

# eConsent - Teacher

## Version History

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

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## Teacher

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

This first release (version 1.0) handles consent to:



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 – the use of Cloud apps

eConsent allows:

- School teachers to **view** consent responses for students in their class(es).
- The school office 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
	<a href="#">eConsent</a>
	<a href="#">eConsent Help Page</a>

Direct link: <https://staffweb.sd68.bc.ca/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.

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User Name

Password

## Navigating eConsent

### 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 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

School: TEST - Test School Name      User: Your Name

Send Form    **View Sent Forms**    Consent Form Reports

Form Type: Student Emergency Release

Export to PDF    Export to Excel

StudentID	Student Last Name	Student First Name	Consent	Signature Date	Signature	Requestor	Note	CreateDate	
			No Response	null		karen.dunn	MailBox unavailable. The server response was 5.4.1: Recipient address rejected: Access denied. (5520106201) [FYICANITH01@scs..., CANO? gmail protect..., the_send@uif5.scse	2022-08-26 08:29:36 AM	<a href="#">Detail</a>

### 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

School: BARS - John Barsby Community School      User: Your Name

Send Form    **View Sent Forms**    Consent Form Reports

Form Type: Cloud Consent

Export to PDF    Export to Excel

StudentID	Student Last Name	Student First Name	Consent	Signature Date	Signature	Requestor	Note	CreateDate	
			Yes	2022-09-01	M	karen.dunn	Email sent Successfully! <a href="#">Email Address</a>	2022-09-01 11:42:28 AM	<a href="#">Detail</a>

### 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

School: BARS - John Barsby Community School      User: Your Name

Send Form    View Sent Forms    Consent Form Reports

Form Type: Student Information Consent

Export to PDF    Export to Excel

StudentID	Student L.	Student ...	Photo Re...	Media Re...	Image Re...	Photo&V...	Field Trip...	Signature	Signatur...	Email	Requestor	Note	Created...	
			No Response	No Response	No Response	No Response	No Response		null		ttthe	Mailbox unavailable. The server response was: 543 Request address rejected: Access denied. 452010402010	2022-09-06 10:21:25 AM	<a href="#">Detail</a>
			No Response	No Response	No Response	No Response	No Response		null		ttthe		2022-09-06 09:48:04 AM	<a href="#">Detail</a>
			No Response	No Response	No Response	No Response	No Response		null		ttthe	PTTCANED17775Eac... CANW1905protect... the_barsby@barsb...	2022-09-06 09:48:02 AM	<a href="#">Detail</a>
			No Response	No Response	No Response	No Response	No Response		null		ttthe	Email sent successfully.	2022-09-06 09:48:02 AM	<a href="#">Detail</a>

### 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 Print

Click drop down arrow = Select Form Type:

- Student Emergency Release

School: BARS - John Barsby Community School      User: Your Name

Send Form    View Sent Forms    Consent Form Reports

Form Type: Select Form Type...    Grade: --All--    Course Code: --All--    Section: --All--

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)

School: BARS - John Barsby Community School User:

Send Form View Sent Forms Consent Form Reports

Form Type: Student Emergency Release Grade: 08

Export to PDF Export to Excel

StudentID Student Last Name Consent

		Yes
		No Ri

### 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 Reports

Form Type: Student Emergency Release Grade: 08

Export to PDF Export to Excel

StudentID	Student Last Name	Student First Name	Consent	Signature Date	Signature	Requestor	Note	CreateDate
			Yes	2022-08-01	M			2022-08-01 11:02:19 AM
			No Response	N/A				2022-08-01 11:02:41 AM

Print Student Emergency Release PDF

- Click Printer Icon top right

Student Emergency Release.pdf

STUDENT EMERGENCY RELEASE

Student Name: [Redacted]  
Date of Birth: [Redacted]  
School: John Barsby Community School  
Parent/Caregiver Name 1: [Redacted] Phone Number: [Redacted]  
Parent/Caregiver Name 2: [Redacted] Phone Number: [Redacted]

I, the parent or caregiver or other serious incident involving a school district, where I/we are unable to contact the parent/caregiver from school, do hereby grant permission for school officials to authorize the release of my child/children into the custody of the following people, (please provide at least two family telephones for School Official. Please print check mark beside the names of persons picking up student(s)).

Name	ID Verification	TELEPHONE 1	TELEPHONE 2
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

I fully realize that during a natural disaster such as an earthquake, my child(ren) will not be released from school or other such unless authorized to report the district 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

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

Print 5 sheets of paper

Destination: HP Photosmart C4700 series

Pages: 1

Copies: 1

Color: Color

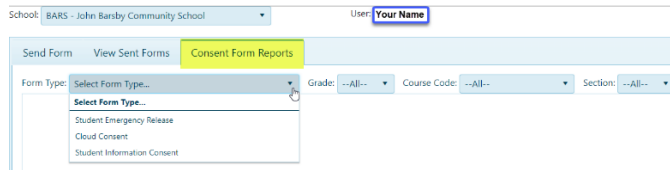
Print Cancel

## Individual Student – 3 Steps

### Step 1: Select Form to Print

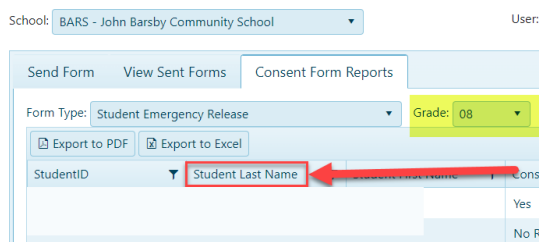
Click drop down arrow = Select Form Type:

- Student Emergency Release



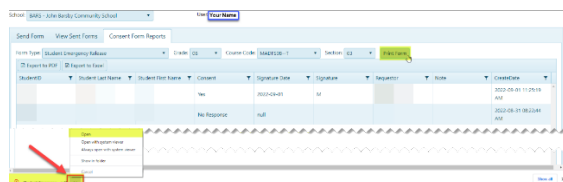
### Step 2: Search for Student

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

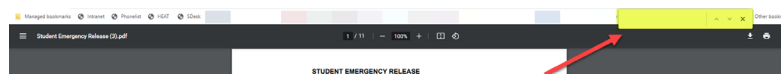


### Step 3: Print

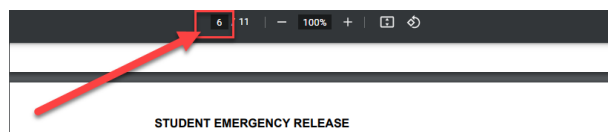
- Click Print Form
- Click drop down arrow on PDF at bottom of screen
- Click Open



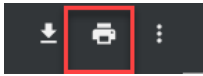
- Search for Student = Ctrl + F. Pop-up window right hand corner = Enter Student Name



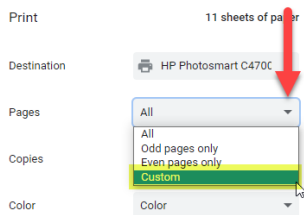
- Make Note of Page Number (example page 6)



- 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

