

COVID-19 Testing Consent – Video & Report Instructions

Several queries have been created to assist with COVID testing consent sending targeted messages to families and surveillance testing. View the videos and instructions below for each specific function. Students only need to register for COVID-19 testing once a year. Students 13 years and older may register themselves and provide consent for testing. For more information visit <u>https://www.scusd.edu/covid-19-testing</u>

COVID Info Tab (new custom tab)

Video #1 – Location of new COVID Info Tab (2 min) <u>https://drive.google.com/file/d/1u54M_j2MiCrQYDbzm-gY991fJ7FiAyfG/view</u>

Written Directions for accessing the COVID Info Tab:

- Log in to Infinite Campus visit <u>https://www.scusd.edu/</u>
 > click on Infinite Campus icon (Reminder: The IC URL link will change after 12/20/21)
- 2. Select the appropriate calendar.
- 3. From Index, select **Student Information** > **Health** > **General** > **COVID Info**

Conditions	Immunizations	Screenings	Medications	Health Of	fice Visits	Documents
Student Sch	edule Blue Car	d Requirements	COVID Testing	g Consent	COVID In	fo
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st	Consent to T	est				
	N: No *					
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- 4. This custom tab shows if a student is required to test (Yes/No) and if they are consented to test (Yes/No).
- 5. All students not yet fully vaccinated are required to test.
- 6. This information is updated every hour, on the hour and changes as Health Services data entry staff continually enter data.

Consent for Testing – Queries

Video #2 – Consent for Testing Queries (4:57 min) https://drive.google.com/file/d/1Pi5PNp3apook7J9yTKd2gortrhSJ76zy/view

Written Directions for Extracting COVID-19 Consent for Testing Queries

- Log in to Infinite Campus > visit <u>https://www.scusd.edu/</u>
 > click on Infinite Campus icon (Reminder: The IC URL link will change after 12/20/21)
- 1) Select the appropriate calendar. If you have two, you will need to run two reports.
- 2) From the Index select > Ad Hoc Reporting > Data Export
- 3) Within Data Export scroll to Ad Hoc Advanced
- 4) Three types of reports under Ad Hoc Advanced:
 - a Students consented for testing
 - b Not consented for testing
 - c Students not required to test

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COVID-19 Testing Consent – Video & Report Instructions

Surveillance Testing Day Schedule Query: All students *consented for testing* AND *required to test* by classroom/period

1. Select > **Consent for COVID Testing w schedule info**

- 2. Select > Delimited Values (CSV)
- 3. Click > Export
- Report lists all students required to test and consented to test by Grade > Period(s) > Teachers
- 5. Provide this list to the Surveillance Testing Team the morning of your scheduled testing day



Two Options for pulling data by period/class:

- 1. Filter in Excel:
 - a. run the report as designed > export the report > filter by class or teacher in Excel
 - b. In Excel > click the Filter icon > sort by Course Info (whatever class you are testing through) or any other fields, such as Teacher, Period, etc.
- 2. Modify the Query in IC:
 - a. Copy the Query by selecting the Query > click Copy
 - b. Click > Edit the copy
 - c. Select the copy > click Next
 - d. Select whatever field you want to filter by (period)
 - e. Add the revised class periods
 - f. Save the new query and click > Test

Not Consented to Test AND Required to Test Query:

- 1. Select > No Consent for Testing w schedule info
- 2. Select > Delimited Values (CSV)
- 3. Click > Export
- 4. Report lists all students NOT consented and required to test by Grade > Period(s) > Teachers
- 5. Use this list to reach out to individual students/families and assist them in registering for COVID-19 testing

Search Campus Tools	This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.
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FEF	
Student Locator	Ad Hoc Advanced O HTML list report
▶ Reports	Q student * DL Intent to Return-Any Response O XML
► Cansus	C student DL Intent to Return-Any Response-HR Teat
- Ochada	c student DL Intent to Return July Response Teacher Fixed width
Behavior	student * Drant Student List / CEE OppF report
▶ Health	student "lager student clist-corr Cube Analysis Gube Analysis
► Attendance	Q student * Distance Learning Imported Data Delimiter: Comma ✓
	Q student * Distance Learning Imported Data (by HR) Include column display header
▹ Scheduling	Q student * Distance Learning Imported Data (by P 02) Double quote data
Grading & Standards	Q student * Distance Learning Need Internet or Null only Include subtotals
 Ad Hoc Reporting 	Q student * Students (New) based on Start Status
510-0 Deciment	Q student Students (Returning) based on Start Status
Filler Designer	Q student ** Consent for COVID Testing w Schedule Infr
Data Viewer	Q student ** Consent for COVID Testing wo Schedule In
Letter Designer	Student ** COVID Non-Compliant Students
Lottor Buildor	Q student ** No Consent for COVID Testing w Schedule
Letter builder	Student ** No Consent for COVID Testing wo Schedul
Data Export	student "Not Required to Test
 Data Analysis 	Search Edit Test Copy Delete
Pivot Designer	Create a new Folder



COVID-19 Testing Consent – Video & Report Instructions

Not Required to Test (students whose full vaccination records are documented in IC)

- 1. Select > Not Required to Test
- 2. Select > Delimited Values (CSV)
- 3. Click > Export
- 4. This report shows all the students whose full vaccination records are documented in IC). This data is updated on a daily basis and will continue to change.

Sending Messages to Students with No Consent for Testing & Required to Test

Video #3 – Sending Messages to Students with No Consent for Testing & Required to Test - Messages (2:34 min) https://drive.google.com/file/d/1iK-A2Hu ZIv4a8M9hI9kkOryFooxeosW/view

Written Directions for Sending Messages to Students with No Consent for Testing & Required to Test

- 1) From Index select Messenger
- 2) Select Message Builder
- 3) Check the box "Student Messenger **Contacts**"
- 4) Click the circle "Message for Each Student"
- 5) Click the box "Active Students Only"
- 6) If using a translated message > under "Limit delivery to contact that speak" > select the intended language



- 7) Under the "Saved Filters" box > Select "Ad Hoc Advanced"
- 8) Highlight "No Consent for COVID Testing wo Schedule Info"
- 9) Select the checkboxes for delivery services (inbox/email/voice/text)
- 10) Insert the message you have drafted (see sample messages here)
- 11) Select delivery date/time (recommended a few minutes past the hour to ensure the most up-to-date list of recipients) - click preview/send
- 12) Continue to run this report to track progress on testing consent registration. Students 13 years and older may register themselves and provide consent for testing.

TIP: you may save this message as a template – click save at the top of the Message Builder page – and name the template. Contact support@scusd.edu if you need further assistance.