FOCUSED

EDUCATION RESOURCES

C-PIA USER GUIDE

October 2025

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Model Overview

Reminder: The model requires districts to have many supports in place to meet privacy compliance requirements. See the readiness checklist to review suggested supports.

Click the box to view:

ASSESS YOUR READINESS Assess your district's readiness to implement the model.	ALIGN RISK & RESPONSIBILITY Determine which roles will have what degree of responsibility.
POLICY & PROCEDURES Review key legislation to develop your local policy and procedures.	DEVELOP TOOLS & TEMPLATES These documents and materials support the model.
WORKFLOW OVERVIEW Understand the process actions that occur at the classroom level and at the district level.	ADDITIONAL CONFIGURATION Some additional technical solution configurations or decision-making may need to occur.
TRAINING RESOURCES District personnel and field support for implementation of the Classroom PIA model.	

Click for role tools

Assignments

IDENTIFYING THE REVIEW TEAM

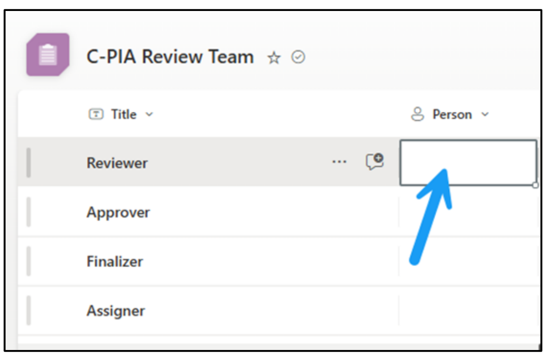
C-PIA includes the following roles:

- *Assigner* – assigns Reviewers to undertake the initial review of a specific tool.
- *Reviewer(s)* – examines ‘flagged’ aspects and makes recommendations.
- *Approver* – determines the outcome based on the review.
- *Finalizer* – double-checks critical information and prepares the resource for publication, if needed.

During a review process, **all** team members listed for a role will receive role-specific emails. The Assigner system can help by enabling each review request to be directed to one individual at a time.

To identify members of the review team:

1. Click on **C-PIA Review Team** in the left-hand navigation.
2. Click on ‘Edit in grid view’.
3. Click in each ‘Person’ box and add team members.
4. Click on ‘Exit grid view’.



ASSIGNING REVIEWERS

Approvers, Finalizers, and Assigners can only be identified through the **C-PIA Review Team**. Reviewers can be associated with a specific review request in two ways:

- Every staff member listed as a ‘Reviewer’ receives the review request; or
- The Assigner assigns a specific reviewer to work on a review request.

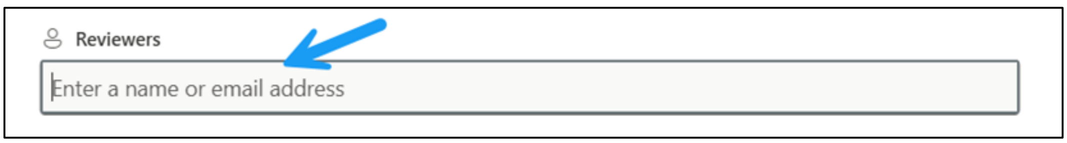
If the Assigner role is not needed, identify one or more individuals as Reviewers in the ‘Reviewer’ box in the **CPI Review Team**. All identified Reviewers will receive each review request email generated through submission of the C-PIA Form. If there are multiple reviewers, the team will need to decide how to (or who will) proceed with each review (see the *Reviewing* section).

To use the assignment approach, do not indicate Reviewers in the ‘Reviewer’ box in the **CPI Review Team**. Reviewers do not need to be identified in the **CPI Review Team** to be assigned. Rather, identify one or more Assigners. When a review request is generated through the C-PIA Form, all Assigners will receive an email alerting them that a reviewer needs to be assigned.

Prior to assigning a reviewer, Assigners can examine the review request to determine if the review should proceed. For example, the request might be one that should be placed on hold or routed through a different process.

In the ‘C-PIA Assignment Request’ email, Assigners will be instructed to:

- Click on the item Link in the email.
- If the review should proceed, add the assigned individual’s name in the item record.
- Return to the email and click ‘Submit’.



After the first responder Assigner clicks ‘Submit’, individuals assigned in the *Reviewers* line in the item record will receive a review request email with instructions on how to proceed.

See the *Timing Out / Restarting Flow* section regarding reviews that will not proceed.

Individuals receiving the ‘C-PIA Assignment Request’ email will receive a reminder email from C-PIA after **6** days if ‘Submit’ has not been clicked in the initial email to indicate completion.

MANAGING PERSONNEL CHANGES

Should personnel change and only one person has been identified for the affected role(s), the flow should be restarted to assign the new individual(s) to the review (see the *Timing Out / Restarting Flow* section).

If multiple individuals are identified for each role, reallocation of work can occur outside of the C-PIA technical solution. The team can discuss who will continue with any impacted process(es) in progress.

The only exception to this is that during the approval stage, an Approver can send some review requests back to the review stage. At this point, the Approver can assign additional reviewers if needed.

Reviewing

Click for role tools

GENERAL OVERVIEW

In the 'C-PIA Flagged Review Request' email, Reviewer(s) will be instructed to:

- Click on the item Link in the email.
- Review that the information added so far for the resource is accurate.
- Complete any questions that were unaddressed in the C-PIA submission.
- Review and attempt to resolve flagged issues, if instructed to proceed.
- Ensure that the Submitter consulted any needed school/site administrative personnel.
- Return to the email and click 'Submit'.

Resources entering the process with a red or orange flag do not initially require resolution. The *Result* will inform the Reviewer, 'Do not resolve unless instructed'. An Approver may choose to initiate an 'Additional Review' which sends red- or orange-flagged resources back to the review stage for resolution.

Individuals receiving the 'C-PIA Flagged Review Request' email will receive a reminder email from C-PIA after **12** days if 'Submit' has not been clicked in the initial email to indicate completion.

PIA COMPLETION

After clicking on the item Link, a Reviewer should begin the review process by examining the item record to learn more about the resource and how the resource is intended to be used. The Reviewer will be able to clearly see factors such as whether the resource qualifies as a generative AI tool, if the intended use is at a school-wide level, and if the target age group is 13 or over.

To complete the PIA, the Reviewer will need to read the resource's Terms of Use and Privacy Policy. These documents may be called something else (especially the Terms of Use) or may be combined into one document. Occasionally, the two documents are split into several documents, such as a general Privacy Policy, and one specifically concerning use of the resource by children.

The Submitter should have added a Terms of Use link. Locate the resource's Terms of Use and Privacy Policy. Analyze these documents, looking for the answers to the C-PIA questions beginning at the first question that is showing as uncompleted in the item record (the first with a '–' dash).

To support analysis of the documentation, Focused Education Resources has provided an **Analysis Checklist**. Here also is an example of a **completed checklist**.

This process may surface additional flags in addition to the one that resulted in the review request. The *Result* and overall flag colour associated with the item will update should other flags emerge. Note that the update to the resolution instructions—the *Result*—may take a few minutes.

DEALING WITH YELLOW & GREEN FLAGS

Reviewers will be instructed to ‘Proceed to attempt resolution’ if a resource has a yellow or green flag.

These flags denote issues with the Terms of Use and/or Privacy Policy.

Yellow

***Terms of use available*: Terms of use or privacy policy is not available/lacking**

- To be FIPPA compliant, an app/tool must have a published privacy policy and/or terms of use which detail how information is maintained and used.

***Terms of use confirmation*: Terms of use or privacy policy language is problematic/lacking**

- Does this app/tool's documentation:
  - Indicate age restrictions that are inconsistent with your intended users.
  - Suggest that the provider is not responsible for the protection of personal information. For example, does it require you to verify that **you** are responsible for collection, use, disclosure, etc. (e.g., to verify that you ‘have authorization to the collection, use, and disclosure of personal information about the students’).
  - Suggest that it is not possible to protect personal data.
  - Mention disclosure of personal information to third parties outside of what is required under law and/or to operate the site.
  - Suggest that the teacher and/or user can not ensure that their personal data is deleted.

***Data security*: Data security information cannot be confirmed**

- Does the privacy policy and/or terms of use identify steps taken to keep personal data secure?

***Appropriate conduct*: Appropriate use information is needed but problematic/lacking**

- If the app/tool allows users to interact with each other, do the privacy policy and/or terms of use:
  - Omit mention of appropriate conduct.
  - Disclaim responsibility for inappropriate conduct by users.
- Or does the app/tool:
  - Include sections that are public and unsupervised (e.g. comments forum).
  - Allow personal identifiers (e.g. name, avatar) to be publicly visible beyond the closed school/classroom setting.

Suggested resolution strategies for any yellow flag:

- Determining that the risk indicated by the flag is acceptable.
- Declaring conditions of approval for the resource that deal with the issue.
- Contacting the resource provider for clarification in writing to be attached to the item record.
- Receiving a revision of the term(s) specific to the district to be attached to the item record.

Green

***Contractual binding required*: Use of the resource requires district staff to agree to terms of use**

- Only administrative staff can contractually bind the school district.

<u>Suggested resolution strategies for the green flag:</u>

- District staff knowingly agreeing to the terms of use language on behalf of the district.

Following resolution attempts, Reviewers should add needed *Comments*, *Conditions of Approval* (including *Additional Conditions* if what is needed to be said is not listed in the drop-down) and *Attachments*. Reviewers should also indicate a *Recommendation status*.

ADDITIONAL REVIEW REQUESTS (RED & ORANGE FLAGS)

Reviewers are initially instructed to not proceed with resolution if a resource has a red or orange flag. Approvers can send the review back for further consideration. ‘Additional Review’, initiated by Approvers, is the process by which Reviewers proceed to attempt to resolve the red and/or orange flags.

Red

***SPI Involvement*: Storage of sensitive personal information**

Does this tool involve the use and/or storage of sensitive personal information? ‘Sensitive personal information’ (SPI) is defined in C-PIA as personal information, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Examples of sensitive personal information may include Personal Education Number (PEN), Social Insurance Number (SIN), health and behaviour information, financial information, IEPs, developmental progress tracking (e.g. profiling), etc.

<u>Suggested resolution strategies for this red flag:</u>

- Undertaking further internal (e.g. privacy, security, business need, alternatives, etc.) and/or external assessment involving senior district-level staff, to determine if the risk raised by the flag can be considered acceptable given the context.

> Resources that store sensitive personal information out of Canada **must** undergo supplementary privacy assessment (see PIA Directions for Ministries – section E for instructions).

***Third party sale*: Sale of personal information to third parties**

- Does the app/tool's provider sell personal information to third parties?

***Home/personal use only*: Personal/home use only restriction**

- Some apps/tools are intended for home/personal use only.

<u>Suggested resolution strategies for these two red flags:</u>

- Resources that present with one or both flags should not be used in a school setting. The only possible resolution strategy is to work with the resource provider on revisions to the terms of use and/or product. For example, the provider might develop a school version of the resource.

***Data integration*: Data integration with other systems required**

- Does login require integration with other apps/tools? For example, are you **required** to sign in using a school district Microsoft, Google, Apple, or Facebook account?

<u>Suggested resolution strategies for this red flag:</u>

- Following district processes for consideration of single sign-on (SSO) authentication.

Orange

Inappropriate commercialization

- Is there any inappropriate commercialization in the tool? Look for evidence of advertising or attempts to market products or content to the users. If so, determine if it is appropriate for the target audience.

***Necessity of personal data:* More personal information is collected than is necessary**

- Does the tool ask for more personal information than is necessary?

<u>Suggested resolution strategies for these orange flags:</u>

- Working with the resource provider on revisions to the terms of use and/or product. For example, the provider might develop a school version of the resource.

Data importation: **Data importation from other systems required**

- Does the tool require data to be imported from an existing district information system? For example: school-level lists from MyEducation BC or patron records from Destiny.

<u>Suggested resolution strategies for this orange flag:</u>

- Following district processes for consideration of data system integration.

Primary communication method: **Intended use is as a primary gradebook/communication tool**

- Is this tool to be used as the primary gradebook or communication method in the classroom?

<u>Suggested resolution strategies for this orange flag:</u>

- Following district-specific policies around use of gradebooks/communication tools, such as a requirement for educators to only use MyEducation BC.

Following resolution attempts, Reviewers should add needed *Comments*, *Conditions of Approval* (including *Additional Conditions* if what is needed to be said is not listed in the drop-down) and *Attachments*. Reviewers should also indicate a *Recommendation status*.

SCHOOL-WIDE USE

Requests for resources that are intended to be used at the school-wide, department, or multi-classroom level require the notification of an administrator at the related school/department/site.

During the C-PIA Form submission process, the Submitter will be prompted to enter the names of individuals aware of the request.

As part of the review process, Reviewers are instructed to check that an administrator is listed. If the *Level of application* is ‘School-wide, Department, or Multi-Classroom Use’ the reviewer is instructed to:

- Look to the left-hand navigation for **School-wide Use**.
- Locate the resource in the list
- Confirm that an administrator was listed or contact the school/site for clarification.
- Toggle *Review check* to confirm action regarding this aspect.

Periodically, district C-PIA staff should check **School-wide Use** in the left-hand navigation to review this aspect for ‘No Flag’ submission (see the ‘*No Flags’* section).

Approval

Click for role tools

GENERAL OVERVIEW

In the ‘C-PIA Approval Request’ email, the Approver(s) will be instructed to:

- Click on the item Link in the email.
- Review the flags and information.
- Determine if a result has been reached, or if further review/resolution is needed.
- Return to the email and click their choice.

Individuals receiving the ‘C-PIA Approval Request’ email will receive a reminder email from C-PIA after **6** days if ‘Submit’ has not been clicked in the initial email to indicate completion.

APPROVAL OPTIONS

Approvers will encounter resources presenting with zero, one, or many flags. Approvers should consider the resource information, added comments/documentation, and the number/colour of flags.

Approved

- In the item record, *Recommendation status* is ‘Approved’.
- In the ‘C-PIA Approval Request’ email, the Approver clicks ‘Approved’.
- An email will be sent to the Submitter informing them that the resource can be used.
- The resource will proceed to Finalization for final checks (e.g. expiry date) and publication.
- The resource can be made visible in the Published Catalogue.

Special permission needed

- In the item record, *Recommendation status* is changed to ‘Special permission needed’.
- In the ‘C-PIA Approval Request’ email, the Approver clicks ‘Approved’.
- An email will be sent to the Submitter informing them that the resource can be used.
- The resource will proceed to Finalization for final checks (e.g. expiry date).

Not Approved

- In the item record, *Recommendation status* is ‘Not Approved’.
- In the ‘C-PIA Approval Request’ email, the Approver clicks ‘Not Approved’.
- An email will be sent to the Submitter informing them that it is suggested not to use the resource.
- The resource will proceed to Finalization for final checks (e.g. expiry date).

Red and Orange flags default to ‘Not Approved’. This default outcome can be overturned through the Additional Review process.

Do not proceed and **On Hold**

These two *Recommendation Status* options may be defined by the district and used at the district's discretion. The intent is to provide options for situations in which 'Approved' and 'Not Approved' are not yet appropriate determinations.

- In the item record, R*ecommendation status* is changed to 'Do not proceed' or 'On Hold'.
- In the 'C-PIA Approval Request' email:
  - If the Approver clicks 'Approved' or 'Not Approved':
    - The 'can use' or 'use not suggested' email will be sent to the Submitter.
    - The resource will proceed to Finalization for final checks (e.g. expiry date).
  - If the Approver does not click any of the options:
    - Communication with the Submitter regarding the resource should take place.

Reviews for which the Approver does not click on a choice in the 'C-PIA Approval Request' email will time out of the review process but remain in C-PIA (See the *Timing out / Restarting Flow* section).

N/A

Resources with 'No Flags' do not need review. These resources display with a *Process status* and *Recommendation status* of N/A.

However, a resource with 'No Flags' will go to the Approver if the intent is for these resources to be visible in the Published Catalogue (See the *Queue and Published Catalogue* section):

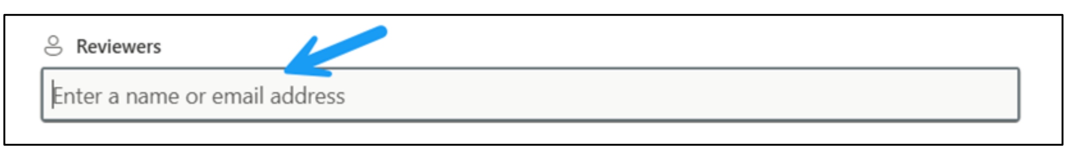
- Once *Move to Catalogue* has been triggered, *Recommendation status* is initially 'N/A'.
- If in agreement, the Approver updates the *Recommendation status* to 'Approved'.
- In the 'C-PIA Approval Request' email, the Approver clicks 'Approved'.
- The resource will proceed to Finalization for final checks (e.g. expiry date) and publication.
- The resource can be made visible in the Published Catalogue.

ADDITIONAL REVIEW (REASSIGNMENT)

Approvers can send some resources, such as those with red or orange flags, for Additional Review.

By default, the reassignment will return to the originally assigned Reviewer(s). Additional Reviewers, such as individuals with specific expertise or roles in the district, can also be added by the Approver. To add additional Reviewers, the Approver should:

- Click on the item Link in the email.
- Add the additionally assigned individuals' names in the item record.



Additional Reviewers might include IT staff/managers, Privacy contacts, Directors of Instruction, District Principal(s), helping teachers/coordinators, Chief Information Officer, etc. All assigned reviewers will receive the 'Digital Tool Additional Review Request for <ResourceName>' email.

The ‘Additional Review Request for <ResourceName>’ email also includes the Approver’s specific instructions about what Additional Review is needed.

Approvers can add instructions in two locations:

- In the *Comments* box in the item record; or
- In the *Comments* field in the ‘C-PIA Approval Request’ email.

After the Approver has assigned additional Reviewers (or not), and added instructions as comments, the Approver needs to click ‘Reassign’ in the ‘C-PIA Approval Request’ email to initiate Additional Review.

Guided by the instructions added by the Approver, the Additional Reviewers will proceed to undertake the requested work. Once this work, such as security review, is completed, each Additional Reviewer can add a resolution comment/documentation.

Once all the Additional Reviewers have clicked ‘Submit’ in their email to indicate work completion, the Approver will receive notice to re-assess the review request.

In summary, to initiate Additional Review, the Approver should:

- Click on the item Link in the ‘C-PIA Approval Request’ email.
- Review the flags and information.
- Determine that further review/resolution is needed.
- If needed, add additional Reviewer names in the *Reviewers* box in the item record.
- Add instructions in one or both *Comments* box (in the item record and/or the Approver’s email).
- Click ‘Reassign’ in the ‘C-PIA Approval Request’ email.

Reviewers should:

- Read the instructions in the ‘Additional Review Request for <ResourceName>’ email.
- Proceed with the assigned aspect(s) of further review.
- When ready to report, click on the item Link in the email.
- Add needed resolution comments/documentation.
- Update the *Recommendation status* and add/revise *Conditions of Approval* as needed.
- Click ‘Submit’ in the ‘Additional Review Request for <ResourceName>’ email.

Once all reviewers have clicked ‘Submit’ in their email, the Approver will receive the ‘Resolution Comments Added for <ResourceName>’ email.

The Approver will:

- Click on the item Link in the ‘Resolution Comments Added for <ResourceName>’ email.
- Review the resolution actions in *Comments*.
- Determine if a result has been reached, or if further resolution is needed.
- Follow the instructions in the ‘Resolution Comments Added for <ResourceName>’ email regarding result options.

Finalization & Review Results

Click for role tools

GENERAL OVERVIEW

There are two finalization emails, depending on whether the resource has been 'Approved' or 'Not Approved'. In both 'C-PIA Review Finalization Needed' emails, the Finalizer(s) will be instructed to:

- Click on the item Link in the email.
- Double-check, and if needed, edit, the *Recommendation status* and *Expiry Date*.
- Return to the email and click 'Submit'.

For approved resources that will be made visible in the Published Catalogue, the Finalizer(s) will be additionally instructed to:

- Add/update any needed information (e.g. description; terms of use link, etc.).
- Prepare a consent form is one required and attach it to the item record.
- Indicate that the review should be published using the *Publish review* toggle.
- Add a resource logo/Image [in the **Published Catalogue** list].

Individuals receiving the 'C-PIA Review Finalization Needed' email will receive a reminder email from C-PIA after **6** days if 'Submit' has not been clicked in the initial email to indicate completion.

QUEUE AND PUBLISHED CATALOGUE

The Queue serves only to inform Submitters of the status of the review request. When a review has been paused or completed, the resource name will no longer appear in the queue.

Only resource reviews that have a *Recommendation status* of 'Approved' should be made visible in the published catalogue. Before and after the Finalization process, the *Publish review* toggle can be triggered for other items, such as 'Not Approved' items, but these <u>will not</u> appear in the catalogue. All routes to publication go through the Approver(s) and Finalizer(s).

In addition to the C-PIA review process, two additional routes to publication include:

- 'Bypass Legacy' (legacy reviews completed prior to C-PIA).
- 'Move to Catalogue' (decisions made later, after C-PIA).

Resources that are to 'Move to Catalogue' can be triggered in the Classroom PIA Form view or Dashboard view. To trigger the process:

- Locate the resource to be sent to the Approver.
- Click on 'Edit in grid view'.
- Click in *Move to Catalogue* to open the drop-down menu and click on 'Yes'.
- Click on 'Exit grid view'.

The C-PIA list is internal to review team staff. All district staff can have access to the Published Catalogue list, which has two views. The two differently permissioned lists are connected through Microsoft Power Automate flows. Because of this, some information may need to be entered in one list, or the other.

Once the Finalizer has clicked ‘Submit’ in the finalization needed email, the item in question will no longer appear in the ‘Finalization’ view. Additionally, the item will now only be able to be published if it has a Recommendation status of ‘Approved’. Items will always be visible on the ‘Dashboard’ view.

The Published Catalogue includes the list of published resources in alphabetical order. Each resource ‘card’ includes the following information:

- Resource image/logo
- Name of resource
- Terms of use link

When staff click on a resource ‘card’, they will see additional information, including the:

- Resource description
- Cost of the resource
- Conditions of approval
- Additional conditions
- Consent form link

To unpublish a resource for any reason, un-toggle *Publish review* in the Classroom PIA list or in the Dashboard view. To republish the resource, re-toggle *Publish review* in either location.

CUSTOMIZING RESULT EMAILS AND CONSENT FORMS

Default ‘Classroom Privacy Impact Assessment Results’ emails have been included. These emails, sent to the Submitter with the review results, can be customized. To customize one or both results emails, go to **Email Text Matrix** in the left-hand navigation. Testing the emails following customization is suggested.

Emails that include role-specific instructions for C-PIA should not be edited.

Some reviewed resources will require consent forms. This is usually because the resource provider has included parent/guardian consent as a requirement in the resource Terms of Use. Consent forms include specific elements, and many districts have a template that should be used.

A sample **Parent-Student Consent Form – Template** is available in the Focused Education Resources Resource Centre. This template demonstrates the elements that are part of consent forms.

As part of the Finalization process, the Finalizer(s) may need to create a consent form for the resource. When creating the form, it is suggested that Finalizers also include information on copyright concerns. This would include factors such as if the resource provider will own student submissions in perpetuity.

Exceptions

BYPASS LEGACY

Resources entered through the 'Bypass Legacy' process have PIA information stored outside of C-PIA. This may include resources with:

- Pre-existing district PIAs.
- Tier 3 enterprise-level applicability (e.g. MyEducation BC).

'Bypass Legacy' skips the review stage that is otherwise part of C-PIA. Resources will go directly to the approval stage on the route to publication.

To use 'Bypass Legacy':

- In the Classroom PIA list, click on '+ New'.
- Click on 'District Team Item - Bypass'.
- Check that the item is *Bypass Legacy* 'yes'.
- Enter the resource information, including the location of the externally held PIA material.
- Click 'Save'.

Entering legacy and *Tier 3* information into C-PIA will promote system-wide knowledge and visibility as part of a complete district catalogue of reviewed tools.

REQUESTS FOR ASSISTANCE

The Submitter can make a 'request for assistance' in two situations. These include where the Submitter:

- Has not been able to install an app to review quality.
- Is not sure whether their intended use involves personal information.

In these cases, the submission will not be recorded, and no information will be sent to the district team. Rather, Submitters will receive an email to prompt them to contact staff involved with the district's C-PIA process for advice/assistance.

TIMING OUT / RE-STARTING THE FLOW

Processes that are not acted upon will eventually time out with the item record remaining visible in the list.

Re-starting the review process [re-starting the flow] can be triggered in the Classroom PIA Form view or Dashboard view. To trigger the process:

- Locate the resource with the flow that needs be re-started.
- Click on 'Edit in grid view'.
- Click in the *Restart Flow* box to open the drop-down menu and click on 'Yes'.

- Click on ‘Exit grid view’.
- Click ‘Save’.

Within a few minutes, the review process for the resource will re-start at the beginning.

Re-starting the review process may also be helpful in other situations, such as when personnel changes need to be addressed.

‘NO FLAGS’

In addition to resources that are referred to the district for review and resolution due to the presence of flags, resources may also be assessed via the C-PIA Form as having ‘No Flags’.

These resource reviews will enter into C-PIA without needing further review or approval (*Process status* and *Recommendation status* will be ‘N/A’).

To have a successful C-PIA Form entry, all Submitters must respond ‘Yes to all of the above’ when asked if they have reviewed and can confirm the ‘quality’ of the learning resource. This question specifically includes curriculum match, effective design, and suitability based on social considerations.

Otherwise, the purpose of C-PIA is only to assess possible privacy risks.

Submitters will immediately receive an email response from C-PIA. Some of the email text can be edited (See the *Customizing Result Emails and Consent Forms* section).

The default email text reads:

Conditions:

- *When using the resource, avoid volunteering any further personal information.*
- *The use of generative AI resources may be subject to additional guidelines.*
- *Changes in use, enhancements, or integrations may necessitate a new PIA.*
- *Appropriate personnel need to have been indicated for resources intended for school-wide, departmental, and multi-classroom application.*

The C-PIA submission will expire in 3 (three) years, at which point the resource must be re-submitted and re-reviewed via the C-PIA process.

If you are unsure about any of the information you have provided via the C-PIA process, please do not use the resource and contact district staff involved with the process for assistance/advice.

The above pertains only to the specifics of your request.

Submitters may have listed the Level of application as ‘School-wide, Department, or Multi-Classroom Use’. Periodically, district C-PIA staff should check **School-wide Use** in the left-hand navigation to review this aspect of the ‘No Flag’ submission (see the *School-Wide Use* section).

Reports

COUNT OF REVIEWS

The **Count of Reviews** view in the left-hand navigation provides statistical information about the number of reviews processed through C-PIA.

Of note is the count of items that have a *Recommendation status* of ‘N/A’. This number is the total count of teacher-submitted requests through the C-PIA Form that have not needed to go to the district for review and flag resolution.

ORIGINAL RECORDS & VIEWING HISTORY

For each resource in C-PIA, the original C-PIA Form submission is preserved in read-only status. To access the record of the original submission:

- In the Classroom PIA list or Dashboard, locate the resource.
- Scroll down the item record to *Attachments*.
- Locate and click on the HTML attachment that includes the resource date and name in the title.
- The HTML attachment will appear as a download.

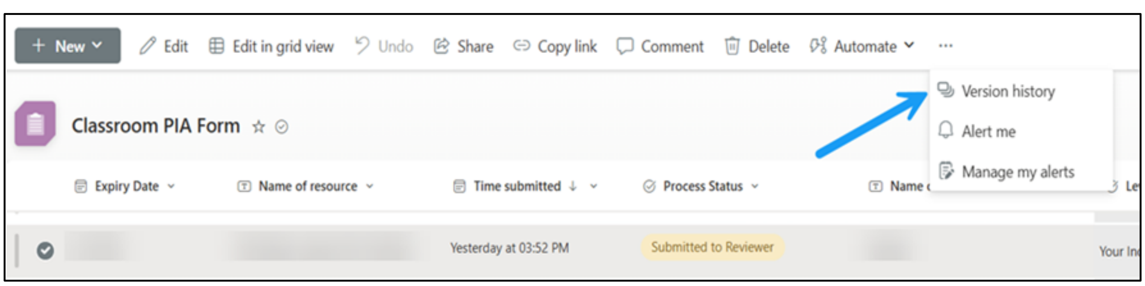
Headings may show as being blank. This accurately reflects information that was not submitted because the Submitter was stopped by reaching a flagged item. This missing information would have been added to the item record later, by the Reviewer, during the PIA Completion portion of the review process.

Note that it is possible for review team members in Edit mode to delete the original record attachment. It is suggested that the original record **be maintained on all item records**. To recover deleted attachments, navigate to the Recycle Bin for the site, select the deleted items, and click ‘Restore’.

Following submission, all changes to the item record are logged in Version History.

To access Version History for an item:

- In the Classroom PIA list, Dashboard, or Expired Reviews view, locate the resource.
- Click on the resource to highlight it in the list.
- In the upper menu, click on ‘…’.
- Click on Version History.



Ongoing Maintenance

EXPIRED REVIEWS

Terms of Use and Privacy Policy information, and resource functionality, changes over time. As such, all C-PIA reviews have a default three-year expiry applied.

Expiry Dates can be individually edited to be made sooner or later depending on district needs.

When a C-PIA review reaches its *Expiry Date*, the item will continue to be available in C-PIA and will now also display on the **Expired Reviews** view in the left-hand navigation.

The purpose for resource reviews displaying in **Expired Reviews** is to prompt re-examination of the resource. If there have been no changes, district review staff may decide to extend the *Expiry Date*.

To edit the *Expiry Date*:

- In the Classroom PIA list, Dashboard, or Expired Reviews view, locate the resource.
- Click ‘Edit in grid view’.
- Click in the *Expiry Date* box and choose a new date.
- Click ‘Exit grid view’.

CHANGE & ENHANCEMENT REQUESTS

Focused Education Resources has made available this User Guide to support ‘how-to’ use C-PIA.

To make suggestions around system functionality or programming, please contact info@focusedresources.ca. Please include as much detail as possible.