INFORMATION SEMINAR ON THE POST-PRIMARY ONLINE DATABASE (P-POD)

MAY 2014

Jointly presented by the Department of Education and Skills, ACCS, JMB, ETBI and NAPD.
WHAT IS P-POD?

• Contains data on the School and on the students enrolled in the school
• School accesses the P-POD via the *esinet* secure portal
• Schools maintain the data on P-POD
• Database is hosted by the Department of Education and Skills
• October Returns for ALL post-primary schools generated by the schools from the data on P-POD as at 30th September
Purpose of the October Returns

- Allocation of staffing to schools
- Allocation of grants to schools
- Details of students taking the state examinations at both Junior and Leaving Certificate which is provided by the Department to the State Examinations Commission
- Details of students enrolled for Post-Leaving Certificate (PLC) provided by the Department to SOLAS
- Educational statistics
- Verification of some data of students for applications to SUSI and HEAR
Benefits of P-POD

• The potential for data to be available in a timely manner throughout the year

• Exchange of data with the State Examinations Commission (SEC) – E7/E8 or results

• Learner Database
  
  Primary Online Database (POD) + Post-Primary Online Database (P-POD)

• Data travels with the student thereby reducing the data required to be keyed for new entrants

• Potential to reduce the administrative burden around other data demands on schools

• Supporting future developments and initiatives

• Information on the outcomes of education policies
P-POD: Schools and other agencies within the education sector

- P-POD has been developed by the Department in consultation with the JMB, ACCS, ETBI and NAPD.
- The Department has provided briefings to SEC, NCCA, NEWB on P-POD.
- Data from P-POD can be synched back to local school administration/MIS systems.
- P-POD can act as a hub within the education sector for information on students.
- P-POD has the scope to be developed and enhanced to meet new requirements for data on students.
The Main Task Ahead

STUDENT DATA as at October 2013 for 2013/14

Late entries (the old OL8s)
Early Leavers
Changes to programme since OR

Irish exemptions granted (since OR)
Changes to personal data
Enrolment/Entry Date for year cohort

NEW ENTRANTS

PROGRESSION 2013/14 ----→ 2014/15

STUDENT DATA for 2014/15 up to date as at 30th September
## Esinet Roles and Users

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Approver</th>
<th>Data Entry</th>
<th>Data entry user in P-POD</th>
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### Role of esinet Administrator
- In most schools a user will have been already assigned as an esinet Administrator. Some ETB school may still require an administrator to be set up for the school, if so contact the P-POD Helpdesk.
- **Segregation of access to esinet applications**: the school’s esinet administrator can allocate a P-POD only data entry role to a user in their school.
- Management of password; The school esinet administrator can reset passwords for data entry and approver users in the school.

### Role of the esinet approver in P-POD
- If the school has considered all of the implications of synchronising data enter into P-POD by it for Family Contacts and Medical Conditions then only the school Approver may reset the setting to INCLUDE Family Contacts and Medical Conditions during subsequent synchronisations.

### All data entry users
- Have access to **All** application on esinet unless the school has decided to limit access by data entry user to relevant applications.
SYNCHRONISATION

- Synchronisation means the transfer of data which the school user has entered into P-POD onto the local school administration system.
- Synchronisation is implemented through the routine provided by the supplier of the local school administration software.
- The school user should familiarise themselves as to how the synchronisation routine operates in their school.
- Queries regarding the extent and level of synchronisation and queries on how it works should be made directly to the supplier of the local administration system.
Synchronisation / User-id / Password

To create a login and password for data synchronization complete section 4 of the ‘Miscellaneous Tab’ of the ‘UPDATE SCHOOL DETAILS’ page.

Type a password you have created in the relevant field

A ‘user-id’ will be generated.

The user-id and password data will be required by your software supplier’s synchronization routine in order for you to synchronize School and Pupil data from P-POD to your local Student Administration System.
VIP’s (VERY IMPORTANT POINTS) on SYNCHRONISATION

READ your supplier’s guide to their Data Synch Routine
CHECK any query you have on the routine with the supplier
KNOW the fields which are synched (Note whether synch depends on the state/stage of local system)
MAKE CHANGES to P-POD data
BACK-UP – check if working properly – (confirm process if using a Cloud based system)
SYNCHRONISE
CHECK – spot check immediately a number of records between local and P-POD to ensure the values of the data on BOTH systems are as you expected.

For queries on Data Synchronisation Routine contact your supplier
For queries on P-POD send an e-mail to p-podhelpdesk@education.gov.ie
The FOUR main functions within P-POD

1. Maintaining details about the school
2. Maintaining details about the student
3. Progression
4. Generation of October Returns

• P-POD User Guide

• Video tutorials
Maintain School Details

- Details
- Address
- Trustee
- Owner
- BOM
- Miscellaneous – NB
• Maintain PROGRESSION routes
• Junior Cycle Year 3 to Senior Cycle Year 1 e.g. JC3 to TY
• Senior Cycle Year 1 to Senior Cycle Year 2 e.g. TY to LC
• Synchronization credentials
**Subject Lists**

Maintain core subjects offered by your school for each programme

- Subjects offered in the School to all students in a Programme
- This will save you having to key core subjects individually for new entrants

**Schools Reports**
STUDENT

Add New Entrant

• Personal Detail & Enrolment Record **compulsory**
• Subjects and Exemptions as required

Pupil Search

• Select Academic Year - **NB**
• Search will return a list of pupils or bring up a single record

Batch Update

• Use to update the records of a subset of students e.g. Spanish for 20 out of 100 of your 1st years
• Use after PROGRESSION to move subsets of students to minority programmes or subjects
BATCH UPDATE

What can be batched?

• Pupils’ Enrolment Record’s
• Pupils Subjects

Important to Note

• Only works when Pupils are in the same Programme and Year
• May take a few minutes to update if large number of pupil are updated together

Pupil Batch Update

• Also used to correct errors on RULES REPORT in October Returns
PROGRESSION

- Progression is using the function in P-POD to update the data of students on P-POD to reflect the start of the upcoming new school year. It can be referred to as end of school year routine and/or rollover as well.

- The progression function in P-POD takes each student who has not been marked as a repeat or an early leaver and creates enrolment and subject details for that student for the upcoming year in line with how the majority of students progress in your school.

- To reflect any minority who may progress differently you can use the Batch routines within P-POD to select these minority of students and define the programme and/or subjects which are relevant to them for the upcoming year.

- Any individual changes which may occur later in September can be reflect by changing the individual record of the student concerned.

- Read the User Guide & Watch the video tutorials

  http://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/P-POD-User-Guide.pdf

PROGRESSION

PLAN

- Do your planning and timetabling for the upcoming school year i.e. 2014/15 as usual on your local system
- (AL Schools – watch out for changes to Class Code/Roll Class and in Programmes)

IDENTIFY

- The route which the MAJORITY of your students will take from Junior to Senior cycle
  - These routes will be set-up under School Details
- The route/s which MINORITIES of your student may take
  - These will be corrected after progression by using the BATCH UPDATE routine in P-POD
- Confirm core subjects by programme for 2014/15 – make changes under School Details if required

NOTE

- Keep a note of any individual changes by students to their programme and/or subjects which may be made after the main PROGRESSION task on P-POD has been undertaken,

Remember the data as at 30th September on P-POD must be accurate especially for exam entrants.
PROGRESSION Process - an example

2013/14 100 students in year 3 Junior Cert

Majority take TY

Run PROGRESSION

1st Phase 100 JC 3 move to TY for 2014/15

2nd Phase 20 of the 100 JC 3 as identified wish to go into LC 1 for 2014/15

Use the BATCH UPDATE

To move subset of 20 from TY

To LC 1

3rd Phase assign additional subjects using BATCH UPDATE to subgroups as required in each programme

4th Phase – identify those repeating the year, change programme back to last years, record exemption

5th Phase – update any changes to individual students programme or subjects in September
PROGRESSION and an ADVANCED LEARNING (Serco) local system

1. Read the AL (Serco) manual on Data Synchronisation – Know which fields are synched
2. Back-up AL (Serco) system prior to commencing rollover
3. Create 2014/15 dataset in AL (Serco)
4. Finalise as far as possible on AL (Serco)
5. Do NOT synch with P-POD when working on your rollover UNLESS all changes have been made to P-POD in particular the class code/roll class are the same on BOTH systems for each student
6. Familiarise yourself with P-POD Progression – look at the tutorial video
7. Use the plan for progression as worked out in the rollover on AL (Serco) to guide progression on P-POD
8. Ensure progression path set for majority on P-POD
9. After Progression assign minorities to appropriate programme using the batch update
10. Synchronise
11. Cross-check a sample of records (i.e. years/programmes) between both P-POD and AL (Serco) systems
12. Ensure subsequent changes to individual students are reflected on both systems
PROGRESSION and a VSware local system

1. Read the VSware manual on Data Synchronisation – Know which fields are synched

2. VSware is cloud based so is backed-up at regular intervals

3. Note that VSware treats subsets in different ways when synchronising
   a. Main data
   b. Programme and subject data – may not be automatically downloaded

4. Do the timetable

5. Create the programme and subjects on VSware from timetable

6. Remember once VSware is populated for 2014/15 during any subsequent synchs the system will prompt and not update when data is different for programme and subjects on P-POD and VSware for a student

7. Familiarise yourself with P-POD Progression – look at the tutorial video

8. Use the plan for progression as used in timetabling to guide progression on P-POD

9. Ensure progression path set for majority on P-POD

10. After Progression assign minorities to appropriate programme using the batch update

11. Synchronise

12. Cross-check a sample of records (i.e. years/programmes) between both P-POD and AL systems

13. Ensure subsequent changes to individual students are reflected on both systems
PROGRESSION and a Dataset/SIMMS local system

• The Department understands that the supplier is currently updating its Data Synch Routine

• Information on how this system may work with P-POD for PROGRESSION will be provided to schools as and when it becomes available from the supplier.
GENERATE OCTOBER RETURNS

1. View the video tutorial for October Returns

2. Ensure data is accurate and up-to-date on P-POD as at 30th September

3. Run the RULES REPORT routine and correct any errors and examine any warnings to see if any data needs to be changed or written explanations included with supporting documentation being sent to the Department, e.g. multiple repeats of years (more than one year repeated)

4. Re-run BATCH UPDATE routine until satisfied that corrections have been made

5. Go to October Returns screen, run and examine breakdown of figures to be submitted

6. When satisfied with summary of students to be submitted as part of return, generate returns and print off and complete the Certificate of Management
REPORTS Available on P-POD

School

- Progression
- Rules Report may be run once PROGRESSION run
- CMA/OL20 when October Returns generated

Pupil

- Pupil Search -> Maintain Pupil Page -> Print Menu
- Personal, Programme, Subject, Enrolment, Exemptions Reports
- Print All – Privacy Statement – Data Protection Statement
DATA PROTECTION

Remember (Its Important!!)

• The school’s data protection policy must reference P-POD
• Refer to Website provided by Management Bodies for more information on data protection and schools

Post-Primary Fair Processing Notice

• See under Departmental Circulars on www.education.ie
Downloading of verified PPSNs
(commonly referred to as the “May files”)

- May files no longer have to be downloaded via esinet portal
- PPSNs which have been verified by the Department of Social Protection will be loaded by the Department into P-POD
- The PPSN Indicator in P-POD for the student will be set to VERIFIED
- The Department will advise schools that this has been done
- By running a synchronisation routine (if an appropriate time) the verified PPSNs will be downloaded to your local school system where the supplier’s data synch routine supports this.
- School user will NOT be able to change a verified PPSN on P-POD
Recent & Future Enhancements

Recent Enhancements released of 7th May 2014

- Reduction in steps required to add New Entrant
- Pupil Search – User must select academic year
- Pupil Batch Update – search will return all students matching search criteria
- Update Schools Details – e-mail addresses for Principal & Chairperson
- P-POD Landing Page has the p-podhelpdesk@education.gov.ie e-mail address
- Full details on the main enhancements in the release of 7th May are available on the P-POD webpage

Future Enhancements

- PLC’s reduced data entry requirements
- Inter School Transfers in the post-primary sector
- Reports – Most reports required by schools should be available through the local school system, however if you identify a requirement for a P-POD specific report e-mail details of report to p-podhelpdesk@education.gov.ie
Duplicate Pupil Records

• Check the number of student records by programme & year against expected numbers
• Ensure there are NO DUPLICATES records i.e. 2 for the same student
• If Duplicates identified decide which is the record to retain and DELETE the other record
• REMEMBER to check if these DUPLICATES have been replicated on your local system – MAKE THE SAME CORRECTION TO THE LOCAL SYSTEM AS YOU DID ON P-POD!!!!
Resources

You can also view video tutorials for the various screens, which contain commentary on what each screen may be used for. Video tutorials are available for the following:-

Login and Initial Setup; Adding a new pupil to your database; Progressions and October Returns

Guide to Initial Data Synchronisation


Guide to New Entrants on P-POD

http://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/Guide-to-New-Entrants-on-the-Post-Primary-Online-Database-P-POD-.pdf

Pupil Enrolment Date/Entry Date on P-POD

http://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/Pupil’s-Enrolment-Date-Entry-Date-on-P-POD.pdf

Individual queries may be e-mailed to p-podhelpdesk@education.gov.ie  Don’t forget to include your contact details and the details of your school.

Check the Department’s website from time to time for updates on P-POD  www.education.ie

- Schools should monitor the Department’s website on a regular basis for updates
- Schools should also monitor communications from their respective management body - ACCS, ETBI, JMB and NAPD as they will also be providing information on the P-POD project specific to their member schools
**REMEMBER**

When it comes to generating your October Returns from P-POD it is vital that the data for your school’s students on P-POD as at 30\textsuperscript{th} September is **accurate** and **up-to-date**.

Outdated or incorrect data on P-POD may affect the allocation of staffing and grants to your school.

*In particular incorrect data for entrants for the State Examinations must be avoided.*

The data for the exam entrants is used by SEC to plan for orals and practicals well in advance of the E7/E8 issuing to schools.
Thanks for your attention

QUESTIONS and ANSWERS session to follow after a short tea break

Remember to fill in your Feedback Form on the seminar before you leave to help us to maintain the most relevant information on P-POD to assist you and your colleagues in schools as you use the P-POD system.