

P-POD PROGRESSION 2018/19

- 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

PLAN

- Do your planning and timetabling for the upcoming school year i.e. 2018/19 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 2018/19 –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 28th September on P-POD must be accurate especially for exam entrants.

PROGRESSION and an ADVANCED LEARNING local system

1. Read the AL manual on Data Synchronisation –Know which fields are synched
2. Back-up AL system prior to commencing rollover
3. Create 2018/19 dataset in AL
4. Finalise as far as possible on AL
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 Progression guide on the Department’s website
7. Use the plan for progression as worked out in the rollover on AL 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 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 2018/19 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 Progression guide on the Department’s website
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 Vsware systems

13. Ensure subsequent changes to individual students are reflected on both systems

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