

# GENESIS

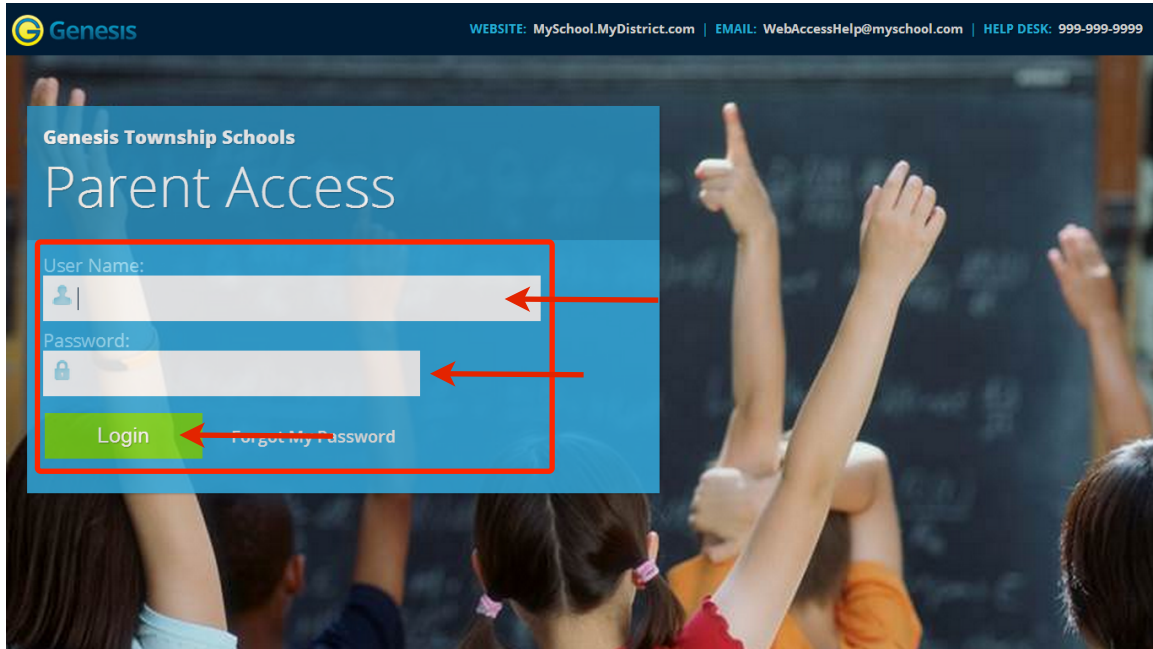
←————→  
Parent Portal



# ← TABLE OF CONTENTS →

Loggin in	3
Loggin out	4
Student Dashboard Summary	5
Attendance	6
Grading	8
Discipline	10
Gradebook	11
Assessments	15
Scheduling	16
Conferences	19
Letters	20
Documents	21
Forms	23
Home	25
Settings	28

## Logging In & Logging Out



### Logging In

Logging into Genesis is very simple:

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

### Logging In for the First Time

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

### What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link:



If you forget your password, click the [Forgot My Password](#) link, if it is present. If it is not there, you must contact your school or district office. The information may appear on the screen where you see the fake information on the example screen above:

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

If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to change it.

## Logging Out

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

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

When you click the logout icon you are immediately logged out:

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.

# Student Summary Dashboard Screen

## The Summary Screen Located in the STUDENT DATA tab

The screenshot shows the 'Summary' screen for a student named Caitlin Daily. The interface includes a top navigation bar with 'STUDENT DATA' selected, and a secondary menu with 'Summary' highlighted. The student's profile information is displayed, including a photo, name, grade (12), and school (Genesis High School). A class schedule table is shown with the current class (SPANISH 4) highlighted in green. Below the schedule, there are sections for 'THIS WEEK' attendance and assignments, and a bus schedule table.

Friday, 6/28/2013 2:51PM

**Caitlin Daily** GRADE: 12  
 GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: F
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L			
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John			
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene			
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al			
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff			
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob			
9	*PHYSICS HON	FY	T	C164	Barrett, Bob			
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle			
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt			

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

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

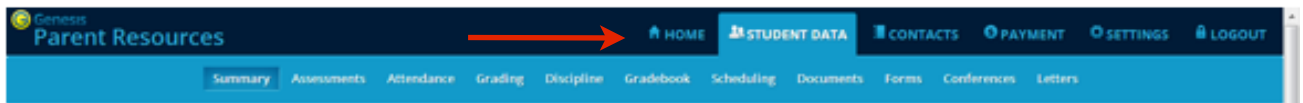
BUS		WEEK / DAY		< FRIDAY
ROUTE	TIME	BUS #	PICK UP / DROP OFF	
AM A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.	
PM A10	03:30PM	ghs		

### Genesis Student Access Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ of your information.

Your ‘dashboard’ contains the following information:

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



### 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 information. The first screen you see when you click on the **STUDENT DATA** tab is the “Summary” dashboard.
- **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 displays your dashboard. The blue symbols give you more information about other parts of your student record.

**Attendance**

**Daily Attendance**

In the STUDENT DATA Tab you can access attendance.

The screenshot shows the 'Attendance' page in the Genesis Student Information System. The navigation bar at the top includes 'HOME', 'STUDENT DATA', 'CONTACTS', 'PAYMENT', 'SETTINGS', and 'LOGOUT'. Below this, a sub-menu contains 'Summary', 'Assessments', 'Attendance' (highlighted with a red box), 'Grading', 'Discipline', 'Gradebook', 'Scheduling', 'Documents', 'Forms', 'Conferences', and 'Letters'. The main heading is 'Attendance' with a 'SELECT STUDENT:' dropdown set to 'Daily, Caitlin'. Below the heading, there are tabs for 'DAILY ATTENDANCE' and 'CLASS ATTENDANCE'. The main content area shows a calendar for the school year 2002-2003, with months from August to July. A 'TOTALS' box on the right lists: Possible Days (215/215), Total Tardies (15), Excused (3), Unexcused (12), Total Absences (9), Excused (6), and Unexcused (3). A 'LEGEND' box below the totals lists various attendance codes with corresponding color swatches. A blue callout bubble points to the 'TOTALS' box with the text 'Your attendance summary for the school year.' Another blue callout bubble points to the 'LEGEND' box with the text 'Legend'.

This is your 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.

## Class Attendance

If you are in Middle School or High School and rotate through course sections, Class Attendance may show you your attendance for each separate subject. You must click the **CLASS ATTENDANCE** tab under **Attendance** to find class attendance. If this button does not appear, your child’s school does not record individual class attendance.

To see Class Attendance, click the tab.

Scroll down to see students Class Attendance totals

DAY	DATE	DAILY ATTENDANCE	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	*PHYSICS HON	PE 4/SCI	SPANISH 4
F	03/01/2013	-						Not Meeting		
	03/04/2013	A						Not Meeting		
	03/05/2013	T							Not Meeting	
	03/06/2013	A		AB				Not Meeting		
	03/07/2013	A		AB				Not Meeting		
	03/08/2013	A						Not Meeting		
	03/11/2013	T						Not Meeting		
T	03/12/2013	-							Not Meeting	
W	03/13/2013	-						Not Meeting		
R	03/14/2013	-						Not Meeting		
F	03/15/2013	T	AB	AB	AB	AB	AB	Not Meeting	AB	AB
M	03/18/2013	-						Not Meeting		
T	03/19/2013	-							Not Meeting	
W	03/20/2013	-						Not Meeting		
R	03/21/2013	-						Not Meeting		
F	03/22/2013	-						Not Meeting		
M	03/25/2013	-						Not Meeting		
T	03/26/2013	-							Not Meeting	
W	03/27/2013	-						Not Meeting		
R	03/28/2013	-						Not Meeting		
F	03/29/2013	-						Not Meeting		

CODE	DESCRIPTION
	Present
AB	Absence

The Class Attendance screen shows you your Class Attendance summary for each of your 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 you 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.

Each subject summary contains the following attendance totals for the class, overall and by Marking Period:

- T - All absences for the subject – the Total
- U – The Unexcused absences
- E – The Excused absences

# Grading

## Current Year Report Card Grades & Current Report Card

The Grading screen in The STUDENT DATA tab gives you access to your Marking Period grades and teacher comments and possibly your most recent report card.

The screenshot shows the 'Grading' screen for student Caitlin Daily. The 'Grading' menu item is highlighted in the top navigation bar. Below the navigation, there are tabs for 'CURRENT GRADES', 'GRADE HISTORY', and 'AVAILABLE REPORT CARDS'. The main content area displays a table of grades for the student. A callout points to a link at the top of the table: 'Please click here to view the MP1 form for Caitlin in Genesis High School.' Another callout points to a link at the top right: 'Link to Report Card'. A third callout points to a tooltip that appears when hovering over a comment code: 'Follows Directions Well'. A fourth callout points to the 'MP4' column header, which is highlighted in green: 'The current Marking Period is shown in green (typically it will not yet contain grades)'. Below the table is a 'Comments Legend' section with various comment codes and their descriptions.

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

**Comments Legend**  
 04 Concentrates on Task    09 Exceeds Requirements    10 Excellent Attitude and Effort    13 Excellent Work Habits  
 15 Follows Directions Well    23 Lab Performance is Good

The Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments you have 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 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, the corresponding comment will be highlighted (e.g. 15 Follows Directions Well ).

In addition, the text of the comment will appear in a tooltip (e.g. Follows Directions Well ).

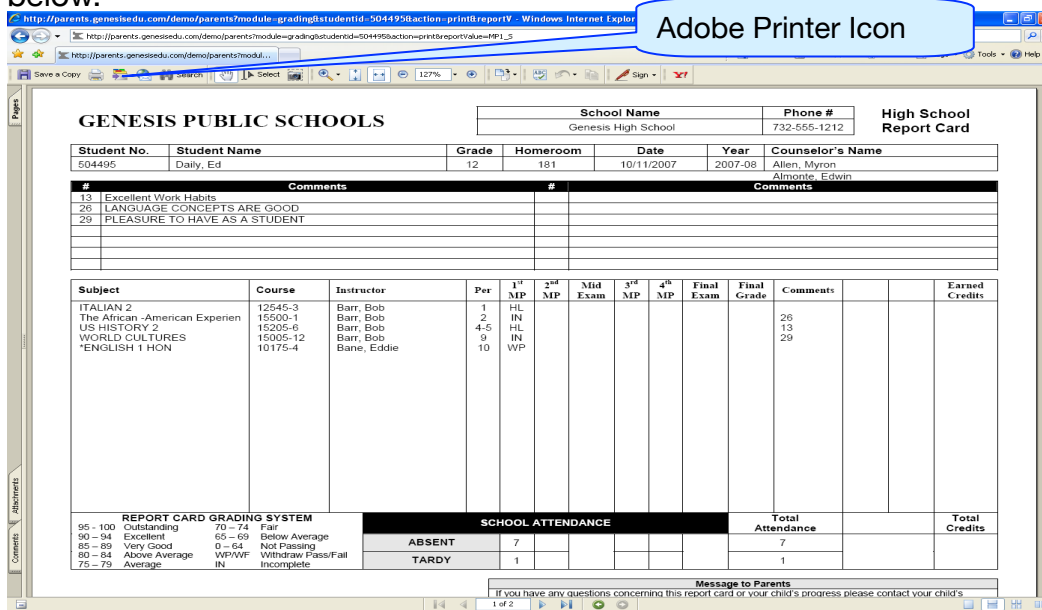
In addition, as outlined below, you can access and view your student’s most recent report card.



## Viewing Your Current or Most Recent Report Card

If you are able to view your actual report card, a  Please click here to view the MP1 form for Ed in Genesis High School. message will appear between your name and your 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**

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

Subject	Course	Instructor	Per	1 <sup>st</sup> MP	2 <sup>nd</sup> MP	Mid Exam	3 <sup>rd</sup> MP	4 <sup>th</sup> 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								
US HISTORY 2	15205-6	Barr, Bob	4-5	HL								26
WORLD CULTURES	15005-12	Barr, Bob	9	IN								13
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP								29

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			
85 - 89	Very Good	0 - 64	Not Passing					
80 - 84	Above Average	W/P/W	Withdraw Pass/Fail					
75 - 79	Average	IN	Incomplete					

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

### To Print a Copy of the Report Card

1. Click on the **'Grading'** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon  at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

### To Save a Copy of the Report Card

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

### To Return to the Genesis Parents Portal

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

## Discipline

Access the Discipline Screen in the STUDENT DATA tab.

Genesis Parents Module 2.0

Discipline

SELECT STUDENT: Daily, Caitlin

Daily, Caitlin  
2012-13 Discipline Record

	DATE	TIME	INCIDENT DESCRIPTION	ACTION	ACTION DATES
1	6/4/2013		Excess Tardies	Referral to Counselor	6/4
2	3/5/2013		Excess Tardies	Central Detention	3/6
3	2/15/2013		Excess Tardies	Central Detention	2/18
4	2/11/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
5	1/12/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
6	12/11/2012		Excess Tardies	Central Detention	12/12
7	11/23/2012		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
8	10/1/2012		Excess Tardies	Central Detention	10/2
9	8/23/2012	Period 4	Confrontational	1. Conference with Parent and Administrator 2. Central Detention	8/24 8/23 8/24
10	8/10/2012		Minor confrontation	Conference with Student and Administrator	8/10

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

### Discipline Record

The optional Discipline screen lists any discipline issues you have had 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 involvement in the incident
- Dates on which the actions were or are scheduled to take place.

## Gradebook

View the Gradebook in the STUDENT DATA tab by selecting Gradebook.

### Weekly Summary of Assignments Screen and Marking Period Averages

Genesis Parents Module 2.0

Parent Resources

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

Gradebook SELECT STUDENT: Dally, Caitlin

WEEKLY SUMMARY LIST ASSIGNMENTS

Dally, Caitlin  
Weekly Assignment Summary  
Week of 05/13/2013

Printable Version of Weekly Assignment List

COURSES	TEACHER	MP4	AVG	MON 5/13/13	TUE 5/14/13	WED 5/15/13	THU 5/16/13	FRI 5/17/13
<a href="#">10495/A - *ENGLISH 4 AP</a>	Autry, Al Email: <a href="mailto:autry@xyz.abc">autry@xyz.abc</a>	No Grades	0	0	0	0	0	0
<a href="#">12364/B - *SPANISH 4</a>	Anderson, Matt Email: <a href="mailto:manderson@home.xyz">manderson@home.xyz</a>	No Grades	0	0	0	0	0	0
<a href="#">13797/I - *CALCULUS AP</a>	Antonelli, John Email: <a href="mailto:jantonelli@abc.xyz">jantonelli@abc.xyz</a>	86.70% (B)	0	0	0	1	0	0
<a href="#">14577/I - *PHYSICS HON</a>	Barrett, Bob Email: <a href="mailto:bbarrett@xyz.abc">bbarrett@xyz.abc</a>	No Grades	0	0	0	0	0	0
<a href="#">22115/2 - *WOODS TECH 1</a>	Bailey, Gene Email: <a href="mailto:gbailey@xyz.abc">gbailey@xyz.abc</a>	No Grades	0	0	0	0	0	0
<a href="#">27044/I/1 - PE 4/SCI</a>	Rose, Danielle Email: <a href="mailto:dirts@genesiz.org">dirts@genesiz.org</a>	No Grades	0	0	0	0	0	0
<a href="#">28210/I - US HISTORY 2</a>	Barry, Jack L Email: <a href="mailto:jbarry@abc.xyz">jbarry@abc.xyz</a>	No Grades	0	0	0	0	0	0

©Copyright: Genesis Educational Services, Inc.

The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher’s email address to send email to that teacher.

### Choosing the Marking Period Average to Display

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



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

### Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the “One Course/All Assignments” screen.

### Viewing all Assignments for a Selected Day

To see all of the Assignments for one **day** (for example, Tuesday), click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.

Dailly, Caitlin  
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 05/20/2013  
Status: Show all assignments Show Assignment Dates: All assignments Search

Print Assignments

Click the Print Assignments link to print out the list.

DATE	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOC
5/17/2012	FRN	BRANDEH 4	WIL	Safety Quiz		20			
5/18/2012	WAG	*CALCULUS AP	HIV	Section 1.2, 4.6, 7.2, 8		CHEOPLUS	100	89%	
5/11/2012	Tu4	*CALCULUS AP	HIV	Section 1.2, 4.6, 7.2, 8		CHECK	100	100%	
5/12/2012	WAG	*CALCULUS AP	HIV	Section 1.2, 3, 4, 5		CHEOPLUSPLUS	100	100%	
5/14/2012	FRN	*CALCULUS AP	TEST	Test 13 Jason 1-3 Year		96	100	96%	
4/18/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 1		60			
4/23/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 2		100			
4/23/2012	THU	*CALCULUS AP	TEST	Test Chapter 2 through 8 in Chapter 11 and receive a proctored essay		CHEOPLUSPLUS	100	100%	
5/2/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 3		100			
5/9/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 4		100			
5/16/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 5		100			
5/23/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 6		100			
5/30/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 7		100			
6/6/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 8		100			
6/13/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 9		100			
6/20/2012	THU	*CALCULUS AP	QUIZ	MPA Quiz 10		100			
6/22/2012	WAG	US HISTORY 2	OP	Homework 1		8	100	89%	
5/12/2012	WAG	US HISTORY 2	HIV	Revolutionary Battles		100			
5/19/2012	WAG	US HISTORY 2	HIV	Homework 2		100			
10/2/2012	Tu4	US HISTORY 2	HIV	Reading Assignments		100			
1/2/2013	WAG	US HISTORY 2	QUIZ	Reading Assignments		100			
1/4/2013	FRN	US HISTORY 2	TEST	Test 3		100			

Click on pushpins to see the teacher's comments about your child's work or messages to the class.

If the teacher has uploaded files to an Assignment, you will be able to click on each file's icon to download it.

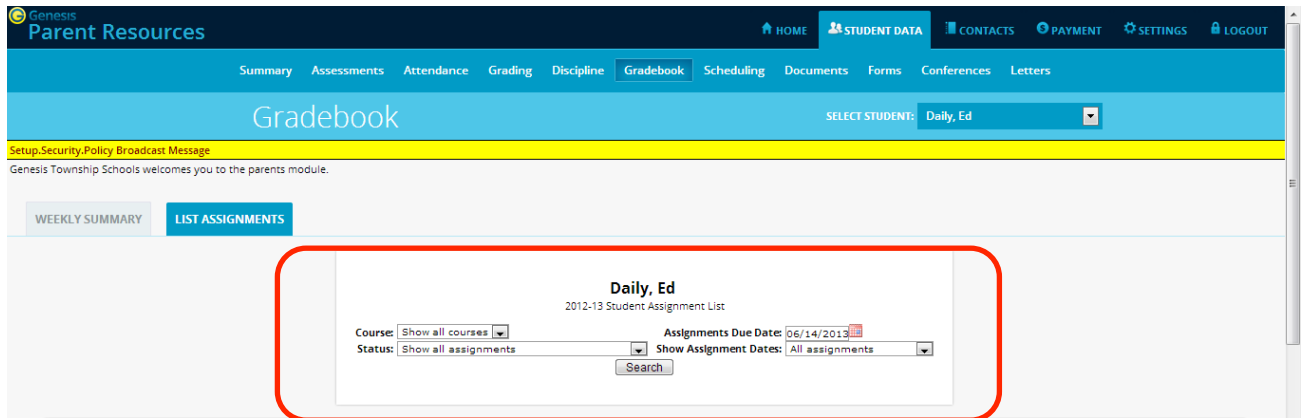
**Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or “All Assignments”**

**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 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 you.

## List of Assignments Screen



### List of Assignments

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 you failed to turn in or do.
  - Assignments you have not yet completed because you were absent on the due date. An assignment is marked “Absent” if you were 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.

## Viewing Teacher Comments

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

MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing	
-----	-----------	-----	--------------	-----------------	------	-----------------------------	----	--	-----	-----	---------	--

If a pushpin icon appears on the Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, click the icon. This will cause the comments to popup:

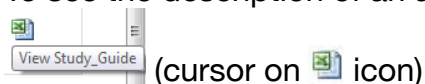
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing	
							<div style="border: 1px solid black; padding: 5px;"> <p><b>Comment from Antonelli, John:</b> <span style="float: right;">Close</span></p> <p>We need another phone conference</p> </div>					

## Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The “documents” include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.

MP3	3/6/2013	Wed	US HISTORY 2	Barry, Jack L	QUIZ	Quiz March 6 Quiz Pages 205-240, Do #'s 3, 7, 9-12 in preparation.			100			
-----	----------	-----	--------------	---------------	------	---	--	--	-----	--	--	--

If icons (e.g. ) appear in the “Docs” column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these. There will be one icon for each document the teacher has attached ( means there is one document attached). The shape of the icon indicates the kind of file that is attached (e.g. indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.<sup>1</sup> To see the description of an attached document, place your cursor on the icon:



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

<sup>1</sup> 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.



# Assessments

The Assessment screen in The STUDENT DATA tab lets you view test scores.

Genesis Parents Module 2.0

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			<a href="#">Information</a>
SAT	SAT	2010	March		11	525		550	675			<a href="#">Information</a>

SELECT STUDENT: Daily, Caitlin

PSAT, HSPA & EOC Scores							
PSAT 1/2010 READING	PSAT 1/2010 WRITING	PSAT 1/2010 MATH	HSPA 3/2010 LAL	HSPA 3/2010 MATH	EOC_BIO 5/2010	EOC-ALG1 5/2010	MATH
					168	319	

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

**Assessments shows your student's standardized test scores**

## List of Standardized Test Scores

The top section lists your standardized test scores:

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			<a href="#">Information</a>
SAT	SAT	2010	March		11	525		550	675			<a href="#">Information</a>

## Views of Various Groups of Scores

The other sections, if any appear, show groups of your scores. Each section contains a group of scores related in some way:

PSAT, HSPA & EOC Scores							
PSAT 1/2010 READING	PSAT 1/2010 WRITING	PSAT 1/2010 MATH	HSPA 3/2010 LAL	HSPA 3/2010 MATH	EOC_BIO 5/2010	EOC-ALG1 5/2010	MATH
					168	319	

## Scheduling

Scheduling found in the STUDENT DATA tab is all about Next Year Scheduling.

Genesis Parents Module 2.0

Scheduling

SELECT STUDENT: Daily, Caitlin

Caitlin has been assigned to grade 12 and will attend Genesis High School in 2013-14

Caitlin's 2013-14 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					

Caitlin's Course Requests for 2013-14

These courses have been requested for the next school year.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
10495	*ENGLISH 4 AP	5.000	Recommended by: Dilts, Rich Current Course: 10495 - *ENGLISH 4 AP
13609	TRIGONOMETRY	2.500	
13797	*CALCULUS AP	7.000	
14595	*PHYSICS AP	5.000	Recommended by: Dilts, Rich Current Course: 14577 - *PHYSICS HON
23678	WEBB PAGES	5.000	
27044	PE 4/SCI	3.000	

Scheduling choices are for the selected student..

Scroll down to see course recommendations for your student.

### Viewing Next Year Requests, Recommendations and Schedule

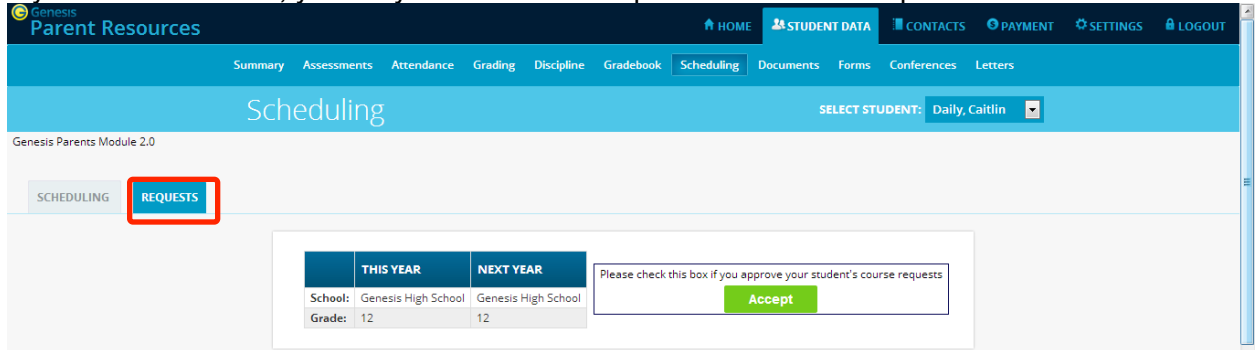
The **Scheduling** screen shows you your course requests for the *next* school year (e.g. 2012-13 if this year is 2011-12), teacher recommendations, if there are any, as well as their “next year” schedule once one has been created.

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. **Your actual schedule for next year.** Once your 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.

## Making Next Year Course Requests

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

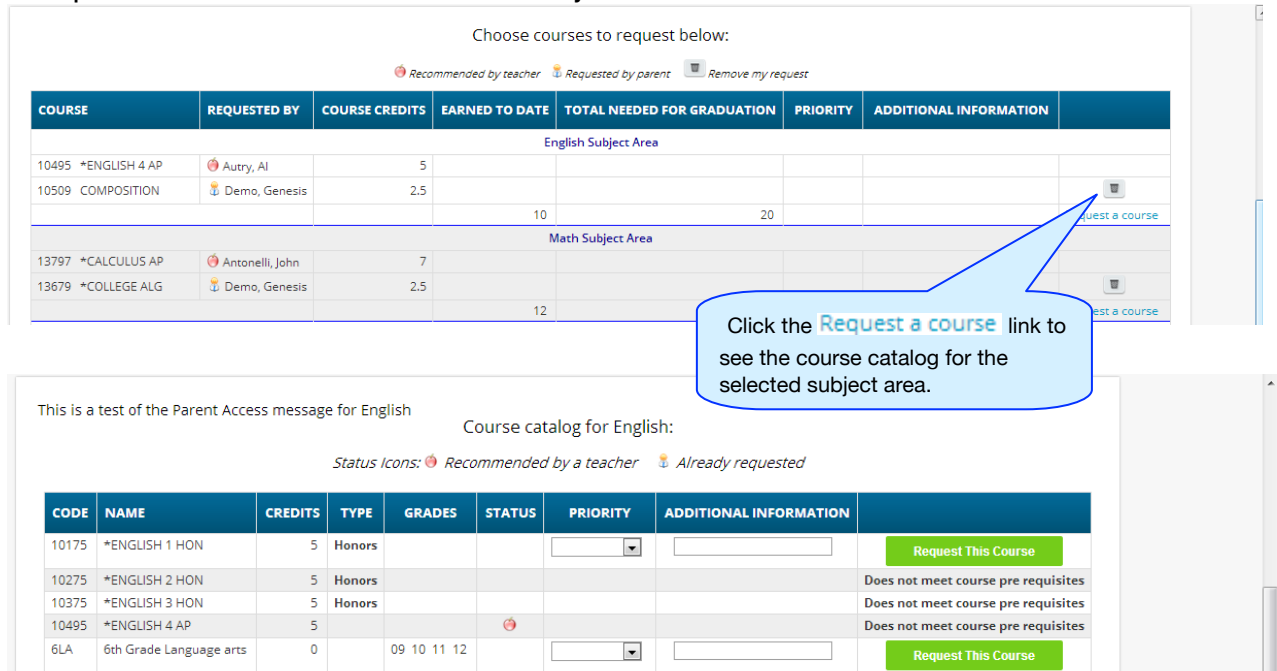


The Requests screen lets you choose courses to request for the next school year.

### 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:



The Course Catalog screen lists all the available courses in the subject area – English for example.

### Deciphering the Course Catalog

Each line in the course catalog provides the following information:

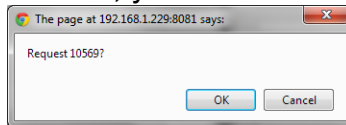
- **Course Code** – The course number in the school’s catalog.
- **Course Name or description** – The name of the course.
- **Credits** – How many credits is it worth?

- **Type or level of course (e.g. Honors or AP)**
- **Grades** – Which grade levels (e.g. 10<sup>th</sup> grade) is the course aimed at?
- **Status** – Has this course been recommended for your student? Have they already requested it?
- **Priority** – A drop down that allows you to select your priority for the course.
- **Additional Information** – A place where you can enter a short note about your choice.
- **Selector or Message** – This either provides you with a “Request this Course” button or the reason why the student cannot request it. For example, because it is already one of their requests, or they do not have the prerequisites for the course.

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

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/>	<input type="button" value="Request This Course"/>

When you click on a  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:

Recommended by teacher Requested by parent Remove my request

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION	
English Subject Area							
10495	*ENGLISH 4 AP	Autry, AI	5				
10509	COMPOSITION	Demo, Genesis	2.5				<input type="button" value="Request a course"/>
			10	20			

### Prioritizing your Choices

The Course Catalog contains a “Priority” drop down for each course and an “Additional Information” field.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/>	<input type="button" value="Request This Course"/>

You can prioritize your choice by selecting a priority. The “Priority” check box lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/>	<input type="button" value="Request This Course"/>
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/>	<input type="button" value="Request This Course"/>
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/>	<input type="button" value="Request This Course"/>
10509	COMPOSITION	2.5				<input type="text"/>	<input type="text"/>	<input type="button" value="Already Requested"/>

You can also put a short note in the Additional Information field. Your guidance counselor will be able to see both the priority and the short note.

# Conferences

Conferences found in the STUDENT DATA tab contains a list of conferences scheduled with school personnel (teachers, counselors, case managers) that have been made for you and/or your guardian(s). There are two controls on the bottom of the screen, which allows you to make or request additional conference appointments.

Genesis Parents Module 2.0

Parent Resources

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

Conferences

SELECT STUDENT: Daily, Caitlin

Your Conference List:

CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
Tue 05/14/2013	10:00 AM to 10:45 AM	College	Airdama, David	Counselors Office
Tue 03/12/2013	3:00 PM to 3:15 PM	Parent Meeting (Teacher Conferences 4)	Barry, Jack L	Teacher's Classroom
Fri 01/25/2013	1:10 PM to 1:25 PM	Grades	Barry, Jack L	Teacher's Classroom
Tue 12/11/2012	3:00 PM to 3:10 PM	December Checkpoints (December Parent Meetings)	Barry, Jack L	Teacher's Classroom
Wed 11/14/2012	3:20 PM to 3:35 PM	College (November Conferences)	Barry, Jack L	Teacher's Classroom
Wed 11/14/2012	3:20 PM to 3:35 PM	College (November Conferences)	Antonelli, John	Teacher's Classroom
Wed 11/14/2012	3:40 PM to 3:55 PM	College (November Conferences)	Aguyo, Luis	Teacher's Classroom
Tue 11/06/2012	10:00 AM	Parent Meeting	Adams, Bob	Counselor's Office
Thu 10/11/2012	3:40 PM to 3:55 PM	Parent Meeting (Teacher Conferences Round 2)	Antonelli, John	Teacher's Classroom
Thu 10/11/2012	4:00 PM to 4:15 PM	Parent Meeting (Teacher Conferences Round 2)	Autry, Al	Teacher's Classroom
Wed 10/10/2012	3:00 PM to 3:15 PM	Parent Meeting (Teacher Conferences Round 2)	Bailey, Gene	Teacher's Classroom
Wed 10/10/2012	3:00 PM to 3:15 PM	Parent Meeting (Teacher Conferences Round 2)	Barry, Jack L	Teacher's Classroom
Wed 10/10/2012	3:20 PM to 3:35 PM	Parent Meeting (Teacher Conferences Round 2)	Barrett, Bob	Teacher's Classroom
Wed 10/10/2012	3:40 PM to 3:55 PM	Parent Meeting (Teacher Conferences Round 2)	Allen, Myron	Teacher's Classroom
Tue 10/09/2012	4:20 PM to 4:35 PM	Parent Meeting (Teacher Conferences Round 2)	Allison, Bob	Teacher's Classroom
Tue 10/09/2012	4:40 PM to 4:55 PM	Parent Meeting (Teacher Conferences Round 2)	Anderson, Matt	Teacher's Classroom
Wed 09/26/2012	4:00 PM to 4:10 PM	Parent Meeting	Barry, Jack L	Teacher's Classroom
Wed 09/26/2012	4:15 PM to 4:25 PM	Parent Meeting	Allison, Bob	Teacher's Classroom
Wed 09/26/2012	4:15 PM to 4:25 PM	Parent Meeting	Allen, Myron	Teacher's Classroom
Wed 09/26/2012	4:30 PM to 4:40 PM	Parent Meeting	Allen, Myron	Teacher's Classroom
Tue 09/18/2012	3:40 PM to 3:55 PM	Parent Meeting (Teacher Conferences)	Barry, Jack L	Teacher's Classroom

Schedule conference for Teacher Conferences Round 2

Request a Conference

## Scheduling Conferences

Clicking on the [Schedule conference](#) link brings up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments:

Parent Resources

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

Conferences

SELECT STUDENT: Daily, Caitlin

Teacher Conferences Round 2

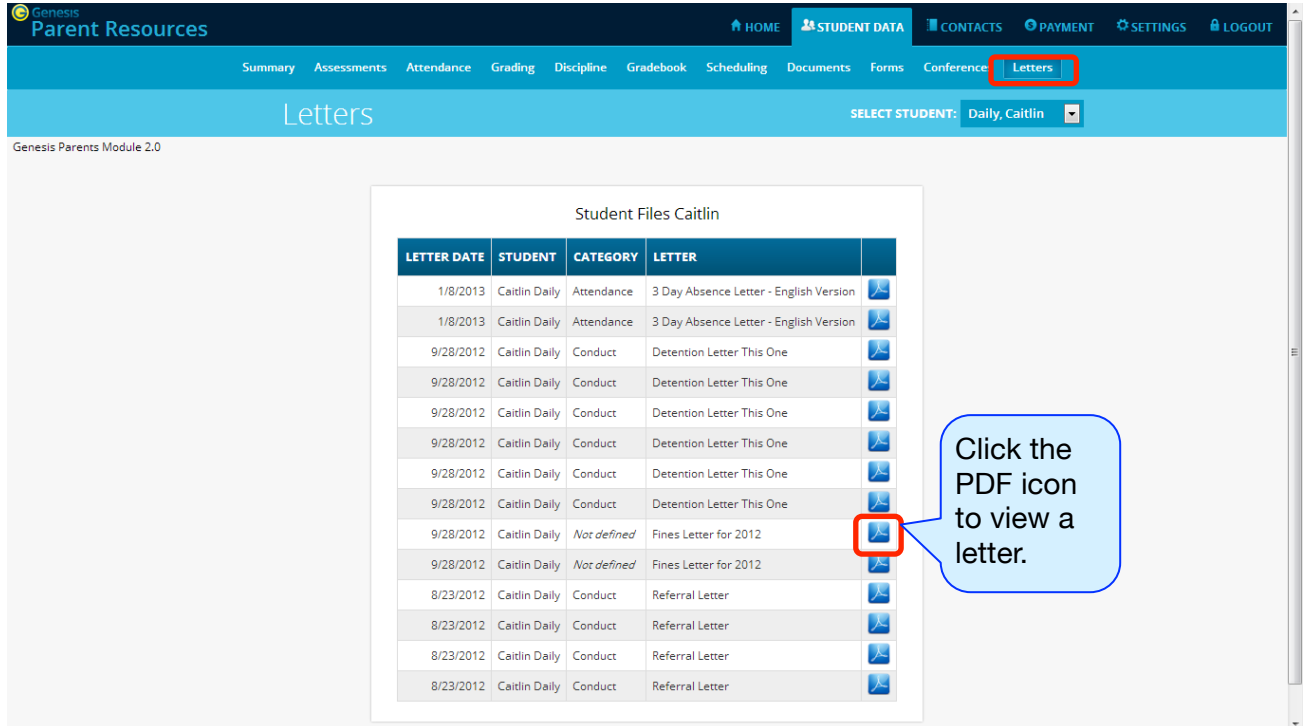
ALLEN, MYRON COUNSELOR FOR CAITLIN	AUTRY, AL *ENGLISH 4 AP, FY	ANDERSON, MATT SPANISH 4, FY	ANTONELLI, JOHN *CALCULUS AP, FY	BARRETT, BOB *PHYSICS HON, FY	BAILEY, GENE WOODS TECH 1, FY	BARRY, JACK L US HISTORY 2, FY
10/09 10/10 10/11	10/09 10/10 10/11	10/09 10/10 10/11	10/09 10/10 10/11	10/09 10/10 10/11	10/09 10/10 10/11	10/09 10/10 10/11
10:00 AM to 10:15 AM	10:00 AM to 10:15 AM	10:00 AM to 10:15 AM	10:00 AM to 10:15 AM	10:00 AM to 10:15 AM	10:00 AM to 10:15 AM	10:00 AM to 10:15 AM
10:15 AM to 10:30 AM	10:15 AM to 10:30 AM	10:15 AM to 10:30 AM	10:15 AM to 10:30 AM	10:15 AM to 10:30 AM	10:15 AM to 10:30 AM	10:15 AM to 10:30 AM
10:30 AM to 10:45 AM	10:30 AM to 10:45 AM	10:30 AM to 10:45 AM	10:30 AM to 10:45 AM	10:30 AM to 10:45 AM	10:30 AM to 10:45 AM	10:30 AM to 10:45 AM
10:45 AM to 11:00 AM	10:45 AM to 11:00 AM	10:45 AM to 11:00 AM	10:45 AM to 11:00 AM	10:45 AM to 11:00 AM	10:45 AM to 11:00 AM	10:45 AM to 11:00 AM
11:00 AM to 11:15 AM	11:00 AM to 11:15 AM	11:00 AM to 11:15 AM	11:00 AM to 11:15 AM	11:00 AM to 11:15 AM	11:00 AM to 11:15 AM	11:00 AM to 11:15 AM
11:15 AM to 11:30 AM	11:15 AM to 11:30 AM	11:15 AM to 11:30 AM	11:15 AM to 11:30 AM	11:15 AM to 11:30 AM	11:15 AM to 11:30 AM	11:15 AM to 11:30 AM
11:30 AM to 11:45 AM	11:30 AM to 11:45 AM	11:30 AM to 11:45 AM	11:30 AM to 11:45 AM	11:30 AM to 11:45 AM	11:30 AM to 11:45 AM	11:30 AM to 11:45 AM
11:45 AM to 12:00 PM	11:45 AM to 12:00 PM	11:45 AM to 12:00 PM	11:45 AM to 12:00 PM	11:45 AM to 12:00 PM	11:45 AM to 12:00 PM	11:45 AM to 12:00 PM
12:00 PM to 12:15 PM	12:00 PM to 12:15 PM	12:00 PM to 12:15 PM	12:00 PM to 12:15 PM	12:00 PM to 12:15 PM	12:00 PM to 12:15 PM	12:00 PM to 12:15 PM
12:15 PM to 12:30 PM	12:15 PM to 12:30 PM	12:15 PM to 12:30 PM	12:15 PM to 12:30 PM	12:15 PM to 12:30 PM	12:15 PM to 12:30 PM	12:15 PM to 12:30 PM
12:30 PM to 12:45 PM	12:30 PM to 12:45 PM	12:30 PM to 12:45 PM	12:30 PM to 12:45 PM	12:30 PM to 12:45 PM	12:30 PM to 12:45 PM	12:30 PM to 12:45 PM
12:45 PM to 1:00 PM	12:45 PM to 1:00 PM	12:45 PM to 1:00 PM	12:45 PM to 1:00 PM	12:45 PM to 1:00 PM	12:45 PM to 1:00 PM	12:45 PM to 1:00 PM
1:00 PM to 1:15 PM	1:00 PM to 1:15 PM	1:00 PM to 1:15 PM	1:00 PM to 1:15 PM	1:00 PM to 1:15 PM	1:00 PM to 1:15 PM	1:00 PM to 1:15 PM
1:15 PM to 1:30 PM	1:15 PM to 1:30 PM	1:15 PM to 1:30 PM	1:15 PM to 1:30 PM	1:15 PM to 1:30 PM	1:15 PM to 1:30 PM	1:15 PM to 1:30 PM
1:30 PM to 1:45 PM	1:30 PM to 1:45 PM	1:30 PM to 1:45 PM	1:30 PM to 1:45 PM	1:30 PM to 1:45 PM	1:30 PM to 1:45 PM	1:30 PM to 1:45 PM
1:45 PM to 2:00 PM	1:45 PM to 2:00 PM	1:45 PM to 2:00 PM	1:45 PM to 2:00 PM	1:45 PM to 2:00 PM	1:45 PM to 2:00 PM	1:45 PM to 2:00 PM
2:00 PM to 2:15 PM	2:00 PM to 2:15 PM	2:00 PM to 2:15 PM	2:00 PM to 2:15 PM	2:00 PM to 2:15 PM	2:00 PM to 2:15 PM	2:00 PM to 2:15 PM
2:15 PM to 2:30 PM	2:15 PM to 2:30 PM	2:15 PM to 2:30 PM	2:15 PM to 2:30 PM	2:15 PM to 2:30 PM	2:15 PM to 2:30 PM	2:15 PM to 2:30 PM
2:30 PM to 2:45 PM	2:30 PM to 2:45 PM	2:30 PM to 2:45 PM	2:30 PM to 2:45 PM	2:30 PM to 2:45 PM	2:30 PM to 2:45 PM	2:30 PM to 2:45 PM
2:45 PM to 3:00 PM	2:45 PM to 3:00 PM	2:45 PM to 3:00 PM	2:45 PM to 3:00 PM	2:45 PM to 3:00 PM	2:45 PM to 3:00 PM	2:45 PM to 3:00 PM
3:00 PM to 3:15 PM	3:00 PM to 3:15 PM	3:00 PM to 3:15 PM	3:00 PM to 3:15 PM	3:00 PM to 3:15 PM	3:00 PM to 3:15 PM	3:00 PM to 3:15 PM
3:15 PM to 3:30 PM	3:15 PM to 3:30 PM	3:15 PM to 3:30 PM	3:15 PM to 3:30 PM	3:15 PM to 3:30 PM	3:15 PM to 3:30 PM	3:15 PM to 3:30 PM
3:30 PM to 3:45 PM	3:30 PM to 3:45 PM	3:30 PM to 3:45 PM	3:30 PM to 3:45 PM	3:30 PM to 3:45 PM	3:30 PM to 3:45 PM	3:30 PM to 3:45 PM
3:45 PM to 4:00 PM	3:45 PM to 4:00 PM	3:45 PM to 4:00 PM	3:45 PM to 4:00 PM	3:45 PM to 4:00 PM	3:45 PM to 4:00 PM	3:45 PM to 4:00 PM
4:00 PM to 4:15 PM	4:00 PM to 4:15 PM	4:00 PM to 4:15 PM	4:00 PM to 4:15 PM	4:00 PM to 4:15 PM	4:00 PM to 4:15 PM	4:00 PM to 4:15 PM
4:15 PM to 4:30 PM	4:15 PM to 4:30 PM	4:15 PM to 4:30 PM	4:15 PM to 4:30 PM	4:15 PM to 4:30 PM	4:15 PM to 4:30 PM	4:15 PM to 4:30 PM
4:30 PM to 4:45 PM	4:30 PM to 4:45 PM	4:30 PM to 4:45 PM	4:30 PM to 4:45 PM	4:30 PM to 4:45 PM	4:30 PM to 4:45 PM	4:30 PM to 4:45 PM
4:45 PM to 5:00 PM	4:45 PM to 5:00 PM	4:45 PM to 5:00 PM	4:45 PM to 5:00 PM	4:45 PM to 5:00 PM	4:45 PM to 5:00 PM	4:45 PM to 5:00 PM

Copyright Genesis Educational Services, Inc.

Each teacher or counselor has a column which will show all available slots.

# Letters

The Letters section found in the STUDENT DATA tab contains a list of letters that have been sent to your parents/guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.



Genesis Parents Module 2.0


Letters

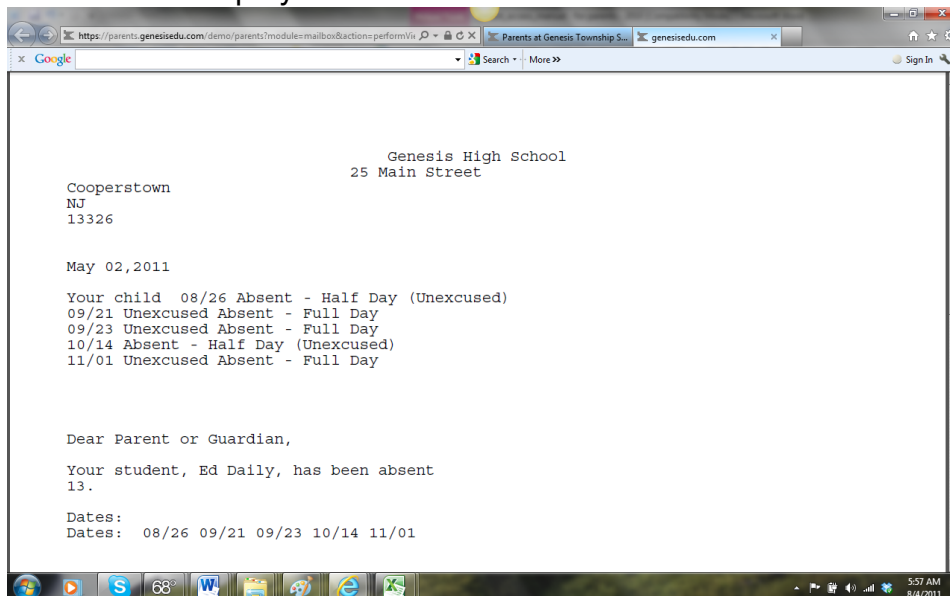
SELECT STUDENT: Daily, Caitlin

Student Files Caitlin

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

Click the PDF icon to view a letter.

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



Genesis High School  
25 Main Street  
Cooperstown  
NJ  
13326

May 02, 2011

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

Dear Parent or Guardian,

Your student, Ed Daily, has been absent 13.

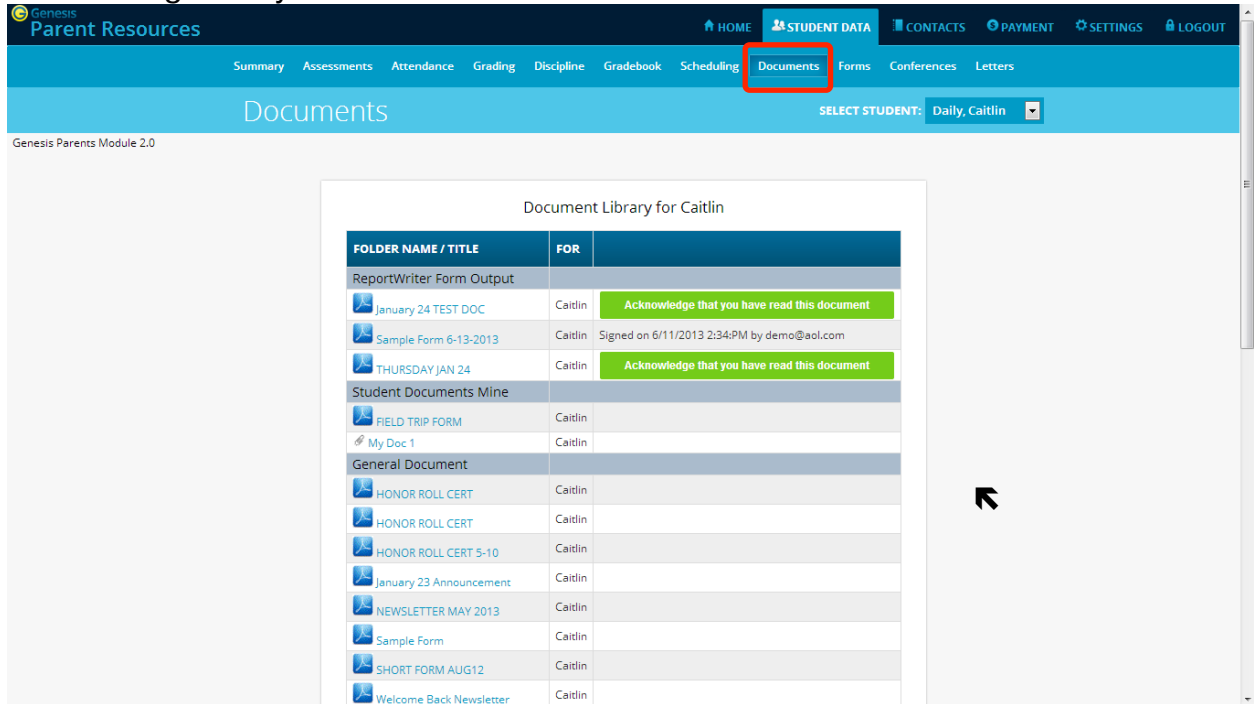
Dates:  
Dates: 08/26 09/21 09/23 10/14 11/01

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

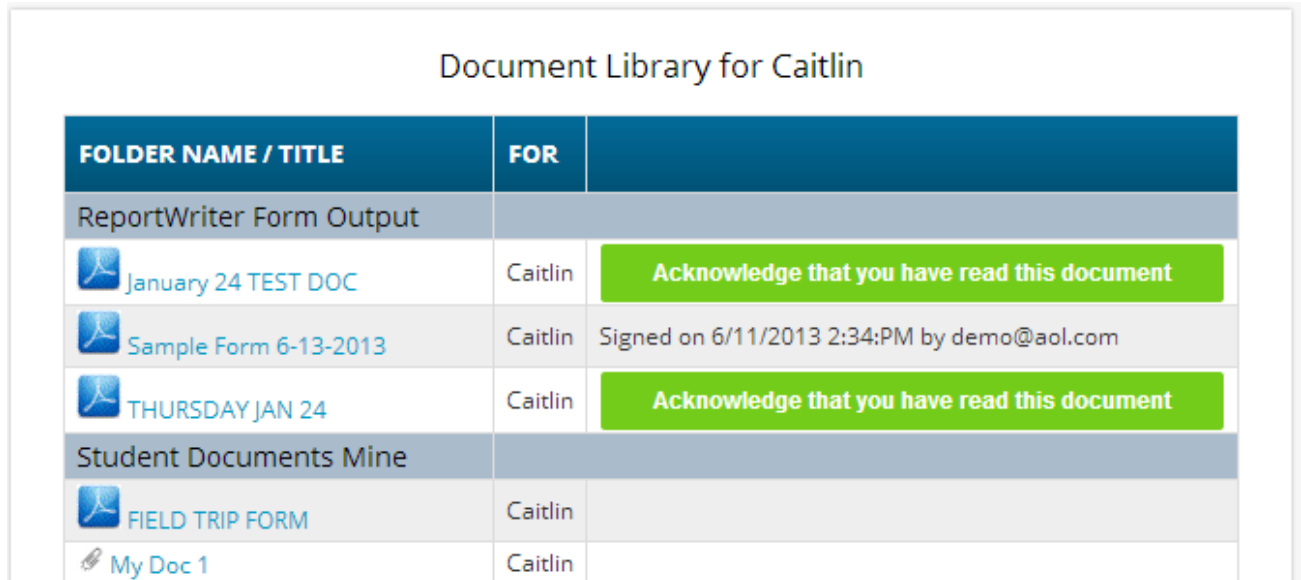


## Documents

The Documents screen found in the STUDENT DATA tab lists documents that the school or district has linked to your 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

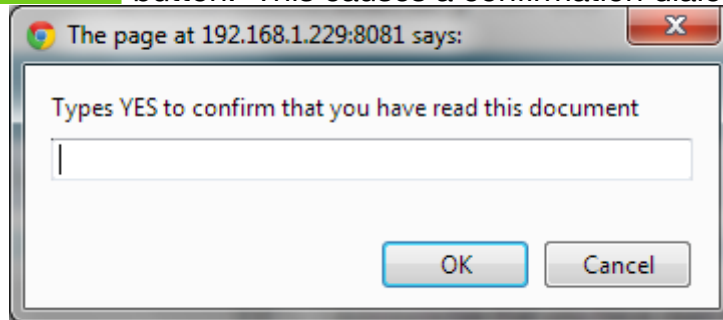
To download and view a document listed on this screen, click the PDF icon. This displays the contents of the selected document.

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

To acknowledge that you have read the corresponding document, click the

**Acknowledge that you have read this document**

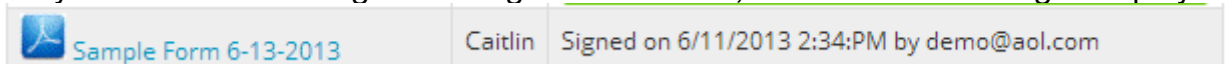
button. This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

**WARNING:** Clicking the **Acknowledge that you have read this document** button and entering YES into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button is no longer displayed:



# Forms

Forms found in the STUDENT DATA tab gives you access to various forms.

Genesis Parents Module 2.0

Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

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

Forms SELECT STUDENT: Daily, Caitlin

Forms Library

Today is 6/28/2013

These are the online forms that are available for **Caitlin**.

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2. Sample Template Sept 2013	4/18/2013	demo@aol.com			Caitlin
3. Basic Information	3/26/2013	demo@aol.com			Caitlin
4. Activity Questionnaire	Not Yet Submitted				Caitlin
5. Survey - New School Year	Not Yet Submitted				Caitlin
6. Transcript Request	Not Yet Submitted				Caitlin

Cambiar el idioma a español ©Copyright Genesis Educational Services, Inc.

## 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.

Genesis Parents Module 2.0

Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

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

Forms SELECT STUDENT: Daily, Caitlin

Forms Library

**Activity Questionnaire** for Caitlin

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<div style="border: 1px solid #ccc; height: 40px;"></div>
Question? Please visit <a href="http://www.askme.com">www.askme.com</a> for help	<input type="text"/>

Questions marked with an \* are required.

[Update Answers](#)

Cambiar el idioma a español ©Copyright Genesis Educational Services, Inc.

**To Fill out a Form**

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

Forms Library

Today is 6/28/2013

These are the online forms that are available for **Caitlin**.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	<a href="#">Sample Template April 18 2013</a>	4/18/2013	demo@aol.com			Caitlin
2.	<a href="#">Simple Template Sept 2013</a>	4/18/2013	demo@aol.com			Caitlin
3.	<a href="#">Basic Information</a>	3/26/2013	demo@aol.com			Caitlin
4.	<a href="#">Activity Questionnaire</a>	Not Yet Submitted				Caitlin
5.	<a href="#">Survey - New School Year</a>	Not Yet Submitted				Caitlin
6.	<a href="#">Transcript Request</a>	Not Yet Submitted				Caitlin

3. Clicking on the Form’s name brings up the form so it can be filled in. Each form is different.

Forms Library  
Activity Questionnaire for Caitlin

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<div style="border: 1px solid gray; height: 40px;"></div>
Question? Please visit <a href="http://www.askme.com">www.askme.com</a> for help	<input type="text"/>

Questions marked with an \* are required.

[Update Answers](#)

4. When you are done filling in the form, click the [Update Answers](#) button. This sends your answers to Genesis. If you do not click [Update Answers](#) button your answers will not be recorded.

# Home

## Introduction to the Home Screens

DATE	TYPE	SUBJECT	ACTIONS
6/4/13		A Discipline Incident was posted for Ed	
5/2/13		New document available. DOCMGT SAMPLES 5-3	
5/3/13		New document available. NEWSLETTER MAY 2013	
5/3/13		New document available. SAMPLE DOC	
4/24/13		Gradebook Grade Change A gradebook grade change was made for Ed	
4/23/13		New document available. PARENT SAMPLE 1	
4/23/13		New document available. APRIL 23rd Form	
3/7/13		New document available. Sample Form	
3/5/13		A Discipline Incident was posted for Ed	
2/28/13		Daily Attendance alert for Ed Attendance code of 'Absent- Never Attended' was posted for 02/28/2013	
2/15/13		A Discipline Incident was posted for Ed	
1/24/13		New document available. THURSDAY JAN 24	
1/24/13		New document available. THURSDAY JAN 24	
1/24/13		New document available. January 24 TEST DOC	
12/11/12		A Discipline Incident was posted for Ed	
11/29/12		Conference Reserved A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.	

There are two screens under  tab:

1. **Message Center** - The Message Center provides a list of all messages received for you. There are no settings on this screen – it is an information screen.
2. **Message Alert Setup** – This is where you set which Alerts you wish to receive.

## The Message Center Screen & Alerts

Message Center			
DATE	TYPE	SUBJECT	ACTIONS
6/4/13		A Discipline Incident was posted for Ed	
5/3/13		New document available. DOCMGT SAMPLE 5-3	
5/3/13		New document available. NEWSLETTER MAY 2013	
5/3/13		New document available. SAMPLE DOC	
4/24/13		Gradebook Grade Change A gradebook grade change was made for Ed	
4/23/13		New document available. PARENT SAMPLE 1	
4/23/13		New document available. APRIL 23rd Form	
3/7/13		New document available. Sample Form	
3/5/13		A Discipline Incident was posted for Ed	
2/28/13		Daily Attendance alert for Ed Attendance code of 'Absent - Never Attended' was posted for 02/28/2013	
2/15/13		A Discipline Incident was posted for Ed	
1/24/13		New document available. THURSDAY JAN 24	
1/24/13		New document available. THURSDAY JAN 24	
1/24/13		New document available. January 24 TEST DOC	
12/11/12		A Discipline Incident was posted for Ed	
11/29/12		Conference Reserved A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.	

Page 1 2 3

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

### Using the Message Center

The Message Center provides a list of all messages received for you. Some of these may be linked to Documents or Letters.

### Anatomy of a Message

Each Message includes a date, an Icon identifying which module of Genesis sent it, the message itself and potentially an additional line of information and possibly View, Link and Delete buttons:

5/3/13		New document available. NEWSLETTER MAY 2013	
--------	--	--	--





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



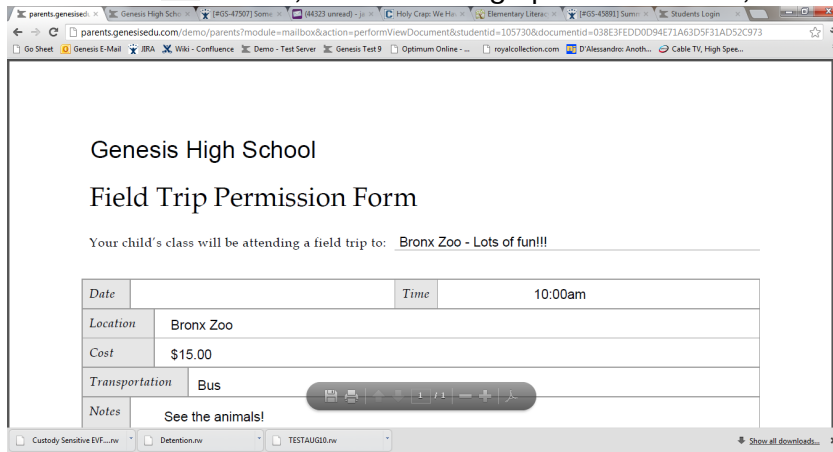
- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the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



- This is the “Delete” trashcan icon. To remove the Message, click the Delete icon.

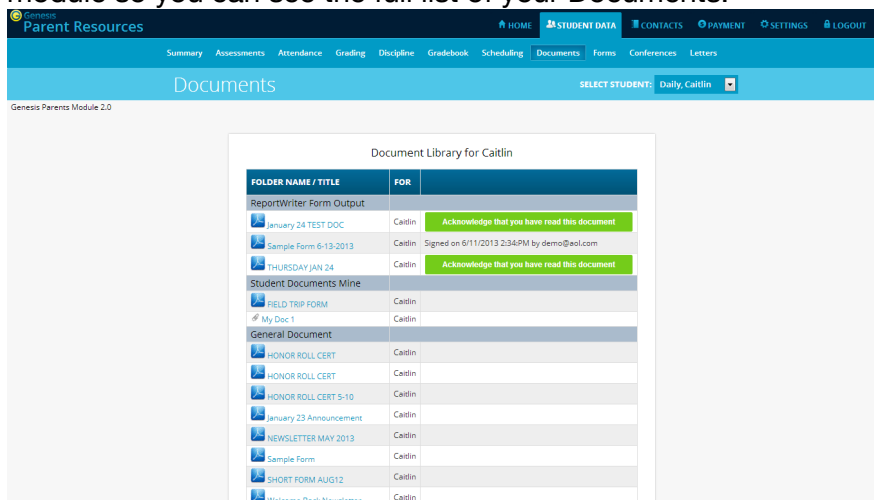
### Viewing the Message Content

If there is a  button, click it to bring up the document, letter or other content:



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 your Documents:



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

## Settings

Genesis  
Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT **SETTINGS** LOGOUT

Genesis Parents Module 2.0

**Change Password**

Current Password:

New Password:

Confirm New Password:

Save

**Settings**

Home Screen:  
Home

Save

[Cambiar el idioma a español](#)

©Copyright Genesis Educational Services, Inc.

### Changing Passwords

**Change Password**

Current Password:

New Password:

Confirm New Password:

Save

#### To Change your Password

1. Click on the Settings Tab at the upper left corner of all Parent Access Screens. This brings up the “Settings” screen
2. Enter your current password
3. Enter the new password you desire
4. Re-enter the new password you desire
5. click save