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

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

7. Click **View Report**.

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