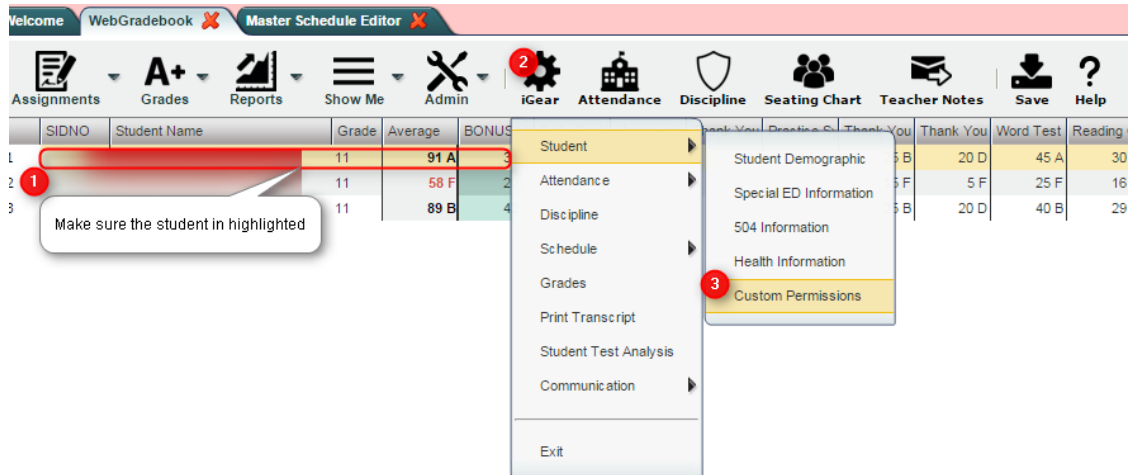
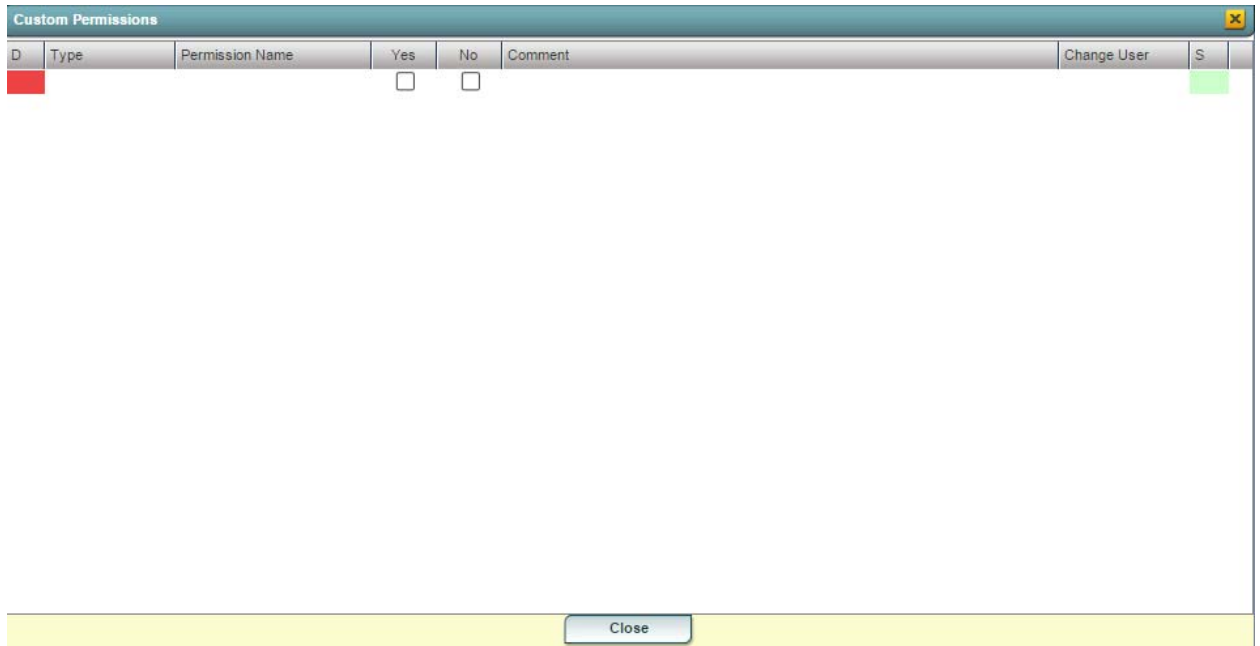


## Entering Consent using Custom Permissions

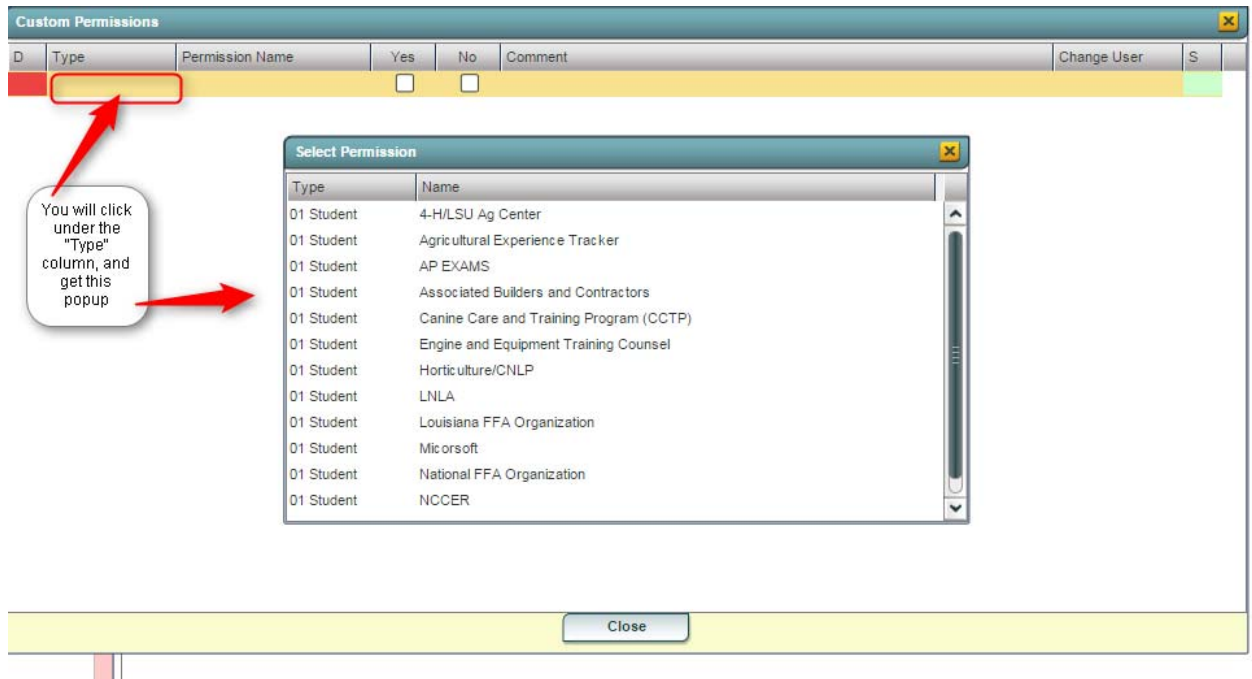
1. In WebGradebook, select the student you want to give the custom permission
2. Click the iGear icon on the toolbar
3. Go to Student>Custom Permissions



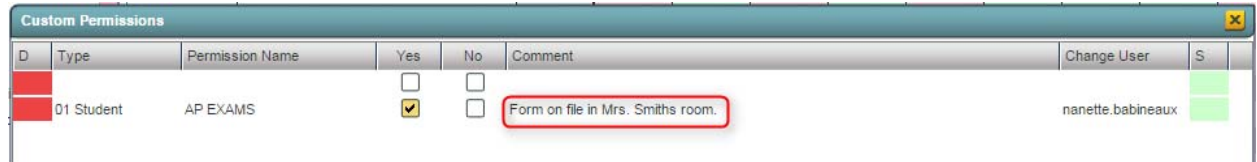
4. You will get a screen that looks like this:



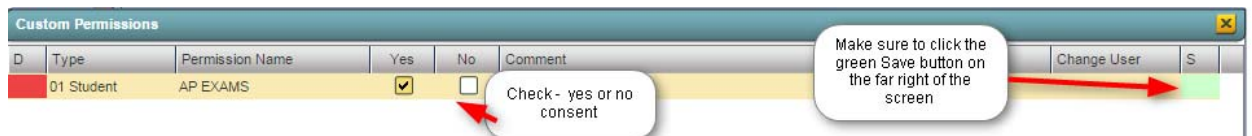
Click under the word "Type" and you will get the popup with the permissions to choose for that student



5. Select the exam from which you have received consent.
6. You may add additional information in the Comment column by double-clicking in the space below the word "Comment".



7. Then check yes or no and make sure to SAVE at the far right of the screen.



8. You can choose more than one exam, just make sure you save each one.



9. In case you choose the wrong one, you also can delete by clicking the red button on the far left.