



EDUCATIONAL SERVICES

Parent

Access

User

Manual

GENESIS STUDENT INFORMATION SYSTEM

PARENT ACCESS

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I. Introduction

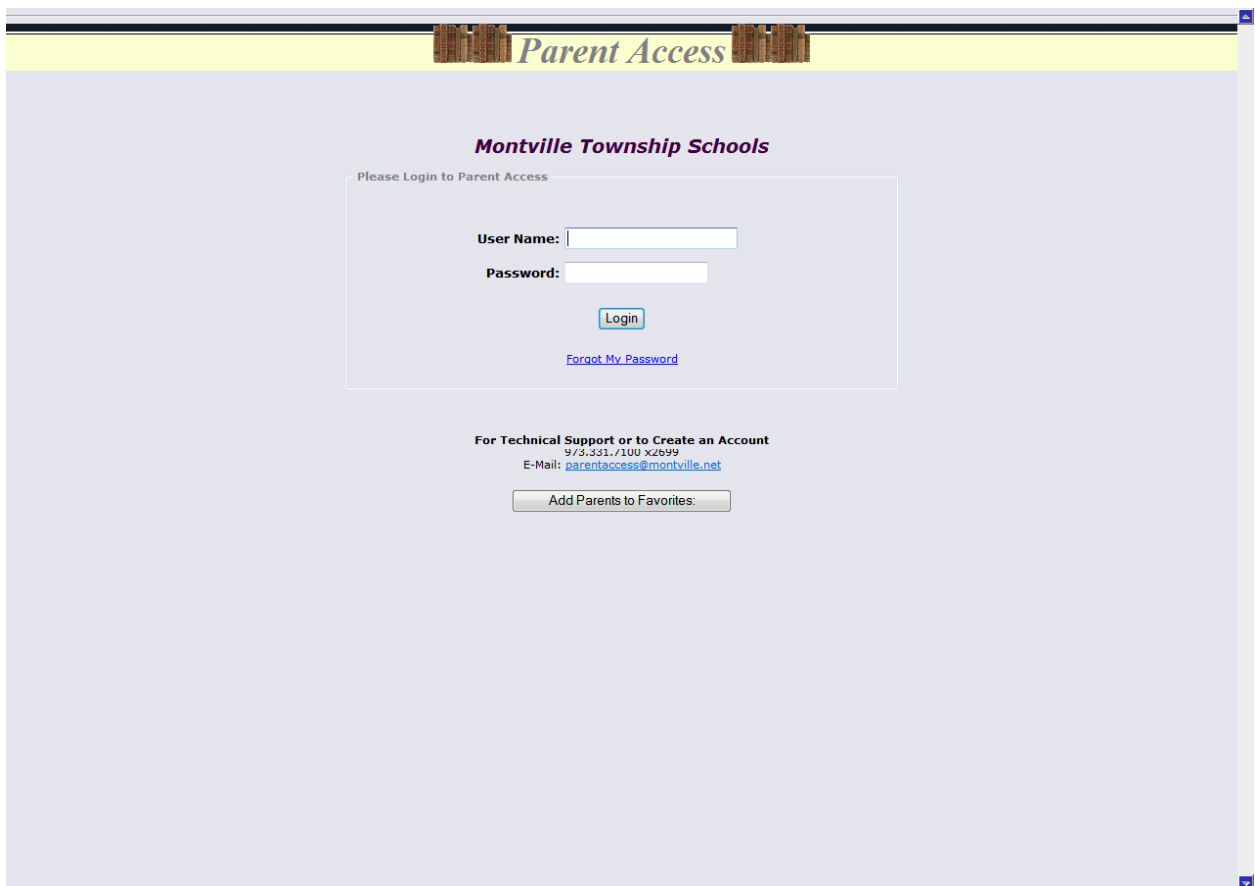
The Genesis Parent Parent Access tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record and possibly class attendance records (if your child's school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's course requests or possibly their schedule for the next school year.
- Your child or children's discipline records
- Letters sent to you regarding your child:
 - o General Purpose letters
 - o Attendance Letters
 - o Discipline Letters
 - o Scheduling Letters
 - o Fines/Fees Letters
- Documents that have been uploaded for your students.

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 for every one of your students (if you have more than one student in the school district).

The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to your student.

II. Logging In & Logging Out



The screenshot shows a web browser window displaying the 'Parent Access' login page for Montville Township Schools. The page has a yellow header with the text 'Parent Access' and a light blue background. The login form is centered and contains the following elements:

- Montville Township Schools** (in purple text)
- Please Login to Parent Access
- User Name:
- Password:
-
- [Forgot My Password](#)
- For Technical Support or to Create an Account
9/3.331./100 X2699
E-Mail: parentaccess@montville.net
-

Logging In

Logging into Genesis is very simple:

1. Click on Parent Access on the district's web site.
2. Enter your Email Address in the '**Username**' field
3. Enter your Parent 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.

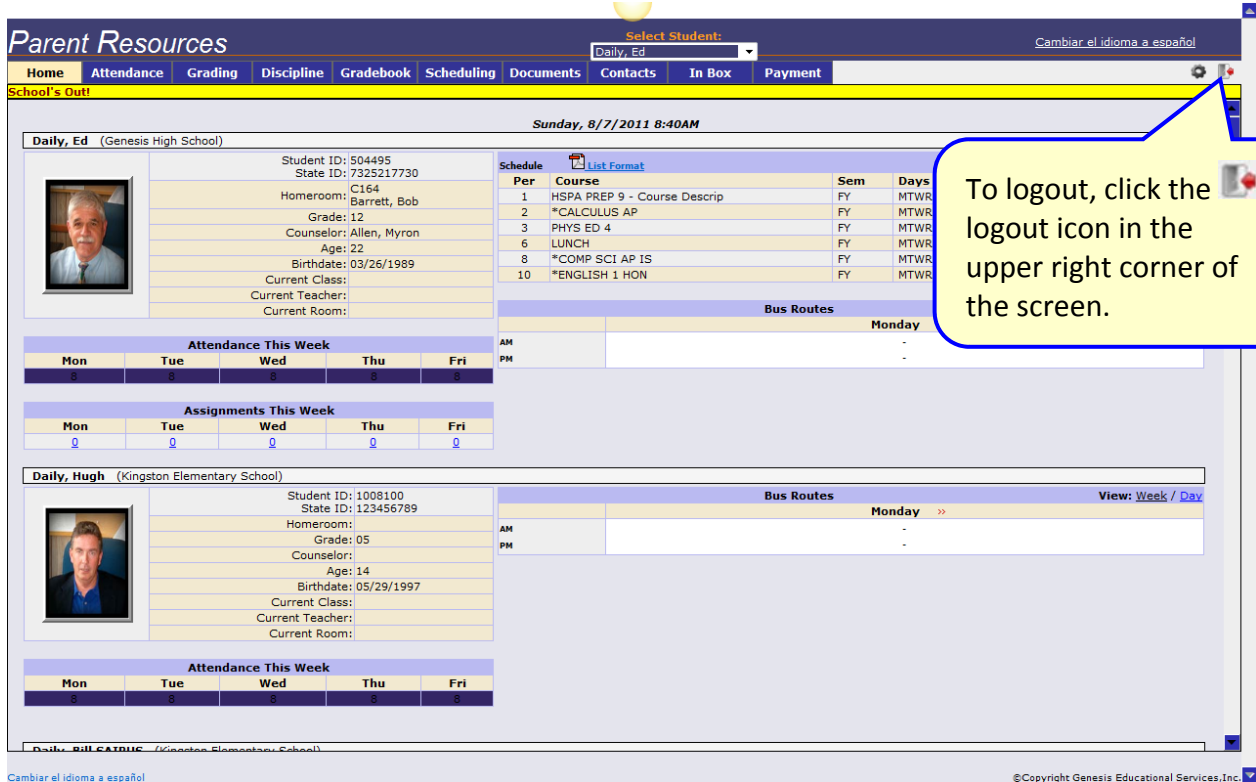
What if I forget my password?

If you forget your password, click on the Forgot My Password link.

Logging Out

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

To logout, locate the  icon in the upper right corner of every screen and click it:



Parent Resources

Select Student: Daily, Ed [Cambiar el idioma a español](#)

Home Attendance Grading Discipline Gradebook Scheduling Documents Contacts In Box Payment

School's Out! Sunday, 8/7/2011 8:40AM

Daily, Ed (Genesis High School)

Student ID: 504495
State ID: 7325217730
Homeroom: C164
Barrett, Bob
Grade: 12
Counselor: Allen, Myron
Age: 22
Birthdate: 03/26/1989
Current Class:
Current Teacher:
Current Room:

Schedule [List Format](#)

Per	Course	Sem	Days
1	HSPA PREP 9 - Course Descrip	FY	MTWR
2	*CALCULUS AP	FY	MTWR
3	PHYS ED 4	FY	MTWR
6	LUNCH	FY	MTWR
8	*COMP SCI AP IS	FY	MTWR
10	*ENGLISH 1 HON	FY	MTWR

Bus Routes

	Monday
AM	-
PM	-

Attendance This Week

Mon	Tue	Wed	Thu	Fri
S	S	S	S	S

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Daily, Hugh (Kingston Elementary School)

Student ID: 1008100
State ID: 123456789
Homeroom:
Grade: 05
Counselor:
Age: 14
Birthdate: 05/29/1997
Current Class:
Current Teacher:
Current Room:

Bus Routes [View: Week / Day](#)

	Monday
AM	-
PM	-

Attendance This Week

Mon	Tue	Wed	Thu	Fri
S	S	S	S	S

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

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

Thank you for using the Genesis Township Schools Parent 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.

III. Student Summary Dashboard Screen

A. Your “HOME” Screen - The Student Dashboard

Parent Resources Powered by Genesis Educational Services, Inc.

Select Student: Daily, Ed Logout

Home Attendance Grading Discipline Gradebook Scheduling Setup

Thursday, 1/7/2010 2:03PM

Daily, Ed (Genesis High School)

Student id: 504495
 Homeroom: D232
 Aude, Rich
 Grade: 12
 Counselor: Allen, Myron
 Age: 20
 Birthdate: 09/23/1989
 Current Class: "ENGLISH 1 HON
 Current Teacher: Bagwell, Bill
 Current Room: 145

Schedule

Per	Course	Sem	Days	Room	Teacher
1	*ALGEBRA 2 HON	FY	MTWRF	D232	Aude, Rich
2	HSPA PREP 11	FY	MTWRF	D232	Aude, Rich
3	WORLD CULTURES	FY	MTWRF	207	Adkins, Jon
4-5	US HISTORY 2	FY	MTWRF	113	Barr, Bob
6-7	US HIST 2/ECON	FY	MTWRF	D233	Barry, Jack
8	*COMP SCI AP IS	FY	MTWRF	103	Aguayo, Luis
9	"ENGLISH 1 HON	FY	MTWRF	145	Bagwell, Bill
10	PHYS ED 4	FY	MTWRF	GYM-A	Atkinson, Bill
11	AEROSPACE 2 AS	FY	MTWRF	F114	Barre, Frank

Attendance This Week

Mon	Tue	Wed	Thu	Fri
S				

Assignments This Week

Mon	Tue	Wed	Thu	Fri

Bus Routes

AM	PH	Route	Time
		Route A10	06:50AM

Daily, Hugh (Kingston Elementary School)

Student id: 1008100
 Homeroom:
 Grade: 05
 Counselor:
 Age: 12
 Birthdate: 05/29/1997
 Current Class:
 Current Teacher:
 Current Room:

Attendance This Week

Mon	Tue	Wed	Thu	Fri

Genesis Parents Module ©Copyright Genesis Educational Services, Inc.

The highlighted course is the one the student is scheduled to be in 'right this very minute'.

Genesis Parent Access “Home” – Student Dashboard Screen

When you login to Genesis Parent Access the first screen you see is Parent Access “Home”. This is the Student Dashboard screen. You will see a ‘dashboard’ for every student linked to your login.

Each student’s ‘dashboard’ contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class your student is in ‘right now’: **current class**, **current teacher** and **current room**.
- Your student’s schedule. The class the student is in ‘right now’ is highlighted in green.
- The student’s 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, the student’s bus assignments will be displayed.

Parent Resources

Select Student: **Daily, Ed**

Home Attendance Grading Discipline Gradebook Scheduling Documents Contacts In Box Paym

School's Out!

Daily, Ed (Genesis High School)

Saturday, 8/6/2011 6:47AM

Current Rooms:

Attendance This Week

Mon Tue Wed Thu Fri

Assignments This Week

Mon Tue Wed Thu Fri

Sem	Days	Room	Teacher
FY	MTWRF	218	Allard, Brian
FY	MTWRF	107	Abrams, George
FY	MTWRF	GYM-A	Atkinson, Lefty
FY	MTWRF	CAF-P	Barber, Steve
FY	MTWRF	103	Aguayo, Luis
FY	MTWRF	213	Rice, Nadine

Figure 1 – Screen view without Bus Assignments displayed

More Information About Each Student

The 'Parent Access Home' screen has a dashboard for each of your students. The other tabs give you more information about one student at a time.

Daily, Ed Fred

Student id: 504495

Homeroom:

Grade: 12

Counselor: Allen, Myron

Age: 20

Birthdate: 04/24/1989

Cur Class:

Current Teacher:

Current Room:

Schedule

Per	Course	Days	Room	Teacher
1	ESS OF ALG 2	MTWRF	202	Barfoot, Clyde
2	SAT VERBAL	MTWRF		
2	*BIOLOGY AP	W		
3	*BIOLOGY AP	MTWRF		
4-5	*ENGLISH 3 HON	MTWRF	D239	Aldridge, Vic
6-7	WORLD CULTURES	MTWRF	113	Barr, Bob
7	PE 3/SCI	MTRF	GYM-A	Atkinson, Lefty
8	*COMP SCI AP IS	MTWRF	103	Aguayo, Luis
8	WORLD CULTURES	MTWRF	113	Adams, George
9	HSPA PREP 9 - Course Descrip	MTWRF	F128	August, Don
10	SAT PREP	MTWRF	A005	Ayala, Benny
11	AEROSPACE 2 AS	MTWRF	E140	Barrett, Frank
12	SS COMPUTERS	MTWRF		

Attendance This Week

Mon Tue Wed Thu Fri

Assignments This Week

Mon Tue Wed Thu Fri

Bus Routes

	Mon	Tue	Wed	Thu	Fri
AM	A10	A10	-	A10	A10
PM	P10	P10	P10	P10	P10

Bus route information may also appear in your child's dashboard.

If your child has a schedule (in high school or middle school), click the icon to get a printable copy of their schedule.

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear when any of the additional tabs are clicked. For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

B. Selecting a Student

Parent Resources

Select Student:
 Daily, Ed
 Daily, Ed
 Daily, Hugh
 Daily, Con JOHNATHON

Home Attendance Grading Discipline Setup Log Off

Students:

Daily, Ed

Student id:	504495
Homeroom:	
Grade:	11
Age:	16
Birthdate:	08/11/1989
Current Class:	HSPA PREP 11
Current Teacher:	Baez, Jose
Current Room:	142

Per	Course	Days	Room	Teacher
1	ALGEBRA 1	MTWRF	F128	August, Don
2	GRAPHIC DES 1	MTWRF	B138	Anderson, Bill
3	*ENGLISH 3 HON	MTWRF	D239	Aldridge, Vic
4-5	US HISTORY 2	MTWRF	113	Barr, Bob
6	LUNCH	MTWRF	CAF-A	Arndt, Larry
7-8	ARCHITEC DR 1	MTWRF	B140	Ardoin, Danny
9	PE 3/SCI	MWRF	GYM-A	Angley, Tom
10	HSPA PREP 11	MTWRF	142	Baez, Jose

Attendance This Week				
Mon	Tue	Wed	Thu	Fri
1	1	-	-	-

Assignments This Week				
Mon	Tue	Wed	Thu	Fri
1	0	1	2	0

Daily, Hugh

Student id:	1008100
Homeroom:	08
Grade:	03
Age:	8
Birthdate:	05/29/1997
Current Class:	
Current Teacher:	
Current Room:	

Per	Course	Days	Room	Teacher

Attendance This Week				
Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week				
Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Daily, Con JOHNATHON

Student id:	1012097
Homeroom:	04
Grade:	05
Age:	11
Birthdate:	12/18/1994
Current Class:	
Current Teacher:	
Current Room:	

Per	Course	Days	Room	Teacher

Attendance This Week				
Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week				
Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

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Internet

Changing the Selected Student

The name of the 'currently selected student' is displayed in the 'Select Student' drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

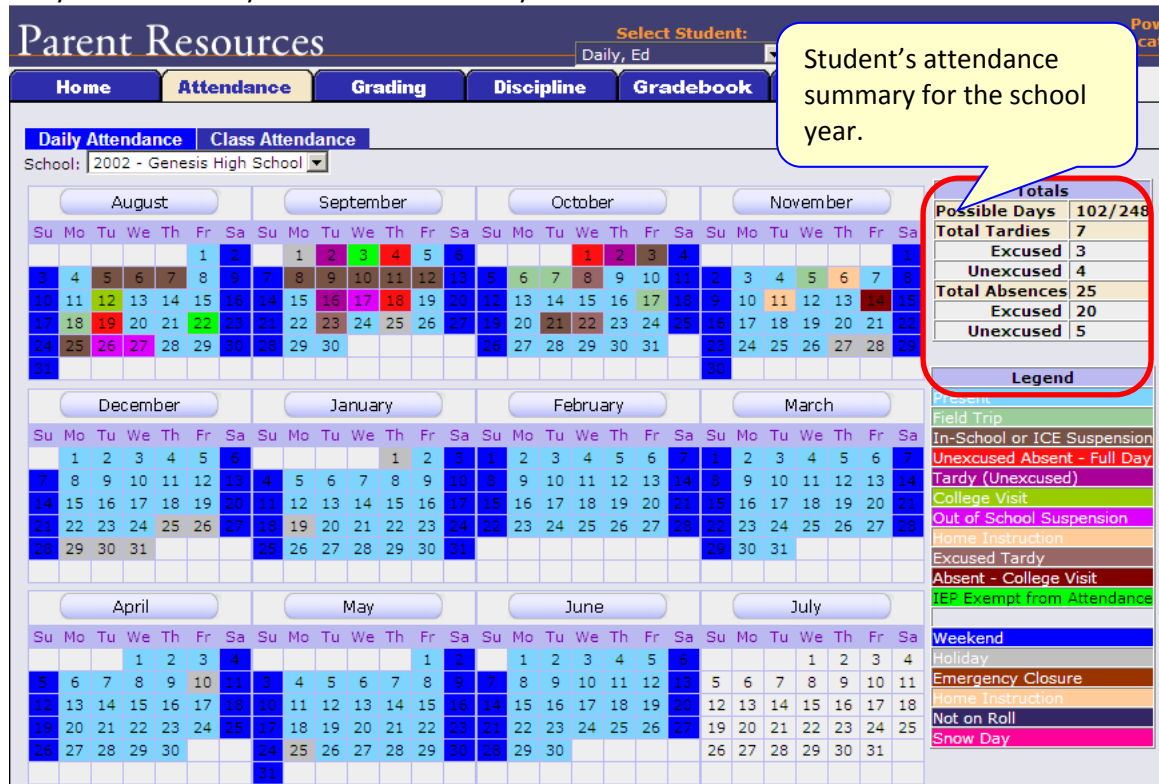
The "Select Student" Drop Down

This drop down contains the names of all the students that you have access to. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

IV. Attendance

A. Daily Attendance

Daily Attendance is your child's official daily attendance.



This is your student's 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

B. Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance may show you their 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.

Parent Resources

Home Attendance Grading

Daily Attendance **Class Attendance**

To see Class Attendance, click the **Class Attendance** tab

Student's attendance summary for each class by Marking Period.

Class Attendance for the Month of June (2009)

Day	Date	Daily Attendance	ESS OF ALG 2	SAT VERBAL	*BIOLOGY AP	*BIOLOGY AP	*ENGLISH 3 HON	WORLD CULTURES	PE 3/SCI	*COMP SCI AP IS	WORLD CULTURES	HSPA PREP 9 - Course Descrip	SAT PREP	AEROSPACE 2 AS	SS COMPUTERS
Mon	06/01/2009	1			Not Meeting										
Tue	06/02/2009	1			Not Meeting			AS				AS			
Wed	06/03/2009	T							Not Meeting						
Thu	06/04/2009	-			Not Meeting										
Fri	06/05/2009	-			Not Meeting										
Mon	06/08/2009	-			Not Meeting			NO				NO			
Tue	06/09/2009	-			Not Meeting										
Wed	06/10/2009	-						AS	Not Meeting			AS			
Thu	06/11/2009	-			Not Meeting										
Fri	06/12/2009	-			Not Meeting										
Mon	06/15/2009	1			Not Meeting			AS				AS			
Tue	06/16/2009	1			Not Meeting										
Wed	06/17/2009	1							Not Meeting						
Thu	06/18/2009	1			Not Meeting										
Fri	06/19/2009	1			Not Meeting										
Mon	06/22/2009	E		AS	Not Meeting							AS			
Tue	06/23/2009	-			Not Meeting										
Wed	06/24/2009	V							Not Meeting						
Thu	06/25/2009	-			Not Meeting										
Fri	06/26/2009	TUT			Not Meeting										
Mon	06/29/2009	-			Not Meeting										
Tue	06/30/2009	-			Not Meeting										
Wed	07/01/2009	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
Thu	07/02/2009	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting

Parent Access Module

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Code Description

Present
AB Absence
NO Nurse
LE Left Class Early

Class Totals

ESS OF ALG 2

	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

SAT VERBAL

	All	U	E
YTD	24.0	23.0	1.0
MP1	1.0	1.0	0.0
MP2	6.0	5.0	1.0
MP3	9.0	9.0	0.0
MP4	8.0	8.0	0.0

*BIOLOGY AP

	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

*BIOLOGY AP

	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0

The Class Attendance screen shows you your student's Class Attendance summary for each of their separate 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 the student 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.

*CALCULUS AP			
	All	U	E
YTD	1.0	0.0	1.0
MP1	1.0	0.0	1.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

Each subject summary contains the following attendance totals for the class:

All - All absences for the subject,

U - the Unexcused absences

E - the Excused absences

V. Grading

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

Parent Resources Powered by: Genesis Educational Services, Inc.

Select Student: Daily, Ed

Home Attendance **Grading** Discipline Gradebook Setup

Daily, Ed
2008-09 Report Card

[Please click here to view the MP1 form for Ed.](#)

Course	Sem	School	Teacher	MP1	MP2	MP3	MP4	FE	FG	Attempted	Earned
*ENGLISH 3 HON	FY	Genesis High School	Anderson, Garret	A+ 12 22						5.00	
NEWSPAPER PROD	FY	Genesis High School	Allen, Dusty							5.00	
ITALIAN 2	FY	Genesis High School	Barr, Bob (Italian)	A+		A				5.00	
*CALCULUS AP	FY	Genesis High School	Weeks, Karen	A+ 03 29						7.00	
*COMP SCI AP IS	FY	Genesis High School	Aguayo, Luis							5.00	
*BIOLOGY HON	FY	Genesis High School	Adlesh, Dave							6.00	
PE 3/SCI	FY	Genesis High School	Atkinson, Lefty							3.00	
US HISTORY 2	FY	Genesis High School	Barr, Bob	B-						5.00	

Comments Legend

03 Completes Assignments Promptly	09 Exceeds Requirements	12 Excellent Student	16 Has Constructive Ideas
17 Has Good Organizational Skills	19 Homework is Complete	22 Initiates Discussion	29 PLEASURE TO HAVE AS A STUDENT

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

Tool tip: Completes Assignments Promptly

Tool tip: The comments listed below the grades correspond to the comments your student has received in their classes. Place your cursor on a comment and the corresponding text will be highlighted.

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The Grading Screen

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

The current Marking Period is highlighted in green.

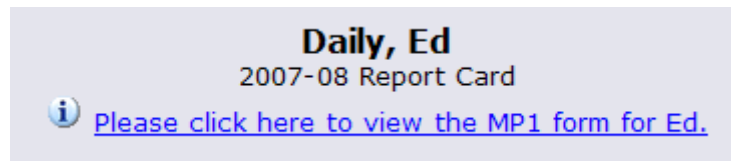
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g.

03 Completes Assignments Promptly). In addition, the text of the comment will appear in a tooltip (e.g. Completes Assignments Promptly).

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

Viewing your Child's Most Recent Report Card

If you are able to view your child's actual report card, a "[Please click here to view](#)" message will appear between your child's name and their 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.

Adobe Printer icon

GENESIS PUBLIC SCHOOLS				School Name Genesis High School		Phone # 732-555-1212		High School Report Card					
Student No.	Student Name	Grade	Homeroom	Date	Year	Counselor's Name							
504495	Daily, Ed	12	181	10/11/2007	2007-08	Allen, Myron							
#	Comments			#	Comments								
13	Excellent Work Habits												
26	LANGUAGE CONCEPTS ARE GOOD												
29	PLEASURE TO HAVE AS A STUDENT												
Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments		Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL							26		
The African -American Experien	15500-1	Barr, Bob	2	IN							13		
US HISTORY 2	15205-6	Barr, Bob	4.5	HL							29		
WORLD CULTURES	15005-12	Barr, Bob	9	IN									
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP									
REPORT CARD GRADING SYSTEM				SCHOOL ATTENDANCE						Total Attendance		Total Credits	
95 - 100 Outstanding										7			
70 - 74 Fair													
90 - 94 Excellent													
65 - 69 Below Average													
85 - 89 Very Good													
0 - 64 Not Passing													
80 - 84 Above Average													
WP/WF Withdraw Pass/Fail													
75 - 79 Average													
IN Incomplete													
ABSENT				7									
TARDY				1									
<p align="center">Message to Parents</p> <p align="center">If you have any questions concerning this report card or your child's progress please contact your child's</p>													

Procedure to Print 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 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.

Procedure 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 child's actual 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.

Procedure to Return to the Genesis Parents Module

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

VI. Discipline

The screenshot shows a web browser window displaying the 'Parent Resources' page for a student named 'Daily, Ed'. The page has a navigation bar with tabs: Home, Attendance, Grading, Discipline (selected), Gradebook, and Setup. A 'Select Student:' dropdown menu shows 'Daily, Ed'. Below the navigation bar, the page title is 'Daily, Ed' and the subtitle is '2005-06 Discipline Record'. A table displays the discipline incidents:

Date	Time	Incident Description	Action	Action Date(s)
1 01/24/2006	Lunch	1. Language obscene	1. Conference with Parent, Teacher, Administrator, and Counselor 2. Saturday Detention - 1 day	01/26 01/07
2 10/26/2005	Period 3	1. Defiance	1. Conference with Parent, Teacher, and Administrator 2. Central Detention - 2 days	11/02 10/27 10/31

The bottom of the browser window shows the status bar with 'Done' and 'Internet' icons.

Discipline Record

The screen lists any discipline issues regarding your child that have occurred 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 child's involvement in the incident
- Dates on which the actions were or are scheduled to take place.

This screen is optional and may not be available in your child's school.

VII. Gradebook

A. Weekly Summary of Assignments Screen and Marking Period Averages

Parent Resources Select Student: Daily, Ed Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline Gradebook Setup Log Off

Weekly Summary [List Assignments](#)

Daily, Ed
Weekly Assignment Summary
Week of 12/01/2008

[Printable Version of Weekly Assignment List](#)

Courses	Teacher	MP2 <input type="button" value="v"/>	Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
10375/4 - *ENGLISH 3 HON	Anderson, Garret		0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature				The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY				The TRIGONOMETRY teacher does not have an electronic gradebook.				
13797/1 - *CALCULUS AP	Weeks, Karen		0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS				The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON				The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI				The PE 3/SCI teacher does not have an electronic gradebook.				
35210/4 - US HISTORY 2	Barr, Bob		0.00%	0	0	0	0	0

Click on the highlighted course name to see all the Assignments for that course.

Parent Access Module ©Copyright Genesis Educational Services, Inc.

A list of Courses with Assignments by Day of the Current Week

This screen lists all courses your child is currently taking.

Marking Period Averages for the Courses

The "Avg" column shows you your student's current Marking Period average – for the current or a previous Marking Period. A 'projected' alpha grade may also appear if your school uses alpha grades.

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.

The screenshot shows the 'Gradebook' tab selected. At the top, there's a 'Select Student:' dropdown with 'Daily, Ed' chosen. Below it are tabs for 'Discipline', 'Gradebook', and 'Setup'. A 'Weekly Summary' link is highlighted. A table lists courses and teachers. The 'Avg' column has a dropdown menu set to 'MP2'. The table has columns for days of the week (Mon-Fri) with dates. A 'Printable Version of Weekly Assignment List' link is also visible.

Callouts:

- To select a different week, click here.** (Points to the 'Week of 12/01/2008' field)
- To see one day's Assignment's click on the highlighted day** (Points to the 'Wed 12/03/2008' column header)
- To see your child's average in a previous Marking Period, use the drop down to select the one for which you want to see their average** (Points to the 'MP2' dropdown in the 'Avg' column)

Courses	Teacher	MP2 Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
10375/4 - *ENGLISH 3 HON	Anderson, Garret	0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature			The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY			The TRIGONOMETRY teacher does not have an electronic gradebook.				
13797/1 - *CALCULUS AP	Weeks, Karen	0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS			The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON			The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI			The PE 3/SCI teacher does not have an electronic gradebook.				
35210/4 - US HISTORY 2	Barr, Bo	0.00%	0	0	0	0	0

Parent Access Module

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Figure 2 – Gradebook→Weekly Summary Screen

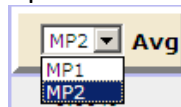
Gradebook Weekly Summary

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 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 student's marking period averages for either the current Marking Period or a previous Marking Period.

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.

List of Assignments Screen

Parent Resources Select Student: Daily, Ed v Powered by Genesis Educational Services

Home Attendance Grading Discipline **Gradebook** Setup

Weekly Summary **List Assignments**




Daily, Ed

Student Assignment List

Course: Show all courses v Assignments Due Date: 10/06/2008 v

Status: Show all assignments v Show Assignment Dates: Week of v

Search

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion		100		
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI	100		
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1 Tests 15		100		
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen	QUIZ	Chapter 1, Pgs 23-49, #'s 37,19,2324	50	100	Missing	
MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		  
MP1	10/10/2008	Fri	US HISTORY 2	Barr, Bob	HW	Chapter 31	ABS	100		

List of Assignments

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

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 student failed to turn in or do.
 - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is 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.

B. 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:

Parent Resources

Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Setup Log Off

Weekly Summary List Assignments

Daily, Ed
Student Assignment List

Course: Show all courses
Status: Show all assignments

Assignments Due Date: 03/23/2006
Show Assignment Dates: Day of

Search

Due Date	Day	Course	Category	Assignment	Grade	Max
03/23/2006	Thu	US HISTORY 2	HW	MP3 Homework 22		10
03/23/2006	Thu	US HISTORY 2	QUIZ	MP3 Quizzes 8		100

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

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

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Figure 3 – The "List Assignments" screen in "One Day/All Assignments" mode

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, all assignments.

C. 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.

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion		100		
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI	100		
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1		100		
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen		Chapter 1, Pgs 23-49, #'s 37,19,2324	50	100	Missing	
MP1	10/09/2008	Thu					88	100		
MP1	10/10/2008	Fri				Chapter 31	ABS	100		

Figure 4 – A view of the List Assignments screen for 1 week, with the "previous grade" column

D. Special Grades and the Previous Grade Column ("Prev")

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

- **Absent** – Your child was absent on the date the assignment was due. This means your child has 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.
- **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.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the **Prev** column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the **Prev** column.



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 your child may have received their regular grade ("the work was late"). For example, excellent work turned in late often receives a reduced grade.

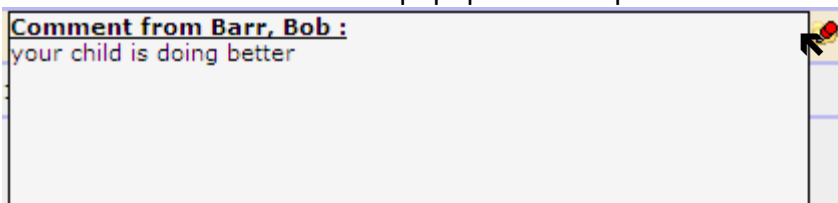
E. Viewing Teacher Comments

Viewing Teacher's Comments

Teachers can enter comments on your child's 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.***

MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		
-----	------------	-----	--------------	-----------	------	------	----	-----	---	---




If a pushpin  icon appears on the far right side of an Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, place your cursor over the  icon. This will cause the comments to popup in a tooltip box:








F. Downloading Attached Documents

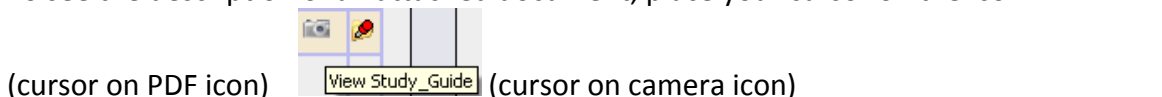
Downloading documents from Teachers

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.

MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	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 documents to the assignment and you may download these. There will be one icon for each document the teacher has attached (  means there are two documents attached, one attached to each icon). 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.¹

To see the description of an attached document, place your cursor on the icon:



¹ 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.

To download the document, double click on its icon. The attachment will be displayed in the central part of the screen:

Parent Resources Powered by Genesis Educational Services, Inc.

Select Student: Daily, Ed

Home Attendance Grading Discipline **Gradebook** Setup [Log Off](#)

Weekly Summary | **List Assignments**

Daily, Ed
Student Assignment List

Course: Show all courses Assignments Due Date: 10/06/2008
 Status: Show all assignments Show Assignment Dates: Week of

[Search](#)

1 / 1 46.6% Sign Find

ESSAY							
Teacher	Course					Student	
Mr. Bob	352104 - U2 HISTORY 2						
	Superior Value 6	Good Value 5	Adequate Value 4	Emerging Value 3	Insufficient Value 2	Nope Value 1	Points
Content							
Organization							
Mechanics							
Style							
Total Points:							

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Click "Search" to return to the list of Assignments.

VIII. Scheduling

Parent Resources

Select Student: Daily, Ed Fred

Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline Gradebook **Scheduling** Setup Logout

Daily, Ed Fred

Ed has been assigned to grade 12 and will attend Genesis High School in 2009-10

Ed's 2009-10 Schedule

Semester	Period	Course	Days	Room	Teacher
FY	1	NEWSPAPER PROD	MTWRF	102	Adair, Jerry
FY	5	SAT MATH	MTWRF	107	Bease, Dan
FY	6-7	US HIST 2/ECON	MTWRF	D233	Barry, Jack
FY	10	PHYS ED 4	MTWRF	GYM-A	Atkinson, Bill

Ed's Course Requests for 2009-10

These courses have been requested for the next school year.

Course	Description	Credits	Recommended By
10031	SAT MATH	1.250	
10055	CREAT DRAM/THEA	5.000	
10079	NEWSPAPER PROD	2.500	
10386	English 4 Honors	5.000	
10509	COMPOSITION	2.500	
10805	JOURNALISM	5.000	
10881	CREATIVE WRITING 1S	1.000	
13705	*CALCULUS HON	5.000	
14377	*CHEMISTRY HON	6.000	
15215	US HIST 2/ECON	5.000	
15275	*US HISTORY 2 HON	5.000	
27045	PHYS ED 4	3.750	
LUNCH	LUNCH		

2009-10 Course Recommendations for Ed which have not been Requested

Parent Access Module


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The **Scheduling** screen shows you your student's course requests for the **next** school year (e.g. 2010-2011 if this year is 2009-10), 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. Once the student's actual 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:
 **Ed's Course Requests for 2009-10** This brings up an Adobe PDF view of your student's next year requests (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 do print the request list, sign the set of requests and have your student return the signed list to school.

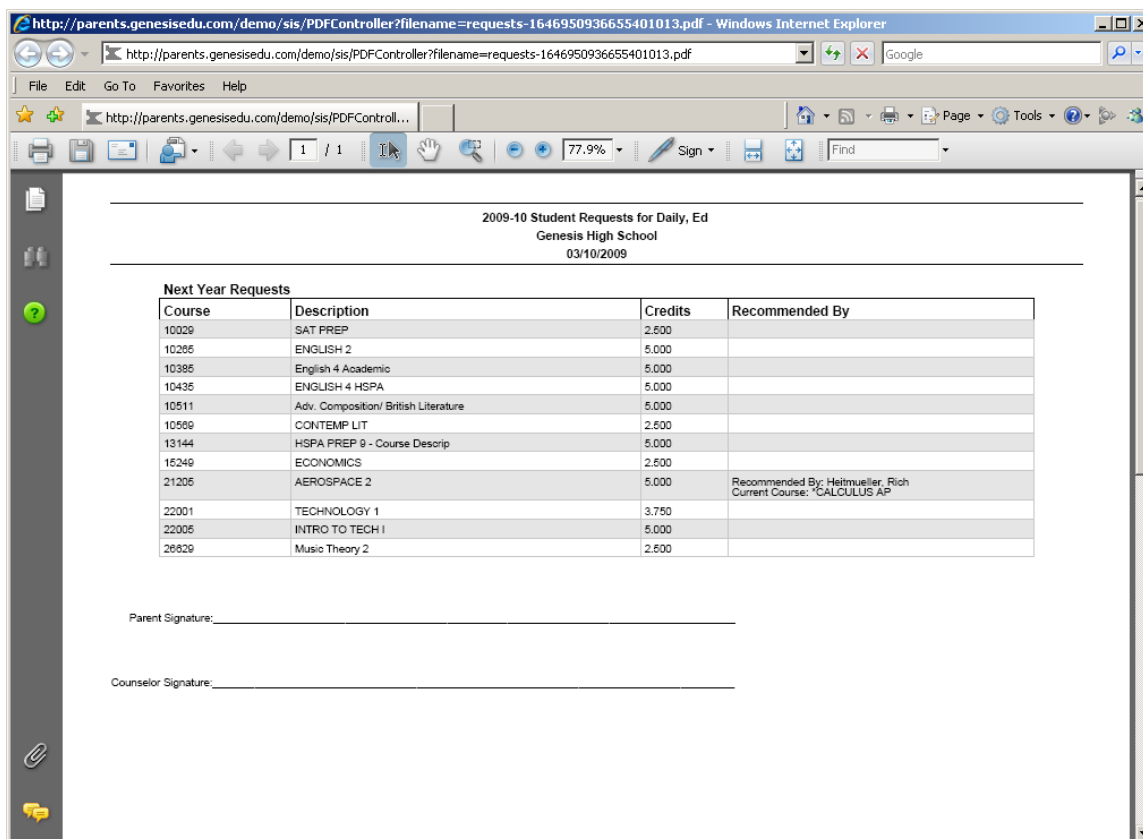


Figure 5 – Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print this on your printer.

Printing Next Year’s Schedule

Your student’s 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 student’s 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: [Ed’s 2009-10 Schedule](#)

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

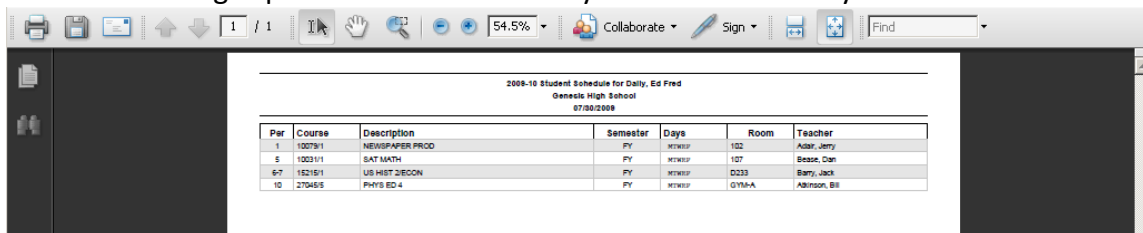


Figure 6 – Sample Next Year Schedule displayed in Adobe Reader.

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

Courses Recommended but Not Requested

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take.

2009-10 Course Recommendations for Ed which have not been Requested			
These courses have been recommended but not yet requested.			
Course	Description	Credits	Recommended By
15215	US HIST 2/ECON	5.000	Recommended by: Russak, Jan d Current Course: 35210 - US HISTORY 2
21205	AEROSPACE 2	5.000	Recommended by: Heitmuller, Rich Current Course: 13797 - *CALCULUS AP

Figure 7 – The “Course Recommendations which have not been Requested” list from the bottom of the Scheduling screen

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

Parent Resources

Select Student:

Daily, Ed

Home

Attendance

Grading

Discipline

Gradebook

Scheduling

Setup

Logout

Daily, Ed

Ed has been assigned to grade 12 and will attend Genesis High School in 2010-11

Ed's Course Requests for 2010-11

These courses have been requested for the next school year.

Course	Description	Credits	Recommended By
10035	Public Speaking	5.000	
13144	HSPA PREP 9 - Course Descrip	5.000	
13995	*COMP SCI AP	5.000	Recommended by: Dilts, Rich Current Course: 13996 - *COMP SCI AP IS
15497	AP American History IS		
27045	PHYS ED 4	3.750	
LUNCH	LUNCH		

2010-11 Course Recommendations for Ed which have not been Requested

These courses have been recommended but not yet requested.

Course	Description	Credits	Recommended By
13619	PRECALCULUS	2.500	Recommended by: Dilts, Rich Current Course: 13375 - *ALGEBRA 2 HON
15236	US 2 SURVEY	2.500	Recommended by: Dilts, Rich Current Course: 35210 - US HISTORY 2
21305	AEROSPACE 3	5.000	Recommended by: Dilts, Rich Current Course: 21225 - AEROSPACE 2 AS

Genesis Parents Module

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Figure 8 – Another view of the Scheduling tab

IX. IN-BOX

The IN-BOX tab contains a list of letters that have been generated and sent to the student's guardians. Once the letter has been sent to the guardian, it can be made available on the Parent Access IN-BOX screen.

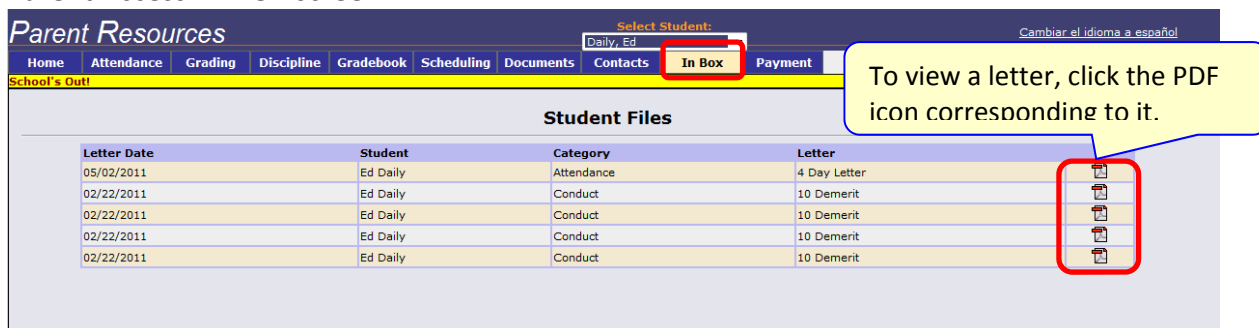



Figure 9 – View of the IN-BOX tab

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

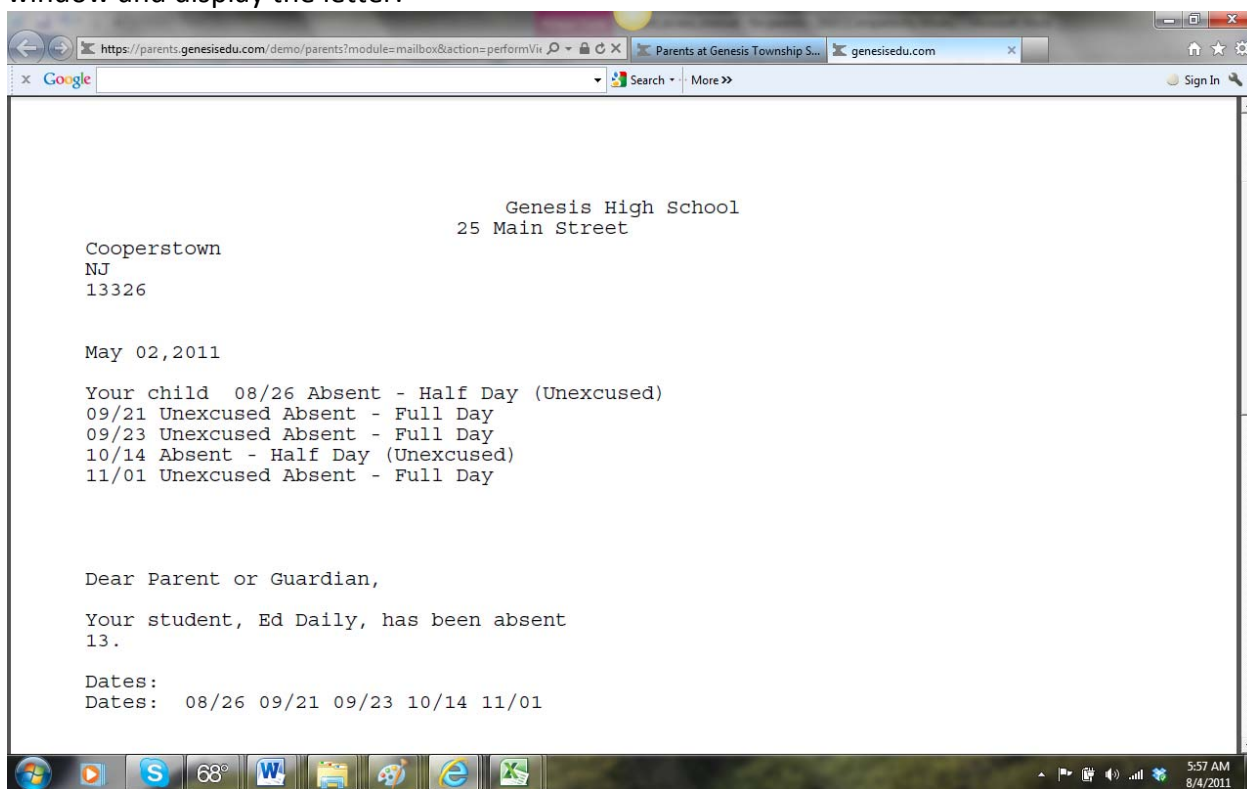


Figure 10 – Sample Letter Display – letter is displayed in a separate web browser window.






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

Printing Contact Reports

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.

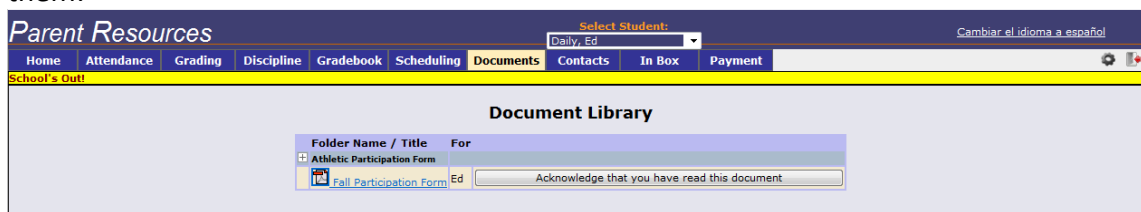
What types of Letters are displayed?

- **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.

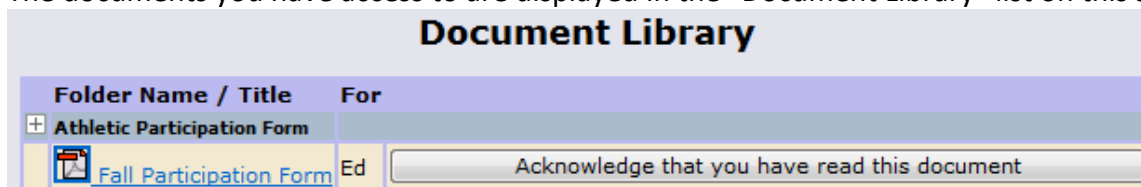
Letter Date	Student	Category	Letter	
05/02/2011	Ed Daily	Attendance	4 Day Letter	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	

X. Documents


The Documents screen lists documents that the school or district has linked to your student's 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:

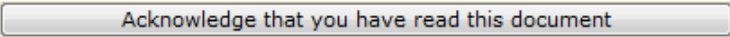


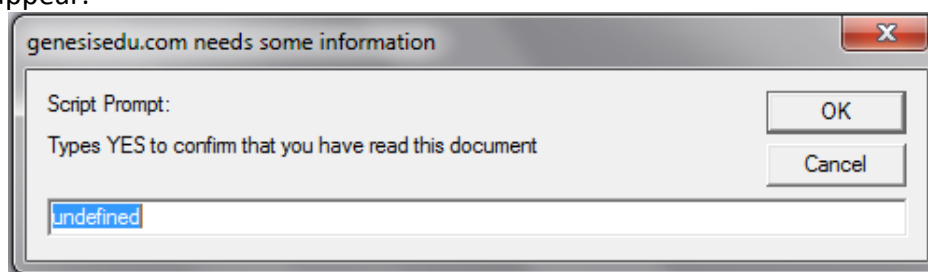
Download and View a Document

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

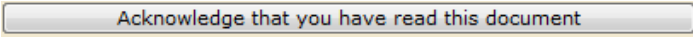
Acknowledge that you have read the Document

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

 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  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:



XI. Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Parent Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

A  PDF icon should appear next to the name of each of your children to allow you to print out their current contact information.

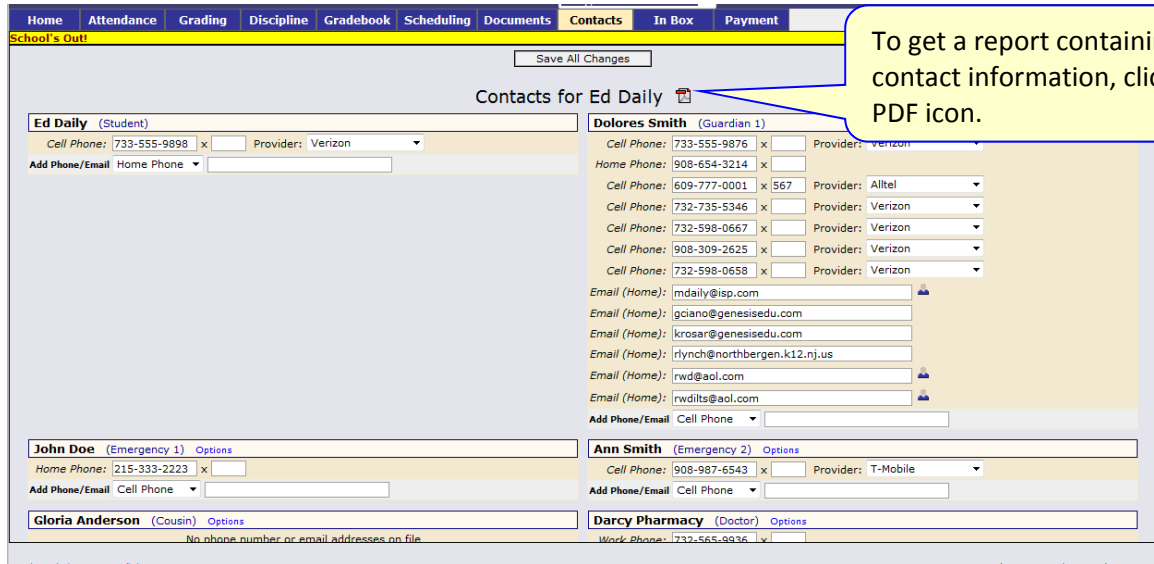


Figure 11 – View of part of the Contacts Screen listing all Contact Information for your students. The PDF icon at the top can be used to get a PDF report of all of the information displayed on this screen.


What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children’s own cellphone and email addresses
- The student’s Guardians – The legal guardians – such as yourself – who are allowed to view the children’s information.
- Other contacts – all other people whom you wish the school to be aware of in your children’s lives, including:
 - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
 - o Doctors
 - o Dentists
 - o Hospital to use in an emergency if hospitalization is required.
 - o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child's area, there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the  PDF icon next to the student's name and click it.

Contacts for Ed Daily



Click this icon

This will bring up a report of this student's Contact information:

Contacts for Daily, Ed As of 08/04/2011				
Contact Name	Type	Relationship	Phone	Email
Ed Daily	Student	Student	733-555-9898 (Cell)* 856-999-1928 (Cell)	
Addresses				
Legal Residence Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 908-854-3214 (Home) 609-777-0001 (Work) 732-735-5346 (Cell) 732-598-0687 (Cell) 908-309-2625 (Cell) 732-598-0658 (Cell) 732-889-9292 (Cell)	mdaily@isp.com (Home) gdiano@genesisedu.com (Home) krosan@genesisedu.com (Home) rlyoch@northbergen.k12.nj.us (Home) rwd@aol.com (Home) rwdlfs@aol.com (Home)
Addresses				
Home Address A D G R S Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	
Contact Name	Type	Relationship	Phone	Email
Ann Smith	Emergency 2	Aunt	908-987-6543 (Cell)*	
Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses				
Home Address Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				

Page 1 of 2

Figure 12 – The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student's Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student's Contact information.

This report can be printed out, corrected and brought to your child's school or district offices.

Printing Contact Reports

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.

Home Attendance Grading Discipline Gradebook Scheduling Documents Contacts In Box Payment

School's Out!

John Doe (Emergency 1) Options
Home Phone: 215-333-2223 x
Add Phone/Email Cell Phone

Ann Smith (Emergency 2) Options
Cell Phone: 908-987-6543 x Provider: T-Mobile
Add Phone/Email Cell Phone

Gloria Anderson (Cousin) Options
No phone number or email addresses on file
Add Phone/Email Cell Phone

John Smith (Father) Options
Home Phone: 908-435-1987 x
Cell Phone: 732-555-1212 x Provider: AT&T Wireless
Email (Home): fdaily@isp.com
Add Phone/Email Cell Phone
[Show Add Contact](#)

Darcy Pharmacy (Doctor) Options
Work Phone: 732-565-9936 x
Add Phone/Email Cell Phone

Contacts for Hugh Daily

Hugh Daily (Student)
Home Phone:

Daily (Guardian 1)
Home Phone:
Cell Phone: 908-309-2625, Provider: VERIZON
Cell Phone: 732-598-0666, Provider: VERIZON
Cell Phone: 732-735-5346, Provider: VERIZON
Email (Home): rlynch@northbergen.k12.nj.us
Email (Home): krosar@genesisedu.com
Email (Home): rwd@aol.com

[Cambiar el idioma a español](#) ©Copyright Genesis Educational Services.1

Figure 13 – Scroll down to view additional students and contact information

Interpreting Information for a Contact

The Contacts screen

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

Dolores Smith (Guardian 1)

Cell Phone: 733-555-9876 x Provider: Verizon

Home Phone: 908-654-3214 x

Cell Phone: 609-777-0001 x 567 Provider: Alltel

Cell Phone: 732-735-5346 x Provider: Verizon

Cell Phone: 732-598-0667 x Provider: Verizon

Cell Phone: 908-309-2625 x Provider: Verizon

Cell Phone: 732-598-0658 x Provider: Verizon

Cell Phone: 732-889-9292 x Provider: Select Provider

Email (Home): mdaily@isp.com

Email (Home): gciano@genesisedu.com

Email (Home): krosar@genesisedu.com

Email (Home): rwd@aol.com

Email (Home): rwdilts@aol.com

Add Phone/Email Home Email

This email address is tied to a parent account for this student.

The top line shows the Contact’s name and “contact type”:


Dolores Smith (Guardian 1)

There are multiple contact types that are possible:


- Student
- Guardian 1

- Guardian 2
- Guardian 3
- Guardian 4

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them. If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your child, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.). If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:

Cell Phone: 733-555-9876 x Provider: Verizon 


Email Addresses: A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:


Email (Home): mdaily@isp.com 

The Student's Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the "Student" contact. These would be ways for the school to contact the student, themselves, directly.

Ed Daily (Student)

Cell Phone: 733-555-9898 x Provider: Verizon 

Cell Phone: 856-999-1928 x Provider: Select Provider 

Add Phone/Email Home Email

Updating Information for a Contact

Each section contains information for a single Contact:

Dolores Smith (Guardian 1)			
Cell Phone:	733-555-9876	x <input type="text"/>	Provider: Verizon ▼
Home Phone:	908-654-3214	x <input type="text"/>	
Cell Phone:	609-777-0001	x 567	Provider: Alltel ▼
Cell Phone:	732-735-5346	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	732-598-0667	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	908-309-2625	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	732-598-0658	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	732-889-9292	x <input type="text"/>	Provider: Select Provider ▼
Email (Home):	mdaily@isp.com		
Email (Home):	gciano@genesisedu.com		
Email (Home):	krosar@genesisedu.com		
Email (Home):	rlynch@northbergen.k12.nj.us		
Email (Home):	rwd@aol.com		
Email (Home):	rwdilts@aol.com		
Add Phone/Email	Home Email ▼	<input type="text"/>	

Figure 14 – Information for one Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

You MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

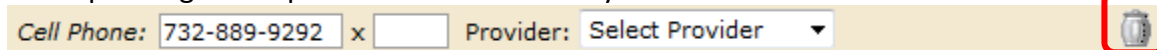
Updating a Contact’s Email and Phone Numbers


You can do three things to the email addresses and phone numbers:

- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

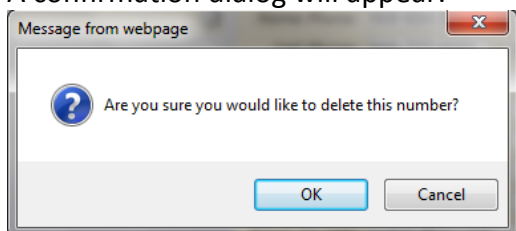
WARNING: You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



Cell Phone: 732-889-9292 x Provider: Select Provider 

A confirmation dialog will appear:



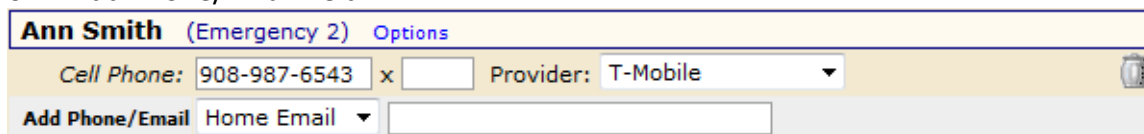
Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.


Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



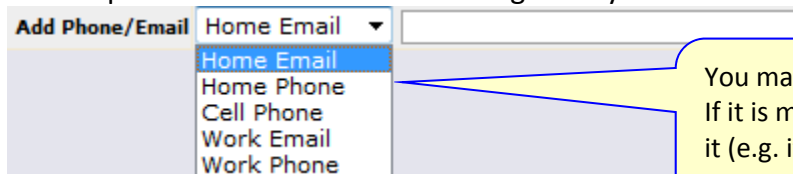
Add Phone/Email Home Email

Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



Ann Smith (Emergency 2) Options
Cell Phone: 908-987-6543 x Provider: T-Mobile 
Add Phone/Email Home Email

The drop down contains the list of things that you can add to the Contact:

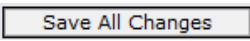


Add Phone/Email Home Email
Home Email
Home Phone
Cell Phone
Work Email
Work Phone

You may only add the types of things in this list. If it is missing, you do not have permission to add it (e.g. if “Email” is missing you do not have permission to add Emails.

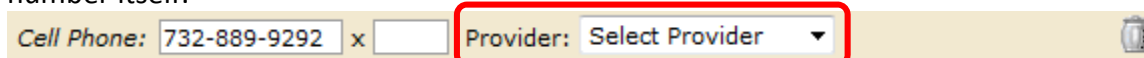
Select the type of information you want to add.


Then move to the blank text field and enter the phone number or Email address.

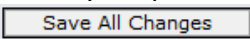
Go to the top or bottom of the screen and click the  button.

Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications that can be sent, for example, when a student’s gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

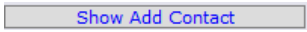
To set or change a cell number, locate the “Provider” drop down to the right of the phone number itself:



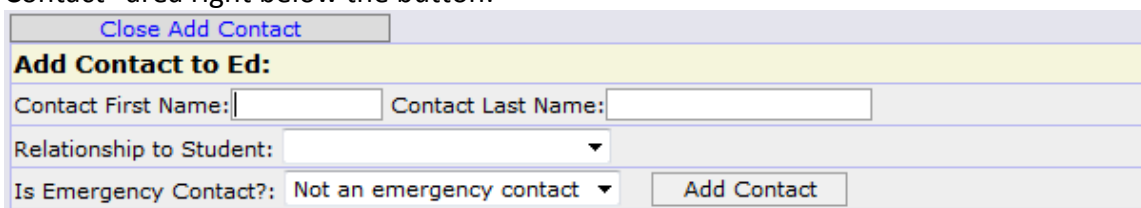
Cell Phone: 732-889-9292 x Provider: Select Provider 

Select your provider, then scroll up or down (to the top or bottom of the page) and click the  button.

Adding a New Contact

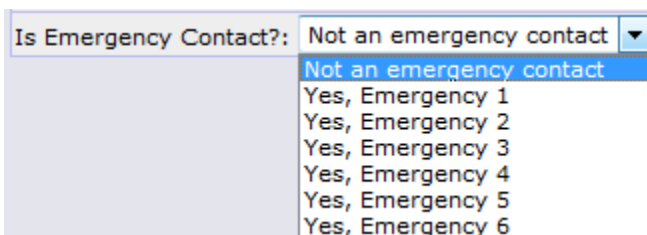
If you have a  button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

To add a Contact, click on the  button. This brings up the "New Contact" area right below the button:

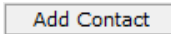


Enter the following fields:

- Contact First Name – The person's last name
- Contact Last Name – The person's first name
- Relationship to Student – Select the new Contact's relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.





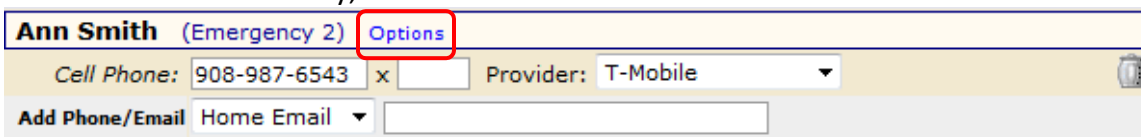
You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the  button to add the new Contact.

WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

Changing or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an  button in the top line of the contact's information. To update the name information for a contact or to delete the contact entirely, use this  button:



When you click [Options](#) , a popup appears:

The screenshot shows a web interface for a contact named 'Ann Smith' with the relationship '(Emergency 2)'. A popup menu is open, showing three options: 'Close', 'Change Contact', and 'Delete Contact'. The 'Cell Phone' field contains '908-987-6543' with a delete 'x' button. Below it, there is a section for 'Add Phone/Email' with a 'Home Email' dropdown and an input field.

The popup gives you three options:

- **Close** - Clicking the Close button dismisses the popup and makes no changes.
- **Change Contact** - Clicking [Change Contact](#) lets you change the name and relationship information for this Contact.
- **Delete Contact** - Clicking [Delete Contact](#) removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

Deleting a Contact: When you click [Delete Contact](#) the following confirmation dialog appears:

The screenshot shows a confirmation dialog box with a black header bar containing a 'Close' button. The text inside the dialog reads: 'This will delete this contact and all of their phone, email and address information. Are you sure you would like to proceed?'. At the bottom, there are two buttons: 'Yes' and 'No'.

If you click [Yes](#), the contact and all their information is permanently removed. If you click [No](#), then the popup is closed and the contact is not deleted.

Changing a Contact: When you click [Change Contact](#) the following popup appears:

The screenshot shows the 'Change Contact' popup for 'Ann Smith'. It has a black header bar with a 'Close' button. The form contains fields for 'First' (Ann) and 'Last' (Smith). Below these is a dropdown menu labeled 'Emergency?' with the following options: 'Not an emergency contact', 'Yes, Emergency 1', 'Yes, Emergency 2', 'Yes, Emergency 3', 'Yes, Emergency 4', 'Yes, Emergency 5', and 'Yes, Emergency 6'. The 'Not an emergency contact' option is currently selected.

You can change the contact's first or last name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the [Save All Changes](#) button.

XII. Payments

The Payment screen, when it is available, allows you to pay fees for your children directly through the Genesis parent module using your Amazon account and services to make your payments.

The Payment screen lists all fees for all your children at once (you do not need to select each child individually to see their fees):

Parent Resources Select Student: Daily, Ed Cambiar el idioma a español

Home Attendance Grading Discipline Gradebook Scheduling Documents Contacts In Box **Payment**

School's Out! **Fees** History Shopping Cart (2)

Make a Payment:

Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	\$100.00			\$100.00	--> \$
Daily, Ed	2002	12	Prom	\$100.00	✓	✓	\$90.00	--> \$
Brunsborg, Arlo	2002	11	School Trip 2	\$200.00	✓	✓	\$200.00	--> \$
Shopping Cart Items: 2							Total:	\$100

[Add fees to shopping cart](#) [Proceed to check out](#)

Figure 15 – The Payment→Fees screen showing a list of all unpaid fees for all children associated with your Parent 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:


Make a Payment:


Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	\$100.00			\$100.00	--> \$
Daily, Ed	2002	12	Prom	\$100.00	✓	✓	\$90.00	--> \$
Brunsborg, Arlo	2002	11	School Trip 2	\$200.00	✓	✓	\$200.00	--> \$
Shopping Cart Items: 2							Total:	\$100

[Add fees to shopping cart](#) [Proceed to check out](#)

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, Ed	2002	12	Pay to Play	\$100.00			\$100.00	--> \$

Click the  button to copy of the fee amount into the “Amount to Pay” field:

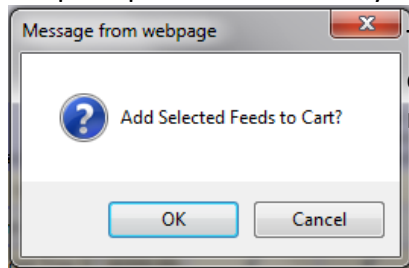
Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	\$100.00			\$100.00	 \$100.00

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:

Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	\$100.00			\$100.00	--> \$100.00
Daily, Ed	2002	12	Prom	\$100.00	✓	✓	\$90.00	--> \$
Brunsberg, Arlo	2002	11	School Trip 2	\$200.00	✓	✓	\$200.00	--> \$50.00
Shopping Cart Items: 2							Total:	\$150

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:

<i>Your Shopping Cart</i>				
Student	Description	Amount	Incurs a Convenience Charge	
1. Daily, Ed	Pay to Play	\$100.00		
Total:		\$100.00		

[Pay for items](#)

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:

Parent Resources Select Student: Daily, Ed Cambiar el idioma a español

Home Attendance Grading Discipline Gradebook Scheduling Documents Contacts In Box **Payment**

School's On! Fees **History** Shopping Cart (2)

Payment History

Show ☒ Completed(2) ☐ Failed(10) ☐ All(12) (Download as Excel)

#	Date / Time	Description	For Method	Amount
		Test	Ed	\$75.00
				\$2.93
1.	9/20/2010 8:57 AM	Transaction Complete	Credit Card	\$75.00
		Super Test	Ed	\$75.00
				\$2.93
2.	11/3/2010 1:46 PM	Transaction Complete	Credit Card	\$75.00

The Payment History list shows you your completed transactions:

Payment History

Show ☒ Completed(2) ☐ Failed(10) ☐ All(12) (Download as Excel)

#	Date / Time	Description	For Method	Amount
		Test	Ed	\$75.00
				\$2.93
1.	9/20/2010 8:57 AM	Transaction Complete	Credit Card	\$75.00
		Super Test	Ed	\$75.00
				\$2.93
2.	11/3/2010 1:46 PM	Transaction Complete	Credit Card	\$75.00

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

Show ☒ Completed(2) ☐ Failed(10) ☐ All(12)

- All your completed payments – those that you successfully paid (shown by default)
- Failed payments – Payments that did not complete for one reason or another.
- Successful and unsuccessful payments in one list

Exporting to Excel: You can export your successfully completed payments to an Excel spreadsheet by click the “Download as Excel” icon button: (Download as Excel). When you click the icon, the data is exported to an MS Excel spreadsheet.

XIII. Setup

A. Introduction to the Setup Screen

Parent Resources Select Student: Daily, Ed Cambiar el idioma a español

[Home](#) [Attendance](#) [Grading](#) [Discipline](#) [Gradebook](#) [Scheduling](#) [Documents](#) [In Box](#) [Payment](#)

School's Out

User Settings

Change Password

Current Password:
 New Password:
 Confirm New Password:

Settings

Home Screen: Home

Your Contact Information

- If you would like an alert sent as a text message to a cellphone, please provide us with the cell number and provider.
- The Emergency Broadcast option allows you to receive notifications to your cellphone or email in the event of an emergency.
- Standard text messaging rates do apply.

Email Address or Cell Number (Cell Ex.: 555-555-5555)	*Cell Phone Provider	Emergency Broadcasts	
1) rwd@aol.com	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Send Test Message"/>
2) 732-735-5346	Verizon	<input type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Send Test Message"/>
3) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Parent Notifications

Available Alerts for Genesis High School

☒ Alert me if my student has an Attendance Issue
☒ Alert me when my child's Gradebook Grades have changed
☐ Alert me if an Attendance Letter is generated for my child

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

The Setup screen is where you set up your Parent Access Module. You may only see the top part of this screen. Do not be concerned. Only certain features maybe be available. To get to the Setup screen, click the icon in the upper right hand corner of your screen.

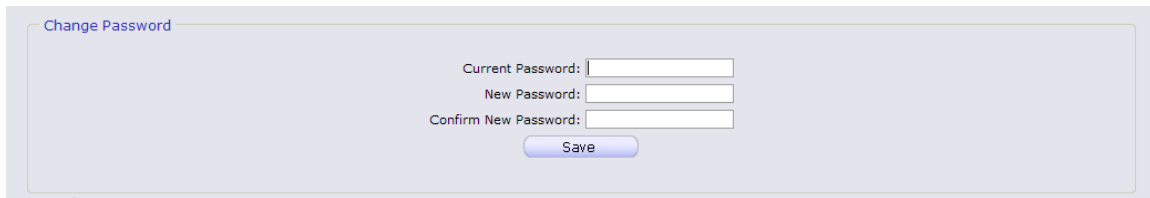
There are four functions located on this screen:

1. Changing your password
2. Selecting your “startup” screen
3. Managing your Email and Text Message Contact list (this may not appear)
4. Selecting Alerts (this may not appear)

Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.

B. Changing Passwords

A screenshot of a web form titled "Change Password". The form has a light blue header bar with the title. Below the header, there are three input fields: "Current Password:", "New Password:", and "Confirm New Password:". Each field is a white rectangle with a thin border. Below the input fields is a blue button with the word "Save" in white text.

Procedure to Change Your Password

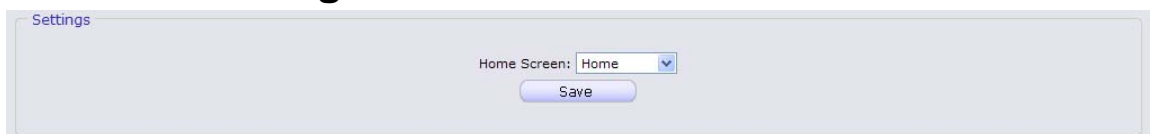
4. Click on the '**Setup**' tab.
5. Enter your current password
6. Enter the new password you desire
7. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
8. Click '**Save**'

When you are 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. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click '**Save**'

c. Setting Your Home Screen

A screenshot of a web form titled "Settings". The form has a light blue header bar with the title. Below the header, there is a label "Home Screen:" followed by a dropdown menu showing "Home" with a small blue arrow icon. Below the dropdown is a blue button with the word "Save" in white text.

Procedure to Change your Home Screen

1. Click on the '**Setup**' tab.
2. Find the "Settings" section in the middle of the screen
3. Select your "Home" screen
4. Click '**Save**'

D. Adding Contacts for Email, Text Messages and Emergency Broadcasts

Your Contact Information

- If you would like an alert sent as a text message to a cellphone, please provide us with the cell number and provider.
- The Emergency Broadcast option allows you to receive notifications to your cellphone or email in the event of an emergency.
- Standard text messaging rates do apply.

	Email Address or Cell Number (Cell Ex.: 555-555-5555)	*Cell Phone Provider	Emergency Broadcasts		
1)	demo@aol.com		<input type="checkbox"/>		Send Test Message
2)	shemp@AOL.COM		<input checked="" type="checkbox"/>		Send Test Message
3)	<input type="text"/>		<input type="checkbox"/>		Add

This area only appears if you have permission to set this information up in this way. It may not be available in this way on your version of the Genesis Parent Access.

Contacts and the Genesis Emergency Broadcast System

The contacts listed here – and controlled directly by you – will be sent email or text messages. Genesis includes an Emergency Broadcast System which allows your school or district to contact you in case of an emergency on your children's school campuses. Email addresses may also be used to communicate with you by your children's teachers.

Procedure to Add a Contact

1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the blank fields at the bottom of the contact list. Fill them in:
 - a. Enter the contact Email or Cell #
 - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
 - c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click **'Add'**

Procedure to Change a Contact

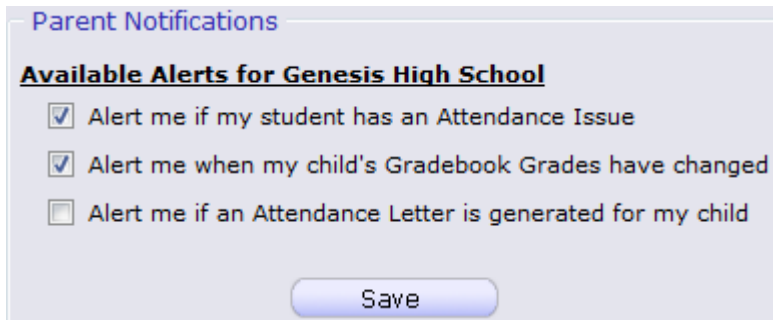
1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to Change:
 - a. Update the contact Email or Cell #
 - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
 - c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click the **'Save'** icon button.

Procedure to Delete a Contact

1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to delete and click the **'Delete'** icon button.

Please only add email addresses and text message phone numbers to which messages may be sent.

E. Setting Alerts



Parent Notifications

Available Alerts for Genesis High School

- ☒ Alert me if my student has an Attendance Issue
- ☒ Alert me when my child's Gradebook Grades have changed
- ☐ Alert me if an Attendance Letter is generated for my child

Save

Alerts

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

- if your child is absent or tardy or
- if a grade is updated in any of their teacher's Gradebooks
- If an Attendance letter has been generated for one of your children.

You must turn on this feature and enter the email and text message addresses as described above in **Section VIII D – Adding Contacts for Email and Emergency Broadcasts.**

Procedure to Turn On Alerts

1. Click on the **'Setup'** tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Check the Alert checkboxes for the alerts you wish to receive.
4. Click **'Save'**.

Procedure to Turn Off Alerts

1. Click on the **'Setup'** tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Uncheck the Alert checkbox for those alerts you wish to turn off.
4. Click **'Save'**.