided and click the DELETE Button. **Delete**

The course has now been added to the pupil's record. In the above case Anthony has now been allocated the 'SPHE' course on PPOD at level 3 through the medium of English.

To assign another short course to this pupil, click on "Add Short Course" again, to a maximum of four short courses.

You can delete a course by clicking on the radio button opposite the relevant short course and clicking on the "Delete" button.

Part 2(b): Adding short courses to a pupil's previous year record on PPOD

If you need to add the details of a previously-taken short course to a pupil's record, open the student's record and click on the 'History' tab, then select the year for which you wish to add the course(s).

Home > Post Primary Online Data > Maintain Pupil Enrolment History

Maintain Pupil

Academic Year: 2018/2019
School Roll No 10000X, TEST2

Forename* Surname* Pupil ID

Personal Enrolment Subjects Short Courses PLU Assessments **History** Exemptions

1 Enrolment History

View	Academic Year	Roll No	Programme	Programme Year	Enrolment Date	Early Leaving Date	Recognised Ind	Repeat of Year Indicator
<input checked="" type="checkbox"/>	2017	10000X	JUNIOR CYCLE	Year 2	31-08-2016		N	N
<input type="checkbox"/>	2016	10000X	JUNIOR CYCLE	Year 1	31-08-2016		N	N

View Enrolment Details *To View an Enrolment Record, tick the check box provided and click the View Enrolment Details Button.

Print Menu Search Results

Next, click on 'View Enrolment Details'.

Rules Report
[Submit Returns to DES](#)

Settings
Family And Medical Details
Junior Cycle Award
JCPA: 2018
JCPA: 2019
Download JCPA

1	Irish	Ordinary Level (Gnath)	ENGLISH	N	N
2	English	Ordinary Level (Gnath)	ENGLISH	N	N
3	Mathematics	Ordinary Level (Gnath)	ENGLISH	N	N
4	History	Higher Level (Ard)	ENGLISH	N	N
5	Geography	Higher Level (Ard)	ENGLISH	N	N
7	Ancient Greek	Ordinary Level (Gnath)	ENGLISH	N	N
8	Classical Studies	Ordinary Level (Gnath)	ENGLISH	N	N
9	Hebrew Studies	Higher Level (Ard)	ENGLISH	N	N
10	French	Ordinary Level (Gnath)	ENGLISH	N	N
11	German	Higher Level (Ard)	ENGLISH	N	N
57	Science	Ordinary Level (Gnath)	ENGLISH	N	N
105	Fishing	X	ENGLISH	N	N

3 Short Course History Details

Course Code	Course Name	Level	Medium
900	CSPE (Civic, Social, Political Education)	Level 3	ENGLISH
901	SPHE (Social, Personal, Health Education)	Level 3	ENGLISH
902	Physical Education JC short course	Level 3	ENGLISH

[Add/Delete Short Course](#)

Panel 3 indicates that the 'Philosophy' short course was not assigned to the pupil in 2017/18, however, in this example, we know that he did study that course, so in order to add this, click on 'Add/Delete Short Course', then select 'Philosophy', click 'Next', select the level and medium and then click 'Add Short Course'.

Review Form
Illover
Progressions
tober Returns
Rules Report
[Submit Returns to DES](#)

Settings
Family And Medical Details
Junior Cycle Award
JCPA: 2018
JCPA: 2019
Download JCPA

2 Subject History Details

Code	Subject	Level	Medium	Abinitio	Sub Programme Subject	Sub-Programme Programme
1	Irish	Ordinary Level (Gnath)	ENGLISH	N	N	
2	English	Ordinary Level (Gnath)	ENGLISH	N	N	
3	Mathematics	Ordinary Level (Gnath)	ENGLISH	N	N	
4	History	Higher Level (Ard)	ENGLISH	N	N	
5	Geography	Higher Level (Ard)	ENGLISH	N	N	
7	Ancient Greek	Ordinary Level (Gnath)	ENGLISH	N	N	
8	Classical Studies	Ordinary Level (Gnath)	ENGLISH	N	N	
9	Hebrew Studies	Higher Level (Ard)	ENGLISH	N	N	
10	French	Ordinary Level (Gnath)	ENGLISH	N	N	
11	German	Higher Level (Ard)	ENGLISH	N	N	
57	Science	Ordinary Level (Gnath)	ENGLISH	N	N	
105	Fishing	X	ENGLISH	N	N	

3 Short Course History Details

Course Code	Course Name	Level	Medium
900	CSPE (Civic, Social, Political Education)	Level 3	ENGLISH
901	SPHE (Social, Personal, Health Education)	Level 3	ENGLISH
902	Physical Education JC short course	Level 3	ENGLISH
910	Philosophy (NCCA AND COGG)	Level 3	ENGLISH

[Add/Delete Short Course](#)

The pupil's 2017/18 short course is now recorded in that year's enrolment record. Repeat the process if more short courses need to be added for that year or other historic years.

List of short course codes in PPOD 2018/19

CODE	DESCRIPTION	LEVEL 2	LEVEL 3
900	CSPE (Civic, Social, Political Education)		✓
901	SPHE (Social, Personal, Health Education)		✓
902	PE (Physical Education)		✓
903	Digital Media Literacy		✓
904	Coding		✓
905	Artistic Performance		✓
906	Chinese Language and Culture		✓
907	A Personal Project: Caring for Animals	✓	
908	CSI: Forensic Science	✓	
909	Irish (NCCA & COGG)	Not currently available	
910	Philosophy		✓
911	Wellbeing 1	✓	✓
912	Wellbeing 2	✓	✓
913	Wellbeing 3	✓	✓
914	Wellbeing 4	✓	✓
915	Language 1	✓	✓
916	Language 2	✓	✓
917	Language 3	✓	✓
918	Language 4	✓	✓
919	STEM (Science, Technology, Engineering, Maths) 1	✓	✓
920	STEM (Science, Technology, Engineering, Maths) 2	✓	✓
921	STEM (Science, Technology, Engineering, Maths) 3	✓	✓
922	STEM (Science, Technology, Engineering, Maths) 4	✓	✓
923	Humanities 1	✓	✓
924	Humanities 2	✓	✓
925	Humanities 3	✓	✓
926	Humanities 4	✓	✓
927	Arts Education 1	✓	✓
928	Arts Education 2	✓	✓
929	Arts Education 3	✓	✓
930	Arts Education 4	✓	✓