

Please contact <u>helpdesk@belmar.k12.nj.us</u> 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.

Ι.	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: <u>helpdesk@belmar.k12.nj.us</u> http://www.belmar.k12.nj.us/index.asp
	Add Parents to Favorites:

<u>Logging In</u>

Logging into Genesis is very simple:

- 1. Go to the Web Access URL: <u>http://parents.genesisedu.com/belmar</u>
- 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: <u>helpdesk@belmar.k12.nj.us</u>. 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 like icon in the upper right corner of every screen and click it:

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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

Home	Atte idance	Grading	Discipline	Gra	adebook	Scheduling	Setup				
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		Age:	20		3	WORLD CULTURES		FY	MTWRF	207	Adkins, Jon
		Birthdate:	09/23/1989		4-5	US HISTORY 2		FY	MTWRF	113	Barr, Bob
		Current Class:	*ENGLISH 1 HON		6-7	US HIST 2/ECON		FY	MTWRF	D233	Barry, Jack
		Current Teacher:	Bagwell, Bill		8	*COMP SCI AP IS		FY	MTWRF	103	Aguayo, Luis
		Current Room:	145		9	*ENGLISH 1 HON		FY	MTWRF	145	Bagwell, Bill
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A. Your "HOME" Screen - The Student Dashboard

<u>Genesis Parent Access "Home" – Student Dashboard Screen</u>

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.

Daily, Ed (C	Resource endance Gra Genesis High School	eS ading Discipline	Gradebook	Schedulin	g Documents Saturday,	Select Student: Daily, Ed Contacts In Box Paym 8/6/2011 6:47AM	Thi sele	is is th ected s	e curro studen	ently t.
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		Current Roo	m:			Bus Rou	tes			View: Week / Day
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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.

Daily, Ed Fred			Sche	dule 🗖			Day:		Atte	endar	nce Thi	s Wee	k
	Student id:	504495	Per	Course	Davs	Room	Teacher	Mo	n 1	ue	Wed	Thu	Fri
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600	Counselor:	Allen, Myron	2	*BIOLOGY AP	W				Assi	gnme	ents Th	is We	ek
	Age:	20	3	*BIOLOGY AP	MTWRF			Mo	n T	ue	Wed	Thu	Fri
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			8	*COMP SCI AP IS	MTWRF	103	Aguayo, Luis		Mon	Tue	Wed	Thu	Fri
	\		8	WORLD CULTURES	MTWRF	113	Adams, George	АМ	A10	A10		A10	A10
Counse	lor name		9	HSPA PREP 9 - Course Descrip	MTWRF	F128	August, Don	PM	P10	P10	P10	P10	P10
			10	SAT PREP	MTWRF	A005	Ayala, Benny						
			11	AEROSPACE 2 AS	MTWRF	E140	Barrett, Frank						
			12	SS COMPUTERS	MTWRF								

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

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	Grade	05	1									
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	Birthdate:	12/18/1994						Mon	Tue	Wed	Thu	Fri
	Current Class:							0	0	0	0	0
	Current Teacher:											
	Current Room:											

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 <u>helpdesk@belmar.k12.nj.us</u> 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*

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14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	College Visit	nension
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	Snow Day	
20	27	20	29	30			24	25	20	27	20	29	50	20	29	30					20	27	26	29	30	31			

Daily Attendance is your child's official daily attendance.

This is your student's Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district.

Attendance Color Codes

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.

arent Re	sou	rces	Daily	Select Stud	ent:			The	curre	nt M	larking P	ariod
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			2008 i) <u>Please click her</u>	Daily, Ed 3-09 Report re to view t	Card	form for	Ed.	will	not y	et co	in (typica) intain gra	ides)
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NEWSPAPER PROD	FY	Genesis High School	Allen, Dusty					Tool	tin		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	Comple	tes Assian	ments Prom	otivi				5.00	
*BIOLOGY HON	FY	Genesis High School	Adlesh, Dave	Compa	, cos r isoigi		2017				6.00	
PE 3/SCI	FY	Genesis High School	Atkinson, Lefty								3.00	
US HISTORY 2	FY	Genesis High School	Barr, Bob	В-							5.00	
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The Grading Screen

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

The current Marking Period is highlighted in green.

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

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

Viewing your Child's Most Recent Report Card

If you are able to view your child's actual report card, a "<u>Please click here to</u> <u>view</u>" 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 cord is shown below.

🖉 http://pa	rents.genesisedu.com	n/dem			P	rtV - W	indows	Internet E	xplorer						- 2 2
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	#		Comme	ents			#					Co	Almonte, Edwin		_
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	29 PLEASURE	TO HAVE AS A	STUDENT												
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8				14		of 2		1 0	0						

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.

4

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 Resource	S	Daily	Select Student: [•] , Ed	_		Powe Genesis Educatio	red by onal Services, Ind					
Home Attendance	Grading	Discipline	Gradebook	Setup			Loc					
Wookly Summary List Assignm	nents											
Weekiy Juliiliay List Assigin		Weekly A Week o	Daily, Ed Assignment Sumr of 12/01/2008	mary								
Courses	Teacher		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. Compo electronic grade	osition/Contemp book.	oorary Literatur	e teacher does n	iot have an					
13609/3 - TRIGONOMETRY			The TRIGONOM	TRY teacher do	es not have an o	electronic grade	book.					
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 d	oes not have an	electronic grad	ebook.					
14176/7 - *BIOLOGY HON			The *BIOLOGY I	ION teacher doe	es not have an e	lectronic gradeb	iook.					
27034/4 - PE 3/SCI			The PE 3/SCI te	eacher does not	have an electro	nic gradebook.						
35210/4 - US HISTORY 2	Barr, Bob	0.00%	0	0	0	0	0					
13996/1 - *COMP SCI AP IS The *COMP SCI AP IS 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 Click on the highlighted course name to see all the Assignments for that course. It the Assignments for that course. It the Assignment of the 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 blue hyperlink for that day. That will take you to the "One Day/All Assignments" screen.



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

Pa	rent R	leso	ources		Se Daily,	elect Student: Ed 📃	Gene	sis Ed	Powered ucationa	l by I Servic	es,
H	lome	Atter	ıdance 👔	Grading Di	scipline	Gradebook Setup					
We	ekly Summa	ary L	ist Assignments	3							
					D	aily, Ed					
		e Date: 10/06/2008	1	J							
MP	Due Date	Dav	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			Γ
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 3	7,19,2324 50	100	Missing		Γ
MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		1	Ø
MP1	10/10/2008	Fri	US HISTORY 2	Barr, Bob	нw	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.
 - $\circ~$ 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:

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Parent F	Resource	es	Da	Select Stude aily, Ed	nt:		
Home	Attendance	Grading	Discipline	Gradebook	Setup		Log Off
Weekly Summa	Course: Show Status: Show	all courses V v all assignments	E Student	Daily, Ed t Assignment Search	St Assignments Due Date: Show Assignment Dates:	03/23/2006 💌	Mar
03/23/2006	Thu	US HISTORY 2	HW	or y	MP3 Homework 22	Grade	10
03/23/2006	Thu	US HISTORY 2	QUIZ		MP3 Quizzes 8		100
These are se 'all a	e two droj et to 'all c ssignmen	p down bo: ourses' and ts'	kes d	These are se	e two drop dov et to the selecte	vn boxes ed day.	
ど Done						Coopertaile Gelles:	Internet

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						If "Week of" is selected,						
H	lome	Atten	idance G	rading Disc	ipline 🚺	iradebook	selecting an	y dat	e w	ill sho	wc	
Weekly Summary List Assignments							that week's	Assig	nm	ents.		
Daily, Ed Course: Show all courses Course: Show all courses Show all assignments Show Assignment Dates: 10/06/2008 Image: Course and the status: Status: Show all assignments Show Assignment Dates: Week of Image: Course and the status:												
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 3			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	Previ	ous grade c	olumn	:		88	100		2	Ø
MP1	10/10/2008	Fri	US	-	_	apter 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 Prevcolumn.
- **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	2	Ø
-----	------------	-----	--------------	-----------	------	------	----	-----	---	---

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

Change Password Current Password: New Password: Confirm New Password: Save Settings Home Screen: Home	To get to screen, o icon in t right cor	o the Setup click the he upper mer.
Available Alerts for Belmar Elementary School Daily Attendance Alert in Parent Module Student's grades have been updated		

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 maybe available. To get to the Setup screen, click the science 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

Change Pa	ssword
	Current Password:
	New Password:
	Confirm New Password:
	Save

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

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'

D. Setting Alerts Parent Notifications Available Alerts for Belmar Elementary School Daily Attendance Alert in Parent Module Student's grades have been updated Save

<u>Alerts</u>

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 <u>helpdesk@belmar.k12.nj.us</u> with questions.