

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 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:

- 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
	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



Navigating eConsent

View Sent Form Tab

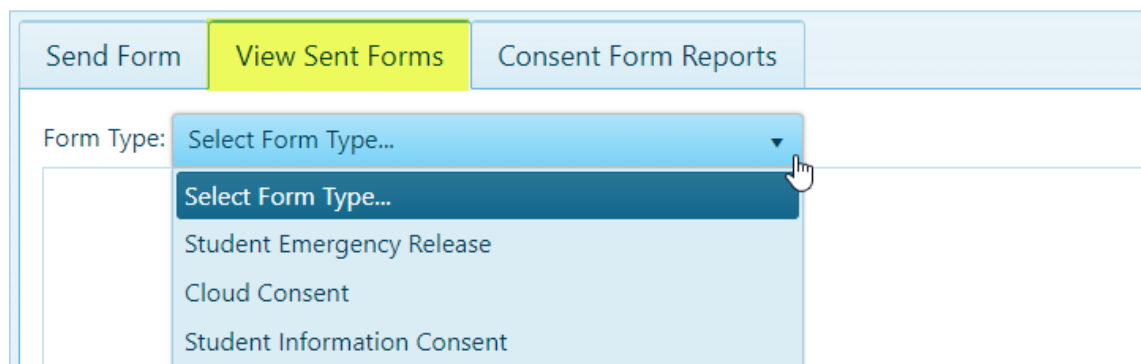
Select the Form to be Viewed

Click drop down arrow = Select Form Type:

- Student Emergency Release
- Cloud Consent
- Student Information Consent

School: BARS - John Barsby Community School ▼

User: your name



The screenshot shows the 'View Sent Forms' tab selected in the top navigation bar. Below it, a 'Form Type:' dropdown menu is open, displaying the following options: 'Select Form Type...', 'Student Emergency Release', 'Cloud Consent', and 'Student Information Consent'. A mouse cursor is pointing at the dropdown arrow.

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. AS(201806281) [YT3CAN01FT016.eo... CAN01.prod.protect... tthe_test@sd68.bc.ca	2022-08-29 08:29:36 AM	Detail

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! Email Address	2022-09-01 11:42:28 AM	Detail

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	CreateDa...	
			No Response	No Response	No Response	No Response	No Response		null		tthe	Mailbox unavailable. The server response was: 541 Recipient address rejected: Access denied. AS(201806281)	2022-09-06 10:21:25 AM	Detail
			No Response	No Response	No Response	No Response	No Response		null		tthe	[YT3CAN01FT016eo... CAN01.prod.protect... tthe_test@sd68.bc.ca	2022-09-06 09:48:04 AM	Detail
			No Response	No Response	No Response	No Response	No Response		null		tthe	[YT3CAN01FT016eo... CAN01.prod.protect... tthe_test@sd68.bc.ca	2022-09-06 09:48:02 AM	Detail
			No Response	No Response	No Response	No Response	No Response		null		tthe	Email sent Successfully!	2022-09-06 09:48:02 AM	Detail

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

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 Response

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 Course Code: MADFS08--T Section: 03 Print Form

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			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

Student Emergency...pdf

- Click Printer Icon top right

Student Emergency Release.pdf 1 / 5 100%

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]

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).

Name	ID Verification	TELEPHONE 1	TELEPHONE 2
[Redacted]	<input type="checkbox"/>		
[Redacted]	<input type="checkbox"/>		
[Redacted]	<input type="checkbox"/>		

☒ 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

- 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 be Printed

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: Search for Student

- 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

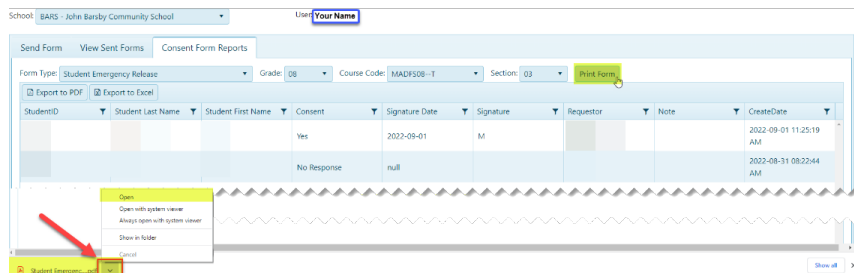
Export to PDF Export to Excel

StudentID	Student Last Name	Consent
		Yes
		No

Step 3: Print

- Click Print Form

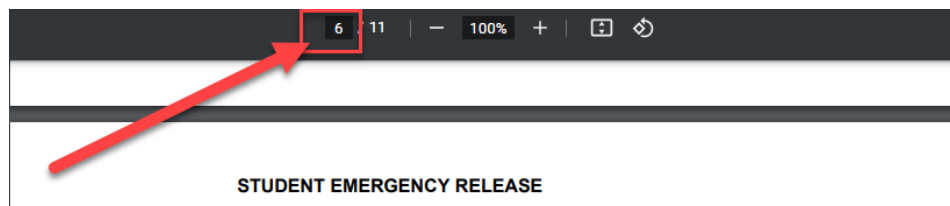
- Click drop down arrow on PDF at bottom of screen
- Click Open



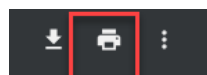
- Search for Student = Ctrl + F. Pop-up window right hand corner = Enter Student Name



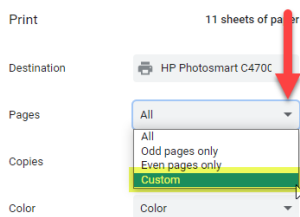
- Make Note of Page Number (example page 6)



- 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 1 sheet of paper

Destination HP Photosmart C470C

Pages Custom

Copies 1

Color Color

More settings



Print Cancel