**PPOD PROGRESSION**

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**OVERVIEW**

- In order for your school to roll over pupil data from one academic year to the next in PPOD, you must run the Progression routine once a year. This process takes the current pupil data and moves it forward to the next academic year e.g. Junior Cycle Year 1 to Junior Cycle Year 2, Junior Cycle Year 2 to Junior Cycle Year 3 etc.

- The optimum time for initiating the progression routine is the end of the school year. It must, in any event, be completed before the 30th September of each academic year.

- The natural progression of pupil data for most years is straightforward and will not require any default progressions to be set by the school. Pupils in certain years, however, will need to be progressed to a new programme (e.g. Junior Cycle Year 3/Transition Year). In these cases, progression moves student data along the academic paths that the majority of students are following. These paths are set in PPOD by the school user before initiating the progression routine.

- After the progression routine has been completed, the school user can use the batch update facility or single student update facility to make necessary changes where a minority group of pupils or a single pupil are not following the majority progression (e.g. a small group of pupils progressing to Leaving Certificate Applied after Junior Cycle Year 3 rather than Transition Year, or if an individual is following a separate unique progression path or specific subject choices).

- Where core subjects have been pre-defined in the School Subjects List, pupils will automatically have these subjects assigned to their records when progression takes place.

- Pupils who leave your school during the academic year (‘early leavers’) must have their data updated prior to running the progression routine. Their departure from your school must be recorded on PPOD before progression to ensure that their records will not rollover into the next academic year on your PPOD.
PRE-PROGRESSION PREPARATION

PLAN

- Do your planning and timetabling for the upcoming school year i.e. 2018/19 as usual on your local system.

- Update your school’s default enrolment date by going to Update School Details > Miscellaneous on PPOD (see panel 2 on that page). This enrolment date will be automatically assigned to all new entrants.

- Input details of your first year students for the upcoming year on PPOD.

- Make sure that all pupils who left your school during the year are marked as early leavers. This includes pupils who were expelled or deceased.

- Consult with your local software provider as there may be other tasks to be carried out in your local system before progression can be done.

IDENTIFY

- Set the route which the MAJORITY of your students will take from Junior to Senior Cycle - these progression routes are set up under Update School Details > Miscellaneous tab on PPOD – see panel 2 on that page.

- Identify the route(s) which MINORITIES of your student cohort may take - these will be corrected after progression by using the batch update facility in PPOD.

CONFIRM

- Confirm core subjects by programme for 2018/19 – make changes under School Subject Lists if required.

NOTE

- Keep a note of any individual changes by students to their programme and/or subjects which may be made after the progression on PPOD is finished.

REMEMBER

- The data as at 30th September on PPOD must be accurate especially for exam entrants.

- Any changes to subjects, levels etc. for exam entrants which are identified after the October Return has been submitted must be
  a) amended on PPOD by the school and
  b) advised to the State Examinations Commission directly.
HOW TO RUN THE PROGRESSION ROUTINE ON PPOD

Once you have completed all of the pre-progression preparations, you are ready to initiate the progression routine.

First, click on ‘Progressions’ on the PPOD landing page menu.

Then click on the ‘Start Rollover’ button.
Ensure you read the ‘Progression Declaration’ and click on the indicator box when you understand the declaration and wish to proceed with the progression routine.

Finally click on the ‘Rollover’ button.

Progression has now commenced. The following page will appear once you click on the ‘Rollover’ button. Your PPOD account will be locked until the routine has been completed.
The user must re-select the ‘Progressions’ option after the time has elapsed. If the process is still running, the above screen will be shown. If the process has been completed, the ‘Progression Summary’ will be displayed for the user.

The figures accompanied by the blue text refer to a) the number of pupil records manually input for first years (line 1) and other years (line 2) and b) the number of records which were progressed successfully from one year to the next (all other lines with blue text).

The figures accompanied by the red text refer to records which are no longer included in the current dataset on PPOD.
Note that the TOTAL NUMBER OF RECORDS PROCESSED figure refers to the amount of movements processed during progression. It is not your school’s total enrolment figure.

A Progression Report may be printed by clicking ‘School Reports’ on the left-hand side of the screen, then selecting ‘Print Progression’.

The report will be displayed in the following format: