

Progressing Without Class Groupings

The **Progressions** process on the Primary Online Database is the process that moves pupils from one academic year to the next academic year, while at the same time moving them up a standard. For example, pupils in Junior Infants in the current academic year will be moved to Senior Infants in the next academic year, and so on.

It is important, if you have any updates to make to your pupil enrolment details to do so **before you start the Progressions process**, as the Progressions process effectively closes off the current academic year and starts the new academic year. A video tutorial for Progressions can be viewed at:

<http://www.education.ie/en/Publications/Media-Library/POD-User-Guide/> - please scroll to the end of the webpage.

In advance of Progressions please check the following

1. Review your enrolment summary report and ensure all pupils are assigned to the correct teacher/class and standard and that the pupil numbers and class numbers are correct.
2. Mark your leavers for this academic year- only pupils that are currently attending your school should be active. To mark a leaver you search for a pupil, click on enrolment tab, click "is the pupil leaving" and choose options. There is no need to mark pupils that are leaving at the end of 6th class as they will automatically not roll over.
3. Please resolve **any PPSN conflicts**. A PPSN conflict report will only show up on your POD landing page if there is more than one record in POD with the same PPSN. Instructions for resolving a PPSN conflict are available at: <http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/POD-PPSN-Conflict.pdf>
4. Please ensure that no new entrants for the 2015/2016 academic year have been entered on POD. If they are entered prior to completing Progressions they will incorrectly be shown as having an enrolment record in 2014/2015.

Once you are happy that your data is ready for progression, there are two options available to progress your pupils. You can progress the pupils with or without their associated class groupings. For either method we recommend that you take a copy of your current class groups. To do this, go to the menu on your POD landing page and click on Next Years Class Groupings (in the menu, under **Rollover**). On this screen you will get the option to copy your existing class groups by clicking on **Take Copy**. (Fig 1) This copies your existing class groups, for the next academic year. At this stage there are no pupils in any of the class groups (Pupil Count 0), as they have not yet been moved – it is just a copy of the class groups. (Fig. 2)

Class Groups

* Indicates required information

Copy Class Groups Option

As you are just starting to set up next years class groups, as a starting point, would you like to take a copy of this years class groups?
 Alternatively you can start adding next years class groups individually using the "Add Class Group" section below.



Add Class Group

Teacher/Class Group * Class MOI * Class Type *

Class Groups

* Indicates required information

Add Class Group

Teacher/Class Group * Class MOI * Class Type *

Maintain Class Groups

Teacher/Class Group	Class MOI	Class Type	Standard	Pupil Count	Edit/Delete
Mr Barrett	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Mr O'Neill	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Ms Campbell	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Ms Comiskey	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Ms Lyons	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Ms McGuire	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Ms Simmons	N (All English)	Mainstream		0	<input type="button" value="Edit"/>
Ms Smith	N (All English)	Mainstream		0	<input type="button" value="Edit"/>

Total Students: 0

You can edit or delete these class groupings, if necessary, using the buttons at the bottom of the screen. Once you are satisfied with your class groups for 2015/2016, you may start progressing. Going back to the landing page, you should see a banner saying "Attention Progressions are open! To progress please click here." (Fig. 3) Click on the link provided to continue.

Welcome to the Primary Online Database Landing Page



The POD application supports the exchange of primary pupil data between the school and the Department of Education & Skills. The POD application will provide support for maintaining pupil and new entrant data, automated interface for existing school software to synchronise, and support for the National School Annual Census returns process.

School Details

Name
Roll No
Academic Year 2014/2015

Attention : Progressions are open! To progress please click [here](#)...

- **IMPORTANT:** It is recommended that you watch the POD Progression Training Video prior to starting progressions. Please click [here](#)...

Please note that if the Progressions banner is not visible on your landing page, Progressions are not yet available to you and for the time being you cannot progress

Roll over School to next Academic Year 2015/2016

Progression Initiation

You are about to rollover school, pupil and optionally class grouping data for your school into the academic year 2015/2016.

Once this rollover process is complete, it will not be possible to roll back to the previous academic year.

Click the **Start Rollover(with Class Groupings)** button if you wish to start the roll over of school, pupil & class grouping data.

A pre-requisite of this options availability is that next year classes have already been set-up (via the 'Rollover->Next Years Class Groupings' menu option).

If choosing this option, to aid with your progression review, we recommend the printing of the 'Class Groups->Maintain Class Groups' screen both pre & post progressing.

Click the **Start Rollover(without Class Groupings)** button if you wish to start the roll over of school & pupil data only. This will update the pupil's standard only and the "Pupil Batch Update" option must then be used to assign pupils to the correct classes.

Start Rollover(with Class Groupings)

Start Rollover(without Class Groupings)

Cancel

Once you have clicked the link on the landing page, you will be brought to the Progressions Initiation screen, where you have the option to Start Rollover **With** Class Grouping or **Without** Class Groupings. (Fig.4)

Click on **Start Rollover (Without Class Groupings)** This method is recommended for smaller schools and schools where your class groupings change from one year to the next.

Roll over School to next Academic Year 2015/2016

Progression Declaration

You are about to rollover school and pupil data to the next academic year. By completing the fields below and ticking the declaration box, you are accepting the rollover process cannot be reversed. Any amendments to school/pupil data required after the process is completed will need to be done manually, on a pupil by pupil basis. Once you are satisfied that it is in order to rollover your school and pupil data, please complete the data fields required and click to "Rollover" button.

I understand the declaration above and wish to proceed with the rollover

Rollover

Cancel

Fig. 5

Having clicked on the option you have chosen, you will see the **Progressions Declaration**. (Fig. 5)

Tick the box to indicate that you have read and understood the declaration. Then, click on **Rollover** to indicate that you wish to proceed with the process.

This starts the Progressions process. Note that you cannot do anything else in POD while the process is going on. We recommend you exit and go back later on in the day.

Once the process is complete, go back into Progressions screen and here you will see the progressions report.

The summary will show the number of pupils processed. It will also show you how many pupils have not progressed. The only pupils who should not have progressed are your 6th class pupils and any pupils you marked as leavers. If any of your pupils did not progress due to an incomplete record, please contact the POD Helpdesk at 01 889 2311.

When you are happy that all pupils who were meant to progress have progressed to the new academic year you can use the Pupil Batch Update facility to update all your pupils into their appropriate class groups.

Go back to the POD landing page and click into Pupil Batch Update (under Pupil on the menu). Here, you can search for all the Senior Infants, for example, by clicking into the menu beside Standard and then clicking Search. When the records of your Senior Infants appear, select them all. Using the drop-down menu under Enrolment Details select the teacher of their new class group and then assign them to that class by clicking on Update Batch. You can do the same for the rest of the classes. More detailed instructions on the Pupil Batch Update function are available in the manual here: <http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/Training-Videos-and-Manuals.html>

Post Progressions checks:

1. Review your **Progressions report/Breakdown report** and see list of pupils who did and did not progress.
2. If there are any **incomplete** errors in the report, please fix issue and add new enrolment to manually progress.
3. Review your **Enrolment Summary** report and ensure all pupils are assigned to correct teacher/class, standard and that the pupil numbers, class numbers and data is correct
4. Ensure your **classes** are named correctly (Class Groups > Maintain Class Groups)
5. If you get any **inter-school transfers** going forward ensure that the pupils are in the academic year 2015 before importing them to ensure that the pupil is transferring from and into the correct academic year i.e. after progressions are completed you should only import students if they are in the 2015 academic year
6. Add **new entrants** for academic year 2015-2016 i.e. Junior Infants. Instructions: <http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/POD-Instructions-Add-New-Entrant.pdf>

Progressions FAQ:

1. How do you mark a leaver?

See below instructions for inter-school transfer:

<http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/POD-Interschool-Transfer.pdf>

2. How do I see who I have marked as leavers?

Click on Pupil > Pupil Batch Update > click on '**Only pupils with Leaving Date**' and choose 'Mainstream Pupils' or 'Special Class Pupils' and choose the correct academic year. This will show you a list of pupils with destination school details if you have pupils marked as leavers. If you don't have any leavers marked you will get a message to say nothing was found.

3. I have marked my pupils as leavers but they are still showing up in my School Enrolment Summary report.

This is a bug in the POD system, this will be resolved in the coming months. If you have marked your leavers, they will not progress to the next academic year.

4. What do I do if I don't know where a pupil has gone (i.e. not sure what school the pupil has transferred to)?

Mark the pupil as a leaver as per above instructions but choose 'Other' from the 'Leaving Destination' dropdown list.

5. After progressing my pupils, they are now not assigned to a class, what should I do?

See below instructions regarding batching pupils to classes:

<http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/POD-Instructions-Pupil-Batch-Update.pdf>

6. A pupil progressed but they shouldn't have, how do I roll that pupil back to the previous academic year?

Search for the pupil in the existing academic year, i.e. 15/16. Click on the enrolment tab and delete enrolment record. This will only delete the enrolment record for that academic year, it will not delete the complete record. Search for the pupil in the previous academic year i.e. 14/15. Click on the enrolment tab and mark as a leaver.

7. A pupil did not progress but they should have i.e. incomplete record, marked as a leaver when they shouldn't have been- how do I progress this pupil?

Find the pupil by clicking on the pupil ID via the Progressions report/Breakdown report. Or search for the pupil in the previous academic year i.e. 14/15. Click on the 'Enrolment' tab and 'New Enrolment' button and add new enrolment details (this will manually progress pupil into the next year).

8. I fixed an incomplete record in the Progressions report but it's still showing up in that report, what should I do?

Please note that the Progressions report is a moment in time report, presenting counts immediately post progressing. For current counts please consult the School Enrolment Summary report. If you delete a pupil and you then click on that pupil ID via the Progressions report/Breakdown report, you will get an error. If you made changes to pupil the pupil ID will bring you to the existing record within the existing academic year.

9. What do I do if a pupil is repeating?

If the pupil has progressed i.e. was in standard Junior Infant to 5th Class then find the pupil in the existing academic year i.e. 15/16 and change the standard and class/teacher name to the correct information. If you look at the 'History' tab for the pupil you will see that the pupil was in the same standard for the previous and existing year.

If the pupil did not progress i.e. was in 6th class, find pupil in the previous academic year i.e. 14/15, click on Enrolment tab and click on 'New Enrolment' and put in correct standard and class/teacher name and save. Click on the 'History' tab and you will see that the pupil was in the same standard for the previous and existing year.