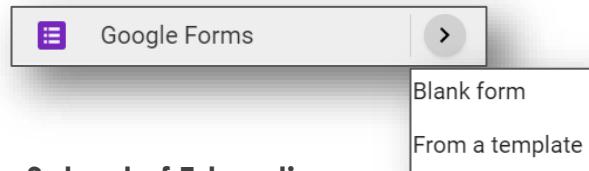


# Online Video Consent Guide

You are required to obtain consent from the parent or guardian of each student that you capture on video for use in your courses for video observation or for edTPA. To simplify the process of obtaining consent, you may generate a Google Form to collect that consent electronically. Templates are available in several languages, so you might need multiple forms depending on how many languages are required. Follow the instructions below and contact the Frankfort Center if you need additional assistance.

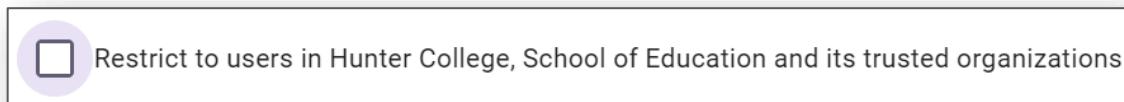
**Step 1:** Log into your [@students.huntersoe.org](mailto:@students.huntersoe.org) Google account and access [Google Drive](#)

**Step 2:** In Google Drive, press **New > More >**  
press the arrow symbol next to **Google Forms >**  
**click From a template**



**Step 3:** In the **Template Gallery**, select **Hunter College, School of Education**, and choose the template with the desired language

**Step 4:** This is the Google Form guardians will fill and sign. Guardians need access to the form so press the **Settings** or gear icon on the upper right corner. **Uncheck the box below > Save**



**THIS BOX NEEDS TO BE UNCHECKED SO GUARDIANS CAN ACCESS THE FORM**

**Step 5:** Record form responses:

Select **Responses > Click the green square icon for Google Sheets > Select Create a new spreadsheet and add your name and school site to the title > Create**

Guardian information will automatically be recorded in this spreadsheet. You can access this document in your [Google Drive](#). **Please download a copy when you graduate. You need to retain the record of consent for 3 years.**

**Step 6:** Select **Send** in the upper right corner. There are two options to send the form:

- **Enter guardian email addresses and send the form as an invite**
- **Copy the URL and paste in an email**

For the first option, edit the email subject and message, if needed. Click **Send** to finish.