eConsent - Teacher

Version History

Version	Date	Description
V1.0	Sep. 7, 2022	Initial creation of docuent

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NANAIMO LADYSMITH PUBLIC SCHOOLS

Teacher

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

This first release (version 1.0) handles:

1. The use of student photos and videos, walk/run field trips, volunteering in school
2. Authorized individuals for emergency release of students
3. Technology - use of Cloud apps

eConsent allows:

- <u>School teachers</u> to **view** consent responses for students in their class(es).
- 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.

Access 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

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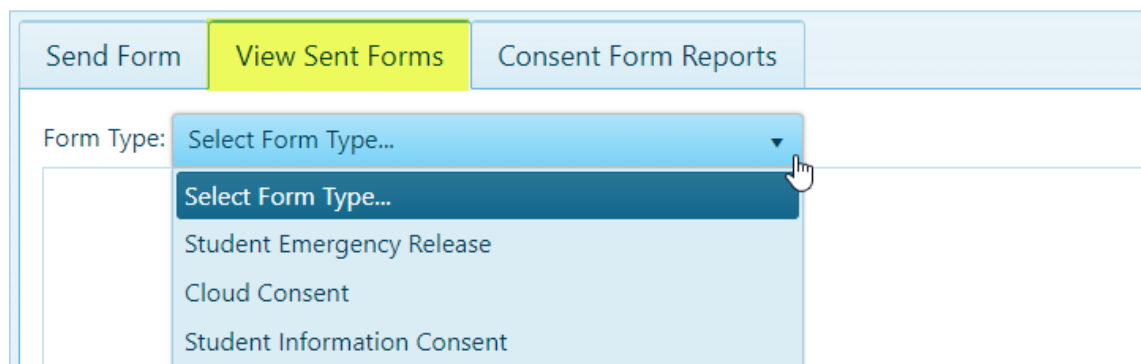
Navigating eConsent

View Sent Form Tab

Select the Form to be Viewed

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 Form	**View Sent Forms**	Consent Form Reports

Form Type: Select Form Type... ▼

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

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

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

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Export to PDF or Excel

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

- Which parent has **not** clicked Submit? = Null
- Which students have a **Yes**
- Which students have a **No**

Print Student Emergency Release Form

Bulk Printing – 3 Steps

Step 1: Select Form to be Printed

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)

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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

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Individual Student – 3 Steps
Step 1: Select Form to be Printed
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

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- 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)
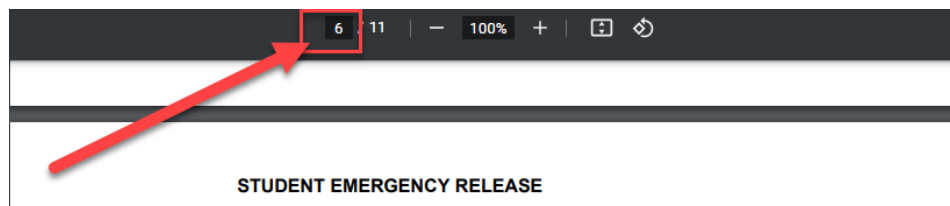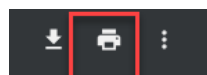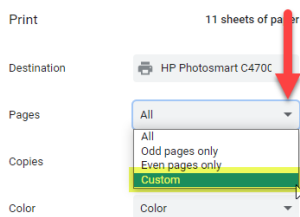

- Click Printer Icon top right corner

- **Pages** = Click drop down arrow = Click Custom

- **Pages** = Number from above (example page 6)
- **Destination** = Choose printer
- Click Print

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Print   1 sheet of paper

Destination   🖨 HP Photosmart C4700 ▼

Pages   Custom   ▼

               6

Copies   1

Color   Color   ▼

More settings   ⌄

Print   Cancel

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