



EDUCATIONAL SERVICES

PTHSD - Parent

Portal User

Manual

2013 -2014

Version 3.0

GENESIS STUDENT INFORMATION SYSTEM**PARENT PORTAL**

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Introduction

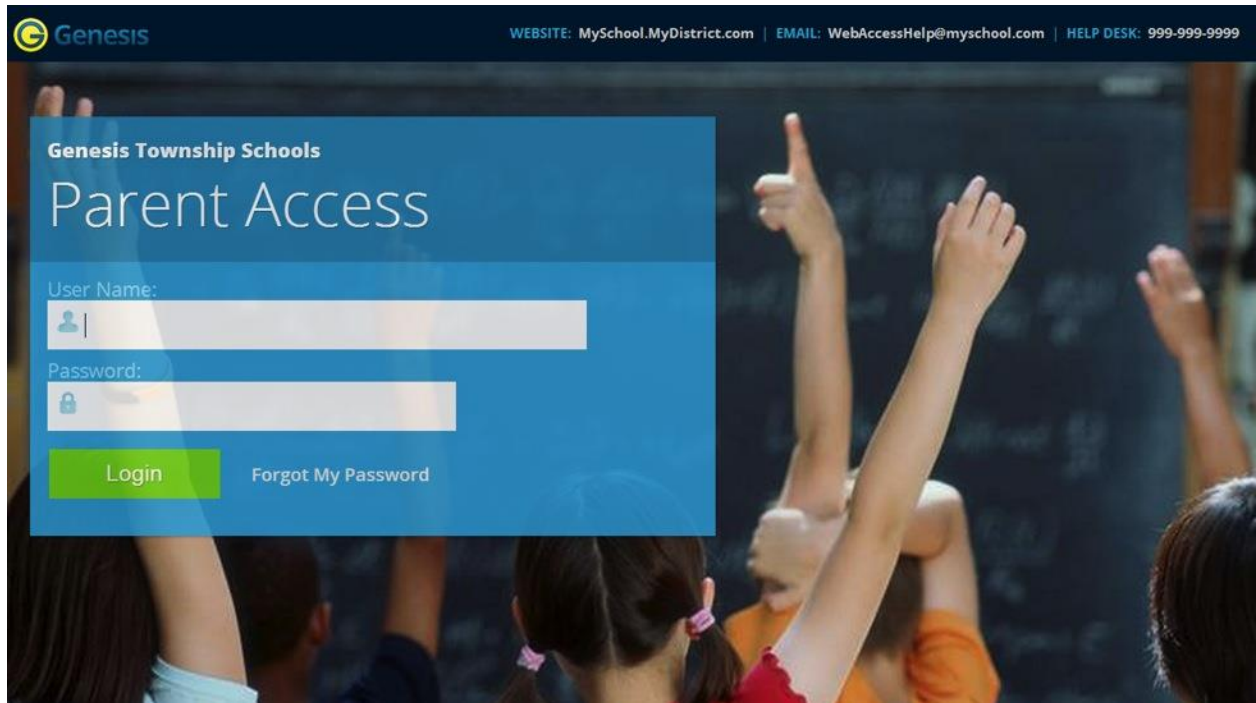
The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your 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.
- Letters sent to you regarding your child:
 - o General Purpose letters
 - o Attendance Letters
- Documents that have been uploaded for your students.
- 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 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.

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:

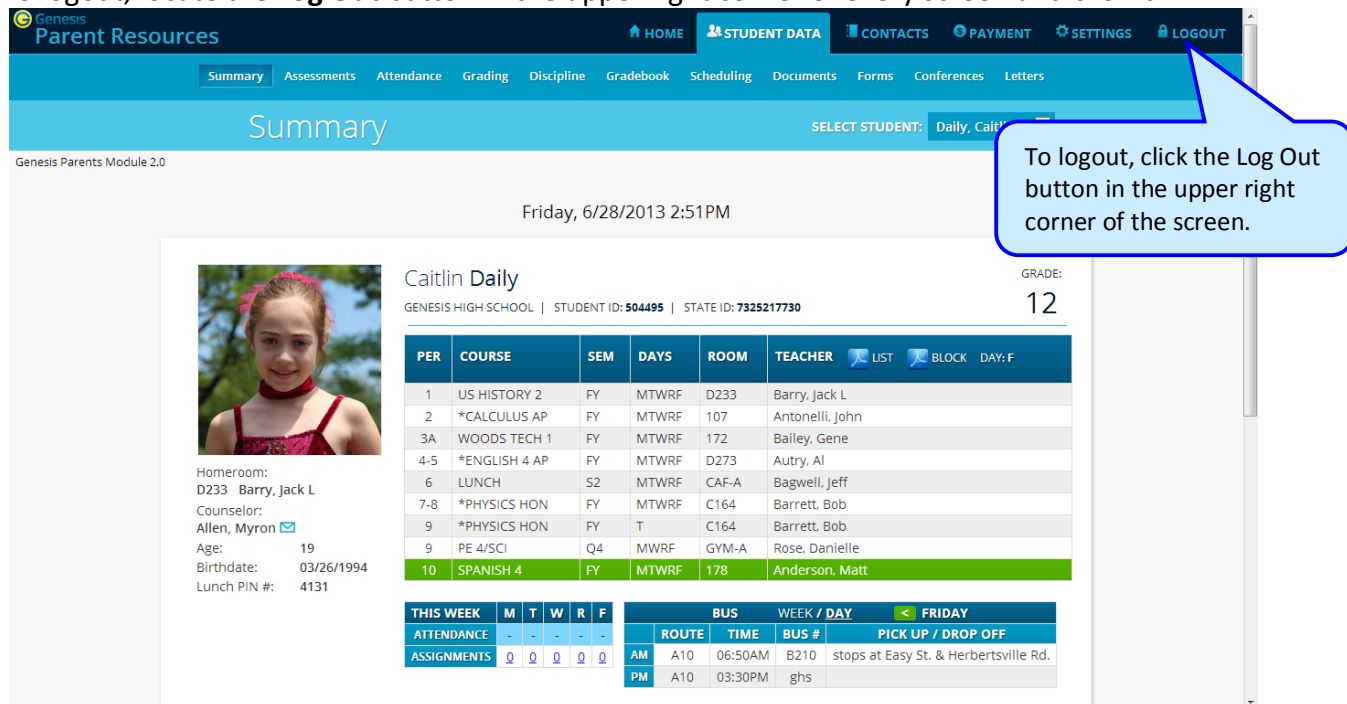
WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999

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 'Summary' page for student Caitlin Daily. The top navigation bar includes links for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. A blue callout bubble points to the LOGOUT button with the text: 'To logout, click the Log Out button in the upper right corner of the screen.'

Summary

SELECT STUDENT: Daily, Caitlin

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

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

GRADE: 12

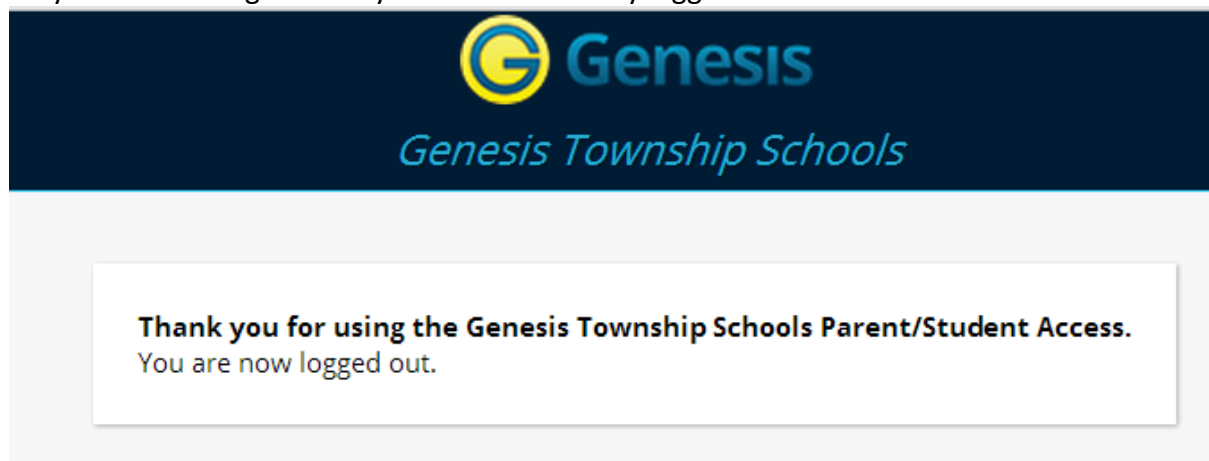
PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: F
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L			
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John			
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene			
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al			
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff			
7-8	*PHYSICS HON	FY	MTWRF	C164	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			

When you click the logout icon you are immediately 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 Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

Summary

SELECT STUDENT: Daily, Caitlin

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

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
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

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

This is the current student.

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

Scroll down to see additional students

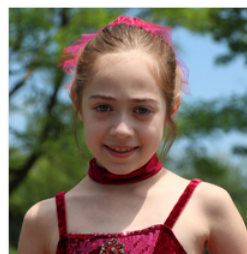
Genesis Parent Access Student Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your student's Student Data Summary. This is the student's Dashboard screen. You will see a 'dashboard' for every student linked to your login. All your students will be on one screen.

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.


Friday, 6/28/2013 2:51PM



**Caitlin Daily**

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

GRADE:

12

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
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	

One Student's Dashboard of Information**Top Tabs**

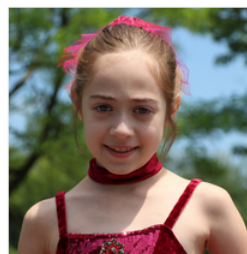
There are four available dark blue "top tabs". You may not see all of them, depending on which screens your district has enabled. The four include:

-  **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 information for one specific student. The first screen you see when you click on the  **STUDENT DATA** tab is the "Summary" dashboard with a separate "dashboard" panel for each of your students.
-  **CONTACTS** – Contacts lists all contact information on record for your students and may allow you to update it.

More Information About Each Student

The 'Summary' screen has a dashboard for each of your students. The other light blue tabs give you more information about one student at a time.

Friday, 6/28/2013 2:51PM

**Caitlin Daily**

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

GRADE:

12Counselor
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
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	

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

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.

Selecting a Student

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

Caitlin Daily
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
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
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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	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		

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 linked to your login. 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.

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	PDF	LIST	PDF	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	0	0	0	0	0

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	0	0	0	1	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	

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 child's official daily attendance.

Student's attendance summary for the school year.

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

LEGEND

- Present
- Unexcused Tardy (w/time)
- Absent - Never Attended
- Left Early (w/time)
- Funeral Day
- Excused Tardy (w/time)
- Excused Absent
- In-School or ICE Suspension
- Unexcused Absent - Full Day

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

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

LEGEND

- Present
- Unexcused Tardy (w/time)
- Absent - Never Attended
- Left Early (w/time)
- Funeral Day
- Excused Tardy (w/time)
- Excused Absent
- In-School or ICE Suspension
- Unexcused Absent - Full Day
- Weekend
- Holiday
- Emergency Closure

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.

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

Class Attendance for the Month of March

DAY	DATE	DAILY ATTENDANCE	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	*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				Not Meeting		
	03/07/2013	A		AB				Not Meeting		
	03/08/2013	A						Not Meeting		
M	03/11/2013	T						Not Meeting		
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	Not Meeting	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	-								
W	03/27/2013	-						Not Meeting		
R	03/28/2013	-						Not Meeting		
F	03/29/2013	-						Not Meeting		

Scroll down to see students Class Attendance totals

CODE	DESCRIPTION
	Present
AB	Absence

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.

US HISTORY 2	
	T=2.0
MP1	U=2.0
	E=0.0
	T=0.0
MP2	U=0.0
	E=0.0
	T=2.0
MP3	U=2.0
	E=0.0
	T=0.0
MP4	U=0.0
	E=0.0
YTD	T=4.0
	U=4.0
	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: <input type="button" value="Absence"/>							
	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	PE 4/SCI	SPANISH 4
MP1	T=2.0	T=2.0	T=2.0	T=2.0	T=2.0	T=1.0	T=2.0
	U=2.0	U=2.0	U=2.0	U=2.0	U=2.0	U=1.0	U=2.0
	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0
MP2	T=0.0	T=2.0	T=0.0	T=0.0	T=0.0	T=0.0	T=0.0
	U=0.0	U=2.0	U=0.0	U=0.0	U=0.0	U=0.0	U=0.0
	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0
MP3	T=2.0	T=5.0	T=2.0	T=2.0	T=2.0	T=2.0	T=2.0
	U=2.0	U=5.0	U=2.0	U=2.0	U=2.0	U=2.0	U=2.0
	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0
MP4	T=0.0	T=0.0	T=0.0	T=0.0	T=0.0	T=0.0	T=0.0
	U=0.0	U=0.0	U=0.0	U=0.0	U=0.0	U=0.0	U=0.0
	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0
YTD	T=4.0	T=9.0	T=4.0	T=4.0	T=4.0	T=3.0	T=4.0
	U=4.0	U=9.0	U=4.0	U=4.0	U=4.0	U=3.0	U=4.0
	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0	E=0.0

At the middle and high school level, if your child has received excessive absences, an excessive absence letter will be posted and viewable under the *Letters* tab.
See more information on page 23.

Grading - Tab

Elementary Schools – Progress Reports will be viewable here, following the “Report Card and Progress Report Dates,” posted on the district website.

Middle and High Schools – Marking period grades and interim comments will be viewable for the current marking period, following the “Report Card and Progress Report Dates,” posted on the district website.

Genesis Parents Module 2.0

Parent Resources

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

Grading

SELECT STUDENT: Daily, Caitlin

CURRENT GRADES GRADE HISTORY AVAILABLE REPORT CARDS

Daily, Caitlin

Grades

Please click here to view the MP1 form for Caitlin in Genesis High School.

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

At the middle and high schools, the Student’s Grading screen contains lots of information and a link to a student’s current report card. The numbers below each grade are the comments the student has 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 student’s Report Card grades for the current year.

At the middle and high schools, the current Marking Period is highlighted in green.

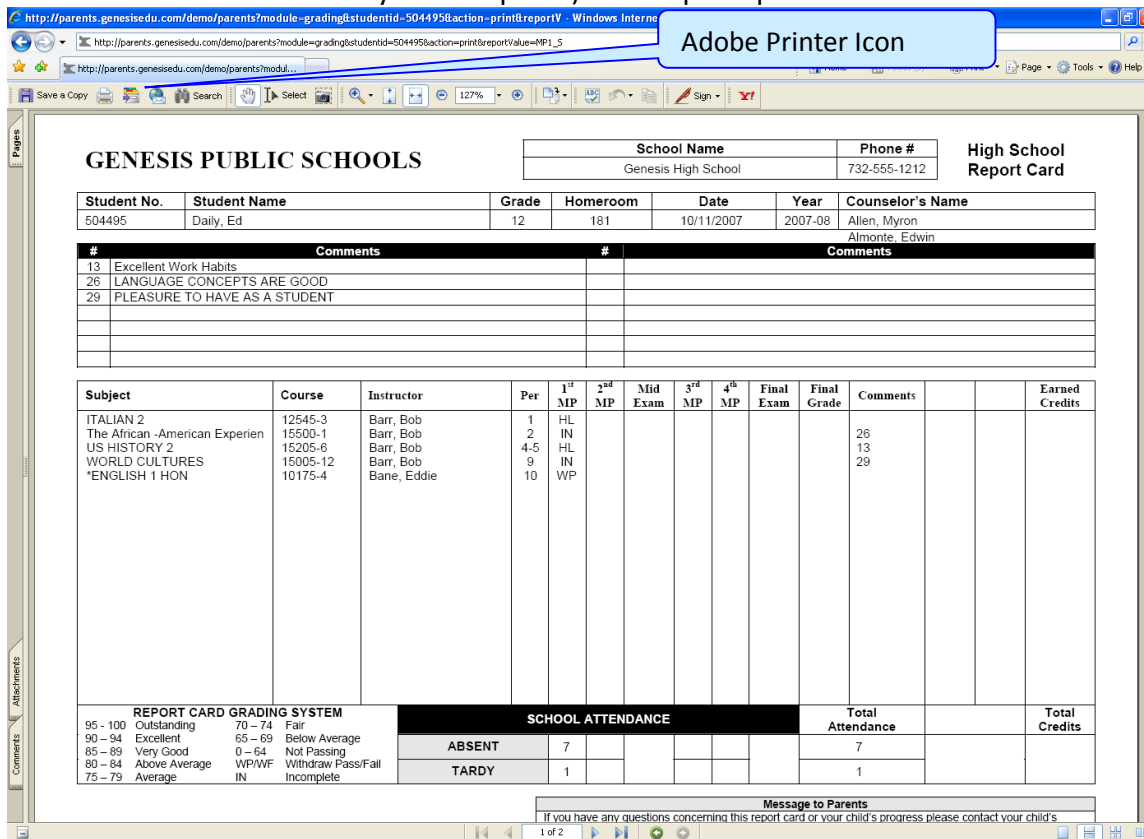
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. **15 Follows Directions Well**). In addition, the text of the comment will appear in a tooltip (e.g. **A- 13 Follows Directions Well**).

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

Viewing your Child's Current or Most Recent Report Card

To view your child's actual report card, a  [Please click here to view the MP1 form for Ed in Genesis High School.](#) 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.



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 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 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								
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	ABSENT	7			7	
90 - 94	Excellent	65 - 69	Below Average	TARDY	1			1	
85 - 89	Very Good	0 - 64	Not Passing						
80 - 84	Above Average	WP/WF	Withdraw Pass/Fail						
75 - 79	Average	IN	Incomplete						

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 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.

To Return to the Genesis Parents Portal

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

Secondary Schools - Academic History (Transcript Information)

If your student is in middle or high school, the “**Grade History**” tab lists the course and final grade information that will appear on the student’s actual transcript.

Genesis Parents Module 2.0

Parent Resources

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

Grading

SELECT STUDENT: Daily, Caitlin

CURRENT GRADES GRADE HISTORY

Daily, Caitlin
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 Area	2002	C+	5.00	5.00

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

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 5/13/13	TUE 5/14/13	WED 5/15/13	THU 5/16/13	FRI 5/17/13
10495/2 - *ENGLISH 4 AP	Autry, Al Email: aautry@xyz.abc	No Grades	0	0	0	0	0	0
12364/3 - SPANISH 4	Anderson, Matt Email: manderson@home.xyz	No Grades	0	0	0	0	0	0
13797/1 - *CALCULUS AP	Antonelli, John Email: jantonelli@abc.xyz	86.70% (B)	0	0	0	1	0	0
14677/1 - *PHYSICS HON	Barrett, Bob Email: bbarrett@xyz.abc	No Grades	0	0	0	0	0	0
22118/8 - WOODS TECH 1	Bailey, Gene	No Grades	0	0	0	0	0	0
27044/11 - PE 4/SCI	Rose, Danielle Email: dirts@genesissz.org	No Grades	0	0	0	0	0	0
35210/1 - US HISTORY 2	Barry, Jack L Email: jbarry@abc.xyz	No Grades	0	0	0	0	0	0

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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:

MP4 ▾ AVG

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.

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.

ID	Date	Day	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
1891	9/7/2012	Fri	SPANISH 4	Anderson, Wade	WIA	Spanish 4 Unit 10 for the 1st		20			
1891	9/8/2012	Wed	*MATHS AP	Anderson, John	HW	Section 1 problems 1.2.4.6.7.8.9	CHECKPLUS	100	88%		
1891	9/11/2012	Tue	*MATHS AP	Anderson, John	HW	Section 2 problems 1.1.1.2.12.14	CHECK	100	78%		
1891	9/12/2012	Wed	*MATHS AP	Anderson, John	HW	Section 3 questions 1.2.3.4.5	CHECKPLUSPLUS	100	100%		
1891	9/14/2012	Fri	*MATHS AP	Anderson, John	TEST	Test 19 Section 1-2 Test	96	100	96%		
1894	4/18/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 1 NPA Quizzes 1	80				
1894	4/23/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 2 NPA Quizzes 2		100			
1894	4/23/2013	Thu	*MATHS AP	Anderson, John	TEST	NPA Chapter Sections 2 through 9 in Chapter 11 and required a prepared essay	CHECKPLUSPLUS	100	100%		
1894	5/2/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 3 NPA Quizzes 3		100			
1894	5/8/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 4 NPA Quizzes 4		100			
1894	5/16/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 5 NPA Quizzes 5		100			
1894	5/23/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 6 NPA Quizzes 6		100			
1894	5/30/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 7 NPA Quizzes 7		100			
1894	6/6/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 8 NPA Quizzes 8		100			
1894	6/13/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 9 NPA Quizzes 9		100			
1894	6/20/2013	Thu	*MATHS AP	Anderson, John	QUIZ	NPA QUIZ 10 NPA Quizzes 10		100			
1891	8/22/2012	Wed	US HISTORY 2	Barny, Jack L.	OP	Homework 1	8		88%		
1891	9/12/2012	Wed	US HISTORY 2	Barny, Jack L.	HW	Revolutionary Battles		100			
1891	9/19/2012	Wed	US HISTORY 2	Barny, Jack L.	HW	Revolutionary Battles		100			
1891	10/2/2012	Thu	US HISTORY 2	Barny, Jack L.	HW	Homework 10 Read pages 24-33. do #1 & 2 17-26		100			
1892	1/2/2013	Wed	US HISTORY 2	Barny, Jack L.	QUIZ	Homework Reading about the discovery of America		100			
1892	1/4/2013	Fri	US HISTORY 2	Barny, Jack L.	TEST	bingo		100			

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 student’s 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 your child.

List of Assignments Screen

Parent Resources | HOME | STUDENT DATA | CONTACTS | PAYMENT | SETTINGS | LOGOUT

Summary | Assessments | Attendance | Grading | Discipline | **Gradebook** | Scheduling | Documents | Forms | Conferences | Letters

Gradebook | SELECT STUDENT: Daily, Ed

Setup/Security/Policy Broadcast Message
Genesis Township Schools welcomes you to the parents module.

WEEKLY SUMMARY | **LIST ASSIGNMENTS**

Daily, Ed
2012-13 Student Assignment List

Course: Assignments Due Date:

Status: Show Assignment Dates:

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz <i>Safety quiz for the lab</i>			20		
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 <i>problems 1,2,4,6,7,8,9</i>	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 <i>problems 11,12,13,14</i>	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 <i>questions 1,2,3,4,5</i>	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 <i>Section 1-3 Test</i>	96	100	96%		
MP4 CUII7 1											

List of Assignments

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

Daily, Caitlin
2012-13 Student Assignment List

Course: Assignments Due Date:

Status: Show Assignment Dates:

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.

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

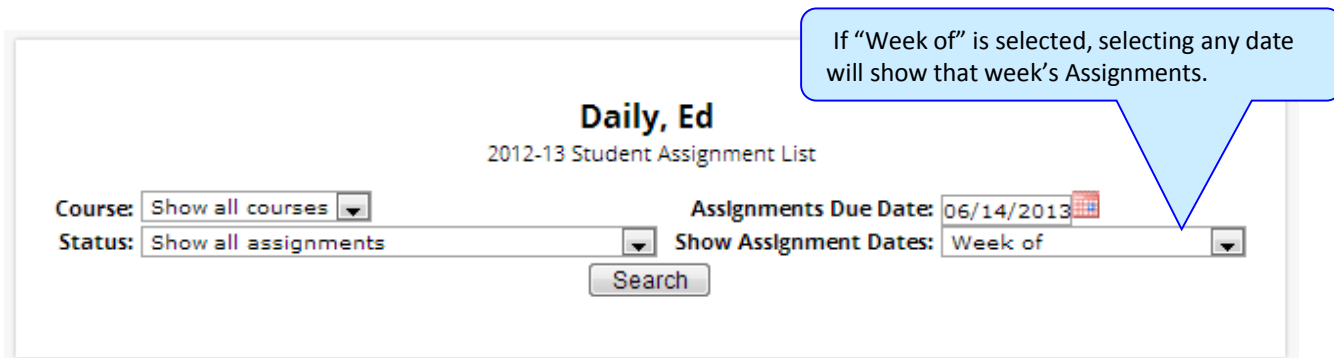
One Day/All Assignments

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, 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 <i>Safety quiz for the lab</i>			20			
MP1	9/5/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 <i>problems 1,2,4,6,7,8,9</i>	CHECKPLUS		100	85%		
MP1	9/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 <i>problems 11,12,13,14</i>	CHECK		100	78%		
MP1	9/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 <i>questions 1,2,3,4,5</i>	CHECKPLUSPLUS		100	100%		
MP1	9/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 <i>Section 1-3 Test</i>	96		100	96%		
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 <i>MP4 Quizzes 1</i>	60		100	60%	Missing	

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. Something that "was previously Absent" was turned in after your child 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** – 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. Usually, when a child 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 your child may have received their regular grade (“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 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.***


MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 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 MP4 Quizzes 1	60		100	60%	Missing	
							<div> <div>Comment from Antonelli, John:</div> <div>We need another phone conference</div> <div>Close</div> </div>					

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 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 documents to the assignment and you may download these. There will be one icon for each document the teacher has attached ( means there is one document 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.¹

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

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

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.

Letters

In the future you may find a variety of letters posted under this tab. At this time, for middle and high school students, you will find an excessive absence letter if your child has excessive absences.

Genesis Parents Module 2.0

Letters

SELECT STUDENT: Daily, Caitlin

LETTER DATE	STUDENT	CATEGORY	LETTER
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One
9/28/2012	Caitlin Daily	Not defined	Fines Letter for 2012
9/28/2012	Caitlin Daily	Not defined	Fines Letter for 2012
8/23/2012	Caitlin Daily	Conduct	Referral Letter
8/23/2012	Caitlin Daily	Conduct	Referral Letter
8/23/2012	Caitlin Daily	Conduct	Referral Letter
8/23/2012	Caitlin Daily	Conduct	Referral Letter

Click the PDF icon to view a letter.

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

Genesis High School
25 Main Street
Cooperstown
NJ
13326

May 02, 2011

Your child 08/26 Absent - Half Day (Unexcused)
09/21 Unexcused Absent - Full Day
09/23 Unexcused Absent - Full Day
10/14 Absent - Half Day (Unexcused)
11/01 Unexcused Absent - Full Day

Dear Parent or Guardian,

Your student, Ed Daily, has been absent 13.

Dates:
Dates: 08/26 09/21 09/23 10/14 11/01

Sample Letter– 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 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.

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

Documents

In the future you may find a variety of documents posted under this tab. At this time only 9th grade families will see information here. You may be asked to acknowledge that you have read one of them.

Genesis Parents Module 2.0

Document Library for Caitlin

FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
January 24 TEST DOC	Caitlin	Acknowledge that you have read this document
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
THURSDAY JAN 24	Caitlin	Acknowledge that you have read this document
Student Documents Mine		
FIELD TRIP FORM	Caitlin	
My Doc 1	Caitlin	
General Document		
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT 5-10	Caitlin	
January 23 Announcement	Caitlin	
NEWSLETTER MAY 2013	Caitlin	
Sample Form	Caitlin	
SHORT FORM AUG12	Caitlin	
Welcome Back Newsletter	Caitlin	

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

Document Library for Caitlin

FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
January 24 TEST DOC	Caitlin	Acknowledge that you have read this document
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
THURSDAY JAN 24	Caitlin	Acknowledge that you have read this document
Student Documents Mine		
FIELD TRIP FORM	Caitlin	
My Doc 1	Caitlin	

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.

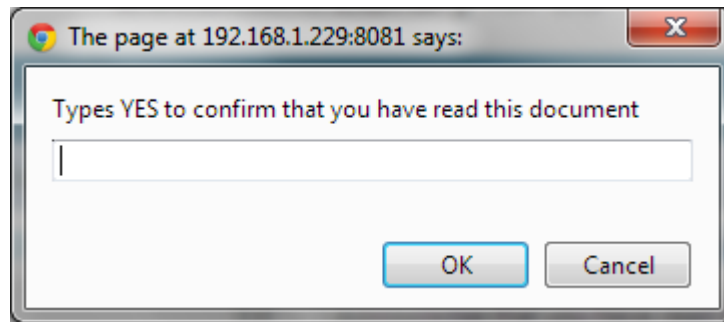
Acknowledge that you have read the Document – This is “signing” the document

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

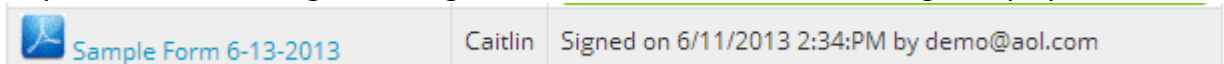
appear:



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

In the future you may find a variety of forms posted under this tab. At this time only 9th grade families will see information here. You may be asked to complete a form or acknowledge that you have read one.

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.	Simple 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

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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.

Forms Library
Activity Questionnaire for Caitlin

Activity Questionnaire

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

Questions marked with an * are required.

[Update Answers](#)

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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.	Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2.	Simple 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

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 #ccc; height: 40px;"></div>
Question? Please visit www.askme.com 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.


Contact Management

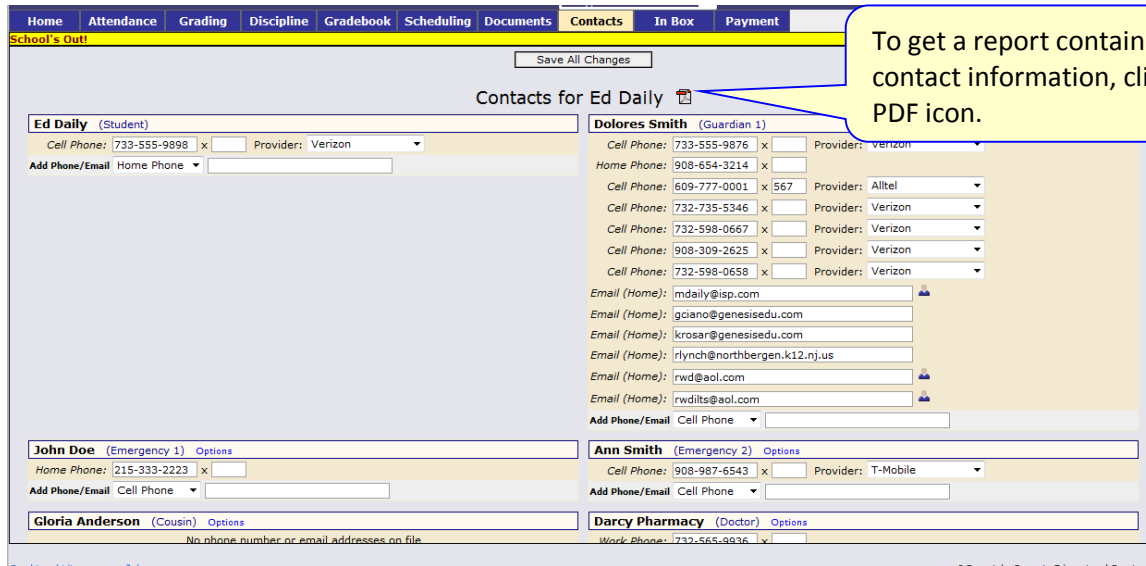
The mailing address is set by the school and can only be changed and updated through your school office.

The Genesis Contacts screen allows you to view and update other contact information for your students. PTHSD uses both SchoolMessenger, for school notifications such as inclement weather and school events, and Genesis, for student information.

- The following fields entered in Genesis will flow into the School Messenger notification system nightly: Primary phone (legal residence home), Guardian 1 Cell, Guardian 1 Work, Guardian 1 email, Guardian 2 Cell, Guardian 2 work, Guardian 2 email.
- Some users have created a ***SchoolMessenger Contact Manager*** account, which allows them to customize how they're notified through School Messenger. As of September 1, 2013, the 5 phone numbers and 2 email addresses that flow from Genesis to SchoolMessenger must be edited in Genesis Parent Portal. Parents that had set up SchoolMessenger Contact Manager accounts prior to September 1, 2013 must make the changes in both Genesis Parent Portal and SchoolMessenger Contact Manager. Contact information entered into ***SchoolMessenger Contact Manager*** does not flow back to Genesis. If you edit contact information in ***SchoolMessenger Contact Manager***, you will also need to edit that same information in Genesis.

*Except the Legal Residence home phone number which can only be changed in the Genesis Parent Module and will flow to SchoolMessenger.

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



The screenshot shows the 'Contacts for Ed Daily' screen. At the top, there are tabs for Home, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, Contacts, In Box, and Payment. Below the tabs, there is a 'Save All Changes' button. The main content area is divided into two columns. The left column shows contact information for 'Ed Daily (Student)' and 'John Doe (Emergency 1)'. The right column shows contact information for 'Dolores Smith (Guardian 1)' and 'Ann Smith (Emergency 2)'. Each contact entry includes fields for Cell Phone, Home Phone, and Email, along with a 'Provider' dropdown menu. A PDF icon is visible next to the name 'Ed Daily'.

Figure 1 – 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)* 908-654-3214 (Home) 609-777-0001 (Work) 732-735-5346 (Cell) 732-598-0667 (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) rlyndh@northbergen.k12.nj.us (Home) rwd@aol.com (Home) rwdlits@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 2 – 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

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Figure 3 – 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					This email address is tied to a parent account for this student.
Email (Home):	krosar@genesisedu.com					
Email (Home):	rwd@aol.com					
Email (Home):	rwdilts@aol.com					
Add Phone/Email	Home Email					

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 <input type="text"/>	Provider: Verizon ▼
Cell Phone:	856-999-1928	x <input type="text"/>	Provider: Select Provider ▼
Add Phone/Email Home Email ▼ <input type="text"/>			

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 4 – 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).

Updating a Contact’s Email and Phone Numbers

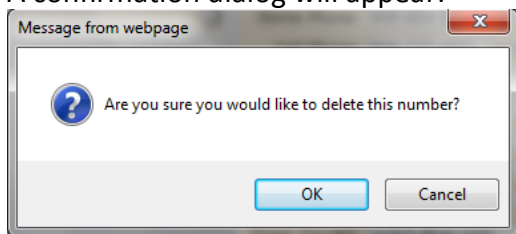
You can do three things to the email addresses and phone numbers:

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

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

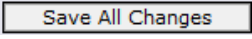
The drop down contains the list of things that you can add to the Contact:

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.

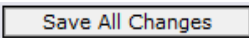
Go to the top or bottom of the screen and click the  button.

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.

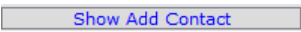
To set or change a cell number, locate the “Provider” drop down to the right of the phone number itself:

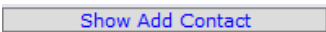
Cell Phone: 732-889-9292 x Provider: Select Provider 

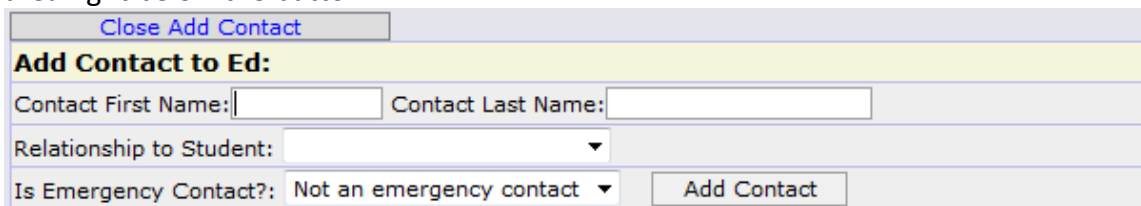
Select your provider, then scroll up or down (to the top or bottom of the page) and click the

 button.

Adding a New Contact

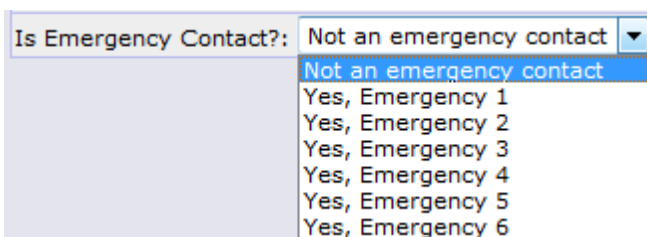
If you have a  button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

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.



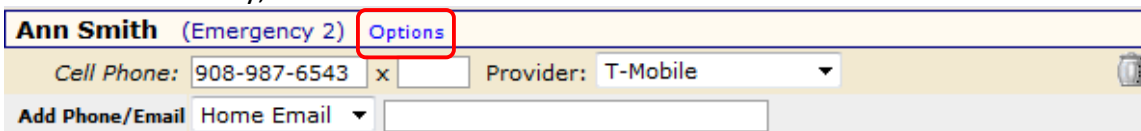
You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

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 **Options** 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 **Options** button:



When you click **Options**, a popup appears:

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:

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:

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.

Home

Introduction to the Home Screens

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with tabs: HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. Below this, there are two sub-tabs: Message Center and Message Alert Setup. The Message Center tab is active, displaying a table of messages. A callout box points to the HOME tab in the navigation bar, stating: 'To get to the Message Center screen, click the Home tab.'

DATE	TYPE	SUBJECT	ACTIONS
6/4/13	📄	A Discipline Incident was posted for Ed	🔍 🗑️
5/3/13	📄	New document available. DOCMGT SAMPLE S-3	🔍 🗑️
5/3/13	📄	New document available. NEWSLETTER MAY 2013	🔍 🗑️
5/3/13	📄	New document available. SAMPLE DOC	🔍 🗑️
4/24/13	📄	Gradebook Grade Change A gradebook grade change was made for Ed	🔍 🗑️
4/23/13	📄	New document available. PARENT SAMPLE 1	🔍 🗑️
4/23/13	📄	New document available. APRIL 23rd Form	🔍 🗑️
3/7/13	📄	New document available. Sample Form	🔍 🗑️
3/5/13	📄	A Discipline Incident was posted for Ed	🔍 🗑️
2/28/13	📄	Daily Attendance alert for Ed 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. THURSDAY JAN 24	🔍 🗑️
1/24/13	📄	New document available. THURSDAY JAN 24	🔍 🗑️
1/24/13	📄	New document available. January 24 TEST DOC	🔍 🗑️
12/11/12	📄	A Discipline Incident was posted for Ed	🔍 🗑️
11/29/12	📄	Conference Reserved A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.	🔍 🗑️

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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 your student. 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. DOCMGT SAMPLE 5-3	  
5/3/13		New document available. NEWSLETTER MAY 2013	  
5/3/13		New document available. SAMPLE DOC	  
4/24/13		Gradebook Grade Change A gradebook grade change was made for Ed	
4/23/13		New document available. PARENT SAMPLE 1	  
4/23/13		New document available. APRIL 23rd Form	  
3/7/13		New document available. Sample Form	  
3/5/13		A Discipline Incident was posted for Ed	 
2/28/13		Daily Attendance alert for Ed 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. THURSDAY JAN 24	  
1/24/13		New document available. THURSDAY JAN 24	  
1/24/13		New document available. January 24 TEST DOC	  
12/11/12		A Discipline Incident was posted for Ed	 
11/29/12		Conference Reserved 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 types of messages for your students

Using the Message Center

The Message Center provides a list of messages received for your students. In the future some of these may be linked to Documents or Letters. There is one Message Center for all your students – all your students' information is located on the same screen.

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. NEWSLETTER MAY 2013	  
--------	---	--	---



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



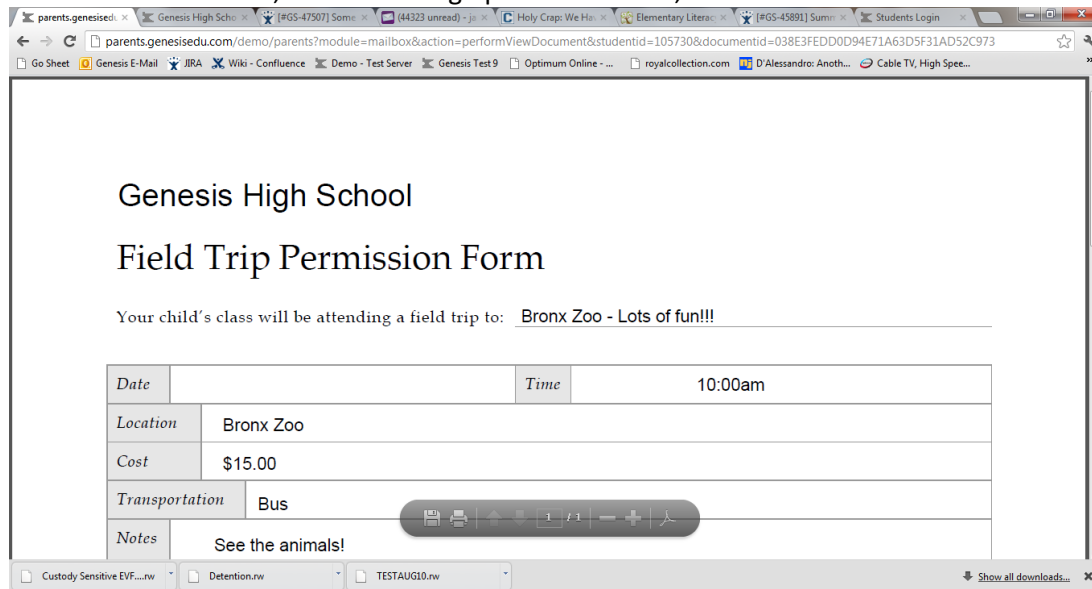
- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the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

Genesis Parents Module 2.0

Document Library for Caitlin

FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
January 24 TEST DOC	Caitlin	Acknowledge that you have read this document
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
THURSDAY JAN 24	Caitlin	Acknowledge that you have read this document
Student Documents Mine		
FIELD TRIP FORM	Caitlin	
My Doc 1	Caitlin	
General Document		
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT 5-10	Caitlin	
January 23 Announcement	Caitlin	
NEWSLETTER MAY 2013	Caitlin	
Sample Form	Caitlin	
SHORT FORM AUG12	Caitlin	
Welcome Back Newsletter	Caitlin	

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"/>

Save Alert Preferences

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.
- 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:

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"/>

- 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 any of your students:

	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 you have provided for your own personal contact information. To add cell numbers or emails to the list, you must either use the controls on the **CONTACTS** screen, or, if you are not allowed to change your information there, you must contact your students' school(s).

	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"/>
Save Alert Preferences				

All of your personal emails and cell phone numbers will be available here – this will usually be a short list.

Personal Settings

The screenshot shows the 'Parent Resources' web interface. At the top, there is a navigation bar with links: HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS (highlighted), and LOGOUT. Below the navigation bar, the page title is 'Parent Resources' and the version is 'Genesis Parents Module 2.0'. The main content area contains two forms. The first form, titled 'Change Password', has three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Below these fields is a green 'Save' button. The second form, titled 'Settings', has a dropdown menu for 'Home Screen:' with 'Home' selected, and a green 'Save' button below it. At the bottom of the page, there is a link 'Cambiar el idioma a español' and a copyright notice '©Copyright 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 'Confirm New Password' field 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**

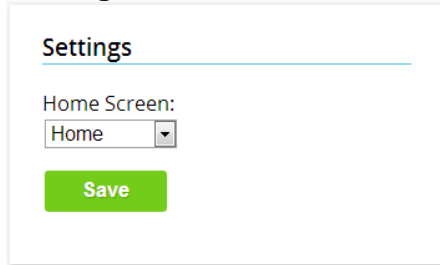
When are you required to change your password?

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:



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 the secretary in your school. The school or district will tell you when your login has been entered into the Genesis system.
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?
<https://genesis.pthsd.k12.nj.us/genesis/>
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 student's Attendance information?
You cannot update any information. If you believe any information is wrong, you must contact your child's 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 students?
If you need access to a student that is not yet linked to your Web Access login you must call your school office.
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.