

Addysg



Cefnogi Dysgu
Supporting Learning

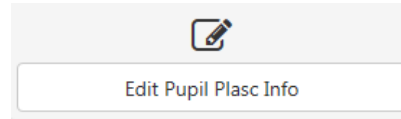
Teacher Centre

Pupil PLASC Data

Bulk Edit

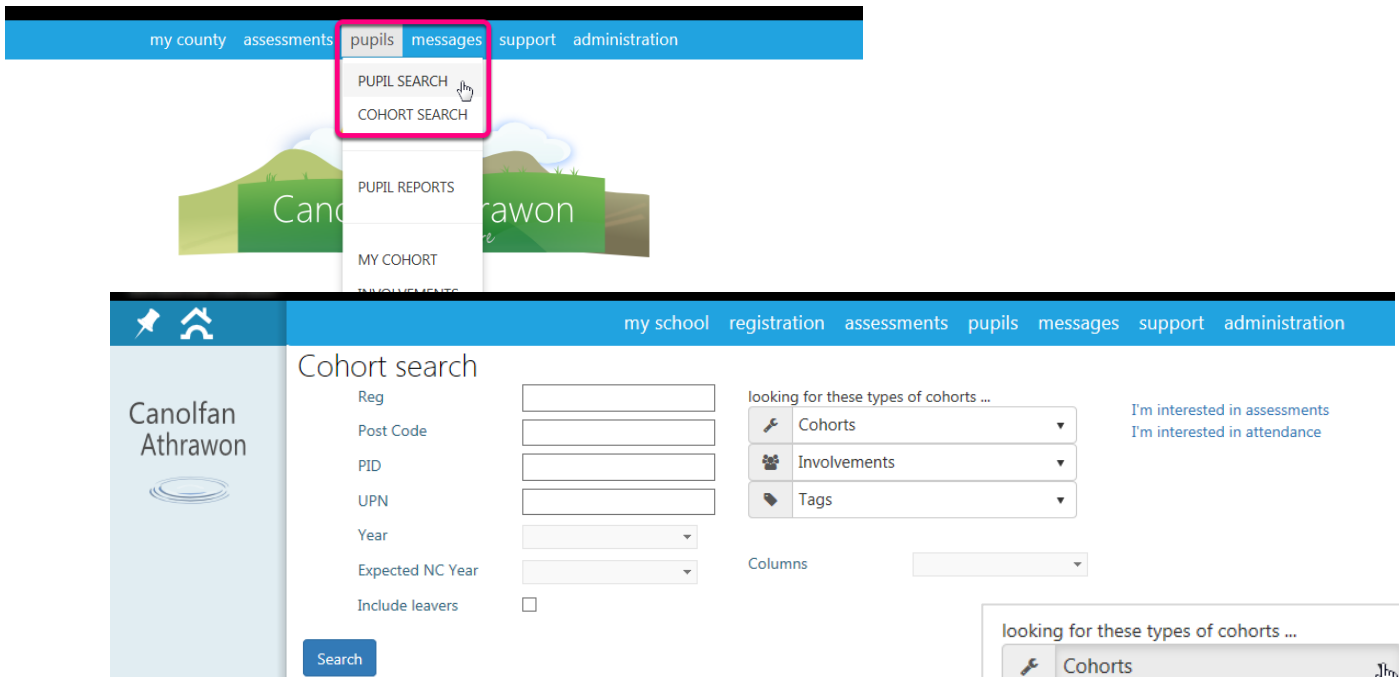
Bulk Edit

It is now possible to edit the Pupil PLASC data for a cohort of pupils at the same time, without having to go in to each Pupil profile separately.



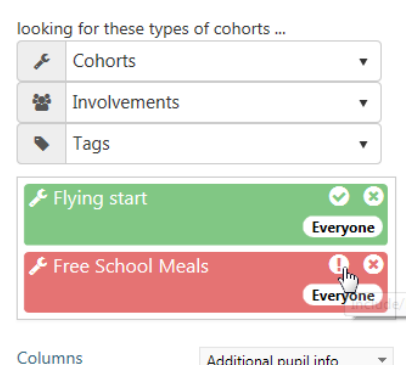
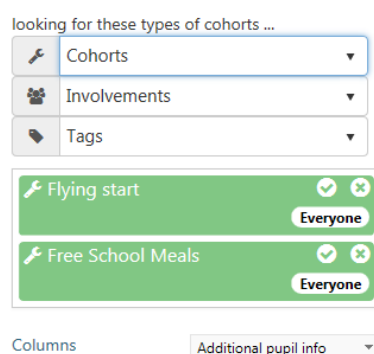
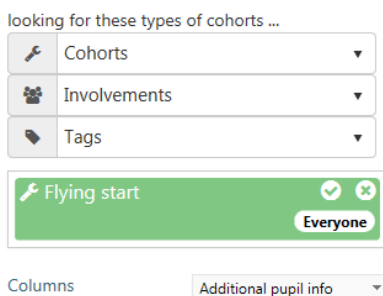
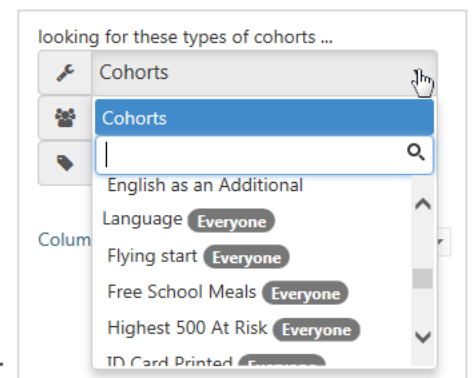
Searching for a Cohort

To search for a cohort, first go to the **Cohort Search** page by going to **Pupils** then selecting **Cohort Search**.



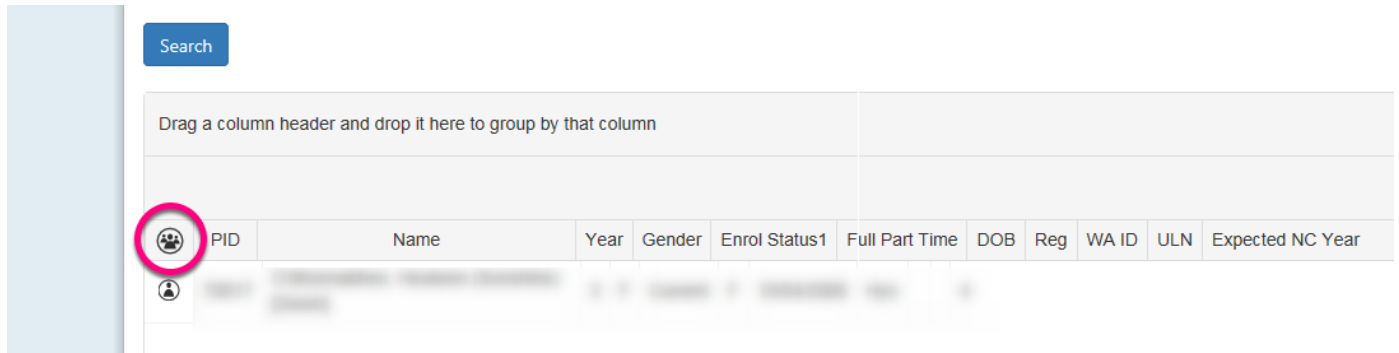
Set the requirements of your Cohort using the option available.

In this example, I am searching for all Flying Start pupils who are not on Free School Meals. To do this, Select Flying Start from the Cohorts drop down, then select Free School Meals and click on the tick to exclude. Once you are happy with the requirements that you have set, click search.



Cohort Actions

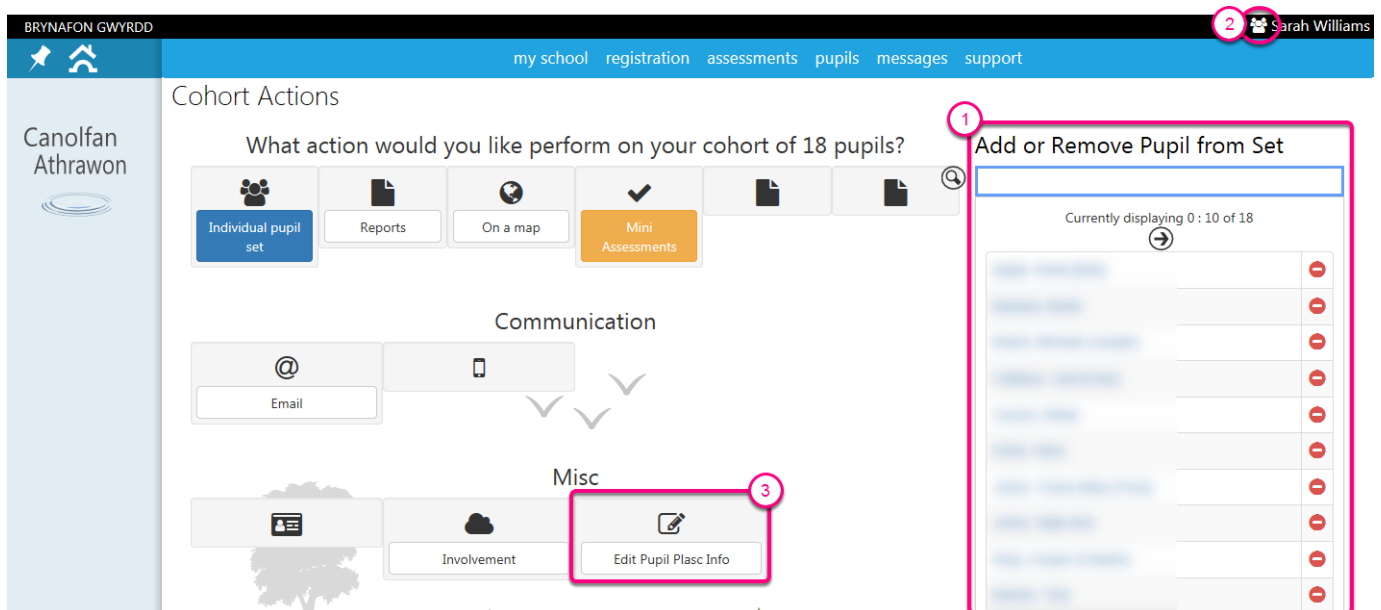
Once your search results are displayed, you can view the **Cohort Actions** page by clicking on the **Cohort Actions** button which is in the top left corner of the search results box.



You can add or remove pupils from your cohort set using the list, marked **1** on the image below.

If you have to navigate away from the **Cohort Actions** page, you can return to it by clicking the **Cohort Actions** button in the top right corner of the page, next to your name in the black bar. (Marked **2** on the image below).

Click on **Edit Pupil Plasc Info** to go to the **Bulk Edit** page, marked **3** on the image below.

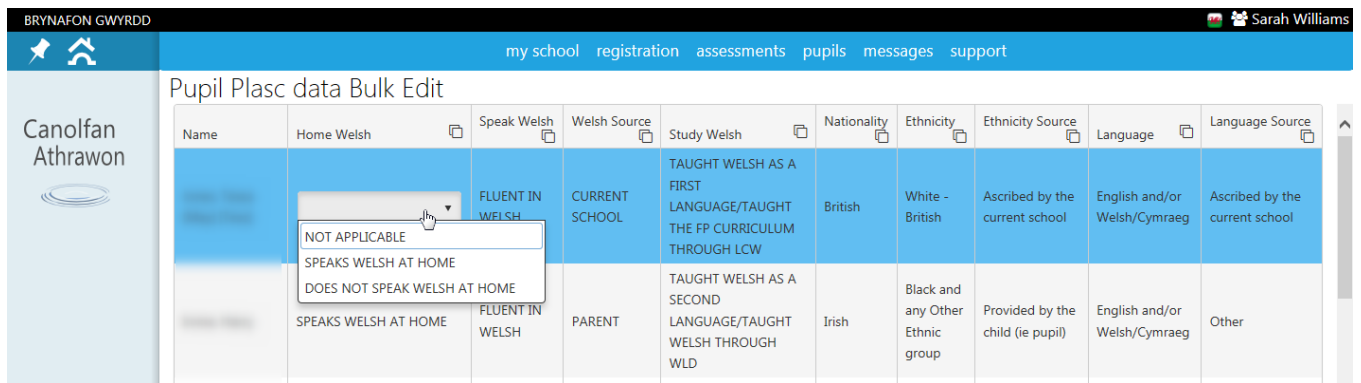


Pupil PLASC Data Bulk Edit

There are two ways of updating the data on this page.

Option 1

Change the data in one cell at a time for each pupil separately. To edit the data, click in to each cell in the table to make the changes. The pupil's row is highlighted in blue to show that you are editing the data of that pupil.




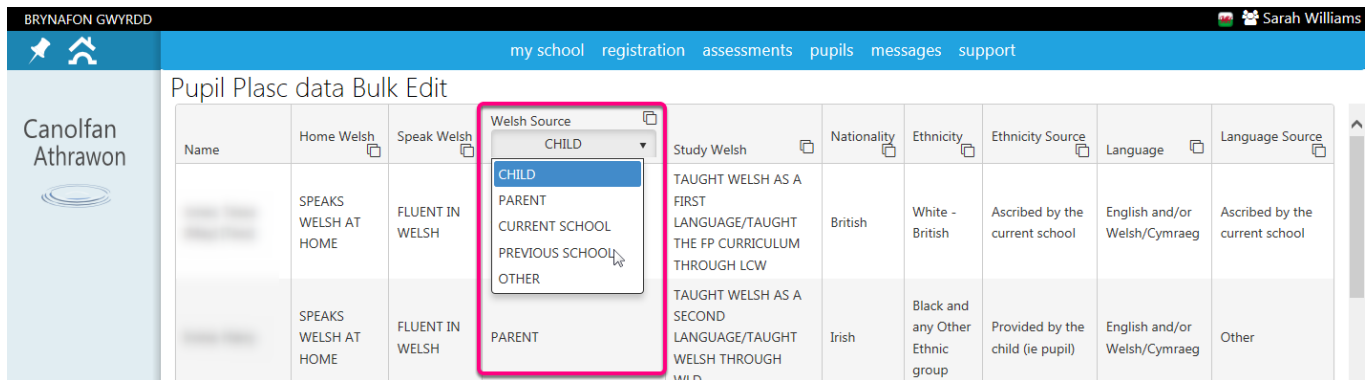
The screenshot shows the 'Pupil Plasc data Bulk Edit' interface. A dropdown menu is open over the 'Speak Welsh' column for the first row. The menu options are: NOT APPLICABLE, SPEAKS WELSH AT HOME, DOES NOT SPEAK WELSH AT HOME, and FLUENT IN WELSH. The current value in the cell is 'FLUENT IN WELSH'.

Name	Home Welsh	Speak Welsh	Welsh Source	Study Welsh	Nationality	Ethnicity	Ethnicity Source	Language	Language Source
[Redacted]	[Redacted]	FLUENT IN WELSH	CURRENT SCHOOL	TAUGHT WELSH AS A FIRST LANGUAGE/TAUGHT THE FP CURRICULUM THROUGH LCW	British	White - British	Ascribed by the current school	English and/or Welsh/Cymraeg	Ascribed by the current school
[Redacted]	SPEAKS WELSH AT HOME	FLUENT IN WELSH	PARENT	TAUGHT WELSH AS A SECOND LANGUAGE/TAUGHT WELSH THROUGH WLD	Irish	Black and any Other Ethnic group	Provided by the child (ie pupil)	English and/or Welsh/Cymraeg	Other

Option 2

Change the data in one column so that it's the same for every pupil in the cohort.

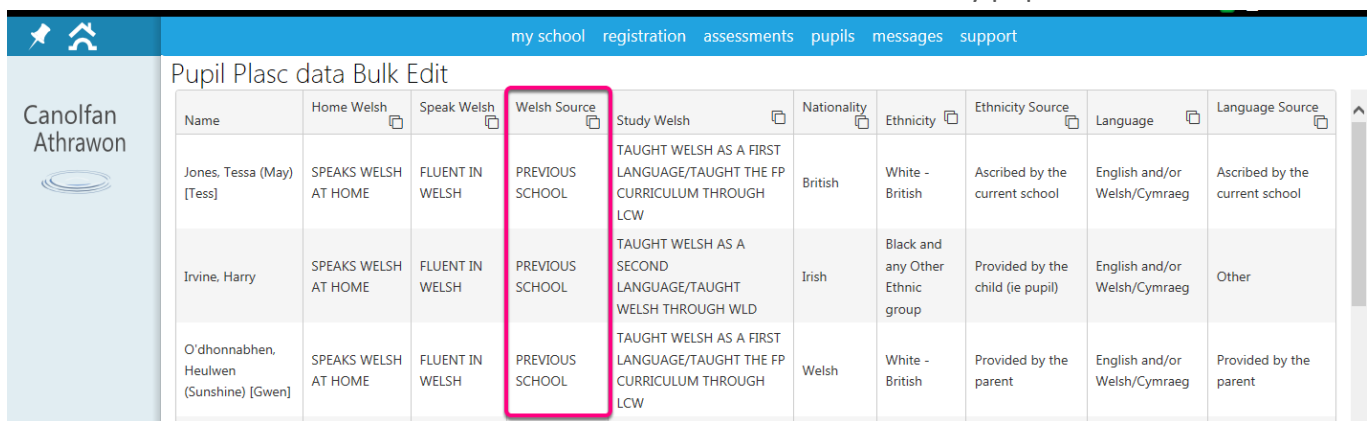
In this example, we are changing the **Welsh Source** column to **Previous School** for all pupils in this cohort. Click on the  in the column heading to select an option. This will auto fill the entire column for every pupil in the cohort.



The screenshot shows the 'Pupil Plasc data Bulk Edit' interface. A dropdown menu is open over the 'Welsh Source' column heading. The menu options are: CHILD, PARENT, CURRENT SCHOOL, PREVIOUS SCHOOL, and OTHER. The current value in the column is 'CHILD'.

Name	Home Welsh	Speak Welsh	Welsh Source	Study Welsh	Nationality	Ethnicity	Ethnicity Source	Language	Language Source
[Redacted]	SPEAKS WELSH AT HOME	FLUENT IN WELSH	CHILD	TAUGHT WELSH AS A FIRST LANGUAGE/TAUGHT THE FP CURRICULUM THROUGH LCW	British	White - British	Ascribed by the current school	English and/or Welsh/Cymraeg	Ascribed by the current school
[Redacted]	SPEAKS WELSH AT HOME	FLUENT IN WELSH	PARENT	TAUGHT WELSH AS A SECOND LANGUAGE/TAUGHT WELSH THROUGH WLD	Irish	Black and any Other Ethnic group	Provided by the child (ie pupil)	English and/or Welsh/Cymraeg	Other

The data in the **Welsh Source** column now shows **Previous School** for every pupil in the cohort.



The screenshot shows the 'Pupil Plasc data Bulk Edit' interface. The 'Welsh Source' column now displays 'PREVIOUS SCHOOL' for all pupils.

Name	Home Welsh	Speak Welsh	Welsh Source	Study Welsh	Nationality	Ethnicity	Ethnicity Source	Language	Language Source
Jones, Tessa (May) [Tess]	SPEAKS WELSH AT HOME	FLUENT IN WELSH	PREVIOUS SCHOOL	TAUGHT WELSH AS A FIRST LANGUAGE/TAUGHT THE FP CURRICULUM THROUGH LCW	British	White - British	Ascribed by the current school	English and/or Welsh/Cymraeg	Ascribed by the current school
Irvine, Harry	SPEAKS WELSH AT HOME	FLUENT IN WELSH	PREVIOUS SCHOOL	TAUGHT WELSH AS A SECOND LANGUAGE/TAUGHT WELSH THROUGH WLD	Irish	Black and any Other Ethnic group	Provided by the child (ie pupil)	English and/or Welsh/Cymraeg	Other
O'dhonnabhen, Heulwen (Sunshine) [Gwen]	SPEAKS WELSH AT HOME	FLUENT IN WELSH	PREVIOUS SCHOOL	TAUGHT WELSH AS A FIRST LANGUAGE/TAUGHT THE FP CURRICULUM THROUGH LCW	Welsh	White - British	Provided by the parent	English and/or Welsh/Cymraeg	Provided by the parent

It is essential that you click the **Save** button at the bottom of the page to save any changes. We would advise you to save your changes periodically as you are making changes to the data.



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