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

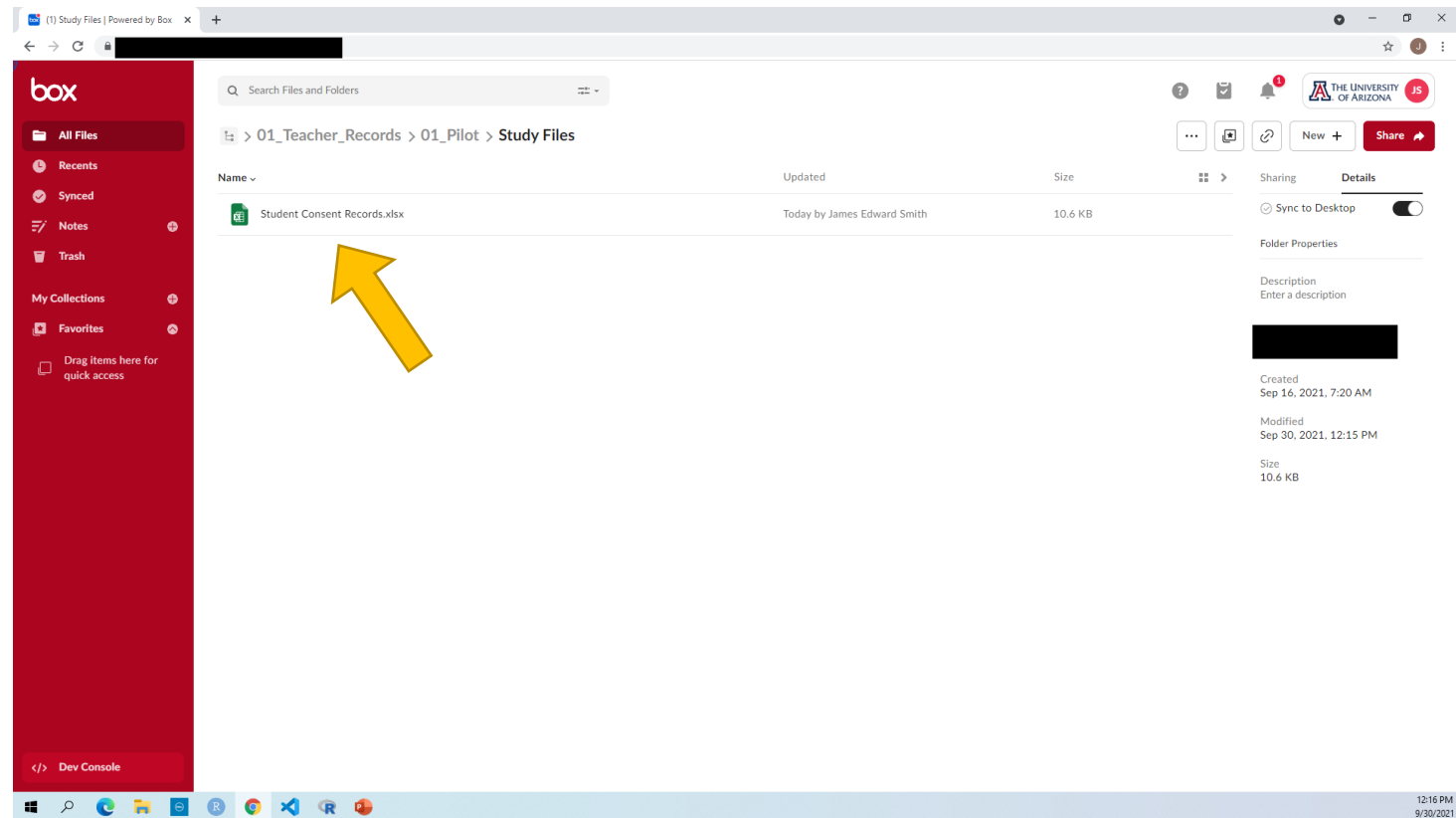Update using Excel online

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. Click on **Download** right hand side of the page

2. Open the downloaded file named **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.

Option 1
Download and Update

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

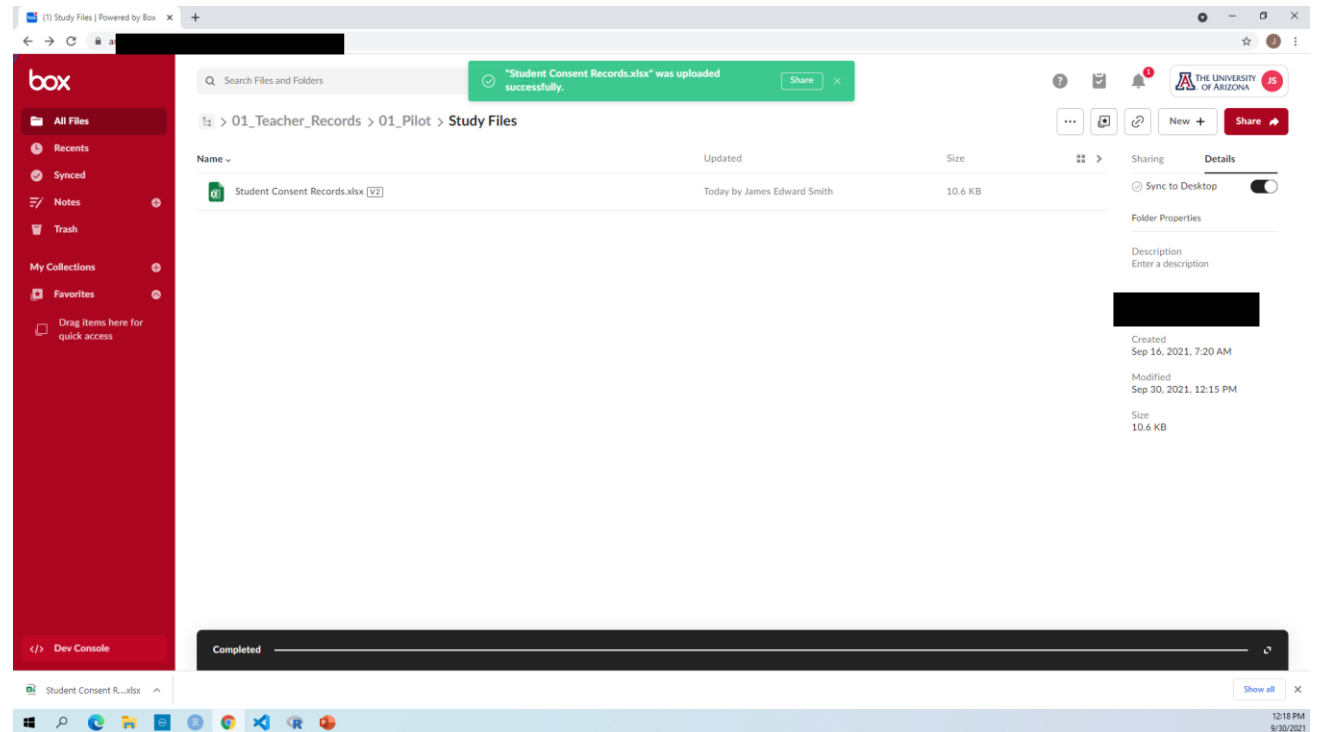Tip: You'll need the folder with the **Student Consent Records.xlsx** file open and the website open
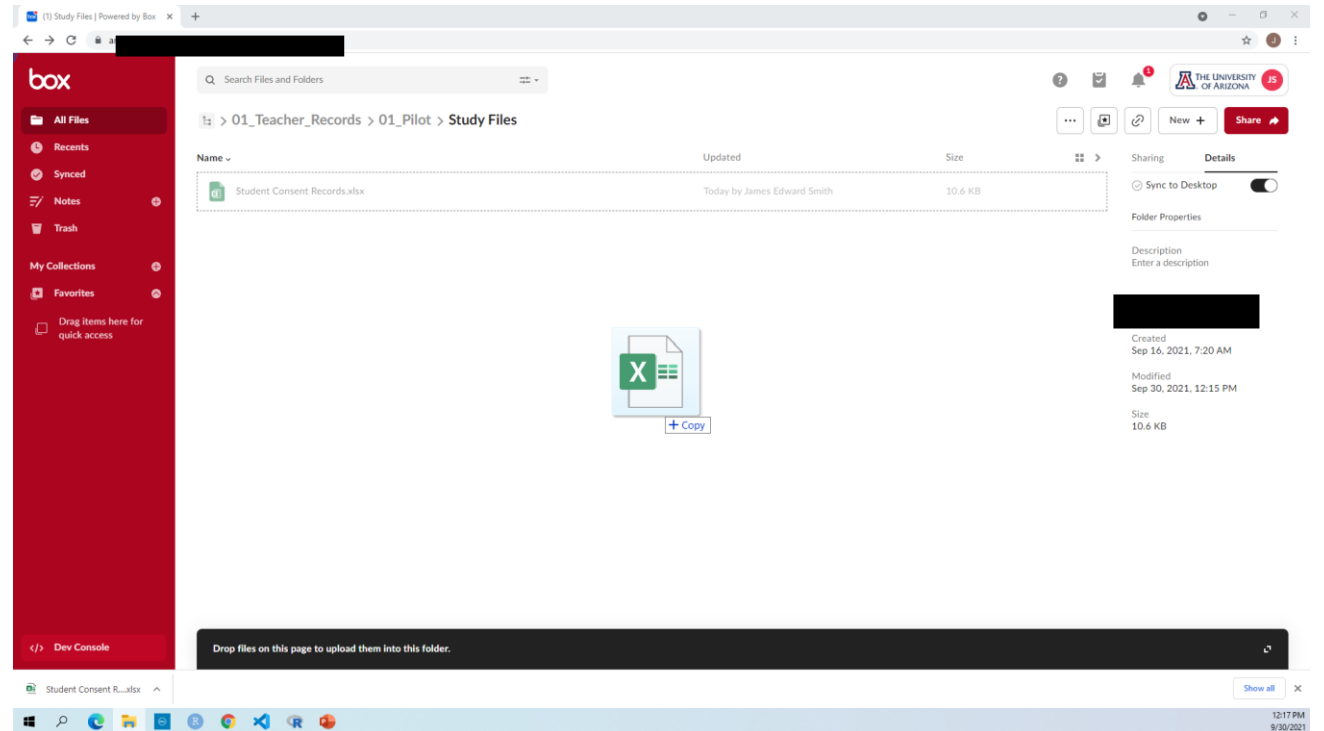
Option 1
Download and Update

All done!

You'll 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.
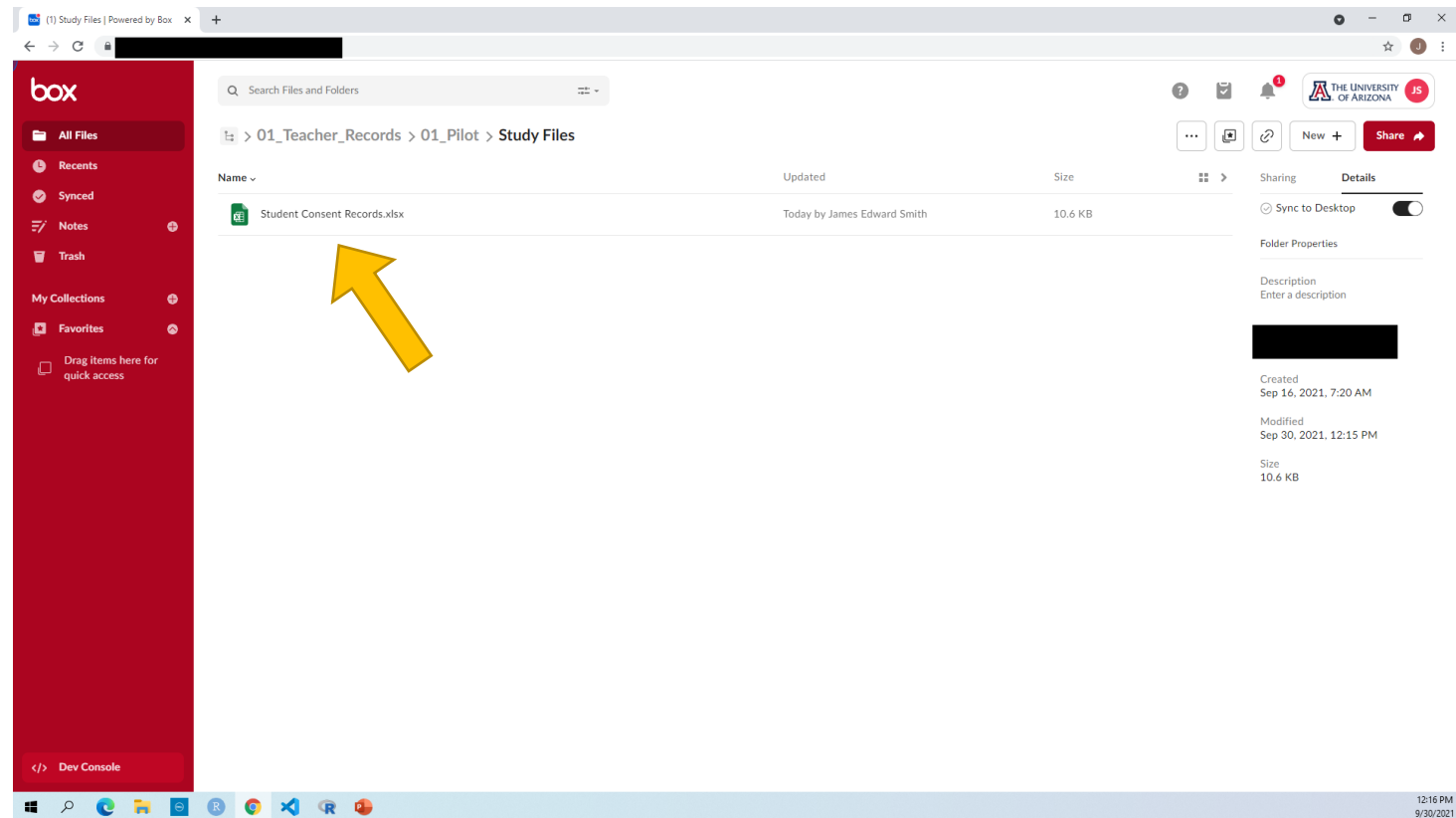
Option 2: Excel Online

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.

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.

Option 2
Excel Online

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.

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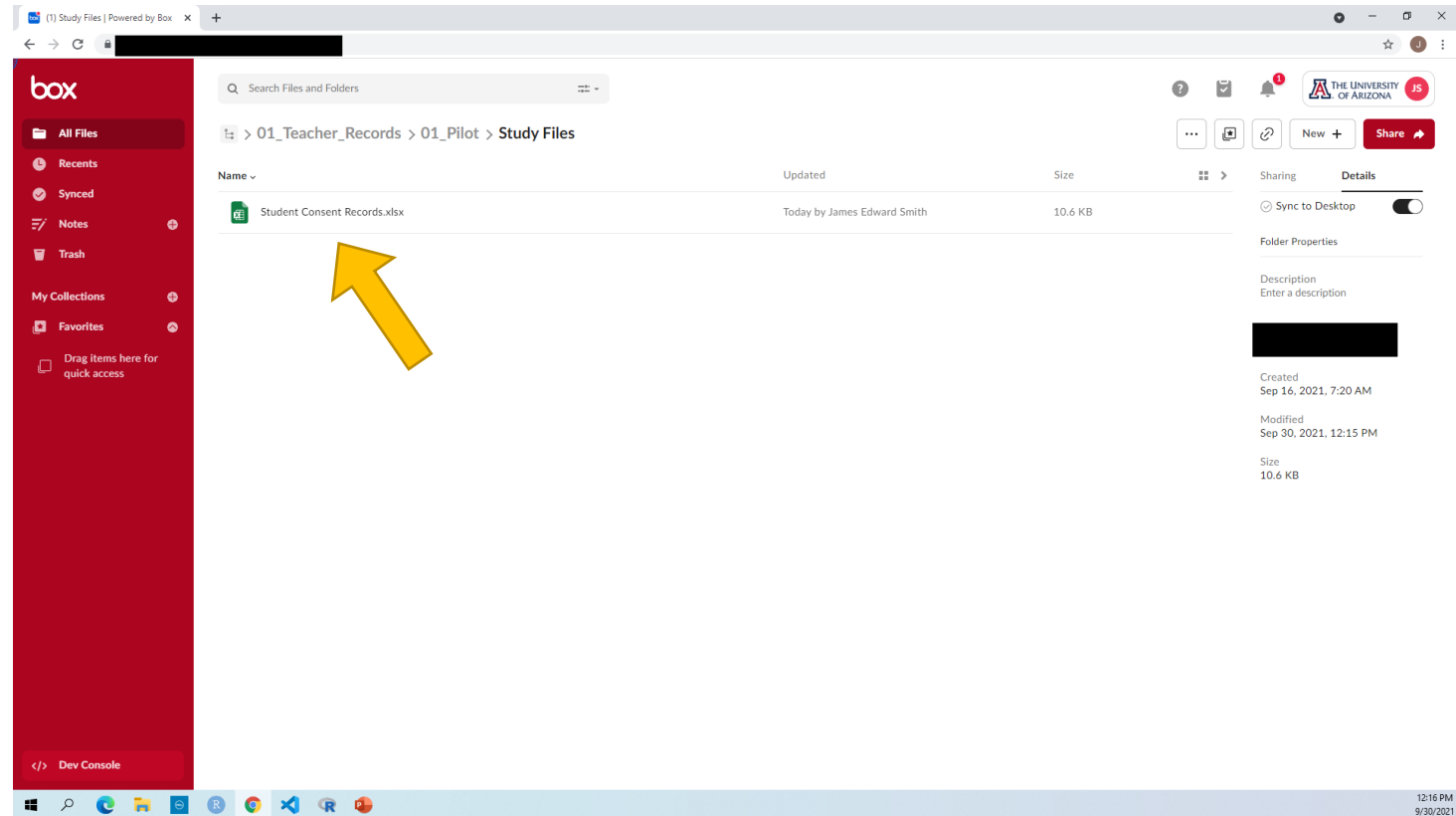
Click **Refresh** and your names should show up.

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

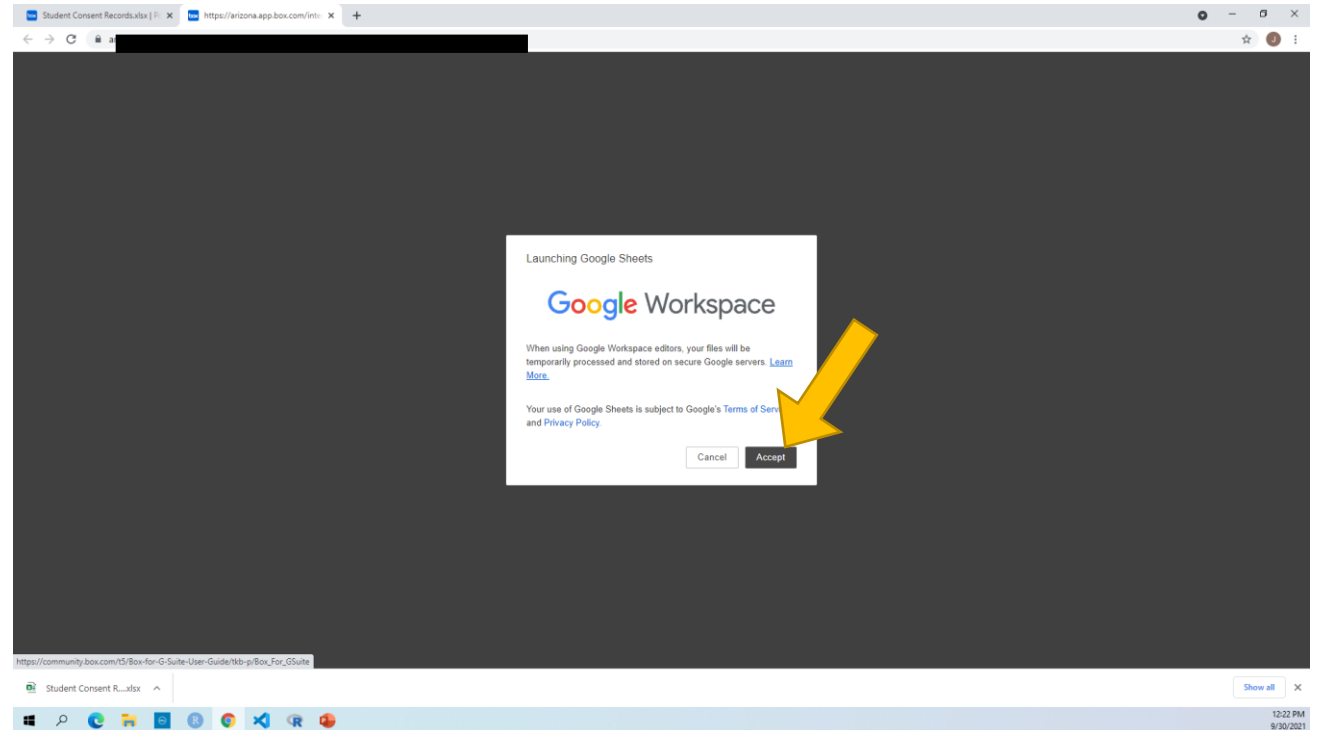2. Select **Google Sheets**

Tip

This will open a new webpage.

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.
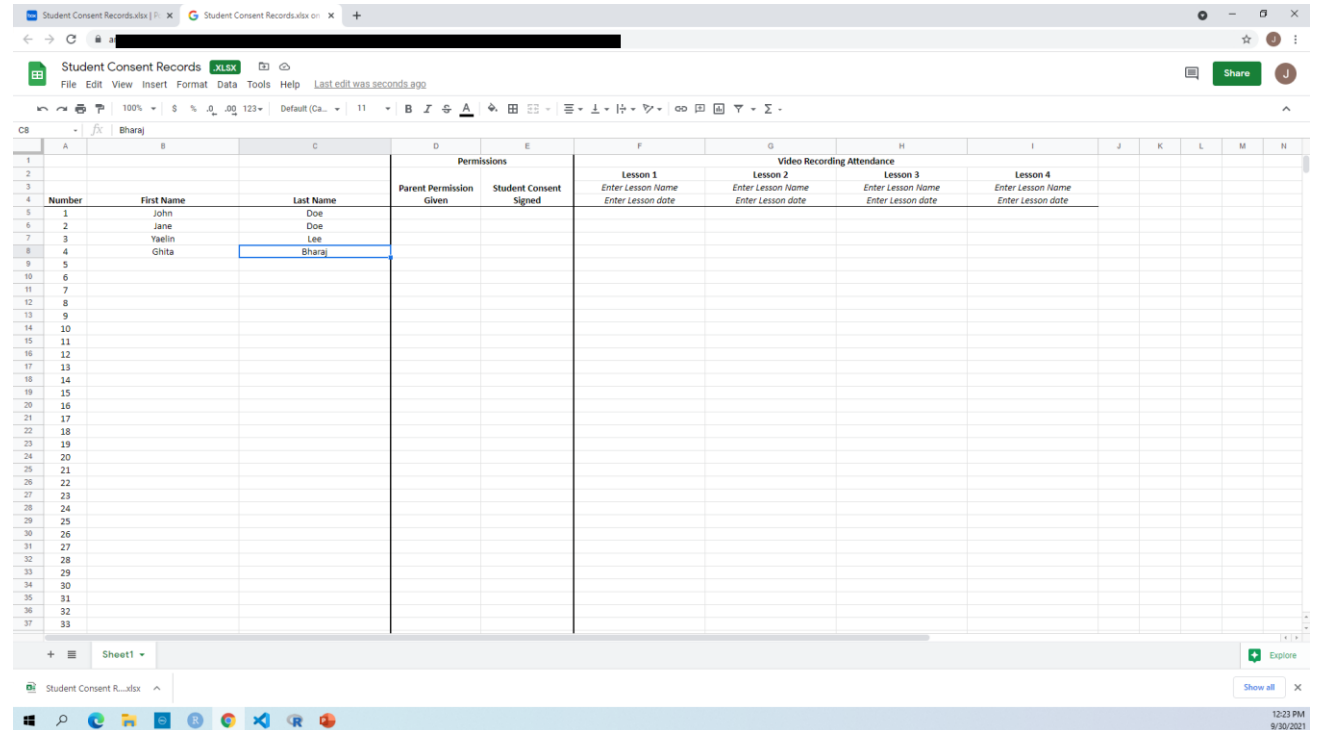
Option 3
Google sheets

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.

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.

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.

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.