

## Learner Consent for Hwb Additional Services

### Setting up and using the online consent form templates in O365

#### This guide is aimed at:

Digital Champions in schools.

#### Rationale:

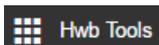
Following demand from schools, as well as the printable learner consent forms, online forms are available which Digital Champions can duplicate (and edit) to collect consent for their school:

- from parents or carers
- from learners aged 13+ years with “the competence to understand and consent for themselves” (see note 1 below)

Schools are, of course, free to design their own form, however, this guide provides instructions on how to use the template. Once duplicated, a copy of the form will appear in **your own Office 365 Forms** application where you can amend the text, theme or distribution settings without affecting the original and where you will receive the results in **your own** private account.

 It is important to consider how you may verify responses i.e. is the name and email address of the responder known to your school administrators?

#### Duplicate and create my own form

1. Navigate to <https://hwb.gov.wales> and log in to Hwb.
2. Navigate to <https://hwb.gov.wales/consent>.
3. Click on the  waffle and click on **Office 365**.
4. Click on **Forms** which will open in a new tab/browser window.
5. Click back on the <https://hwb.gov.wales/consent> tab, scroll down to the bottom of the page and click on the required ONLINE template.
6. A preview of the online template will open in a new browser window.

You should now have FOUR tabs open in your browser:

- a. Learner Consent for Hwb Additional Services
  - b. Hwb Additional Services Consent Form (TEMPLATE)
  - c. Microsoft Office Home
  - d. Microsoft Forms
7. In the template consent form browser window (b. above), click on the **Duplicate it** button on the top right of the form. Your own version of the form will open enabling you to edit as appropriate. You will need to consider the following:

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<sup>1</sup> Further information is available on the Information Commissioner’s Office (ICO) [website](https://www.ico.org.uk) at [www.ico.org.uk](https://www.ico.org.uk)

- a. Click on the three dots at the top right, select **Settings** and choose the following options:
    - Ⓐ Anyone with the link can respond
    - Ⓑ Accept responses
  - b. Click on **Theme** to change the way users will see your form. This is optional, but as an example, you may wish to choose a different colour for the two online forms.
  - c. Click on **Preview** to see how your form displays on computers and mobile devices. Click **←Back** to return to the form.
  - d. The **Share** button enables you to manage the following:
    - i. **Send and collect responses:**

This allows you to decide how you will distribute the form. Options include copying the **Link**, creating a **QR Code**, **Embed** the form on a website or **E-mail** a link to the form.
    - ii. **Share as a template:**

Sharing this link will allow the form to be duplicated. (This was how the original template was created!)
    - iii. **Share to collaborate:**

Sharing this link enables you to invite other members of staff to view and edit the form and to see the results.
8. The form is automatically saved as you work on it. Click on the **Forms** button (next to the **Office App Switcher** waffle on the top left hand side of the window) to view all the forms you have created.
  9. Once your form is ready, distribute using your chosen option as outlined in 7.d.i. above.

## View and Manage Responses

1. Navigate to <https://hwb.gov.wales>, log in to Hwb and open Office 365.
2. Click on the **Forms** app and **My Forms** and click on the relevant consent form.
3. The **Questions** tab is automatically selected so you will need to click on the **Responses** tab.
4. Click on the **Open in Excel** button to manage and save the responses as an **Excel** spreadsheet.
5. Use the features in **Excel** to save, sort and manage your data.

 To delete a form, within **Forms > My Forms**, click on ... in the top right hand corner of the relevant form and select **Delete** and **Continue**.



It is essential that a school's Digital Champion records consent in the **Hwb User Management Portal**. A support guide is available on the **Help and Support** pages of the Hwb website (navigate to <https://hwb.gov.wales/help>, click on the **User Management** tile and then click on **Consent for Hwb Additional Services**).