



EDUCATIONAL SERVICES

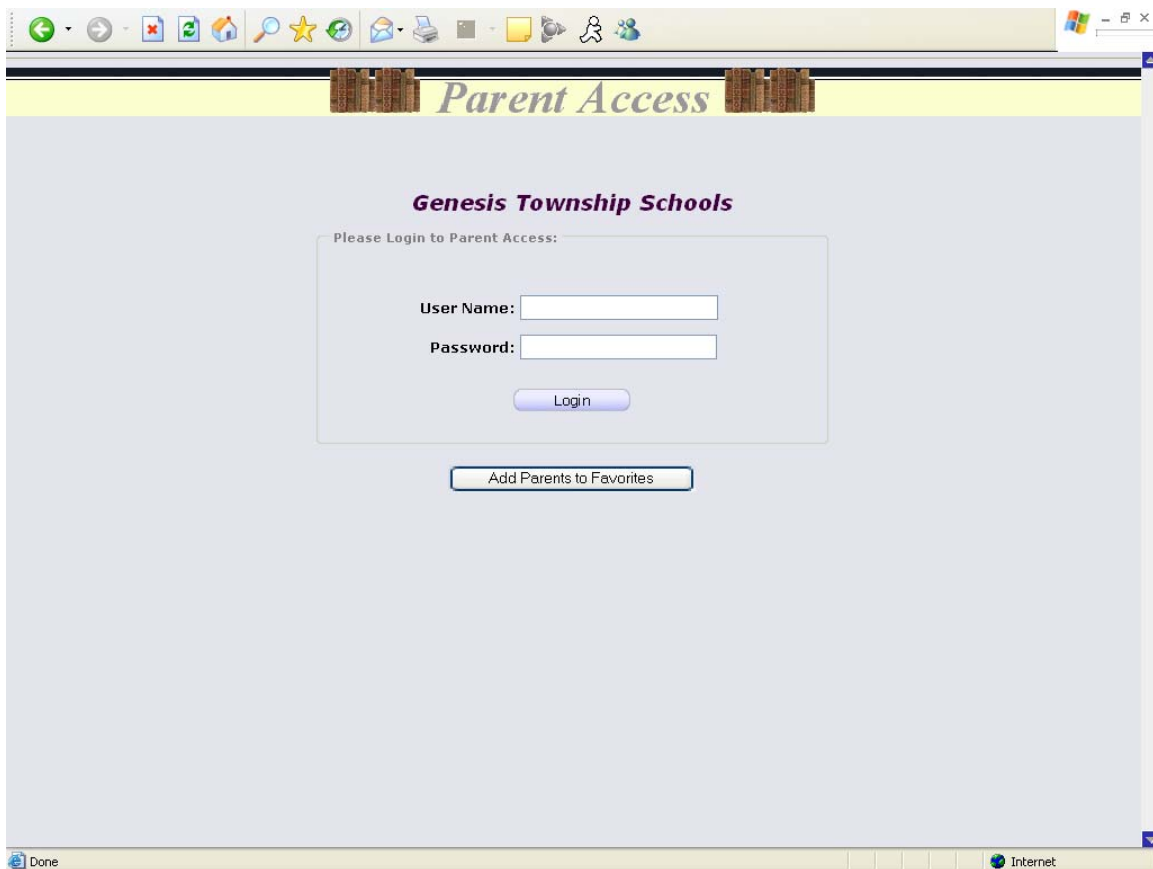
Parent

Access

User

Manual

II. Logging In



Logging In

Logging into Genesis is very simple:

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

Logging In for the First Time

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

What if I forget my password?

If you forget your password, you must contact your school or district office. You should receive 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.

III. Student Summary Dashboard Screen

A. Your "HOME" Screen - The Student Dashboard

The screenshot displays the 'Parent Resources' interface with a navigation menu including Home, Attendance, Grading, Discipline, Gradebook, Scheduling, and Setup. The 'Home' tab is selected. The main content area shows a dashboard for 'Daily, Ed' at Genesis High School, including student information, a schedule table, and attendance/assignment summaries. A yellow callout bubble highlights the 'US HISTORY 2' course in the schedule table.

Student Information for Daily, Ed:

Student id:	504495
Homeroom:	D226
Grade:	12
Age:	20
Birthdate:	03/09/1989
Current Class:	US HISTORY 2
Current Teacher:	Barr, Bob
Current Room:	113

Schedule Table:

Per	Course	Days	Room	Teacher
2	*CALCULUS AP	MTWRF	F127	Weeks, Karen
3	GEOMETRY 9	MTWRF	142	Baez, Jose
4-8	US HISTORY 2	MTWRF	113	Barr, Bob
6	*BIOLOGY HON	MTWRF	118	Abelton, Cliff
7	*BIOLOGY HON	W	128	Adkins, Dave
7	PE 3/SCI	MTWRF	GYM-A	Atkinson, Lefty
8	*COMP SCI AP IS	MTWRF	103	Aguiar, Luis
9	*ENGLISH 3 HON	MTWRF	D274	Archer, Garret

Attendance This Week:

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week:

Mon	Tue	Wed	Thu	Fri
0	1	0	0	0

Genesis Parent Access "Home" – Student Dashboard Screen

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

Each student's 'dashboard' contains the following information:

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

Parent Resources

Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Scheduling Setup Logout

Genesis High School
Daily, Ed

Student id: 504495
Homeroom: D226
Grade: 12
Age: 20
Birthdate: 03/09/1989
Current Class: US HISTORY 2
Current Teacher: Barr, Bob
Current Room: 113

Schedule

Per	Course	Days	Room	Teacher
2	*C	MTWRF	F127	Weeks, Karen
3	G	MTWRF	142	Baez, Jose
4-5	Y 2	MTWRF	113	Barr, Bob
6	HON	MTWRF	118	Aberson, Cliff
7	HON	W	128	Adlesh, Dave
8	MTRF	GYM-A		Atkinson, Lefty
9	CI AP IS	MTWRF	103	Aguayo, Luis
10	3 HON	MTWRF	D274	Anderson, Garret

Attendance This Week
Mon Tue Wed Thu Fri

Assignments This Week
Mon Tue Wed Thu Fri

Kingston Elementary
Daily, Hugh

Student id: 1012097
Homeroom: 30
Grade: 07
Age: 14
Birthdate: 12/18/1994
Current Class:
Current Teacher:
Current Room:

Schedule

Per	Course	Days	Room	Teacher
30			30	Abercrombie, Dave
30			30	Frey, Ellen
30			30	Ainsmith, Eddie
30			30	Frey, Ellen

Attendance This Week
Mon Tue Wed Thu Fri

Assignments This Week
Mon Tue Wed Thu Fri

Ocean Middle School
Daily, Con JOHNATHON

Student id: 1012097
Homeroom:
Grade: 07
Age: 14
Birthdate: 12/18/1994
Current Class:
Current Teacher:
Current Room:

Schedule

Per	Course	Days	Room	Teacher
30			30	Abercrombie, Dave
30			30	Frey, Ellen
30			30	Ainsmith, Eddie
30			30	Frey, Ellen

Attendance This Week
Mon Tue Wed Thu Fri

Assignments This Week
Mon Tue Wed Thu Fri

Parent Access Module

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More Information About Each Student

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

Daily, Ed Fred

Student id: 504495
Homeroom: D226
Grade: 12
Counselor: Allen, Myron
Age: 20
Birthdate: 04/24/1989
Current Class:
Current Teacher:
Current Room:

Schedule

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

Attendance This Week
Mon Tue Wed Thu Fri

Assignments This Week
Mon Tue Wed Thu Fri

Bus Routes

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

Counselor name

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

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

The Selected Student

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

B. Selecting a Student

The screenshot shows the 'Parent Resources' web application. At the top, there is a navigation bar with tabs for 'Home', 'Attendance', 'Grading', 'Discipline', and 'Setup'. A 'Select Student:' dropdown menu is highlighted with a red box, showing a list of student names: 'Daily, Ed', 'Daily, Hugh', and 'Daily, Con JOHNATHON'. Below the dropdown, the interface displays information for three students:

- Daily, Ed**: Student id: 504495, Grade: 11, Birthdate: 08/11/1989, Current Class: HSPA PREP 11, Current Teacher: Baez, Jose, Current Room: 142. Schedule includes courses like ALGEBRA 1, GRAPHIC DES 1, *ENGLISH 3 HON, US HISTORY 2, LUNCH, ARCHITEC DR 1, PE 3/SCI, and HSPA PREP 11.
- Daily, Hugh**: Student id: 1008100, Grade: 03, Birthdate: 05/29/1997, Current Class: (empty), Current Teacher: (empty), Current Room: (empty). Schedule is empty.
- Daily, Con JOHNATHON**: Student id: 1012097, Grade: 05, Birthdate: 12/18/1994, Current Class: (empty), Current Teacher: (empty), Current Room: (empty). Schedule is empty.

Each student's information is presented in a table format with columns for 'Per', 'Course', 'Days', 'Room', and 'Teacher'. Additionally, there are 'Attendance This Week' and 'Assignments This Week' tables for each 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 that you have access to. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

IV. Attendance

A. Daily Attendance

Daily Attendance is your child’s official daily attendance.

Parent Resources | Select Student: Daily, Ed

Home | **Attendance** | Grading | Discipline | Gradebook

Daily Attendance | Class Attendance

School: 2002 - Genesis High School

August | September | October | November

December | January | February | March

April | May | June | July

Totals	
Possible Days	102/248
Total Tardies	7
Excused	3
Unexcused	4
Total Absences	25
Excused	20
Unexcused	5

Legend

- Present
- Field Trip
- In-School or ICE Suspension
- Unexcused Absent - Full Day
- Tardy (Unexcused)
- College Visit
- Out of School Suspension
- Home Instruction
- Excused Tardy
- Absent - College Visit
- IEP Exempt from Attendance
- Weekend
- Holiday
- Emergency Closure
- Home Instruction
- Not on Roll
- Snow 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

B. Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance may show you their attendance for each separate subject. You must click the **Class Attendance** tab under **Attendance** to find class attendance. If this button does not appear, your child's school does not record individual class attendance.

Parent Resources
Home Attendance Grading

Daily Attendance **Class Attendance**

Class Attendance for the Month of June (2009)

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

Parent Access Module

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

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

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

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

- All - All absences for the subject,
- U - the Unexcused absences
- E - the Excused absences

V. Grading

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

Parent Resources
 Select Student: Daily, Ed
 Powered by: [Logo]
 Home Attendance **Grading** Discipline Gradebook Setup

Daily, Ed
 2008-09 Report Card
 Please click here to view the MP1 form for Ed.

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

Comments Legend

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

The Grading Screen

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

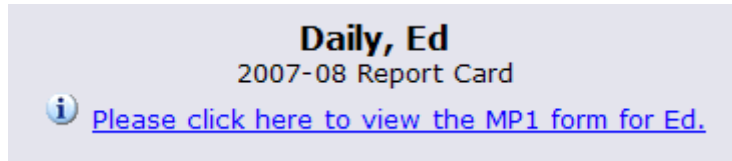
The current Marking Period is highlighted in green.

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

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

Viewing your Child’s Most Recent Report Card

If you are able to view your child’s actual report card, a [“Please click here to view”](#) message will appear between your child’s name and their list of grades:



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


Adobe Printer icon

Student No.	Student Name	Grade	Homeroom	Date	Year	Counselor's Name
504495	Daily, Ed	12	181	10/11/2007	2007-08	Allen, Myron

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	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						

Procedure to Print a Copy of the Report Card

1. Click on the **‘Setup’** tab.
2. If the “Please click here to view” message appears, click it. If it does not appear, you will not be able to view your child’s actual report card at this time.
3. When the report card appears, locate the Adobe printer icon  at the upper left of the Adobe Reader’s border. Click it to access a regular Print dialog and print the report card.

Procedure to Save a Copy of the Report Card

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

Procedure to Return to the Genesis Parents Module

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

IX. Setup

A. Introduction to the Setup Screen

Parent Resources

Select Student: Daily, Ed

Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline Gradebook Setup Log Off

Change Password

Current Password:

New Password:

Confirm New Password:

Save

Settings

Home Screen: Home

Save

The Setup screen is where you set up your Parent Access Module. You may only see the top part of this screen. Do not be concerned. Only certain features may be available.

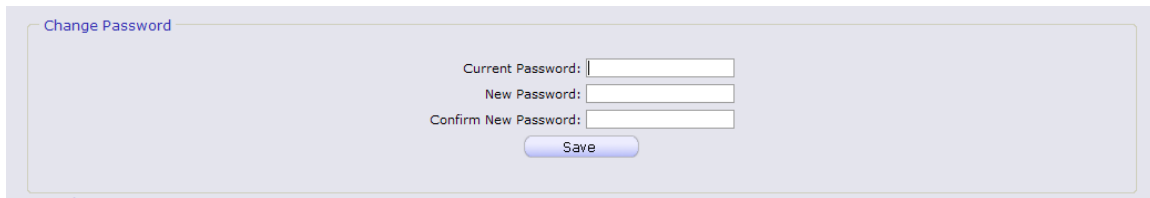
There are two functions located on this screen:

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



Change Password

Current Password:

New Password:

Confirm New Password:

Save

Procedure to Change Your Password

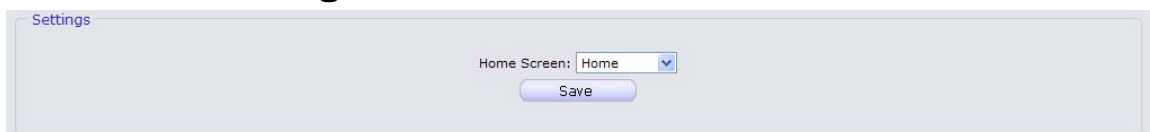
4. Click on the **'Setup'** tab.
5. Enter your current password
6. Enter the new password you desire
7. Re-enter the new password you desire. **BE SURE TO WRITE DOWN YOUR NEW PASSWORD.**
8. Click **'Save'**

When you are required to change your password

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

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

c. Setting Your Home Screen



Settings

Home Screen: Home

Save

Procedure to Change your Home Screen

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