**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 reflected 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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