



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

PPOD Rules Report

A Guide for PPOD users

PPOD Rules Report

1. **PPOD Rules Report Procedure**
2. **Introduced in 2017/18**
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1. PPOD Rules Report Procedure

The Rules Report is a summary of all warnings and errors pertaining to both School and Pupil data stored on PPOD.

Early October is the time for schools to finalise their pupil data for October Returns purposes.

The 'Rules Report' in the 'October Returns' section of 'Your Options' menu will allow schools to generate a report of errors and warnings for their pupil cohort and allow the user to correct these errors and warnings prior to submitting the school's October Returns to the Department.

The screenshot shows the PPOD Landing Page interface. On the left is a 'Your Options' menu with categories: Online Submissions - Post Primary Online Data, PPOD (with a sub-item 'Landing Page'), School (with sub-items: Update School Details, School Subject Lists, School Short Course List, School Reports), Pupil (with sub-items: Add New Entrants, Pupil Search, Pupil Batch Update, Rapid Search, Duplicate Pupil: Case Review Form), Rollover (with sub-item: Progressions), October Returns (with sub-items: Rules Report, Submit Returns to DES), Settings (with sub-item: Family And Medical Details), and Junior Cycle Award (with sub-item: ICPSA - 2018). The 'Rules Report' item is highlighted with a purple box. The main content area on the right has a header 'Welcome to the Post Primary Online Data Landing Page' and a welcome 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 & Skill data, automated interface for existing school software to synchronise, and support for the October returns process.'

Click on 'Rules Report'. This will bring you to the 'Rules Report' page.

You must click on the “Generate Rules Report” button to allow the system to find any instances where rules may have been broken. The report takes a few minutes to produce.

The above message will be displayed while the report is running. You can wait until the system sends you an email¹ to confirm that the report has finished, or, after a few minutes, click on ‘Rules Report’ in the left-hand menu again. If the report is still running you will be presented with the above message again. If it has been completed, you will be presented with the ‘Rules Report Summary’ as shown below.

Rule	Message	Description	Count of Broken Rules
55E	CHECK MIN ONE SUBJECTS TAKEN	Must have at least 1 Subject	115
59W	LCA VALIDATE MODERN EUROPEAN LANGUAGES	Must take LC MEL or ab-initio course in MEL or vocational language module	18
233E	CHECK LCVF MODERN LANGUAGE	Must take LC MEL or ab-initio course in MEL or vocational language module	2
301W	INVALID PROGRAMME PROGRESSION REPEAT EXEMPTION REQUIRED	Repeat Exemption Required	2
310W	CHECK JC AND JCSP YR 3 SUBJECT LEVEL AT X	Subject 'C.S.P.E.' must be taken at X Level	2
310W	CHECK JC AND JCSP YR 3 SUBJECT LEVEL AT X	Subject 'Physical Education JC' must be taken at X Level	2
310W	CHECK JC AND JCSP YR 3 SUBJECT LEVEL AT X	Subject 'Social, Personal and Health Education' must be taken at X Level	2
338E	CHECK MAX EXAMINABLE SUBJECTS TAKEN (11)	JC and JCSP pupils must not have more than 11 exam subjects	134
343E	VISUAL ART JC/JCSP YR 1/2 VS ART CRAFT DESIGN JC/JCSP YR 3	Visual Art JC/JCSP Yr 1/2 OR Art Craft Design Yr 3	133
345E	MUST NOT HAVE MORE THAN 10 EXAM SUBJECTS OR 11 EXAM SUBJECTS WHERE CSPE IS SUBJECT	JC and JCSP pupils must not have more than 10 Exam Subjects (and Zero Short Courses) OR 11 exam Subjects (and Zero Short Courses) where CSPE is one of the Exam Subjects	129

¹ The email is sent to the address which has been recorded by the school on PPOD at *Update School Details* → *Miscellaneous* → *4. October Returns Contact Details*.

The errors and warnings are listed under three tabs labelled '**Rules**', '**Pupil**' and '**School**'.

The '**Rules**' tab groups pupils in accordance with the rule that is being broken. By clicking on the number shown in the 'Count of Broken Rules' column, a list of pupils for whom the rule has been broken will be displayed in the 'Batch Update' facility. This will enable the user to make the same correction/amendment for all of the affected pupils at the same time. It is important to note that you can only apply an amendment to pupils in the same programme and year.

Return to the 'Rules Report' page and select the 'Generate Rules Report' Button. This updates the error screen so that amendments are taken account of. Continue to correct all errors and warning in the same manner, ensuring that you regularly click on the "Generate Rules Report" button to update your progress.

The '**Pupil**' tab will enable the user to correct errors and warnings for an individual pupil. When you click on the 'Pupil' tab a list of pupils will appear with the relevant error/warning recorded beside the individual pupil. Selecting the pupil will bring you to the 'Maintain Pupil' page where the necessary correction/amendment to the pupil's record can be made.

The '**School**' tab is for information only and will display any errors or warnings as it relates to the 'School' data only. To correct the 'School' errors please contact the PPOD helpdesk.

Please refer to PPOD Guide 11a - Directory of Warnings and Errors and how to resolve them – for help with fixing broken rules.

When you regenerate your rules report and all errors and warnings have been cleared, the following page will appear. It may not be possible to clear all warnings but it is in the best interest of the school that any warnings that can be corrected are corrected, and a brief written explanation is provided to the Department when the school is submitting its October Returns paperwork for the outstanding warnings.

Please note that all errors **must** be cleared – you will not be able to submit your school's October Return if any errors are outstanding. You can tell the difference between warnings and errors by the letter which is appended to the rule number, i.e. rule 60W is a warning, but rule 302E is an error.

The screenshot shows the 'Education Services Interactive' interface. The top navigation bar includes 'Home | About Us | Contact Us | Help | Logout'. The breadcrumb trail is 'Home > Post Primary Online Data > October Returns > Rules Report'. The main heading is 'Rules Report' for 'School Roll No 64240G, ST MUNCHIN'S COLLEGE'. There are two 'Generate Rules Report' buttons, one at the top and one at the bottom. Below the top button are three tabs: 'Rules' (selected), 'Pupil', and 'School'. Under the 'Rules' tab, there is a section titled '1 Rules Report Summary' with the text 'Nothing found to display.' The left sidebar contains 'Your Options' with categories: '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), and 'October Returns'.

When you have cleared all the warnings that you can, you are ready to submit your school's October Return to the Department. Any warnings that cannot be cleared should be explained in writing and submitted to the DES with the October Returns paperwork.

2. New errors/warnings introduced in 2017/18:

336	MUTUALLY EXCLUSIVE LATIN AND CLASSICAL STUDIES	Warning
337	MUTUALLY EXCLUSIVE ANCIENT GREEK AND CLASSICAL STUDIES	Warning
338	JC/JCSP PUPILS MUST NOT HAVE MORE THAN 11 EXAM SUBJECTS	Warning
339	CHECK JC AND JCSP YR 3 SUBJECT LEVEL A,G	Warning
340	MUTUALLY EXCLUSIVE PHYSICS/CHEMISTRY AND ECONOMICS	Warning
341	MUTUALLY EXCLUSIVE AGRICULTURAL ECONOMICS AND ECONOMICS	Warning
342	MUST HAVE CSPE, SPHE AND PE AS SUBJECT OR SHORT COURSE	Error
343	VISUAL_ART_VS_ART_CRAFT_DESIGN	Error
344	DUP_CSPE_SPHE_PE	Error

3. New for 2018/19:

- A *Directory of Warnings and Errors and how to resolve them* has been developed to show users how to fix broken rules. It is published as **PPOD Guide 11a**.
- The following new rules are in place for 2018/19:

338	Junior Cycle student(s) must not have more than 11 JC examinable subjects	Error
345	Junior Cycle student(s) must not have more than: <ul style="list-style-type: none"> • 10 JC examinable subjects & 0 short courses OR • 11 JC examinable subjects (including CSPE) & 0 short courses 	Error
346	Junior Cycle student(s) must not have more than: <ul style="list-style-type: none"> • 9 JC examinable subjects & up to 2 short courses OR • 10 JC examinable subjects (including CSPE) & up to 2 short courses 	Error