



AN ROINN DEPARTMENT
OIDEACHAIS OF EDUCATION
AGUS SCILEANNA AND SKILLS

QUICK REFERENCE MANUAL

Primary Online Database (POD)

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(ROLL OVER fields are not activated as yet)	
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Introduction to POD

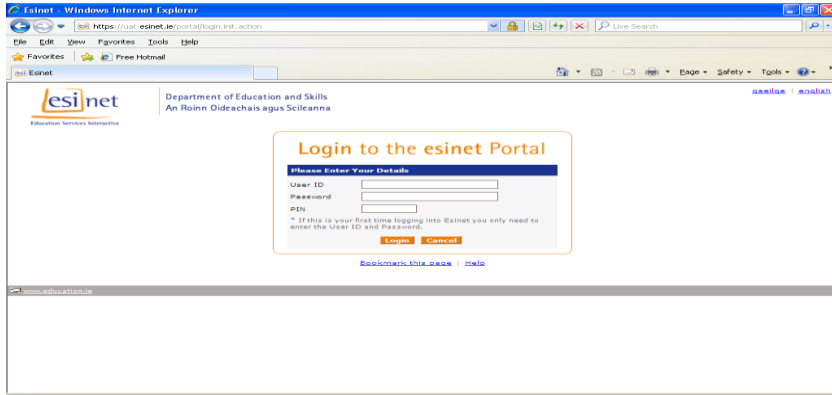
- The Department is developing an electronic individualised database of primary school pupils, giving schools the ability to make online returns to the Department.
- POD will collect individual information on each pupil, including PPSN.
- Information will be rolled over each year. Once up and running, only data on new entrants and leavers will be required each year. POD is live, allowing for the updating of information throughout the year. It is a centralised database that will allow for synchronisation with existing admin software if in place.
- The database will be accessed through the esinet portal. This is the same technology that is used for the Online Claim System (OLCS).

How to Load Pupil Data to POD

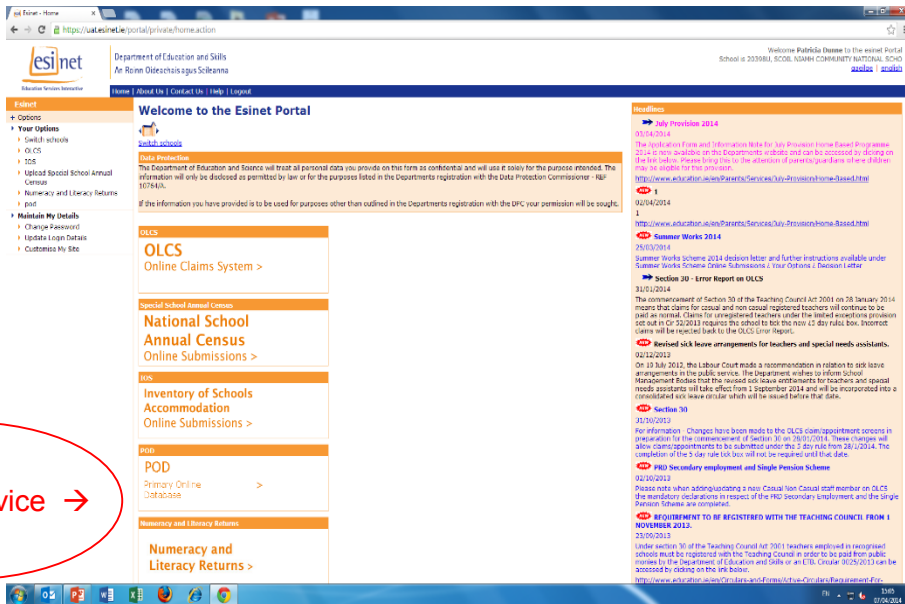
- Schools have three ways in which they can enter their pupil data to POD:
- Schools can manually enter individualised pupil data directly into the Primary Online Database by logging on to Esinet at www.esinet.ie (this option is recommended as the easiest for schools without a software provider). This process is straightforward; however, for reference we have prepared instructional videos and training manuals on how to do this. These are available at
- <http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/>
- Schools can choose to enter the pupil's details into an Excel template provided by the Department and return to us for loading to the Primary Online Database. The template is available by request from pod@education.gov.ie. If you choose this option, please be aware that the template must be encrypted prior to returning to the Department to ensure safe transmission of personal data. Detailed instructions on how to encrypt your file will be sent to you with the Excel template.
- For schools that use admin software, details of the procedures put in place by each of the individual software providers to upload data from current admin systems to POD are available on our website. If you have further queries on these please contact the software providers in the first instance.

LOGIN TO POD

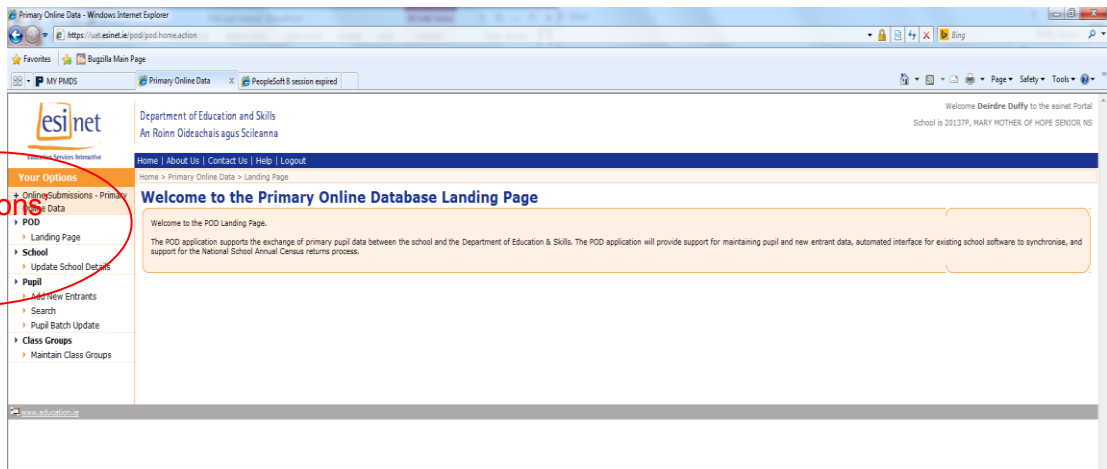
Login to 'esinet' using the normal procedure.



Click on 'POD Primary Online Database' service.



On the POD 'Landing Page' select an option from the 'Your Options' panel on the left hand side of the screen.



UPDATE SCHOOL DETAILS

The screenshot shows the 'Update School Details' page for 'DERAVOY NATIONAL SCHOOL'. The 'Details' tab is selected, displaying a form with the following fields:

General	
Official Name	Deravoy National School
Local Name	Deravoy N S
Principal*	Mary Mc Glynn
Enroll*	deravoy.nas@eircom.net
Irish Classification	Some subjects through Irish
Date Opened	01/01/1901
School Type	Ordinary
Fax	047
Phone*	04787755
Website	www.deravoy.com
School Gender	Mixed

Buttons at the bottom: Save School Details, Cancel

- This page is used to update and maintain school-related information on POD . There are five tabs/pages where schools can record/amend school data as required and a final tab for setting default options. All data fields marked with an asterisk (*) are mandatory and must be completed.
- Data fields that are shaded (grey) cannot be entered/amended by the school user and can only be recorded by a Department user. If a change is required to data in a 'greyed out' field the school should forward details of the change via e-mail to pod@education.gov.ie outlining the amendment required.
- Details Tab
This page is used to record school details such as School Name, Principal's Name, Phone Number, E-mail Address etc.
- Address Tab
You should record the school's address on this tab. Data fields marked with an asterisk (*) must be completed.
- Patron Tab
This shows details of the patron of your school. Cannot be edited by school user.
- BOM Chairperson Tab
This shows details of the chairperson of the board of management. This can be edited at school level. Please include Start/End Date where possible.
- Miscellaneous Tab
Records details such as Ethos, Gaeltacht status, DEIS status.
- Default Enrolment Details

If manually entering pupils directly into POD it is useful to set a default for pupil type, pupil source and standard. This will help to speed up the entry process when adding a new entrant as these fields will be automatically populated with your chosen default. If the default is not applicable to the pupil you are entering you will still have the option to select another choice from the dropdown list.

CLASS GROUPS

MAINTAIN CLASS GROUPS

Primary Online Data - Windows Internet Explorer
https://uat.esinet.ie/pod/class?execution=e12s1

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Your Options

- Online Submissions - Primary Online Data
- POD
 - Landing Page
- School
 - Update School Details
- Pupil
 - Add New Entrants
 - Search
 - Pupil Batch Update
- Class Groups
 - Maintain Class Groups

Class Groups

School Roll No 20137P, MARY MOTHER OF HOPE SENIOR NS
* Indicates required information

Add Class Group

Teacher* Class MOI* Class Type*

Maintain Class Groups

Teacher	Class MOI	Class Type	Standard	Pupil Count	Edit/Delete
C Farrell	N (All English)	Mainstream	Junior Infants	2	<input type="checkbox"/>
M Burns	N (All English)	Mainstream	Junior Infants	2	<input type="checkbox"/>

Total Students: 4

Use this page to set up class groups, selecting 'Maintain Class Groups' from the 'Your Options' panel. This will help the process of entering data for your new entrants.

- To add a class group, type into the box beside **Teacher/Class Group**. Classes can be identified by the teacher's name or by any label used in the school to identify classes, e.g. Red Class, Junior Infants 1 etc.
- Choose the Medium of Instruction of the class, selecting from the drop-down menu beside **Class MOI**:
If **Irish** is the normal language of communication with the class for **all subjects (activities) except the teaching of English**, choose **G (All Irish)** from the drop-down menu.
If **Irish** is used as the normal language of communication with the class for **at least one subject (activity) other than Irish**, choose **M (English and Irish)** from the drop-down menu.
If **Irish** is **not** used as the normal language of communication with the class for **any subject (activity) other than Irish**, choose **N (All English)** from the drop-down menu.
- Class Type** is used to identify whether the class is a Mainstream or Special class. If the class is Mainstream choose 'Mainstream' from the drop-down list. If the class is a Special class please select the official designated category of special need type taught by the recognised Special Class Teacher.

- Once the three parameters have been completed click 'Add' and the teacher will appear in 'Maintain Class Grouping' below. This area also shows the number of pupils assigned to a teacher.

ADD NEW ENTRANT PAGE



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Home > Primary Online Data > Add New Entrant Personal Details

- Your Options**
- Online Submissions - Primary Online Data
 - **POD**
 - Landing Page
 - **School**
 - Update School Details
 - **Class Groups**
 - Maintain Class Groups
 - **Pupil**
 - Add New Entrants
 - Search
 - Pupil Batch Update
 - **Rollover**
 - Next Years Classes
 - Progressions

Add New Entrant

School Roll No 160273, S N MUIRE
* Indicates required information

Forename* Surname*
 PPSN* --OR-- Mother's Maiden Surname*
 DOB* Gender*

Personal

Birth Certificate Forename Birth Certificate Surname
 Address 1*
 Address 2*
 Address 3
 Address 4
 County*
 Nationality*
 Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?
 Ethnic or cultural background
 Religion

Irish Exemption

Irish Exemption Type

Enrolment Details

What is the pupil type?* Mainstream Pupil Special Class Pupil

Next



- Use the 'Add New Entrant' page to enter a new pupil's personal details into POD and click the 'Next' button to move on to the enrolment details tab. Data fields marked with an asterisk (*) are mandatory. Save details on a regular basis to avoid losing data!

Pupil Forename & Surname	Free text fields.
PPSN	Free text field. It is very important that this field is completed if available.
Mother's maiden surname	Free text field. Required to validate PPSN. Enter surname only, not full name.
Date of Birth	Choose from calendar
Gender	Choose male or female from dropdown list
Birth Certificate Forename & Surname	Free text fields. Required to validate PPSN
Address	Free text fields
County	Choose from dropdown list
Nationality	Choose from dropdown list. Ireland is listed first. If pupil has dual nationality including Irish nationality then Ireland should be chosen from the list.
Is one of the pupil's mother tongues Irish or English?	If the pupil speaks Irish or English at home select 'Yes'. If the pupil never speaks Irish or English at home select 'No.'
Ethnic or Cultural Background	This field requires parental permission to be completed and is not compulsory (refer to Fair Processing Notice). Choose from dropdown list.
Religion	Choose from dropdown list.
Irish exemption	Select the category under which the exemption was granted. If pupil does not have an exemption then please select 'No Exemption' from the drop-down list.
What is the pupil type?	Select whether the pupil is in a mainstream or special class

NEW ENTRANT – NEW ENROLMENT

New Entrant -> New Enrolment

Academic Year: 2013/2014


School Roll No 15284B, TANEY N S

* Indicates required information

Forename Surname Pupil ID


Enrolment Details

Academic Year

Enrolment Date* 


Pupil Type


Standard*  

Pupil Source  

Teacher/Class Name 

Learning Support

Is the pupil in receipt of low incidence support through NCSE? 

Is pupil receiving support under the General Allocation Model ? 

 [Save](#)

The 'New Entrant – New Enrolment' page is for recording additional information on a pupil's enrolment details and learning support (if applicable). If you have not filled in these details and you need to retrieve a new entrant you can do so by using the Search page.

Information required on Enrolment Details is as follows:

Academic Year	Automatically populated
Enrolment Date	Enter the date the pupil started in the school
Pupil Type	Automatically populated from the 'Add New Entrant' page
Standard	This may be populated from the Default page, 9 or you can select an option from the drop-down

NEW ENTRANT->NEW ENROLMENT (cont.)

Pupil Source	Choose the pupil source from the drop-down list (or default option may be there already)
Teacher/Class name	Select the Teacher/Class name from the dropdown list. You will not be able to input the teacher's name if you have not yet compiled your class groups (on the Maintain Class Groups page). You can continue with the pupil's details at this stage and go back and add the teacher later; or use Pupil Batch Update to assign pupils to a teacher.

- There are two initial questions on learning support. If the pupil does not receive any sort of learning support please leave blank.

Is the pupil in receipt of low incidence support through NCSE?	Click the box and click on 'Yes' if the pupil receives low incidence support
Is pupil receiving support under the General Allocation Model ?	Click 'Yes' if the pupil receives support under the GAM. If you select 'Yes' you will be asked to specify which type of support the pupil receives, (EAL, Learning Support, Specific Learning Disability, Mild/Borderline Mild GLD Resource Teaching). Then you will be asked to say if the pupil has had an assessment to recommend this support

Once complete click on the 'Save' button. You will not get any message that this has saved but if there an error it will bring you back to the page where the error is.

The pupil's enrolment type (Mainstream or Special) can be changed on the Change Enrolment Type tab, if necessary.

Notes about a pupil may be entered into the 'Notes' tab. At present, notes entered here can be seen by Department of Education staff but this is to be changed so that only the school user may see the notes.

SEARCH

The 'Search' screen can be used to edit or review pupil records as required.

Select 'Search' from the 'Your Options' panel.

▪ On the Search page, start your search by entering details into any box:

- 'Academic Year' (mandatory).
- 'PPSN'.
- 'Forename', 'Surname' or both.
- 'Teacher/Class Name'
- 'Gender'
- 'New Entrant' (tick the 'New Entrant' indicator)
- Pupil ID

▪ To narrow the search results use as many data parameters as possible. If only the academic year is completed then all pupils in the school for that year will be returned. If the search results return exactly one pupil match, that pupil's record will be displayed

▪ Click on 'Search'. The 'Search Results' page will appear..

▪ To select from the pupils listed by the search, double click on 'Pupil ID' for the pupil required and it will take you to the 'Maintain Pupil' screen on POD where the pupil's records can be edited as required. To return to your Search Result page, click on 'Back to Search Results.'

▪ To return to the Search page, click on 'Return to Search.'

Pupil Batch Update

Primary Online Data - Windows Internet Explorer
https://uat.esinet.ie/pod/batchUpdate?execution=e4s1

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Home > Primary Online Data > Pupil Batch Search

Pupil Batch Search

School Roll No 20137P, MARY MOTHER OF HOPE SENIOR NS
* Indicates required information

Search Fields

Academic Year: 2013/2014 Gender: Plea...
Forename: Surname:
Teacher/Class Name: Please Select...
What is the pupil type?* Mainstream Pupil Special Class Pupil

Search

The 'Pupil Batch Update' facility is used to amend or update details for groups of pupils at the same time, for example, you can assign a teacher to a number of pupils.

- Select 'Pupil Batch Update' from the 'Your Options' panel. This brings you to the 'Pupil Batch Search' Page (1st Slide).
- Define the pupils whose records you wish to update using the search criteria (for example, 'Academic Year' or 'Gender'). Click 'Search'.

Primary Online Data - Windows Internet Explorer
https://uat.esinet.ie/pod/batchUpdate?execution=e4s3

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Home > Primary Online Data > Pupil Batch Search Results

Pupil Batch Search Results

School Roll No 20137P, MARY MOTHER OF HOPE SENIOR NS

Search Results
4 items found.

<input type="checkbox"/>	Pupil ID	PPSN	Enrolment Date	Forename	Surname	DOB	Teacher/Class Name
<input type="checkbox"/>	831			Deirdre	Duffy	14-04-2008	
<input type="checkbox"/>	838			Lisa	Hyland	04-02-2008	
<input type="checkbox"/>	890			Fiadh	McGrath	02-09-2012	
<input type="checkbox"/>	836			Deirdre	McGrath	02-01-2008	

4 items found.

Select Pupils **Return to Search**

- The 'Pupil Batch Search Results' page (2nd Slide) is returned. This facility can be used either to update Teacher name or Enrolment date. Select pupils to update by ticking the box beside pupil ID, then click on 'Select Pupils'. Enter the amendments that are to be made to Teacher name, Enrolment date or both. Click the 'Update Batch' button.
- Selecting the 'Return To Search' button will bring you back to the 'Pupil Batch Search' Page.

POD CONTACT DETAILS

Helpdesk 01 889 2311

Fax 01 889 6419

- **Address**

POD Helpdesk,
Dept. Education and Skills,
Marlborough Street
Dublin 1

- **E-mail address**

pod@education.gov.ie

All correspondence should include the school's Roll Number.

For more information about POD please visit

<http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/>
www.education.gov.ie/Statistics/Primary-Online-Database/POD