



EDUCATIONAL SERVICES

Parent

Web Access

User

Manual

GENESIS STUDENT INFORMATION SYSTEM

WEB ACCESS

I	Introduction	p. 3
II	Logging In & Logging Out	p. 4
III	Student Summary Dashboard (Summary) Screen	p. 6
	A. Viewing the Dashboard	P. 6
	B. Choosing a Student	P. 7
IV	Attendance	P. 9
	A. Daily Attendance	P. 9
	B. Class Attendance	P. 10
V	Grading	P. 11
	See a student's most recent report card	P. 12
VI	Discipline	P. 14
VII	Gradebook	P. 15
	A. Weekly Summary and Marking Period Averages	P. 15
	B. List of Assignments	P. 17
	C. One Day's Assignments	P. 18
	D. One Week's Assignments	P. 19
	E. Special Grades and the Previous Grade Column	P. 19
	F. Viewing Teacher's Comments	P. 20
	G. Downloading Attached Documents	P. 20
VIII	Scheduling (Next Year Scheduling)	p. 21
	A. Viewing Next Year Requests, Recommendations and Schedule	p. 21
	B. Making Next Year Requests	p. 24
IX	Letters	p. 26
X	Documents	p. 28
XI	Forms	p. 30
XII	Contact Management – Managing Information for School	p. 31
XIII	Payments	p. 39
IX	Home Screens	P. 41
	A. Introduction to the Home Screens	P. 41
	B. Changing your Password	P. 43
	C. Selecting your Home Screen	P. 43
	D. Message Center Screen	P. 44
	E. Setting Alerts	P. 46
	FAQ	P. 48

I. Introduction

The Genesis Parent/Student Web 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

Genesis Township Schools

Please Login to Parent Access

User Name:

Password:

[Forgot My Password](#)

Genesis Parent Access Help Desk
999-9999
E-Mail: donotreply@genesisedu.com

Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL supplied with your district welcome packet. (<http://parents.bcit.cc>)
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?

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:

Genesis Parent Access Help Desk
999-9999
E-Mail: donotreply@genesisedu.com

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 maybe mailed to your email account. The first time you login with your new password, you will be required to change it.

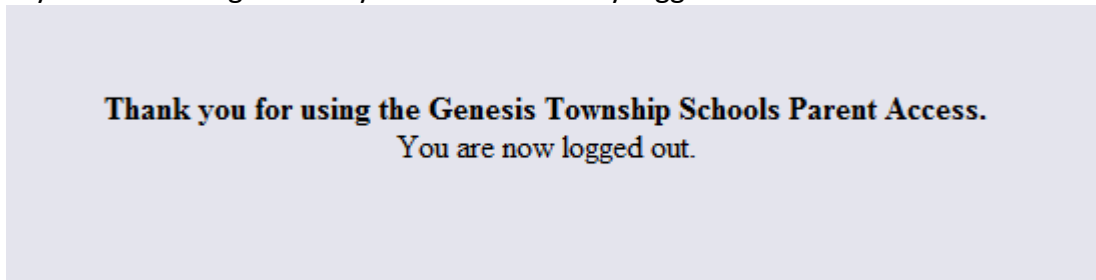
Logging Out

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

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

The screenshot shows the 'Parent Resources' interface with a navigation bar at the top containing 'Home', 'Student Data', 'Contacts', and 'Payment'. Under 'Student Data', there are sub-tabs for 'Summary', 'Attendance', 'Grading', 'Discipline', 'Gradebook', 'Scheduling', 'Documents', 'Forms', 'Conferences', 'Letters', and 'Log Out'. The main content area displays student profiles for Edwina Daily and Christina Marie Brunsberg, including their photos, personal details, and class schedules. A yellow callout bubble with a blue border points to the 'Log Out' button in the top right corner, containing the text: 'To logout, click the Log Out button in the upper right corner of the screen.'

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.

III. Student Summary Dashboard Screen

A. Your "HOME" Screen - The Student Dashboard

The screenshot shows the 'Parent Resources' interface with a 'Home' tab highlighted. Under 'Home', the 'Summary' sub-tab is selected. The main content area displays the dashboard for two students. The first student is Edwina Daily (Genesis High School), and the second is Christina Marie Brunsberg (Genesis High School). Each student's dashboard includes a profile picture, personal information (Student ID, State ID, Homeroom, Grade, Counselor, Lunch PIN, Age, Birthdate, Current Class, Current Teacher, Current Room), a schedule table, attendance and assignment summaries for the current week, and bus routes. In the schedule table for Edwina, the course 'BIOLOGY ACADEMIC' is highlighted in green. A callout points to this course, stating: 'The highlighted course is the one the student is scheduled to be in 'right this very minute''. Another callout points to a button labeled 'Cambiar el idioma a español' at the bottom left of the second student's dashboard, stating: 'To switch to Spanish, click the Cambiar el idioma a español button at lower left.'

Genesis Parent Access "Student Data Summary" – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is Web Access "Student Data Summary". This is the Student 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.

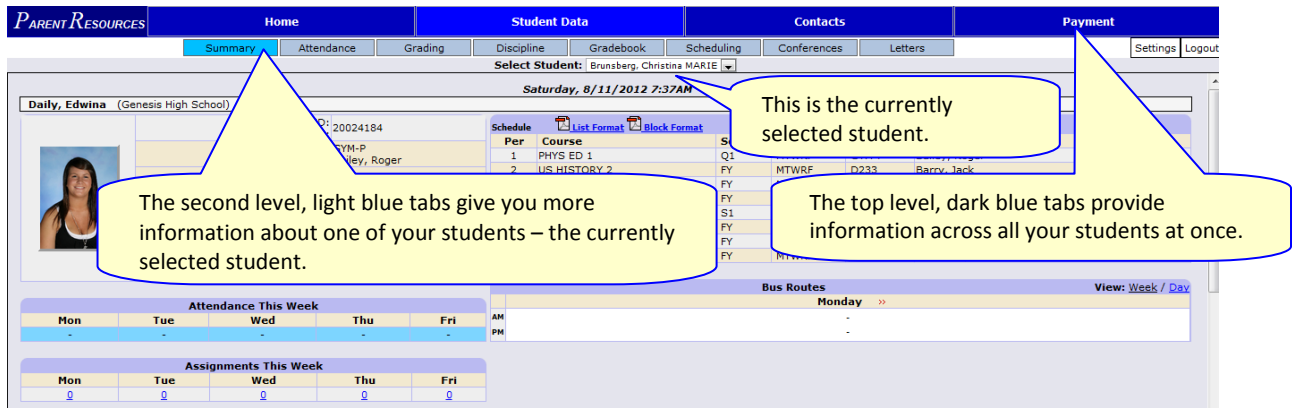


Figure 1 – One Student’s Dashboard of Information

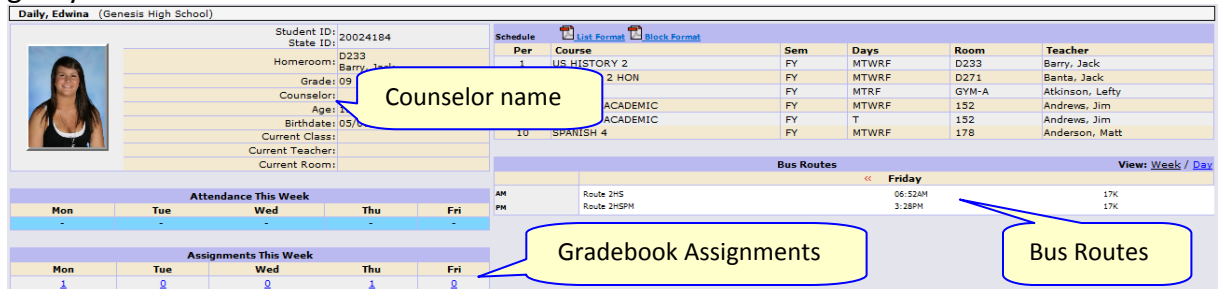
Top Tabs

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

- **Home** – This is where you set up your user profile and access the “Message Center” which provides up to the minute messages about your students.
- **Student Data** – This is where you can see your students’ information. The first screen you see when you click on the **Student Data** tab is the “Summary” dashboard.
- **Contacts** – Contacts lists all contact information on record for your students and may allow you to update it.
- **Payment** – If your district has chosen to allow online payment of fees through Genesis, the Payments tab will be present. If not, it will not be there.

More Information About Each Student

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



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.

B. Selecting a Student

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 top left 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.

Per	Course	Sem	Days	Room	Teacher
1	PHYS ED 1	Q1	MTWRF	GYM-P	Bailey, Roger
2	US HISTORY 2	FY	MTWRF	D233	Barry, Jack
3	ALGEBRA 1	FY	MTWRF	A004	Arundel, Tug
4	ENGLISH 1 AC	FY	MTWRF	176	Anderson / Smith, Gregory / Joe
6	TRIGONOMETRY	S1	MTWRF	C103	Allison, Bob
8	BIOLOGY ACADEMIC	FY	MTWRF	152	Andrews, Jim
9	BIOLOGY ACADEMIC	FY	T	152	Andrews, Jim
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt

If your student's school has a schedule (most elementary schools do not), it will appear at the top right of the dashboard. The icons will bring up a printable version of the schedule in different formats.

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

The Assignments panel shows how many assignments there are for each day. Click a number to see the assignments

Bus Routes			View: Week / Day
Monday >>			
AM	Route 2HS	06:52AM	17K
PM	Route 2HSPM	3:28PM	17K

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

IV. Attendance

A. Daily Attendance

Daily Attendance is your child's official daily attendance.

Totals
 Possible Days 134/229
 Total Tardies 4
 Excused 0
 Unexcused 4
 Total Absences 3
 Excused 2
 Unexcused 1

Student's attendance summary for the school year.

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.

The screenshot shows the 'Class Attendance for the Month of February' screen. It features a grid with columns for 'Day', 'Date', 'Daily Att', and several subjects: US HISTORY 2, *ENGLISH 2 HON, PE 3/SCI, BIOLOGY ACADEMIC, and SPANISH 4. The 'Daily Att' column is color-coded. A callout box points to the 'Class Attendance' tab in the top navigation bar, with the text: "To see Class Attendance, click the **Class Attendance** tab." Another callout box points to the summary table on the right side of the screen, with the text: "Student’s attendance summary for each class by Marking Period." The summary table on the right shows attendance totals for each subject, categorized by 'All', 'U' (Unexcused), and 'E' (Excused) absences, broken down by Year (YTD) and Marking Period (MP1-4).

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

Current Year Report Card Grades

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.

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

Report Card link.

Tool tip

Course	Sem	School	Teacher	MP1	MP2	ME	S1	MP3	MP4	FE	FG	Att.	Earned
*ENGLISH 4 AP	FY	2002	Autry, Al Email: alautry@xyz.abc	B 10 12	B+	A		A-					5.00
SPANISH 4	FY	2002	Anderson, Matt Email: manderson@home.xyz	A+ 26	A-	A-		B+					5.00
TRIGONOMETRY	S1	2002	Allison, Bob Email: ballison@xyz.net	A 08 28	A-								2.50
*CALCULUS AP	FY	2002	Antonelli, John Email: jantonelli@abc.xyz	A+ 23	B+	A		A					7.00
*PHYSICS HON	FY	2002	Barrett, Bob Email: bbarrett@xyz.abc	A+ 02 10	B-	A+		A-					6.00
PE 4/SCI	FY	2002	Rose, Danielle Email: dllrs@genesis.org					B+					3.00
HEALTH 4	Q2	2002	Rose, Danielle Email: dllrs@genesis.org					B+					1.25
US HISTORY 2	FY	2002	Barry, Jack Email: jbarry@abc.xyz	A- 18 10	A-	B+		B+					5.00

Comments Legend

- 02 Attentive in Class
- 18 Helps Other Students
- 29 PLEASURE TO HAVE AS A STUDENT
- 08 Diligent Student
- 23 Lab Performance is Good
- 10 Excellent Attitude and Effort
- 26 LANGUAGE CONCEPTS ARE GOOD
- 13 Excellent Work Habits
- 28 PAYS ATTENTION IN CLASS

Figure 2 – The Student’s Grading screen contains lots of information and a link to their 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.

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.).

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.

GENESIS PUBLIC SCHOOLS

School Name		Phone #	
Genesis High School		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 Experi	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	7	
90 - 94	Excellent	65 - 69	Below Average		
85 - 89	Very Good	0 - 64	Not Passing	1	
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

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. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

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.

Prior Year Report Cards

The "Available Report Cards" tab brings up Report Cards from previous years that your child's school has made visible through Genesis. Report Cards will *not* be available for years before your District began using Genesis:

Daily, Ed Available Report Cards				
Year	School	Name	Marking Period	View
2010-11	Genesis High School	Marking Period 1	MP1	
	Genesis High School	Marking Period 2	MP2	
	Genesis High School	Marking Period 3	MP3	
	Genesis High School	Marking Period 4	MP4	
2009-10	Genesis High School	Marking Period 2	MP2	

Figure 3 - List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

Academic History (Transcript Information)

If your student is a high schooler, the "Grade History" tab may be made available to you. This screen lists the course and final grade information that will appear on the student's actual transcript.

Daily, Ed Grade History									
School Year	Grade	Description	School	FG	Attempted	Earned			
2009-10	12	ENGLISH 3 AC	2002 *	A+	5.00	5.00			
2009-10	12	*ENGLISH 4 AP	2002	A+	5.00	5.00			
2009-10	12	*COMP SCI AP IS	2002	WP	0.00	5.00			
2009-10	12	*PHYSICS AP	2002	A+	5.00	5.00			
2009-10	12	*AM HISTORY AP	2002	A+	3.00	3.00			
2009-10	12	AEROSPACE 2 AS	2002	HL	0.00	0.00			
Transcript Totals for 2009-10 School Year						18.00	23.00		
Transcript Totals for 2009-10 School Year						18.00	23.00		
2008-09	11	*ENGLISH 1 HON	2002	A+	0.00	0.00			
2008-09	11	HSPA PREP 9 - Course Descrip	2002	A+	0.00	0.00			
2008-09	11	ALGEBRA 1	2002	A+	5.00	5.00			
2008-09	11	Algebra (summer School)	2002	B+	5.00	5.00			
2008-09	11	*COMP SCI AP IS	2002	A	5.00	5.00			
2008-09	11	WORLD CULTURES	2002	A	5.00	5.00			
2008-09	11	AEROSPACE 2 AS	2002	A+	5.00	5.00			
2008-09	11	Spanish 4 - Summer	2002 *	B	4.00	4.00			
Transcript Totals for 2008-09 School Year						29.00	29.00		
Transcript Totals for 2008-09 School Year						29.00	29.00		
2007-08	10	ALGEBRA 1	2002	B-	5.00	5.00			
2007-08	10	CMPTR REPAIR 1 CP	2002	A+	5.00	5.00			
2007-08	10	GRAPHIC ARTS 1 CP	2002	C+	5.00	5.00			
2007-08	10	DRAW & PAINT 1 CP	2002	C	5.00	5.00			
2007-08	10	PHYS ED 2	2002	A	3.75	3.75			
2007-08	10	HEALTH 2	2002	B	1.25	1.25			
2007-08	10	ENGLISH RP 10	2002	B-	5.00	5.00			
2007-08	10	BIOLOGY	2002	D	5.00	5.00			
2007-08	10	US HIST 1	2002	D	5.00	5.00			
Transcript Totals for 2007-08 School Year						40.00	40.00		
Transcript Totals for 2007-08 School Year						40.00	40.00		
2006-07	09	ENGLISH 2 HSPA	2002 *	B+	5.00	5.00			
2006-07	09	COMP GRAPHICS	2002	C	5.00	5.00			
2006-07	09	Exploring the Arts	2002	C+	5.00	5.00			
2006-07	09	PHYS ED 1	2002	A	3.75	3.75			
2006-07	09	HEALTH 1	2002	B-	1.25	1.25			
2006-07	09	ENGLISH RP 9	2002	C	5.00	5.00			
2006-07	09	WORLD CUL ED	2002	C	5.00	5.00			

Figure 4 – Student's Academic History – Information that will appear on their Transcript

VI. Discipline

The screenshot shows the 'Discipline' page for a student named 'Daily, Edwina'. The page title is 'Daily, Edwina 2011-12 Discipline Record'. Below the title is a table with the following columns: Date, Time, Incident Description, Action, and Action Dates. The table contains 11 rows of data, each representing a discipline incident.

Date	Time	Incident Description	Action	Action Dates
1 01/13/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
2 01/11/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
3 01/10/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
4 01/09/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
5 01/08/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
6 01/07/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
7 01/05/2012		1. Point Reduction Code - Reduce Student's Penalty Point Count	1. Reduce a Student's Points	
8 01/04/2012	Period 5	1. Language abusive	1. Conference with Parent and Administrator 2. Central Detention	01/13 01/04 01/09
9 01/04/2012		1. Excess Tardies	1. Central Detention	01/05
10 01/04/2012		1. Excess Tardies	1. Central Detention	01/05
11 10/18/2011		1. Excess Tardies	1. Central Detention	10/19

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

Courses	Teacher	MPI	Avg	Mon 02/13/12	Tue 02/14/12	Wed 02/15/12	Thu 02/16/12	Fri 02/17/12
10495/2 - *ENGLISH 4 AP	Autry, Al Email: gautry@xyz.abc		96.50%	0	0	0	0	0
12364/3 - SPANISH 4	Anderson, Matt Email: mmanderson@home.xyz		88.00%	0	0	0	0	0
13609/4 - TRIGONOMETRY	Allison, Bob Email: bballison@xyz.net		97.80%	0	0	0	0	0
13797/1 - *CALCULUS AP	Antonelli, John Email: jantonelli@abc.xyz		99.30%	0	0	0	0	0
14577/1 - *PHYSICS HON	Barrett, Bob Email: bbarrett@xyz.abc		94.70%	0	0	0	0	0
27044/11 - PE 4/SCL	Rose, Danielle Email: dltts@genesisz.org		No Grades	0	0	0	0	0
35210/1 - US HISTORY 2	Barry, Jack Email: jbarry@abc.xyz		96.10%	0	0	0	0	0

Figure 5 – 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.

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.

Click the PDF icon to print out the assignments.

If the teacher has uploaded files to an Assignment, you will be able to click on each file's icon to download it. Click on pushpins to see the teacher's comments about your child's work or messages to the class.

Figure 6 – Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or “All Assignments”

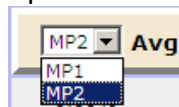
Gradebook Weekly Summary

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.

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.

B. List of Assignments Screen

The screenshot shows the 'Daily, Ed Student Assignment List' screen. At the top, there are navigation tabs: Summary, Attendance, Grading, Discipline, Gradebook (selected), Scheduling, Documents, and Forms. A search bar is highlighted with a red box, containing filters for Course (Show all courses), Status (Show all assignments), Assignments Due Date (02/17/2012), and Show Assignment Dates (All assignments). Below the search bar is a table of assignments.

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	%	Prev	Docs
MP1	09/23/2011	Fri	*ENGLISH 4 AP	Autry, Al	HW	Read Gone with the Wind		95	100	95%	
MP1	09/30/2011	Fri	*ENGLISH 4 AP	Autry, Al	TEST	Write an analysis of key characters in Gone with the Wind		98	100	98%	
MP1	10/14/2011	Fri	*ENGLISH 4 AP	Autry, Al	HW	Read Taming of the Shrew	PASS		100	100%	
MP1	10/21/2011	Fri	*ENGLISH 4 AP	Autry, Al	TEST	Write a summary		94	100	94%	
MP1	09/08/2011	Thu	SPANISH 4	Anderson, Matt	HW	Scientiff Method		90	100	90%	
MP1	09/08/2011	Thu	SPANISH 4	Anderson, Matt	HW	Methods		86	100	86%	
MP1	10/14/2011	Fri	SPANISH 4	Anderson, Matt	TEST	Chapter Test			100		
MP1	09/16/2011	Fri	*CALCULUS AP	Antonelli, John	QUIZ	Quiz on Chap 1 material		98	100	98%	
MP1	09/23/2011	Fri	*CALCULUS AP	Antonelli, John	QUIZ	Quiz on Chapter 2		95	100	95%	
MP1	10/14/2011	Fri	*CALCULUS AP	Antonelli, John	TEST	test	CHECKPLUSPLUS		100	100%	
MP2	11/04/2011	Fri	*CALCULUS AP	Antonelli, John	HW	Math Test			100		
MP1	09/14/2011	Wed	*PHYSICS HON	Barrett, Bob	HW	Answer questions at end of Chap 1		95	100	95%	
MP1	09/23/2011	Fri	*PHYSICS HON	Barrett, Bob	HW	Answer questions at end of Chap 2		95	100	95%	
MP1	09/30/2011	Fri	*PHYSICS HON	Barrett, Bob	QUIZ	Quiz on Chap 1 and 2		95	100	95%	
MP1	10/07/2011	Fri	*PHYSICS HON	Barrett, Bob	HW	Homework for Chap 3		93	100	93%	
MP1	10/17/2011	Mon	*PHYSICS HON	Barrett, Bob	QUIZ	Quiz			100		
MP1	10/04/2011	Tue	US HISTORY 2	Barry, Jack	HW	Read Pages 95-102, do #'s 5,9-14, 22		97	100	97%	

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.

C. 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:

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

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

Figure 7 – 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.

D. 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.

The screenshot shows the 'List Assignments' screen for a student named 'Daily, Ed'. The 'Show Assignment Dates' dropdown is set to 'Week of'. The table below shows three assignments:

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	%	Prev	Docs
MP1	10/14/2011	Fri	*ENGLISH 4 AP	Autry, Al	HW	Read Taming of the Shrew	PASS	100	100%		
MP1	10/14/2011	Fri	SPANISH 4	Anderson, Matt	TEST	Chapter Test		100			
MP1	10/14/2011	Fri	*CALCULUS AP	Antonelli, John	TEST	test	CHECKPLUSPLUS	100	100%		

Figure 8 – A view of the List Assignments screen for 1 week, with the "previous grade" column

E. 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. 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.

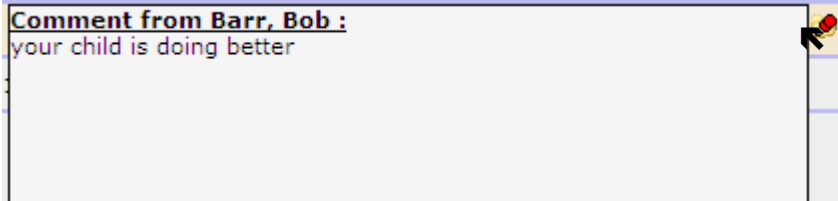
F. Viewing Teacher Comments

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:








G. Downloading Attached Documents

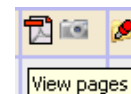
Downloading documents from Teachers



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:



(cursor on PDF icon)   (cursor on camera 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.

VIII. Scheduling

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

The screenshot shows the 'Scheduling' tab selected in the navigation menu. The student's name is 'Daily, Ed' and they are assigned to grade 12. The screen displays the following information:

Eds 2012-13 Schedule
Please print this out, sign it and return it to your child's guidance counselor.

Semester	Period	Course	Days	Room	Teacher
No courses have been scheduled yet					

Eds Course Requests for 2012-13
These courses have been requested for the next school year.

Course	Description	Credits	Recommended By
10075	NEWSPAPER PROD	5.000	
10165	ENGLISH 1 AC	5.000	
10549	BRITISH LITERATURE	2.500	
10805	JOURNALISM	5.000	
12265	FRENCH 4	5.000	
12345	SPANISH 2	5.000	
15315	SOCIOLOGY	5.000	Recommended by: Dilts, Rich Current Course: 35210 - US HISTORY 2
21305	AEROSPACE 3	5.000	
23678	WEBB PAGES	5.000	
LUNCH	LUNCH		

2012-13 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: 13609 - TRIGONOMETRY

Figure 9 – The Scheduling

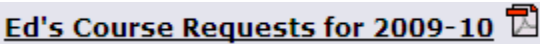
A. Viewing Next Year Requests, Recommendations and Schedule

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

There are three things listed on this screen:

1. Your student's list of course requests for next year. These can be printed out.
2. The teacher a course was recommended by – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. 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:
 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.

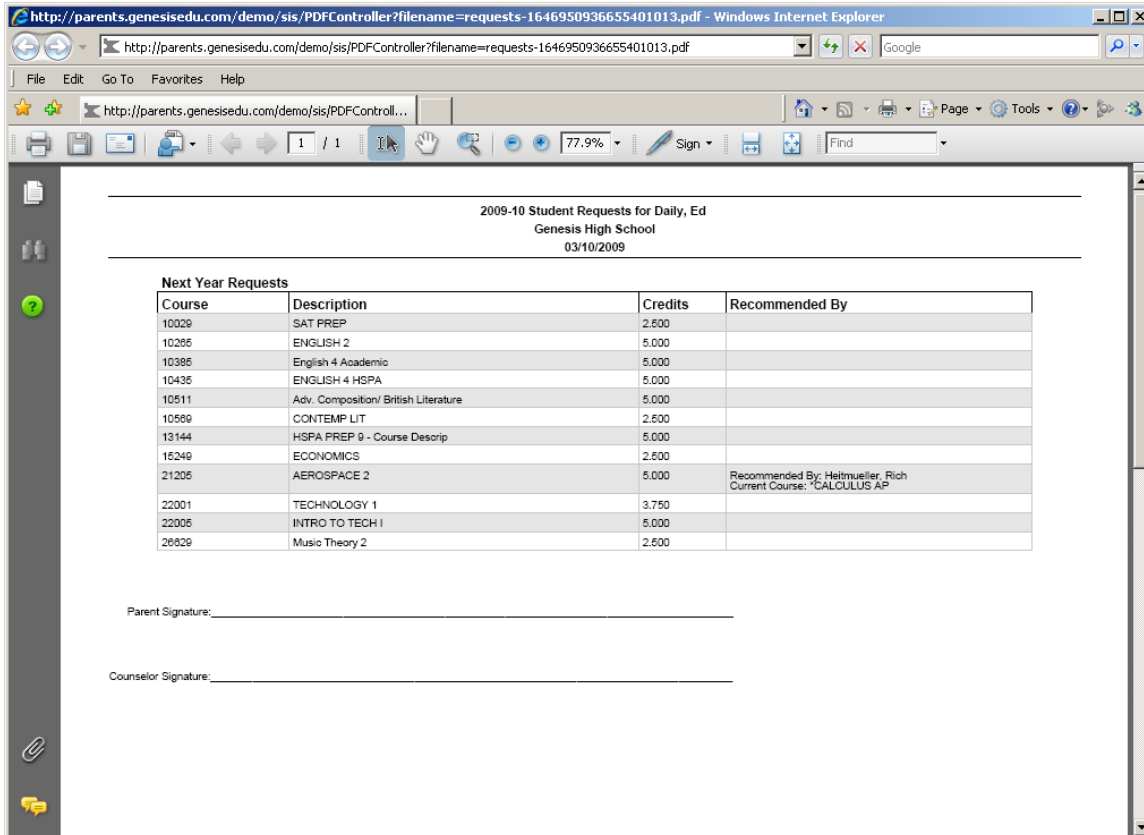


Figure 10 – Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print this on your printer.

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.

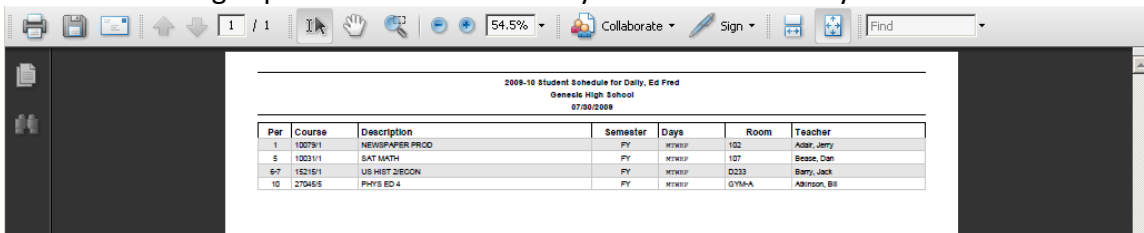


Figure 11 – Sample Next Year Schedule displayed in Adobe Reader.

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.

<u>2009-10 Course Recommendations for Ed which have not been Requested</u>			
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 12 – 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.

B. Making Next Year Course Requests

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

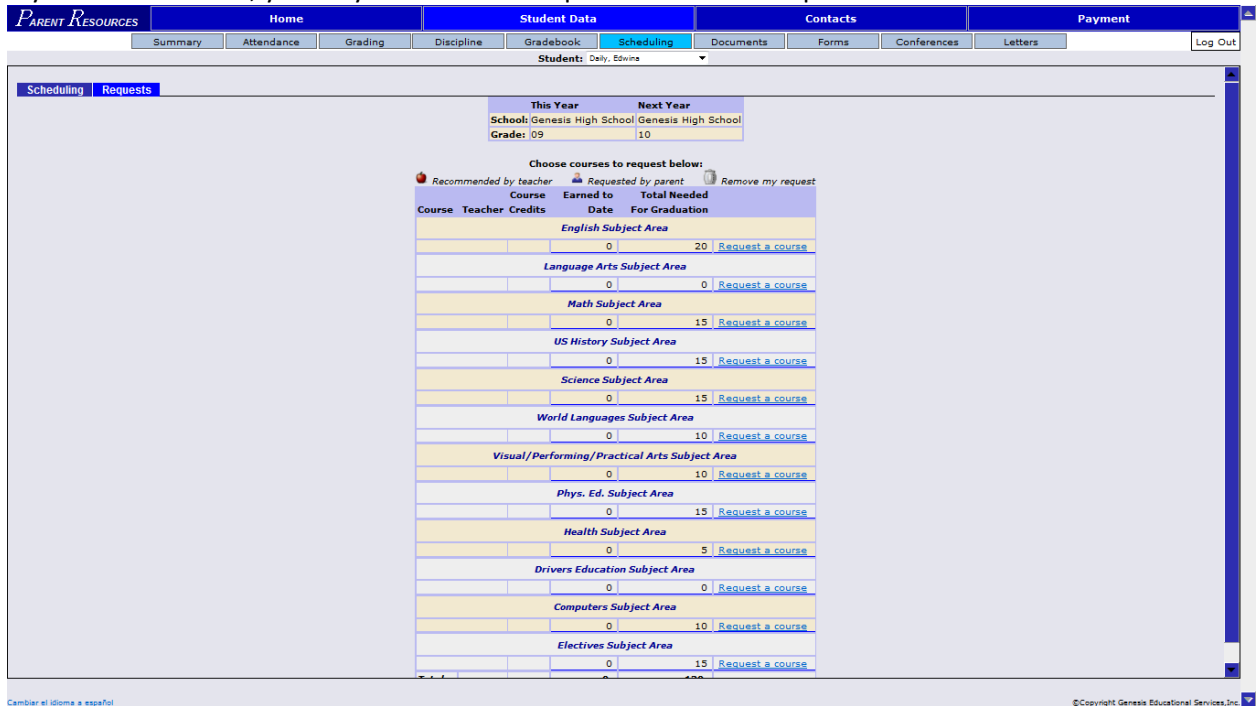
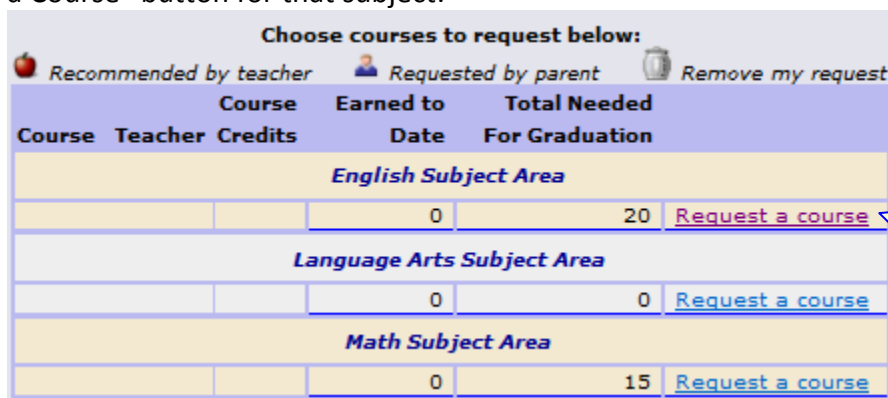


Figure 13 – The Scheduling Requests screen lets you choose courses to request for the next school year.

Making Course Requests

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

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



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

Scheduling		Requests		Course Catalog	
This Year		Next Year			
School: Genesis High School		Genesis High School			
Grade: 09		10			
Course catalog for English:					
Status Icons: Recommended by a teacher Already requested					
Code	Name	Credits	Type	Grades	Status
10175	*ENGLISH 1 HON	5	Honors		Request This Course
10275	*ENGLISH 2 HON	5	Honors		Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors		Request This Course
10495	*ENGLISH 4 AP Prerequisite: English II and departmental recommendation This course emphasizes selected writers and literary periods with an emphasis on rhetorical analysis, tone, literary style and figurative language. Students will write papers that integrate their abilities to recognize rhetorical and literary devices, identify and use techniques of style and organization, and analyze an author's purpose. CODE # 10495	5		11 12	Does not meet course pre requisites
10510	ADV COMPOSITION	2.5			Request This Course
10549	BRITISH LITERATURE	2.5			Request This Course
10509	COMPOSITION	2.5			Request This Course
10569	CONTEMP LIT	2.5			Request This Course
10865	CREAT DRAMA/THEATER	5			Request This Course
10039	CREAT WRITING	2.5		11 12	Does not meet grade requirement
10884	CREAT WRITING 1&2	5			Request This Course
10165	ENGLISH 1 AC	5			Request This Course
10135	ENGLISH 1 HSPA	5			Request This Course
10265	ENGLISH 2	5			Request This Course
10245	ENGLISH 2 AC	5			Request This Course
10235	ENGLISH 2 HSPA	5			Request This Course
10365	ENGLISH 3 AC	5			Request This Course
10355	ENGLISH 3 B/T	5			Request This Course

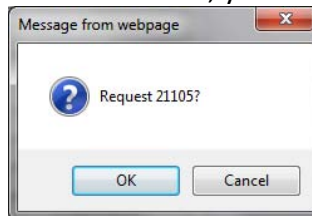
Figure 14 – The Course Catalog screen lists all the available courses in the subject area.

Deciphering the Course Catalog

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

Course catalog for English:	
Status Icons: Recommended by a teacher Already requested	
Code	Name
10175	*ENGLISH 1 HON
10275	*ENGLISH 2 HON
10375	*ENGLISH 3 HON
10495	*ENGLISH 4 AP Prerequisite: English II and departmental recommendation This course emphasizes selected writers and literary periods with an emphasis on rhetorical analysis, tone, literary style and figurative language. Students will write papers that integrate their abilities to recognize rhetorical and literary devices, identify and use techniques of style and organization, and analyze an author's purpose. CODE # 10495

When you click on a “Request this Course” button, you will be asked to confirm your choice:



Click “OK” to finalize the course request or “Cancel” to cancel it.

Once you have made a request, the “Requests” screen is updated with your choice:

US History Subject Area					
21105	AEROSPACE 1	Daily, Edwina	5		
			0	15	Request a course

IX. Letters

The Letters 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 Letters screen.

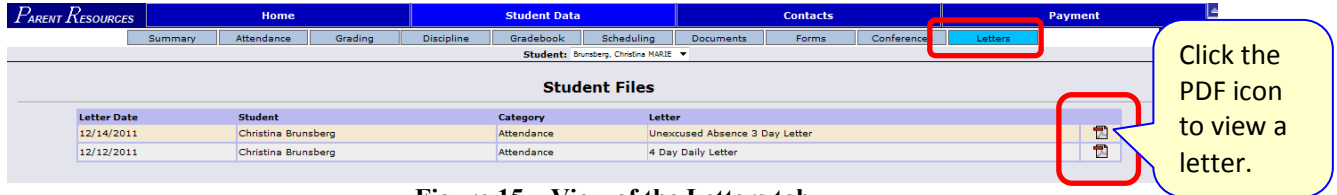



Figure 15 – View of the Letters tab

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

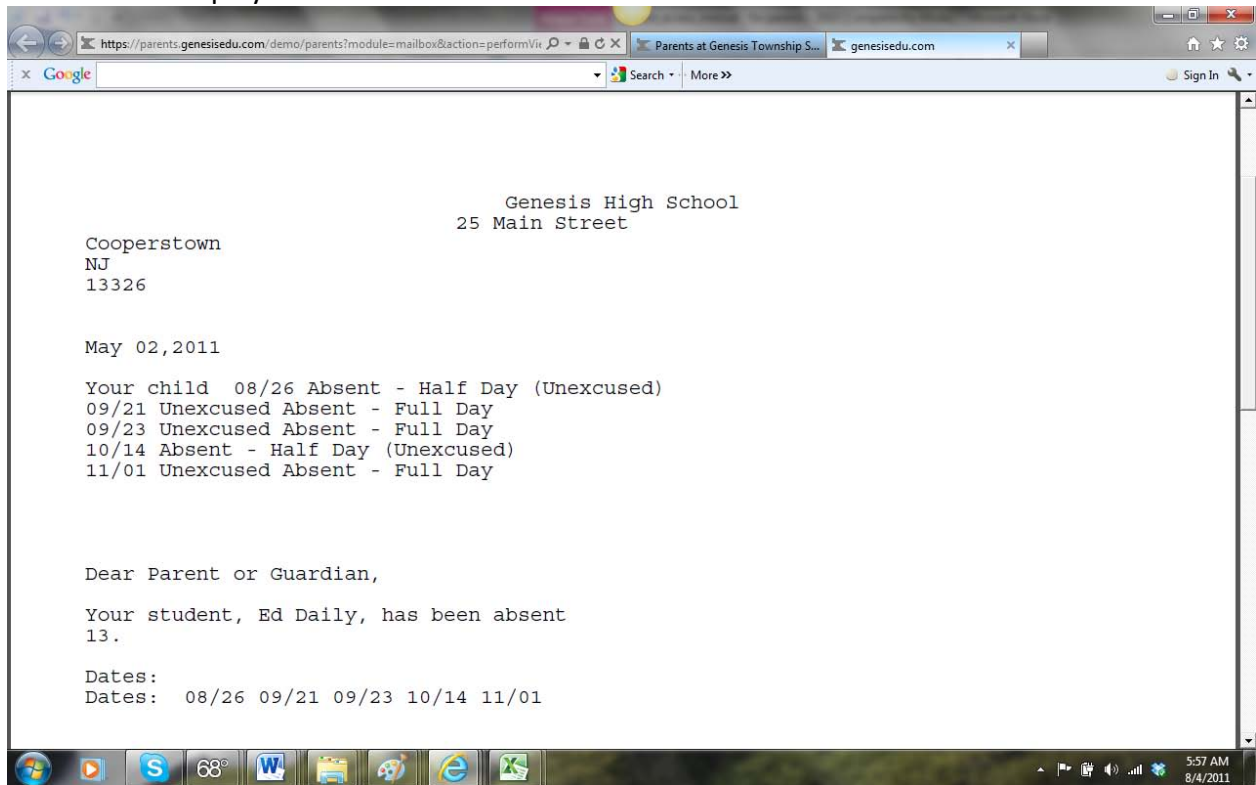


Figure 16 – Sample Letter Display – letter is displayed in a separate web browser window.

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





Printing Letters

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

What types of Letters are displayed?

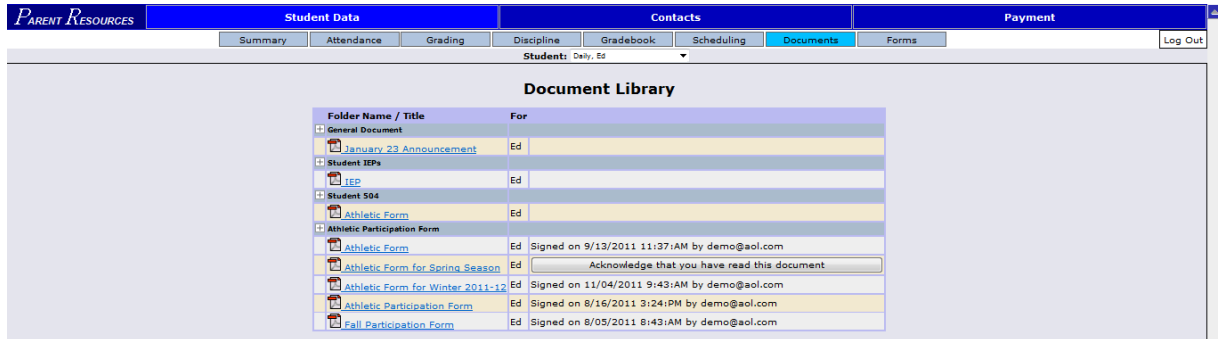
- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).

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

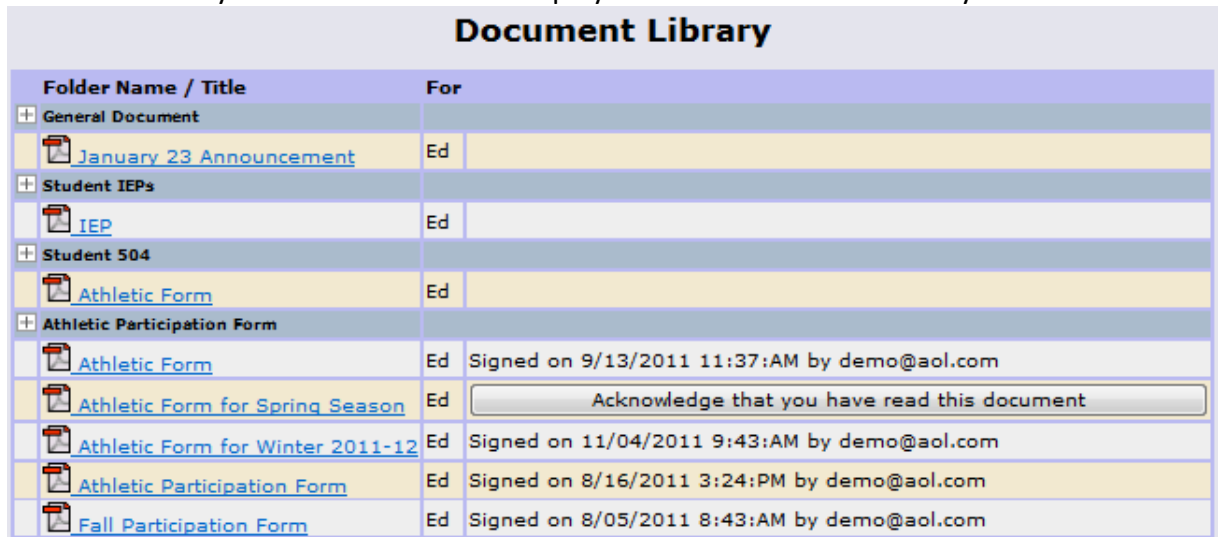
Letter Date	Student	Category	Letter	
05/02/2011	Ed Daily	Attendance	4 Day Letter	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	

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:



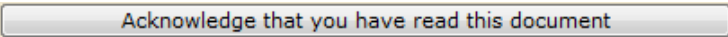
The documents you have access to are displayed in the “Document Library” list on this screen:

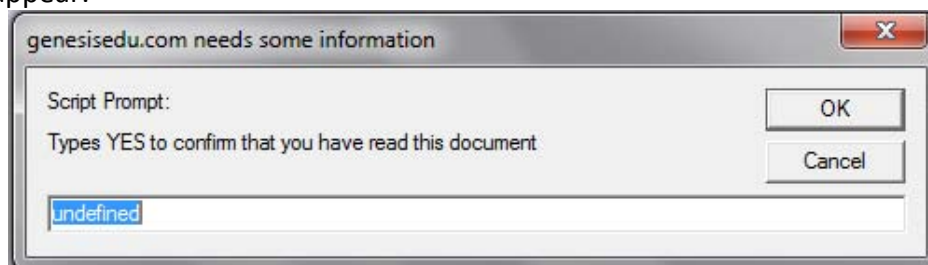


Download and View a Document

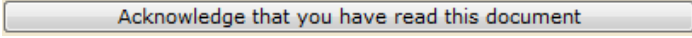
To download and view a document listed on this screen, click the  PDF icon. This displays the contents of the selected document.

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:

Folder Name / Title	For
+ Athletic Participation Form	
 Fall Participation Form	Ed

XI. Forms

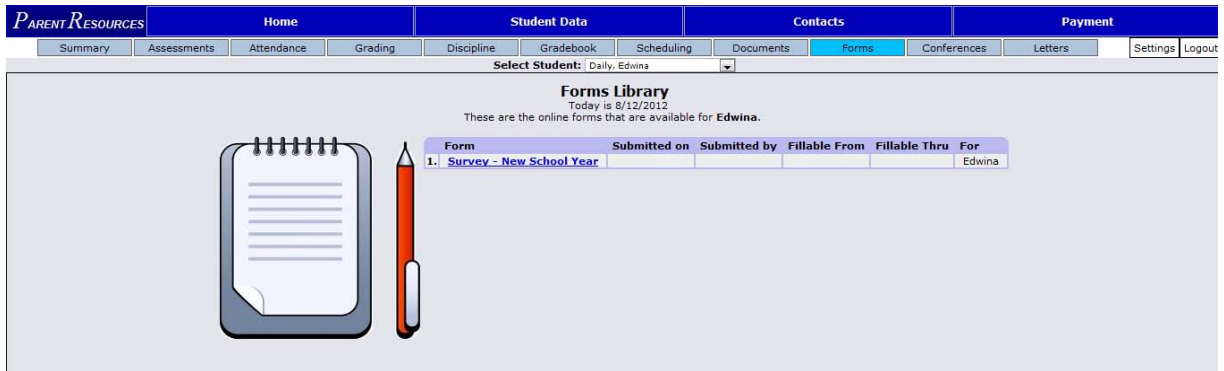
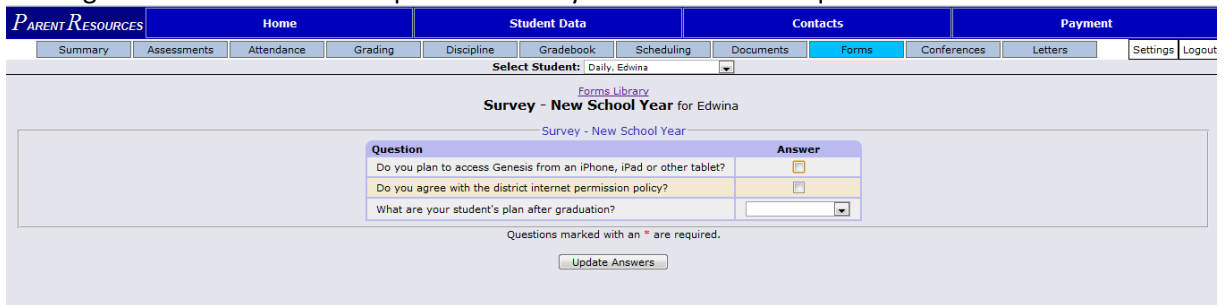


Figure 17 – The Forms screen showing a Form available to fill in

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.

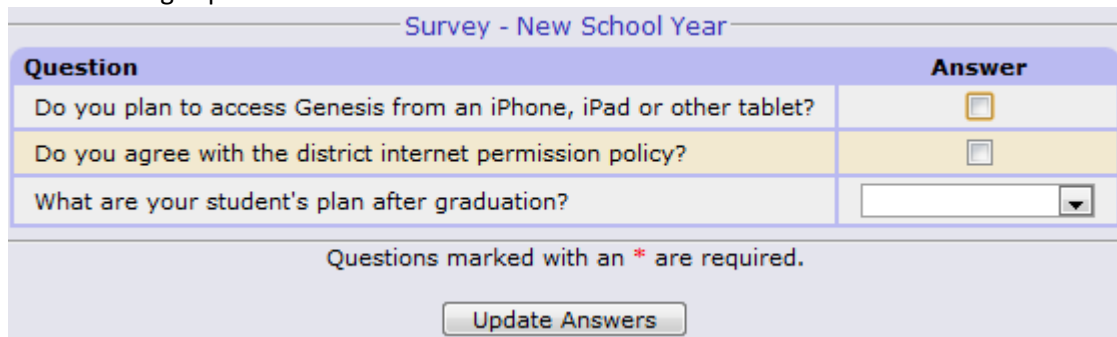


Procedure to Fill In a Form

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

Form	Submitted on	Submitted by	Fillable From	Fillable Thru	For
1. Survey - New School Year					Edwina


3. This brings up the form so it can be filled in. Each form is different.



4. When you are done filling in the form, click the button. This sends your answers to Genesis. If you do not click button your answers will not be recorded.

XII. 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 Web 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.

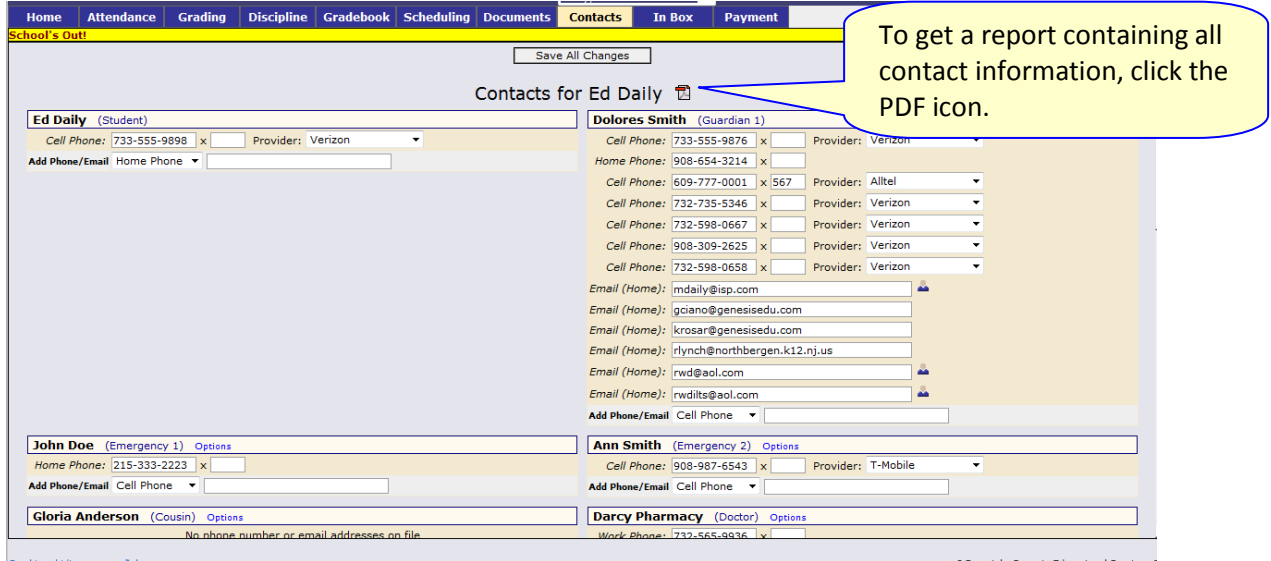


Figure 18 – View of part of the Contacts Screen listing all Contact Information for your students. The PDF icon at the top can be used to get a PDF report of all of the information displayed on this screen.


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:
 - Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
 - Doctors
 - Dentists
 - Hospital to use in an emergency if hospitalization is required.
 - 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) goiano@genesisedu.com (Home) krosan@genesisedu.com (Home) rlymch@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 19 – 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.

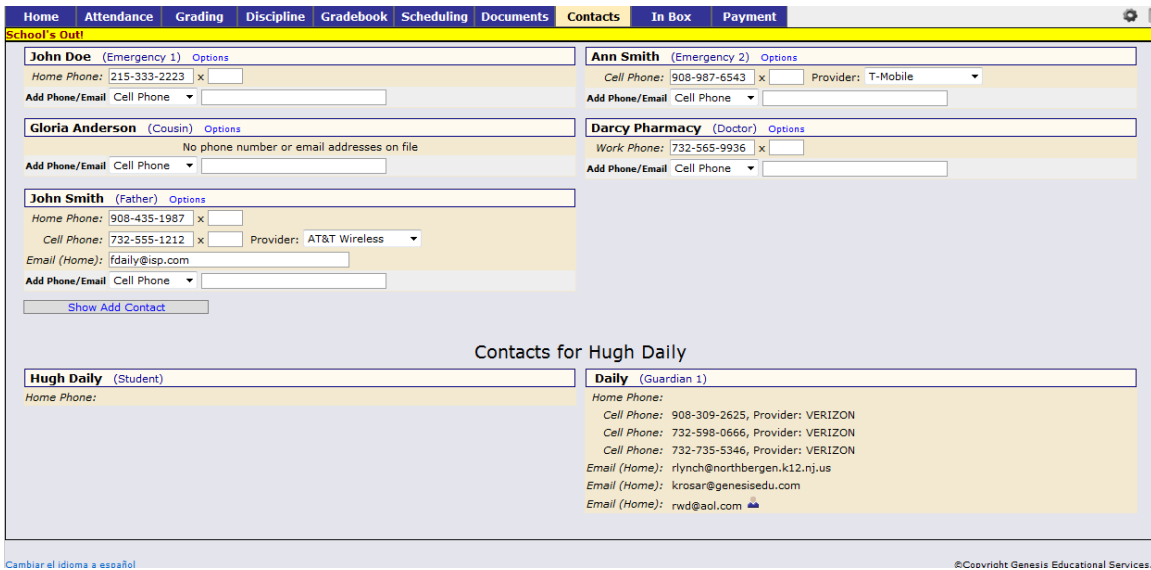
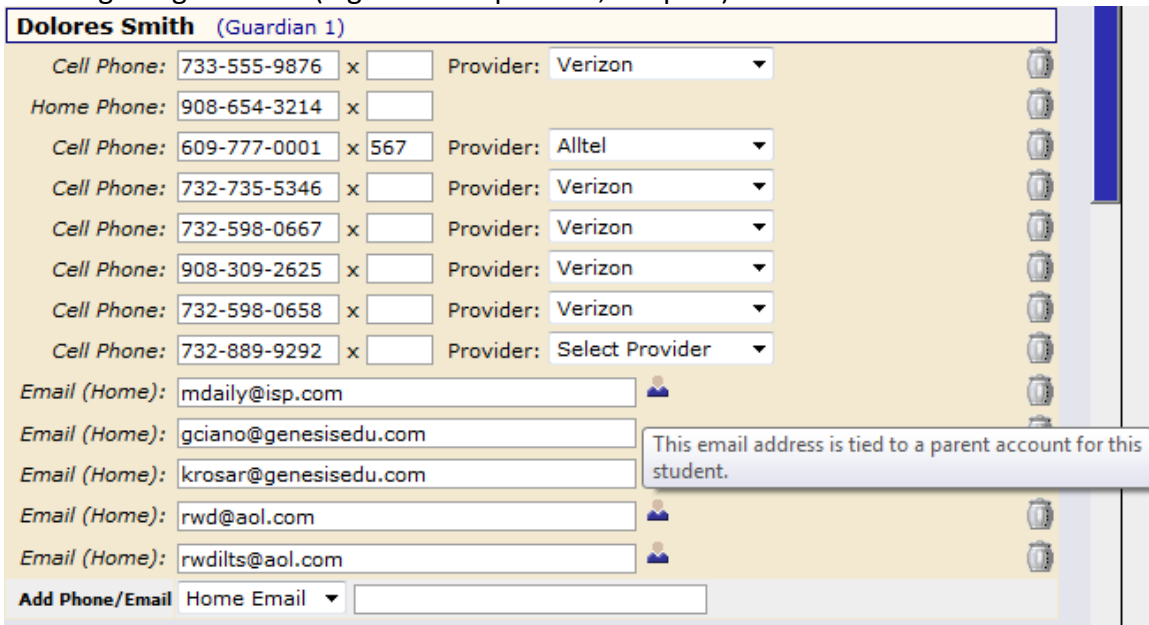


Figure 20 – Scroll down to view additional students and contact information

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).



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




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: x Provider: 

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): 

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:	<input type="text" value="733-555-9898"/> x <input type="text"/> Provider: <input type="text" value="Verizon"/>
Cell Phone:	<input type="text" value="856-999-1928"/> x <input type="text"/> Provider: <input type="text" value="Select Provider"/>
Add Phone/Email	<input type="text" value="Home Email"/>

Updating Information for a Contact

Each section contains information for a single Contact:

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

Figure 21 – 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.

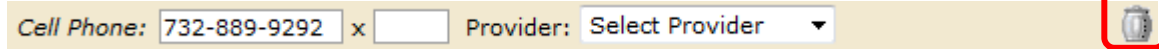
Updating a Contact’s Email and Phone Numbers

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

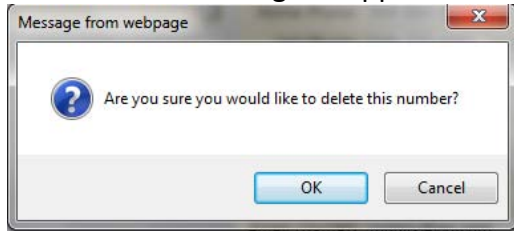
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

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:



A confirmation dialog will appear:

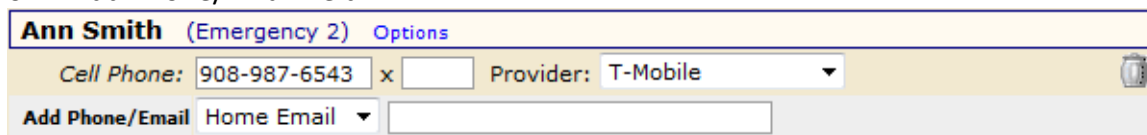


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

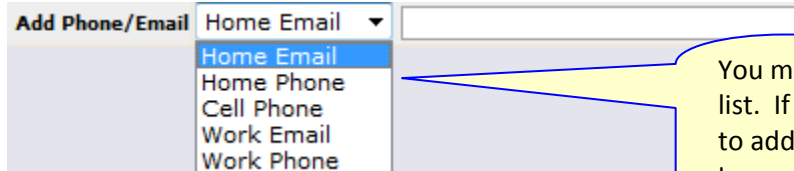
Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



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



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



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).

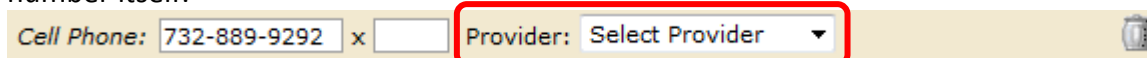
Select the type of information you want to add.

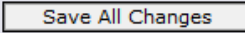
Then move to the blank text field and enter the phone number or Email address.

Go to the top or bottom of the screen and click the **Save All Changes** button.

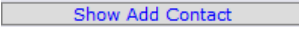
Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications 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.

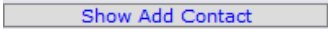
To set or change a cell number, locate the “Provider” drop down to the right of the phone number itself:

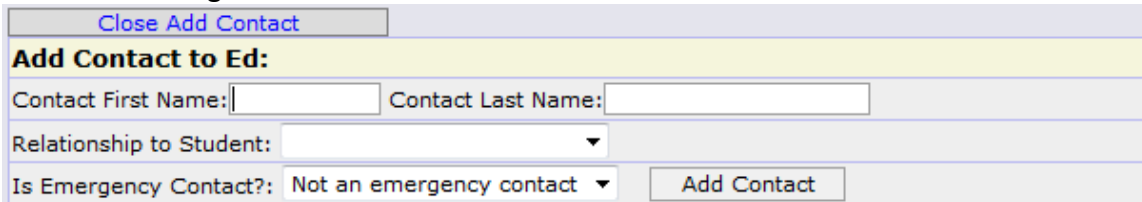


Select your provider, then scroll up or down (to the top or bottom of the page) and click the  button.

Adding a New Contact

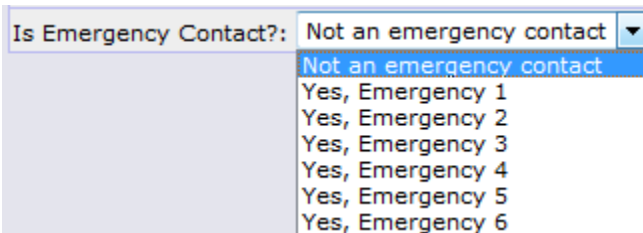
If you have a  button at the bottom left of a student’s list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

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

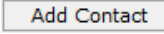


Enter the following fields:

- 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.



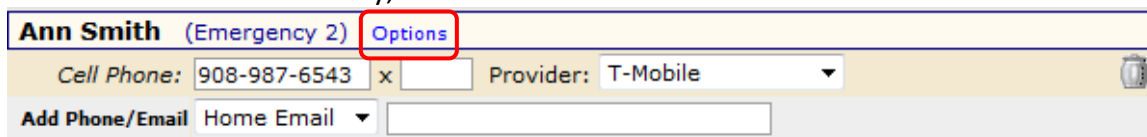
You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

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:



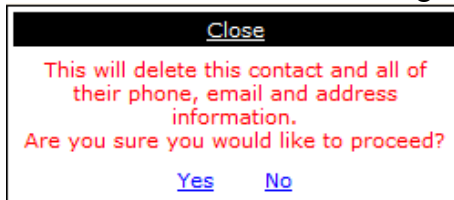
When you click [Options](#) , a popup appears:



The popup gives you three options:

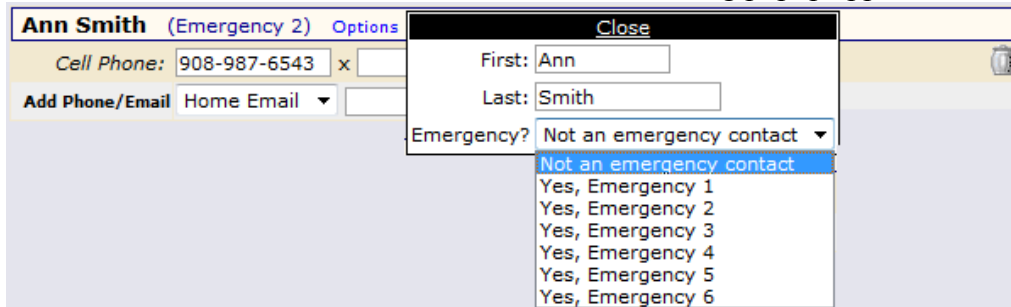
- **Close** - Clicking the Close button dismisses the popup and makes no changes.
- **Change Contact** - Clicking **Change Contact** lets you change the name and relationship information for this Contact.
- **Delete Contact** - Clicking **Delete Contact** removes the contact entirely. This removes the 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.

XIII. 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):

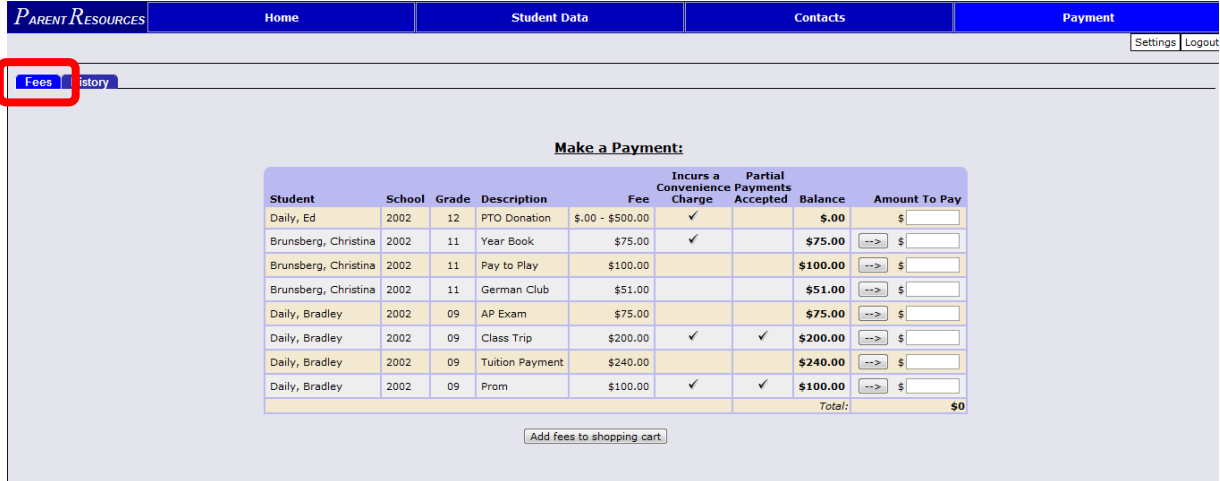


Figure 22 – The [Payment→Fees](#) screen showing a list of all unpaid fees for all children associated with your web access account

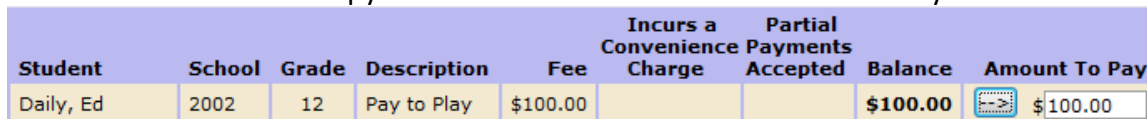
There are three screens that are part of the payment mechanism. The first is the “Fees” screen which contains a list of all fees owed by all your children:



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



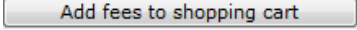
Click the button to copy of the fee amount into the “Amount to Pay” field:

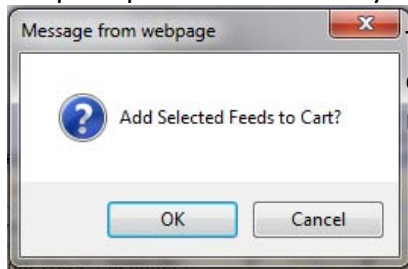


Optionally, you can enter a partial payment amount (e.g. \$50.00).

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

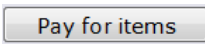
To then move the payments to your Shopping Cart, click the  button below the list. You will be prompted to make sure you wish to do this:

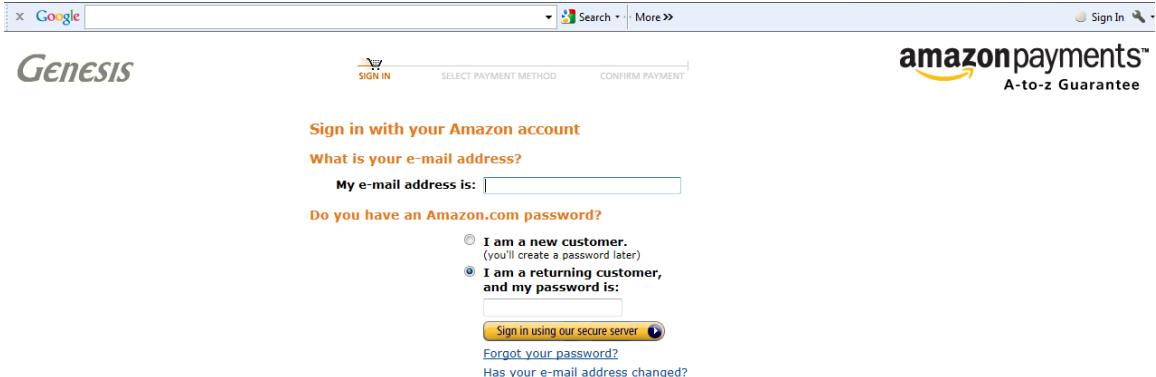


To add the fees to your cart, click OK. Click Cancel to do nothing.

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



Clicking the  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:

#	Date / Time	Description	For	Method	Amount
		AP Exam	Ed		\$75.00
1.	10/27/2010 1:01 PM	Transaction Complete		Credit Card	\$75.00
		Super Test	Ed		\$75.00
2.	11/3/2010 1:47 PM	Transaction Complete		Credit Card	\$75.00
		Pay to Play	Bradley		\$100.00
3.	6/4/2012 10:29 AM	Transaction Complete		Credit Card	\$100.00
		Pre School Tuition 1	Ed		\$1000.00
		Convenience Charge			\$35.30
4.	6/4/2012 11:51 AM	Transaction Complete		Credit Card	\$1035.30

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.

XIV. Home

A. Introduction to the Home Screens

The screenshot shows the 'Parent Resources' website interface. At the top, there are navigation tabs: 'Home', 'Student Data', 'Contacts', and 'Payment'. Below these tabs is a 'Message Center' section with a list of messages. A callout box points to the 'Settings' and 'Logout' buttons in the upper right corner of the page.

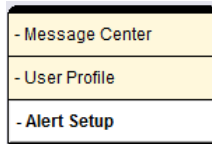
Date	Message Title	Details	View	Link
08/07/12	Daily Attendance alert for Ed	Attendance code of 'Unexcused Absent - Full Day' was posted for 08/08/2012		Link
08/07/12	New document available.	New document available: Emergency Form	View	Link
07/31/12	Conference Reserved	A conference for your child Ed has been scheduled for 5:54PM on 10/26/2011.		Link
07/31/12	Conference Cancelled	The conference for your child Ed, scheduled for 5:18PM on 10/25/2011 has been cancelled.		Link
07/17/12	Gradebook Grade Change	A gradebook grade change was made for Doug		
07/17/12	Gradebook Grade Change	A gradebook grade change was made for Christina		
06/26/12	Gradebook Grade Change	A gradebook grade change was made for Christina		
06/07/12	Daily Attendance alert for Ed	Attendance code of 'Excused Absent' was posted for 10/28/2011		Link
06/07/12	Daily Attendance alert for Ed	Attendance code of 'Excused Absent' was posted for 09/08/2011		Link
06/06/12	Daily Attendance alert for Ed	Attendance code of 'Present' was posted for 06/06/2012		Link
06/04/12	Conference Cancelled	The conference for your child Ed, scheduled for 6:12PM on 10/25/2011 has been cancelled.		Link
05/24/12	A new attendance letter (3 Day Letter - Spanish) is available for Doug		View	Link
05/24/12	Conference Reserved	A conference for your child Ed has been scheduled for 6:12PM on 10/25/2011.		Link
05/24/12	Conference Cancelled	The conference for your child Ed, scheduled for 6:00AM on 10/26/2011 has been cancelled.		Link
05/15/12	Gradebook Grade Change	A gradebook grade change was made for Ed		
05/15/12	A Discipline Incident was posted for Christina			Link
05/10/12	New document available.	New document available: HONOR CERT May 5th-2	View	Link
05/10/12	New document available.			

Genesis Parents Module 2.0
Cambiar el idioma a español

©Copyright Genesis Educational Services, Inc.

To get to the Setup screen, click the Setup button in the upper right corner.

There are three screens under **Home** tab:



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. **User Profile** – This is where you change your password and select a “home” screen (the first screen you see when you login).
3. **Alert Setup** – This is where you set which Alerts you wish to receive.

The User Profile Screen

There are two functions located on this screen:

1. Changing your password
2. Selecting your “startup” screen

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

Procedure to Change Your Password

1. Click on the **Settings** tab at the upper left corner of all Parent Access screens. This brings up the **Home→User Profile** screen. You can also click on the **Home** tab and then on the upper left, click on the “Alert Setup”:

2. Enter your current password
3. Enter the new password you desire
4. Re-enter the new password you desire. **BE SURE TO WRITE DOWN YOUR NEW PASSWORD.**
5. Click ‘**Save**’

When you are required to change your password

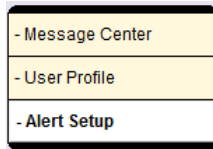
If your password is changed by the system administrator, the next time you login, you will be required to change your password. The “Change Password” screen will automatically appear and you must do the following:

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

Procedure to Change your Home Screen

1. Click on the **Settings** tab at the upper left corner of all Parent Access screens. This brings up the **Home→User Profile** screen. You can also click on the **Home** tab and then on the upper left, click on the “Alert Setup”:



2. Find the “Settings” section in the middle of the screen
3. Select your “Home” screen
4. Click ‘Save’

D. The Message Center Screen & Alerts

Date	Icon	Message Title	Description	Buttons
08/07/12	Calendar	Daily Attendance alert for Ed	Attendance code of 'Unexcused Absent - Full Day' was posted for 08/08/2012	Link
08/07/12	Document	New document available.	New document available: Emergency Form	View Link
07/31/12	Calendar	Conference Reserved	A conference for your child Ed has been scheduled for 5:54PM on 10/26/2011.	Link
07/31/12	Calendar	Conference Cancelled	The conference for your child Ed, scheduled for 5:18PM on 10/25/2011 has been cancelled.	Link
07/17/12	Gradebook	Gradebook Grade Change	A gradebook grade change was made for Doug	
07/17/12	Gradebook	Gradebook Grade Change	A gradebook grade change was made for Christina	
06/26/12	Gradebook	Gradebook Grade Change	A gradebook grade change was made for Christina	
06/07/12	Calendar	Daily Attendance alert for Ed	Attendance code of 'Excused Absent ' was posted for 10/28/2011	Link
06/07/12	Calendar	Daily Attendance alert for Ed	Attendance code of 'Excused Absent ' was posted for 09/08/2011	Link
06/06/12	Calendar	Daily Attendance alert for Ed	Attendance code of 'Present' was posted for 06/06/2012	Link
06/04/12	Calendar	Conference Cancelled	The conference for your child Ed, scheduled for 6:12PM on 10/25/2011 has been cancelled.	Link
05/24/12	Document	A new attendance letter (3 Day Letter - Spanish) is available for Doug		View Link
05/24/12	Calendar	Conference Reserved	A conference for your child Ed has been scheduled for 6:12PM on 10/25/2011.	Link
05/24/12	Calendar	Conference Cancelled	The conference for your child Ed, scheduled for 6:00AM on 10/26/2011 has been cancelled.	Link
05/15/12	Gradebook	Gradebook Grade Change	A gradebook grade change was made for Ed	
05/15/12	Document	A Discipline Incident was posted for Christina		Link
05/10/12	Document	New document available.	New document available: HONOR CERT May 5th-2	View Link
05/10/12	Document	New document available.		

Figure 23 – The Message Center screen lists all types of messages for your students

Using the Message Center

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

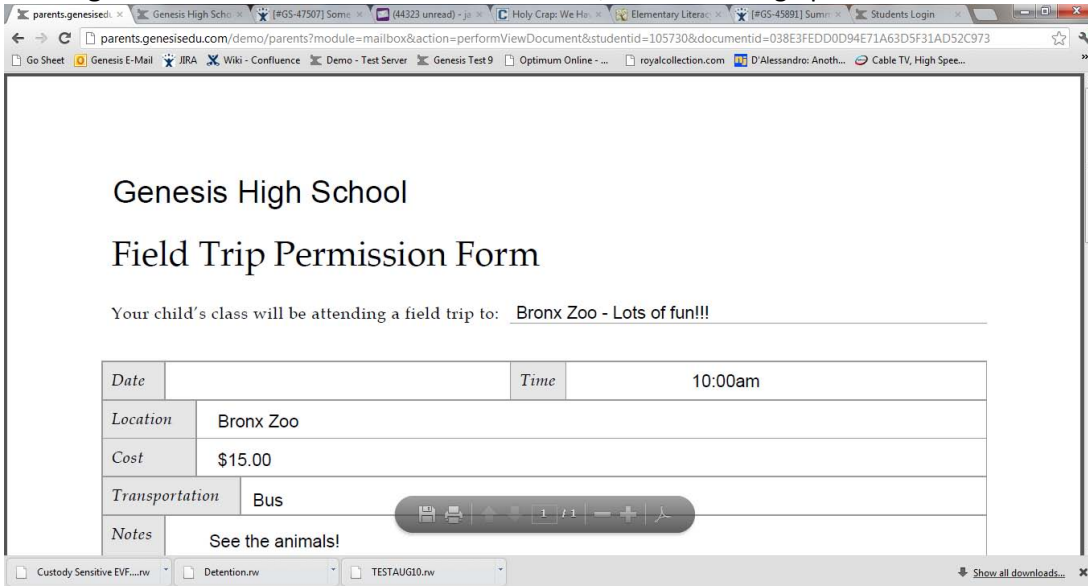
Anatomy of a Message

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 and Link buttons:

View - If there is a “view” button clicking it will bring up the document or letter.

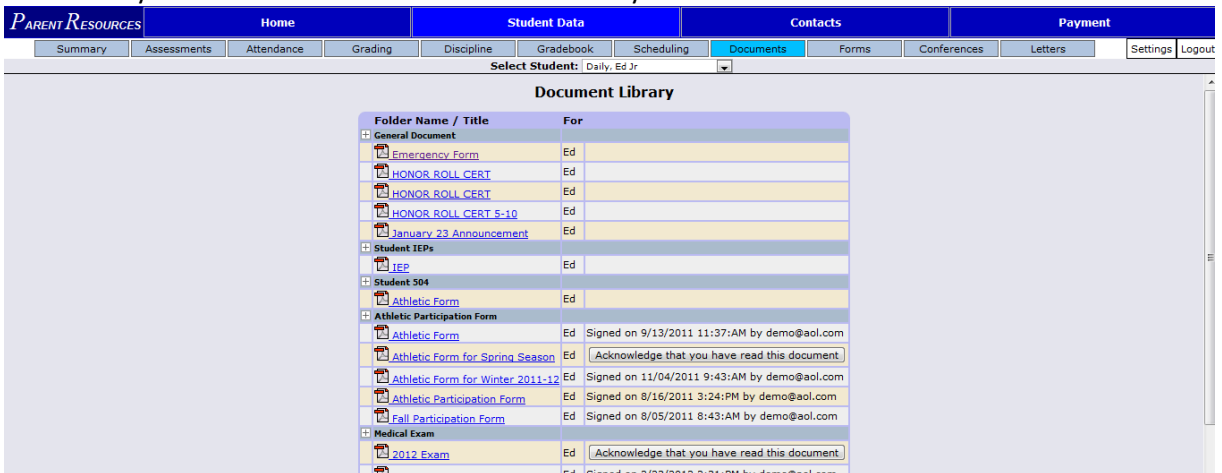
Link - If there is a “Link” button, clicking it will take you to the Parent screen which will show you the information. For example, if the Alert is about a document, clicking View takes you to the Documents tab. If the Alert is about Attendance, clicking it takes you to the Attendance screen.

Viewing the Documents – If there is a **View** button, click it to bring up the document:



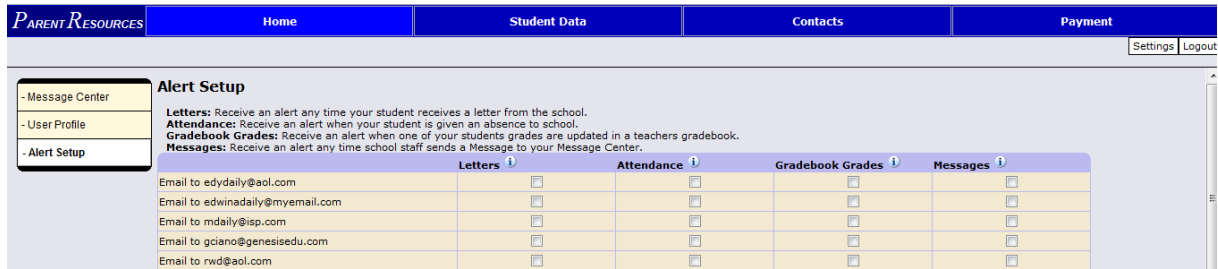
Click the browser back button to return to Genesis.

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:



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

E. Setting Alerts



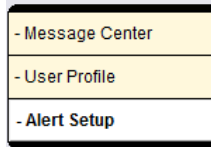
Alerts

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

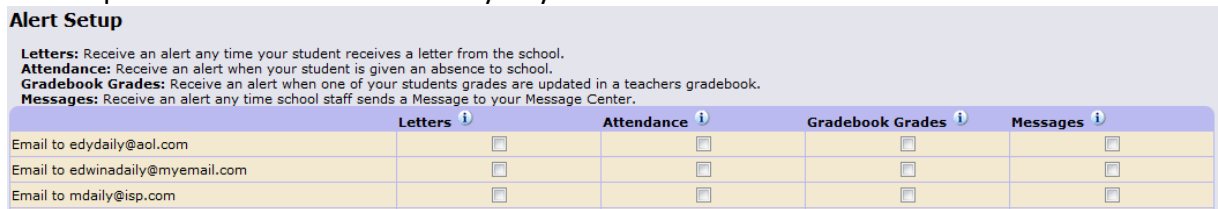
- if your child is absent or tardy or
- if a grade is updated in any of their teacher’s Gradebooks
- If an Attendance letter has been generated for one of your children.
- For many other types of messages.

Procedure to Turn On Alerts

1. Click on the **Home** tab.
2. On the upper left, click on the “Alert Setup”:



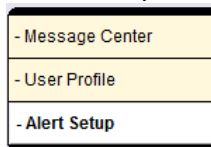
3. This brings up the “Alerts” screen. You will see a list of all the email address and cell phone numbers on file for any of your children:



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

Procedure to Turn Off Alerts





1. Click on the **Home** tab.
2. On the upper left, click on the “Alert Setup”:



3. This brings up the “Alerts” screen. You will see a list of all the email address and cell phone numbers on file for any of your children:

Alert Setup

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 edydaily@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to edwinadaily@myemail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to mdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Frequently Asked Questions (FAQ)

1. Where do I get my login?

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

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

2. What if I forget my password?

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

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

3. What is the URL for Web Access?

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

4. How do I log out of Web Access?

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

5. How can I update my 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 or district office. Each district will have its own procedures and regulations regarding linking a student to your Web Access login.

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

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

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