



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

PPOD Progression

A Guide for PPOD users

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.

The screenshot shows the PPOD landing page. On the left, there is a navigation menu under 'Your Options'. The 'Rollover' section is expanded, and 'Progressions' is highlighted with a purple box. The main content area has a header 'Welcome to the Post Primary Online Data Landing Page' and a message: '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.'

Then click on the 'Start Rollover' button.

The screenshot shows the 'Progression Initiation' page. The left sidebar has 'Rollover' expanded. The main content area has a heading 'Roll over School to next Academic Year 2018/2019' and a sub-heading 'School Roll No 64240G, ST MUNCHIN'S COLLEGE'. Below this is a message: '1 Progression Initiation You are about to rollover school and pupil data for your school into the academic year 2018/2019. Once this rollover is complete, it will not be possible for you to go back or reverse the rollover. If you wish to start the rollover process, please click on the "Start Rollover" button.' At the bottom of the message are two buttons: 'Start Rollover' and 'Cancel'.

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.

The screenshot shows the 'Education Services Interactive' interface. The left sidebar contains a 'Your Options' menu with categories: Online Submissions - Post Primary Online Data, PPOD, School, Pupil, Rollover, October Returns, and Settings. The main content area is titled 'Roll over School to next Academic Year 2018/2019' for 'School Roll No 64240G, ST MUNCHIN'S COLLEGE'. It features a '2 Progression Declaration' section with a text box explaining the process and a checkbox labeled 'I understand the directive above and wish to proceed with the rollover'. Below this are 'Rollover' and 'Cancel' buttons.

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.

This screenshot shows the '3 Progression In Progress' step. The text indicates that the rollover is underway and the PPOD application is locked until completion. It provides a timeline of approximately 5 to 10 minutes and mentions that a 'Progressions Summary Report' will be displayed after completion. An 'OK' button is visible at the bottom of the main content area.

The final screenshot shows a 'PPOD LOCKED' message. The breadcrumb trail is 'Home > Post Primary Online Data > Progressions P-POD Offline'. The message states: 'P-POD is currently offline for this school. Possible reasons for this include academic year rollover process. Note: If PPOD remains locked and this page is displayed for more than 24 hours, please contact PPOD'. The left sidebar menu is partially visible.

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.

Progression Summary

School Roll No 64240G, ST MUNCHIN'S COLLEGE

*Items in blue have been progressed to the next relevant programme and year. Items in red have not been progressed.

TOTAL NUMBER OF RECORDS PROCESSED:	655
New Entrants->JC/JCSP Year 1:	1
New Entrants->NON JC/JCSP Year 1:	0
JC/JCSP Year 1->JC/JCSP Year 2:	133
JC/JCSP Year 2->JC/JCSP Year 3:	111
JC/JCSP Year 3->TRANSITION YEAR:	115
TRANSITION YEAR->LC/LCA/LCVP Year 1:	78
LC/LCA/LCVP Year 1->LC/LCA/LCVP Year 2:	116
LC/LCA/LCVP Year 2:	95
Repeat Leaving Certificates:	2
Early Leavers:	4
Short Term Pupils:	0
Core VTOS Pupils:	0
PLC Pupils:	0

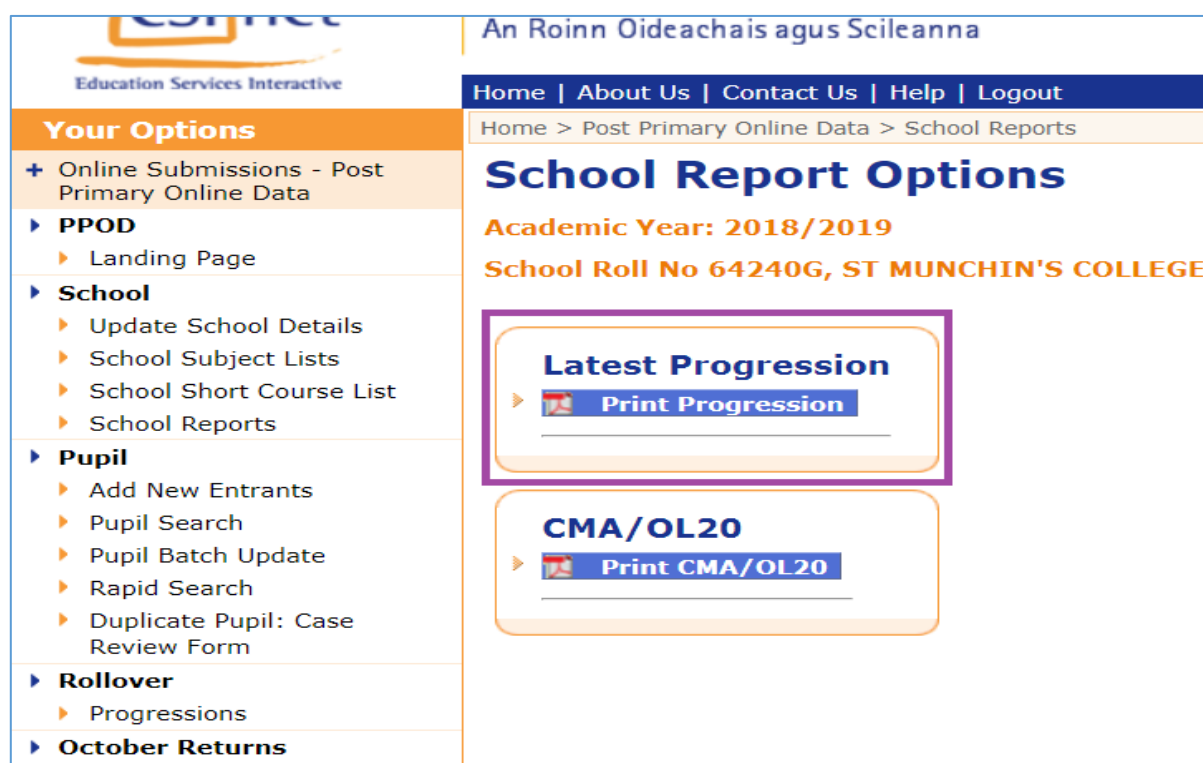
OK

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'.



Education Services Interactive

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Home > Post Primary Online Data > School Reports

School Report Options

Academic Year: 2018/2019

School Roll No 64240G, ST MUNCHIN'S COLLEGE

Latest Progression

▶ [Print Progression](#)

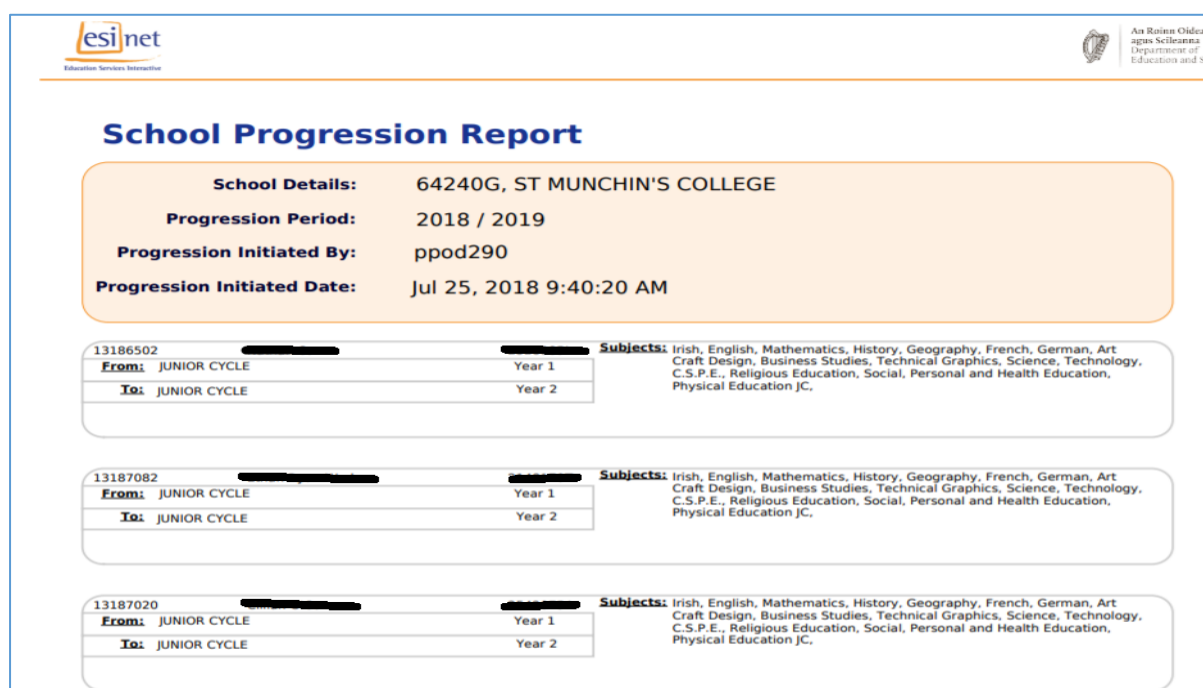
CMA/OL20

▶ [Print CMA/OL20](#)

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**

The report will be displayed in the following format:



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An Roinn Oideachais agus Scileanna Department of Education and Skills

School Progression Report

School Details: 64240G, ST MUNCHIN'S COLLEGE

Progression Period: 2018 / 2019

Progression Initiated By: ppod290

Progression Initiated Date: Jul 25, 2018 9:40:20 AM

13186502	██████████	██████████	Subjects: Irish, English, Mathematics, History, Geography, French, German, Art Craft Design, Business Studies, Technical Graphics, Science, Technology, C.S.P.E., Religious Education, Social, Personal and Health Education, Physical Education JC.
From:	JUNIOR CYCLE	Year 1	
To:	JUNIOR CYCLE	Year 2	

13187082	██████████	██████████	Subjects: Irish, English, Mathematics, History, Geography, French, German, Art Craft Design, Business Studies, Technical Graphics, Science, Technology, C.S.P.E., Religious Education, Social, Personal and Health Education, Physical Education JC.
From:	JUNIOR CYCLE	Year 1	
To:	JUNIOR CYCLE	Year 2	

13187020	██████████	██████████	Subjects: Irish, English, Mathematics, History, Geography, French, German, Art Craft Design, Business Studies, Technical Graphics, Science, Technology, C.S.P.E., Religious Education, Social, Personal and Health Education, Physical Education JC.
From:	JUNIOR CYCLE	Year 1	
To:	JUNIOR CYCLE	Year 2	