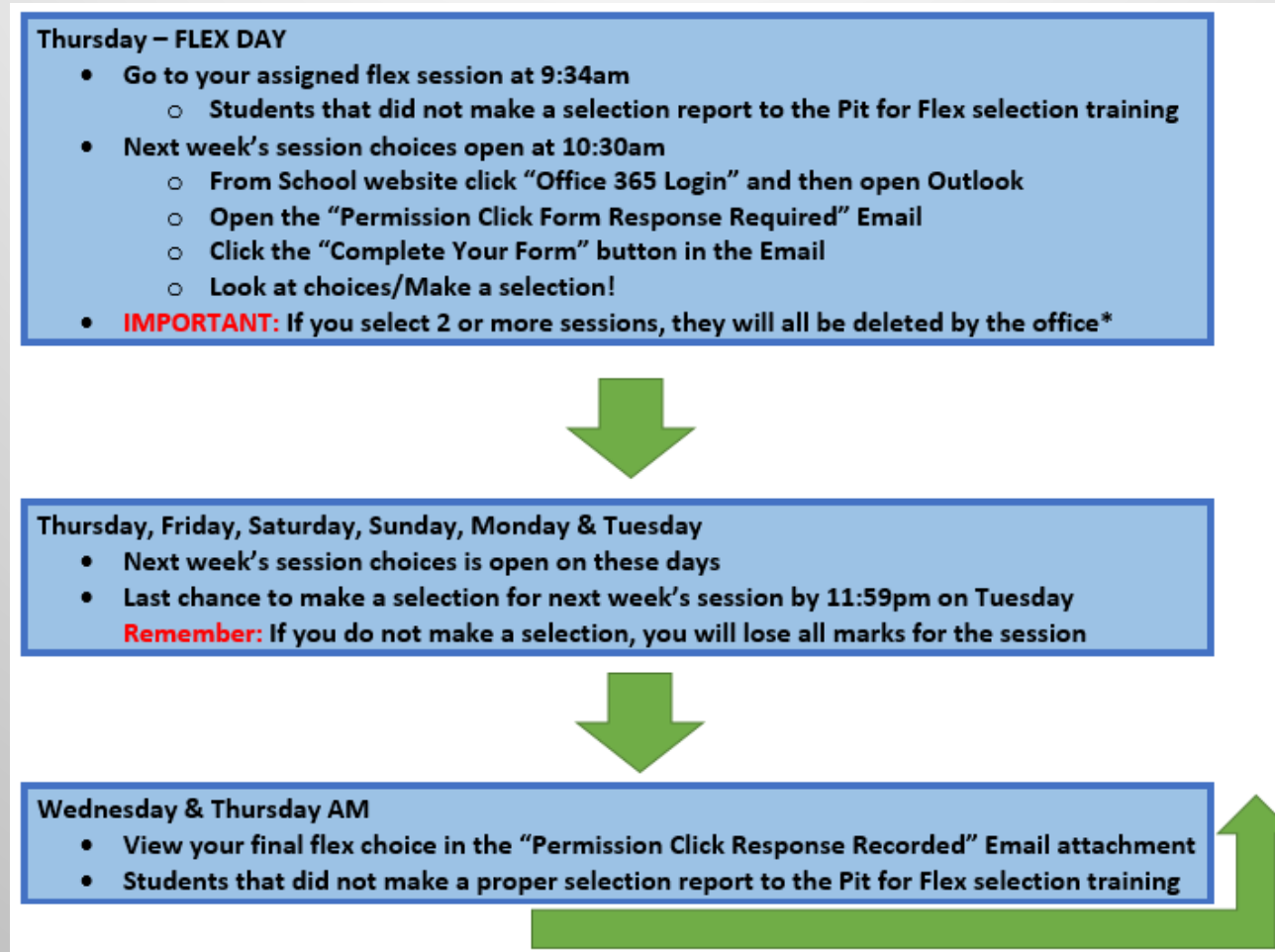


Student Guide to Flex Selection using Permission Click

Student Timeline for Flex



***Please Note:** If a student selects two or more sessions to attend, the Office will delete all the student's selections. If time permits, they **might** send out a new "Permission Click Form Response Required" email.

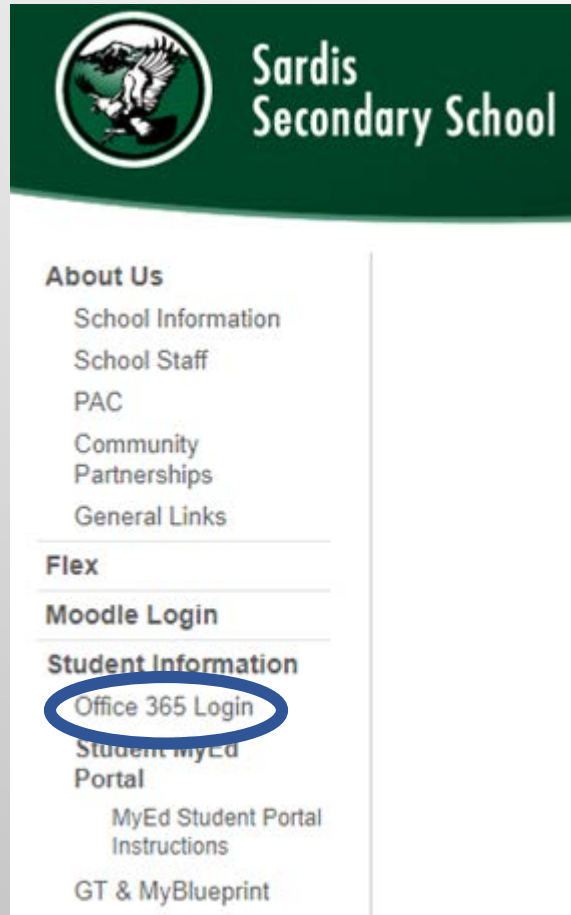


**Chilliwack
School District**

SD33 Student Email Access

to access an emailed link for Flex selection
and other school email needs.

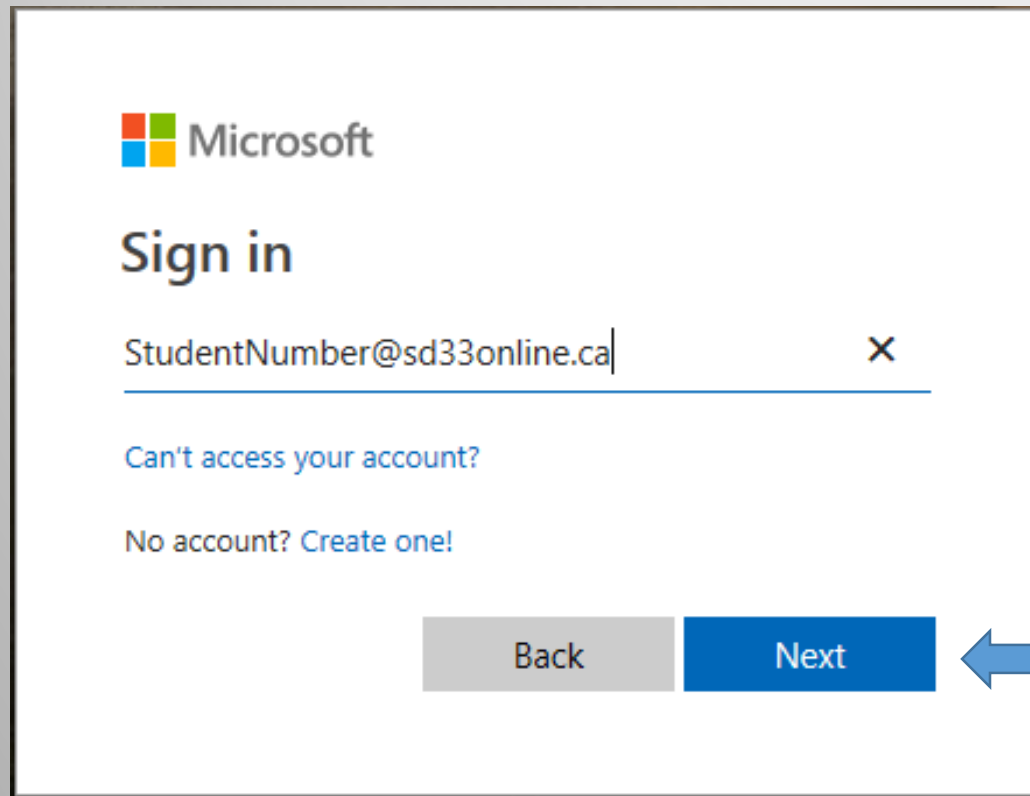
School Email Access from Sardis Secondary Web site...



- Click **“Office 365 Login”** to sign in

www.sardissecondary.ca

Office 365 sign in screen...



Microsoft

Sign in

StudentNumber@sd33online.ca x

[Can't access your account?](#)

No account? [Create one!](#)

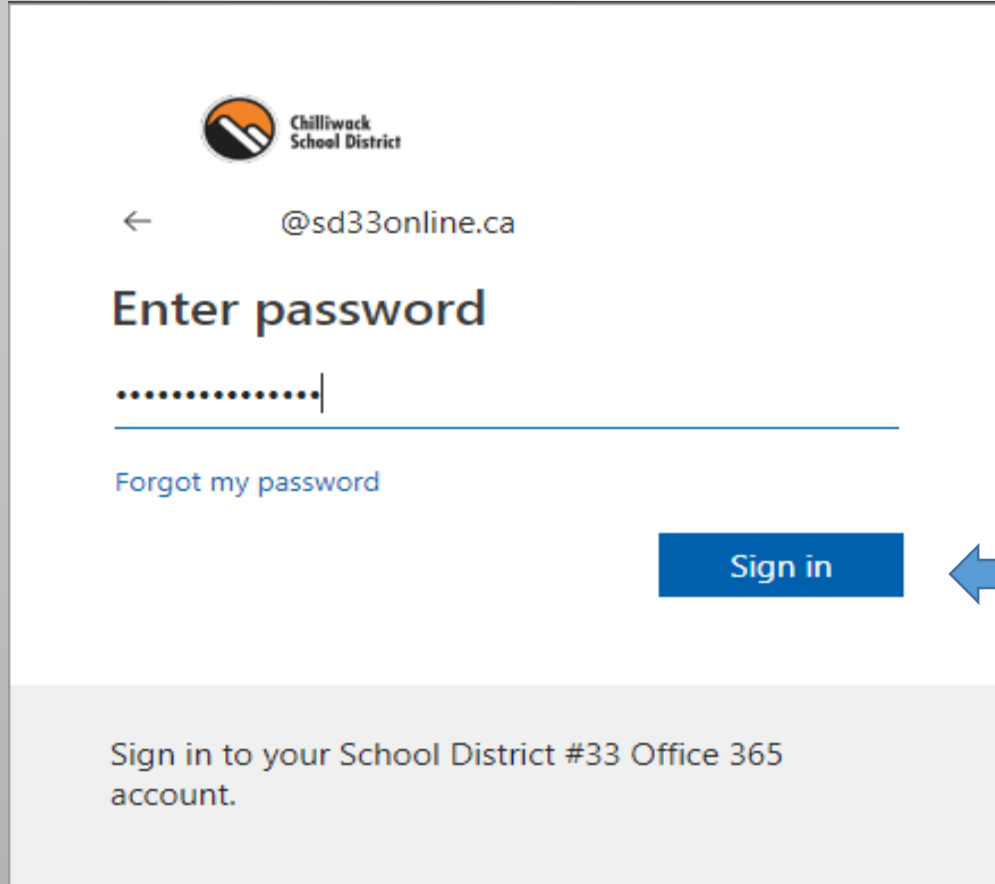
Back Next

- Sign in with ...

[StudentNumber@sd33online.ca](#)

Click **Next**

Enter school computer password



Chilliwack
School District

← @sd33online.ca

Enter password

.....|

[Forgot my password](#)


Sign in

Sign in to your School District #33 Office 365 account.

- Your original school computer password should be changed using the instructions from the password card given to you in homeroom. See your homeroom teacher if you need assistance.
- Enter your current / updated School Computer password.

← Click **Sign in**

Answer the questions

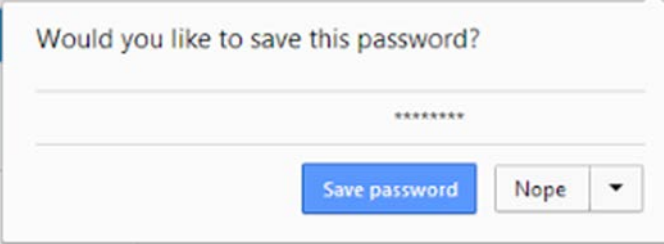


Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

Sign in to your School District #33 Office 365 account.



Would you like to save this password?

▾

The website and the web browser may offer to:

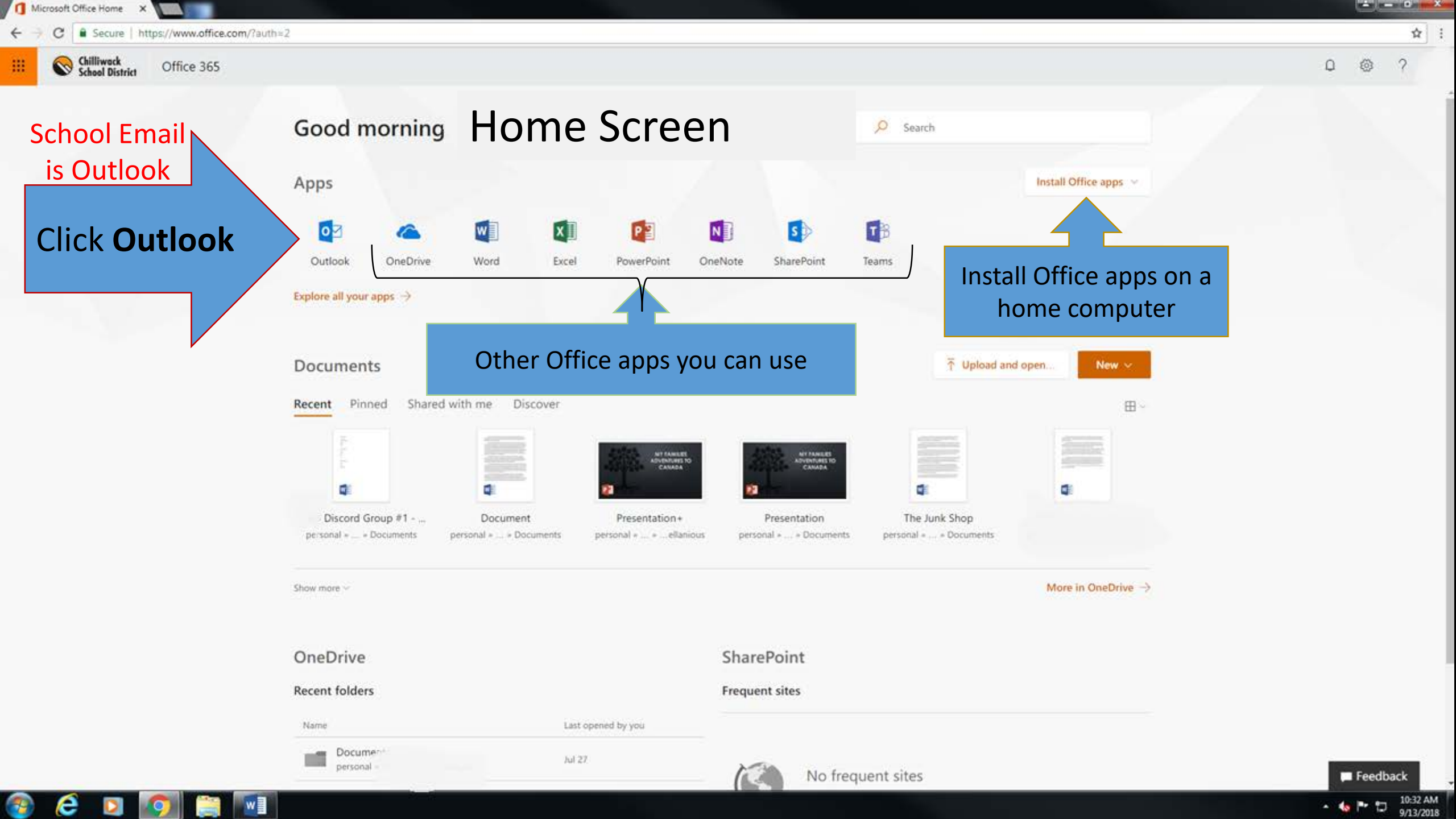
- Keep you signed in
- Save your password

Answer the prompts.

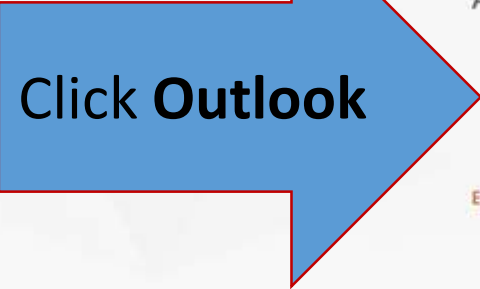
“No” answers are the most secure.

“Yes” answers will not ask for your password again. This maybe convenient for computers and personal devices you use often.

❖ A tutorial may pop up – optionally explore it to learn more.

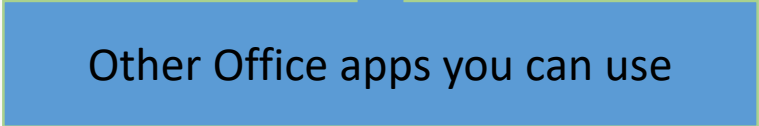


School Email is Outlook

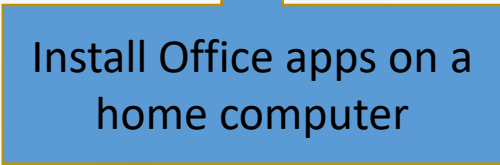


Click Outlook

Home Screen



Other Office apps you can use



Install Office apps on a home computer

Good morning

Apps



Explore all your apps ->

Documents

Recent Pinned Shared with me Discover



Show more v

More in OneDrive ->

OneDrive

Recent folders

Name	Last opened by you
Document personal	Jul 27

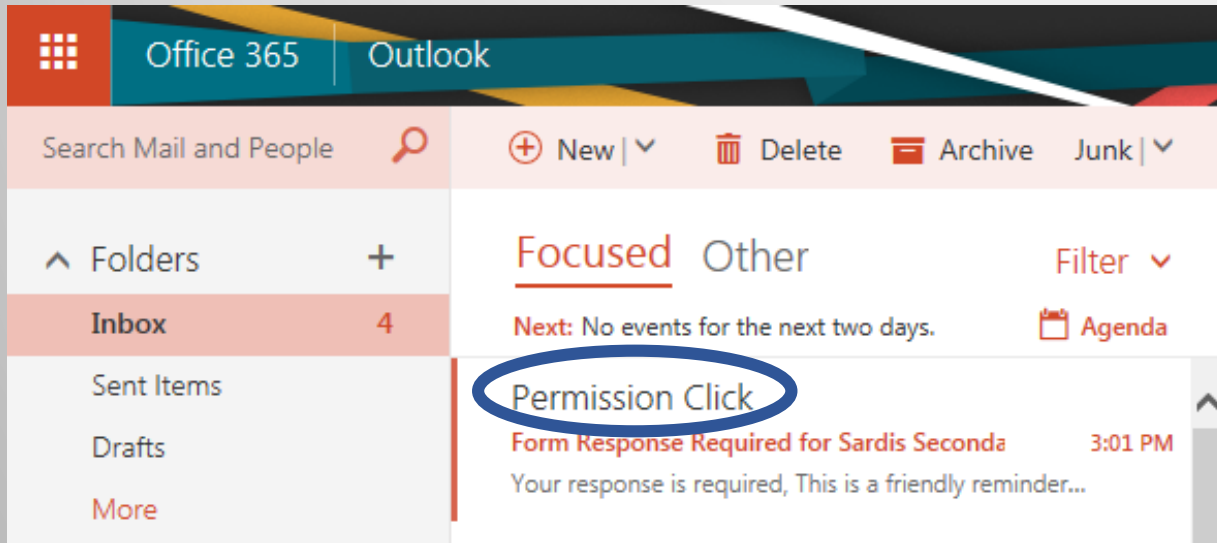
SharePoint

Frequent sites

No frequent sites

Feedback

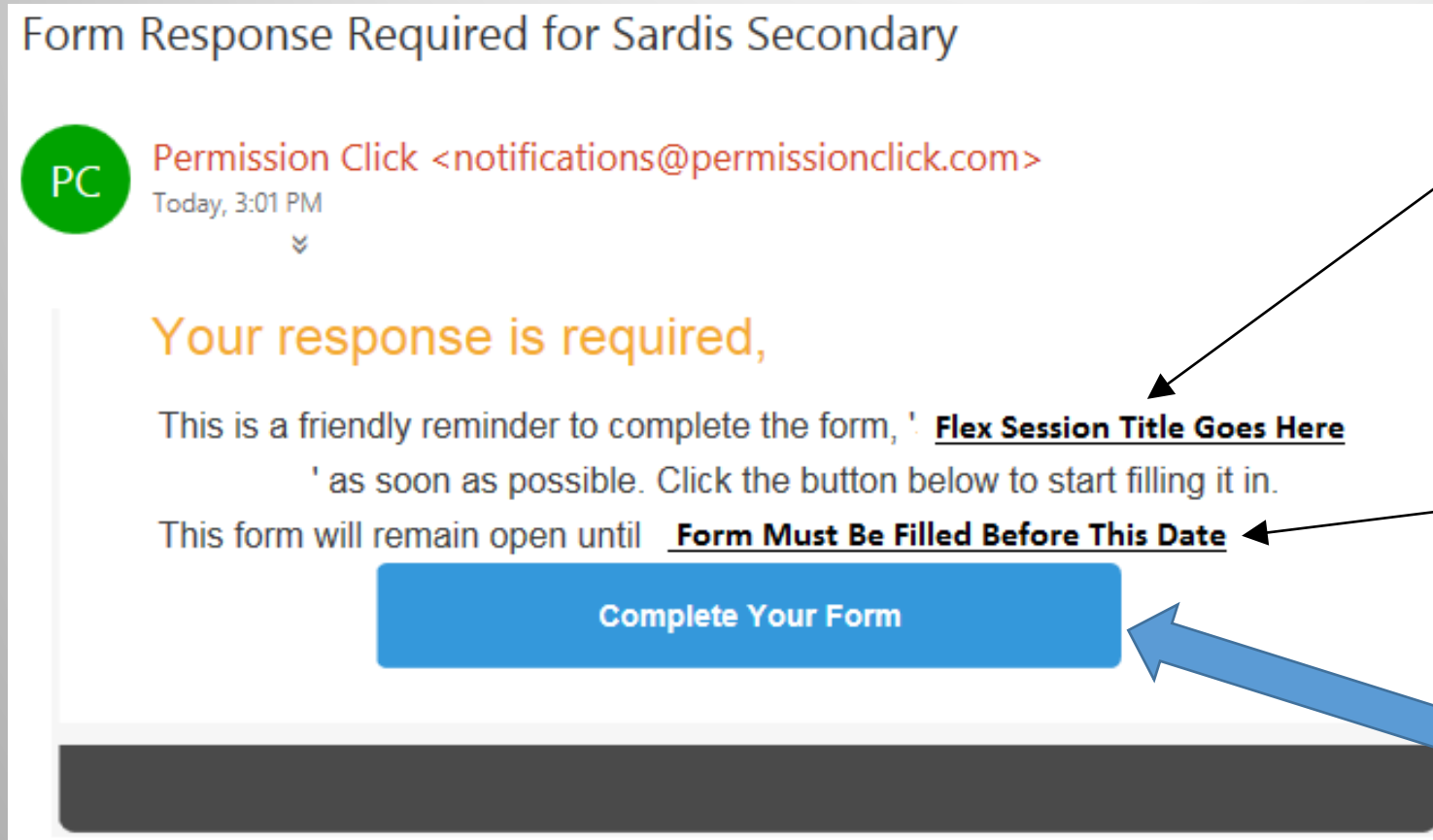
Permission Click “Form Response Required” Email



- Email sent out every **Thursday** to your School Email account.

Look in the Inbox for an Email from **Permission Click**.

Permission Click “Form Response Required” Email



- Example Title:
September 27 Selection

Form OPENS on Flex day, Thursday.

Form CLOSES at **11:59 PM** Tuesday, the next week.

Click **Complete Your Form**

Step 1: Enter Your Name In The Form

Step 1 Step 2 Step 3 Step 4 Select Language

Sardis Secondary
Student Test: Flex Selection

Thursday September 13th, 2018 to Tuesday September 18th, 2018
Respond by: September 18th, 2018

Please select only one class from the list available Flex Sessions

Email Address * 2
@sd33online.ca ✓

First and Last Name *
Enter Your First and Last name Here ✓

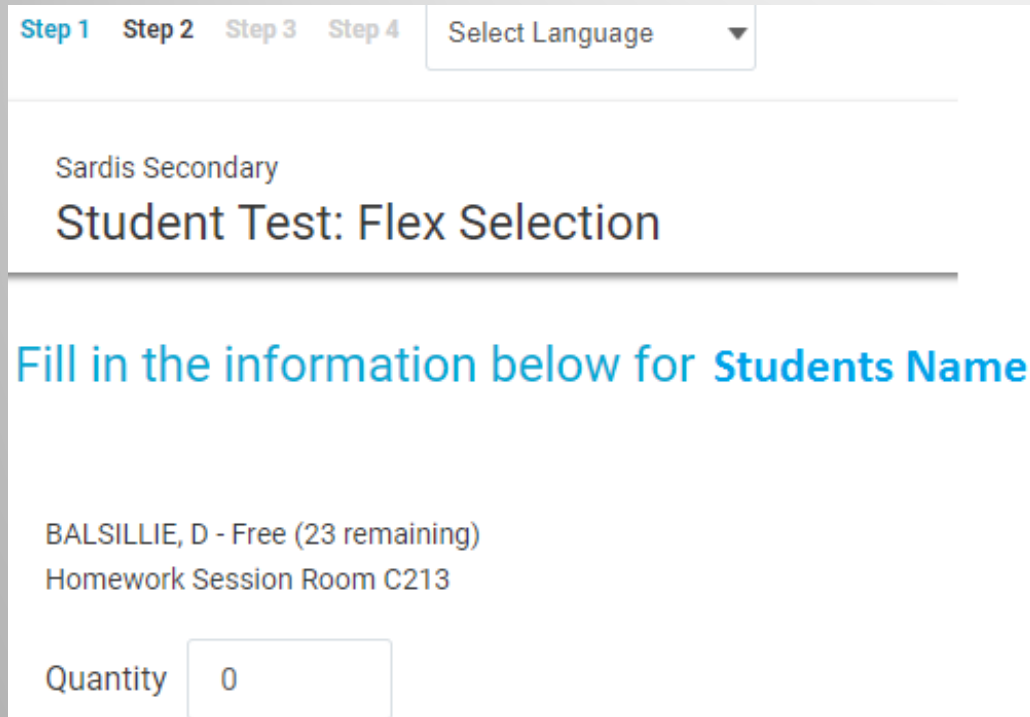
Next

- Do not change the Email Address in the Form.
 - **Important** – Changing the email address here will modify the Flex mail-out list.
 - **No Flex marks for students that change their email address.**

Enter your **First** and **Last** name

When you **Click** Next, two **green** circles with a check mark will show up before moving to Step 2.

Step 2: Selecting **ONLY ONE** Session to Attend



The screenshot shows a web interface for selecting a session. At the top, there are navigation tabs for Step 1, Step 2, Step 3, and Step 4, with Step 2 being the active tab. To the right of the tabs is a 'Select Language' dropdown menu. Below the tabs, the text 'Sardis Secondary' and 'Student Test: Flex Selection' is displayed. A horizontal line separates this header from the main content area. The main content area has a blue heading that says 'Fill in the information below for Students Name'. Below this heading, the text 'BALSILLIE, D - Free (23 remaining)' and 'Homework Session Room C213' is shown. At the bottom of the form, there is a 'Quantity' label followed by a text input box containing the number '0'.

After entering **1** into the Quantity box, a message appears to remind you not to select more than one session.

- Scroll down the list and locate the Session you want to attend at the next week's Flex Session.
 - **Note** – You will not be allowed to make a selection for Sessions that are full or when a Teacher does not have a Flex class.

VERY IMPORTANT:

- Students that select two or more session will have their selections removed and will have to reselect and may not get their first choice.

Step 2: Continued ...

I agree that this is the only Flex Session i am selecting *

Yes

No



Back

Next

Click **Yes** to agreeing to selecting only One Flex Session.

To move to Step 3, scroll to the bottom of the current web page.

Then click **Next** to move to step 3.

The **Back** button returns you to Step 1 to restart the selection process.

Step 3: Summary of Selection

Step 1 Step 2 Step 3 Step 4 Select Language ▼

Sardis Secondary
Student Test: Flex Selection

Almost Done! Please review your information below.

Carefully review the information you've entered in previous steps to ensure it's correct, and choose/enter your payment information if payment is required. Once finished, please read and agree to the box at the bottom of the page and click submit to complete your submission.

Summary Edit Show All ▼

Please select only one class from the list available Flex Sessions

The following ticket has been reserved

BALSILLIE, D - 1 - Free

I agree that this is the only Flex Session i am selecting Yes

All sessions selected will be listed on this page

If you selected two or more session, click **Edit** to return to step 1 in the selection process.

You will then be allowed to remove any extra session.

Reminder:

Students that select two or more session will have their selections removed and will have to reselect (**if time permits**) and may not get their first choice.

After Tuesday 11:59 PM, if you do not have only one session to attend, you will report to the PIT and will receive a zero mark for that days Flex.

Step 3: Continued ...

By checking the checkbox below and clicking the "Submit" button, I indicate my acceptance and delivery of this information. I acknowledge that I have been given an opportunity to prevent or correct any error in connection with this information. If I have submitted this information in error, I will immediately notify you of the error, revoke my signature as instructed, and refrain from participating in any event or activity to which the information applies. I understand and acknowledge that if I proceed to sign the waiver electronically that the electronically signed Waiver document will be valid and enforced in the same manner as a hand-signed document that exists in physical form and that a record or signature may not be denied legal effect or enforceability under law solely because it is in electronic form. I have read, understood and agree to Permission Click Inc's [terms of service and privacy policy](#). I understand, agree to and acknowledge the previous paragraph."

I Agree

Submit

When only one selection is shown in the Summary page and you are happy with the your choice:

Click in the **I Agree** box and then click **Submit**.

Note: You will not be allowed to make any changes after you click **Submit**.

Step 4: Confirmation

Step 1 Step 2 Step 3 **Step 4** Select Language ▼

Sardis Secondary
Student Test: Flex Selection

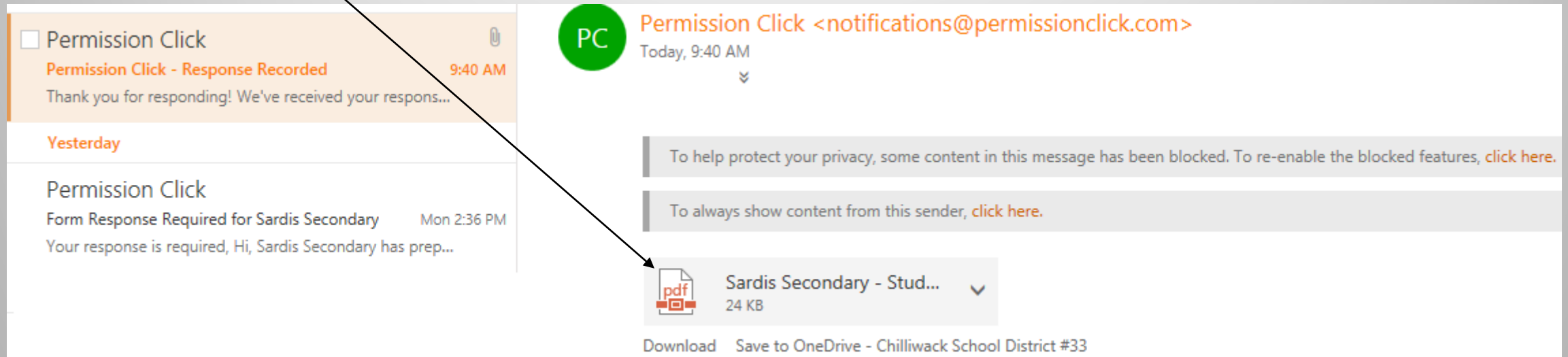
Your response has been successfully recorded!

A confirmation message has been sent to you by email along with a PDF copy of your completed form.

The final step, Step 4, sends a confirmation Email to your account.
studentNumber@sd33online.ca

Check School Email for a Notification

Open the pdf file for the Teacher and Room number of your next Flex session



The screenshot displays an email interface. On the left, a list of emails is shown. The top email is from 'Permission Click' with the subject 'Permission Click - Response Recorded' and a timestamp of '9:40 AM'. Below it, a section labeled 'Yesterday' contains another email from 'Permission Click' with the subject 'Form Response Required for Sardis Secondary' and a timestamp of 'Mon 2:36 PM'. The main content area on the right shows the details of the selected email from 'Permission Click <notifications@permissionclick.com>' received 'Today, 9:40 AM'. The email body contains two privacy notices: 'To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here.](#)' and 'To always show content from this sender, [click here.](#)'. Below these notices is a PDF attachment titled 'Sardis Secondary - Stud...' with a size of '24 KB'. At the bottom of the attachment area, there are links for 'Download' and 'Save to OneDrive - Chilliwack School District #33'. A black arrow points from the underlined text 'pdf file' in the instruction above to the PDF attachment icon.

Flex Selection for Next Week

- All students are asked to select their Home Room Teacher (Block 1) for Flex next week.
- Next week Thursday during Flex we have our Terry Fox run.