



ProvisionMap

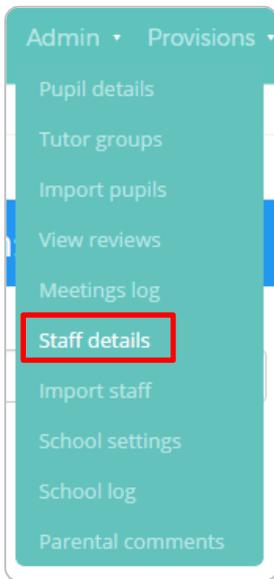
Quick start guide

Getting started with Confidentiality

Confidentiality in Provision Maps

Provision Map allows you to create confidential plans and provisions for sensitive pupil information.

Confidential resources in Provision Map are hidden to other users by default, unless they have otherwise been granted access to the information.



Confidentiality access

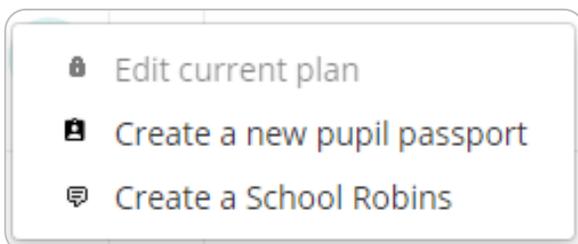
To view confidential information on Provision Maps, the Provision Map admin user must tick the [View confidential documents](#) checkbox for a user's account on the [staff details](#) page.

The school admin can access the staff details page by hovering the mouse over the [Admin](#) tab and selecting [Staff Details](#).

Enabling the permission

They must then locate the user's account in the list of Provision Map user accounts and tick the [View confidential documents](#) permission.

Administer account	View confidential documents
<input type="checkbox"/>	<input checked="" type="checkbox"/>

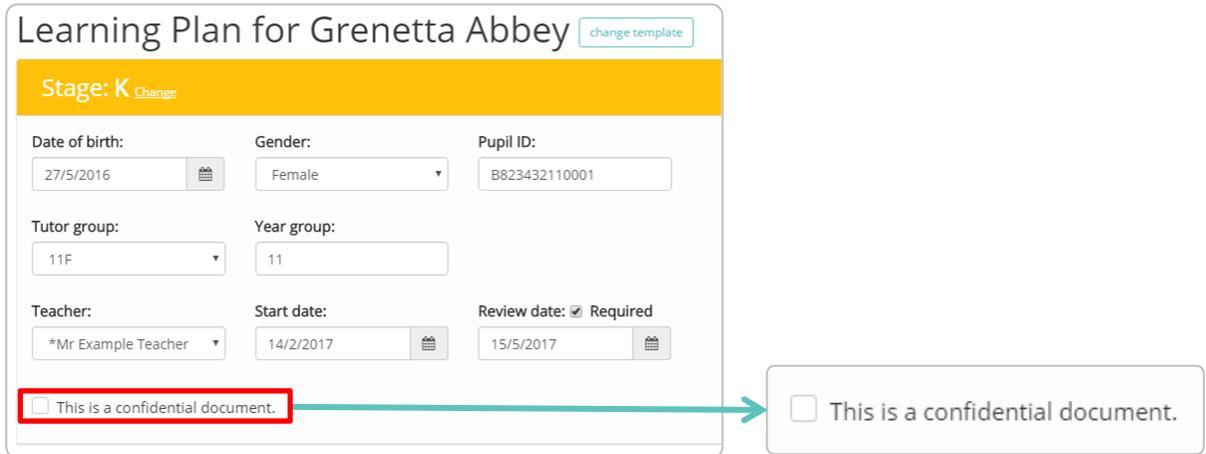


Users without access

If a user does not have this permission, confidential plans will show up with an unselectable padlock icon, whereas confidential provisions will not be visible to them at all.

Create a confidential plan

To create a confidential Learning Plan, simply create a plan as you normally would. Ticking the **Confidential** checkbox ensures that the plan is confidential and only accessible to users who can view confidential files, as well as school administrators.



Learning Plan for Grenetta Abbey [change template](#)

Stage: K [Change](#)

Date of birth: 27/5/2016

Gender: Female

Pupil ID: B823432110001

Tutor group: 11F

Year group: 11

Teacher: *Mr Example Teacher

Start date: 14/2/2017

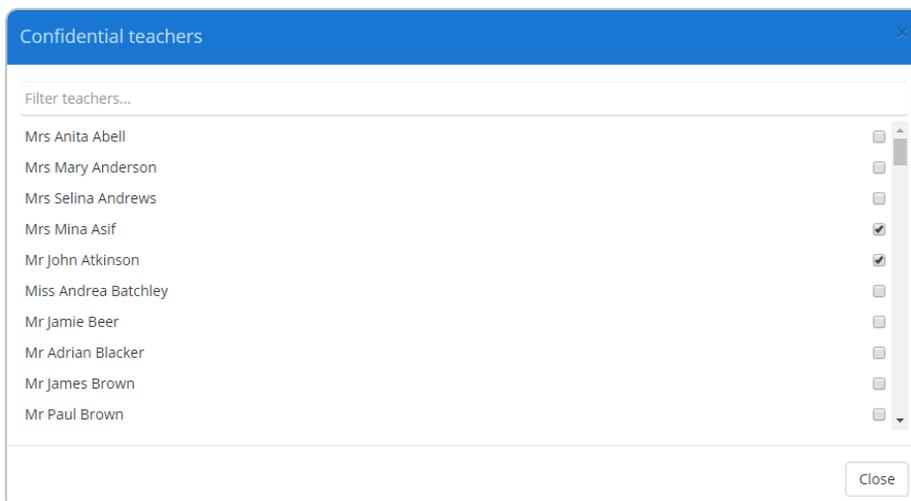
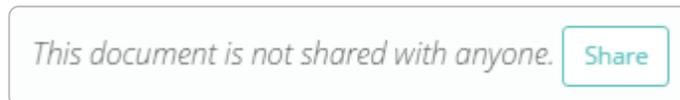
Review date: Required 15/5/2017

This is a confidential document.

This is a confidential document.

Sharing a confidential plan

You can share confidential plans with select colleagues by clicking on the **share button** underneath the confidential checkbox.



Confidential teachers

Filter teachers...

- Mrs Anita Abell
- Mrs Mary Anderson
- Mrs Selina Andrews
- Mrs Mina Asif
- Mr John Atkinson
- Miss Andrea Batchley
- Mr Jamie Beer
- Mr Adrian Blacker
- Mr James Brown
- Mr Paul Brown

Close

Selecting a staff member on this list will grant them access to the confidential document. If the staff member does not have the **view confidential files** permission for their account, they will only be granted access to this confidential resource.

Create a confidential provision

To create a confidential Provision, begin by simply creating a Provision as you normally would. Ticking the **Confidential** checkbox underneath the provision details ensures that the provision is confidential and only accessible to users who can view confidential files, as well as school administrators.

Provision details

Provision title: **Wave:** **Area of concern:**

Type:

Resource URL:

Description:

Intended outcome:

Track start and end grades
 Requires review
 This is a confidential document.

Sharing a confidential provision

You can share confidential provisions with select colleagues by clicking on the **share button** underneath the confidential checkbox.

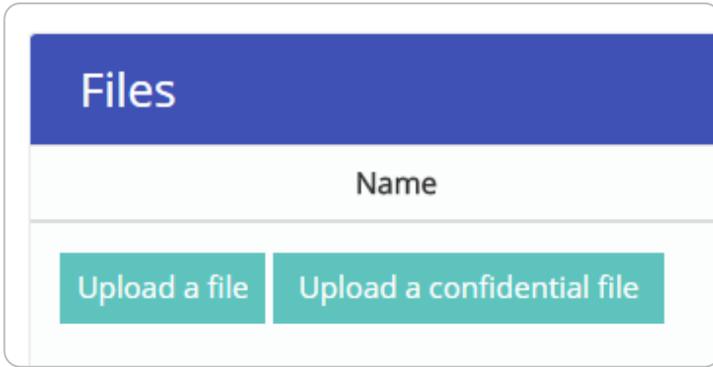
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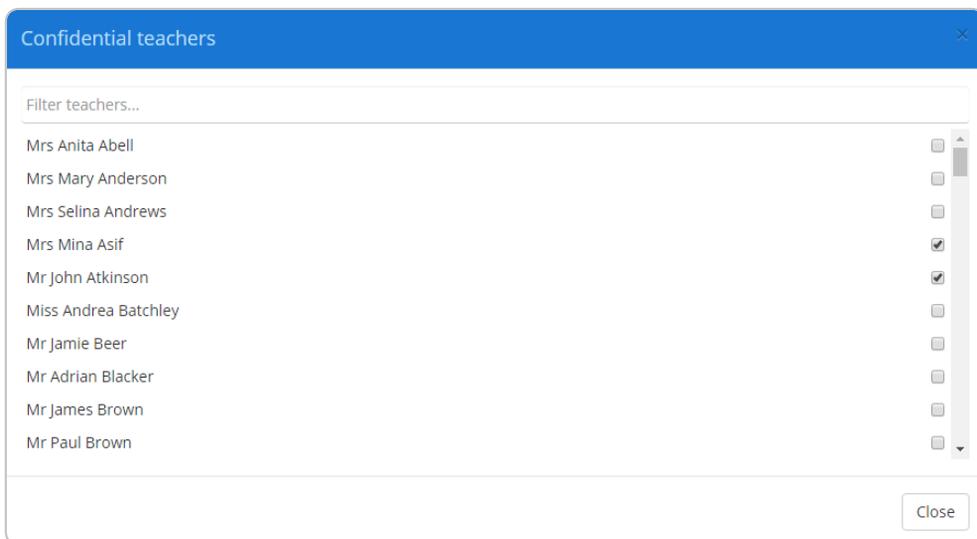
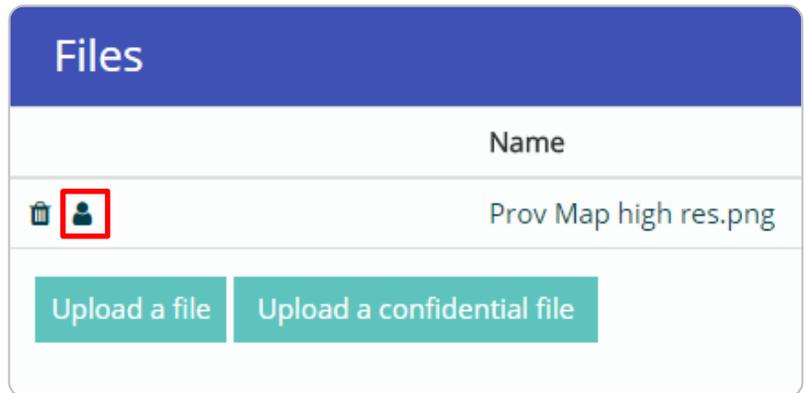


Confidential files

You can upload confidential files to a plan or a provision. When accessing a plan or provision, select [upload a confidential file](#) under the files heading and upload a file as you normally would.

Sharing Confidential files

To share a confidential file, click on the [person icon](#) next to your uploaded confidential file.

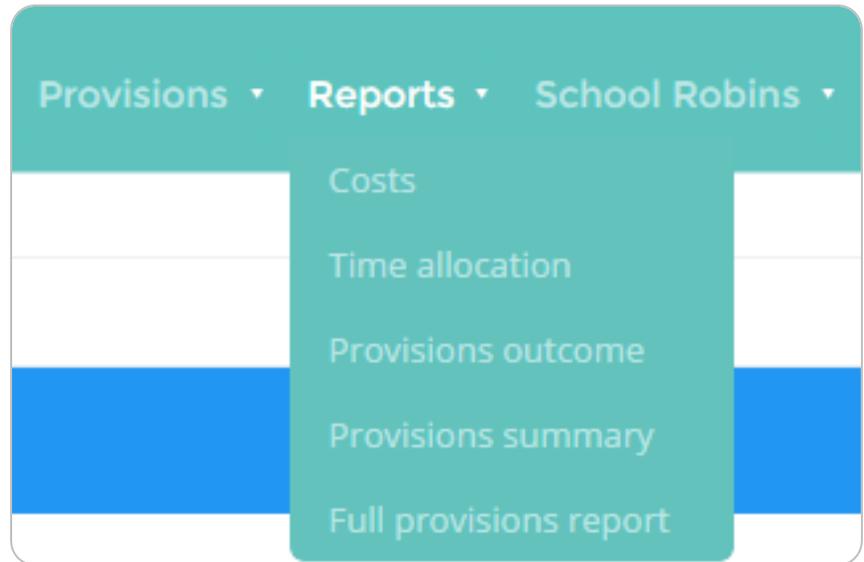


You will then be presented with the confidential sharing pop up, where you are able to select the teachers who are able to view the confidential file.

Including confidential information within your reports

When generating reports within Provision Maps, you can choose whether or not to include confidential provisions

To generate a report, mouseover the **Reports** option in the menu bar and select the report type of your preference.



Download costs report

Provisions started after:

Provisions started before:

Primary breakdown:

Secondary breakdown:

Include archived provisions

Include confidential provisions

Only include selected pupils in the report

Once you have selected a **primary breakdown** for your report, you will be given options to include additional information. Ticking the **include confidential provisions** checkbox will take confidential provisions into account when generating each report.

Further support

Please do not hesitate to get in touch if you need more support or training. support@edukey.co.uk

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