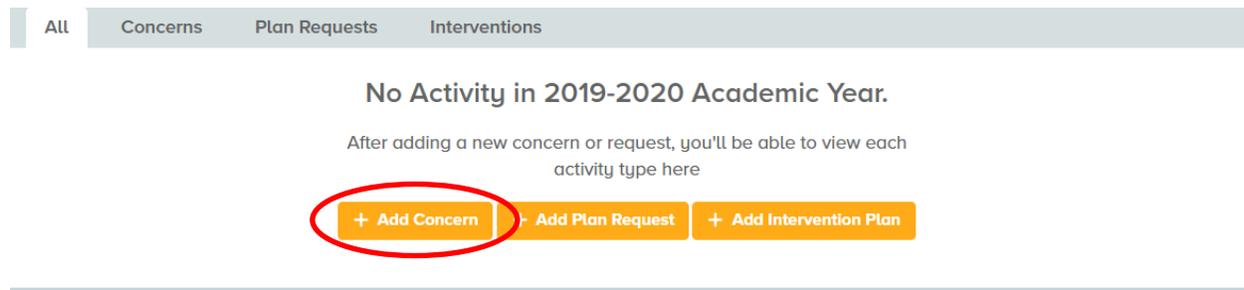**BrightBytes®**

Protected User Access

When a user with protected access creates a new intervention record: concern, plan request, or intervention plan; the record is marked as protected **by default,** thus requiring the user to change it to unprotected if they are entering a record that does not require confidentiality.

Example: Creating a Concern

You may access the Concern section by

1) **logging** into Clarity

2) Hovering over the **Outcomes** tab and selecting **Intervention**

3) These buttons will show up, where you then click on **+Add Concern**

4) **Type** the students name in and then you will **choose** which category the concern falls under

5) **Log** the duration of the concern

6) **Select** the Tier 1 differentiation strategy that you attempted before creating the concern

7) **Log** any communication or contact that you had with a parent or guardian.

8) **Type** in what success looks like for this situation in the What Does Success Look Like section

Basic Information

SCHOOL
A Maceo Walker Middle School

ACADEMIC YEAR

× 2019-2020

5 STUDENT NAME

Type to search across students

5 CONCERN CATEGORY

The category closest matching this Concern is ...

6 PERCEIVED DURATION OF CONCERN

The duration appears to be ...

7 TIER 1 DIFFERENTIATION STRATEGIES ATTEMPTED

I have already attempted one or more of the following strategies ...

OTHER ATTEMPTED STRATEGIES *Optional*

I have attempted other strategies, apart from those listed abov

9 WHAT DOES SUCCESS LOOK LIKE?

Provide details of why the concern or request is needed and the outcomes to be achieved.

8 **Contact with Parent / Guardian**

DATE   METHOD

MM/DD/YYYY   Select contact met

CONTACT NOTES

Provide any additional details related to this parent / guardian contact here. (e.g. Parent requested more study resources...)

+ **Add Additional Contact**

10) **Scroll** to the bottom and click submit. The concern is then logged into the system and can be updated at any time in the future with more information.

For those that have access, you will have the "Protected" check box underneath the Academic Year input section as displayed in the visual below.

New Concern

Basic Information

SCHOOL
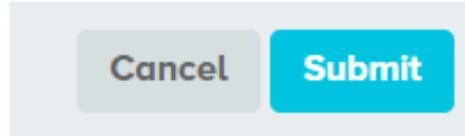**Amukta Elementary**

ACADEMIC YEAR

× 2020-2021

✓ Protected

STUDENT NAME

Type to search across students

Users who do NOT have protected access will not see protected intervention records in the School Activity Log, Student Profile Activity Log, or downloaded reports (including the data exports).

Scroll down and click the Submit button

Protected Access:

Non Protected Access:

NOTE: Protected records are only flagged within the report. There is no indication that the record is protected in the Activity Log list.

** All data found within this walkthrough was created with sample data