



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 <https://www.scusd.edu/covid-19-testing>

COVID Info Tab (new custom tab)

Video #1 – Location of new COVID Info Tab (2 min)

https://drive.google.com/file/d/1u54M_j2MiCrQYDbzm-gY991fJ7FiAyfG/view

Written Directions for accessing the COVID Info Tab:

1. Log in to Infinite Campus – visit <https://www.scusd.edu/>
> 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**
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

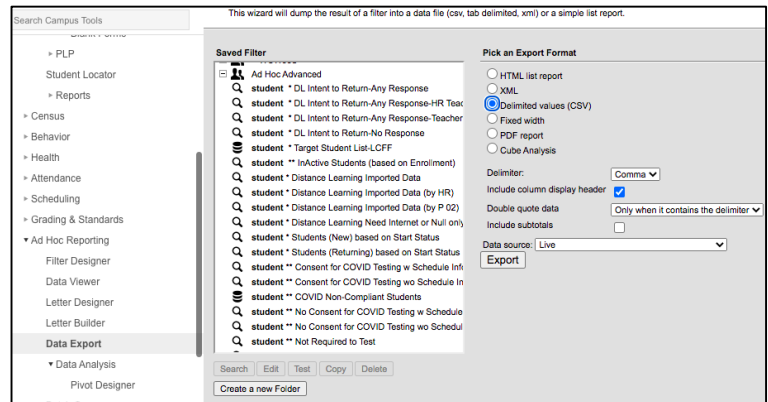
1. Log in to Infinite Campus > visit <https://www.scusd.edu/>
> click on Infinite Campus icon (Reminder: The IC URL link will change after 12/20/21)
- 1) Select the appropriate calendar. **If you have two, you will need to run two reports.**
- 2) From the **Index** select > **Ad Hoc Reporting > Data 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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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
4. 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



NOTE for Secondary Sites:

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



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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_ZIv4a8M9hI9kkOryFo0xeosW/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.