

# Office 365 Parental Consent Report in CCSD Portal

Teachers can identify if students have opt in/opt out permissions for Office 365 by running the Office 365 Parental Consent Report Widget in CCSD Portal.

## Using Office 365 Parental Consent Widget

1. Access the **CCSD Portal** via the **Intranet**.
2. Log in with your **Badge ID** and **Network Password**.
3. Locate the Report Search Box Widget.

*Note: If you do not have the Widget, select **Add Widgets**.*



4. In the Widget Selection Manager, select **Report Search**, and then **Return to Dashboard**.

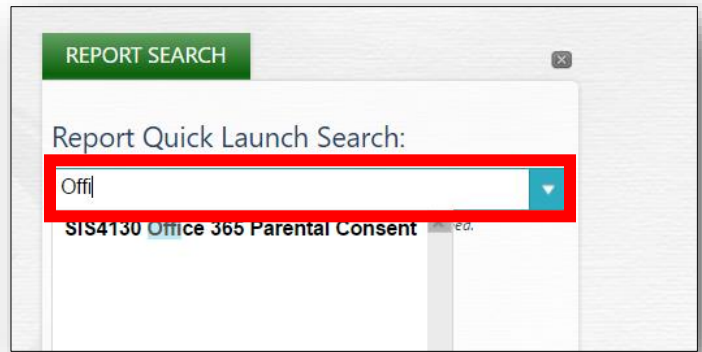
**Widget Selection Manager**

Select each widget below that you want to appear on your dashboard.

[Return to Dashboard](#)

SHOW	WIDGET	DESCRIPTION	CATEGORY
▼	CATEGORY: ASSESSMENTS		
<input type="checkbox"/>	RI/MI Bottom Ten % - Teacher	Shows the bottom ten performers for RI and MI	Assessments
<input type="checkbox"/>	Top 25 EOG Performers - Teacher	Shows the top 25 End of Grade Test Performers by Subject Area	Assessments
▼	CATEGORY: HR/PAYROLL		
<input type="checkbox"/>	Forms	User Forms	HR/Payroll
<input type="checkbox"/>	Leave Info	Get Leave Info	HR/Payroll
<input type="checkbox"/>	User Profile	User profile.	HR/Payroll
▼	CATEGORY: REPORTS		
<input type="checkbox"/>	Most Accessed Reports	Shows the top 10 reports you have used this school year and allows you to run them	Reports
<input checked="" type="checkbox"/>	Report Search	Search for reports you have access to through the menu.	Reports
▼	CATEGORY: STUDENT ATTENDANCE		
<input type="checkbox"/>	Most Absent Enrolled Students - Teacher	List the top ten % most absent students	Student Attendance
<input type="checkbox"/>	School ADA	School Average Daily Attendance	Student Attendance
<input type="checkbox"/>	Students w/ Select # of Absences - Teacher	Students w/ Select # of Absences	Student Attendance
▼	CATEGORY: STUDENT ENROLLMENT		
<input type="checkbox"/>	Enrollment Breakdown	Ethnicity and Service breakdown by user school for current school year.	Student Enrollment

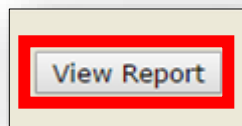
- In the Report Search Box, begin to enter **Office 365 Parental Consent**.



- Select the **course** from the drop down.



- Click **View Report**.



- Refer to the report to determine opt in/opt out information, along with student usernames.

**SIS4130 - Office 365 Student Access By Class**  
 In order to print this report, click the icon, choose PDF, then print the PDF.

Course: AC Social Studies 7 Q1 - 45.0080000

Report: SIS4130 v1.0.1.6  
 Run: 8/7/2017 9:35 AM  
 As of: CURRENT

Student Office 365 Parental Consent  
 By Last Name and FirstName  
 Teacher: AC Social Stu

Student Name	StudentID	UserName	Parental Consent	Parent Email	Section
elen			opt-in		79
Evan			opt-in		79
r, Philip IV			opt-in		79
r, Jalen			opt-in		79
i, Bryce			opt-in		79