



*EDUCATIONAL SERVICES*

**Student**

**Portal**

**User**

**Manual**

Version 3.0

## GENESIS STUDENT INFORMATION SYSTEM

## STUDENT PORTAL

|   |    |
|---|----|
| Introduction  | 3  |
| Logging In & Logging Out                            | 4  |
| Student Summary Dashboard                           | 6  |
| The Dashboard                                       | 6  |
| Attendance  | 11 |
| Daily Attendance                                    | 11 |
| Class Attendance                                    | 12 |
| Grading   | 14 |
| Report Cards & Academic History                     |    |
| Discipline  | 17 |
| Gradebook   | 18 |
| Weekly Summary and Marking Period Averages          | 19 |
| List of Assignments                                 | 20 |
| One Day's Assignments                               | 21 |
| One Week's Assignments                              | 22 |
| Special Grades and the Previous Grade Column        | 22 |
| Viewing Teacher Comments                            | 23 |
| Downloading Attached Documents                      | 23 |
| Assessments - Standardized Test Scores              | 24 |
| Scheduling (Next Year Scheduling)                   | 25 |
| View Next Year Requests, Recommendations & Schedule | 25 |
| Making Next Year Requests                           | 27 |
| Conferences   | 31 |
| Letters   | 32 |
| Documents   | 34 |
| Forms   | 37 |
| Home Screens  | 51 |
| Introduction to the Home Screens                    | 51 |
| Message Center Section                              | 52 |
| Alarm Screen  | 54 |
| Personal Settings                                   | 57 |
| Changing your Password                              | 58 |
| Selecting Your Home Screen                          | 57 |
| FAQ   | 59 |

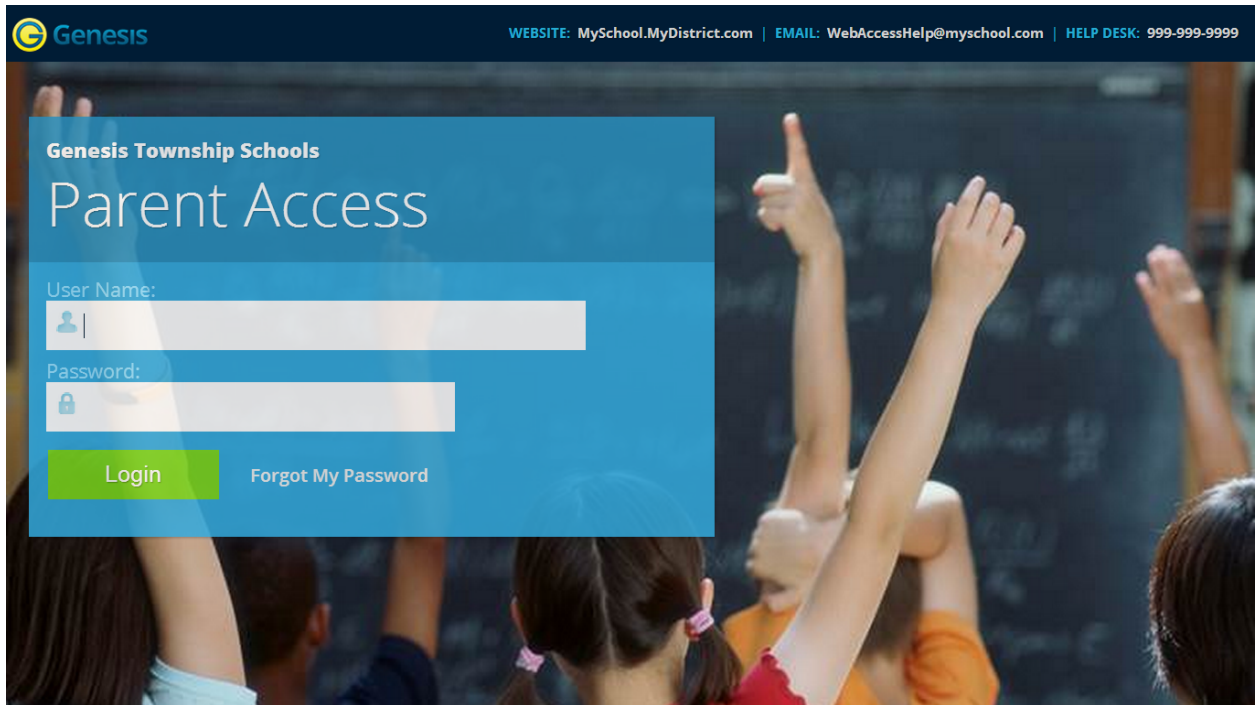
## Introduction

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your Marking Period, Exam and Final Grades
- Your Report Cards
- Your daily attendance record and possibly class attendance records (if your school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your classes.
- Your course requests or possibly their schedule for the next school year.
- Your standardized test scores (e.g. NJ ASK)
- Your discipline records
- Letters sent to your parents/guardians about you:
  - o General Purpose letters
  - o Attendance Letters
  - o Discipline Letters
  - o Scheduling Letters
  - o Fines/Fees Letters
- Documents that have been uploaded into your record.
- Online questionnaires or forms.

The rest of this manual will guide you through all of the screens which may be available to you and how to use them. Please be aware that you may not see every screen listed in this document. The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to you personally.

## Logging In & Logging Out



### Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username**' field
3. Enter your Web Access password in the '**Password**' field.
4. Click the '**Login**' button

### Logging In for the First Time

The very first time you login you will be required to change your password.

### What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link:



If you forget your password, click the [Forgot My Password](#) link, if it is present. If it is not there, you must contact your school or district office. The information may appear on the screen where you see the fake information on the example screen above:

**WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999**

If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to change it.

### Logging Out

**It is important to log out of Genesis Web Access properly:** It is important to log out of *all* web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:

The screenshot shows the 'Parent Resources' page for a student named Caitlin Daily. The top navigation bar includes links for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. A blue callout box with a white border points to the LOGOUT button, containing the text: "To logout, click the Log Out button in the upper right corner of the screen." Below the navigation bar, there are tabs for Summary, Assessments, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, Forms, Conferences, and Letters. The main content area displays the student's profile, including a photo, name, school, student ID, state ID, and grade (12). A table lists the student's courses, including US History 2, Calculus AP, Woods Tech 1, English 4 AP, Lunch, Physics Honors, PE 4/SCI, and Spanish 4. Below the course table is a bus schedule for Friday.

| PER | COURSE        | SEM | DAYS  | ROOM  | TEACHER         | LIST | BLOCK | DAY: F |
|-----|---------------|-----|-------|-------|-----------------|------|-------|--------|
| 1   | US HISTORY 2  | FY  | MTWRF | D233  | Barry, Jack L   |      |       |        |
| 2   | *CALCULUS AP  | FY  | MTWRF | 107   | Antonelli, John |      |       |        |
| 3A  | WOODS TECH 1  | FY  | MTWRF | 172   | Bailey, Gene    |      |       |        |
| 4-5 | *ENGLISH 4 AP | FY  | MTWRF | D273  | Autry, Al       |      |       |        |
| 6   | LUNCH         | S2  | MTWRF | CAF-A | Bagwell, Jeff   |      |       |        |
| 7-8 | *PHYSICS HON  | FY  | MTWRF | C164  | Barrett, Bob    |      |       |        |
| 9   | *PHYSICS HON  | FY  | T     | C164  | Barrett, Bob    |      |       |        |
| 9   | PE 4/SCI      | Q4  | MWRF  | GYM-A | Rose, Danielle  |      |       |        |
| 10  | SPANISH 4     | FY  | MTWRF | 178   | Anderson, Matt  |      |       |        |

When you click the logout icon you are immediately logged out:

The screenshot shows the Genesis Township Schools logo at the top. Below the logo, a white box contains the following text: "Thank you for using the Genesis Township Schools Parent/Student Access. You are now logged out."

### Why log out? Why not just close or “nuke” the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

**This applies not only to Genesis, but to every Internet/Web application you use.**

### Switching from English to Spanish

There is a [Cambiar el idioma a español](#) button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to [Change language to English](#). Click this to return to English.

## Student Summary Dashboard Screen

### The Summary Screen - The Student Dashboard

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

Caitlin Daily GRADE: 12

GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

| PER | COURSE        | SEM | DAYS  | ROOM  | TEACHER         | LIST | BLOCK | DAY: F |
|-----|---------------|-----|-------|-------|-----------------|------|-------|--------|
| 1   | US HISTORY 2  | FY  | MTWRF | D233  | Barry, Jack L   |      |       |        |
| 2   | *CALCULUS AP  | FY  | MTWRF | 107   | Antonelli, John |      |       |        |
| 3A  | WOODS TECH 1  | FY  | MTWRF | 172   | Bailey, Gene    |      |       |        |
| 4-5 | *ENGLISH 4 AP | FY  | MTWRF | D273  | Autry, Al       |      |       |        |
| 6   | LUNCH         | S2  | MTWRF | CAF-A | Bagwell, Jeff   |      |       |        |
| 7-8 | *PHYSICS HON  | FY  | MTWRF | C164  | Barrett, Bob    |      |       |        |
| 9   | *PHYSICS HON  | FY  | T     | C164  | Barrett, Bob    |      |       |        |
| 9   | PE 4/SCI      | Q4  | MWRF  | GYM-A | Rose, Danielle  |      |       |        |
| 10  | SPANISH 4     | FY  | MTWRF | 178   | Anderson, Matt  |      |       |        |

Homeroom: D233 Barry, Jack L  
 Counselor: Allen, Myron  
 Age: 19  
 Birthdate: 03/26/1994  
 Lunch PIN #: 4131

| THIS WEEK   | M | T | W | R | F |
|-------------|---|---|---|---|---|
| ATTENDANCE  | - | - | - | - | - |
| ASSIGNMENTS | 0 | 0 | 0 | 0 | 0 |

| BUS    |         | WEEK / DAY |                                       | < FRIDAY |
|--------|---------|------------|---------------------------------------|----------|
| ROUTE  | TIME    | BUS #      | PICK UP / DROP OFF                    |          |
| AM A10 | 06:50AM | B210       | stops at Easy St. & Herbertsville Rd. |          |
| PM A10 | 03:30PM | ghs        |                                       |          |

### Genesis Student Access Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ of your information.

Your ‘dashboard’ contains the following information:

- Basic information about you: **student id, homeroom, grade, age**. If you are viewing the screen during the school day, you will also see information about the class you are in ‘right now’: **current class, current teacher and current room**.
- Your schedule. The class you are in ‘right now’ is highlighted in green.
- Your attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
- Optionally, your bus assignments may be displayed.

Friday, 6/28/2013 2:51PM






Caitlin Daily

GRADE:

12

GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

Homeroom:  
D233 Barry, Jack L  
Counselor:  
Allen, Myron   
Age: 19  
Birthdate: 03/26/1994  
Lunch PIN #: 4131





| PER | COURSE        | SEM | DAYS  | ROOM  | TEACHER         |  LIST |  BLOCK | DAY: F |
|-----|---------------|-----|-------|-------|-----------------|--|---|--------|
| 1   | US HISTORY 2  | FY  | MTWRF | D233  | Barry, Jack L   |  |   |        |
| 2   | *CALCULUS AP  | FY  | MTWRF | 107   | Antonelli, John |  |   |        |
| 3A  | WOODS TECH 1  | FY  | MTWRF | 172   | Bailey, Gene    |  |   |        |
| 4-5 | *ENGLISH 4 AP | FY  | MTWRF | D273  | Autry, Al       |  |   |        |
| 6   | LUNCH         | S2  | MTWRF | CAF-A | Bagwell, Jeff   |  |   |        |
| 7-8 | *PHYSICS HON  | FY  | MTWRF | C164  | Barrett, Bob    |  |   |        |
| 9   | *PHYSICS HON  | FY  | T     | C164  | Barrett, Bob    |  |   |        |
| 9   | PE 4/SCI      | Q4  | MWRF  | GYM-A | Rose, Danielle  |  |   |        |
| 10  | SPANISH 4     | FY  | MTWRF | 178   | Anderson, Matt  |  |   |        |

| THIS WEEK   | M | T | W | R | F | BUS WEEK / DAY < FRIDAY |         |       |                                       |
|-------------|---|---|---|---|---|-------------------------|---------|-------|---------------------------------------|
| ATTENDANCE  | - | - | - | - | - | ROUTE                   | TIME    | BUS # | PICK UP / DROP OFF                    |
| ASSIGNMENTS | 0 | 0 | 0 | 0 | 0 | AM A10                  | 06:50AM | B210  | stops at Easy St. & Herbertsville Rd. |
|             |   |   |   |   |   | PM A10                  | 03:30PM | ghs   |                                       |

**One Student’s Dashboard of Information**

**Top Tabs**

There are four available dark blue “top tabs”. You may not see all of them, depending on which screens your district has enabled. The four include:

-  **HOME** – This is where you set up your user profile and access the “Message Center” which provides up to the minute messages about your students.
-  **STUDENT DATA** – This is where you can see your information. The first screen you see when you click on the  **STUDENT DATA** tab is the “Summary” dashboard.
-  **PAYMENT** – If your district has chosen to allow online payment of fees through Genesis, the Payments tab will be present. If not, it will not be there.

**More Information About Each Student**

The ‘Summary’ screen displays your dashboard. The other light blue tabs give you more information about other parts of your student record.

Friday, 6/28/2013 2:51PM



Caitlin Daily

GRADE:  
12

GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

Counselor name

Homeroom:  
D233 Barry, Jack L  
Counselor:  
Allen, Myron   
Age: 19  
Birthdate: 03/26/1994  
Lunch PIN #: 4131

Gradebook Assignments & Week's Attendance

| PER | COURSE        | SEM | DAYS  | ROOM  | TEACHER         | LIST | BLOCK | DAY: F |
|-----|---------------|-----|-------|-------|-----------------|------|-------|--------|
| 1   | US HISTORY 2  | FY  | MTWRF | D233  | Barry, Jack L   |      |       |        |
| 2   | *CALCULUS AP  | FY  | MTWRF | 107   | Antonelli, John |      |       |        |
| 3A  | WOODS TECH 1  | FY  | MTWRF | 172   | Bailey, Gene    |      |       |        |
| 4-5 | *ENGLISH 4 AP | FY  | MTWRF | D273  | Autry, Al       |      |       |        |
| 6   | LUNCH         | S2  | MTWRF | CAF-A | Bagwell, Jeff   |      |       |        |
| 7-8 | *PHYSICS HON  | FY  | MTWRF | C164  | Barrett, Bob    |      |       |        |
| 9   | *PHYSICS HON  | FY  | T     | C164  | Barrett, Bob    |      |       |        |
| 9   | PE 4/SCI      | Q4  | MWRF  | GYM-A | Rose, Danielle  |      |       |        |
| 10  | SPANISH 4     | FY  | MTWRF | 178   | Anderson, Matt  |      |       |        |

Bus Routes

| THIS WEEK   | M     | T       | W     | R                                     | F | BUS |  | WEEK / DAY | < FRIDAY |
|-------------|-------|---------|-------|---------------------------------------|---|-----|--|------------|----------|
| ATTENDANCE  | -     | -       | -     | -                                     | - |     |  |            |          |
| ASSIGNMENTS | 0     | 0       | 0     | 0                                     | 0 |     |  |            |          |
|             | ROUTE | TIME    | BUS # | PICK UP / DROP OFF                    |   |     |  |            |          |
| AM          | A10   | 06:50AM | B210  | stops at Easy St. & Herbertsville Rd. |   |     |  |            |          |
| PM          | A10   | 03:30PM | ghs   |                                       |   |     |  |            |          |

If you have a schedule (in high school or middle school), click one of the PDF icons to get a printable copy of your schedule. It can be had in either list or block form.

**Panels on the Dashboard**



Student information is summarized at the left side of the dashboard. The student's picture may be there, along with basic information such as homeroom, grade, guidance counselor, age and birthdate, and the student's current location.

Homeroom:  
D233 Barry, Jack L  
Counselor:  
Allen, Myron   
Age: 19  
Birthdate: 03/26/1994  
Lunch PIN #: 4131

| PER | COURSE        | SEM | DAYS  | ROOM  | TEACHER         | LIST | BLOCK | DAY: W |
|-----|---------------|-----|-------|-------|-----------------|------|-------|--------|
| 1   | US HISTORY 2  | FY  | MTWRF | D233  | Barry, Jack     |      |       |        |
| 2   | *CALCULUS AP  | FY  | MTWRF | 107   | Antonelli, John |      |       |        |
| 3   | WOODS TECH 1  | FY  | MTWRF | 172   | Bailey, Gene    |      |       |        |
| 4-5 | *ENGLISH 4 AP | FY  | MTWRF | D273  | Autry, Al       |      |       |        |
| 6   | LUNCH         | S2  | MTWRF | CAF-A | Bagwell, Jeff   |      |       |        |
| 7-8 | *PHYSICS HON  | FY  | MTWRF | C164  | Barrett, Bob    |      |       |        |
| 9   | *PHYSICS HON  | FY  | T     | C164  | Barrett, Bob    |      |       |        |
| 9   | PE 4/SCI      | Q4  | MWRF  | GYM-A | Rose, Danielle  |      |       |        |
| 10  | SPANISH 4     | FY  | MTWRF | 178   | Anderson, Matt  |      |       |        |



| THIS WEEK   | M                 | T                 | W                 | R                 | F                 |
|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| ATTENDANCE  | -                 | -                 | -                 | -                 | -                 |
| ASSIGNMENTS | <a href="#">0</a> | <a href="#">0</a> | <a href="#">0</a> | <a href="#">0</a> | <a href="#">0</a> |

**THIS WEEK**

The **THIS WEEK** panel contains your student’s **Attendance** for the week and how many **Gradebook Assignments** they have due each day.

Click a number to see the Assignments for that day.

| ASSIGNMENTS | <a href="#">0</a> | <a href="#">0</a> | <a href="#">0</a> | <a href="#">1</a> | <a href="#">0</a> |
|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|

| BUS |       | WEEK / DAY |       |                                       |
|-----|-------|------------|-------|---------------------------------------|
|     |       | < FRIDAY   |       |                                       |
|     | ROUTE | TIME       | BUS # | PICK UP / DROP OFF                    |
| AM  | A10   | 06:50AM    | B210  | stops at Easy St. & Herbertsville Rd. |
| PM  | A10   | 03:30PM    | ghs   |                                       |

If present, the Bus Routes panel lists the student’s morning and afternoon routes.

Navigate from weekday to weekday:

|   |           |   |
|---|-----------|---|
| < | WEDNESDAY | > |
|---|-----------|---|

# Attendance

## Daily Attendance

Daily Attendance is your official daily attendance.

Genesis Parent Resources

Attendance

SCHOOL: 2002 - Genesis High School

| AUGUST |    |    |    |    |    |    | SEPTEMBER |    |    |    |    |    |    | OCTOBER |    |    |    |    |    |    | NOVEMBER |    |    |    |    |    |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |    |    |    |    |    |
|        |    |    |    |    |    |    |           |    |    |    |    |    |    |         |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |    |    |    |
| 5      | 6  | 7  | 8  | 9  | 10 | 11 | 12        | 13 | 14 | 15 | 16 | 17 | 18 | 19      | 20 | 21 | 22 | 23 | 24 | 25 | 26       | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 12     | 13 | 14 | 15 | 16 | 17 | 18 | 19        | 20 | 21 | 22 | 23 | 24 | 25 | 26      | 27 | 28 | 29 | 30 | 31 | 1  | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 19     | 20 | 21 | 22 | 23 | 24 | 25 | 26        | 27 | 28 | 29 | 30 | 31 | 1  | 2       | 3  | 4  | 5  | 6  | 7  | 8  | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 23     | 24 | 25 | 26 | 27 | 28 | 29 | 30        | 31 |    |    |    |    |    |         |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |    |    |    |

| TOTALS         |         |
|----------------|---------|
| Possible Days  | 215/215 |
| Total Tardies  | 15      |
| Excused        | 3       |
| Unexcused      | 12      |
| Total Absences | 9       |
| Excused        | 6       |
| Unexcused      | 3       |

| LEGEND                              |                             |
|-------------------------------------|-----------------------------|
| <span style="color:blue">■</span>   | Present                     |
| <span style="color:purple">■</span> | Unexcused Tardy (w/time)    |
| <span style="color:blue">■</span>   | Absent - Never Attended     |
| <span style="color:grey">■</span>   | Left Early (w/time)         |
| <span style="color:purple">■</span> | Funeral Day                 |
| <span style="color:blue">■</span>   | Excused Tardy (w/time)      |
| <span style="color:orange">■</span> | Excused Absent              |
| <span style="color:grey">■</span>   | In-School or ICE Suspension |
| <span style="color:red">■</span>    | Unexcused Absent - Full Day |

This is your Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student’s Attendance for the year
- The ‘Legend’ of Attendance codes for your school district.

### Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for **your** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip

## Class Attendance

If you are in Middle School or High School and rotate through course sections, Class Attendance may show you your attendance for each separate subject. You must click the **CLASS ATTENDANCE** tab under **Attendance** to find class attendance. If this button does not appear, your child’s school does not record individual class attendance.

To see Class Attendance, click the **CLASS ATTENDANCE** tab.

Scroll down to see students Class Attendance totals

| DAY | DATE       | DAILY ATTENDANCE | US HISTORY 2 | *CALCULUS AP | WOODS TECH 1 | *ENGLISH 4 AP | *PHYSICS HON | PE 4/SCI    | SPANISH 4   |
|-----|------------|------------------|--------------|--------------|--------------|---------------|--------------|-------------|-------------|
|     | 03/01/2013 | -                |              |              |              |               |              | Not Meeting |             |
|     | 03/04/2013 | A                |              |              |              |               |              | Not Meeting |             |
|     | 03/05/2013 | T                |              |              |              |               |              |             | Not Meeting |
|     | 03/06/2013 | A                |              | AB           |              |               |              |             |             |
|     | 03/07/2013 | A                |              | AB           |              |               |              |             |             |
|     | 03/08/2013 | -                |              |              |              |               |              |             |             |
| M   | 03/11/2013 | T                |              |              |              |               |              |             |             |
| T   | 03/12/2013 | -                |              |              |              |               |              |             | Not Meeting |
| W   | 03/13/2013 | -                |              |              |              |               |              |             | Not Meeting |
| R   | 03/14/2013 | -                |              |              |              |               |              |             | Not Meeting |
| F   | 03/15/2013 | T                | AB           | AB           | AB           | AB            | AB           | AB          | AB          |
| M   | 03/18/2013 | -                |              |              |              |               |              |             | Not Meeting |
| T   | 03/19/2013 | -                |              |              |              |               |              |             | Not Meeting |
| W   | 03/20/2013 | -                |              |              |              |               |              |             | Not Meeting |
| R   | 03/21/2013 | -                |              |              |              |               |              |             | Not Meeting |
| F   | 03/22/2013 | -                |              |              |              |               |              |             | Not Meeting |
| M   | 03/25/2013 | -                |              |              |              |               |              |             | Not Meeting |
| T   | 03/26/2013 | -                |              |              |              |               |              |             | Not Meeting |
| W   | 03/27/2013 | -                |              |              |              |               |              |             | Not Meeting |
| R   | 03/28/2013 | -                |              |              |              |               |              |             | Not Meeting |
| F   | 03/29/2013 | -                |              |              |              |               |              |             | Not Meeting |

| CODE | DESCRIPTION |
|------|-------------|
|      | Present     |
| AB   | Absence     |

The Class Attendance screen shows you your Class Attendance summary for each of your subjects. One month is displayed at a time and the screen always starts by showing you **the current month’s attendance**. You may select any month you wish.

- Class attendance is listed by each school day in the month and shows which classes you may have missed on each day. Each day for each subject is color coded.
- The ‘Legend’ of color-coded Attendance codes for your school is shown at upper right.
- “Today” is always highlighted in yellow (e.g. above 11/21/2008).
- Along the right side of the screen there is a separate summary for each subject for the entire school year, divided by Marking Periods.

| US HISTORY 2 |                         |
|--------------|-------------------------|
|              | T=2.0                   |
| MP1          | U=2.0<br>E=0.0          |
|              | T=0.0                   |
| MP2          | U=0.0<br>E=0.0          |
|              | T=2.0                   |
| MP3          | U=2.0<br>E=0.0          |
|              | T=0.0                   |
| MP4          | U=0.0<br>E=0.0          |
| YTD          | T=4.0<br>U=4.0<br>E=0.0 |

Each subject summary contains the following attendance totals for the class, overall and by Marking Period:

- T** - All absences for the subject – the Total
- U** – The Unexcused absences
- E** – The Excused absences

Totals  
Type:

|            | US HISTORY 2            | *CALCULUS AP            | WOODS TECH 1            | *ENGLISH 4 AP           | *PHYSICS HON            | PE 4/SCI                | SPANISH 4               |
|------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>MP1</b> | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=1.0<br>U=1.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 |
| <b>MP2</b> | T=0.0<br>U=0.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 |
| <b>MP3</b> | T=2.0<br>U=2.0<br>E=0.0 | T=5.0<br>U=5.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 | T=2.0<br>U=2.0<br>E=0.0 |
| <b>MP4</b> | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 | T=0.0<br>U=0.0<br>E=0.0 |
| <b>YTD</b> | T=4.0<br>U=4.0<br>E=0.0 | T=9.0<br>U=9.0<br>E=0.0 | T=4.0<br>U=4.0<br>E=0.0 | T=4.0<br>U=4.0<br>E=0.0 | T=4.0<br>U=4.0<br>E=0.0 | T=3.0<br>U=3.0<br>E=0.0 | T=4.0<br>U=4.0<br>E=0.0 |

# Grading

## Current Year Report Card Grades & Current Report Card

The Grading screen gives you access to your Marking Period grades and teacher comments and possibly your most recent report card.

Genesis Parents Module 2.0

Grading SELECT STUDENT: Daily, Caitlin

Link to Report Card

Comment Tool tip

The current Marking Period is shown in green (typically it will not yet contain grades).

| COURSE        | SEM | SCHOOL | TEACHER                                      | MP1         | MP2 | ME | MP3 | MP4 | FE | FG | ATT. | EARNED    |
|---------------|-----|--------|--|-------------|-----|----|-----|-----|----|----|------|-----------|
| *ENGLISH 4 AP | FY  | 2002   | Kutry, Al<br>Email: akutry@xyz.abc           | A<br>10 15  |     |    |     |     |    |    |      | 5.00      |
| SPANISH 4     | FY  | 2002   | Anderson, Matt<br>Email: manderson@home.xyz  | B+<br>04 15 |     |    |     |     |    |    |      |           |
| TRIGONOMETRY  | S1  | 2002   | Allison, Bob<br>Email: ballison@xyz.net      | A-<br>13    |     |    |     |     |    |    |      | 2.50      |
| *CALCULUS AP  | FY  | 2002   | Antonelli, John<br>Email: jantonelli@abc.xyz | A<br>10 15  |     |    |     |     |    |    |      | 7.00 0.00 |
| *PHYSICS HON  | FY  | 2002   | Barrett, Bob<br>Email: bbarrett@xyz.abc      | A<br>09 23  |     |    |     |     |    |    |      | 6.00      |
| WOODS TECH 1  | FY  | 2002   | Bailey, Gene                                 | B           |     |    |     |     |    |    |      | 5.00      |
| PE 4/SCI      | FY  | 2002   | Rose, Danielle<br>Email: dirts@genesissz.org | B+          |     |    |     |     |    |    |      | 3.00      |
| HEALTH 4      | Q2  | 2002   | Rose, Danielle<br>Email: dirts@genesissz.org |             |     |    |     |     |    |    |      | 1.25      |
| US HISTORY 2  | FY  | 2002   | Barry, Jack L<br>Email: jbarry@abc.xyz       | A           |     |    |     |     |    |    |      | 5.00      |

Comments Legend

- 04 Concentrates on Task
- 09 Exceeds Requirements
- 10 Excellent Attitude and Effort
- 13 Excellent Work Habits
- 15 Follows Directions Well
- 23 Lab Performance is Good

Comment

The Grading screen contains lots of information and a link to your current report card. The numbers below each grade are the comments you have received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher’s name.

### The Grading Screen

This screen summarizes your Report Card grades for the current year.

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the

comment will appear in a tooltip (e.g. Follows Directions Well).

In addition, as outlined below, you can access and view your student’s most recent report card.

### Viewing Your Current or Most Recent Report Card

If you are able to view your actual report card, a [Please click here to view the MP1 form for Ed in Genesis High School.](#) message will appear between your name and your list of grades:


If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report card is shown below.

The screenshot shows a web browser window displaying a report card for Genesis Public Schools. A blue callout box labeled "Adobe Printer Icon" points to the printer icon in the browser's toolbar. The report card includes the following information:

| GENESIS PUBLIC SCHOOLS          |                               | School Name         | Phone #            | High School Report Card |                    |                                |                    |                    |                  |               |          |                |
|---------------------------------|-------------------------------|---------------------|--------------------|-------------------------|--------------------|--------------------------------|--------------------|--------------------|------------------|---------------|----------|----------------|
|                                 |                               | Genesis High School | 732-555-1212       |                         |                    |                                |                    |                    |                  |               |          |                |
| Student No.                     | Student Name                  | Grade               | Homeroom           | Date                    | Year               | Counselor's Name               |                    |                    |                  |               |          |                |
| 504495                          | Daily, Ed                     | 12                  | 181                | 10/11/2007              | 2007-08            | Allen, Myron<br>Almonte, Edwin |                    |                    |                  |               |          |                |
| #                               | Comments                      | #                   | Comments           |                         |                    |                                |                    |                    |                  |               |          |                |
| 13                              | Excellent Work Habits         |                     |                    |                         |                    |                                |                    |                    |                  |               |          |                |
| 26                              | LANGUAGE CONCEPTS ARE GOOD    |                     |                    |                         |                    |                                |                    |                    |                  |               |          |                |
| 29                              | PLEASURE TO HAVE AS A STUDENT |                     |                    |                         |                    |                                |                    |                    |                  |               |          |                |
| Subject                         | Course                        | Instructor          | Per                | 1 <sup>st</sup> MP      | 2 <sup>nd</sup> MP | Mid Exam                       | 3 <sup>rd</sup> MP | 4 <sup>th</sup> MP | Final Exam       | Final Grade   | Comments | Earned Credits |
| ITALIAN 2                       | 12545-3                       | Barr, Bob           | 1                  | HL                      |                    |                                |                    |                    |                  |               |          |                |
| The African - American Experien | 15500-1                       | Barr, Bob           | 2                  | IN                      |                    |                                |                    |                    |                  |               | 26       |                |
| US HISTORY 2                    | 15205-6                       | Barr, Bob           | 4-5                | HL                      |                    |                                |                    |                    |                  |               | 13       |                |
| WORLD CULTURES                  | 15005-12                      | Barr, Bob           | 9                  | IN                      |                    |                                |                    |                    |                  |               | 29       |                |
| *ENGLISH 1 HON                  | 10175-4                       | Bane, Eddie         | 10                 | WP                      |                    |                                |                    |                    |                  |               |          |                |
| REPORT CARD GRADING SYSTEM      |                               |                     | SCHOOL ATTENDANCE  |                         |                    |                                |                    |                    | Total Attendance | Total Credits |          |                |
| 95 - 100                        | Outstanding                   | 70 - 74             | Fair               |                         |                    |                                |                    |                    |                  |               |          |                |
| 90 - 94                         | Excellent                     | 65 - 69             | Below Average      |                         |                    |                                |                    |                    |                  |               |          |                |
| 85 - 89                         | Very Good                     | 60 - 64             | Not Passing        |                         |                    |                                |                    |                    |                  |               |          |                |
| 80 - 84                         | Above Average                 | WP/WF               | Withdraw Pass/Fail |                         |                    |                                |                    |                    |                  |               |          |                |
| 75 - 79                         | Average                       | IN                  | Incomplete         |                         |                    |                                |                    |                    |                  |               |          |                |
|                                 |                               |                     |                    | ABSENT                  | 7                  |                                |                    |                    |                  |               | 7        |                |
|                                 |                               |                     |                    | TARDY                   | 1                  |                                |                    |                    |                  |               | 1        |                |

Message to Parents: If you have any questions concerning this report card or your child's progress, please contact your child's...

**To Print a Copy of the Report Card**

1. Click on the 'Grading' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon  at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

**To Save a Copy of the Report Card**

1. Click on the 'Setup' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

**To Return to the Genesis Parents Portal**

1. When you are done viewing the report card, click the browser "Back" button.

### Prior Year Report Cards

The **AVAILABLE REPORT CARDS** tab brings up Report Cards from previous years that your school has made visible through Genesis. Report Cards will **not** be available for years before your District began using Genesis:

AVAILABLE REPORT CARDS

Grading

SELECT STUDENT: Daily, Caitlin

Available Report Cards

| YEAR    | SCHOOL              | NAME             | MARKING PERIOD | VIEW |
|---------|---------------------|------------------|----------------|------|
| 2012-13 | Genesis High School | Marking Period 1 | MP1            |      |
|         |                     | Marking Period 2 | MP2            |      |
|         |                     | Marking Period 3 | MP3            |      |
|         |                     | Marking Period 4 | MP4            |      |
| 2011-12 | Genesis High School | Marking Period 1 | MP1            |      |
|         |                     | Marking Period 2 | MP2            |      |
|         |                     | Marking Period 3 | MP3            |      |
|         |                     | Marking Period 4 | MP4            |      |
| 2010-11 | Genesis High School | Marking Period 1 | MP1            |      |
|         |                     | Marking Period 2 | MP2            |      |
|         |                     | Marking Period 3 | MP3            |      |
|         |                     | Marking Period 4 | MP4            |      |
| 2009-10 | Genesis High School | Marking Period 2 | MP2            |      |

To view a prior Report Card, click its PDF icon.

List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

### Academic History (Transcript Information)

If you are in high school, the “Grade History” tab lists the course and final grade information that will appear on your transcript.

Grade History

| SCHOOL YEAR                               | GRADE | DESCRIPTION        | SCHOOL | FG | ATTEMPTED | EARNED |
|---|-------|--------------------|--------|----|-----------|--------|
| 2011-12                                   | 11    | **ENGLISH 4 AP     | 2002   | A  | 5.00      | 5.00   |
| 2011-12                                   | 11    | SPANISH 4          | 2002   | B+ | 5.00      | 5.00   |
| 2011-12                                   | 11    | **CALCULUS AP      | 2002   | A+ | 7.00      | 7.00   |
| 2011-12                                   | 11    | **PHYSICS HON      | 2002   | A  | 6.00      | 6.00   |
| 2011-12                                   | 11    | WORLD CULTURES     | 2002   | A  | 5.00      | 5.00   |
| 2011-12                                   | 11    | WOODS TECH 1 CIP   | 2002   | B+ | 5.00      | 5.00   |
| 2011-12                                   | 11    | PE 4/SCI           | 2002   | A  | 3.00      | 3.00   |
| 2011-12                                   | 11    | US HISTORY 2       | 2002   | A  | 5.00      | 5.00   |
| Totals for 2011-12 School Year            |       |                    |        |    | 41.00     | 41.00  |
| Transcript Totals for 2011-12 School Year |       |                    |        |    | 41.00     | 41.00  |
| 2010-11                                   | 10    | ALGEBRA 1          | 2002   | B- | 5.00      | 5.00   |
| 2010-11                                   | 10    | CMPTR REPAIR 1 CIP | 2002   | A- | 5.00      | 5.00   |
| 2010-11                                   | 10    | GRAPHIC ARTS 1 CIP | 2002   | C+ | 5.00      | 5.00   |
| 2010-11                                   | 10    | DRAW & PAINT 1 CIP | 2002   | C  | 5.00      | 5.00   |
| 2010-11                                   | 10    | PHYS ED 2          | 2002   | A  | 3.75      | 3.75   |
| 2010-11                                   | 10    | HEALTH 2           | 2002   | B  | 1.25      | 1.25   |
| 2010-11                                   | 10    | ENGLISH RP 10      | 2002   | B- | 5.00      | 5.00   |
| 2010-11                                   | 10    | BIOLOGY            | 2002   | A- | 5.00      | 5.00   |
| 2010-11                                   | 10    | US HIST 1          | 2002   | D  | 5.00      | 5.00   |
| Totals for 2010-11 School Year            |       |                    |        |    | 40.00     | 40.00  |
| Transcript Totals for 2010-11 School Year |       |                    |        |    | 40.00     | 40.00  |
| 2009-10                                   | 09    | ENGLISH 2 HSPA     | 2002   | B+ | 5.00      | 5.00   |
| 2009-10                                   | 09    | COMP GRAPHICS      | 2002   | C  | 5.00      | 5.00   |
| 2008-09                                   | 08    | Exploring the Arts | 2002   | C- | 5.00      | 5.00   |

Student’s Academic History – Information that will appear on their Transcript

# Discipline

Genesis Parents Module 2.0

Daily, Caitlin  
2012-13 Discipline Record

|    | DATE       | TIME     | INCIDENT DESCRIPTION  | ACTION  | ACTION DATES   |
|----|------------|----------|---|---|----------------|
| 1  | 6/4/2013   |          | Excess Tardies  | Referral to Counselor   | 6/4            |
| 2  | 3/5/2013   |          | Excess Tardies  | Central Detention   | 3/6            |
| 3  | 2/15/2013  |          | Excess Tardies  | Central Detention   | 2/18           |
| 4  | 2/11/2013  |          | Point Reduction Code - Reduce Student's Penalty Point Count | Reduce a Student's Points   |                |
| 5  | 1/12/2013  |          | Point Reduction Code - Reduce Student's Penalty Point Count | Reduce a Student's Points   |                |
| 6  | 12/11/2012 |          | Excess Tardies  | Central Detention   | 12/12          |
| 7  | 11/23/2012 |          | Point Reduction Code - Reduce Student's Penalty Point Count | Reduce a Student's Points   |                |
| 8  | 10/1/2012  |          | Excess Tardies  | Central Detention   | 10/2           |
| 9  | 8/23/2012  | Period 4 | Confrontational   | 1. Conference with Parent and Administrator<br>2. Central Detention | 8/24 8/23 8/24 |
| 10 | 8/10/2012  |          | Minor confrontation   | Conference with Student and Administrator                           | 8/10           |

[Cambiar el idioma a español](#) ©Copyright Genesis Educational Services, Inc.

## Discipline Record

The optional Discipline screen lists any discipline issues you have had in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your involvement in the incident
- Dates on which the actions were or are scheduled to take place.

This screen may not be available in your school.



## Gradebook

### Weekly Summary of Assignments Screen and Marking Period Averages

Genesis Parents Module 2.0

WEEKLY SUMMARY LIST ASSIGNMENTS

Daily, Caitlin  
Weekly Assignment Summary  
Week of 05/13/2013

Printable Version of Weekly Assignment List

| COURSES                                 | TEACHER  | MP4        | AVG | MON<br>5/13/13 | TUE<br>5/14/13 | WED<br>5/15/13 | THU<br>5/16/13 | FRI<br>5/17/13 |
|---|--|------------|-----|----------------|----------------|----------------|----------------|----------------|
| <a href="#">10498/2 - *ENGLISH 4 AP</a> | Autry, Al<br>Email: <a href="mailto:alautry@xyz.abc">alautry@xyz.abc</a>             | No Grades  | 0   | 0              | 0              | 0              | 0              | 0              |
| <a href="#">12364/3 - *SPANISH 4</a>    | Anderson, Matt<br>Email: <a href="mailto:mAnderson@home.xyz">mAnderson@home.xyz</a>  | No Grades  | 0   | 0              | 0              | 0              | 0              | 0              |
| <a href="#">13797/1 - *CALCULUS AP</a>  | Antonelli, John<br>Email: <a href="mailto:jantonelli@abc.xyz">jantonelli@abc.xyz</a> | 86.70% (B) | 0   | 0              | 0              | 1              | 0              | 0              |
| <a href="#">14677/1 - *PHYSICS HON</a>  | Barrett, Bob<br>Email: <a href="mailto:bbarrett@xyz.abc">bbarrett@xyz.abc</a>        | No Grades  | 0   | 0              | 0              | 0              | 0              | 0              |
| <a href="#">22118/2 - *WOODS TECH 1</a> | Bailey, Gene<br>Email: <a href="mailto:gbailey@xyz.abc">gbailey@xyz.abc</a>          | No Grades  | 0   | 0              | 0              | 0              | 0              | 0              |
| <a href="#">27044/11 - PE 4/SCI</a>     | Rose, Danielle<br>Email: <a href="mailto:dirts@genesisz.org">dirts@genesisz.org</a>  | No Grades  | 0   | 0              | 0              | 0              | 0              | 0              |
| <a href="#">35210/1 - US HISTORY 2</a>  | Barry, Jack L<br>Email: <a href="mailto:jbarry@abc.xyz">jbarry@abc.xyz</a>           | No Grades  | 0   | 0              | 0              | 0              | 0              | 0              |

©Copyright Genesis Educational Services, Inc.

The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher’s email address to send email to that teacher.

#### Choosing the Marking Period Average to Display

The “Avg” column always starts by displaying your student’s up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the “Avg” column header:



Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

#### Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the “One Course/All Assignments” screen.

#### Viewing all Assignments for a Selected Day

To see all of the Assignments for one **day** (for example, Tuesday), click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.

Daily, Caitlin  
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/28/2013  
Status: Show all assignments Show Assignment Dates: All assignments

Print All Assignments

| ID  | DATE      | COURSE | TEACHER      | CATEGORY       | ASSIGNMENT | GRADE                                  | MAX       | %   | PREV | DOC |
|-----|-----------|--------|--------------|----------------|------------|--|-----------|-----|------|-----|
| MP1 | 9/17/2012 | FIN    | SPANVEN 4    | Anderson, Marc | WIS        | SAFETY QUIZ                            |           | 20  |      |     |
| MP1 | 9/18/2012 | WAS    | *CALCULUS AP | Anderson, John | HW         | Section 1                              | CHEXPPLUS | 100 | 83%  |     |
| MP1 | 9/11/2012 | TUE    | *CALCULUS AP | Anderson, John | HW         | Section 2                              | CHEXPPLUS | 100 | 78%  |     |
| MP1 | 9/12/2012 | WED    | *CALCULUS AP | Anderson, John | HW         | Section 3                              | CHEXPPLUS | 100 | 100% |     |
| MP1 | 9/14/2012 | FRI    | *CALCULUS AP | Anderson, John | TEST       | Section 4                              | CHEXPPLUS | 100 | 96%  |     |
| MP4 | 4/18/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 1                             |           | 60  |      |     |
| MP4 | 4/23/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 2                             |           | 100 |      |     |
| MP4 | 4/23/2013 | TUE    | *CALCULUS AP | Anderson, John | TEST       | MP4 QUIZ 3                             |           | 100 |      |     |
| MP4 | 5/2/2013  | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 4                             |           | 100 |      |     |
| MP4 | 5/9/2013  | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 5                             |           | 100 |      |     |
| MP4 | 5/16/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 6                             |           | 100 |      |     |
| MP4 | 5/23/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 7                             |           | 100 |      |     |
| MP4 | 5/30/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 8                             |           | 100 |      |     |
| MP4 | 6/6/2013  | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 9                             |           | 100 |      |     |
| MP4 | 6/13/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 10                            |           | 100 |      |     |
| MP4 | 6/20/2013 | TUE    | *CALCULUS AP | Anderson, John | QUIZ       | MP4 QUIZ 11                            |           | 100 |      |     |
| MP1 | 8/22/2012 | WAS    | US HISTORY 2 | Berry, Jack L. | OP         | Homework 1                             |           | 8   |      | 83% |
| MP1 | 9/12/2012 | WAS    | US HISTORY 2 | Berry, Jack L. | HW         | Revolutionary Battles                  |           | 100 |      |     |
| MP1 | 9/19/2012 | WAS    | US HISTORY 2 | Berry, Jack L. | HW         | Revolutionary Battles                  |           | 100 |      |     |
| MP1 | 10/2/2012 | TUE    | US HISTORY 2 | Berry, Jack L. | HW         | Homework 10                            |           | 100 |      |     |
| MP2 | 1/2/2013  | WAS    | US HISTORY 2 | Berry, Jack L. | QUIZ       | Reading about the discovery of America |           | 100 |      |     |
| MP2 | 1/4/2013  | FRI    | US HISTORY 2 | Berry, Jack L. | TEST       | bingo                                  |           | 100 |      |     |

Click the Print Assignments link to print out the list.

Click on pushpins to see the teacher's comments about your child's work or messages to the class.

If the teacher has uploaded files to an Assignment, you will be able to click on each file's icon to download it.

Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or “All Assignments”

**Gradebook Weekly Summary**

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the “Week of” field.
- See all Assignment for all courses by selecting “All Assignments”.
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers’ Assignment comments for you.

## List of Assignments Screen

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with 'STUDENT DATA' selected. Below it, a 'Gradebook' section is visible with a 'SELECT STUDENT' dropdown set to 'Daily, Ed'. A yellow banner contains a 'Setup, Security, Policy Broadcast Message'. Below this, there are tabs for 'WEEKLY SUMMARY' and 'LIST ASSIGNMENTS'. A search box is highlighted with a red border, containing filters for 'Course' (Show all courses), 'Status' (Show all assignments), 'Assignments Due Date' (06/14/2013), and 'Show Assignment Dates' (All assignments). Below the search box is a table of assignments with columns: MP, DUE DATE, DAY, COURSE, TEACHER, CATEGORY, ASSIGNMENT, GRADE, MAX, %, PREV, and DOCS.

| MP  | DUE DATE   | DAY | COURSE       | TEACHER         | CATEGORY | ASSIGNMENT                                    | GRADE         | MAX | %    | PREV | DOCS |
|-----|------------|-----|--------------|-----------------|----------|---|---------------|-----|------|------|------|
| MP1 | 09/07/2012 | Fri | SPANISH 4    | Anderson, Matt  | WA       | Safety quiz<br><i>Safety quiz for the lab</i> |               |     | 20   |      |      |
| MP1 | 09/05/2012 | Wed | *CALCULUS AP | Antonelli, John | HW       | Section1<br><i>problems 1,2,4,6,7,8,9</i>     | CHECKPLUS     | 100 | 85%  |      |      |
| MP1 | 09/11/2012 | Tue | *CALCULUS AP | Antonelli, John | HW       | Section2<br><i>problems 11,12,13,14</i>       | CHECK         | 100 | 78%  |      |      |
| MP1 | 09/12/2012 | Wed | *CALCULUS AP | Antonelli, John | HW       | Section3<br><i>questions 1,2,3,4,5</i>        | CHECKPLUSPLUS | 100 | 100% |      |      |
| MP1 | 09/14/2012 | Fri | *CALCULUS AP | Antonelli, John | TEST     | Test 1-3<br><i>Section 1-3 Test</i>           | 96            | 100 | 96%  |      |      |
|     |            |     |              |                 |          | MP4 01117 1                                   |               |     |      |      |      |

### List of Assignments

This screen will allow you to look at your Assignments in multiple ways.

The screenshot shows the search interface for 'Daily, Caitlin'. It includes a title '2012-13 Student Assignment List' and search filters: 'Course' (Show all courses), 'Status' (Show all assignments), 'Assignments Due Date' (06/28/2013), and 'Show Assignment Dates' (All assignments). A green 'Search' button is located below the filters.

The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the you failed to turn in or do.
  - Assignments you have not yet completed because you were absent on the due date. An assignment is marked “Absent” if you were absent on the day it is due. This option shows all assignments currently marked “Absent”.
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected **or** as the **week** which contains the date you selected **or** as the **month**.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - “One day” – the Assignments for the date selected in **Assignment Due Date**.

- “Week of” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- “Month” - the Assignments for the *month* which contains the date selected in **Assignment Due Date**.
- “MP1” – All assignments for Marking Period 1.
- “MP2” – All assignments for Marking Period 2.
- “MP3” – All assignments for Marking Period 3.
- “MP4” – All assignments for Marking Period 4.
- “All Assignments” – All assignments for the entire duration of the course.

| MP  | DUE DATE   | DAY | COURSE       | TEACHER         | CATEGORY | ASSIGNMENT  | GRADE         | MAX | %    | PREV    | DOCS |
|-----|------------|-----|--------------|-----------------|----------|---|---------------|-----|------|---------|------|
| MP1 | 09/07/2012 | Fri | SPANISH 4    | Anderson, Matt  | WA       | Safety quiz<br><i>Safety quiz for the lab</i>   |               |     | 20   |         |      |
| MP1 | 09/05/2012 | Wed | *CALCULUS AP | Antonelli, John | HW       | Section1<br><i>problems 1,2,4,6,7,8,9</i>   | CHECKPLUS     | 100 | 85%  |         |      |
| MP1 | 09/11/2012 | Tue | *CALCULUS AP | Antonelli, John | HW       | Section2<br><i>problems 11,12,13,14</i>   | CHECK         | 100 | 78%  |         |      |
| MP1 | 09/12/2012 | Wed | *CALCULUS AP | Antonelli, John | HW       | Section3<br><i>questions 1,2,3,4,5</i>  | CHECKPLUSPLUS | 100 | 100% |         |      |
| MP1 | 09/14/2012 | Fri | *CALCULUS AP | Antonelli, John | TEST     | Test 1-3<br><i>Section 1-3 Test</i>   | 96            | 100 | 96%  |         |      |
| MP4 | 04/18/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 1<br><i>MP4 Quizzes 1</i>  | 60            | 100 | 60%  | Missing |      |
| MP4 | 04/25/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 2<br><i>MP4 Quizzes 2</i>  |               | 100 |      |         |      |
| MP4 | 04/25/2013 | Thu | *CALCULUS AP | Antonelli, John | TEST     | test1<br><i>Covered Sections 2 through 9 in Chapter 11 and required a prepared essay Research</i> | CHECKPLUSPLUS | 100 | 100% |         |      |
| MP4 | 05/02/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 3<br><i>MP4 Quizzes 3</i>  |               | 100 |      |         |      |
| MP4 | 05/09/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 4<br><i>MP4 Quizzes 4</i>  |               | 100 |      |         |      |
| MP4 | 05/16/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 5<br><i>MP4 Quizzes 5</i>  |               | 100 |      |         |      |
| MP4 | 05/23/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 6<br><i>MP4 Quizzes 6</i>  |               | 100 |      |         |      |
| MP4 | 05/30/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 7<br><i>MP4 Quizzes 7</i>  |               | 100 |      |         |      |

## One Day’s Assignments

### One Day’s Assignment

When you click on a ‘day’ name you are brought to the “List Assignments” screen with only the one day selected:

**Daily, Ed**  
2012-13 Student Assignment List

Course:  Assignments Due Date:

Status:  Show Assignment Dates:

These two drop down boxes are set to ‘all courses’ and ‘all assignments’

These two drop down boxes are set to the selected day.

### One Day/All Assignments

If you click on a day name, you come to the “One Day/All Assignments” screen. This is the “List Assignments” screen set for one day, all courses, and all assignments.

## One Week's Assignments

### Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.

**Daily, Ed**  
2012-13 Student Assignment List

Course:  Assignments Due Date:

Status:  Show Assignment Dates:

If "Week of" is selected, selecting any date will show that week's Assignments.

### Special Grades and the Previous Grade Column ("Prev")

| MP  | DUE DATE  | DAY | COURSE       | TEACHER         | CATEGORY | ASSIGNMENT                                    | GRADE         | MAX | %    | PREV    | DOCS |
|-----|-----------|-----|--------------|-----------------|----------|---|---------------|-----|------|---------|------|
| MP1 | 9/7/2012  | Fri | SPANISH 4    | Anderson, Matt  | WA       | Safety quiz<br><i>Safety quiz for the lab</i> |               | 20  |      |         |      |
| MP1 | 9/5/2012  | Wed | *CALCULUS AP | Antonelli, John | HW       | Section1<br><i>problems 1,2,4,6,7,8,9</i>     | CHECKPLUS     | 100 | 85%  |         |      |
| MP1 | 9/11/2012 | Tue | *CALCULUS AP | Antonelli, John | HW       | Section2<br><i>problems 11,12,13,14</i>       | CHECK         | 100 | 78%  |         |      |
| MP1 | 9/12/2012 | Wed | *CALCULUS AP | Antonelli, John | HW       | Section3<br><i>questions 1,2,3,4,5</i>        | CHECKPLUSPLUS | 100 | 100% |         |      |
| MP1 | 9/14/2012 | Fri | *CALCULUS AP | Antonelli, John | TEST     | Test 1-3<br><i>Section 1-3 Test</i>           | 96            | 100 | 96%  |         |      |
| MP4 | 4/18/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ     | MP4 QUIZ 1<br><i>MP4 Quizzes 1</i>            | 60            | 100 | 60%  | Missing |      |

Teachers have 4 "special" grades that they can give students for any assignment:

- **Absent** – You were absent on the date the assignment was due. This means you have a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete**. When a grade of **Absent** is changed to another grade, "Absent" appears in the **Prev** column. Something that "was previously Absent" was turned in after you returned to school following an absence.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, **Missing** appears in the **PREV** column. Missing is the most common special grade. A teacher's comment may accompany a missing. Something that "was previously Missing" was turned in late.
- **Incomplete** – You partially completed an assignment but did not finish it. When **Incomplete** appears in the **PREV** column, you have completed the assignment late.
- **Exempt** – You are not responsible for doing this assignment. It does not count for you. It is unusual for an Exempt to appear in the **PREV** column. Usually, when a student is explicitly exempt from an Assignment, they are not later given a grade.


Initially, these special grades appear in the regular **GRADE** column (e.g. **ABS**). When a teacher gives one of these special grades (e.g. **MI** - Missing) and then later changes it to another grade, the original, special grade



(i.e. **Missing**) is displayed in the **PREV** column on the List Assignments screen. Regular grades *never* appear in the **PREV** column – it is only for these special grades.



The teacher cannot clear the “previous grade”. It is always displayed to you. You might use this information to help understand why you may have received the grade you did (“the work was late”). For example, excellent work turned in late often receives a reduced grade.

## Viewing Teacher Comments

Teachers can enter comments on your performance that can be viewed through the List Assignments screen. ***If a teacher has entered a comment on an assignment, please take time to view it.***


|     |           |     |              |                 |      |                             |    |   |     |     |         |
|-----|-----------|-----|--------------|-----------------|------|-----------------------------|----|---|-----|-----|---------|
| MP4 | 4/18/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ | MP4 QUIZ 1<br>MP4 Quizzes 1 | 60 |  | 100 | 60% | Missing |
|-----|-----------|-----|--------------|-----------------|------|-----------------------------|----|---|-----|-----|---------|




If a pushpin  icon appears on the Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, click the  icon. This will cause the comments to popup:




|     |           |     |              |                 |      |                             |    |   |                       |     |         |
|-----|-----------|-----|--------------|-----------------|------|-----------------------------|----|---|-----------------------|-----|---------|
| MP4 | 4/18/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ | MP4 QUIZ 1<br>MP4 Quizzes 1 | 60 |  | 100                   | 60% | Missing |
|     |           |     |              |                 |      |                             |    |  |                       |     |         |
|     |           |     |              |                 |      |                             |    | <b>Comment from Antonelli, John:</b>  | <a href="#">Close</a> |     |         |
|     |           |     |              |                 |      |                             |    | We need another phone conference  |                       |     |         |

## Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The “documents” include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.

|     |          |     |              |               |      |   |  |  |     |  |   |
|-----|----------|-----|--------------|---------------|------|---|--|--|-----|--|---|
| MP3 | 3/6/2013 | Wed | US HISTORY 2 | Barry, Jack L | QUIZ | Quiz March 6<br>Quiz Pages 205-240, Do #'s 3, 7, 9-12 in preparation. |  |  | 100 |  |  |
|-----|----------|-----|--------------|---------------|------|---|--|--|-----|--|---|

If icons (e.g. ) appear in the “Docs” column on the right side of an Assignment line, it means that the teacher has uploaded files to the assignment and you may download them. There will be one icon for each file the teacher has attached (E.g.  means there is one MS Excel file attached). The shape of the icon indicates the kind of file that is attached (e.g.  indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.<sup>1</sup>

To see the description of an attached document, place your cursor on the icon:   (cursor is located on the  icon)

To download the file, double click on its icon. The content will be displayed in the central part of the screen.

<sup>1</sup> While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

# Assessments

Genesis Parents Module 2.0

| TEST | EXAM | YEAR | MONTH   | SEM | GRADE | LANGUAGE ARTS | READING | WRITING | MATH | SCIENCE | SCORE |                             |
|------|------|------|---------|-----|-------|---------------|---------|---------|------|---------|-------|-----------------------------|
| HSPA | HSPA | 2010 | October |     | 11    | 261           |         |         | 277  |         |       | <a href="#">Information</a> |
| SAT  | SAT  | 2010 | March   |     | 11    | 525           |         | 550     | 675  |         |       | <a href="#">Information</a> |

PSAT, HSPA & EOC Scores

| PSAT 1/2010 READING | PSAT 1/2010 WRITING | PSAT 1/2010 MATH | HSPA 3/2010 LAL | HSPA 3/2010 MATH | EOC_BIO 5/2010 | EOC-ALG1 5/2010 | MATH |
|---------------------|---------------------|------------------|-----------------|------------------|----------------|-----------------|------|
|                     |                     |                  |                 |                  | 168            | 319             |      |

[Cambiar el idioma a español](#) ©Copyright Genesis Educational Services, Inc.

**Assessments shows your student’s standardized test scores**

## List of Standardized Test Scores

The top section lists your standardized test scores:

| TEST | EXAM | YEAR | MONTH   | SEM | GRADE | LANGUAGE ARTS | READING | WRITING | MATH | SCIENCE | SCORE |                             |
|------|------|------|---------|-----|-------|---------------|---------|---------|------|---------|-------|-----------------------------|
| HSPA | HSPA | 2010 | October |     | 11    | 261           |         |         | 277  |         |       | <a href="#">Information</a> |
| SAT  | SAT  | 2010 | March   |     | 11    | 525           |         | 550     | 675  |         |       | <a href="#">Information</a> |

## Views of Various Groups of Scores

The other sections, if any appear, show groups of your scores. Each section contains a group of scores related in some way:

PSAT, HSPA & EOC Scores

| PSAT 1/2010 READING | PSAT 1/2010 WRITING | PSAT 1/2010 MATH | HSPA 3/2010 LAL | HSPA 3/2010 MATH | EOC_BIO 5/2010 | EOC-ALG1 5/2010 | MATH |
|---------------------|---------------------|------------------|-----------------|------------------|----------------|-----------------|------|
|                     |                     |                  |                 |                  | 168            | 319             |      |



## Scheduling

“Scheduling” in the Parents Module is all about Next Year Scheduling.

Genesis Parents Module 2.0

Scheduling

SELECT STUDENT: Daily, Caitlin

Caitlin has been assigned to grade 12 and will attend Genesis High School in 2013-14

Caitlin's 2013-14 Schedule

Please print this out, sign it and return it to your child's guidance counselor.

| SEMESTER                           | PERIOD | COURSE | DAYS | ROOM | TEACHER |
|------------------------------------|--------|--------|------|------|---------|
| No courses have been scheduled yet |        |        |      |      |         |

Caitlin's Course Requests for 2013-14

These courses have been requested for the next school year.

| COURSE | DESCRIPTION   | CREDITS | RECOMMENDED BY   |
|--------|---------------|---------|--|
| 10495  | *ENGLISH 4 AP | 5.000   | Recommended by: Dilts, Rich<br>Current Course: 10495 - *ENGLISH 4 AP |
| 13609  | TRIGONOMETRY  | 2.500   |  |
| 13797  | *CALCULUS AP  | 7.000   |  |
| 14595  | *PHYSICS AP   | 5.000   | Recommended by: Dilts, Rich<br>Current Course: 14577 - *PHYSICS HON  |
| 23678  | WEBB PAGES    | 5.000   |  |
| 27044  | PE 4/SCI      | 3.000   |  |

Your name should appear here.

Scroll down to see teacher recommendations for you.

### Viewing Next Year Requests, Recommendations and Schedule


The **Scheduling** screen shows you your course requests for the *next* school year (e.g. 2012-13 if this year is 2011-12), teacher recommendations, if there are any, as well as their “next year” schedule once one has been created.

There are three things listed on this screen:

1. **Your student's list of course requests for next year.** These can be printed out.
2. **The teacher a course was recommended by** – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. **Your actual schedule for next year.** Once your schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

### Printing Next Year's Requests

1. Click the PDF Icon next to the “list of requests” header:

Caitlin's Course Requests for 2013-14 

This brings up an Adobe PDF view of your course requests for next year (shown below). The printed report includes a “signature” line.

2. Use the Adobe Reader's print button to send the report to the printer.
3. You may be asked to print the request list, sign the set of requests and return the signed list to school. You may need to have your parent/guardian sign as well.



2013-14 Student Requests for Dally, Caitlin  
Genesis High School  
06/28/2013

---

**Next Year Requests**

| Course | Description   | Credits | Recommended By   |
|--------|---------------|---------|--|
| 10495  | *ENGLISH 4 AP | 5.000   | Recommended By: Dilts, Rich<br>Current Course: *ENGLISH 4 AP |
| 13609  | TRIGONOMETRY  | 2.500   |  |
| 13797  | *CALCULUS AP  | 7.000   |  |
| 14595  | *PHYSICS AP   | 5.000   | Recommended By: Dilts, Rich<br>Current Course: *PHYSICS HON  |
| 23678  | WEBB PAGES    | 5.000   |  |
| 27044  | PE 4/SCI      | 3.000   |  |
| 35210  | US HISTORY 2  | 5.000   |  |
| LUNCH  | LUNCH         | .000    |  |

**Recommendations which have not been Requested**

| Course | Description    | Credits | Recommended By  |
|--------|----------------|---------|---|
| 12370  | *SPANISH 5 HON | 5.000   | Recommended By: Dilts, Rich<br>Current Course: SPANISH 4    |
| 13797  | *CALCULUS AP   | 7.000   | Recommended By: Dilts, Rich<br>Current Course: *CALCULUS AP |
| 15315  | SOCIOLOGY      | 5.000   | Recommended By: Dilts, Rich<br>Current Course: US HISTORY 2 |

These are the selections your student has made in concert with their guidance counselor.

Parent Signature: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

**Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print this out.**

**Printing Next Year’s Schedule**

Your next year schedule will only be available once the scheduling process completes. This may not occur until after the end of the current school year. Scheduling is a long and complicated process. An empty or missing schedule simply means that your school has not yet completed the scheduling process and is not a cause for alarm.

1. Click the PDF Icon next to the “Next Year Schedule” header:

Caitlin's Course Requests for 2013-14

This brings up an Adobe PDF view of your student’s next year schedule.

2. Use the Adobe Reader’s print button to send the report to your printer.

### Courses Recommended but Not Requested

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for you but which you decided not to request and not to take. Scroll down to see this list.

**2013-14 Course Recommendations for Caitlin which have not been Requested**

These courses have been recommended but not yet requested.

| COURSE | DESCRIPTION    | CREDITS | RECOMMENDED BY  |
|--------|----------------|---------|---|
| 12370  | *SPANISH 5 HON | 5.000   | Recommended By: Dilts, Rich<br>Current Course: 12364 - SPANISH 4    |
| 13797  | *CALCULUS AP   | 7.000   | Recommended By: Dilts, Rich<br>Current Course: 13797 - *CALCULUS AP |
| 15315  | SOCIOLOGY      | 5.000   | Recommended By: Dilts, Rich<br>Current Course: 35210 - US HISTORY 2 |

This list will appear if a teacher recommends a course for you and you decide not to take the course. The course is then “not requested” so that it will not be scheduled for you.

### Making Next Year Course Requests

If your school allows, you may make course requests from the “Requests” screen:

SCHEDULING **REQUESTS**

|         | THIS YEAR           | NEXT YEAR           |
|---------|---------------------|---------------------|
| School: | Genesis High School | Genesis High School |
| Grade:  | 12                  | 12                  |

Please check this box if you approve your student's course requests  
 Accept

Choose courses to request below:

🔴 Recommended by teacher  
 🟡 Requested by parent  
 🗑️ Remove my request

| COURSE                  | REQUESTED BY    | COURSE CREDITS | EARNED TO DATE | TOTAL NEEDED FOR GRADUATION | PRIORITY | ADDITIONAL INFORMATION |
|-------------------------|-----------------|----------------|----------------|-----------------------------|----------|------------------------|
| English Subject Area    |                 |                |                |                             |          |                        |
| 10495 *ENGLISH 4 AP     | Autry, Al       | 5              |                |                             |          |                        |
| 10509 COMPOSITION       | Demo, Genesis   | 2.5            |                |                             |          | Request a course       |
|                         |                 |                |                | 10                          | 20       |                        |
| Math Subject Area       |                 |                |                |                             |          |                        |
| 13797 *CALCULUS AP      | Antonelli, John | 7              |                |                             |          |                        |
| 13679 *COLLEGE ALG      | Demo, Genesis   | 2.5            |                |                             |          | Request a course       |
|                         |                 |                |                | 12                          | 20       |                        |
| US History Subject Area |                 |                |                |                             |          |                        |
| 15315 SOCIOLOGY         | Barry, Jack L   | 5              |                |                             |          |                        |

**The Requests screen lets you choose courses to request for the next school year.**

### Making Course Requests

If you are allowed to request courses, the Requests screen will be available and the subjects will be listed there. If a subject is not listed, you cannot make requests for it.

To view the available courses for a subject – to see the course catalog – click on the “Request a Course” button for that subject:

Choose courses to request below:

👤 Recommended by teacher
👤 Requested by parent
🗑️ Remove my request

| COURSE  | REQUESTED BY    | COURSE CREDITS | EARNED TO DATE | TOTAL NEEDED FOR GRADUATION | PRIORITY | ADDITIONAL INFORMATION           |
|---|-----------------|----------------|----------------|-----------------------------|----------|----------------------------------|
| English Subject Area                          |                 |                |                |                             |          |                                  |
| 10495 *ENGLISH 4 AP                           | Autry, Al       | 5              |                |                             |          |                                  |
| 10509 COMPOSITION                             | Demo, Genesis   | 2.5            |                |                             |          |                                  |
|   |                 |                | 10             | 20                          |          | <a href="#">Request a course</a> |
| Math Subject Area                             |                 |                |                |                             |          |                                  |
| 13797 *CALCULUS AP                            | Antonelli, John | 7              |                |                             |          |                                  |
| 13679 *COLLEGE ALG                            | Demo, Genesis   | 2.5            |                |                             |          |                                  |
|   |                 |                | 12             | 20                          |          | <a href="#">Request a course</a> |
| US History Subject Area                       |                 |                |                |                             |          |                                  |
| 15315 SOCIOLOGY                               | Barry, Jack L   | 5              |                |                             |          |                                  |
| 15309 PHILOSOPHY                              | Demo, Genesis   | 2.5            |                |                             |          |                                  |
| 15502 New Jersey History                      | Demo, Genesis   | 2.5            |                |                             |          |                                  |
|   |                 |                | 20             |                             |          | <a href="#">Request a course</a> |
| Science Subject Area                          |                 |                |                |                             |          |                                  |
| 14595 *PHYSICS AP                             | Barrett, Bob    | 5              |                |                             |          |                                  |
| 14577 *PHYSICS HON                            | Demo, Genesis   | 6              |                |                             |          |                                  |
| 14595 *PHYSICS AP                             | Demo, Genesis   | 5              |                |                             |          |                                  |
|   |                 |                | 6              | 20                          |          | <a href="#">Request a course</a> |
| World Languages Subject Area                  |                 |                |                |                             |          |                                  |
| 12370 *SPANISH 5 HON                          | Anderson, Matt  | 5              |                |                             |          |                                  |
| 12270 *FRENCH 5 HON                           | Demo, Genesis   | 5              |                |                             |          |                                  |
|   |                 |                | 5              | 10                          |          | <a href="#">Request a course</a> |
| Visual/Performing/Practical Arts Subject Area |                 |                |                |                             |          |                                  |
|   |                 |                | 10             | 10                          |          | <a href="#">Request a course</a> |
| Phys. Ed. Subject Area                        |                 |                |                |                             |          |                                  |
|   |                 |                | 10             | 15                          |          | <a href="#">Request a course</a> |

Click the [Request a course](#) link to see the course catalog for the selected subject area.

This is a test of the Parent Access message for English

Course catalog for English:

Status Icons: 👤 Recommended by a teacher   🗑️ Already requested

| CODE  | NAME                    | CREDITS | TYPE   | GRADES      | STATUS | PRIORITY | ADDITIONAL INFORMATION              |
|-------|-------------------------|---------|--------|-------------|--------|----------|-------------------------------------|
| 10175 | *ENGLISH 1 HON          | 5       | Honors |             |        |          | <a href="#">Request This Course</a> |
| 10275 | *ENGLISH 2 HON          | 5       | Honors |             |        |          | Does not meet course pre requisites |
| 10375 | *ENGLISH 3 HON          | 5       | Honors |             |        |          | Does not meet course pre requisites |
| 10495 | *ENGLISH 4 AP           | 5       |        |             | 👤      |          | Does not meet course pre requisites |
| 6LA   | 6th Grade Language arts | 0       |        | 09 10 11 12 |        |          | <a href="#">Request This Course</a> |
| 10510 | ADV COMPOSITION         | 2.5     |        |             |        |          | <a href="#">Request This Course</a> |
| 10549 | BRITISH LITERATURE      | 2.5     |        |             |        |          | <a href="#">Request This Course</a> |
| 10509 | COMPOSITION             | 2.5     |        |             | 👤      |          | Already Requested                   |
| 10569 | CONTEMP LIT             | 2.5     |        |             |        |          | <a href="#">Request This Course</a> |
| 10865 | CREAT DRAMA/THEATER     | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10039 | CREAT WRITING           | 2.5     |        | 11 12       |        |          | <a href="#">Request This Course</a> |
| 10884 | CREAT WRITNG 1&2        | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10165 | ENGLISH 1 AC            | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10135 | ENGLISH 1 HSPA          | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10265 | ENGLISH 2               | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10245 | ENGLISH 2 AC            | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10235 | ENGLISH 2 HSPA          | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10365 | ENGLISH 3 AC            | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10355 | ENGLISH 3 BIT           | 5       |        |             |        |          | <a href="#">Request This Course</a> |
| 10335 | ENGLISH 3 HSPA          | 5       |        |             |        |          | <a href="#">Request This Course</a> |

The Course Catalog screen lists all the available courses in the subject area – English for example.

### Deciphering the Course Catalog

Each line in the course catalog provides the following information:

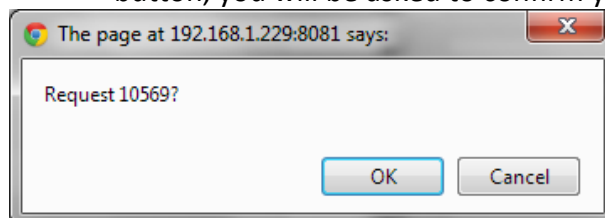
| CODE  | NAME                    | CREDITS | TYPE   | GRADES      | STATUS | PRIORITY             | ADDITIONAL INFORMATION |                                     |
|-------|-------------------------|---------|--------|-------------|--------|----------------------|------------------------|-------------------------------------|
| 10175 | *ENGLISH 1 HON          | 5       | Honors |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10275 | *ENGLISH 2 HON          | 5       | Honors |             |        |                      |                        | Does not meet course pre requisites |
| 10375 | *ENGLISH 3 HON          | 5       | Honors |             |        |                      |                        | Does not meet course pre requisites |
| 10495 | *ENGLISH 4 AP           | 5       |        |             |        |                      |                        | Does not meet course pre requisites |
| 6LA   | 6th Grade Language arts | 0       |        | 09 10 11 12 |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10510 | ADV COMPOSITION         | 2.5     |        |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10549 | BRITISH LITERATURE      | 2.5     |        |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10509 | COMPOSITION             | 2.5     |        |             |        |                      |                        | Already Requested                   |
| 10569 | CONTEMP LIT             | 2.5     |        |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |

- **Course Code** – The course number in the school’s catalog.
- **Course Name or description** – The name of the course.
- **Credits** – How many credits is it worth?
- **Type or level of course (e.g. Honors or AP)**
- **Grades** – Which grade levels (e.g. 10<sup>th</sup> grade) is the course aimed at?
- **Status** – Has this course been recommended for your student? Have they already requested it?
- **Priority** – A drop down that allows you to select your priority for the course.
- **Additional Information** – A place where you can enter a short note about your choice.
- **Selector or Message** – This either provides you with a “Request this Course” button or the reason why the student cannot request it. For example, because it is already one of their requests, or they do not have the prerequisites for the course.

The catalog may have expanded descriptions of the course, and may also give reasons why you cannot choose a particular course for you. If a course can be requested, the “Request this Course” button will be available. Click this button to choose the corresponding course:

| CODE  | NAME                    | CREDITS | TYPE   | GRADES      | STATUS | PRIORITY             | ADDITIONAL INFORMATION |                                     |
|-------|-------------------------|---------|--------|-------------|--------|----------------------|------------------------|-------------------------------------|
| 10175 | *ENGLISH 1 HON          | 5       | Honors |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10275 | *ENGLISH 2 HON          | 5       | Honors |             |        |                      |                        | Does not meet course pre requisites |
| 10375 | *ENGLISH 3 HON          | 5       | Honors |             |        |                      |                        | Does not meet course pre requisites |
| 10495 | *ENGLISH 4 AP           | 5       |        |             |        |                      |                        | Does not meet course pre requisites |
| 6LA   | 6th Grade Language arts | 0       |        | 09 10 11 12 |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10510 | ADV COMPOSITION         | 2.5     |        |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10549 | BRITISH LITERATURE      | 2.5     |        |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |
| 10509 | COMPOSITION             | 2.5     |        |             |        |                      |                        | Already Requested                   |
| 10569 | CONTEMP LIT             | 2.5     |        |             |        | <input type="text"/> | <input type="text"/>   | <a href="#">Request This Course</a> |

When you click on a [Request This Course](#) button, you will be asked to confirm your choice:



Click “OK” to finalize the course request or “Cancel” to cancel it.  
 Once you have made a request, the “Requests” screen is updated with your choice:

Recommended by teacher
 Requested by parent
 Remove my request

| COURSE               | REQUESTED BY  | COURSE CREDITS | EARNED TO DATE | TOTAL NEEDED FOR GRADUATION | PRIORITY | ADDITIONAL INFORMATION           |
|----------------------|---------------|----------------|----------------|-----------------------------|----------|----------------------------------|
| English Subject Area |               |                |                |                             |          |                                  |
| 10495 *ENGLISH 4 AP  | Autry, AI     | 5              |                |                             |          |                                  |
| 10509 COMPOSITION    | Demo, Genesis | 2.5            |                |                             |          |                                  |
|                      |               |                | 10             | 20                          |          | <a href="#">Request a course</a> |

**Prioritizing your Choices**

The Course Catalog contains a “Priority” drop down for each course and an “Additional Information” field.

| CODE  | NAME           | CREDITS | TYPE   | GRADES | STATUS | PRIORITY             | ADDITIONAL INFORMATION                                   |
|-------|----------------|---------|--------|--------|--------|----------------------|--|
| 10175 | *ENGLISH 1 HON | 5       | Honors |        |        | <input type="text"/> | <input type="text"/> <a href="#">Request This Course</a> |

You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

|       |                         |     |  |             |  |                      |                                     |
|-------|-------------------------|-----|--|-------------|--|----------------------|-------------------------------------|
| 6LA   | 6th Grade Language arts | 0   |  | 09 10 11 12 |  | <input type="text"/> | <a href="#">Request This Course</a> |
| 10510 | ADV COMPOSITION         | 2.5 |  |             |  | <input type="text"/> | <a href="#">Request This Course</a> |
| 10549 | BRITISH LITERATURE      | 2.5 |  |             |  | <input type="text"/> | <a href="#">Request This Course</a> |
| 10509 | COMPOSITION             | 2.5 |  |             |  | <input type="text"/> | Already Requested                   |

You can also put a short note in the Additional Information field. Your guidance counselor will be able to see both the priority and the short note.

# Conferences

The Conferences tab contains a list of conferences scheduled with school personnel (teachers, counselors, case managers) that have been made for you and/or your guardian(s). There are two controls on the bottom of the screen, which allows you to make or request additional conference appointments.

The screenshot shows the 'Conferences' page in the Genesis Parent Resources system. At the top, there are navigation tabs for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. Below these are sub-tabs for Summary, Assessments, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, Forms, Conferences, and Letters. The 'Conferences' sub-tab is active, and a dropdown menu shows 'SELECT STUDENT: Daily, Caitlin'. The main content area is titled 'Your Conference List:' and contains a table with the following columns: CONFERENCE DATE, TIME, SUBJECT, STAFF, and LOCATION. The table lists various conferences from 2012 to 2013, including 'College', 'Parent Meeting (Teacher Conferences 4)', 'Grades', 'December Checkpoints (December Parent Meetings)', and 'Parent Meeting (Teacher Conferences Round 2)'. Below the table, there are two buttons: 'Schedule conference for Teacher Conferences Round 2' and 'Request a Conference'.

# Scheduling Conferences

Clicking on the [Schedule conference](#) link brings up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments:

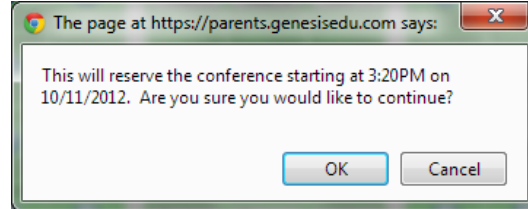
The screenshot shows the 'Teacher Conferences Round 2' scheduling interface. At the top, there are navigation tabs for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. Below these are sub-tabs for Summary, Assessments, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, Forms, Conferences, and Letters. The 'Conferences' sub-tab is active, and a dropdown menu shows 'SELECT STUDENT: Daily, Caitlin'. The main content area is titled 'Teacher Conferences Round 2' and contains a grid of scheduling options for eight teachers: ALLEN, MYRON; ATRY, AL; ANDERSON, MATT; ANTONELLI, JOHN; BARRETT, BOB; BAILEY, GENE; and BARRY, JACK L. Each teacher's column shows a grid of time slots for three days (10/09, 10/10, 10/11) with options to 'Reserve' or 'Cancel' appointments. The interface is designed for parents to select specific time slots for each teacher and lock in their conference appointments.



Each teacher or counselor has a column which will show all available slots:

| ANTONELLI, JOHN<br>*CALCULUS AP, FY   |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| 10/09<br>Tue                          | 10/10<br>Wed                          | 10/11<br>Thu                          |
| Start:3:00PM<br>End:3:15PM<br>Reserve | Start:3:00PM<br>End:3:15PM<br>Reserve | Start:3:00PM<br>End:3:15PM<br>Reserve |
| Start:3:20PM<br>End:3:35PM<br>Reserve | Start:3:20PM<br>End:3:35PM<br>Reserve | Start:3:20PM<br>End:3:35PM<br>Reserve |
| Start:3:40PM<br>End:3:55PM<br>Reserve | Start:3:40PM<br>End:3:55PM<br>Reserve | Start:3:40PM<br>End:3:55PM<br>Reserve |
| Start:4:00PM<br>End:4:15PM<br>Reserve | Start:4:00PM<br>End:4:15PM<br>Reserve | Start:4:00PM<br>End:4:15PM<br>Reserve |
| Start:4:20PM<br>End:4:35PM<br>Reserve | Start:4:20PM<br>End:4:35PM<br>Reserve | Start:4:20PM<br>End:4:35PM<br>Reserve |
| Start:4:40PM<br>End:4:55PM<br>Reserve | Start:4:40PM<br>End:4:55PM<br>Reserve | Start:4:40PM<br>End:4:55PM<br>Reserve |
| Start:5:00PM<br>End:5:15PM<br>Reserve | Start:5:00PM<br>End:5:15PM<br>Reserve | Start:5:00PM<br>End:5:15PM<br>Reserve |
| Start:5:20PM<br>End:5:35PM<br>Reserve | Start:5:20PM<br>End:5:35PM<br>Reserve | Start:5:20PM<br>End:5:35PM<br>Reserve |
| Start:5:40PM<br>End:5:55PM<br>Reserve | Start:5:40PM<br>End:5:55PM<br>Reserve | Start:5:40PM<br>End:5:55PM<br>Reserve |

To select a conference slot, locate a date and time that works for you and click the **Reserve** button for that slot. A verification dialog will appear:



Click OK to reserve the slot.

Once you have reserved a slot, all the remaining slots for that person will become unavailable.

You may only schedule one slot for each teacher or counselor during a "Teacher Conference" event.

| ALLEN, MYRON<br>COUNSELOR FOR CAITLIN |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| 10/09<br>Tue                          | 10/10<br>Wed                          | 10/11<br>Thu                          |
| Start:3:00PM<br>End:3:15PM<br>Reserve | Start:3:00PM<br>End:3:15PM<br>Reserve | Start:3:00PM<br>End:3:15PM<br>Reserve |
| Start:3:20PM<br>End:3:35PM<br>Reserve | Start:3:20PM<br>End:3:35PM<br>Reserve | Start:3:20PM<br>End:3:35PM<br>Reserve |
| Start:3:40PM<br>End:3:55PM<br>Reserve | Start:3:40PM<br>End:3:55PM<br>Cancel  | Start:3:40PM<br>End:3:55PM<br>Reserve |
| Start:4:00PM<br>End:4:15PM<br>Reserve | Start:4:00PM<br>End:4:15PM<br>Reserve | Start:4:00PM<br>End:4:15PM<br>Reserve |
| Start:4:20PM<br>End:4:35PM<br>Reserve | Start:4:20PM<br>End:4:35PM<br>Reserve | Start:4:20PM<br>End:4:35PM<br>Reserve |
| Start:4:40PM<br>End:4:55PM<br>Reserve | Start:4:40PM<br>End:4:55PM<br>Reserve | Start:4:40PM<br>End:4:55PM<br>Reserve |
| Start:5:00PM<br>End:5:15PM<br>Reserve | Start:5:00PM<br>End:5:15PM<br>Reserve | Start:5:00PM<br>End:5:15PM<br>Reserve |
| Start:5:20PM<br>End:5:35PM<br>Reserve | Start:5:20PM<br>End:5:35PM<br>Reserve | Start:5:20PM<br>End:5:35PM<br>Reserve |
| Start:5:40PM<br>End:5:55PM<br>Reserve | Start:5:40PM<br>End:5:55PM<br>Reserve | Start:5:40PM<br>End:5:55PM<br>Reserve |

## Requesting a Conference

Requesting a Conference is different than Scheduling a Conference. When you click on the link, you will see a list of your students' teachers for the current week:

| Available Conferences                 |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|
| Week of 06/24/2013                    |  |  |  |  |  |
|                                       | 06/24/2013<br>MONDAY   | 06/25/2013<br>TUESDAY  | 06/26/2013<br>WEDNESDAY  | 06/27/2013<br>THURSDAY   | 06/28/2013<br>FRIDAY   |
| Allen, Myron<br>Counselor for Caitlin |  |  |  |  |  |
| Aunry, Al<br>*ENGLISH 4 AP FY         |  |  |  |  |  |
| Anderson, Matt<br>SPANISH 4 FY        |  |  |  |  |  |
| Antonelli, John<br>*CALCULUS AP FY    |  |  |  |  |  |
| Barrett, Bob<br>*PHYSICS HON FY       |  |  |  |  |  |
| Bailey, Gene<br>WOODS TECH 1 FY       |  |  |  |  |  |
| Barry, Jack L.<br>US HISTORY 2 FY     | 1:00PM-1:15PM<br>1:20PM-1:35PM<br>1:40PM-1:55PM<br>2:00PM-2:15PM<br>2:20PM-2:35PM<br>2:40PM-2:55PM | 1:00PM-1:15PM<br>1:20PM-1:35PM<br>1:40PM-1:55PM<br>2:00PM-2:15PM<br>2:20PM-2:35PM<br>2:40PM-2:55PM | 1:00PM-1:15PM<br>1:20PM-1:35PM<br>1:40PM-1:55PM<br>2:00PM-2:15PM<br>2:20PM-2:35PM<br>2:40PM-2:55PM | 1:00PM-1:15PM<br>1:20PM-1:35PM<br>1:40PM-1:55PM<br>2:00PM-2:15PM<br>2:20PM-2:35PM<br>2:40PM-2:55PM | 1:00PM-1:15PM<br>1:20PM-1:35PM<br>1:40PM-1:55PM<br>2:00PM-2:15PM<br>2:20PM-2:35PM<br>2:40PM-2:55PM |

You may only "request" an already available slot. Teachers who have slots available will have the slot times listed. You cannot request a conference for a teacher who has no available slots.

To request one of the available slots, click on the listed slot time. A list of that teacher's slots for the selected **day** will be displayed. You can then choose one of the available slots.

| Available Conferences              |                                       |
|------------------------------------|---------------------------------------|
| 06/25/2013                         |                                       |
| BARRY, JACK L.<br>US HISTORY 2, FY |                                       |
| 06/25<br>Tue                       | Start:1:00PM<br>End:1:15PM<br>Reserve |
|                                    | Start:1:20PM<br>End:1:35PM<br>Reserve |
|                                    | Start:1:40PM<br>End:1:55PM<br>Reserve |
|                                    | Start:2:00PM<br>End:2:15PM<br>Reserve |
|                                    | Start:2:20PM<br>End:2:35PM<br>Reserve |
|                                    | Start:2:40PM<br>End:2:55PM<br>Reserve |

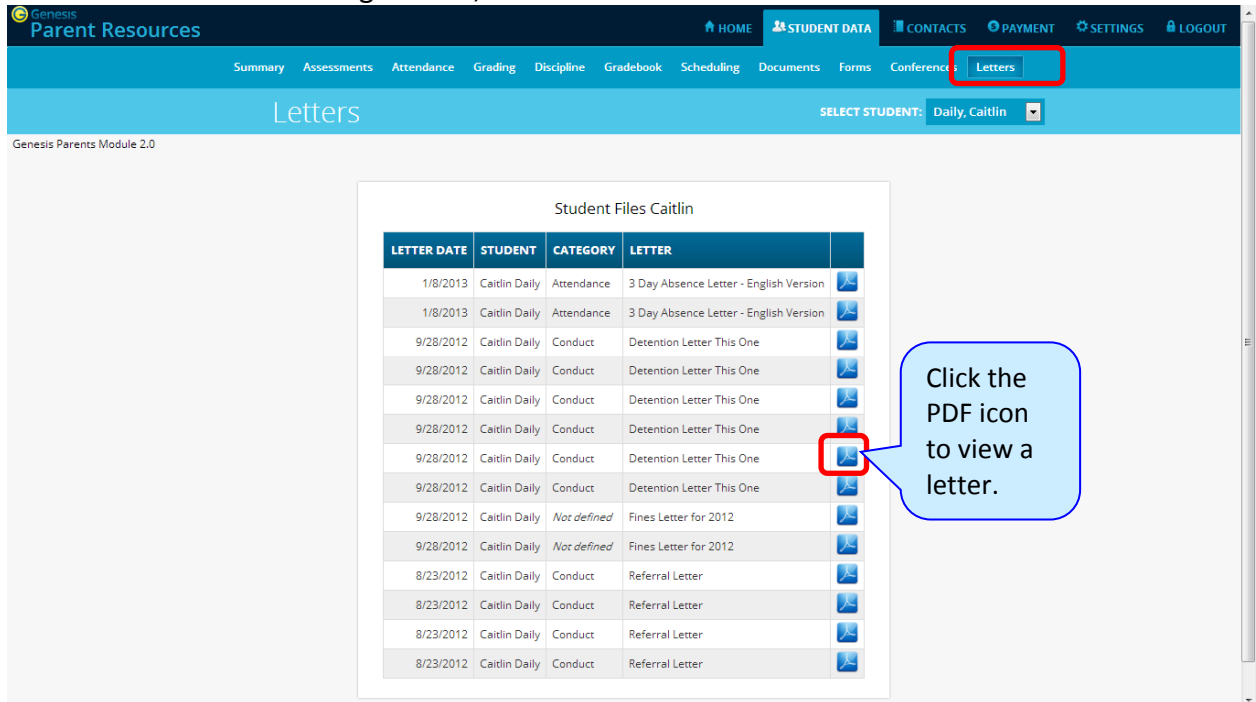
To choose a slot, click the **Reserve** button for it.

When "requesting" slots, you may request more than one. Even after you have reserved one slot, all others remain available.

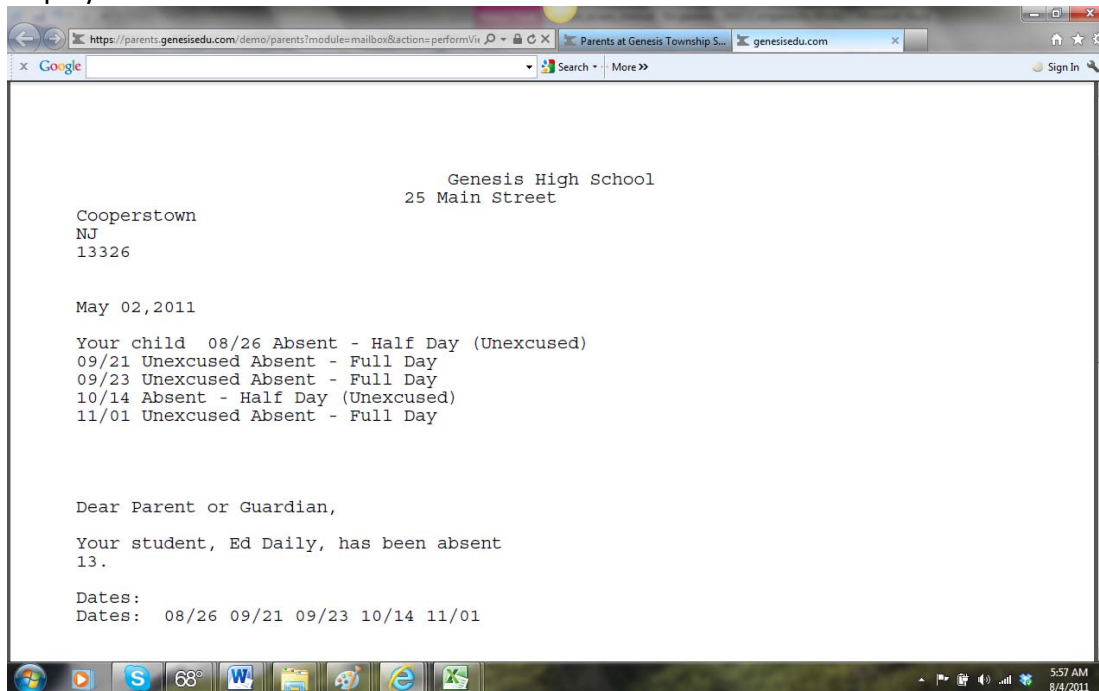
| Available Conferences              |                                       |
|------------------------------------|---------------------------------------|
| 06/25/2013                         |                                       |
| BARRY, JACK L.<br>US HISTORY 2, FY |                                       |
| 06/25<br>Tue                       | Start:1:00PM<br>End:1:15PM<br>Reserve |
|                                    | Start:1:20PM<br>End:1:35PM<br>Reserve |
|                                    | Start:1:40PM<br>End:1:55PM<br>Reserve |
|                                    | Start:2:00PM<br>End:2:15PM<br>Reserve |
|                                    | Start:2:20PM<br>End:2:35PM<br>Reserve |
|                                    | Start:2:40PM<br>End:2:55PM<br>Reserve |

# Letters

The Letters tab contains a list of letters that have been sent to your parents/guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.



To view a letter, click on the PDF icon corresponding to it. This will open a separate window and display the letter:



When you are finished viewing the letter, you may close the window it is displayed in.



### Printing Letters

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

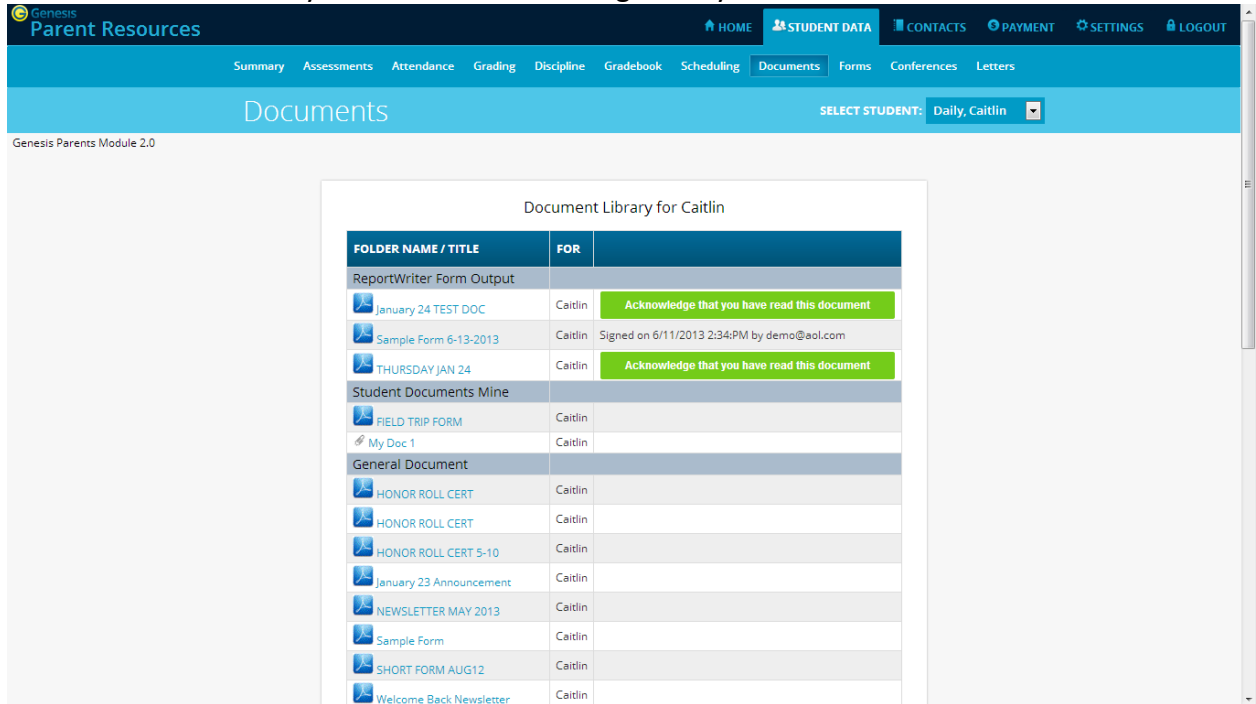
### What types of Letters are displayed?

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).
- **Conduct Letters** – Letters generated when a student is involved in a discipline infraction.
- **Scheduling Letters** – Letters related to scheduling classes for next year.
- **General purpose letters** – Any letter that does not fall into one of the above categories is considered “general purpose”. These can cover a wide variety of topics.

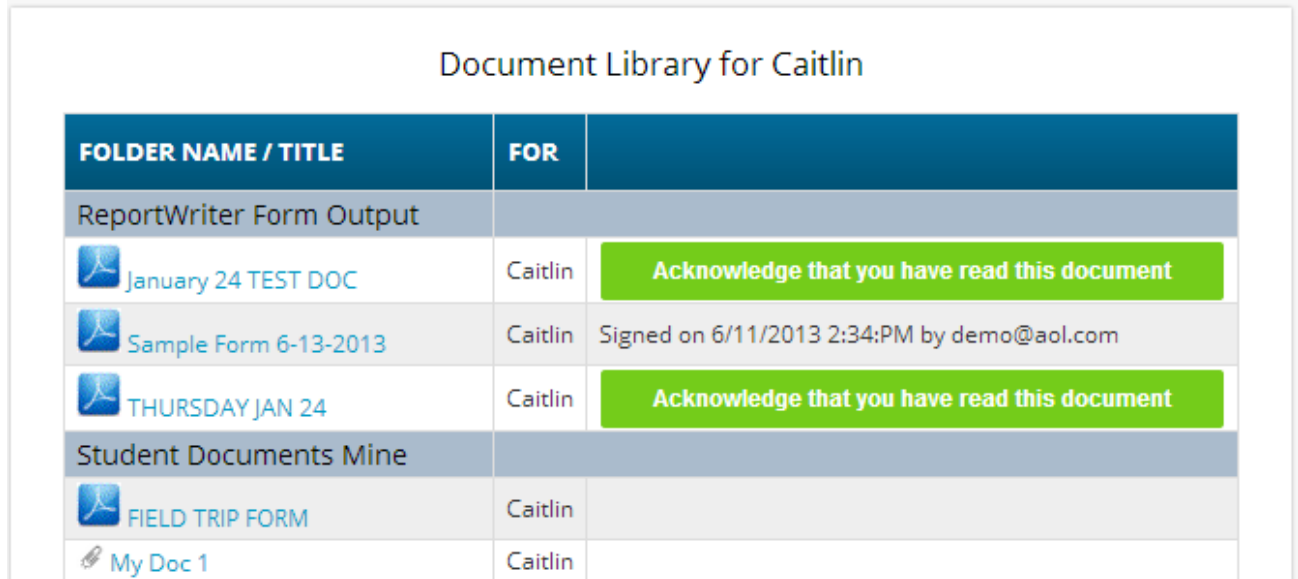
| LETTER DATE | STUDENT       | CATEGORY   | LETTER                                 |   |
|-------------|---------------|------------|--|---|
| 1/8/2013    | Caitlin Daily | Attendance | 3 Day Absence Letter - English Version |  |

## Documents

The Documents screen lists documents that the school or district has linked to your record. You can view these and maybe asked to acknowledge that you have read one of them:



The documents you have access to are displayed in the “Document Library” list on this screen:



### Download and View a Document

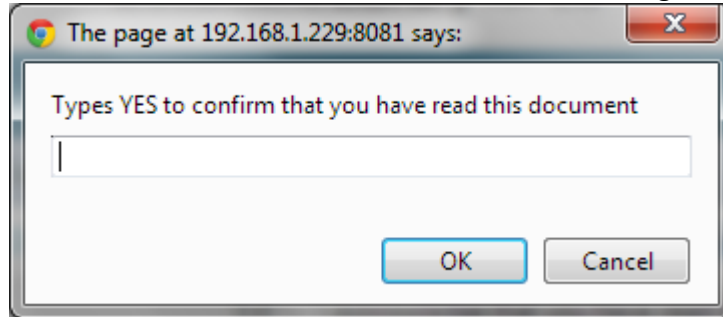
To download and view a document listed on this screen, click the PDF icon. This displays the contents of the selected document.

### Acknowledge that you have read the Document – This is “signing” the document

To acknowledge that you have read the corresponding document, click the

Acknowledge that you have read this document

button. This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

**WARNING:** Clicking the 

Acknowledge that you have read this document

 button and entering YES into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button is no longer displayed:



# Forms

Genesis Parents Module 2.0

Forms Library  
Today is 6/28/2013  
These are the online forms that are available for **Caitlin**.

|    | FORM                          | SUBMITTED ON      | SUBMITTED BY | FILLABLE FROM | FILLABLE THRU | FOR     |
|----|-------------------------------|-------------------|--------------|---------------|---------------|---------|
| 1. | Sample Template April 18 2013 | 4/18/2013         | demo@aol.com |               |               | Caitlin |
| 2. | Sample Template Sept 2013     | 4/18/2013         | demo@aol.com |               |               | Caitlin |
| 3. | Basic Information             | 3/26/2013         | demo@aol.com |               |               | Caitlin |
| 4. | Activity Questionnaire        | Not Yet Submitted |              |               |               | Caitlin |
| 5. | Survey - New School Year      | Not Yet Submitted |              |               |               | Caitlin |
| 6. | Transcript Request            | Not Yet Submitted |              |               |               | Caitlin |

Cambiar el idioma a español ©Copyright Genesis Educational Services, Inc.

## Filling Forms

If any forms are available for you to fill out, they will appear on the [Student Data→Forms](#) screen. Clicking on the name of a form opens it so that you can answer the questions it contains.

Genesis Parents Module 2.0

Forms Library  
Activity Questionnaire for Caitlin

Activity Questionnaire

| QUESTION   | ANSWER                   |
|--|--------------------------|
| Do you intend to engage in any activities this year?                             | <input type="checkbox"/> |
| What activity are you most interested in engaging in?                            | <input type="text"/>     |
| Tell us about your interests?  | <input type="text"/>     |
| Question? Please visit <a href="http://www.askme.com">www.askme.com</a> for help | <input type="text"/>     |

Questions marked with an \* are required.

[Update Answers](#)

Cambiar el idioma a español ©Copyright Genesis Educational Services, Inc.

**To Fill out a Form**

1. Go to the [Student Data](#)→[Forms](#) tab.
2. Select the Form to fill in and click on its highlighted name:

Forms Library

Today is 6/28/2013

These are the online forms that are available for **Caitlin**.

|    | FORM  | SUBMITTED ON      | SUBMITTED BY | FILLABLE FROM | FILLABLE THRU | FOR     |
|----|---|-------------------|--------------|---------------|---------------|---------|
| 1. | <a href="#">Sample Template April 18 2013</a> | 4/18/2013         | demo@aol.com |               |               | Caitlin |
| 2. | <a href="#">Simple Template Sept 2013</a>     | 4/18/2013         | demo@aol.com |               |               | Caitlin |
| 3. | <a href="#">Basic Information</a>             | 3/26/2013         | demo@aol.com |               |               | Caitlin |
| 4. | <a href="#">Activity Questionnaire</a>        | Not Yet Submitted |              |               |               | Caitlin |
| 5. | <a href="#">Survey - New School Year</a>      | Not Yet Submitted |              |               |               | Caitlin |
| 6. | <a href="#">Transcript Request</a>            | Not Yet Submitted |              |               |               | Caitlin |

3. Clicking on the Form’s name brings up the form so it can be filled in. Each form is different.

Forms Library

**Activity Questionnaire** for Caitlin

Activity Questionnaire

| QUESTION   | ANSWER  |
|--|---|
| Do you intend to engage in any activities this year?                             | <input type="checkbox"/>                                  |
| What activity are you most interested in engaging in?                            | <input type="text"/>                                      |
| Tell us about your interests?  | <div style="border: 1px solid gray; height: 40px;"></div> |
| Question? Please visit <a href="http://www.askme.com">www.askme.com</a> for help | <input type="text"/>                                      |

Questions marked with an \* are required.

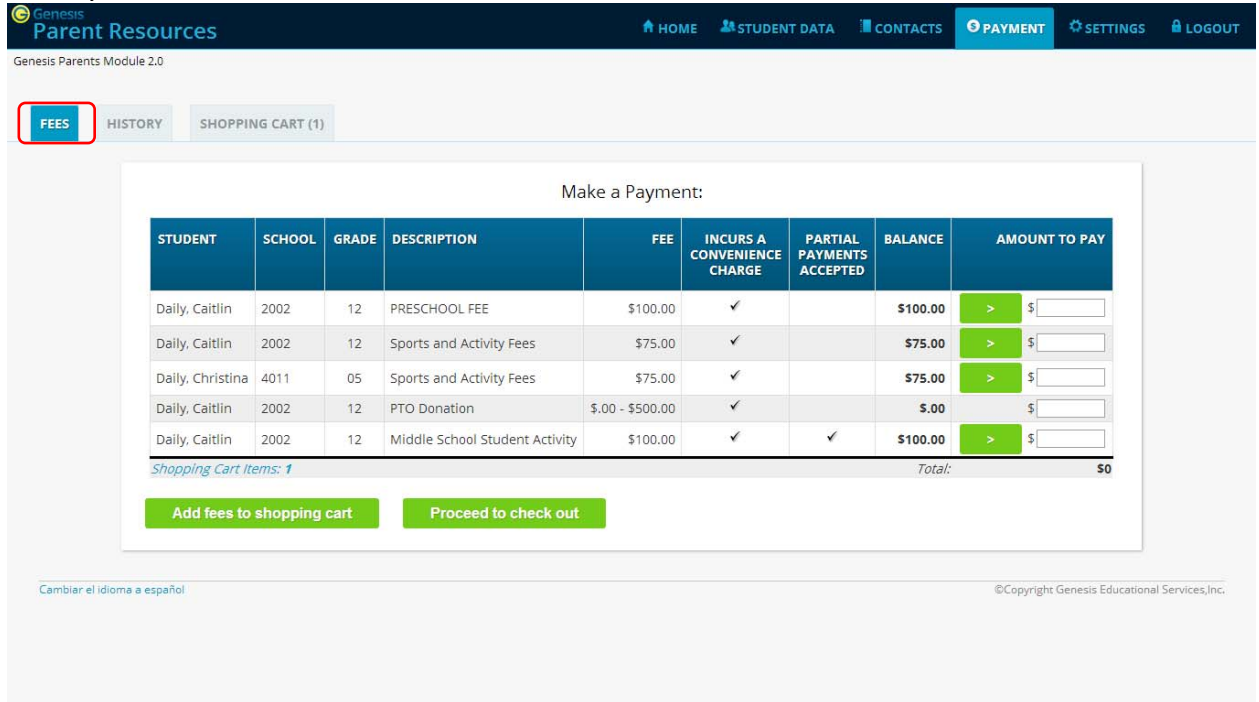
[Update Answers](#)

4. When you are done filling in the form, click the [Update Answers](#) button. This sends your answers to Genesis. If you do not click [Update Answers](#) button your answers will not be recorded.

# Payments

The Payment screen, when it is available, allows you to pay fees for your activities directly through Genesis Web Portal using your Amazon account to make your payments. You cannot pay fines through the portal. You must pay fines in person in school.

The Payment screen lists all fees:




The [Payment](#)→[Fees](#) screen showing a list of all unpaid fees for all students associated with your web access account

There are three screens that are part of the payment mechanism. The first is the “Fees” screen which contains a list of all fees owed by all your children.

**Paying Fees:** To pay one of the fees, either fully or partially, find it in the list of fees:

| STUDENT        | SCHOOL | GRADE | DESCRIPTION              | FEE      | INCURS A CONVENIENCE CHARGE | PARTIAL PAYMENTS ACCEPTED | BALANCE  | AMOUNT TO PAY             |
|----------------|--------|-------|--------------------------|----------|-----------------------------|---------------------------|----------|---------------------------|
| Daily, Bradley | 2002   | 09    | PRESCHOOL FEE            | \$100.00 | ✓                           |                           | \$100.00 | > \$ <input type="text"/> |
| Daily, Bradley | 2002   | 09    | AP Exam                  | \$75.00  |                             |                           | \$75.00  | > \$ <input type="text"/> |
| Daily, Ed      | 2002   | 12    | Sports and Activity Fees | \$75.00  | ✓                           |                           | \$75.00  | > \$ <input type="text"/> |

Click the  button to move the fee into the “Amount to Pay” field:

| STUDENT        | SCHOOL | GRADE | DESCRIPTION   | FEE      | INCURS A CONVENIENCE CHARGE | PARTIAL PAYMENTS ACCEPTED | BALANCE  | AMOUNT TO PAY                            |
|----------------|--------|-------|---------------|----------|-----------------------------|---------------------------|----------|--|
| Daily, Bradley | 2002   | 09    | PRESCHOOL FEE | \$100.00 | ✓                           |                           | \$100.00 | > \$ <input type="text" value="100.00"/> |

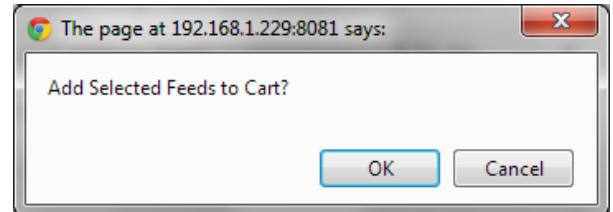
Optionally, you can enter a partial payment amount (e.g. \$50.00).

You can also enter payments for multiple fees. A total amount is displayed at the bottom of the list:

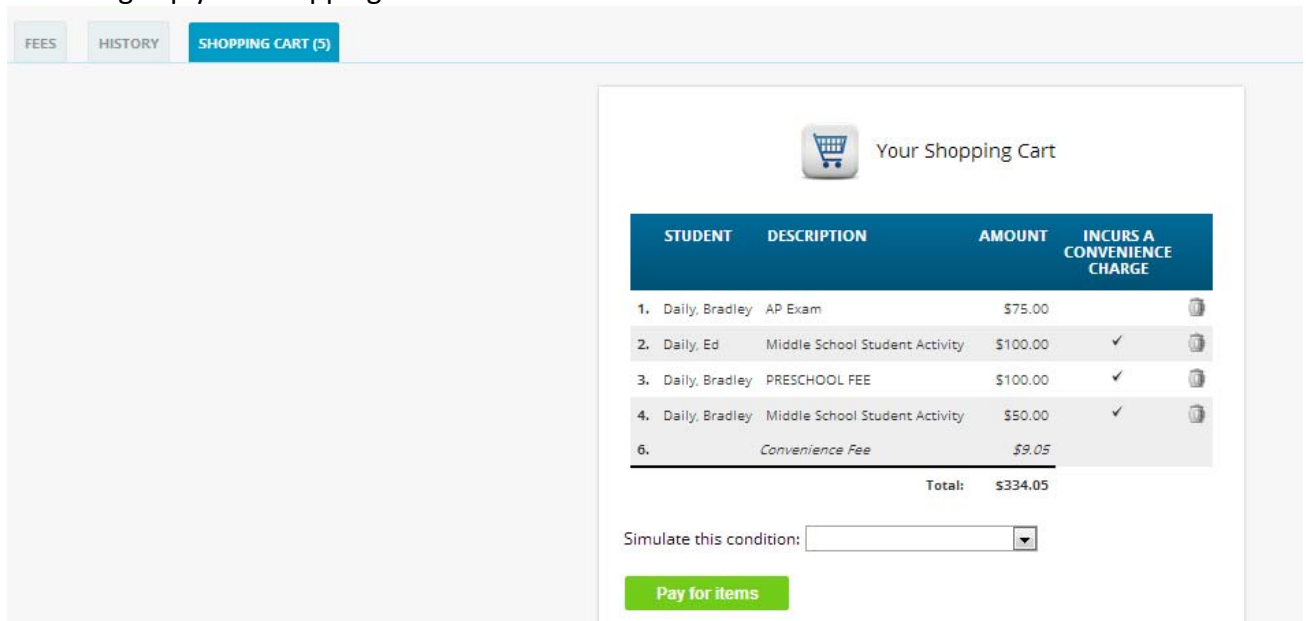


To then move the payments to your Shopping Cart, click the **Add fees to shopping cart** button below the list. You will be prompted to make sure you wish to do this:

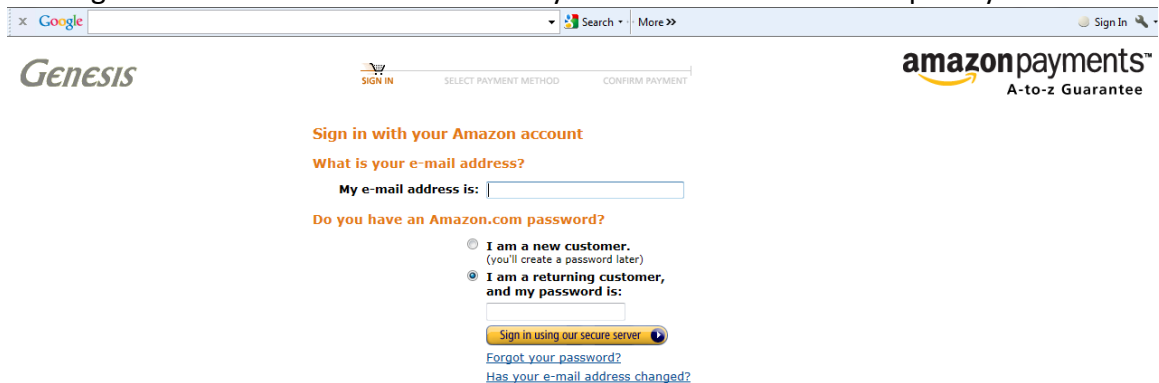
To add the fees to your cart, click OK. Click Cancel to do nothing.



When you have put all the fees you wish to pay into the Shopping Cart, you may click the button. This brings up your Shopping Cart screen:



Clicking the **Pay for items** button takes you to Amazon.com to complete your transaction:



Use the Amazon payment control to pay for fees by credit card.



Amazon.com is the only way to pay. You must have an Amazon account setup in order to use this payment option.

## Viewing Payment History

Your payment history is displayed on the [Payment→History](#) screen:

Genesis Parent Resources  
Genesis Parents Module 2.0

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

FEES **HISTORY** SHOPPING CART (1)

### Payment History

Show  Completed(6)  Failed(15)  All(21) Download as Excel

| #  | DATE / TIME        | DESCRIPTION          | FOR       | METHOD      | AMOUNT    |
|----|--------------------|----------------------|-----------|-------------|-----------|
|    |                    | AP Exam              | Caitlin   |             | \$75.00   |
| 1. | 10/27/2010 1:01 PM | Transaction Complete |           | Credit Card | \$75.00   |
|    |                    | Super Test           | Caitlin   |             | \$75.00   |
| 2. | 11/3/2010 1:47 PM  | Transaction Complete |           | Credit Card | \$75.00   |
|    |                    | Pay to Play          | Bradley   |             | \$100.00  |
| 3. | 6/4/2012 10:29 AM  | Transaction Complete |           | Credit Card | \$100.00  |
|    |                    | Pre School Tuition 1 | Caitlin   |             | \$1000.00 |
|    |                    | Convenience Charge   |           |             | \$35.30   |
| 4. | 6/4/2012 11:51 AM  | Transaction Complete |           | Credit Card | \$1035.30 |
|    |                    | Year Book            | Christina |             | \$75.00   |
|    |                    | Convenience Charge   |           |             | \$2.93    |
| 5. | 8/30/2012 9:07 PM  | Transaction Complete |           | Credit Card | \$77.93   |
|    |                    | German Club          | Christina |             | \$51.00   |
| 6. | 4/3/2013 9:31 AM   | Transaction Complete |           | Credit Card | \$51.00   |

[Cambiar el idioma a español](#) ©Copyright Genesis Educational Services, Inc.

The Payment History list shows you your completed transactions:

### Payment History

Show  Completed(7)  Failed(18)  All(25) (Download as Excel)

| #  | DATE / TIME        | DESCRIPTION          | FOR     | METHOD      | AMOUNT   |
|----|--------------------|----------------------|---------|-------------|----------|
|    |                    | AP Exam              | Ed      |             | \$75.00  |
| 1. | 10/27/2010 1:01 PM | Transaction Complete |         | Credit Card | \$75.00  |
|    |                    | Super Test           | Ed      |             | \$75.00  |
| 2. | 11/3/2010 1:47 PM  | Transaction Complete |         | Credit Card | \$75.00  |
|    |                    | Pay to Play          | Bradley |             | \$100.00 |
| 3. | 6/4/2012 10:29 AM  | Transaction Complete |         | Credit Card | \$100.00 |

The controls along the top of the list of payments also allow you to choose to view:

Show  Completed(7)  Failed(18)  All(25) (Download as Excel)

- **Completed** – those payments that you have successfully paid (shown by default)
- **Failed payments** – Payments that did not complete for one reason or another.
- **All** - Successful and unsuccessful payments in one list
- **Download as Excel** - Export the listed payments to an Excel spreadsheet

# Home

## Introduction to the Home Screens

Genesis Parents Module 2.0

Message Center Message Alert Setup

Message Center

| DATE     | TYPE | SUBJECT   | ACTIONS |
|----------|------|---|---------|
| 6/4/13   | 📄    | A Discipline Incident was posted for Ed   | 🔍 🗑️    |
| 5/9/13   | 📄    | New document available.<br>DOCMGT SAMPLE 5-9  | 🔍 🗑️    |
| 5/9/13   | 📄    | New document available.<br>NEWSLETTER MAY 2013  | 🔍 🗑️    |
| 5/9/13   | 📄    | New document available.<br>SAMPLE DOC   | 🔍 🗑️    |
| 4/24/13  | 📄    | Gradebook Grade Change<br>A gradebook grade change was made for Ed                                      | 🔍 🗑️    |
| 4/23/13  | 📄    | New document available.<br>PARENT SAMPLE 1  | 🔍 🗑️    |
| 4/23/13  | 📄    | New document available.<br>APRIL 23rd Form  | 🔍 🗑️    |
| 3/7/13   | 📄    | New document available.<br>Sample Form  | 🔍 🗑️    |
| 3/5/13   | 📄    | A Discipline Incident was posted for Ed   | 🔍 🗑️    |
| 2/28/13  | 📄    | Daily Attendance alert for Ed<br>Attendance code of 'Absent - Never Attended' was posted for 02/28/2013 | 🔍 🗑️    |
| 2/15/13  | 📄    | A Discipline Incident was posted for Ed   | 🔍 🗑️    |
| 1/24/13  | 📄    | New document available.<br>THURSDAY JAN 24  | 🔍 🗑️    |
| 1/24/13  | 📄    | New document available.<br>THURSDAY JAN 24  | 🔍 🗑️    |
| 1/24/13  | 📄    | New document available.<br>January 24 TEST DOC  | 🔍 🗑️    |
| 12/11/12 | 📄    | A Discipline Incident was posted for Ed   | 🔍 🗑️    |
| 11/29/12 | 📄    | Conference Reserved<br>A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.      | 🔍 🗑️    |

Page 1 2 3

Callout: To get to the Message Center screen, click the Home tab.

There are two screens under **HOME** tab:

Message Center Message Alert Setup

1. **Message Center** - The Message Center provides a list of all messages received for you. There are no settings on this screen – it is an information screen.
2. **Message Alert Setup** – This is where you set which Alerts you wish to receive.

## The Message Center Screen & Alerts

| Message Center |      |   |         |
|----------------|------|---|---------|
| DATE           | TYPE | SUBJECT   | ACTIONS |
| 6/4/13         |      | A Discipline Incident was posted for Ed   |         |
| 5/3/13         |      | New document available.<br>DOCMGT SAMPLE 5-3  |         |
| 5/3/13         |      | New document available.<br>NEWSLETTER MAY 2013  |         |
| 5/3/13         |      | New document available.<br>SAMPLE DOC   |         |
| 4/24/13        |      | Gradebook Grade Change<br>A gradebook grade change was made for Ed                                      |         |
| 4/23/13        |      | New document available.<br>PARENT SAMPLE 1  |         |
| 4/23/13        |      | New document available.<br>APRIL 23rd Form  |         |
| 3/7/13         |      | New document available.<br>Sample Form  |         |
| 3/5/13         |      | A Discipline Incident was posted for Ed   |         |
| 2/28/13        |      | Daily Attendance alert for Ed<br>Attendance code of 'Absent - Never Attended' was posted for 02/28/2013 |         |
| 2/15/13        |      | A Discipline Incident was posted for Ed   |         |
| 1/24/13        |      | New document available.<br>THURSDAY JAN 24  |         |
| 1/24/13        |      | New document available.<br>THURSDAY JAN 24  |         |
| 1/24/13        |      | New document available.<br>January 24 TEST DOC  |         |
| 12/11/12       |      | A Discipline Incident was posted for Ed   |         |
| 11/29/12       |      | Conference Reserved<br>A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.      |         |

Page 1 2 3

The Message Center screen lists all types of messages for your students

### Using the Message Center

The Message Center provides a list of all messages received for you. Some of these may be linked to Documents or Letters.

### Anatomy of a Message

Each Message includes a date, an Icon identifying which module of Genesis sent it, the message itself and potentially an additional line of information and possibly View, Link and Delete buttons:

|        |  |  |  |
|--------|--|--|--|
| 5/3/13 |  | New document available.<br>NEWSLETTER MAY 2013 |  |
|--------|--|--|--|



- This is the "View" icon. If the View icon is present, clicking it will bring up the document or letter.




- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the **Attendance** screen.



- This is the “Delete” trashcan icon. To remove the Message, click the Delete icon.

### Viewing the Message Content

If there is a  button, click it to bring up the document, letter or other content:

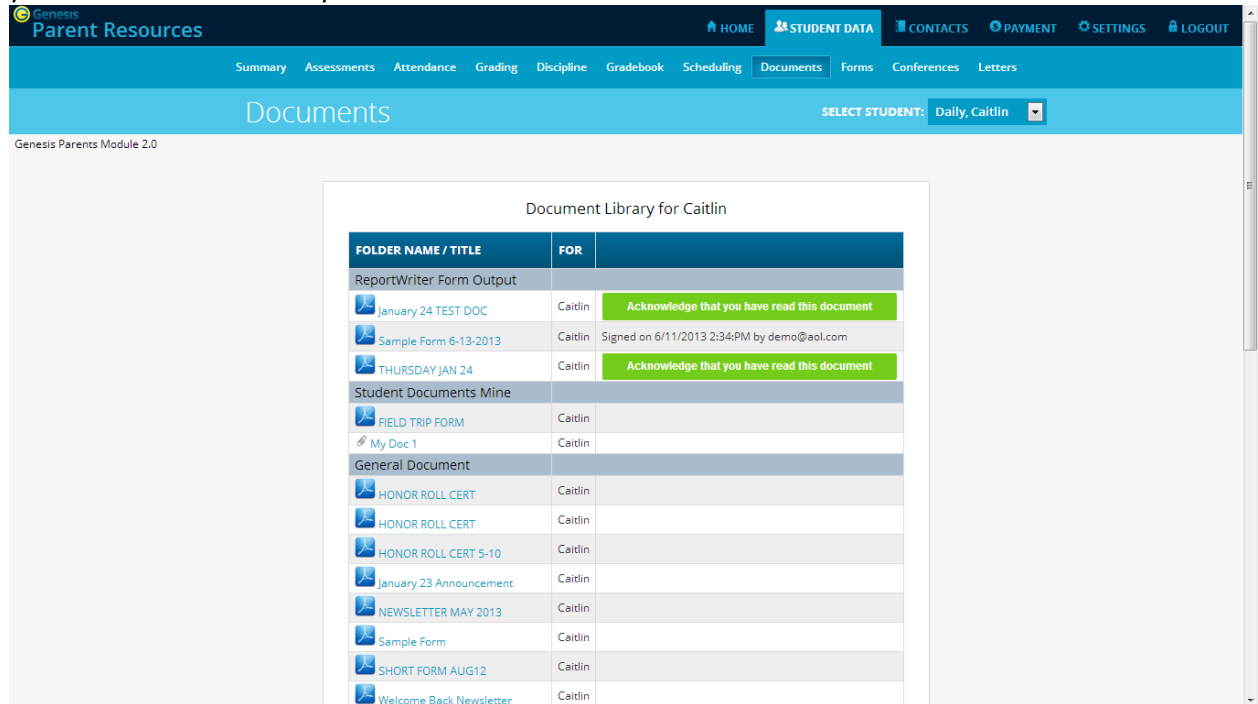
Genesis High School  
Field Trip Permission Form

Your child's class will be attending a field trip to: Bronx Zoo - Lots of fun!!!

|                |                  |      |         |
|----------------|------------------|------|---------|
| Date           |                  | Time | 10:00am |
| Location       | Bronx Zoo        |      |         |
| Cost           | \$15.00          |      |         |
| Transportation | Bus              |      |         |
| Notes          | See the animals! |      |         |

Click the browser back button to return to Genesis.

When there is a “Link” button, if you click it, it will bring up the Documents screen in the Parents module so you can see the full list of your Documents:



Other Message types have Link buttons that bring up the appropriate screen.

## Setting Alerts

### Alert Setup

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

- **Letters:**  
Receive an alert any time your student receives a letter from the school.
- **Attendance:**  
Receive an alert when your student is given an absence to school.
- **Gradebook Grades:**  
Receive an alert when one of your students grades are updated in a teachers gradebook.
- **Messages:**  
Receive an alert any time school staff sends a Message to your Message Center.

|                                | LETTERS                  | ATTENDANCE               | GRADEBOOK GRADES         | MESSAGES                 |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Email to ewdaily@home.com      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to gciano@genesisedu.com | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to rwd@aol.com           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to jrussak@gmail.com     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to test1233@aol.com      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to fdaily@isp.com        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text to 733-555-9897           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text to 733-555-9876           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text to 732-598-0667           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text to 609-777-0001           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text to 908-987-6543           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text to 732-555-1212           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Save Alert Preferences</b>  |                          |                          |                          |                          |

### Alerts

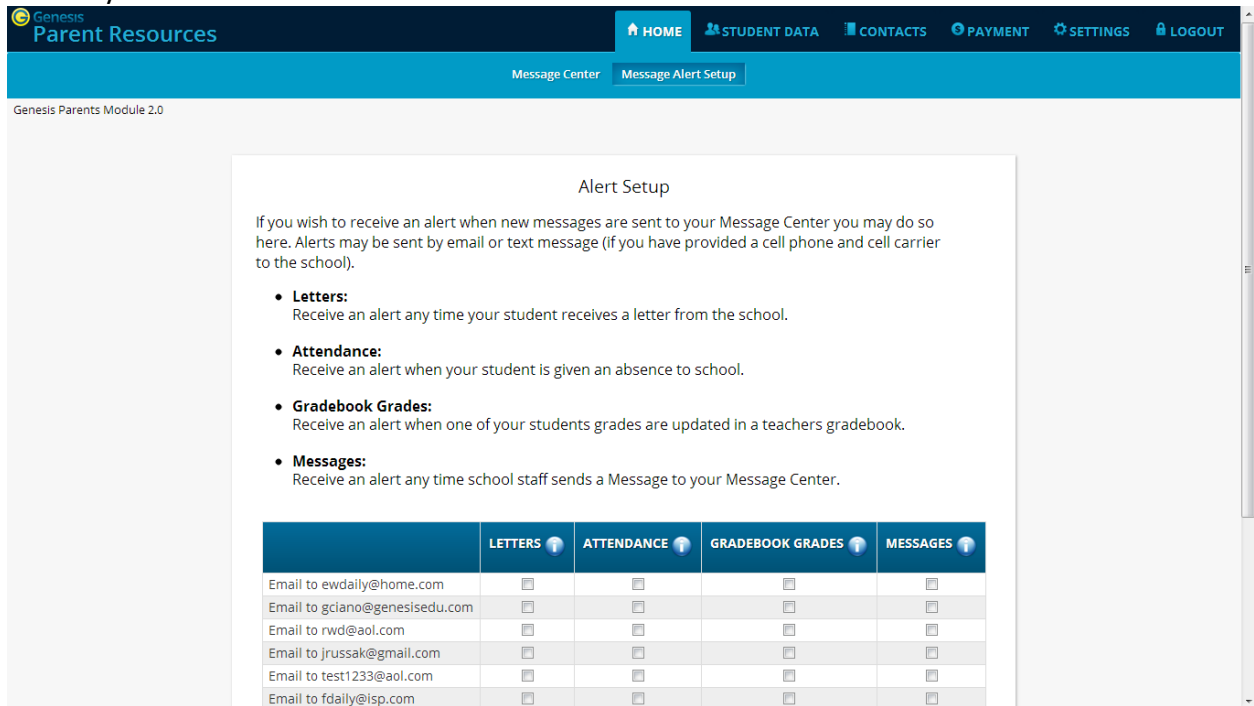
Genesis has the ability to send an alert to your contact emails/text message addresses:

- if you are marked absent or tardy or
- if a grade is updated in any of your teacher’s Gradebooks
- If an Attendance letter has been generated for one of you.
- For many other types of messages.

### Turning On Alerts

1. Click on the HOME tab.
2. At the top, click the Message Alert Setup button.

- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:



- For each email address or cell number, check the Alert checkboxes for the alerts you wish to receive.
- Scroll to the bottom and click the **Save Alert Preferences** button.

**Turning Off Alerts**

- Click on the **HOME** tab.
- At the top, click the **Message Alert Setup** button.
- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for you:

|                                | LETTERS ↑                | ATTENDANCE ↑             | GRADEBOOK GRADES ↑       | MESSAGES ↑               |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Email to ewdaily@home.com      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to gciano@genesisedu.com | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to rwd@aol.com           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to jrussak@gmail.com     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email to test1233@aol.com      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
- Scroll to the bottom and click the **Save Alert Preferences** button.

## Adding Emails and Cell Phone Numbers to Receive Alerts

The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those which have been provided to the school for you or by you. You will not be able to change these directly. To add cell numbers or emails to the list, you must have your parents make the changes or you must speak to the appropriate people in your school.

## Personal Settings

The screenshot shows the Genesis Parent Resources interface. At the top, there is a navigation bar with links for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS (highlighted), and LOGOUT. Below the navigation bar, the page title is 'Genesis Parents Module 2.0'. The main content area contains two forms: 'Change Password' and 'Settings'. The 'Change Password' form has three input fields: 'Current Password', 'New Password', and 'Confirm New Password', followed by a green 'Save' button. The 'Settings' form has a dropdown menu for 'Home Screen' set to 'Home' and a green 'Save' button. At the bottom of the page, there is a link to 'Cambiar el idioma a español' and a copyright notice for Genesis Educational Services, Inc.

## Changing Passwords

This is a close-up of the 'Change Password' form. It features three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields is a green 'Save' button.


### To Change Your Password

1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

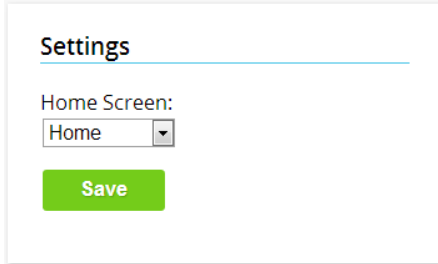
**When are you required to change your password?**




If your password is changed by the system administrator, the next time you login, you will be required to change your password. The “Change Password” screen will automatically appear and you must do the following:


1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire.
4. Click 

### Setting Your Home Screen





Settings

Home Screen:  
Home 



#### To set your entry screen:

1. Click on the  tab at the upper left corner of all Parent Access screens. This brings up the “Settings” screen
2. Locate the “Settings” panel on the right.
3. Choose a new Home screen.
4. Click 

## Frequently Asked Questions (FAQ)

### 1. Where do I get my login?

Your Genesis Web Access login will usually be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

If your email address is *not* going to be your login, your school or district will assign you a login.

### 2. What if I forget my password?

To replace a lost password you must call your school or district. Information as to who to call should be provided to you in your Web Access Welcome Packet.

You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Web Access.

### 3. What is the URL for Web Access?

You will be given the URL for Web Access in your Web Access Welcome Packet. If you do not have the Welcome Packet, you must contact your school or district to find out the correct URL.

### 4. How do I log out of Web Access?

There is a small "Log Off" button at the upper right of every Web Access screen. Click the "Log Off" button.

### 5. How can I update my Attendance information?

You cannot update any information. If you believe any information is wrong, you must contact your guidance counselor.

### 6. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

Closing your browser is not the same as logging off. You *must* log off of Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

For example, if you are accessing Web Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Web Access session and view your child's information. Logging off properly terminates the Web Access session.

*Always log off of Web Access – Never just close your browser*

### 7. What if I do not have access to all my data?

If you need access to a screen that is not linked to your Web Access login you must contact the appropriate people in your school or district office. Each district will have its own procedures and regulations regarding linking information to your Web Access login.

It may be possible that Web Access is in a 'roll out' phase and is only offered in some of the schools in your district and not in others. Refer to your Web Access Welcome Packet for information on whom or where to call.

8. What if I don't have access to my child's Report Card?

Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.