



# **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			
V1.7	Sep 6, 2024	Updated: Parent/Caregiver Use of Name and Images External &			
		Internal (p. 9)			

# **Table of Contents**

Clerical and Admin
Accessing eConsent
How to Log on
In Preparation – Must have Information Before Sending Email
Step One - Missing Emails
Step Two - Missing Account (SAM's)4
Navigating eConsent5
Send Form Tab – 4 Steps – Repeat for Each Form5
Information – Use Filter for: Form Sent OR Responded7
View Sent Form Tab
Student Emergency Release8
Cloud Consent
Student Information Consent9
Print Student Emergency Release Form
Elementary School10
Bulk Printing – 3 Steps10
Secondary11
Bulk Printing – 3 Steps11
Course or Teacher – 4 Steps12





Print Individual Student – 3 Steps14
Print Student Emergency Release – Whole School List OR Individual Classes
Elementary Schools17
Secondary Schools17
Export to PDF or Excel
Print Schools Statistics17
On Behalf of Parent/Guardian17
View Sent Form Tab – 4 Steps
Cross-Enrolled Students
International Students – Semester Change
Step One – Update MyEd
Step Two – Wait 24 Hours
Step Three - Missing Account (SAM's)21
Step Four – On Behalf of Parent/Guardian21
What Will Priority 1 and 2 Receive
Student Emergency Release22
Cloud Consent
Student Information Consent23
Printable eConsent Forms for Parent23
Q & A
Parent/Guardian Does Not See Email(s)23
Parent/Guardian Email Only Show's Submit Button





# **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

lcon	Menu Items				
	<u>eConsent</u>				
<b>A</b>	<u>eConsent Help Page</u>				

Direct link: <a href="https://www.sd68.bc.ca/information-technology/econsent/">https://www.sd68.bc.ca/information-technology/econsent/</a>

#### How to Log on

User Name = Use your regular school district credentials, e.g., firstname. lastname Password = Computer login password

Log in.	unt to Low in
	int to log in.
User Name	firstname.lastname
Password	computer login password
L	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.

School: FAIR - Fairview Elementary	User: Your Nan	ne			
Send Form View Sent Forms Consent Form Reports					
Form Type: Student Emergency Release	Preview Consent Form	Send Consent Form			
Export to PDF Seport to Excel					
StudentID T Last Name	▼ First Name	▼ Grade	T Homenson	Email 🔻	Form Sent 🔻

#### 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

Scl	hool: N	IDSS	- Nanaimo District Secondary 🔹	Use	r: your n	name
	Send I	orm	View Sent Forms Consent Form Reports			•
	Form T	ype:	Student Emergency Release	review Conser	nt Form	Send Consent Form
	🗷 Ex	port_	Select Form Type	_		
		Stu	Student Emergency Release	Ŧ	First Nan	ne
		94 <sup>.</sup>	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

9	ichool:	NDSS - N	Nanaimo District Seconda	iry 🔻		User: your	name
	Send	d Form	View Sent Forms	Consent Form Repo	orts		
	Form	Type: St	udent Emergency Releas	e	•	Preview Consent Form	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

School	NDSS - 1	Nanaimo District Seconda	ry 🔻		User: your	name
Ser	id Form	View Sent Forms	Consent Form Repo	rts		
Forr	n Type: St	udent Emergency Releas	e	•	Preview Consent Form	Send Consent Form

#### **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

hool: FAIR - Fairview Elementary	User:	Your Name					
Send Form View Sent Forms Consent Form Re	eports						
Form Type: Cloud Consent	Preview Consent Form	Send Consent Form					
Export to PDF DE Export to Excel							
StudentID T Last Name	T First Name T	Grade 🔻 HomeRo	im <del>,)</del>	Account †	Email	▼ Form Sent	Ŧ
0				Blank = No Account			î
0				Student Account Name			

Pop-Up Window – Click OK. \*\*\*Double check form title matches form chosen\*\*\*



#### 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.

chool: BARS - John Barsby Community School	User Your Name	l+Logout				Form	n Sent 🎢
Send Form View Sent Forms Consent Form Reports						No	Q þearch ×
Form Type: Student Emergency Release	Preview Consent Form Send Consent Form					No	Select All
StudentID T Last Name T	First Name T Grade	T HomeRoom T E	inal T	Form Sent † T	Responded T	No Yes	No Yes
				No No	No	No	Filter Clear

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

School: BARS	- John Barsby Community	School 🔻	User your name
Send Forr	N View Sent Forms	Consent Form Reports	
Form Type:	Select Form Type	•	
	Select Form Type		)
	Student Emergency Relea	se	
	Cloud Consent		
	Student Information Cons	ent	

#### 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

School:	TEST - Test S	School M	Name		•		User: Your N	ame										
Send	Form	View S	ent Forms	Consent	Form Re	ports												
Form	Type: Stude	ent Eme	rgency Releas	e														
E E	xport to PDI	F 🖻 E	xport to Excel															
Stude	lentID	Ŧ	Student Last	Name 🔻	Student Fi	irst Name 🔻	Consent	٣	Signature Date	۲	Signature	٣	Requestor	٣	Note T	CreateDate	Ŧ	
							No Response		null				karen.dunn		Mailbox unavailable. The server response was: 5.4.1 Recipient address rejected: Access denied. AS(201806281) (Y13CAN01F1016.eo CAN01.prod.protect the_test@sd68.bc.ce	2022-08-29 08:2 AM	236	🖍 Detail
															Email sent Successfully!			

#### **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

Scho	BARS - John Barsb	y Community School	•	User: Your Name						
	Send Form View S	ient Forms Conser	nt Form Reports							
F	orm Type: Cloud Cons	ent	*							
Ш	Export to PDF	Export to Excel								
	StudentID 🛛 🔻	Student Last Name 🔻	Student First Name 🔻	Consent 🛛 🔻	Signature Date 🛛 🔻	Signature 🔻	Requestor 🔻	Note 🔻	CreateDate 🛛 🕈	
				Yes	2022-09-01	м	karen.dunn	Email sent Successfully! Email Address	2022-09-01 11:42:28 AM	/ Detail





#### Student Information Consent

- Use Names&Images external = Yes, No, Null (parent/caregiver has not answered and clicked Submit)
- Use Names&Images internal = Yes, No, Null (parent/caregiver has not answered and clicked Submit)
- Field Trips Consent = Yes, No, Null (parent/caregiver has not answered and clicked Submit)
- **Signature** = Of Priority 1 and/or 2
- Signature Date = Date Priority 1 and/or 2 clicked Submit
- **Email** = Parent/Caregiver 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

Sch	ool Year: 202	24/202	5 🔹 School	TEST - Test Schoo	l Name	•			User: 🎦	our name	+Loge	out				
1	end Form	Vie	ew Sent Forms	Consent Form F	leports											
F	orm Type: s	itudent	Information Conse	nt	•											
	Export to	PDF	E Export to Excel													
	StudentID	Ŧ	Student Last 🔻	Student First 🔻	Use Names& 🕈	Use Names&▼	Field Trips C 🔻	Signature 🛛 🔻	Signature Da 🕈	Email 🛛 🔻	Requestor <b>T</b>	Note 🔻	Grade	▼ HomeRoom ▼		
		Over		Flip	No	Yes	Yes	Myname	2024-09-06	me@home.com		Email sent Successfully!	2024-09-06 09:37:06 AM			Petail ^
			Hearing	Echo	No	No	Yes	ht	2024-09-06	@sd68.bc.ca	tthe	Email sent Successfullyl	2024-09-05 09:12:30 AM			🖉 Detail
			Forward	Carry	Yes	Yes	Yes	ht	2024-09-04	aa@aa.com	tthe	Email sent Successfully!	2024-09-04 02:37:39 PM			🖉 Detail



Simplified columns to determine parent/caregiver consent for the use of child's name and image for External and Internal use.

	Send Form	View	Sent Forms	Consent Form F	Reports				
F	Form Type: Sti	udent In	formation Conse	nt	•				
	🛛 Export to F	port to PDF 🛛 Export to Ex							
	StudentID	▼ St	udent Last 🝸	Student First 🔻	Use Names&Images external 🔻	Use Names&Images internal	T	Field Trips Consent †	T





# **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

S	chool:	FAIR -	Fairview Elementary	T	User: Your Name
	Sen	d Form	n View Sent Forms	Consent Form Reports	
	Form	n Type:	Select Form Type	v	Grade:All • Home Room:All •
l			Select Form Type		
			Student Emergency Release	ļ,	n m
			Cloud Consent		
			Student Information Consent		

#### 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)

School: FAIR - Fairview Elementary	•		User: Your	Name		
Send Form View Sent Forms	Consent Form Reports					
Form Type: Student Emergency Relea	se 🔹	Grade:	01 🔹	Home Roo	m: 03	•
StudentID 🔻 Student La	st Name 🔻 Student First Na	me 🔻	Consent	T	Signature Da	te

#### Step 3: Print

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

School TAIR - Fairview Llemontary		•		User: YOL	ir Name												
Send Form View Sent Form	Consent	Form Reports															
Form Type: Student Emergency Re	lease	•	Grade	01 •	Home Ro	om: 03	•	Print	Form								
Export to PDF Export to E	icel																
StudentID Y Student	Last Name 🛛 🕇	Student First N	ane 🔻	Consent	Ŧ	Signature	Date	٣	Signature	Ŧ	Requesto	r -	T N	rce .	٣	CreateDa	Ŧ
*****	****	***		~~	~~	~~	~~~	A.	***	***	~~	~~~	~ ~	5.5	 r.sh	~~/	 1
Open		6															
(beau)	en hjeske vier er Igen vith system vie	~															
2001	Ráder																
and the second sec																	
🗿 Student transport, pil 💌																	Door all

• Click Printer Icon top right





≣ Student Emergency Release pdf		/ 5   - 1005 +	00		± 👼 i
	STUDENT	MERGENCY RELEASE			
	Student Name Date of Birth: 1				
	School: John Bareby Community Sch	ool			
	Factor Campres Hans 1	Phone Homber.			
	laaterse for research in y according to laat too names "mituctions for Scho- picking up student(s).	I Official: Please place check ma	,		
	- Anno			-	
				-	
	I fully realize that during a natural from school to another adult unle child(ren) a record shall be kept a	disaster such as an earthquate, s authorized by myself (as above the school of the person that pe			
	Signature: M				

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

•	Print	5 sheets of paper
	Destination	🖶 HP Photosmart C4700 💌
ľ	Pages	HP Photosmart C4700 series Snagit 2019 Save as PDF See more
	Copies	1
	Color	Color 💌
	~~~~	~~~~~
		Print Cancel

## **Secondary**

#### **Bulk Printing - 3 Steps**

#### Step 1: Select Form to Print

Click drop down arrow = Select Form Type:

Student Emergency Release
User: Your Name

Send Form View Sent Forms Consent Form Reports
Form Type: Select Form Type...
Student Emergency Release
Cloud Consent
Student Information Consent

#### 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

School: BARS - John Barsby Community School	User Your Name			
Send Form View Sent Forms Consent Form Re	Reports			
Form Type: Student Emergency Release	▼ Grade: 08 ▼ Course Coc	le: MADFS08T • Section: 03	Print Form	
Export to PDF Export to Excel			0	
StudentID 🝸 Student Last Name 🝸 Stude	ent First Name 🔻 Consent 🔻	Signature Date <b>Y</b> Signature <b>T</b>	Requestor <b>Y</b> Note	▼ CreateDate ▼
	Yes	2022-09-01 M		2022-09-01 11:25:19 AM
	No Response	null		2022-08-31 08:22:44 AM
Open Open with system viewer	~~~~~	*****	*****	******
Always open with system viewer Show in folder				
Cancel				Show all

#### **Course or Teacher – 4 Steps**

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

Se	chool:	BARS	- John Barsby Community S	ichool 🔹			User:	/oui	Name				
	Senc	l Form	View Sent Forms	Consent Form Repo	orts								
	Form	Туре:	Select Form Type		• Dro	Grade:	All	•	Course Code:	All	Section:	All	٠
			Select Form Type		O								
			Student Emergency Release										
			Cloud Consent										
l			Student Information Consent										

#### 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**

John B	arsby Co	ommu	nity Schoo	I -											1	School view 🔻	🌲 Select schoo			▼ @ Lo	og Off
Pages	School	Stud	ent Staff	Attendan	ce Conduct	Grades	Assessment	Schedule	2	I Tools	a Admi	n									
Master S	chedule																				
Master	3	Option	- Reports	• Help •	Search on	Course	4 78		lb	8											
Details		< 1:	ACLV11B-S-01	1	• >				_		0 of 474 s	elected (	9		_					Cum	ent Year
Teachers Roster			Course	SecNo	Description			Teacher		Primary Stat	ff > Name	Term	ScheduleTerm > Code	Schedule	Platoon	F	PrimaryRoom > Num	Total	Max	Closed at m	ax?
Matrix View																					

Copy down the Course Code and Section Number under Course Column

John B	John Barsby Community School -														
Pages	School	Stu	ident	Staff	Attendan	ce Conduct	Grades	Assessment	Schedule	Glo					
Master S	Schedule														
Master Sections Details		Optic	ons	Reports -	Help	Search on C	Course	9. 9	a=z	lb					
Teachers Roster			Cours	e	SecNo	Description			Teacher						
Matrix Viou			MACL	V11B-S-01	01	ACTIVE LIVING 11									
matrix view			MACL	V11FBS-01	01	ACTIVE LIVING 11									
Classes			MACL	V11FLS-01	01	ACTIVE LIVING 11									

#### 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

BARS - John Barsby Community School	•	User: You	rName								
Send Form View Sent Forms Consent Form	Reports										
Form Type: Student Emergency Release	• Grade	All	Course Code:	All	· Section:	All	Print Form				
Export to PDF Export to Excel		All 🖑		All	0	All 5	0				
StudentID <b>T</b> Student Last Name <b>T</b> Stu	dent First Name	, 08	т	MACLV11S MACLV11B-S	ignature	01	Requestor	▼ Note	Ŧ	CreateDate	т
		10		MACLV11FBS	A	03				2022-09-01 11:25:1	) 1
		11		MACLV11HLS MACLV11V-S		04				2022-08-31 08:25:0	s
		no nespor	ise	MACLV12S	-	06	-			AM	

#### Step 4: Print

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





School: BARS - John Barsby Community School	User Your Name					*
Send Form View Sent Forms Consent Form	Reports					
Form Type: Student Emergency Release	▼ Grade: 08 ▼ Course	Code: MADFS08T	Section: 03	Print Form		
Export to PDF     Export to Excel						
StudentID 🝸 Student Last Name 🝸 Stud	dent First Name 🔻 Consent	Y Signature Date Y	Signature 🔻 Re	equestor 🔻	Note 🔻	CreateDate 🔻
	Yes	2022-09-01	м			2022-09-01 11:25:19 AM
	No Response	null				2022-08-31 08:22:44 AM
Open	******	*****	~~~~~	~~~~	~~~~~	******
Open with system viewer Always open with system viewer						
Show in folder						
Student Emergercpd						Show all X

• Click Printer Icon top right

Student Emergency Release.pdf	_	1 / 5	- 100% +	80		± ē
		STUDENT EMER	GENCY RELEASE			
	Student Name: Date of Birth: 2					
	School: John Barsby	Community School				
	Parent/Caregiver Name	2	Phone Number:			
	least two names) *Instru picking up student(s). Name	ID Verification	al: Please place check mari	TELEPHONE 2	-	
		Signature	-		- 1	
		Signature	-			
		Signature	-	-		
	I fully realize that from school to ans child(ren) a record	during a natural disaste other adult unless author I shall be kept at the so	r such as an earthquake, m orized by myself (as above) hool of the person that pick	y child(ren) will not be released and that on the release of my ed up the child.		
	Signature: M					

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

Î	Print	5 sheets of paper
	Destination	🖶 HP Photosmart C4700 💌
	Pages	HP Photosmart C4700 series Snagit 2019 Save as PDF See more
	Copies	1
	Color	Color 👻
	~~~~	~~~~~



# Print Individual Student – 3 Steps

#### Step 1: Select Form to Print

Click drop down arrow = Select Form Type:

• Student Emergency Release





School:	BARS	- John Barsby Community S	ichool 🔻		User:	You	r Name					
Sen	nd Form	View Sent Forms	Consent Form Reports									
Forn	n Type:	Select Form Type	ľ	Grade:	All	٠	Course Code:	All	•	Section	All	•
		Select Form Type										
		Student Emergency Release										
		Cloud Consent										
		Student Information Consent										

#### Step 2: Search for Student

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

Scho	ool: BARS - John Barsby Commun	ity School 🔹	User:
\$	Send Form View Sent Form	s Consent Form Reports	
F	orm Type: Student Emergency Re	lease   Grade: 08  xcel	•
	StudentID 🛛 🝸 Stud	ent Last Name	eonse
			Yes
			No Re

#### Step 3: Print

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

School BARS - John Barsby Community School	User Your Name			
Send Form View Sent Forms Consent Form	n Reports			
Form Type: Student Emergency Release	Grade: 08     Course Code:	MADFS08T • Section: 03 •	Print Form	
Export to PDF Export to Excel			0	
StudentID 🝸 Student Last Name 🝸 Stu	tudent First Name 🔻 Consent 🗡	Signature Date 🔻 Signature 🗡	Requestor T Note	CreateDate T
	Yes	2022-09-01 M		2022-09-01 11:25:19 AM
	No Response	null		2022-08-31 08:22:44 AM
Open	~~~~~~~~		********	aaaaaaa
Open with system viewer Always open with system viewer	······			~~~~~~
Show in folder				
Cancel				Show all

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









**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

Send Form	View Sent Forms	Consent Form Reports														
Form Type: St	tudent Emergency Releas	e 🔹	Grade:All	Course Code	All	•	Section:	All	Print Form	Print Statistics	Print Schools Statistic	Show Conta	ct			
Export to	PDF 🛛 Export to Exce											2				
StudentID	▼ Student Las ▼ S	tudent Fir 🔻 Grade	T HomeRoom	Parent1	Parent1 Ph 🝸	Parent2	T	Parent2 Ph.	▼ Custody1.	. 🔻 Custody1 P.	🝸 Custody2 🝸	Custody2 P 🝸 🖸	Custody3 🔻	Custody3 P 🕇	Consent	T

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

Send Form	View Sent Forms	Consent For	m Reports																	
Form Type: Stu	udent Emergency Relea	se	•	Grade:	All 🔻	Home Room:	All *	Print	Form	Print Statistics	Print S	Schools Statistics	) 🛛 s	iow Contac	t					
Export to F	PDF 🛛 Export to Exce	I																		
StudentID	Y Student Las Y S	itudent Fir 🝸	Grade	T Hon	neRoom 🔻	Parent1	Parent1 Ph.	. т Р	arent2	Y Parent2 P	h 🝸	Custody1 🔻	Custor	dy1 P 🝸	Custody2 🔻	Custody2 P 🕈	Custody3 🝸	Custody3 P Y	Consent	T

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

Send Form	View Sent Forms	Consent Form	Reports															
Form Type: St	tudent Emergency Relea	se	• 0	Grade:All 🔹	Course Code:	All	▼ Sec	ction:	-All *	Print Form	Print Statistics	Print Scho	ools Statisti	cs 🛛 🖓 Show Co	ntact			
Export to	PDF	1																
StudentID	▼ Student Las▼ S	itudent Fir 🝸 🛛 Gi	rade 🔻	HomeRoom Y	Parent1 T	Parent1 Ph Y	Parent2	Y Pa	arent2 Ph 🝸	Custody1	T Custody1 P.	Y Custo	dy2 📍	Custody2 P Y	Custody3 🝸	Custody3 P Y	Consent	Ŧ

## **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

Scl	nool: N	IDSS	- Nanaimo District Secondary	T	Use	r: your n	ame
Γ	Send I	orm	View Sent Forms C	Consent Form Reports			•
	Form T	/pe:	Student Emergency Release	•	Preview Conser	nt Form	Send Consent Form
	🗷 Ex	port	Select Form Type	d'			
		Stu	Student Emergency Release		T	First Nam	ie
	0	94	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)

Form Type:	Student Emergency Release	•
🛛 🖾 Export	to Excel	
-	Last Name †	

• 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

StudentID		T
	Student Name	

- 3. Fill Out Parent Consent Form
  - Click the Detail Button





School: BARS - John E	larsby Community School		User: Your Name							
Send Form	ew Sent Forms Conser	nt Form Reports								
Form Type: Studen	t Emergency Release	•								
Export to PDF	D Export to Excel									
StudentID	▼ Student Last Name ▼	Student First Name 🔻	Consent 🔻	Signature Date	Signatu	ire 🔻	Requestor <b>T</b>	Note 🔻	CreateDate	
										/ Detail

#### 4. Form Pop-Up Window

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







# **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 "Send Form to parents email" > Click Send Consent Form (Must click Send Consent Form to create Details Button on the View Sent Forms Tab)

ſ	Send Form	View Sent Forms Consent Form Reports			
	Form Type:	Student Emergency Release	Preview Consent Form	Send Consent Form	□ Send Form to parents email
		Select Form Type			
		Student Emergency Release			
		Cloud Consent			
		Student Information Consent			

#### 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

	Send Form	View Sent Forms	Consent Form Reports												
F	orm Type:	Student Emergency Release	e 🔻												
		Select Form Type	, fm	1											
		Student Emergency Release		Signatura 🔻	Signature	•	Requestor	-	Note	-	CreateDate 🔻	Gra	da 🔻	HomeRoom	
		Cloud Consent		Signature )	Signature		Requestor	'	Note	· '	createbate ,	Grad	ue j	nomercoom )	
		Student Information Consent													🖉 Detail





# **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.

Refresh students from AD

#### 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

School:	BARS - John Barsby C	community School	•	User:		<b>I</b> +Logout					
Send	Form View Ser	nt Forms Conse	ent Form Reports								
Form	Type: Cloud Consent	t port to Excel	•	Preview Consent F	Form Send Conser	nt Form Send I	Form to parents email				
	StudentID T	Last Name 🛛 🔻	First Name 🛛 🔻	Grade 🔻	HomeRoom <b>T</b>	CloudConsent T	Account <b>T</b>	Email 🔻	Form Sent 🛛 🔻	Responded	r
0	100004	Later Barris	-			Yes	first.lastname	and the second s	100	-	-

## **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				
	(C) Reply	Reply All	Thu 2022-09-01 1	1:25 AM
Please sign consent for Student Emergency Release:				
https://staffweb.sd68.bc.ca/Consent/Home/Link_Student_Emergency_Release?StudentID=2319282&Code=8640C49203574212A0F71D478628456				
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 i	email may contain confidential	personal informati	ion about students,	their

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

STUDENT EMERGENCY	RELEASE							
Student Name: Student N	lame							
Date of Birth: DOB								
School: John Barsby Comm	unity School							
Parent/Caregiver Name 1:	MyEd Priority 1	Phone Number: H	ome Phone					
Parent/Caregiver Name 2:	MyEd Priority 2	e Number: Home P	hone					
In the event of an earthqua	ke or other serious in	icident resulting in schoo	l closure, where I/we are unable to					
collect our child(ren) from s	chool, we as parent o	or legal guardian of stude	ent named above.					
authorize the release of my	above child(ren) into	the custody of the follo	wing people: (please provide at least tw	0				
names) *Instructions for Se	chool Official: Pleas	e place check mark bes	ide the name of person picking up					
student(s).								
Name	ID Verification	TELEPHONE 1	TELEPHONE 2					
	15 vermeation							
Maverick	Signature	000-000-0000	000-000-0000					
	Signature							
	Signature							
Ifully realize that during	a natural disaster suo	ch as an earthquake, my	child(ren) will not be released from					
school to another adult unle	ess authorized by my	self (as above); and that	on the release of my child(ren) a record	i -				
shall be kept at the school o	of the person that pic	cked up the child.						
Signature: M								
*Please note that staff meml	bers will remain on si	ite until authorized individ	lual(s) are able to pick up your child(ren	)*				
Submit								
oua consen	τ							
ease sign consent for Cloud	d Consent							
				4	5 Reply	() Reply All	-> Forward	
							Thu 2022-09-01	1:42 AM
se sign consent for Cloud Consent: s://staffweb.sd68.bc.ca/Consent/Hom	ne/Link Cloud Consent?Stu	identiD=2319282&Code=4918DF	4D47ED88E844E616E92938E0					
-mail is privileged, confidential, subject to cop	yright, not intended for distributio	on, and may not be reproduced without t	he authority of the sender. Along with privileged information of	the organization, this email may contain a	confidential (	personal informati	ion about students,	
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#### Student Information Consent



## **Printable eConsent Forms for Parent**

Please email <u>IS-SAS@sd68.bc.ca</u> 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?
  - o Confirm email address
- Parents Email
  - o 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.

