Student Consent Records walk through

Option 1 Download and reupload

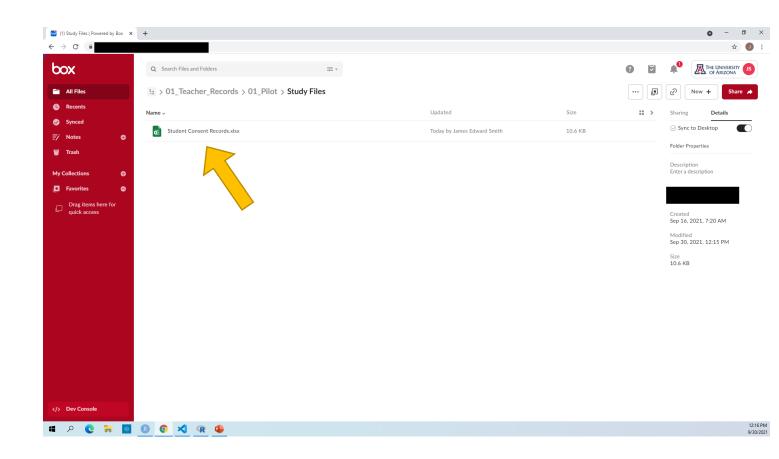
Box is a bit finicky so here is a quick walkthrough with screen shots for how to upload your student roster.

Option 2 Update using Excel online

Option 3 Update using Google sheets

Option 1: Download & Reupload

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



- 1. Click on **Download** right hand side of the page
- 2. Open the downloaded file named Student Consent Records.xlsx

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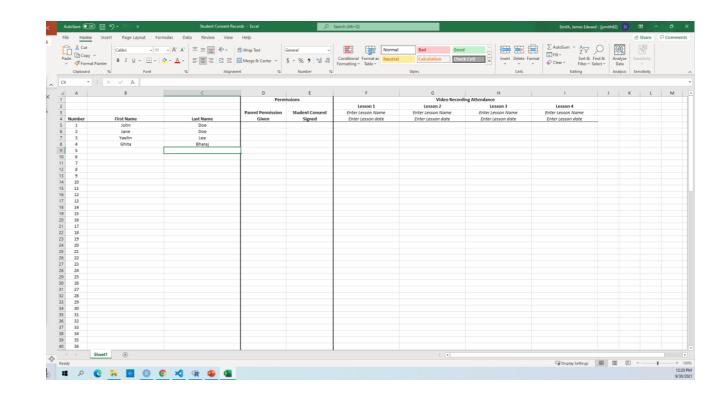
- Add your students into the sheet preferably by first name and last name (separately)
- 2. Save the file

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.

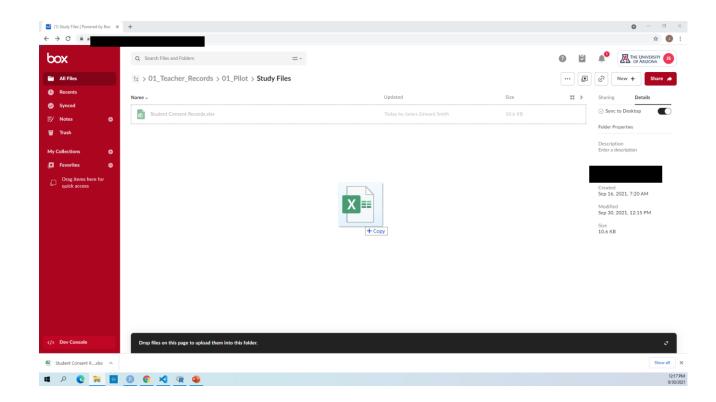
Any new students can be added to the bottom.

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



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

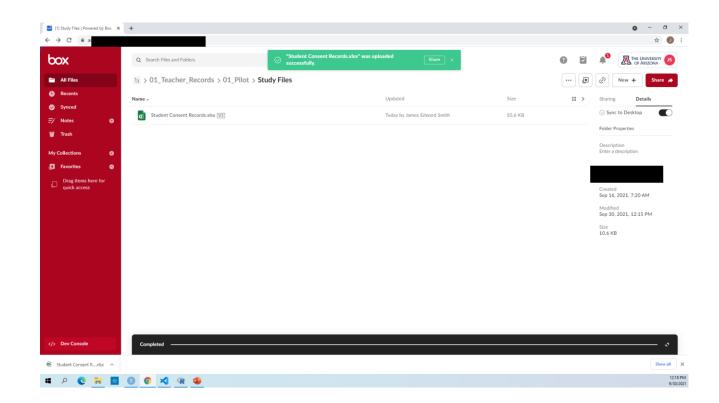
Tip: You'll need the folder with the **Student Consent Records.xlsx** file open and the website open



All done!

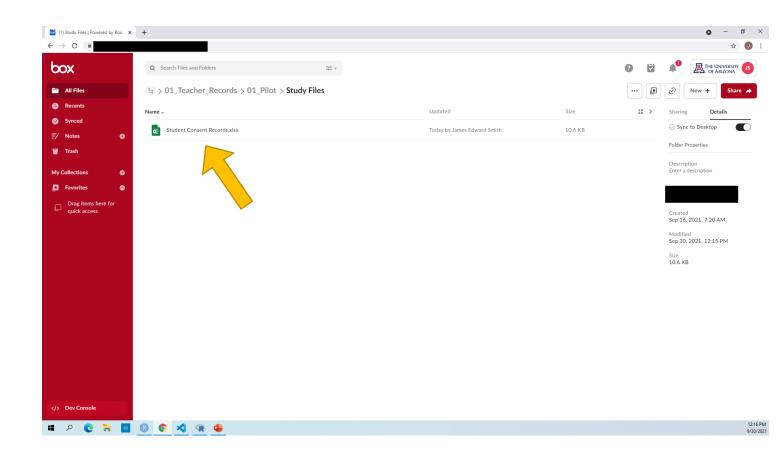
You'll the green upload confirmation and a black bar at the bottom that should say "completed".

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



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

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



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

Тір

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

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

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- 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.

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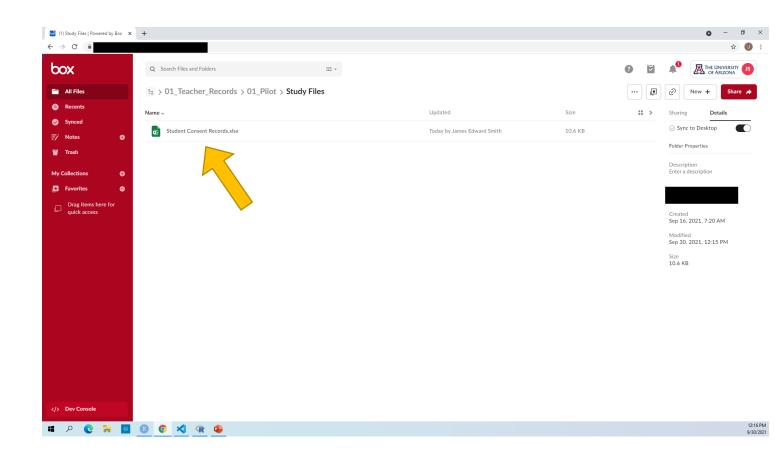
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It will look like you did nothing when you close the sheet after adding the names. **THIS IS OK!** A green box will appear asking you to **Refresh**.

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

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



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

Тір

This will open a new webpage.

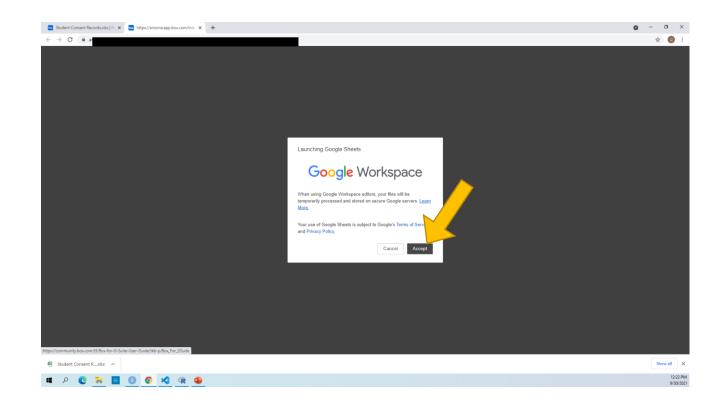
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1. Click Accept

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

It will take a moment to open in Google Sheets.



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

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