eConsent – Admin & Clerical

Version History

Version	Date	Description
V1.0	Aug 30, 2022	Initial creation of user guide
V1.1	Oct 3, 2022	Submit Button Copy and Paste Link
V1.2	Oct 13, 2022	Updated Cloud Consent and Filters
V1.3	Oct 25, 2022	Updated Cross-Enrolled Students
V1.4	Nov 22, 2022	School Statistics and Printable Forms for Parents
V1.5	Jan 31, 2023	International Students – Semester Change
V1.6	Mar 4, 2024	**ADDED:** Print Student Emergency Release – Whole School List

Table of Contents

Clerical and Admin

eConsent is a web-based application for schools to manage several required consent and signed permissions from students' parents and guardians.

eConsent allows:
- The <u>school office</u> to **send** consent requests via email to parents and guardians and then to **view** and **report on** the responses for every student in their school.
- <u>School teachers</u> to **view** consent responses for students in their class(es).

Accessing eConsent

Path: Intranet > click eConsent

Icon	Menu Items
	eConsent
	eConsent Help Page

Direct link: https://www.sd68.bc.ca/information-technology/econsent/

How to Log on

User Name = Use your regular school district credentials, e.g., firstname. lastname
Password = Computer login password
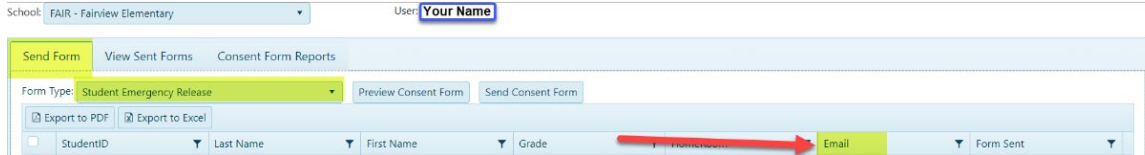
Log in.
Use a SD68 account to log in.

User Name	firstname.lastname
Password	computer login password

Log In

In Preparation – Must have Information Before Sending Email

Step One - Missing Emails
Step 1: eConsent Blank Emails

Path: *Send Form Tab > arrow drop down = Student Emergency Release form > Click word Email > brings blank emails to top.*

Step 2: Investigate = Student Verification form

Has the parent/guardian selected the box to receive emails?
No = School process to whom will contact parent/guardian. Once parent/guardian confirms **Yes** to receiving emails update checkbox in MyEd > Contact (side tab) > click contact > add checkbox > add email or update email.
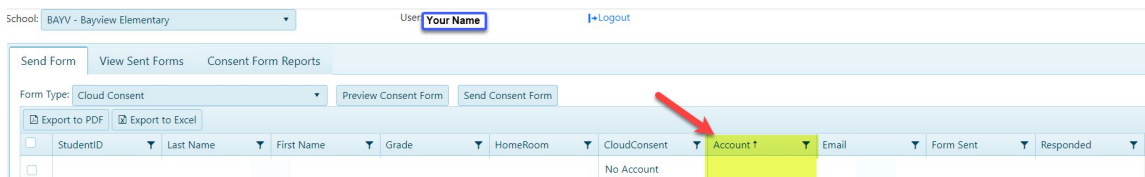
Yes = Update MyEd > Contact (side tab) > click contact > add checkbox > add email or update email.

MyEd Changes/Updated Information: Will take 24 hours to reflect in eConsent

Step Two - Missing Account (SAM's)
Step 1: eConsent Blank Accounts

Path: *Send Form Tab > arrow drop down = Cloud Consent form > Click word Account > brings blank accounts to top.*

Please reach out and notify *your School's designated Student Account Manager OR email helpdesk to connect you with your school IT support technician. ***New student accounts created by SAM can take up to a couple of hours to appear in eConsent****

TIP: Make sure to click Refresh students from AD – Access to eConsent is Instant.
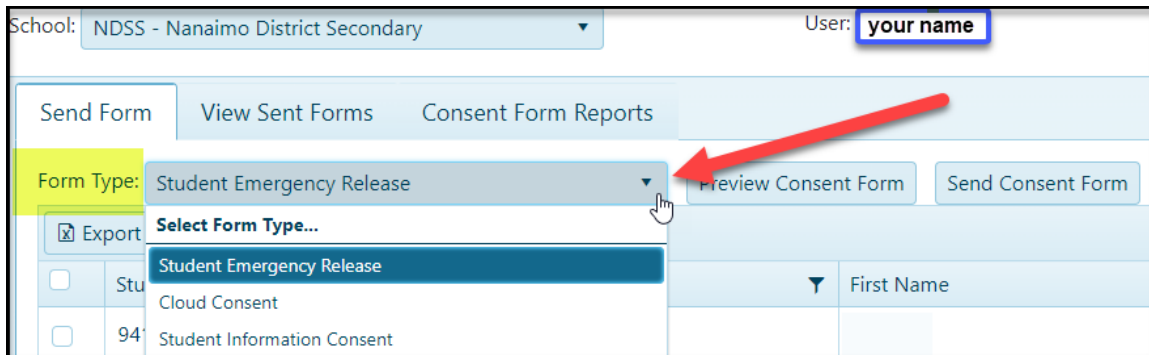
Navigating eConsent

Send Form Tab – 4 Steps – Repeat for Each Form

Step 1: Select the Form to Emailed

Click drop down arrow = Select Form Type:

- Student Emergency Release
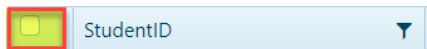- Cloud Consent
- Student Information Consent

Step 2: Send Form – Two Ways to Select Students

1. **Multiple Students**
   - Select multiple students by clicking the drop down arrow next to *items per page* (On the bottom bar) Select the number of students – **20/50/100/All**
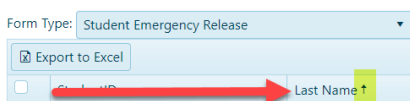

   - Select the box next to StudentID – This will highlight the number of students chosen above
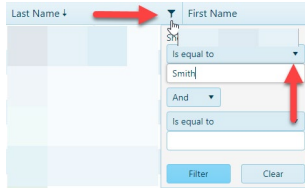

OR

2. **Individual Student(s)**
   - Select individual student(s) **by clicking the Last Name (text)** for Alphabetical (See arrow after Last Name to indicate sort order)
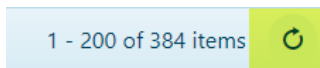
- Select the Filter on Last Name, then choose operation to sort by adding Student Last Name in Blank Field > Click Filter

- Select student(s) by clicking the box next to their name, highlighting the row
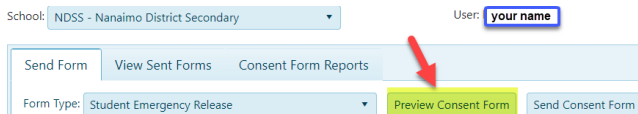

Tip and Trick = *Click refresh circle arrow to refresh screen > Bottom right hand corner*
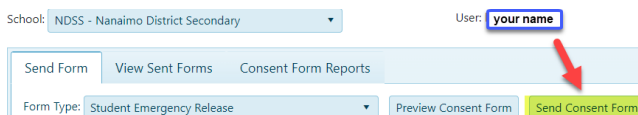

Step 3: Preview Consent Form

Click Preview Consent Form to confirm which form will be emailed
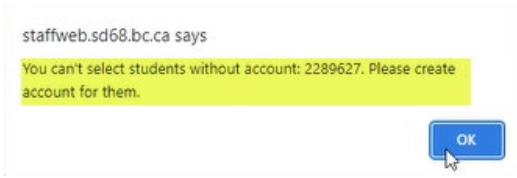

Step 4: Send Consent Form

****MUST not close browser and MUST wait for Pop-Up Window to display how many forms where sent***Any interruption will result in restarting process from beginning****

Click Send Consent Form to email parents/guardian with MyEd Priority 1 and/or 2
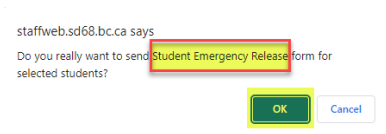

Cloud Consent – Students without Account

The following message will appear when student(s) do not have a login account in "SAM – Student Account Manager." Please reach out and notify *your School's designated Student Account Manager OR email helpdesk to connect you with your school IT support technician. ***New student accounts created by SAM can take up to a couple of hours to appear in eConsent***

Click name Account twice to bring up Blank(s) > Select All students (reminder – click items per page at bottom of screen) > then Un-Select students with Blank(s) under Account Column > Click Send Consent Form
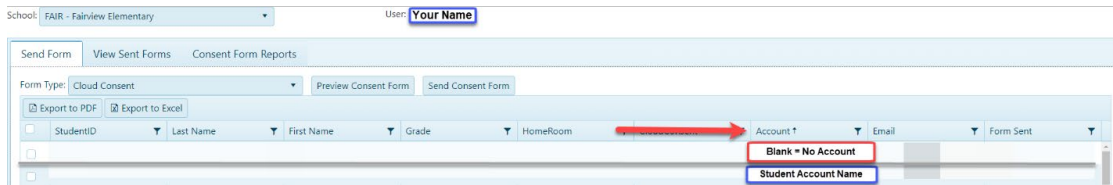
Pop-Up Window – Click OK. ***Double check form title matches form chosen***

MUST wait for Pop-Up Widow to display how many forms were sent > Click Ok

Information – Use Filter for: Form Sent OR Responded

Will display Yes email sent to parent/guardian OR No email was not sent to parent/guardian
Click on filter button select Yes or No > Click Filter. Will display Yes parent/guardian filled out email and clicked Submit or No parent/guardian has not filled out email.
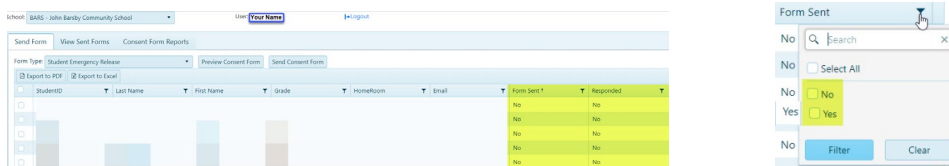
Once students are filtered click ALL the students to select > click Send Consent Form

View Sent Form Tab

Select the Form to View

Click drop down arrow = Select Form Type:

- Student Emergency Release
- Cloud Consent
- Student Information Consent

Student Emergency Release

- **Consent Answer** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Signature Date** = Date Priority 1 and/or 2 clicked Submit
- **Signature** = Of Priority 1 and/or 2
- **Requestor** = Admin or Clerical who sent form
- **Note** = Information regarding email
- **Details** = Click details button to see full view of form answers

Cloud Consent

- **Consent Answer** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Signature Date** = Date Priority 1 and/or 2 clicked Submit
- **Signature** = Of Priority 1 and/or 2
- **Requestor** = Admin or Clerical who sent form
- **Note** = Priority 1 and 2 email address
- **Details** = Click details button to see full view of form answers

Student Information Consent

- **Photo Release** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Media Release** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Image Release Consent** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Photo & Video Release Consent** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Field Trips Release** = Yes, No, **Null (parent/guardian has not answered and clicked Submit**)
- **Signature Date** = Date Priority 1 and/or 2 clicked Submit
- **Signature** = Of Priority 1 and/or 2
- **Email** = Parent/Guardian Email
- **Requestor** = Admin or Clerical who sent form
- **Note** = Priority 1 and 2 email address
- **Details** = Click details button to see full view of form answers

Print Student Emergency Release Form

Elementary School

Bulk Printing – 3 Steps

Step 1: Select Form to Print
Click drop down arrow = Select Form Type:
- Student Emergency Release

Step 2: Select Parameters

- **By Grade** = Click drop down arrow and select grade level
- **By Homeroom =** Click drop down arrow and select homeroom
- **By Alphabetical** = Click Student Last Name (text)

Step 3: Print

- Click Print Form
- Click drop down arrow on PDF at bottom of screen
- Click Open

- Click Printer Icon top right

- Click drop down arrow to select a printer
- Click Print

Secondary

Bulk Printing – 3 Steps

Step 1: Select Form to Print

Click drop down arrow = Select Form Type:

- Student Emergency Release

Step 2: Select Parameters

- **By Grade** = Click drop down arrow and select grade level
- **By Alphabetical** = Click Student Last Name (text)

Step 3: Print

- Click Print Form
- Click drop down arrow on PDF at bottom of screen
- Click Open

Course or Teacher – 4 Steps

Step 1: Select Form to Print

Click drop down arrow = Select Form Type:

- Student Emergency Release

Step 2: ***Optional* - Search MyEd for Course Code and Section Number**

Path: MyEd > School View > **Schedule** (top tab) > **Master** (side tab) > **Filter** = Current Year > **Field Set** = Primary Teacher

Search by **Course** = Click Column Header = **Description**

Search by **Teacher** = Click Column Header **Primary Staff > Name**

Search by **Block** = Click Column Header = **Schedule**

Copy down the Course Code and Section Number under Course Column

Step 3: Select Parameters

- **By Grade** = Click drop down arrow and select grade level
- **By Course Code** = Click drop down arrow and select course
- **By Section Number** = Click drop down arrow and select section
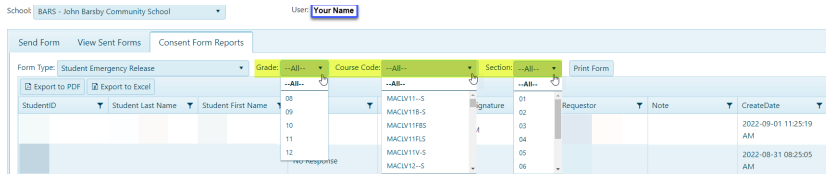
Step 4: Print

- Click Print Form
- Click drop down arrow on PDF at bottom of screen
- Click Open

- Click Printer Icon top right
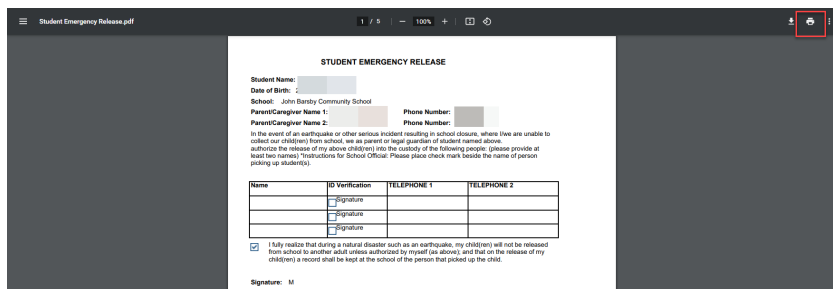
- Click drop down arrow to select a printer
- Click Print
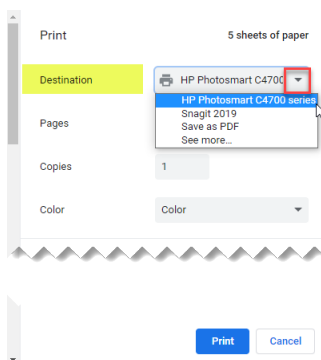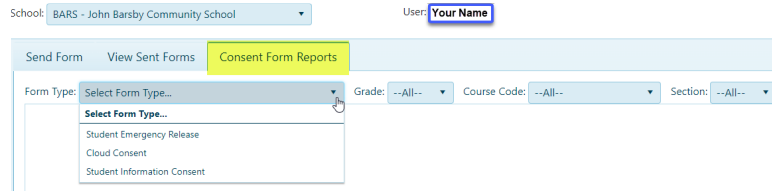
Print Individual Student – 3 Steps

Step 1: Select Form to Print
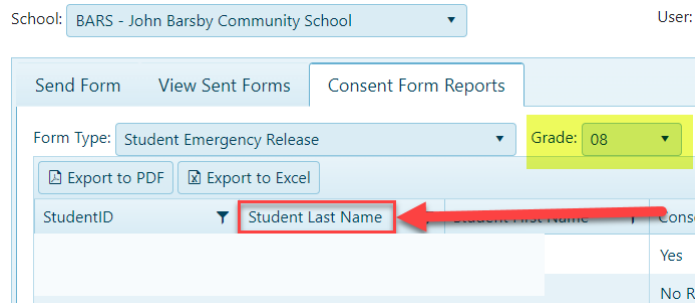
Click drop down arrow = Select Form Type:

- Student Emergency Release

Step 2: Search for Student

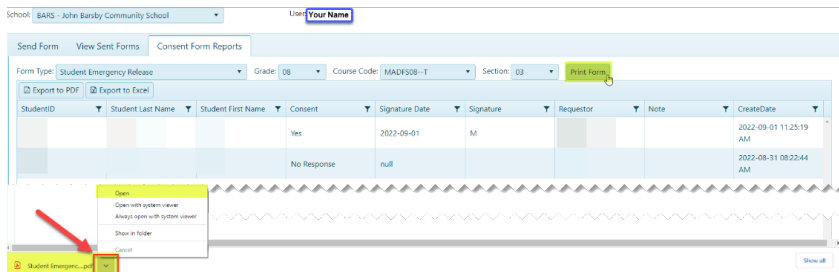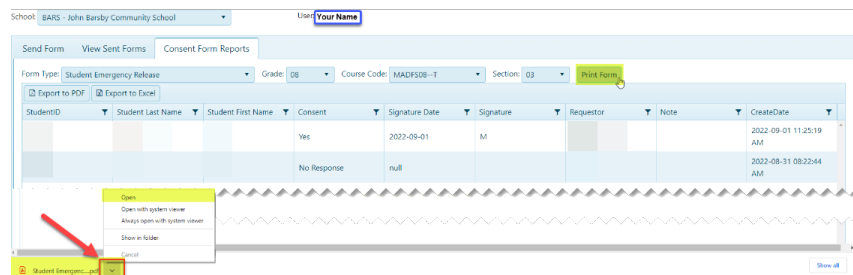- **By Grade** = Click drop down arrow and select grade level
- **By Alphabetical** = Click Student Last Name (text)

Step 3: Print

- Click Print Form
- Click drop down arrow on PDF at bottom of screen
- Click Open

- Search for Student = Ctrl + F. Pop-up window right hand corner = Enter Student Name

- Make Note of Page Number (example page 6)
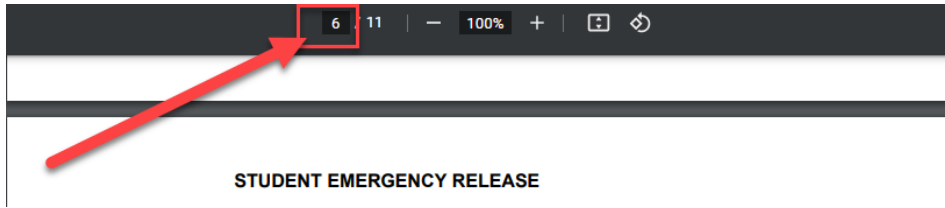
- Click Printer Icon top right corner
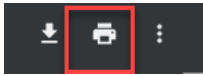
- **Pages** = Click drop down arrow = Click Custom
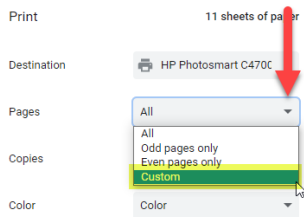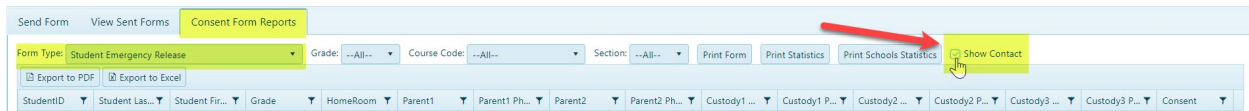
- **Pages** = Number from above (example page 6)
- **Destination** = Choose printer
- Click Print
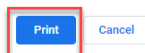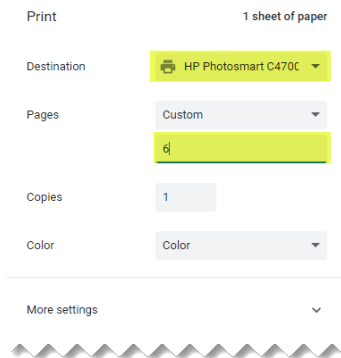
Print Student Emergency Release – Whole School List OR Individual Classes

Schools can export and Save OR Print Student Emergency Release for the entire school or individual classes.
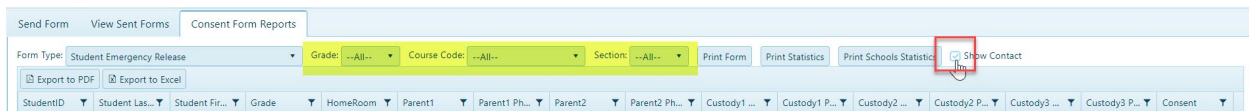
Path: Consent Form Reports > Click drop down arrow = Student Emergency Release > Checkbox = Show Contact > Click Export to PDF OR Export to Excel

Elementary Schools can generate a list by **Grade** or **Home Room** by clicking the drop-down arrow.

Secondary Schools can generate a list by **Grade** or **Course Code** and <u>Section</u> by clicking the drop-down arrow.

Export to PDF or Excel

Pulling an Excel spreadsheet and adding filters will providing answers like:

- Which parent/guardian has **not** clicked Submit? = Null
- Which students have a **Yes**
- Which students have a **No**
- Who is missing an **Email**

Print Schools Statistics

Running this report will show in detail how many students have eConsent forms YES, NO, and still MISSING.

Path: Consent Form Report > Click drop down arrow = Cloud Consent > Click Print Schools Statistics

On Behalf of Parent/Guardian

Admin and Clerical do have the ability to sign on behalf of parent/guardian and requires indication of approval from parent/guardian, via signed paper copy or notes taken from phone call, all approvals are required to be kept in the student file.

View Sent Form Tab – 4 Steps

Step 1: Select the Form to Signed On Behalf of Parent/Guardian

Click drop down arrow = Select Form Type:

- Student Emergency Release
- Cloud Consent
- Student Information Consent
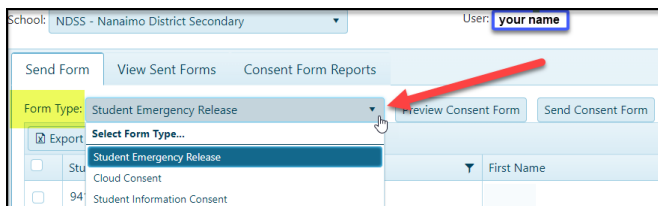
2. **Individual Student**
    - Select individual student(s) **by clicking the Last Name (text)** for Alphabetical (See arrow after Last Name to indicate sort order)
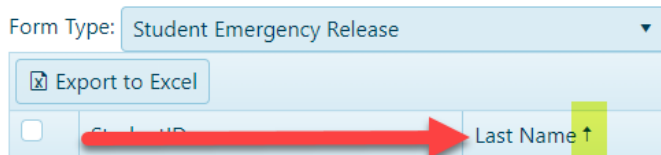
    - Select the Filter on Last Name, then choose operation to sort by adding Student Last Name in Blank Field > Click Filter
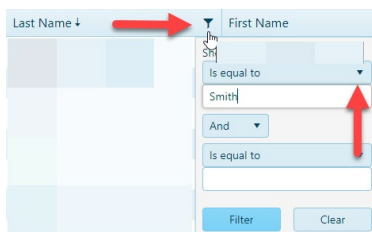
    - Select student(s) by clicking the box next to their name, highlighting the row
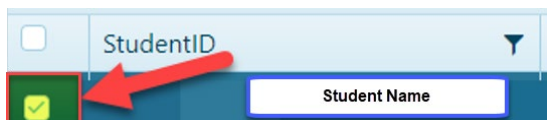
3. Fill Out Parent Consent Form

- Click the Detail Button

4. Form Pop-Up Window

- Fill out form answers on behalf of parent/guardian
- Signature = Authorized by: Principal First & Last Name

- Click Update
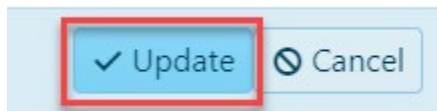
Cross-Enrolled Students

Students who are cross-enrolled to your school and information is being entering into eConsent using "On Behalf of Parent/Guardian".

Step 1: Obtain Parent/Guardian Approval

1) Email using Outlook for each parent/guardian separately the 3 forms (Contact communications for up-to-date forms)

OR

2) Parent/guardian fills out paper copy of all 3 forms

Step 2: Find individual Student(s) and Create eConsent Record
Path: Click Send Form Tab > Choose Form type (must repeat steps for each form) >Use filter to search for student(s) > Place checkmark next to each student(s) name > Uncheck "Se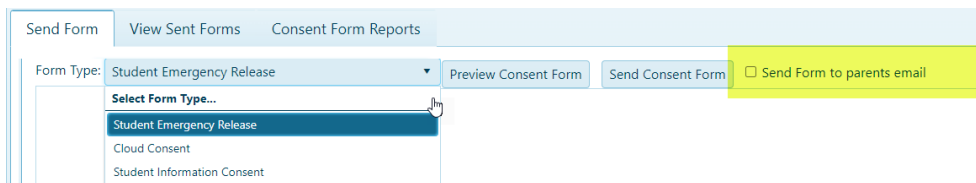nd Form to parents email" > Click Send Consent Form (Must click Send Consent Form to create Details Button on the View Sent Forms Tab)
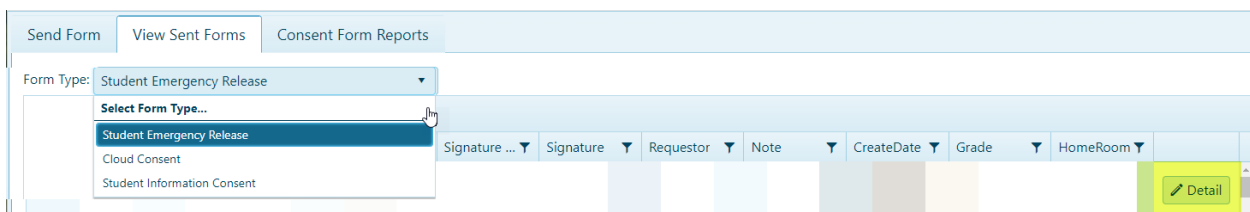
Step 3: Click Refresh at the bottom of the screen
Path: Click View Sent Forms Tab > Choose Form type (must repeat steps for each form) > Click Refresh bottom right hand of screen.

Step 4: Enter Information On Behalf Of Parent/Guardian
Path: Click View Sent Forms Tab > Choose Form type (must repeat steps for each form) >Use filter to search for student(s) > Click Detail button > Follow steps above on entering information On Behalf Of Parent/Guardian

International Students – Semester Change

Step One – Update MyEd

- Enrolment status changed from Pre-Reg to Active
- Assign calendars
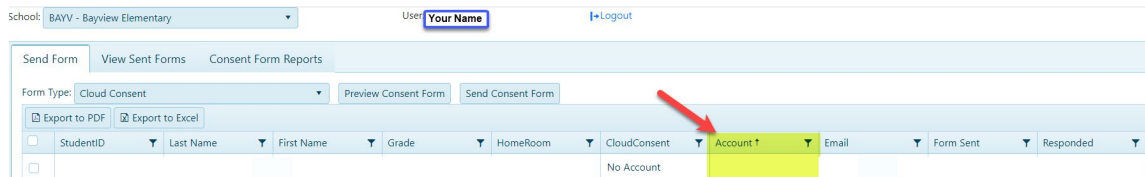- Add Homestay Family contact information – International Department will supply

Step Two – Wait 24 Hours

Once the above information is added to MyEd it takes 24 hours for eConsent to update

## Step Three - Missing Account (SAM's)

Step 1: eConsent Blank Accounts

Path: *Send Form Tab > arrow drop down = Cloud Consent form > search for student > Bland Account*
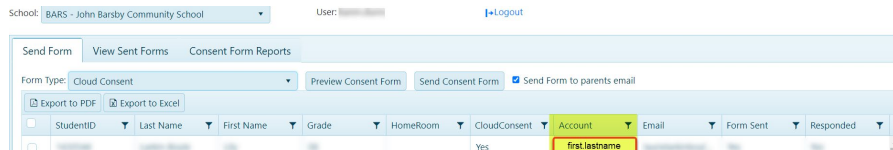
Please reach out and notify ***your School's designated Student Account Manager OR email helpdesk to connect you with your school IT support technician. ***New student accounts created by SAM can take up to a couple of hours to appear in eConsent******

TIP: Make sure to click Refresh students from AD – Access to eConsent is Instant.
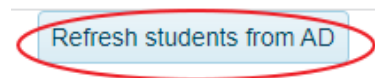
Step 2: eConsent Accounts Display

Path: *Send Form Tab > arrow drop down = Cloud Consent form > Search for Student > Account display students SAM's ID > move onto next steps*

Step Four – On Behalf of Parent/Guardian

All steps are list above in document. Ctrl+F search 'On Behalf of Parent/Guardian' and follow all steps.

What Will Priority 1 and 2 Receive

Priority 1 and 2 will receive an email with a blue hyperlink for each form emailed. Each link will display the form name that is emailed.

Priority 1 and 2 will click link and fill out information as it pertains to their student.

Student Emergency Release

Please sign consent for Student Emergency Release

| Reply | Reply All | → Forward | ... |

Thu 2022-09-01 11:25 AM

Please sign consent for Student Emergency Release:
https://staffweb.sd68.bc.ca/Consent/Home/Link Student_Emergency_Release?StudentID=2319282&Code=8640C492D3574212A0F71D47862B456

This e-mail is privileged, confidential, subject to copyright, not intended for distribution, and may not be reproduced without the authority of the sender. Along with privileged information of the organization, this email may contain confidential personal information about students, their families or employees of NLPS. Receivers of this email are reminded that they must not forward confidential personal information to anyone who is not authorized to receive it. If you are not the intended message recipient, please contact the sender as soon as possible and do not disseminate, distribute or copy this email. Any unauthorized use or disclosure is prohibited.

Priority 1 and 2 MUST click check box (in **Red** Below) before clicking Submit

STUDENT EMERGENCY RELEASE
Student Name: `Student Name`
Date of Birth: `DOB`
School: John Barsby Community School
Parent/Caregiver Name 1: `MyEd Priority 1`   **Phone Number:** `Home Phone`
Parent/Caregiver Name 2: `MyEd Priority 2` e Number: `Home Phone`
In the event of an earthquake or other serious incident resulting in school closure, where I/we are unable to collect our child(ren) from school, we as parent or legal guardian of student named above.
authorize the release of my above child(ren) into the custody of the following people: (please provide at least two names) *Instructions for School Official: Please place check mark beside the name of person picking up student(s).
Custody

Name	ID Verification	TELEPHONE 1	TELEPHONE 2
Maverick	☐ Signature	000-000-0000	000-000-0000
	☐ Signature		
	☐ Signature		

☑ I fully realize that during a natural disaster such as an earthquake, my child(ren) will not be released from school to another adult unless authorized by myself (as above); and that on the release of my child(ren) a record shall be kept at the school of the person that picked up the child.

Signature: `M`

Please note that staff members will remain on site until authorized individual(s) are able to pick up your child(ren)

Submit

Cloud Consent

Please sign consent for Cloud Consent

| Reply | Reply All | → Forward | ... |

Thu 2022-09-01 11:42 AM

Please sign consent for Cloud Consent:
https://staffweb.sd68.bc.ca/Consent/Home/Link Cloud_Consent?StudentID=2319282&Code=A91BDF4D47ED88EB44F616E92938E0

This e-mail is privileged, confidential, subject to copyright, not intended for distribution, and may not be reproduced without the authority of the sender. Along with privileged information of the organization, this email may contain confidential personal information about students, their families or employees of NLPS. Receivers of this email are reminded that they must not forward confidential personal information to anyone who is not authorized to receive it. If you are not the intended message recipient, please contact the sender as soon as possible and do not disseminate, distribute or copy this email. Any unauthorized use or disclosure is prohibited.

https://www.sd68.bc.ca/information-and-privacy/impact-assessments/
Yes ○   No ○
I give consent to the collection, use and disclosure of personal information that will occur through using the listed applications and platforms on this page. I understand that my child's privileges to the use of these tools is subject to their compliance with the school's Code of Conduct https://www.sd68.bc.ca/document/ap-344-code-of-conduct/. I understand this consent will expire September 30, 2022.
School Name John Barsby Community School **Teacher Name**
Student First Name ▢ **Student Last Name**
Parent Signature

Submit

Student Information Consent

Printable eConsent Forms for Parent

Please email IS-SAS@sd68.bc.ca for current eConsent forms to print and provide parents.

Q & A

Parent/Guardian Does Not See Email(s)

- MyEd
  - Email address entered?
  - Receives emails checkbox checked?
  - Confirm email address
- Parents Email
  - Check Junk Folder

Parent/Guardian Email Only Show's Submit Button

Parent/Guardian needs to copy and paste the link into a new browser. Their security setting has an extra security feature.