ProvisionMap

Quick start guide

Getting started as an External Agency user

What is Provision Map?

As an external agency, Provision Map allows you to collaborate with schools more effectively by providing an easy to use platform for sharing plans. This quick start guide covers how to access plans that have been shared with you and how to communicate with schools.

You can access any shared pupil plans from your agency dashboard at:
https://edukeyapp.com/agency/login

Learning Plan for Andrew Abbot

Stage:

Date of birth:	**Gender:**	**Pupil ID:**
13/12/2000	Male	E823432111004
Tutor group:	**Year group:**	
11E	11	
Teacher:	**Start date:**	**Review date:**
Mr Example Teacher	1/9/2014	26/6/2015
Plan number:		
1		

Above: The Stage section of an example plan in read only view.

Access codes

You should have received an Access code invitation from a school, which will look similar to the example code shown on the right.

Once assigned to your account, this code will grant you access to a pupil's plan.

H1XPC2JLXNG2S

Adding an access code to your Agency account

In order to use your external agency account, you will need to accept a school's invitation to review a plan. To do this you'll need to apply an access code to your account. This process is explained in more detail below.

First of all, ensure that you have been provided with a valid Access code. You should have received this via email.

H1XPC2JLXNG2S

Creating a new agency account

To begin using Provision Map, navigate to https://edukeyapp.com/agency/login.

You will be presented with the external agency login page. Select I don't have an account yet, enter your Access code into the appropriate field and complete the signup form. Click Login to finish creating your account.

Once the account has been created, you will be logged in with the shared plan successfully added to your admin dashboard.

Access external agency account

Email address

example@edukey.co.uk

○ I already have an account

● I don't have an account yet

Access code

H1XPC2LXNG2S

Already have an account?

If you have previously set up an agency account, select I already have an account at the Login page and log in as normal.

Next, click on the + Add shared plan tab at the top of the agency dashboard and enter the access code when prompted.

+ Add shared plan ▾

Agency dashboard

Logging in to your external agency account will direct you to the agency dashboard page. Here, you will be able to track which plans you have access to, how long you have access for and the level of access that you have. The displayed columns are explained below:

School: The name of the school that granted you access to the plan.

Pupil: The name of the pupil whose plan you have access to.

Access expires: The date you'll have access to the plan until.

Permissions: The level of access that you have for the plan: Read only or Read & Write.

Accessing a shared plan

To view a plan on your agency dashboard in more detail, click on the three dots menu next to the plan you'd like to access and select View plan from the popup menu.
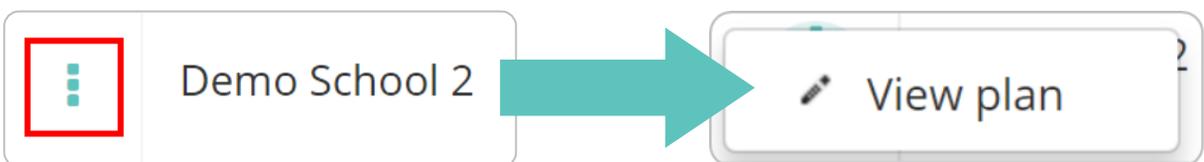
The individual sections of a typical plan are outlined over the next few pages. If you have Read & Write permissions for a plan, you will be able to make changes to these sections.

Stage: EHCP Change

Date of birth:	Gender:	Pupil ID:
11/6/1998	Male	J820200107001

Tutor group:	Year group:
11A	11

Teacher:

Mr Marc Evans ▾

Start date:

1/9/2017 🗓

Review date: ☑ Required

22/12/2017 🗓

Plan number:

3

The Stage section of a plan houses the pupil's core data such as date of birth, Pupil ID and SEN Stage. It is also where the teacher associated with the plan is assigned, along with the plan's start and review dates.

Assess

Areas of concern:

- Bill is struggling with his GCSE English course, due in part to his dyslexia.
- Bill struggles with aspects of Maths - particularly percentages, decimals and fractions.

Areas of strength:

- Has a wide range of interests to draw upon in writing.
- A very pleasant young man, very popular within his peer group and an excellent sportsman

Reading Age	Maths Grade	Sci Grade	Add field
13.5	130	a	Select field... ▾ add field
Remove	Remove	Remove	

The Assess section describes the plan's Areas of concern and strength. Additional plan field data such as Reading age or CAT Score are also displayed here. If you have Read & Write permissions for the plan, you will be able to include your own fields.

Plan

	Area of concern	Target	Desired outcome	Strategies & Provisions	Key staff
⋮	Dyslexia edit	Learn to spell nonsense words. edit	Demonstrates secure phoneme awareness. edit	Dictation exercises, software games. edit	Mrs Anita Abell remove Select ▼ add
⋮	Dyslexia edit	Use what, where, when, why, which to help the planning process. edit	Improvement in quality and quantity of written work. edit	Planning template. edit	Mrs Anita Abell remove Select ▼ add
⋮	Handwriting edit	Sit at desk appropriately. edit	Observed on 1 ▼ occasions. edit	Modelling, test test edit	Select ▼ add

The Plan section is where the targets, success criteria, strategies & provisions and involved staff are defined. If you have Read & Write permissions, you can add Blank targets or use targets that exist in Provision Map's target library,

Summary (displayed above targets):

> - This plan is intended to help Bill develop his cognition and learning skills.

Parent / Guardian contribution:

> - Parents will attend Bill's review meeting.

Pupil contribution:

> - Bill has agreed to weekly meetings with Mr. Marc E. to work on comprehension techniques.

add additional field

Below this section, you will see several text boxes that contain a summary of the plan's targets, parental comments and pupil contribution notes. If you have Read & Write permissions, you can add additional text area information by clicking the add additional field button.

Files

	Name	Time uploaded	Type
🗑	Positive points and feed.PNG	10/3/2017 10:42	Plan document

Upload a file

The Files section is where any relevant documents to the Learning Plan are located, such as reports from external consultants and medical information. If you have Read & Write permissions, you can upload your own files here.

Agency Communication

External agency 25/10/2017 15:27	This is an example comment left by an agency user.
Mr Dan Harries *(teacher)* 25/10/2017 15:30	This is an example comment left by a teacher.

Leave a comment:

All comments will be shared with all involved parties

Add comment

The Agency Communication section is where you can communicate with users at the school that have access to the plan. To leave a comment, enter a comment into the text area and click on the Add comment button.

When a user at the school leaves a comment on a plan, you will receive an email notification that contains a link to their comment. New comments will appear in the Agency Communication section with a highlighted background, as shown above.

Managing your account settings

To edit your agency account's settings, click on the cog icon in the top right hand corner of Provision Map.

You will be taken to the Account settings page.
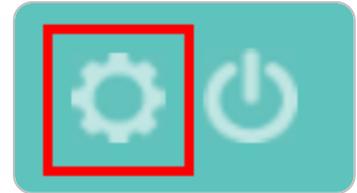
Changing your details

The Account settings page lists the details that you provided when you created a Provision Map account.

You can make changes any of your details by entering new details into the available fields. Your changes will be saved automatically.

To change your password, you'll need to enter your current password before entering the new password twice and clicking the Set new password button.

Your details

Agency Name:
Example agency

First Name:
Example

Last Name:
User

Email address:
example@edukey.co.uk

Email address is used for logging in.

Date format:
dd/mm/yyyy

Change password

Current password:

New password:

Retype password:

Set new password

Forgotten your password?

To reset your password, click on the Forgot your password link on the Login page.

Enter your account's email address when prompted and you will be sent a password reset email.

Login

Forgot your password? Click here to reset.