

# Student Consent Records walk through

Box is a bit finicky so here is a quick walkthrough with screen shots for how to upload your student roster.

## **Option 1**

Download and reupload

## **Option 2**

Update using Excel online

## **Option 3**

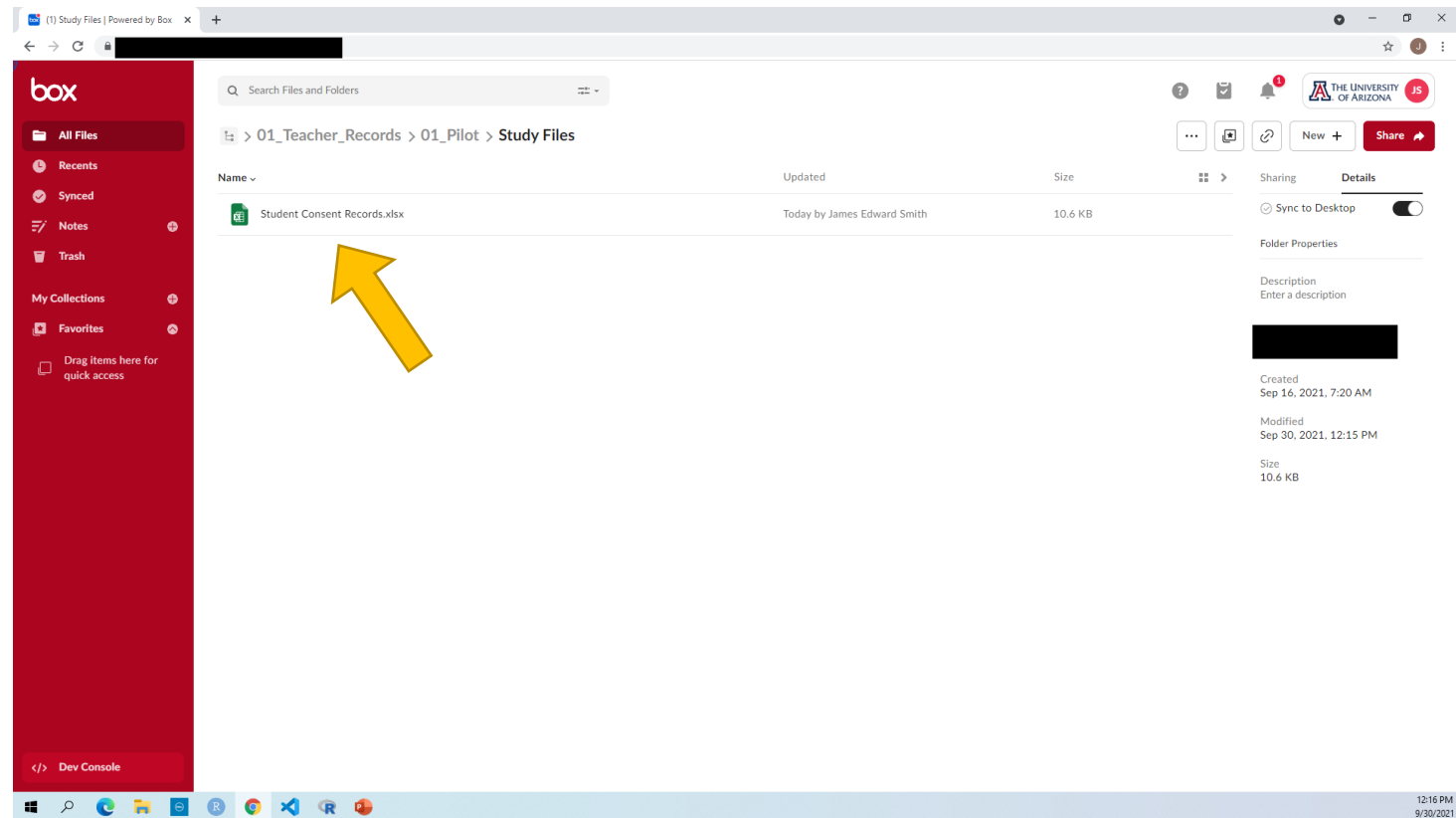
Update using Google sheets

Option 1: Download & Reupload

# Option 1

## Download and Update

1. Log into your Box folder
2. Click on the **Study Files** folder
3. Click on **Student Consent Records.xlsx**





# Option 1

## Download and Update

1. Add your students into the sheet preferably by first name and last name (separately)
2. Save the file

### Note:

The algorithm will match students whose parents sign the online form by the name the parents enter. If a nickname shows up, it may not match.

Any new students can be added to the bottom.

Please do not remove students if they do not get permission or leave the classroom.

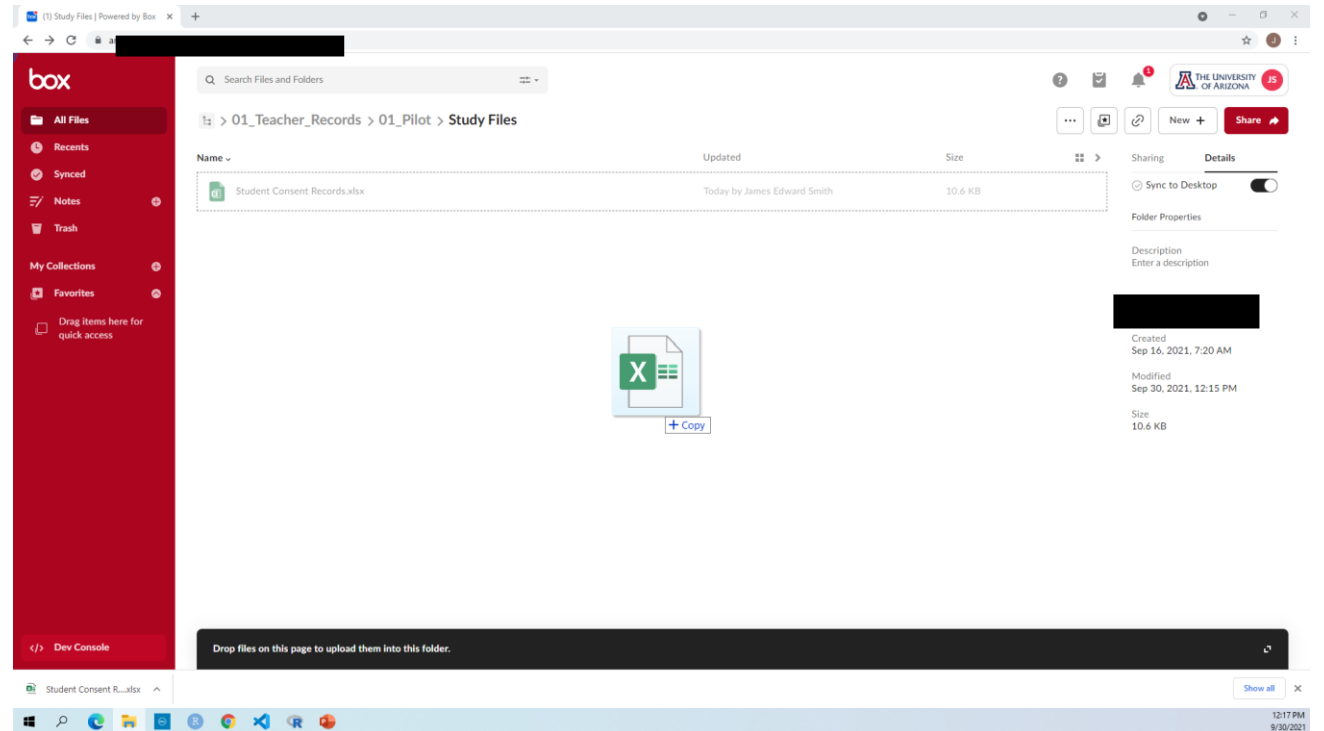
			Permissions		Video Recording Attendance			
			Parent Permission Given	Student Consent Signed	Lesson 1	Lesson 2	Lesson 3	Lesson 4
					Enter Lesson Name	Enter Lesson Name	Enter Lesson Name	Enter Lesson Name
4	Number	First Name	Last Name		Enter Lesson date	Enter Lesson date	Enter Lesson date	Enter Lesson date
5	1	John	Doe					
6	2	Jane	Doe					
7	3	Yaelin	Lee					
8	4	Ghita	Bharaj					
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40	36							

# Option 1

## Download and Update

1. Click and drag the updated excel file from your computer to the Box folder.

Tip: You'll need the folder with the **Student Consent Records.xlsx** file open and the website open



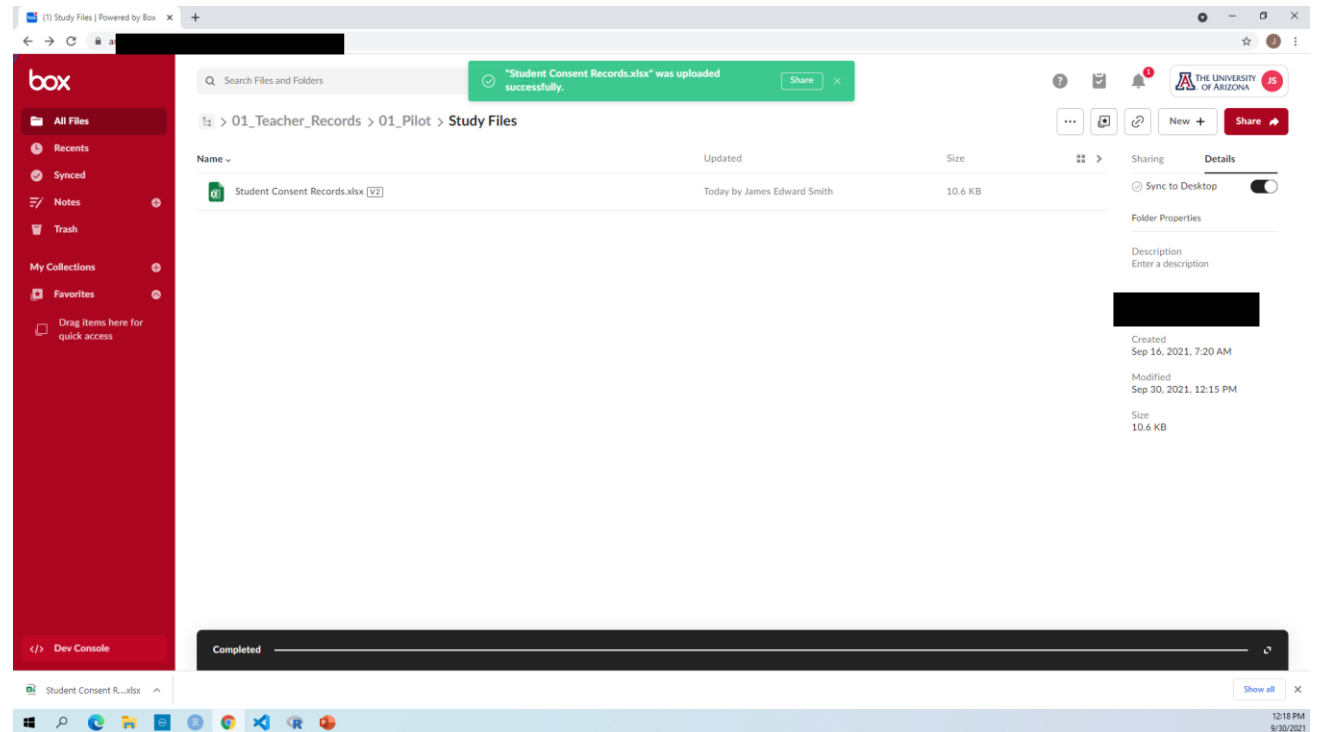
# Option 1

## Download and Update

All done!

You'll see the green upload confirmation and a black bar at the bottom that should say "completed".

If you click on the file name, it will have your student roster in there now.



# Option 2: Excel Online

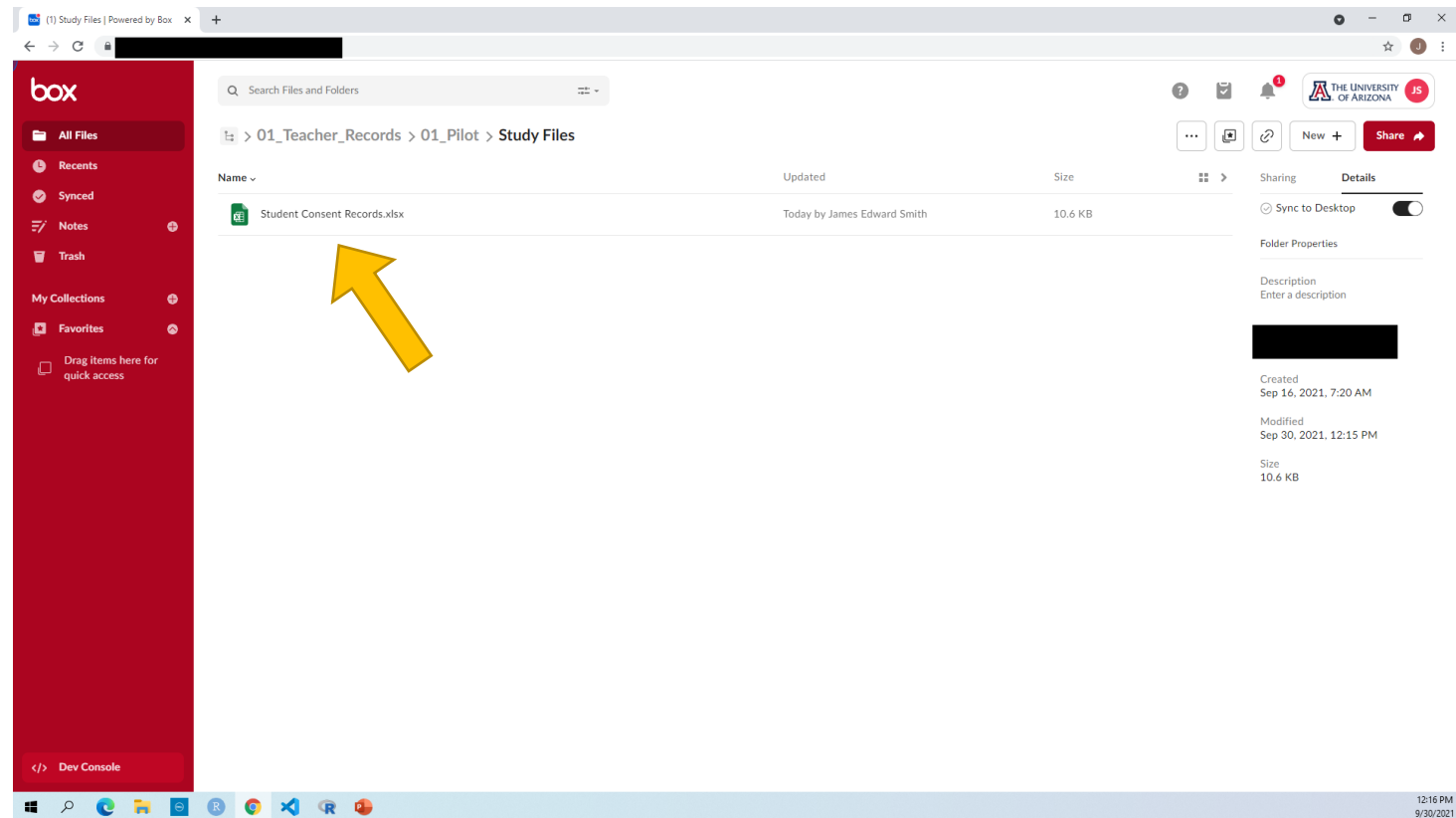
You may need a newer version of Microsoft office on your machine for this option or a Microsoft account.



# Option 2

## Excel Online

1. Log into your Box folder
2. Click on the **Study Files** folder
3. Click on **Student Consent Records.xlsx**



# Option 2

## Excel Online

1. Click on **Open** in the top right side of the page
2. Select **Microsoft Excel Online**

### *Tip*

This will open a new webpage that will look like an Excel spreadsheet.

It may ask you to log in to your Microsoft account.

The screenshot shows a web browser window displaying an Excel spreadsheet titled "Student Consent Records.xlsx". The spreadsheet has columns for "Number", "First Name", "Last Name", "Permissions", "Video Recording Attendance", and "Lesson Name". The "Open" button in the top right corner is highlighted by a yellow arrow labeled "1". A dropdown menu is open, showing three options: "Microsoft Excel Online", "Google Sheets", and "Microsoft Excel". The "Microsoft Excel Online" option is selected and highlighted by a yellow arrow labeled "2".

Number	First Name	Last Name	Parent Permission Given	Student Consent Signed	Lesson 1	Lesson 2	Lesson 3
1					Enter Lesson Name	Enter Lesson Name	Enter Lesson Name
2					Enter Lesson date	Enter Lesson date	Enter Lesson date
3							
4							
5							
6							
7							
8							
9							
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# Option 2

## Excel Online

1. Click on **Open** in the top right side of the page
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### *Tip*

This will open a new webpage that will look like an Excel spreadsheet.

It may ask you to log in to your Microsoft account.

The screenshot shows a web browser window displaying an Excel spreadsheet titled "Student Consent Records.xlsx". The spreadsheet has columns for "Number", "First Name", "Last Name", "Permissions", "Lesson 1", "Lesson 2", and "Video Recording Attendance". A download menu is open in the top right corner, showing options: "Microsoft Excel Online", "Google Sheets", and "Microsoft Excel". A yellow arrow labeled "1" points to the "Open" button in the top right corner of the browser. Another yellow arrow labeled "2" points to the "Microsoft Excel Online" option in the download menu. The browser's address bar shows "Student Consent Records.xlsx" and "Inbox (2) - jsmith62@gmail.com". The Windows taskbar is visible at the bottom, showing the time as 12:20 PM on 9/30/2021.



# Option 2

## Excel Online

All done!

### Note!

It will look like you did nothing when you close the sheet after adding the names. **THIS IS OK!** A green box will appear asking you to **Refresh**.

Click **Refresh** and your names should show up.

The screenshot shows a web browser window displaying an Excel spreadsheet titled "Student Consent Records.xlsx". A green notification box at the top center reads: "A new version of this file is available. Would you like to refresh the page?" with a "Refresh" button. The spreadsheet has the following structure:

		Permissions		Video Recording Attendance			
		Parent Permission Given	Student Consent Signed	Lesson 1	Lesson 2	Lesson 3	Lessc
				Enter Lesson Name	Enter Lesson Name	Enter Lesson Name	Enter Less
1							
2							
3							
4	Number	First Name	Last Name				
5	1						
6	2						
7	3						
8	4						
9	5						
10	6						
11	7						
12	8						
13	9						
14	10						
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40	36						

The right sidebar shows an "Activity" panel with a notification: "James Edward Smith uploaded v1 - 2". At the bottom right, there is a comment box with the text "@mention users to notify them." and a "Show all" button. The system clock in the bottom right corner shows 12:21 PM on 9/30/2021.

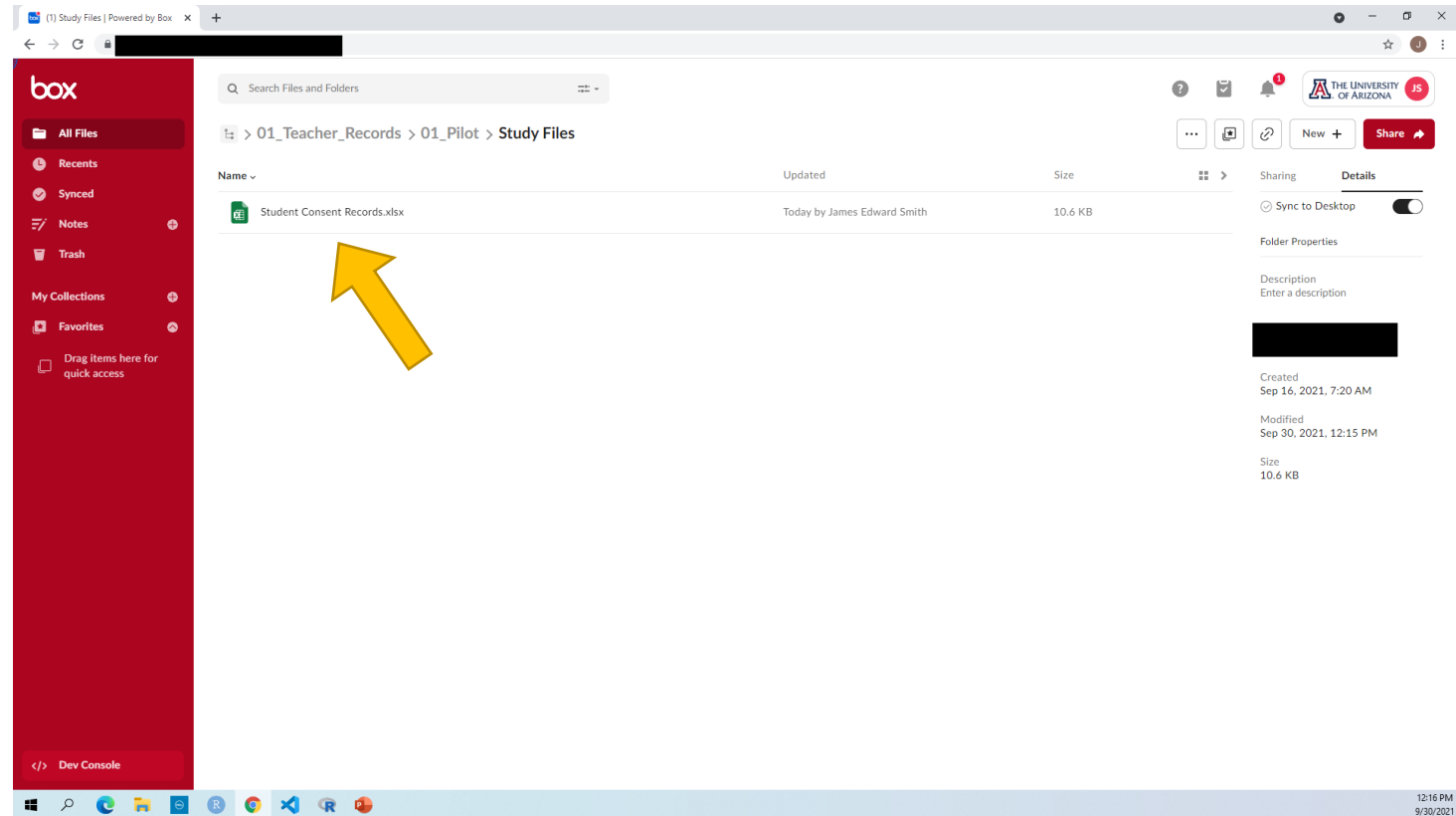
# Option 3: Google sheet

You may need to be logged into a Google supported email address for this option.

# Option 3

## Google sheets

1. Log into your Box folder
2. Click on the **Study Files** folder
3. Click on **Student Consent Records.xlsx**



# Option 3

## Google sheets

1. Click on **Open** in the top right side of the page
2. Select **Google Sheets**

### Tip

This will open a new webpage.

The screenshot shows a web browser window displaying an Excel file named "Student Consent Records.xlsx". The file is open in a "Study Files" folder. The spreadsheet has columns for "Number", "First Name", "Last Name", "Permissions" (with sub-columns "Parent Permission Given" and "Student Consent Signed"), "Lesson 1", "Lesson 2", and "Video Recording Attendance". The "Open" button in the top right corner is highlighted with a yellow box and an arrow labeled "1". A context menu is open over the spreadsheet, showing options: "Microsoft Excel Online", "Google Sheets", and "Microsoft Excel". The "Google Sheets" option is highlighted with a yellow box and an arrow labeled "2". The browser's address bar is redacted. The Windows taskbar is visible at the bottom, showing the time as 12:22 PM on 9/30/2021.



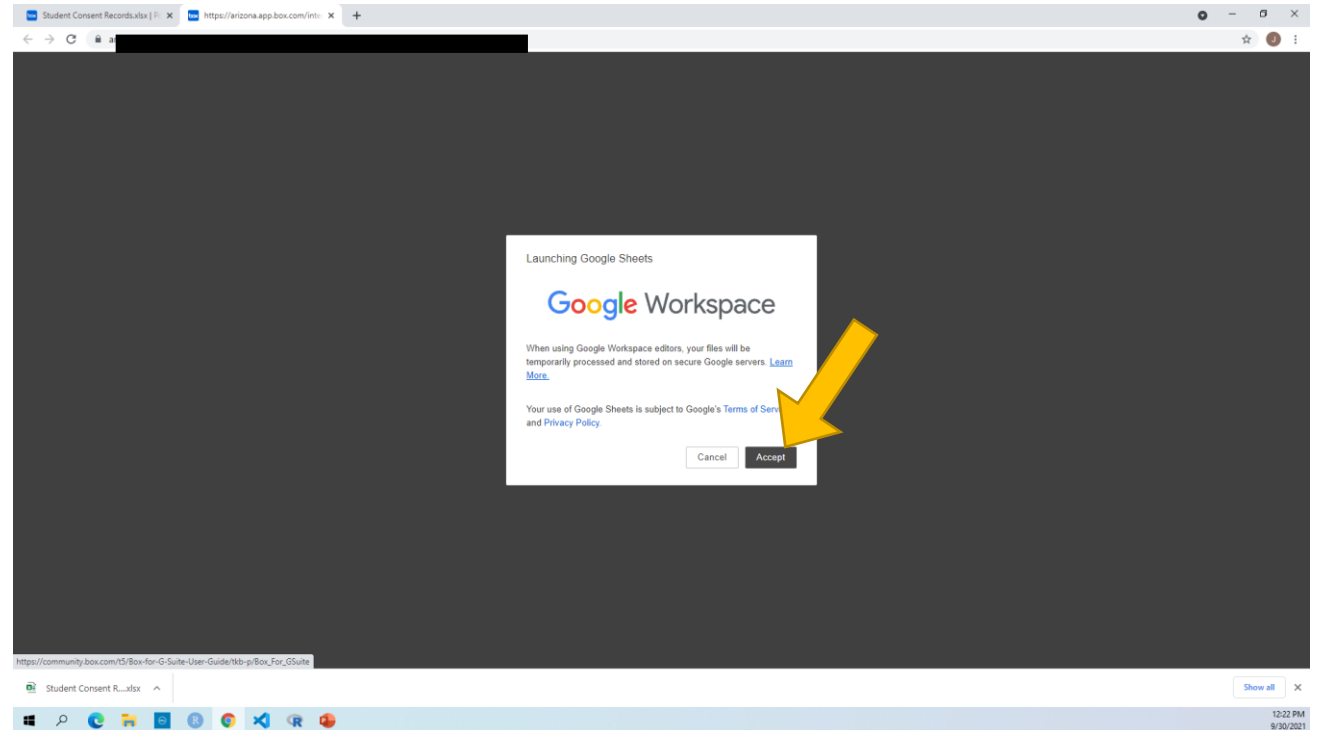
# Option 3

## Google sheets

### 1. Click **Accept**

This is a notification of using Google to update something in Box.

It will take a moment to open in Google Sheets.



# Option 3

## Google sheets

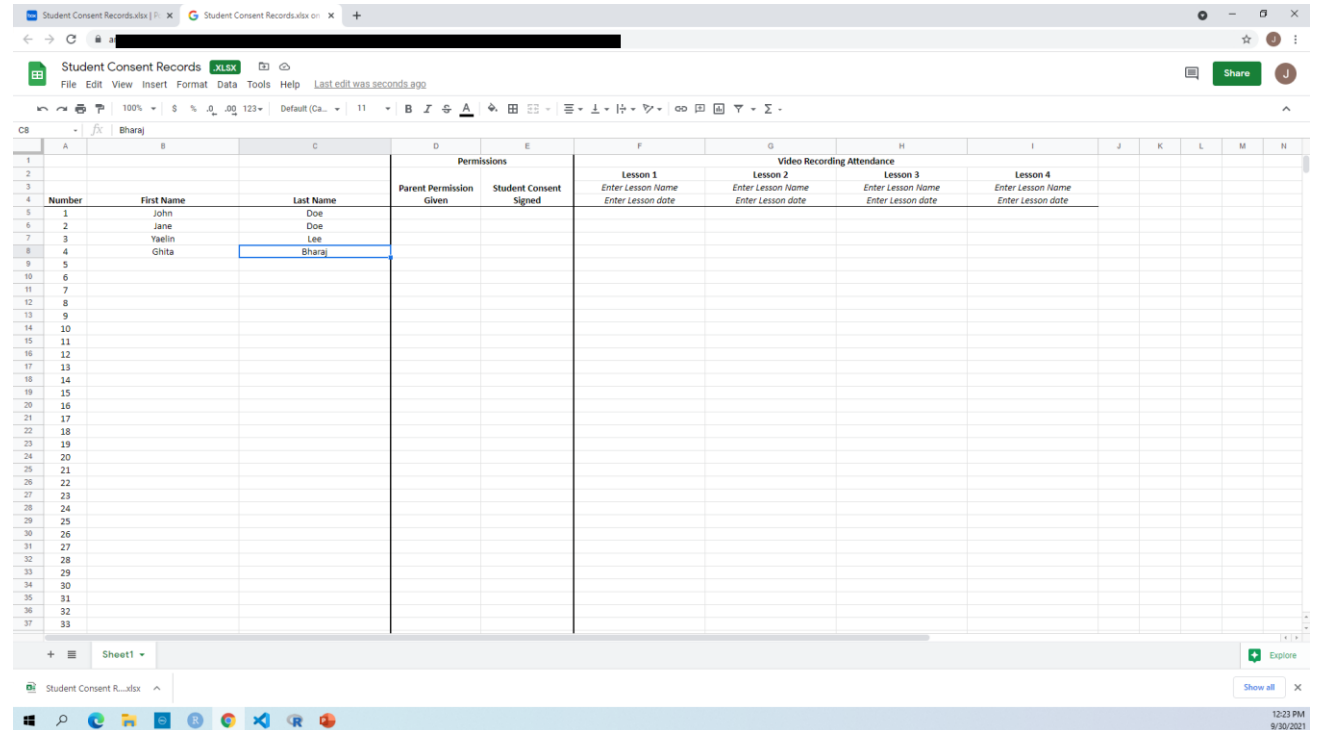
1. Add your students into the sheet preferably by first name and last name (separately)
2. Close the webpage

### Note:

The algorithm will match students whose parents sign the online form by the name the parents enter. If a nickname shows up, it may not match.

Any new students can be added to the bottom.

Please do not remove students if they do not get permission or leave the classroom.



The screenshot shows a Google Sheet titled "Student Consent Records" with the following structure:

			Permissions		Video Recording Attendance			
			Parent Permission Given	Student Consent Signed	Lesson 1 <i>Enter Lesson Name</i> <i>Enter Lesson date</i>	Lesson 2 <i>Enter Lesson Name</i> <i>Enter Lesson date</i>	Lesson 3 <i>Enter Lesson Name</i> <i>Enter Lesson date</i>	Lesson 4 <i>Enter Lesson Name</i> <i>Enter Lesson date</i>
1								
2								
3								
4	Number	First Name	Last Name					
5	1	John	Doe					
6	2	Jane	Doe					
7	3	Yaelin	Lee					
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# Option 3

## Google sheets

All done!

### Note!

It will look like you did nothing when you close the sheet after adding the names. **THIS IS OK!** A green box will appear asking you to **Refresh**.

Click **Refresh** and your names should show up.

The screenshot shows a Google Sheet titled "Student Consent Records.xlsx" with the following structure:

			Permissions		Video Recording Attendance			
Number	First Name	Last Name	Parent Permission Given	Student Consent Signed	Lesson 1 <small>Enter Lesson Name</small>	Lesson 2 <small>Enter Lesson Name</small>	Lesson 3 <small>Enter Lesson Name</small>	Enter Lesson
1								
2								
3								
4								
5								
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The interface includes a green notification box at the top: "A new version of this file is available. Would you like to refresh the page?" with a "Refresh" button. On the right, there are "Open", "Download", and "Share" buttons. A comment box at the bottom right says "Write a comment" and "@mention users to notify them." The system tray at the bottom shows the time as 12:23 PM on 9/30/2021.