



EDUCATIONAL SERVICES

Web Access User Manual

Please contact helpdesk@belmar.k12.nj.us with questions.

Introduction

The Genesis Parent Web Access tool is a safe, secure way to view your child's school record for the current school year. You will have access to the following information:

- Your child or children's daily attendance record
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards

The rest of this manual will guide you through all of the screens 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.

I. Logging In & Logging Out

Parent Access

Belmar School District

Please Login to Parent Access

User Name:

Password:

Login

[Forgot My Password](#)

Welcome to the Belmar Elementary School Parent Access Module

Parent Access Help Desk
732-681-2388
E-Mail: helpdesk@belmar.k12.nj.us
<http://www.belmar.k12.nj.us/index.asp>

Add Parents to Favorites:

Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL: <http://parents.genesisedu.com/belmar>
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.

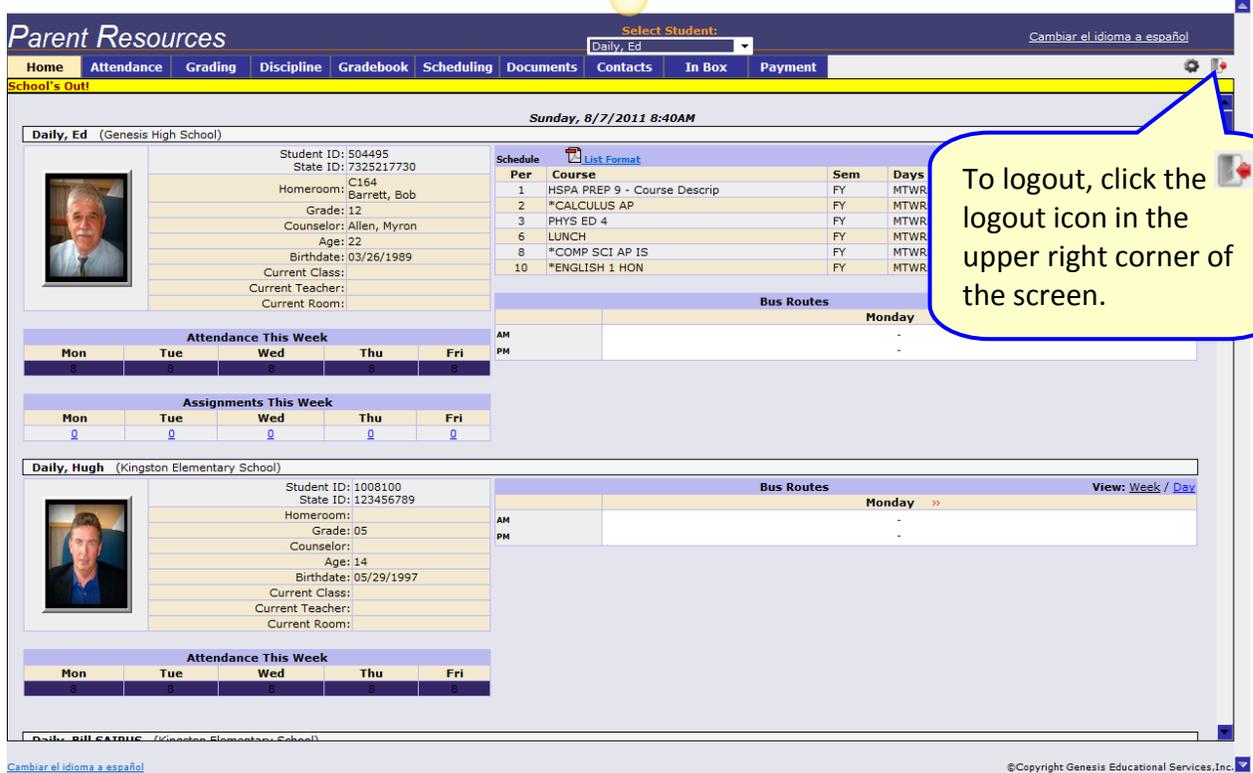
What if I forget my password?

If you forget your password, you should email: helpdesk@belmar.k12.nj.us. You will be given a new randomly generated password. The new password will be mailed to your email account. The first time you login with your new password, you will be required to change it.

Logging Out

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

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



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

Home Attendance Grading Discipline Gradebook Scheduling Documents Contacts In Box Payment

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

Daily, Ed (Genesis High School)

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

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

Bus Routes Monday

AM	PM
-	-

Attendance This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Daily, Hugh (Kingston Elementary School)

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

Bus Routes Monday >> View: Week / Day

AM	PM
-	-

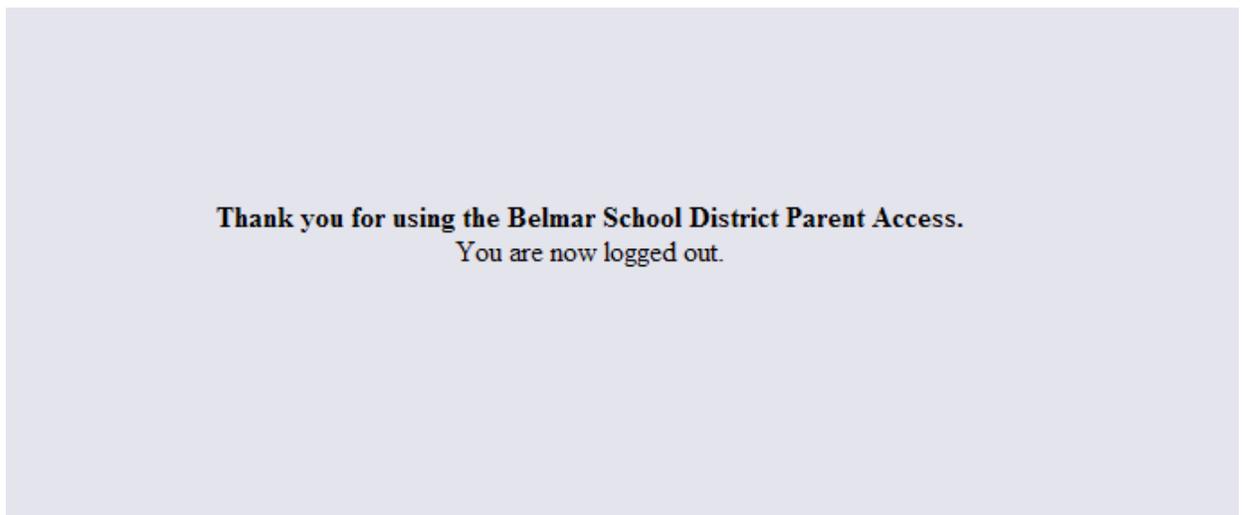
Attendance This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

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

To logout, click the logout icon in the upper right corner of the screen.

When you click the logout icon you are immediately logged out. You will see the screen below.



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.

II. Student Summary Dashboard Screen

A. Your “HOME” Screen - The Student Dashboard

The screenshot displays the 'Parent Resources' interface for a student named Daily, Ed. The 'Home' tab is selected. The dashboard is divided into several sections:

- Student Information:** Student ID: 504495, Homeroom: D232, Grade: 12, Age: 20, Birthdate: 09/23/1989, Current Class: ENGLISH 1 HON, Current Teacher: Bagwell, Bill, Current Room: 145.
- Schedule:** A table showing the student's schedule for the current week. The row for 'ENGLISH 1 HON' (Per 9, Course ENGLISH 1 HON, Sem FY, Days MTWRF, Room 145, Teacher Bagwell, Bill) is highlighted in green.
- Attendance This Week:** A table showing attendance for Monday through Friday.
- Assignments This Week:** A table showing assignments for Monday through Friday.
- Bus Routes:** A section showing bus routes for the current day (Thursday, 1/7/2010 2:03PM).

A callout box points to the highlighted row in the schedule table with the text: "The highlighted course is the one the student is scheduled to be in 'right this very minute'."

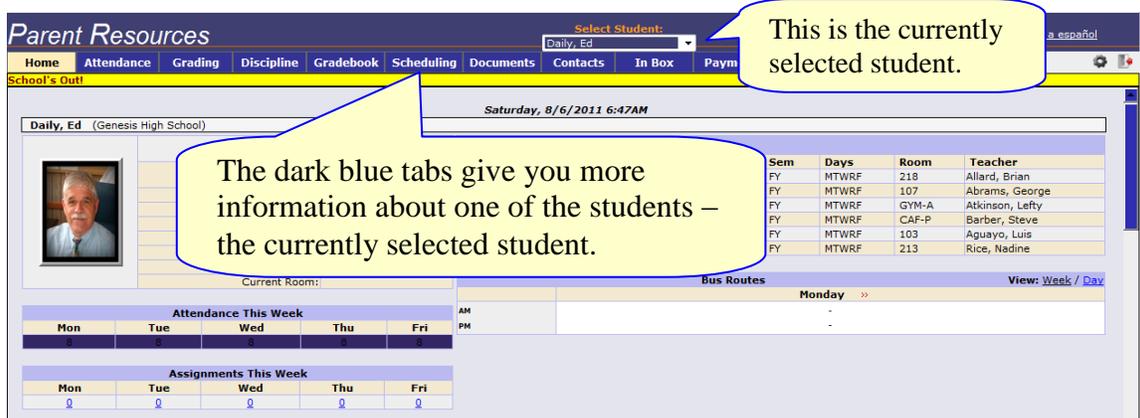
Genesis Parent Access “Home” – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is Web 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:

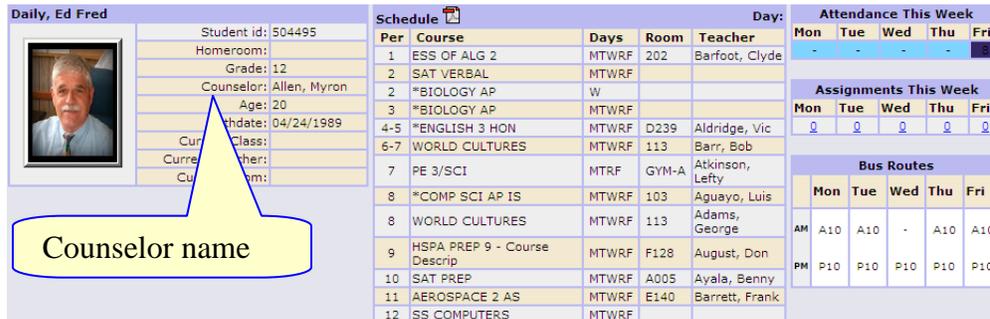
- Basic information about the student: **student id, homeroom, grade, age.** If you are viewing the screen during the school day, you will also see information about the class your student is in ‘right now’: current class, current teacher and current room.
- Your student’s schedule. The class the student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



More Information About Each Student

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

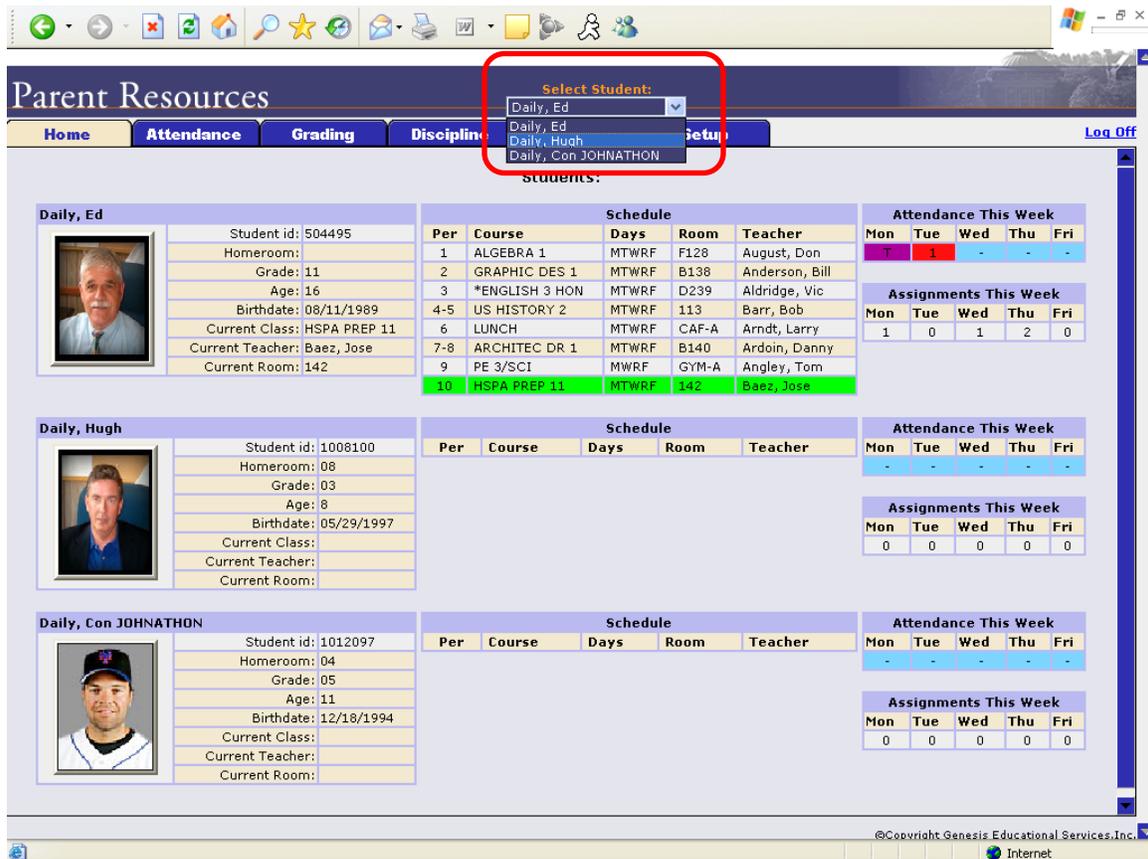


If your child has a schedule, click the  icon to get a printable copy of their schedule.

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*



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 helpdesk@belmar.k12.nj.us and request that your other children be added to your login. Please indicate the first and last name of the student that is missing.

III. Attendance

A. Daily Attendance

Daily Attendance is your child’s official daily attendance.

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

When you look at this screen you will see the Attendance codes for Belmar Elementary School. Some of the common Attendance codes include:

- Present
- Absent with Contact
- Absent with No Contact
- Tardy
- Tardy - Excused
- Suspended – Out of School
- In-School Suspension
- Medical Excused
- Home Instruction

IV. 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.

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

Tool tip

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

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		Completes Assignments Promptly					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.

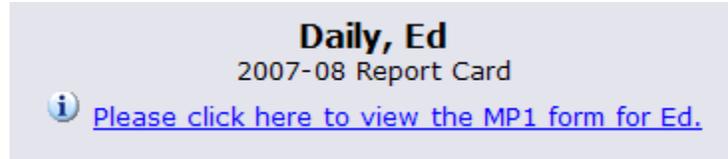
The current Marking Period is highlighted in green.

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

#	Comments	#	Comments
13	Excellent Work Habits		
26	LANGUAGE CONCEPTS ARE GOOD		
29	PLEASURE TO HAVE AS A STUDENT		

Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments	Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL								
The African - American Experien	15500-1	Barr, Bob	2	IN							26	
US HISTORY 2	15205-6	Barr, Bob	4-5	HL							13	
WORLD CULTURES	15005-12	Barr, Bob	9	IN							29	
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP								

REPORT CARD GRADING SYSTEM		SCHOOL ATTENDANCE				Total Attendance	Total Credits
95 - 100 Outstanding	70 - 74 Fair	ABSENT	7			7	
90 - 94 Excellent	65 - 69 Below Average	TARDY	1			1	
85 - 89 Very Good	0 - 64 Not Passing						
80 - 84 Above Average	WP/WF Withdraw Pass/Fail						
75 - 79 Average	IN Incomplete						

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

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.

V. Gradebook

A. Weekly Summary of Assignments Screen and Marking Period Averages

Parent Resources

Select Student: Daily, Ed

Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline **Gradebook** Setup Log Off

Weekly Summary List Assignments

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

Printable Version of Weekly Assignment List

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

Parent Access Module

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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 blue hyperlink for that day. That will take you to the "One Day/All Assignments" screen.

The screenshot shows the 'Gradebook' interface for a student named 'Daily, Ed' for the week of 12/01/2008. The interface includes a navigation menu with 'Weekly Summary' and 'List Assignments'. A table displays course information, including course names, teachers, and average scores for each day of the week (Mon-Fri). Callouts provide instructions: one points to the 'MP2' dropdown menu, another to the 'Wed' day link, and a third to the course names in the table.

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

Figure 1 – Gradebook→Weekly Summary Screen

Gradebook Weekly Summary

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

- Select a different week by clicking in the "Week of" field
- See all the Assignments for one course by clicking on the highlighted name of a course in the list
- See all the Assignments for one day by clicking on the highlighted day name

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

Choosing the Marking Period Average to Display

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



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

List of Assignments Screen

Parent Resources Powered by Genesis Educational Services

Select Student: Daily, Ed

Home Attendance Grading Discipline **Gradebook** Setup

Weekly Summary **List Assignments**

Daily, Ed

Student Assignment List

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

Status: Show all assignments Show Assignment Dates: Week of

Search

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

List of Assignments

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

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

- **Courses** – Select one subject or all subjects
- **Status** –
 - Graded Assignments – Assignments that have been graded.
 - Ungraded Assignments – Assignments that the teacher has not yet graded.
 - Incomplete Assignments – Assignments the student has partially but not completely finished.
 - Missed Assignments – All assignments the student failed to turn in or do.
 - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the

student is absent on the day it is due. This option shows all assignments currently marked "Absent".

- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected *or* as the *week* which contains the date you selected *or* as the *month*.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
 - "One day" – the Assignments for the date selected in **Assignment Due Date**.
 - "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
 - "Month" - the Assignments for the *month* which contains the date selected in **Assignment Due Date**.
 - "MP1" – All assignments for Marking Period 1.
 - "MP2" – All assignments for Marking Period 2.
 - "MP3" – All assignments for Marking Period 3.
 - "MP4" – All assignments for Marking Period 4.
 - "All Assignments" – All assignments for the entire duration of the course.

B. *One Day's Assignments*

One Day's Assignment

When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:

Parent Resources

Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Setup Log Off

Weekly Summary List Assignments

Daily, Ed
Student Assignment List

Course: Show all courses
Status: Show all assignments

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

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

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

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

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Figure 2 – The “List Assignments” screen in “One Day/All Assignments” mode

One Day/All Assignments

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

C. One Week’s Assignments

Viewing a Week’s Assignments

If you select “Week of” and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date “2/10/12” which happens to be a Friday, you will be shown all assignments for the week Monday, 2/6/12 through Friday, 2/10/12.

Parent Resources

Select Student: Daily, Ed

Home Attendance Grading Discipline **Gradebook**

Weekly Summary **List Assignments**

Daily, Ed
Student Assignment List

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

Search

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

Figure 3 – A view of the List Assignments screen for 1 week, with the “previous grade” column

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

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

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete**. When a grade of **Absent** is changed to another grade, “Absent” appears in the **Prev** column.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, **Missing** appears in the **Prev** column. Missing is the most common special grade. A teacher’s comment may accompany a missing.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the **Prev** column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the **Prev** column.

Initially, these special grades appear in the regular **Grade** column (e.g. **ABS**). When a teacher gives one of these special grades (e.g. **MI** - Missing) and then later changes it to another grade, the original, special grade (i.e. **Missing**) is displayed in the **Prev** column on the List Assignments screen. Regular grades **never** appear in the **Prev** column – it is only for these special grades.

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

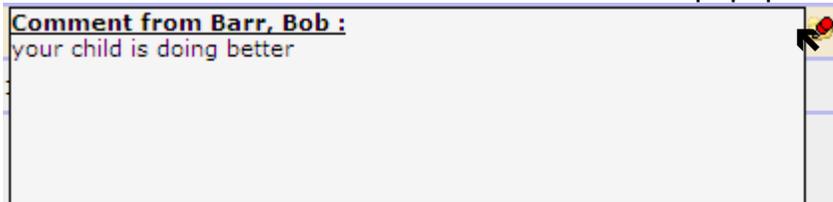
E. Viewing Teacher Comments

Viewing Teacher's Comments

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

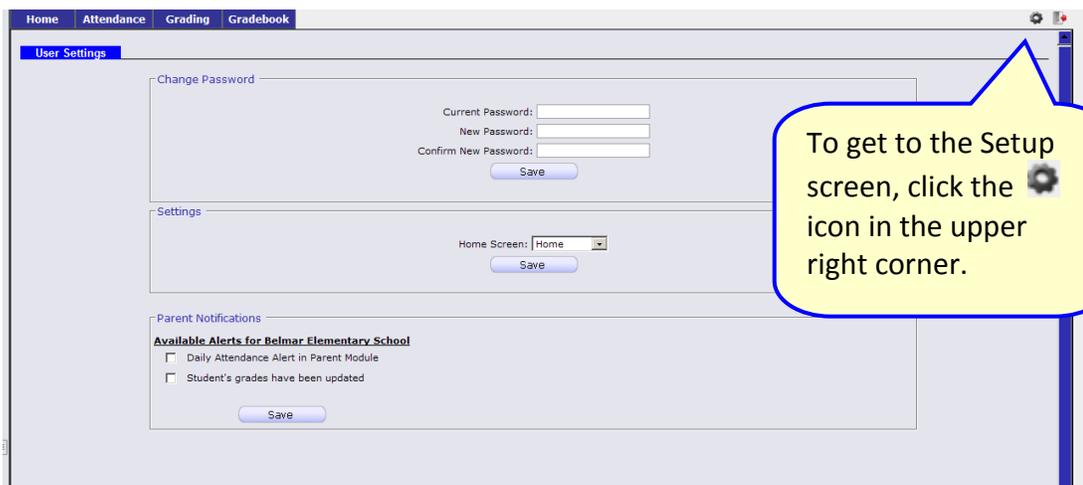
MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		
-----	------------	-----	--------------	-----------	------	------	----	-----	--	--

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



VI. Setup

A. Introduction to the Setup Screen



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

There are three functions located on this screen:

1. Changing your password
2. Selecting your "startup" screen
3. Parent Notifications - Selecting Alerts

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 '**Setup**' tab.
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:

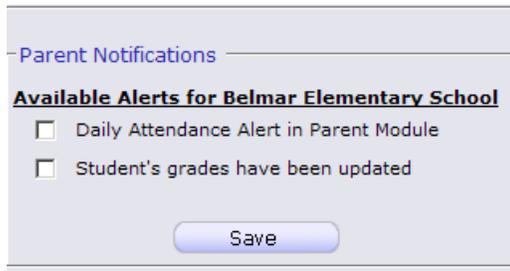
1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. **BE SURE TO WRITE DOWN YOUR NEW PASSWORD.**
4. Click '**Save**'

C. Setting Your Home Screen

Procedure to Change your Home Screen

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

D. Setting Alerts



Parent Notifications

Available Alerts for Belmar Elementary School

Daily Attendance Alert in Parent Module

Student's grades have been updated

Save

Alerts

Genesis has the ability to send an alert to your contact email address:

- if your child is absent or tardy or
- if a grade is updated in any of their teacher's gradebooks

Procedure to Turn On Alerts

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

Procedure to Turn Off Alerts

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

Please contact helpdesk@belmar.k12.nj.us with questions.