



*EDUCATIONAL SERVICES*

**Parent**

**Portal**

**User**

**Manual**

**Version 3.0**

**GENESIS STUDENT INFORMATION SYSTEM****PARENT PORTAL**

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## Introduction

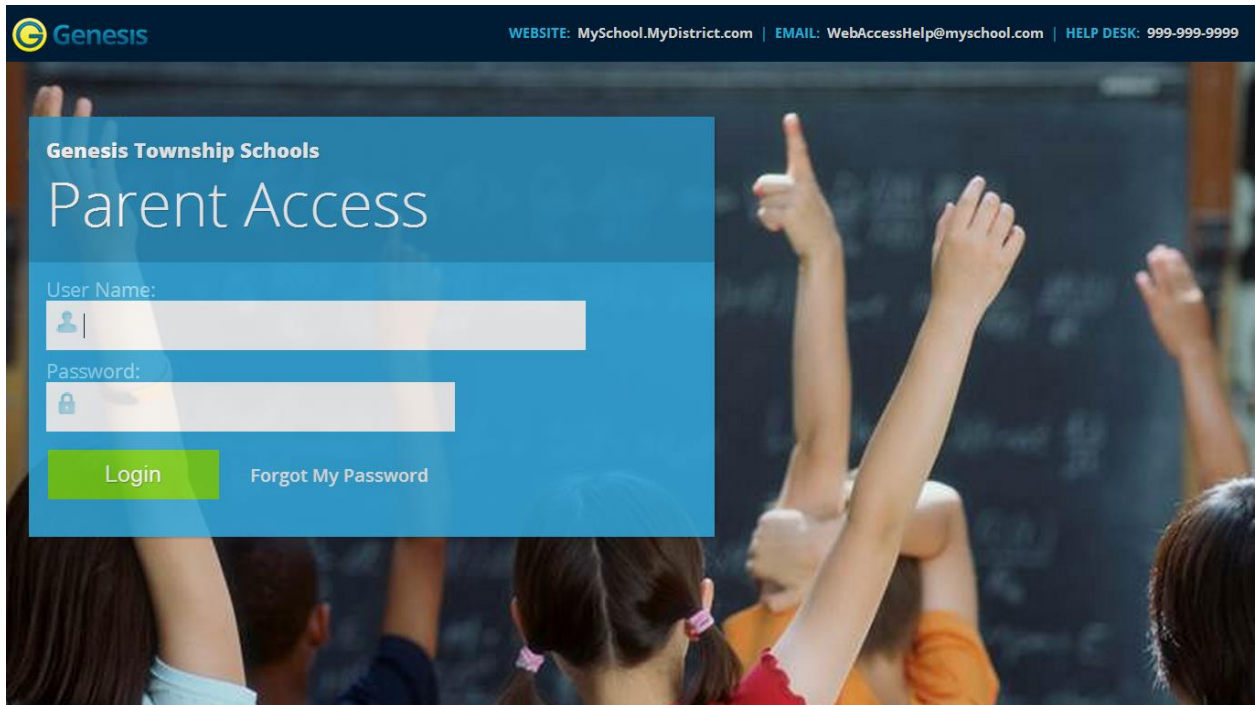
The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record and possibly class attendance records (if your child's school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's course requests or possibly their schedule for the next school year.
- Your child's standardized test scores (e.g. NJ ASK)
- Your child or children's discipline records
- Letters sent to you regarding your child:
  - o General Purpose letters
  - o Attendance Letters
  - o Discipline Letters
  - o Scheduling Letters
  - o Fines/Fees Letters
- Documents that have been uploaded for your students.
- Online questionnaires or forms.

The rest of this manual will guide you through all of the screens which may be available to you and how to use them. Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).

The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to your student.

## 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:

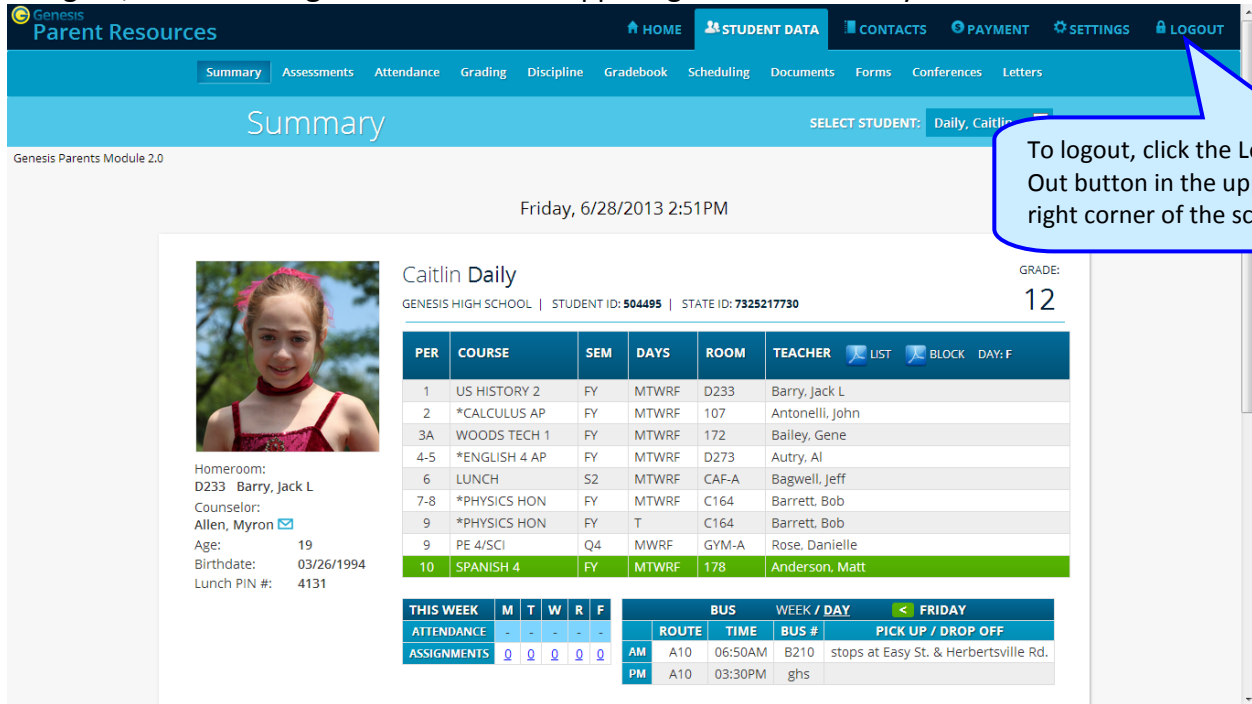
**WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999**

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

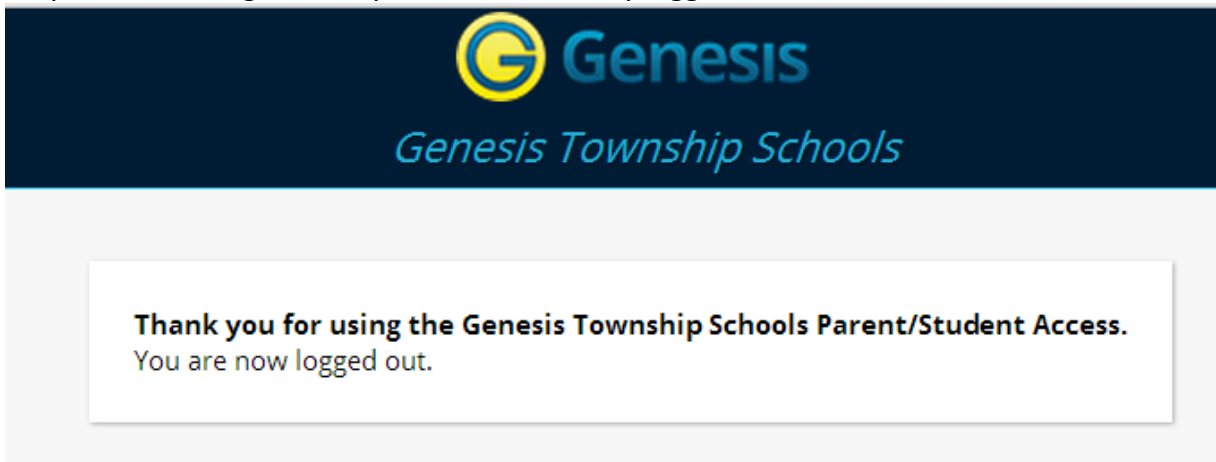
**It is important to log out of Genesis Web Access properly:** It is important to log out of *all* web applications properly.

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



The screenshot shows the Genesis Parent Resources interface. At the top right, there is a navigation bar with buttons for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. A blue callout box highlights the LOGOUT button with the text: "To logout, click the Log Out button in the upper right corner of the screen."

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



The screenshot shows the Genesis Township Schools logo at the top. Below it, a white box contains the text: "Thank you for using the Genesis Township Schools Parent/Student Access. You are now logged out."

### Why log out? Why not just close or “nuke” the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

**This applies not only to Genesis, but to every Internet/Web application you use.**

### Switching from English to Spanish

There is a [Cambiar el idioma a español](#) button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to [Change language to English](#). Click this to return to English.

## Student Summary Dashboard Screen

### The Summary Screen - The Student Dashboard

Genesis Parent Resources

Summary

SELECT STUDENT: Daily, Caitlin

Friday, 6/28/2013 2:51PM

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

PER	COURSE	SEM	DAYS	ROOM	TEACHER
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		

Callouts:  
 - Summary button: This is the current student.  
 - Highlighted course: The highlighted course is the one the student is scheduled to be in right this very minute  
 - Scroll down: Scroll down to see additional students

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

When you login to Genesis Web Access the first screen you see is your student’s Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ for every student linked to your login. All your students will be on one screen.

Each student’s ‘dashboard’ contains the following information:

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

Friday, 6/28/2013 2:51PM






Caitlin Daily

GRADE:

12

GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

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






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			

THIS WEEK	M	T	W	R	F	BUS		WEEK / DAY	< FRIDAY	
ATTENDANCE	-	-	-	-	-		ROUTE	TIME	BUS #	PICK UP / DROP OFF
ASSIGNMENTS	0	0	0	0	0	AM	A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.
						PM	A10	03:30PM	ghs	

**One Student’s Dashboard of Information**

**Top Tabs**

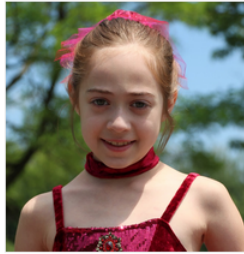
There are four available dark blue “top tabs”. You may not see all of them, depending on which screens your district has enabled. The four include:

-  **HOME** – This is where you set up your user profile and access the “Message Center” which provides up to the minute messages about your students.
-  **STUDENT DATA** – This is where you can see information for one specific student. The first screen you see when you click on the  **STUDENT DATA** tab is the “Summary” dashboard with a separate “dashboard” panel for each of your students.
-  **CONTACTS** – Contacts lists all contact information on record for your students and may allow you to update it.
-  **PAYMENT** – If your district has chosen to allow online payment of fees through Genesis, the Payments tab will be present. If not, it will not be there.

**More Information About Each Student**

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

Friday, 6/28/2013 2:51PM



Caitlin Daily

GRADE:

12

GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

Counselor name

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

Gradebook Assignments & Week's Attendance

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			

Bus Routes

THIS WEEK	M	T	W	R	F	BUS WEEK / DAY < FRIDAY			
ATTENDANCE	-	-	-	-	-	ROUTE	TIME	BUS #	PICK UP / DROP OFF
ASSIGNMENTS	0	0	0	0	0	AM A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.
						PM A10	03:30PM	ghs	

If your child has a schedule (in high school or middle school), click one of the icons to get a printable copy of their schedule. It can be had in either list or block form.

**The Selected Student**

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



## Selecting a Student

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

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

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK
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		

**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	

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

### Changing the Selected Student

The name of the 'currently selected student' is displayed in the 'Select Student' drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

### The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

### Panels on the Dashboard



Student information is summarized at the left side of the dashboard. The student's picture may be there, along with basic information such as homeroom, grade, guidance counselor, age and birthdate, and the student's current location.

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

PER	COURSE	SEM	DAYS	ROOM	TEACHER	PDF	LIST	PDF	BLOCK	DAY: W
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack					
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John					
3	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					

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>

**THIS WEEK**

The **THIS WEEK** panel contains your student’s **Attendance** for the week and how many **Gradebook Assignments** they have due each day.

Click a number to see the Assignments for that day.

ASSIGNMENTS	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">1</a>	<a href="#">0</a>
-------------	-------------------	-------------------	-------------------	-------------------	-------------------

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	

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

Navigate from weekday to weekday:

<	WEDNESDAY	>
---	-----------	---



## Class Attendance

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

To see Class Attendance, click the **CLASS ATTENDANCE** 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
	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		
M	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 student's Class Attendance summary for each of their separate subjects. One month is displayed at a time and the screen always starts by showing you **the current month's attendance**. You may select any month you wish.

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

US HISTORY 2	
	T=2.0
MP1	U=2.0 E=0.0
	T=0.0
MP2	U=0.0 E=0.0
	T=2.0
MP3	U=2.0 E=0.0
	T=0.0
MP4	U=0.0 E=0.0
YTD	T=4.0 U=4.0 E=0.0

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

Totals

Type:  ▼

	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	PE 4/SCI	SPANISH 4
<b>MP1</b>	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=1.0 U=1.0 E=0.0	T=2.0 U=2.0 E=0.0
<b>MP2</b>	T=0.0 U=0.0 E=0.0	T=2.0 U=2.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
<b>MP3</b>	T=2.0 U=2.0 E=0.0	T=5.0 U=5.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0
<b>MP4</b>	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
<b>YTD</b>	T=4.0 U=4.0 E=0.0	T=9.0 U=9.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=3.0 U=3.0 E=0.0	T=4.0 U=4.0 E=0.0

# Grading

## Current Year Report Card Grades & Current Report Card

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.

Genesis Parents Module 2.0

Grading SELECT STUDENT: Daily, Caitlin

Link to Rpt Card

Comment Tool tip

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

Comment

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	ME	MP3	MP4	FE	FG	ATT.	EARNED
*ENGLISH 4 AP	FY	2002	Kutry, Al Email: akutry@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	FY	2002	Rose, Danielle Email: dlrs@genesissz.org	B+								3.00
HEALTH 4	Q2	2002	Rose, Danielle Email: dlrs@genesissz.org									1.25
US HISTORY 2	FY	2002	Barry, Jack L Email: jbarry@abc.xyz	A								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 Student’s Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments the student has received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher’s name.

### The Grading Screen

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

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 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 Child’s Current or Most Recent Report Card

If you are able to view your child’s actual report card, a [Please click here to view the MP1 form for Ed in Genesis High School.](#) 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.

The screenshot shows a web browser window displaying a report card for Genesis Public Schools. The browser's address bar shows the URL: [http://parents.genesisedu.com/demo/parents?module=grading&studentid=504495&action=print&reportValue=MP1\\_5](http://parents.genesisedu.com/demo/parents?module=grading&studentid=504495&action=print&reportValue=MP1_5). A blue callout box labeled "Adobe Printer Icon" points to the printer icon in the top right corner of the browser window.

The report card content includes:

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 <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							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...

**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**

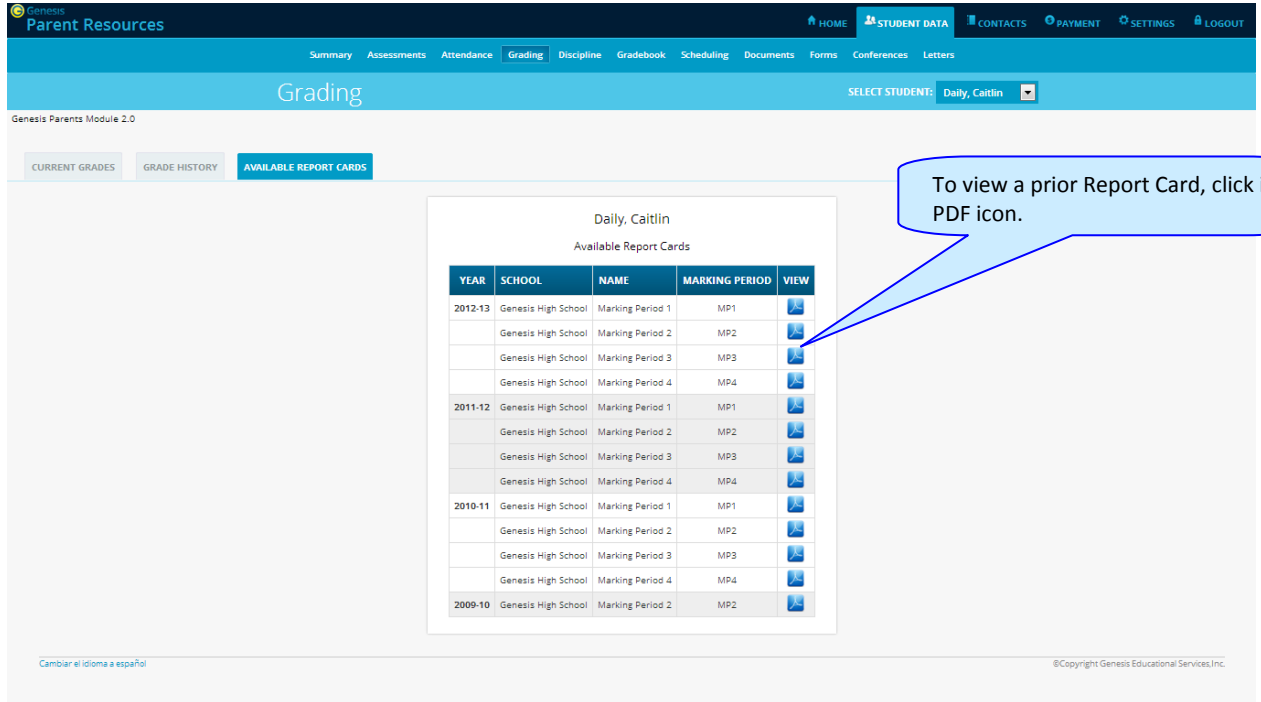
1. Click on the **Setup** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click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

**To Return to the Genesis Parents Portal**

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

### Prior Year Report Cards

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

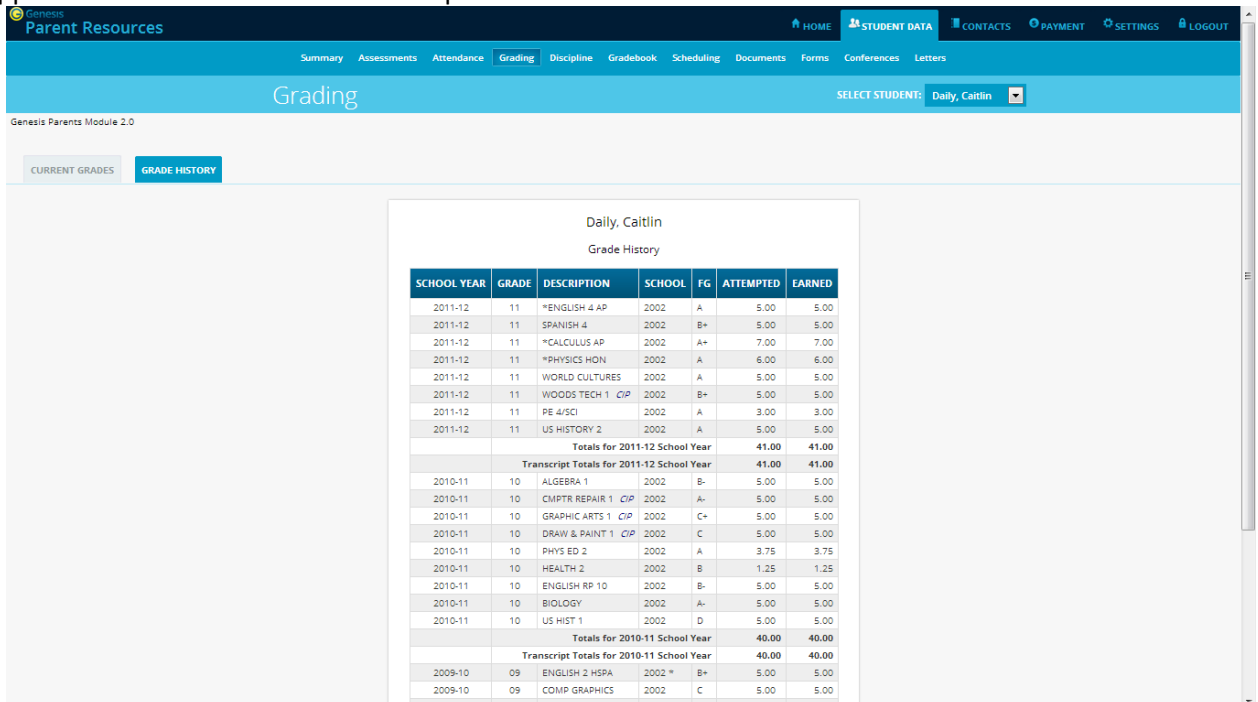


To view a prior Report Card, click its PDF icon.

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

### Academic History (Transcript Information)

If your student is in high school, the “Grade History” tab lists the course and final grade information that will appear on the student’s actual transcript.



Student’s Academic History – Information that will appear on their Transcript



# Discipline

Genesis Parents Module 2.0

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

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## Discipline Record

The optional Discipline screen lists any discipline issues regarding your child that have occurred in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your child's involvement in the incident
- Dates on which the actions were or are scheduled to take place.

This screen may not be available in your student's school.

## Gradebook

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

Genesis Parents Module 2.0

WEEKLY SUMMARY LIST ASSIGNMENTS

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

Printable Version of Weekly Assignment List

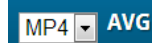
COURSES	TEACHER	MP4	AVG	MON 5/13/13	TUE 5/14/13	WED 5/15/13	THU 5/16/13	FRI 5/17/13
<a href="#">10495/2 - *ENGLISH 4 AP</a>	Autry, Al Email: <a href="mailto:alautry@xyz.abc">alautry@xyz.abc</a>	No Grades	0	0	0	0	0	0
<a href="#">12364/3 - *SPANISH 4</a>	Anderson, Matt Email: <a href="mailto:mmanderson@home.xyz">mmanderson@home.xyz</a>	No Grades	0	0	0	0	0	0
<a href="#">13797/1 - *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="#">14677/1 - *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="#">22118/2 - *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="#">27044/11 - PE 4/SCI</a>	Rose, Danielle Email: <a href="mailto:dirts@genesiss.org">dirts@genesiss.org</a>	No Grades	0	0	0	0	0	0
<a href="#">28210/1 - 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

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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.

Click the Print Assignments link to print out the list.

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.

STUDENT	DATE	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOC
5891	9/17/2012	PHI	SPAINEN, A	WKS	2/2/12		20			
5891	9/18/2012	WAS	*CALCULUS AP	HW	Section 1.2, 4.6, 7.2, 9	CHECPPLUS	100	83%		
5891	9/11/2012	TUE	*CALCULUS AP	HW	Section 1.1, 1.2, 1.3, 1.4	CHECK	100	78%		
5891	9/12/2012	WED	*CALCULUS AP	HW	Section 1.2, 2.4, 2.9	CHECPPLUS	100	100%		
5891	9/14/2012	FRI	*CALCULUS AP	TEST	Test 13	98	100	98%		
5891	4/18/2013	THU	*CALCULUS AP	QUIZ	MP4 Quiz 1	80				
5891	4/23/2013	TUE	*CALCULUS AP	QUIZ	MP4 Quiz 2		100			
5891	4/23/2013	TUE	*CALCULUS AP	TEST	MP4					
5891	5/2/2013	THU	*CALCULUS AP	QUIZ	Online Exam 2 through 9 in Chapter 11 and required a prepared essay	CHECPPLUS	100	100%		
5891	5/2/2013	THU	*CALCULUS AP	QUIZ	MP4 Quiz 3		100			
5891	5/8/2013	TUE	*CALCULUS AP	QUIZ	MP4 Quiz 4		100			
5891	5/16/2013	TUE	*CALCULUS AP	QUIZ	MP4 Quiz 5		100			
5891	5/23/2013	TUE	*CALCULUS AP	QUIZ	MP4 Quiz 6		100			
5891	5/30/2013	TUE	*CALCULUS AP	QUIZ	MP4 Quiz 7		100			
5891	6/6/2013	THU	*CALCULUS AP	QUIZ	MP4 Quiz 8		100			
5891	6/13/2013	THU	*CALCULUS AP	QUIZ	MP4 Quiz 9		100			
5891	6/20/2013	THU	*CALCULUS AP	QUIZ	MP4 Quiz 10		100			
5891	8/22/2012	WAS	US HISTORY 2	OP	Homework 1	8		83%		
5891	9/19/2012	WAS	US HISTORY 2	HW	Revolutionary Battles		100			
5891	10/2/2012	TUE	US HISTORY 2	HW	Homework 10		100			
5891	1/2/2013	WAS	US HISTORY 2	QUIZ	Read pages 24-32, 33-41 & 17-26		100			
5891	1/4/2013	FRI	US HISTORY 2	QUIZ	Homework		100			
5891	1/4/2013	FRI	US HISTORY 2	TEST	bingo		100			

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

### Gradebook Weekly Summary

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

- Select a different week by clicking in the “Week of” field.
- See all Assignment for all courses by selecting “All Assignments”.
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your student’s marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers’ Assignment comments for your child.

## List of Assignments Screen

Genesis Parent Resources

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

Gradebook SELECT STUDENT: Daily, Ed

Setup/Security/Policy Broadcast Message  
Genesis Township Schools welcomes you to the parents module.

WEEKLY SUMMARY **LIST ASSIGNMENTS**

**Daily, Ed**  
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/14/2013  
Status: Show all assignments Show Assignment Dates: All assignments

Search

Print Assignments

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz Safety quiz for the lab		20			
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 problems 1,2,4,6,7,8,9	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 problems 11,12,13,14	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 questions 1,2,3,4,5	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 Section 1-3 Test	96	100	96%		
						MP4 01117 1					

### List of Assignments

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

**Daily, Caitlin**  
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/28/2013  
Status: Show all assignments Show Assignment Dates: All assignments

Search

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 off” - 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.

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz <i>Safety quiz for the lab</i>			20		
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 <i>problems 1,2,4,6,7,8,9</i>	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 <i>problems 11,12,13,14</i>	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 <i>questions 1,2,3,4,5</i>	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 <i>Section 1-3 Test</i>	96	100	96%		
MP4	04/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 <i>MP4 Quizzes 1</i>	60	100	60%	Missing	
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 2 <i>MP4 Quizzes 2</i>		100			
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	TEST	test1 <i>Covered Sections 2 through 9 in Chapter 11 and required a prepared essay Research</i>	CHECKPLUSPLUS	100	100%		
MP4	05/02/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 3 <i>MP4 Quizzes 3</i>		100			
MP4	05/09/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 4 <i>MP4 Quizzes 4</i>		100			
MP4	05/16/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 5 <i>MP4 Quizzes 5</i>		100			
MP4	05/23/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 6 <i>MP4 Quizzes 6</i>		100			
MP4	05/30/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 7 <i>MP4 Quizzes 7</i>		100			

## 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:

**Daily, Ed**  
2012-13 Student Assignment List

Course:  Assignments Due Date:

Status:  Show Assignment Dates:

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

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

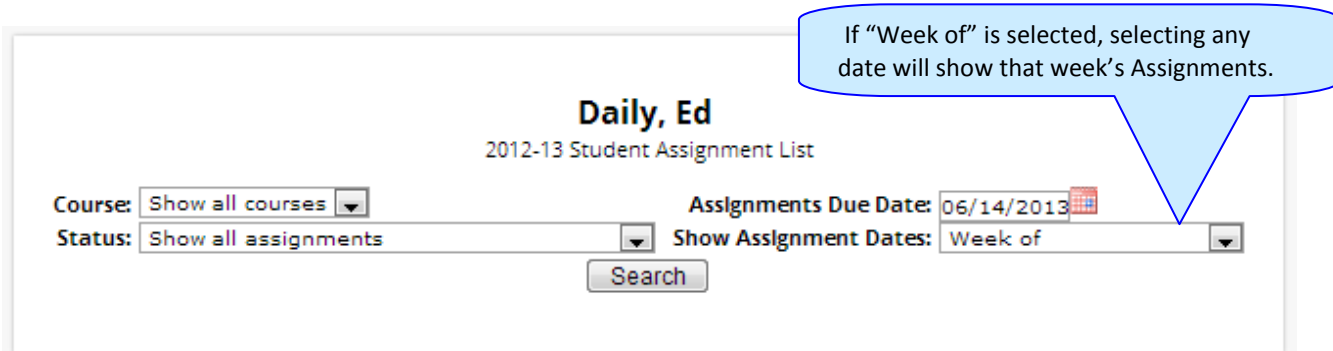
### One Day/All Assignments

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.

## One Week’s Assignments

### Viewing a Week’s Assignments

If you select “Week of” and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date “11/21/2008” which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.



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

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	9/7/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz <i>Safety quiz for the lab</i>			20		
MP1	9/5/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 <i>problems 1,2,4,6,7,8,9</i>	CHECKPLUS	100	85%		
MP1	9/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 <i>problems 11,12,13,14</i>	CHECK	100	78%		
MP1	9/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 <i>questions 1,2,3,4,5</i>	CHECKPLUSPLUS	100	100%		
MP1	9/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 <i>Section 1-3 Test</i>	96	100	96%		
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 <i>MP4 Quizzes 1</i>	60	100	60%	Missing	

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

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

Initially, these special grades appear in the regular **GRADE** column (e.g. **ABS**). When a teacher gives one of these special grades (e.g. **MI** - Missing) and then later changes it to another grade, the original, special grade



(i.e. **Missing**) is displayed in the **PREV** column on the List Assignments screen. Regular grades *never* appear in the **PREV** column – it is only for these special grades.



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

## Viewing Teacher 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.***


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:

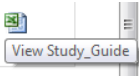

MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing
											
								<b>Comment from Antonelli, John:</b>	<a href="#">Close</a>		
								We need another phone conference			

## 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:  (cursor on  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

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>

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	

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

## List of Standardized Test Scores

The top section lists your student's 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 student's 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” in the Parents Module is all about Next Year Scheduling.

Genesis Parents Module 2.0

Scheduling

SELECT STUDENT: Daily, Caitlin

SCHEDULING REQUESTS

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

There are three things listed on this screen:

1. **Your student's list of course requests for next year.** These can be printed out.
2. **The teacher a course was recommended by** – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. **Your student's actual schedule for next year.** Once the student's actual schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

### Printing Next Year's Requests

1. Click the PDF Icon next to the “list of requests” header:

Caitlin's Course Requests for 2013-14 

This brings up an Adobe PDF view of your student's next year requests (shown below). The printed report includes a “signature” line.

2. Use the Adobe Reader's print button to send the report to the printer.
3. You may be asked to do print the request list, sign the set of requests and have your student return the signed list to school.

2013-14 Student Requests for Dally, Caitlin  
Genesis High School  
06/28/2013

---

**Next Year Requests**

Course	Description	Credits	Recommended By
10495	*ENGLISH 4 AP	5.000	Recommended By: Dilts, Rich Current Course: *ENGLISH 4 AP
13609	TRIGONOMETRY	2.500	
13797	*CALCULUS AP	7.000	
14595	*PHYSICS AP	5.000	Recommended By: Dilts, Rich Current Course: *PHYSICS HON
23678	WEBB PAGES	5.000	
27044	PE 4/SCI	3.000	
35210	US HISTORY 2	5.000	
LUNCH	LUNCH	.000	

**Recommendations which have not been Requested**

Course	Description	Credits	Recommended By
12370	*SPANISH 5 HON	5.000	Recommended By: Dilts, Rich Current Course: SPANISH 4
13797	*CALCULUS AP	7.000	Recommended By: Dilts, Rich Current Course: *CALCULUS AP
15315	SOCIOLOGY	5.000	Recommended By: Dilts, Rich Current Course: US HISTORY 2

These are the selections your student has made in concert with their guidance counselor.

Parent Signature: \_\_\_\_\_


Counselor Signature: \_\_\_\_\_

**Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print this out.**

**Printing Next Year’s Schedule**

Your student’s next year schedule will only be available once the scheduling process completes. This may not occur until after the end of the current school year. Scheduling is a long and complicated process. An empty or missing schedule simply means that your student’s school has not yet completed the scheduling process and is not a cause for alarm.

1. Click the PDF Icon next to the “Next Year Schedule” header:

Caitlin's Course Requests for 2013-14 

This brings up an Adobe PDF view of your student’s next year schedule.

2. Use the Adobe Reader’s print button to send the report to your printer.



### 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:

Choose courses to request below:

🔴 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, Al	5				
10509 COMPOSITION	Demo, Genesis	2.5				
			10	20		<a href="#">Request a course</a>
Math Subject Area						
13797 *CALCULUS AP	Antonelli, John	7				
13679 *COLLEGE ALG	Demo, Genesis	2.5				
			12	20		<a href="#">Request a course</a>
US History Subject Area						
15315 SOCIOLOGY	Barry, Jack L	5				
15309 PHILOSOPHY	Demo, Genesis	2.5				
15502 New Jersey History	Demo, Genesis	2.5				
			20			<a href="#">Request a course</a>
Science Subject Area						
14595 *PHYSICS AP	Barrett, Bob	5				
14577 *PHYSICS HON	Demo, Genesis	6				
14595 *PHYSICS AP	Demo, Genesis	5				
			6	20		<a href="#">Request a course</a>
World Languages Subject Area						
12370 *SPANISH 5 HON	Anderson, Matt	5				
12270 *FRENCH 5 HON	Demo, Genesis	5				
			5	10		<a href="#">Request a course</a>
Visual/Performing/Practical Arts Subject Area						
			10	10		<a href="#">Request a course</a>
Phys. Ed. Subject Area						
			10	15		<a href="#">Request a course</a>

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

This is a test of the Parent Access message for English

Course catalog for English:

Status Icons: 🔴 Recommended by a teacher 🔴 Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION
10175	*ENGLISH 1 HON	5	Honors				<a href="#">Request This Course</a>
10275	*ENGLISH 2 HON	5	Honors				Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors				Does not meet course pre requisites
10495	*ENGLISH 4 AP	5			🔴		Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12			<a href="#">Request This Course</a>
10510	ADV COMPOSITION	2.5					<a href="#">Request This Course</a>
10549	BRITISH LITERATURE	2.5					<a href="#">Request This Course</a>
10509	COMPOSITION	2.5			🔴		Already Requested
10569	CONTEMP LIT	2.5					<a href="#">Request This Course</a>
10865	CREAT DRAMA/THEATER	5					<a href="#">Request This Course</a>
10039	CREAT WRITING	2.5		11 12			<a href="#">Request This Course</a>
10884	CREAT WRITNG 1&2	5					<a href="#">Request This Course</a>
10165	ENGLISH 1 AC	5					<a href="#">Request This Course</a>
10135	ENGLISH 1 HSPA	5					<a href="#">Request This Course</a>
10265	ENGLISH 2	5					<a href="#">Request This Course</a>
10245	ENGLISH 2 AC	5					<a href="#">Request This Course</a>
10235	ENGLISH 2 HSPA	5					<a href="#">Request This Course</a>
10365	ENGLISH 3 AC	5					<a href="#">Request This Course</a>
10355	ENGLISH 3 BIT	5					<a href="#">Request This Course</a>
10335	ENGLISH 3 HSPA	5					<a href="#">Request This Course</a>

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:

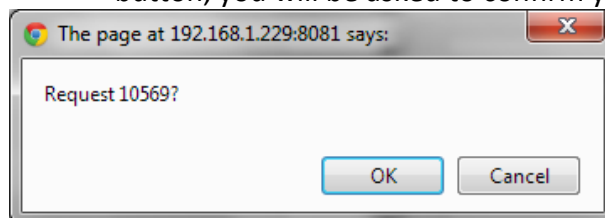
CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>

- **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 your student. 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"/>	<a href="#">Request This Course</a>
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>

When you click on a [Request This Course](#) button, you will be asked to confirm your choice:



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

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

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				
			10	20		<a href="#">Request a course</a>

**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"/> <a href="#">Request This Course</a>

You can prioritize your choice by selecting a priority. The “Priority” checkbox 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"/> <a href="#">Request This Course</a>
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/> <a href="#">Request This Course</a>
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/> <a href="#">Request This Course</a>
10509	COMPOSITION	2.5				<input type="text"/>	<input type="text"/> <a href="#">Already Requested</a>

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

# Conferences

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

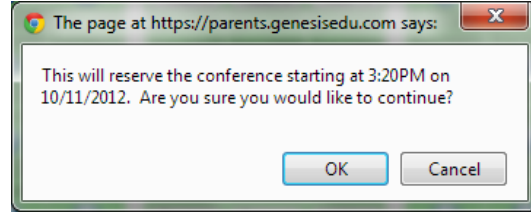
# Scheduling Conferences

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:

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

ANTONELLI, JOHN *CALCULUS AP, FY		
10/09 Tue	10/10 Wed	10/11 Thu
Start:3:00PM End:3:15PM Reserve	Start:3:00PM End:3:15PM Reserve	Start:3:00PM End:3:15PM Reserve
Start:3:20PM End:3:35PM Reserve	Start:3:20PM End:3:35PM Reserve	Start:3:20PM End:3:35PM Reserve
Start:3:40PM End:3:55PM Reserve	Start:3:40PM End:3:55PM Reserve	Start:3:40PM End:3:55PM Reserve
Start:4:00PM End:4:15PM Reserve	Start:4:00PM End:4:15PM Reserve	Start:4:00PM End:4:15PM Reserve
Start:4:20PM End:4:35PM Reserve	Start:4:20PM End:4:35PM Reserve	Start:4:20PM End:4:35PM Reserve
Start:4:40PM End:4:55PM Reserve	Start:4:40PM End:4:55PM Reserve	Start:4:40PM End:4:55PM Reserve
Start:5:00PM End:5:15PM Reserve	Start:5:00PM End:5:15PM Reserve	Start:5:00PM End:5:15PM Reserve
Start:5:20PM End:5:35PM Reserve	Start:5:20PM End:5:35PM Reserve	Start:5:20PM End:5:35PM Reserve
Start:5:40PM End:5:55PM Reserve	Start:5:40PM End:5:55PM Reserve	Start:5:40PM End:5:55PM Reserve

To select a conference slot, locate a date and time that works for you and click the **Reserve** button for that slot. A verification dialog will appear:



Click OK to reserve the slot.

Once you have reserved a slot, all the remaining slots for that person will become unavailable.

You may only schedule one slot for each teacher or counselor during a "Teacher Conference" event.

ALLEN, MYRON COUNSELOR FOR CAITLIN		
10/09 Tue	10/10 Wed	10/11 Thu
Start:3:00PM End:3:15PM Reserve	Start:3:00PM End:3:15PM Reserve	Start:3:00PM End:3:15PM Reserve
Start:3:20PM End:3:35PM Reserve	Start:3:20PM End:3:35PM Reserve	Start:3:20PM End:3:35PM Reserve
Start:3:40PM End:3:55PM Reserve	Start:3:40PM End:3:55PM Reserve	Start:3:40PM End:3:55PM Reserve
Start:4:00PM End:4:15PM Reserve	Start:4:00PM End:4:15PM Reserve	Start:4:00PM End:4:15PM Reserve
Start:4:20PM End:4:35PM Reserve	Start:4:20PM End:4:35PM Reserve	Start:4:20PM End:4:35PM Reserve
Start:4:40PM End:4:55PM Reserve	Start:4:40PM End:4:55PM Reserve	Start:4:40PM End:4:55PM Reserve
Start:5:00PM End:5:15PM Reserve	Start:5:00PM End:5:15PM Reserve	Start:5:00PM End:5:15PM Reserve
Start:5:20PM End:5:35PM Reserve	Start:5:20PM End:5:35PM Reserve	Start:5:20PM End:5:35PM Reserve
Start:5:40PM End:5:55PM Reserve	Start:5:40PM End:5:55PM Reserve	Start:5:40PM End:5:55PM Reserve

## Requesting a Conference

Requesting a Conference is different than Scheduling a Conference. When you click on the link, you will see a list of your students' teachers for the current week:

Available Conferences					
Week of 06/24/2013					
	06/24/2013 MONDAY	06/25/2013 TUESDAY	06/26/2013 WEDNESDAY	06/27/2013 THURSDAY	06/28/2013 FRIDAY
Allen, Myron Counselor for Caitlin					
Auray, 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	1:00PM-1:15PM 1:20PM-1:35PM 1:40PM-1:55PM 2:00PM-2:15PM 2:20PM-2:35PM 2:40PM-2:55PM	1:00PM-1:15PM 1:20PM-1:35PM 1:40PM-1:55PM 2:00PM-2:15PM 2:20PM-2:35PM 2:40PM-2:55PM	1:00PM-1:15PM 1:20PM-1:35PM 1:40PM-1:55PM 2:00PM-2:15PM 2:20PM-2:35PM 2:40PM-2:55PM	1:00PM-1:15PM 1:20PM-1:35PM 1:40PM-1:55PM 2:00PM-2:15PM 2:20PM-2:35PM 2:40PM-2:55PM	1:00PM-1:15PM 1:20PM-1:35PM 1:40PM-1:55PM 2:00PM-2:15PM 2:20PM-2:35PM 2:40PM-2:55PM

You may only "request" an already available slot. Teachers who have slots available will have the slot times listed. You cannot request a conference for a teacher who has no available slots.

To request one of the available slots, click on the listed slot time. A list of that teacher's slots for the selected **day** will be displayed. You can then choose one of the available slots.

Available Conferences	
06/25/2013	
BARRY, JACK L US HISTORY 2, FY	
06/25 Tue	Start:1:00PM End:1:15PM Reserve
	Start:1:20PM End:1:35PM Reserve
	Start:1:40PM End:1:55PM Reserve
	Start:2:00PM End:2:15PM Reserve
	Start:2:20PM End:2:35PM Reserve
	Start:2:40PM End:2:55PM Reserve

To choose a slot, click the **Reserve** button for it.

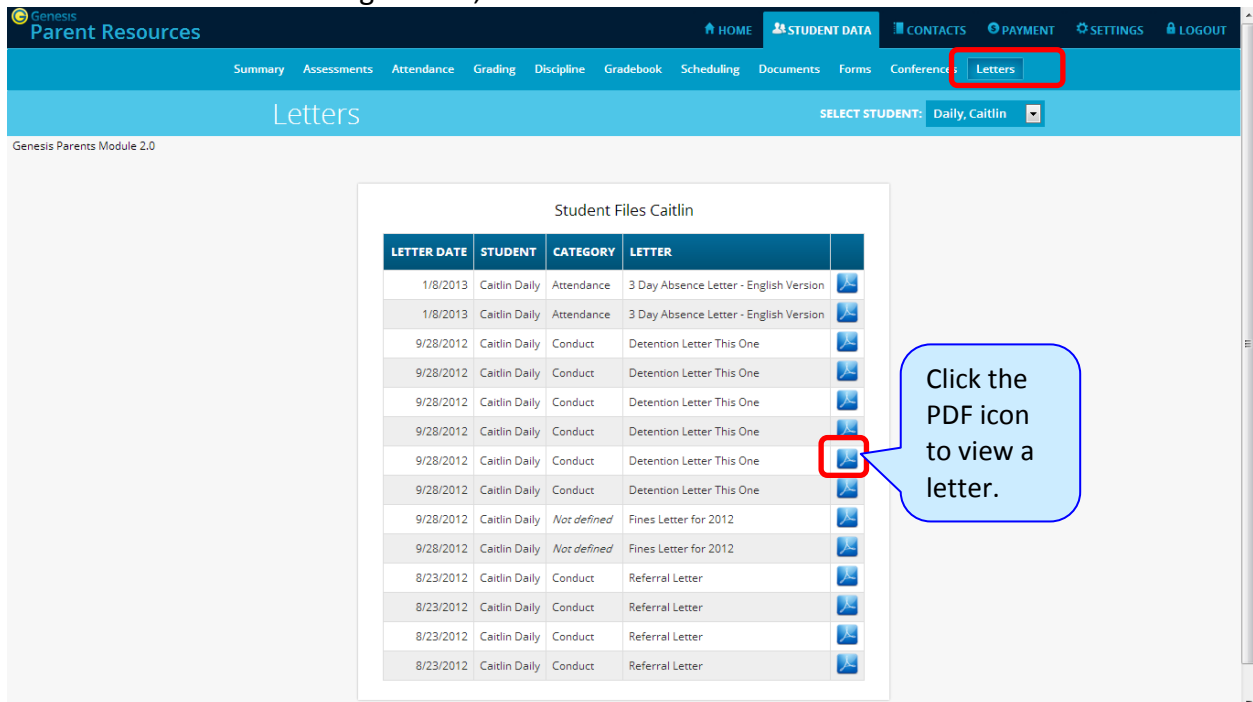
When "requesting" slots, you may request more than one. Even after you have reserved one slot, all others remain available.

Available Conferences	
06/25/2013	
BARRY, JACK L US HISTORY 2, FY	
06/25 Tue	Start:1:00PM End:1:15PM Reserve
	Start:1:20PM End:1:35PM Reserve
	Start:1:40PM End:1:55PM Reserve
	Start:2:00PM End:2:15PM Reserve
	Start:2:20PM End:2:35PM Reserve
	Start:2:40PM End:2:55PM Reserve




## Letters

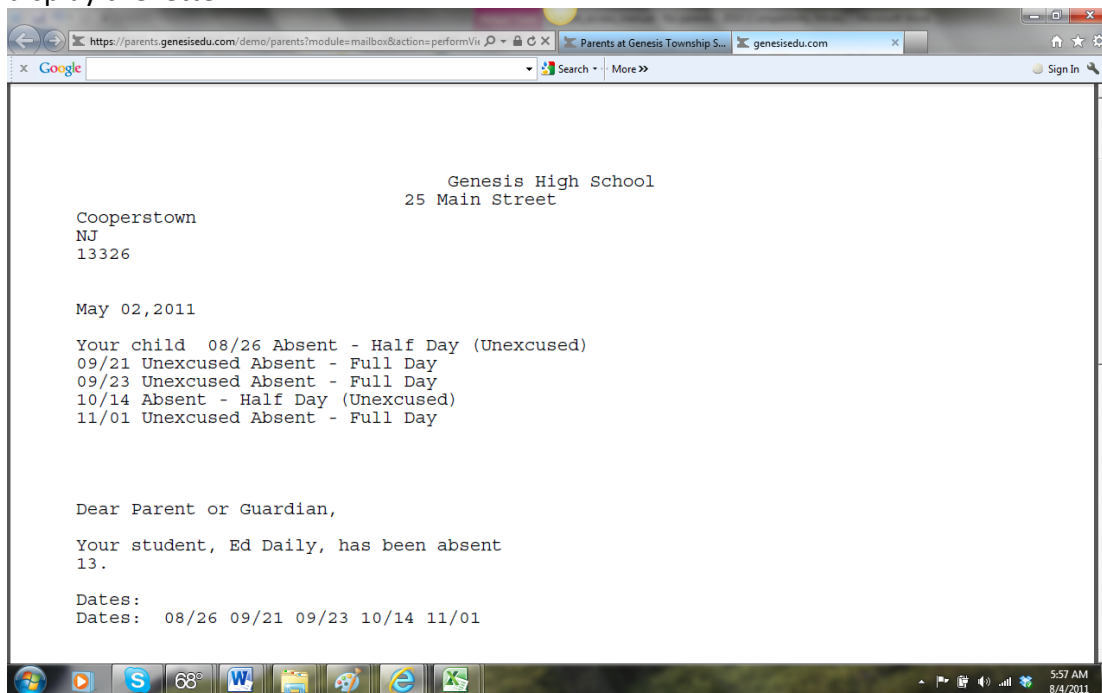
The Letters tab contains a list of letters that have been sent to the student's guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.



Genesis Parents Module 2.0

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

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.**

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

**Printing Letters**

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

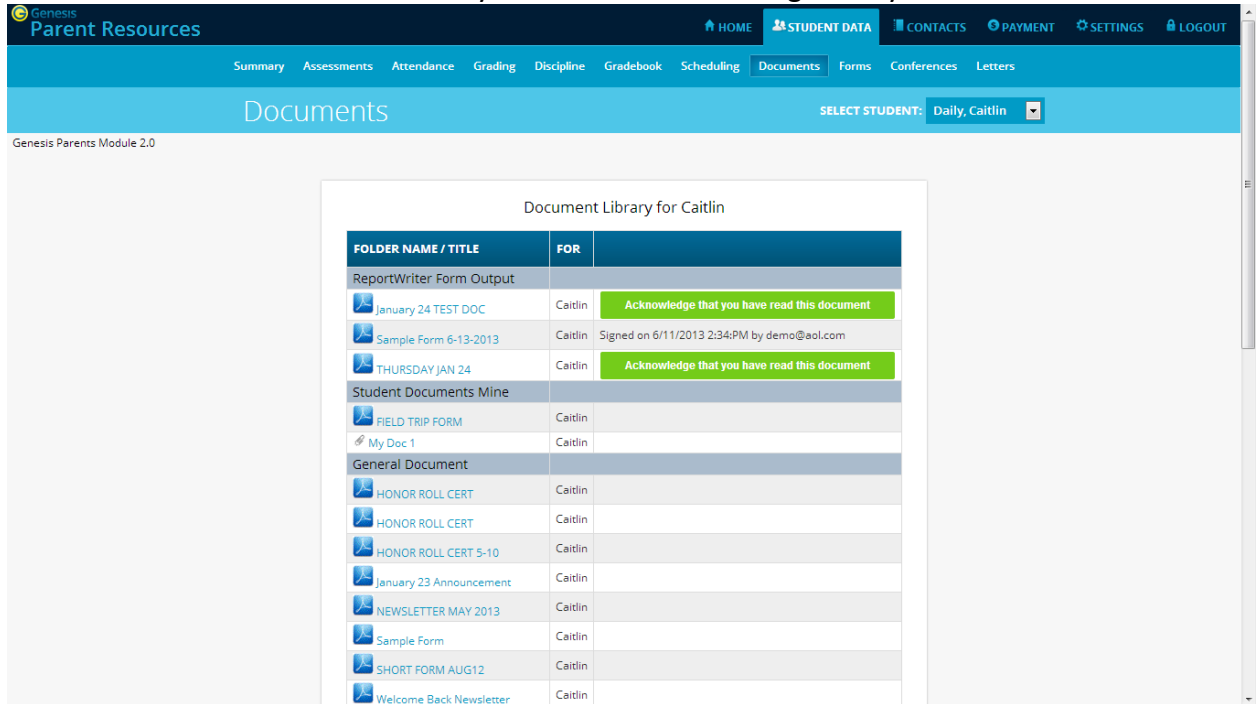
**What types of Letters are displayed?**

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

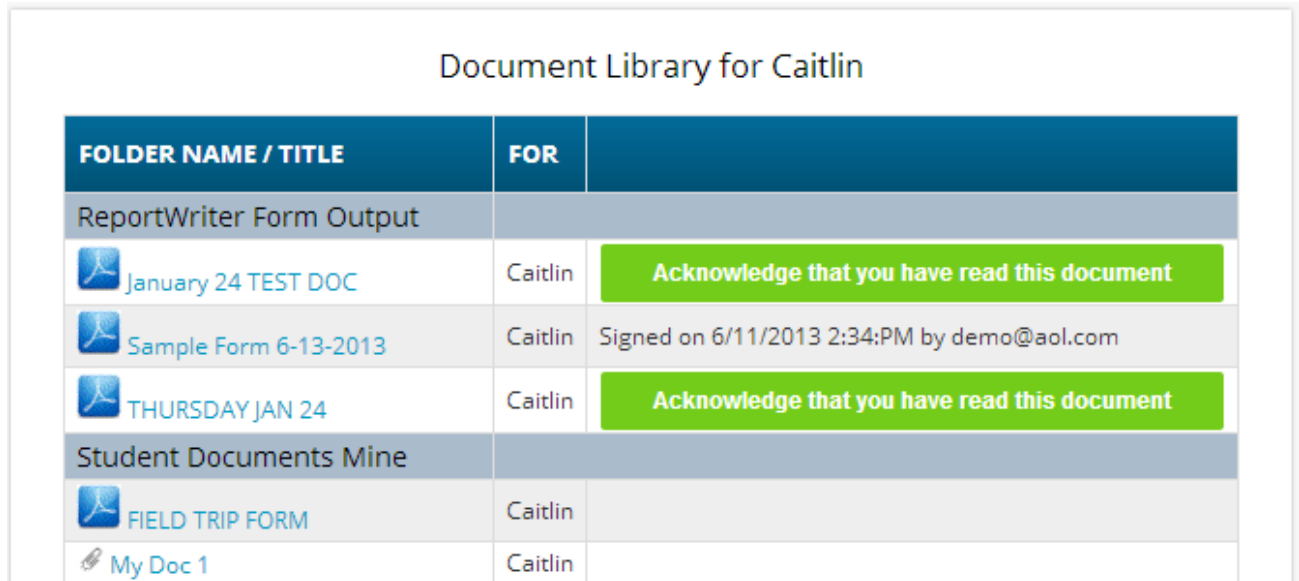
LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	

## Documents

The Documents screen lists documents that the school or district has linked to your student’s record. You can view these and maybe asked to acknowledge that you have read one of them:



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



### Download and View a Document

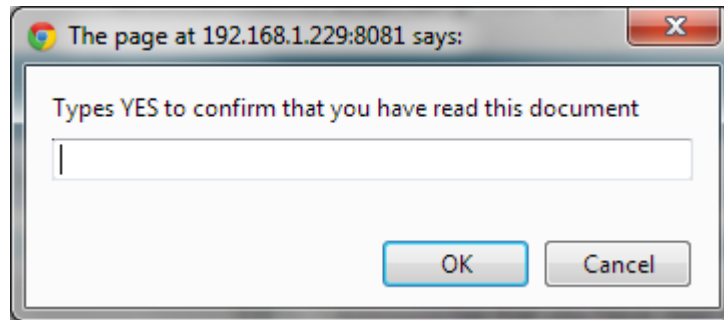
To download and view a document listed on this screen, click the PDF icon. This displays the contents of the selected document.

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

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

**Acknowledge that you have read this document**

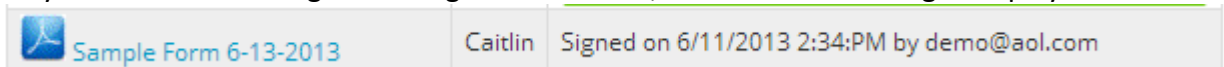
button. This causes a confirmation dialog to appear:



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

Genesis Parents Module 2.0

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

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](#)

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**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.

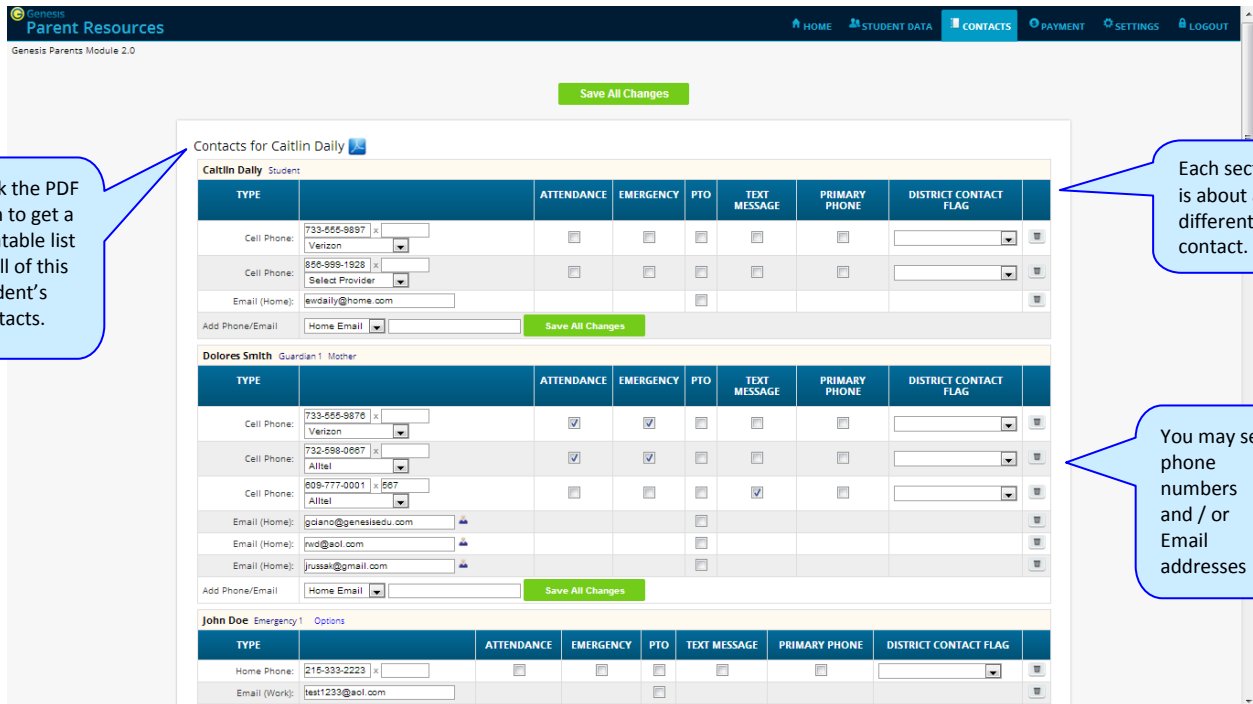
[Update Answers](#)

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.

## Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

A  PDF icon may appear next to the name of each of your children to allow you to print out their current contact information.



The screenshot shows the 'Contacts for Caitlin Daily' screen. It features a table with columns for TYPE, ATTENDANCE, EMERGENCY, PTO, TEXT MESSAGE, PRIMARY PHONE, and DISTRICT CONTACT FLAG. The table lists contact information for Caitlin Daily, Dolores Smith (Guardian 1 Mother), and John Doe (Emergency). Each contact entry includes fields for phone number, email, and a 'Save All Changes' button.

Click the PDF icon to get a printable list of all of this student's contacts.

Each section is about a different contact.

You may see phone numbers and / or Email addresses

Part of the Contacts Screen listing all Contact Information for your students


### What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children's own cellphone and email addresses
- The student's Guardians – The legal guardians – such as yourself – who are allowed to view the children's information.
- Other contacts – all other people whom you wish the school to be aware of in your children's lives, including:
  - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
  - o Doctors
  - o Dentists
  - o Hospital to use in an emergency if hospitalization is required.
  - o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child's area; there is a separate section for each Contact.

### Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the  PDF icon next to the student’s name and click it.

Contacts for Caitlin Daily



Click this icon

This will bring up a report of this student’s Contact information:

Contacts for Daily, Caitlin As of 06/29/2013				
Contact Name	Type	Relationship	Phone	Email
Caitlin Daily	Student	Student	733-555-9897 (Cell)* 856-999-1928 (Cell)	ewdaily@home.com (Home)
<b>Addresses</b> Legal Residence Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 732-598-0867 (Cell) 809-777-0001 x567(Work)	gciano@genesisedu.com (Home) rwd@aol.com (Home) jussak@gmail.com (Home)
<b>Addresses</b> Home Address: A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Home Address: A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Mailing Address: A D G R S Dolores Smith P/O/ Box 145 Riverdale, NJ 07457				
Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	test1233@aol.com (Work)
Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
<b>Addresses</b> Home Address Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Overlook Hospital	Other	Hospital	999-978-5432 (Home)*	

Page 1 of 2

The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student’s Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student’s Contact information.

This report can be printed out, corrected and brought to your child’s school or district offices.

**Printing Contact Reports**

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



You may not be allowed to change any information

Scroll down for more students

Scroll down to view additional students and contact information

**Interpreting Information for a Contact**

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

Caitlin Daily Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [ ] Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Cell Phone:	858-999-1928 x [ ] Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Email (Home):	ewdaily@home.com			<input type="checkbox"/>				[ ]
Add Phone/Email Home Email [ ]		Save All Changes						
Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Cell Phone:	732-598-0667 x [ ] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Cell Phone:	809-777-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Email (Home):	gclano@genesisedu.com			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com			<input type="checkbox"/>				[ ]
Email (Home):	jrusak@gmail.com			<input type="checkbox"/>				[ ]
Add Phone/Email Home Email [ ]		Save All Changes						

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

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0667 x [ ] Alltel [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 587 Alltel [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gciano@genesisedu.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	jruszak@gmail.com [ ]			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ] [ ]	<input type="button" value="Save All Changes"/>						

There are multiple contact types that are possible:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

**Phone Numbers:** A Contact may have an unlimited number of phone numbers listed for them. **If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your student, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.).** If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [ ] Verizon [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]

**Email Addresses:** A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

Email (Home):	rwd@aol.com [ ]			<input type="checkbox"/>				[ ]
---------------	-----------------	--	--	--------------------------	--	--	--	-----

**The Student’s Own Contact Information**

Each student can have their own, personal phone numbers and email addresses listed under the “Student” contact. These would be ways for the school to contact the student, themselves, directly.

Caitlin Daily Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [ ] Verizon [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	856-999-1928 x [ ] Select Provider [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	ewdaily@home.com [ ]			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ] [ ]	<input type="button" value="Save All Changes"/>						

You may not see any special flags:

**Ed Daily** Student

TYPE	
Cell Phone: 733-555-8898 x <input type="text"/>	Verizon <input type="button" value="v"/>
Cell Phone: 856-999-1928 x <input type="text"/>	Select Provider <input type="button" value="v"/>
Email (Home): <input type="text" value="ewdaily@home.com"/>	<input type="button" value="v"/>
Add Phone/Email: <input type="button" value="Home Email"/> <input type="text"/>	<input type="button" value="Save All Changes"/>

### Updating Information for a Contact

Each section contains information for a single Contact:

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0687 x [ ] Alltel [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 567 Alltel [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gclano@genesisedu.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	jrusak@gmail.com [ ]			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ] [ ]	<input type="button" value="Save All Changes"/>						

Information for one Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

You MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

### Updating a Contact’s Email and Phone Numbers

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

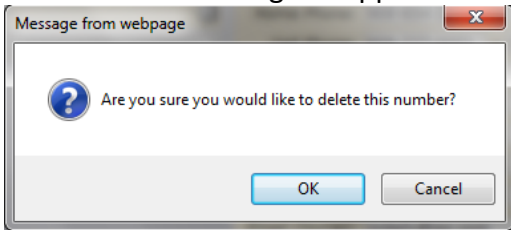
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

**WARNING:** You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

**Deleting a phone number or email address:** Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



A confirmation dialog will appear:

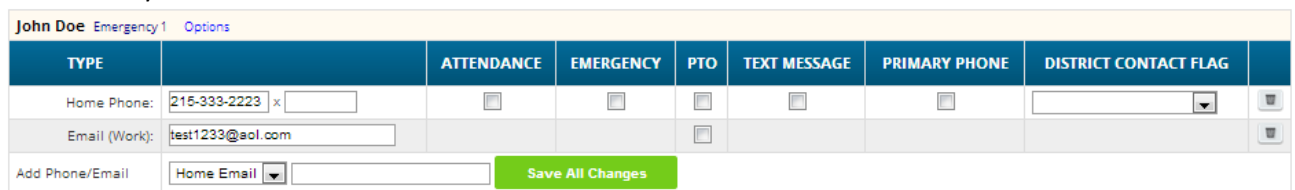


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

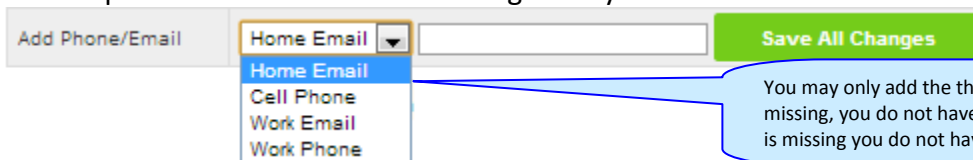
**Adding a phone number or email address:** To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



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



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



You may only add the things in this list. If something is missing, you do not have permission to add it (e.g. if “Email” is missing you do not have permission to add Emails).

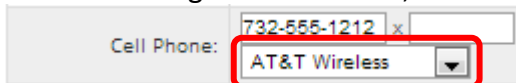
Select the type of information you want to add.

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

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

**Adding a Cell Provider information to an existing phone number:** For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications that can be sent, for example, when a student’s gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

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



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

## Adding a New Contact

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

To add a Contact, click on the **Show Add Contact...** button. This brings up the "New Contact" area right below the button:

Enter the following fields:

- Contact First Name – The person's last name
- Contact Last Name – The person's first name
- Relationship to Student – Select the new Contact's relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.

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

Once you have entered all the information, click the **Add Contact** button to add the new Contact.

**WARNING:** If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

## Changing Relationship Information for or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an **Options** button in the top line of the contact's information. To update the name information for a contact or to delete the contact entirely, use this **Options** button:

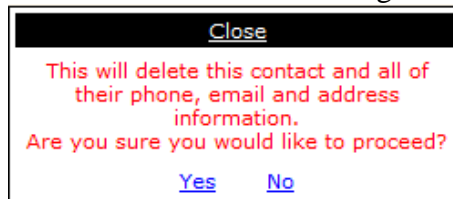
When you click **Options** , a popup appears:



The popup gives you three options:

- **Close** - Clicking the Close button dismisses the popup and makes no changes.
- **Change Contact** - Clicking **Change Contact** lets you change the **name** and **relationship** information for this Contact. (Phone numbers and Email Addresses are changed as described above.)
- **Delete Contact** - Clicking **Delete Contact** removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

**Deleting a Contact:** When you click **Delete Contact** the following confirmation dialog appears:



If you click **Yes**, the contact and all their information is permanently removed. If you click **No**, then the popup is closed and the contact is not deleted.

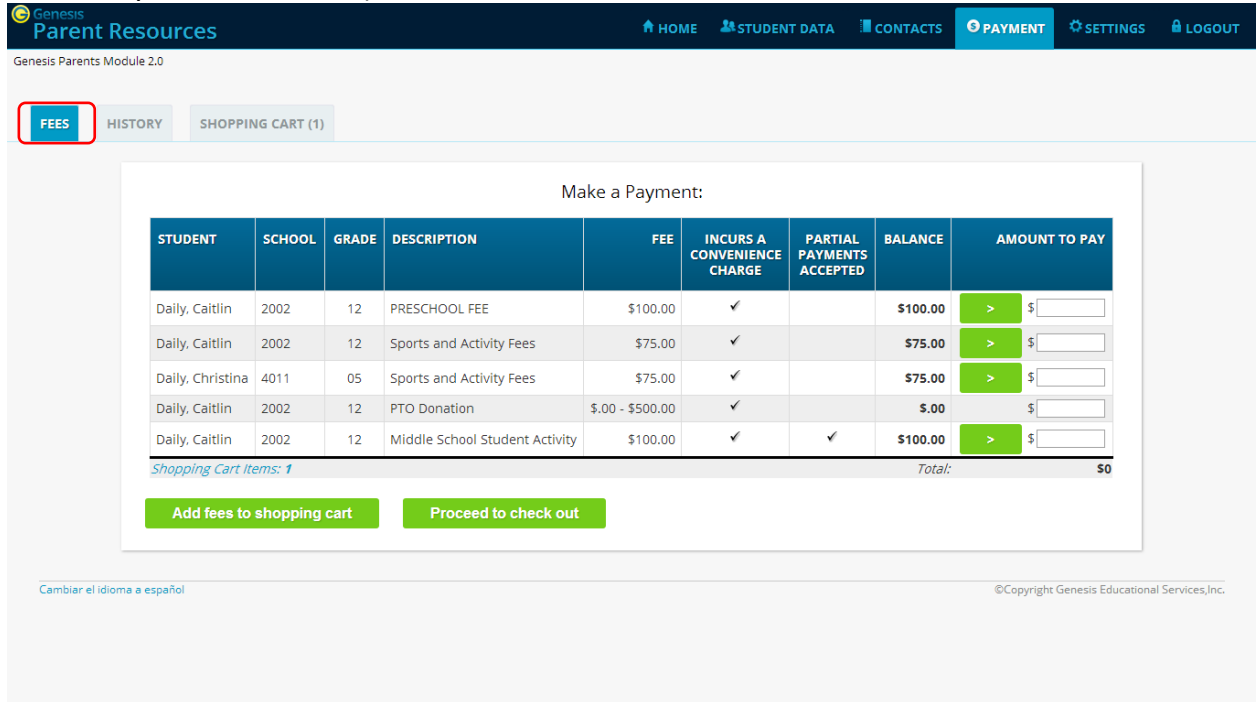
**Changing a Contact:** When you click **Change Contact** the following popup appears:

You can change the contact’s **First** or **Last** name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the **Save All Changes** button.

# Payments

The Payment screen, when it is available, allows you to pay fees for your students directly through Genesis Web Portal using your Amazon account to make your payments.

The Payment screen lists all fees for all your students (you do not need to select each child individually to see their fees):



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

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

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

STUDENT	SCHOOL	GRADE	DESCRIPTION	FEE	INCURS A CONVENIENCE CHARGE	PARTIAL PAYMENTS ACCEPTED	BALANCE	AMOUNT TO PAY
Daily, Bradley	2002	09	PRESCHOOL FEE	\$100.00	✓		\$100.00	> \$ <input type="text"/>
Daily, Bradley	2002	09	AP Exam	\$75.00			\$75.00	> \$ <input type="text"/>
Daily, Ed	2002	12	Sports and Activity Fees	\$75.00	✓		\$75.00	> \$ <input type="text"/>

Click the  button to move the fee into the “Amount to Pay” field:

STUDENT	SCHOOL	GRADE	DESCRIPTION	FEE	INCURS A CONVENIENCE CHARGE	PARTIAL PAYMENTS ACCEPTED	BALANCE	AMOUNT TO PAY
Daily, Bradley	2002	09	PRESCHOOL FEE	\$100.00	✓		\$100.00	> <input type="text" value="\$100.00"/>

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

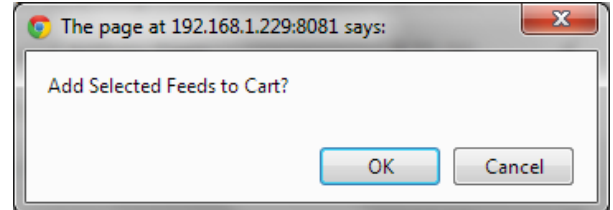


You can also enter payments for multiple fees. A total amount is displayed at the bottom of the list:

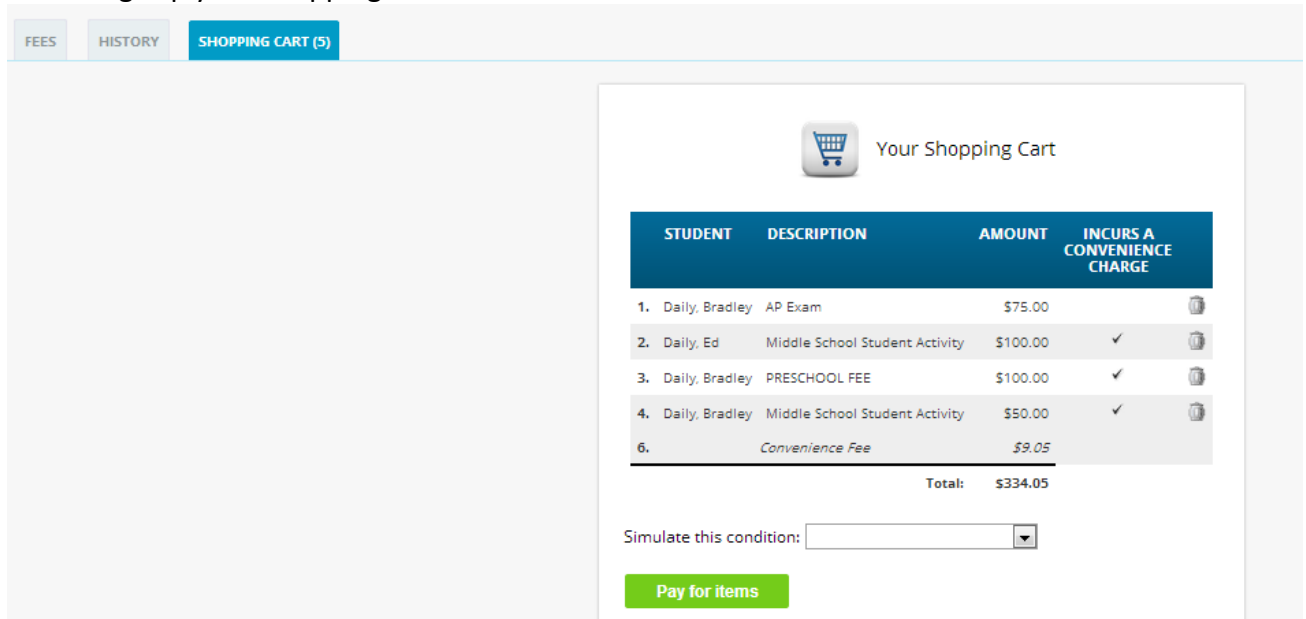


To then move the payments to your Shopping Cart, click the **Add fees to shopping cart** button below the list. You will be prompted to make sure you wish to do this:

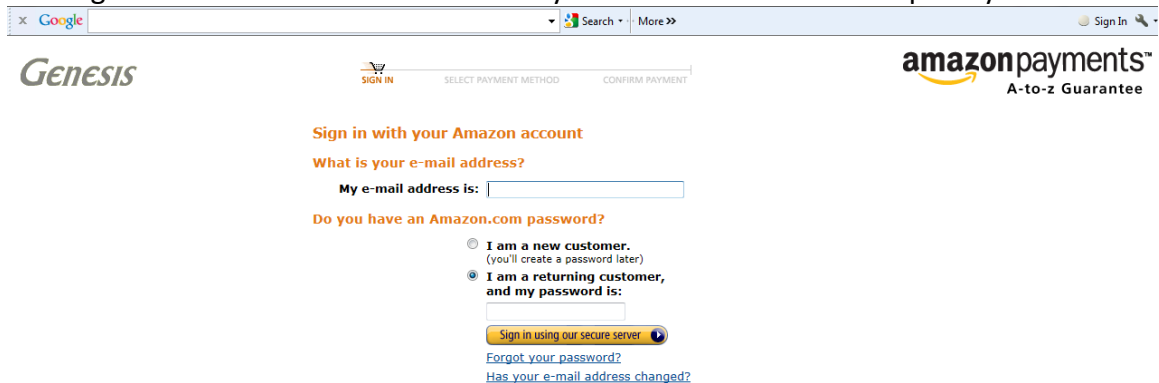
To add the fees to your cart, click OK. Click Cancel to do nothing.



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



Clicking the **Pay for items** button takes you to Amazon.com to complete your transaction:

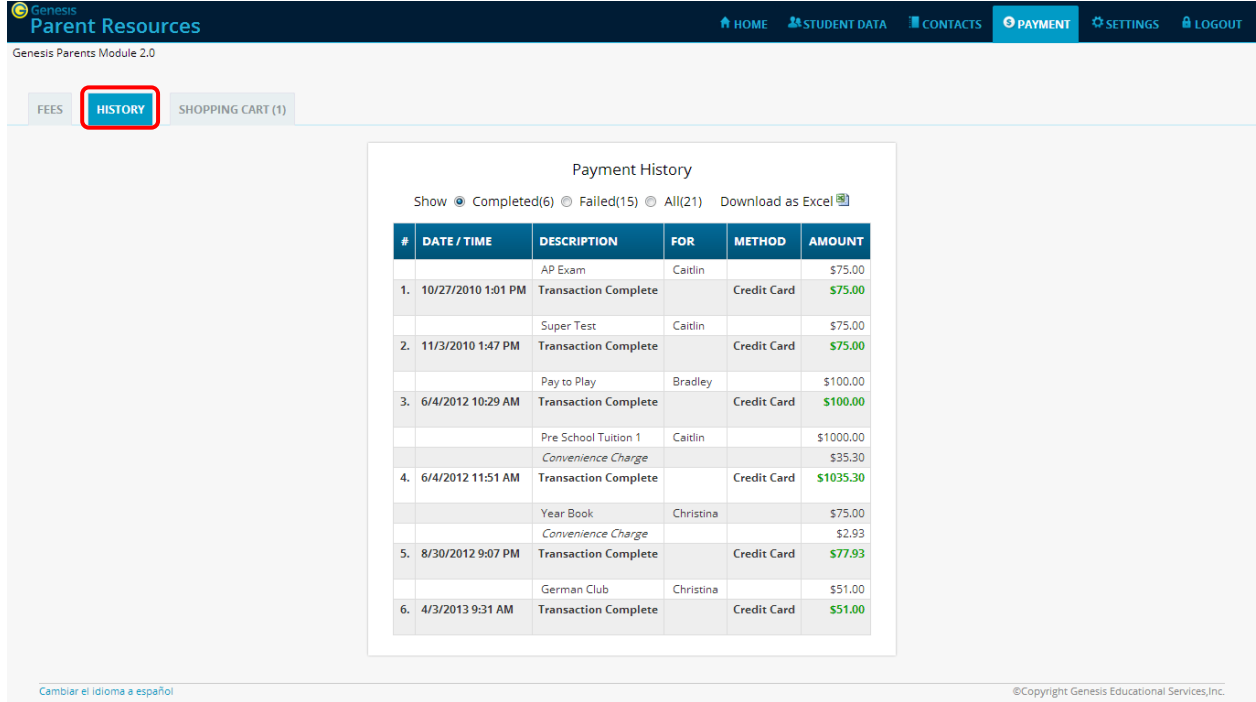


Use the Amazon payment control to pay for fees by credit card.

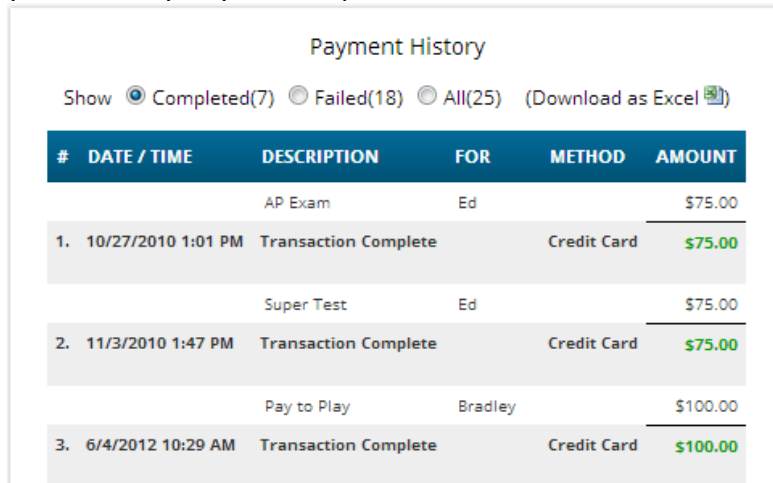
Amazon.com is the only way to pay. You must have an Amazon account setup in order to use this payment option.

### Viewing Payment History


Your payment history is displayed on the [Payment→History](#) screen:



The Payment History list shows you your completed transactions:



The controls along the top of the list of payments also allow you to choose to view:

Show  Completed(7)  Failed(18)  All(25) (Download as Excel )

- **Completed** – those payments that you have successfully paid (shown by default)
- **Failed payments** – Payments that did not complete for one reason or another.
- **All** - Successful and unsuccessful payments in one list
- **Download as Excel** - Export the listed payments to an Excel spreadsheet

# Home

## Introduction to the Home Screens


Genesis Parents Module 2.0

DATE	TYPE	SUBJECT	ACTIONS
6/4/13	📄	A Discipline Incident was posted for Ed	🔍 🗑️
5/9/13	📄	New document available. DOCMGT SAMPLE 5-9	🔍 🗑️
5/9/13	📄	New document available. NEWSLETTER MAY 2013	🔍 🗑️
5/9/13	📄	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.	🔍 🗑️

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Cambiar el idioma a español

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There are two screens under  tab:

1. **Message Center** - The Message Center provides a list of all messages received for your student. There are no settings on this screen – it is an information screen.
2. **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 your students. Some of these may be linked to Documents or Letters. There is one Message Center for all your students – all your students’ information is located on the same screen.

### Anatomy of a Message

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



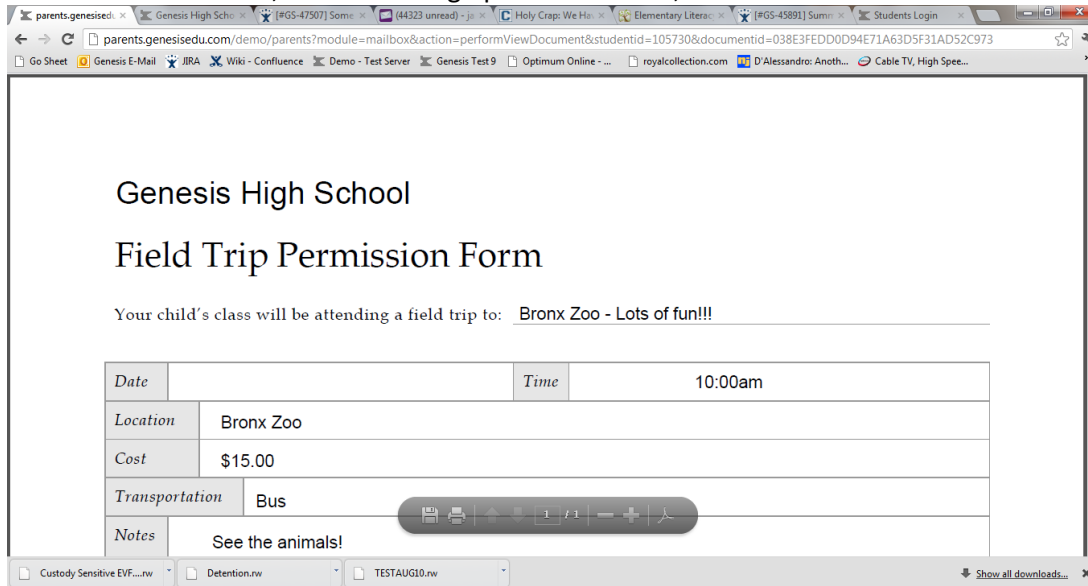
- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the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



Genesis High School  
Field Trip Permission Form

Your child's class will be attending a field trip to: Bronx Zoo - Lots of fun!!!

Date		Time	10:00am
Location	Bronx Zoo		
Cost	\$15.00		
Transportation	Bus		
Notes	See the animals!		

Click the browser back button to return to Genesis.

When there is a “Link” button, if you click it, it will bring up the Documents screen in the Parents module so you can see the full list of Documents for your student:

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

Documents | SELECT STUDENT: Daily, Caitlin

FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
January 24 TEST DOC	Caitlin	<a href="#">Acknowledge that you have read this document</a>
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
THURSDAY JAN 24	Caitlin	<a href="#">Acknowledge that you have read this document</a>
Student Documents Mine		
FIELD TRIP FORM	Caitlin	
My Doc 1	Caitlin	
General Document		
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT 5-10	Caitlin	
January 23 Announcement	Caitlin	
NEWSLETTER MAY 2013	Caitlin	
Sample Form	Caitlin	
SHORT FORM AUG12	Caitlin	
Welcome Back Newsletter	Caitlin	

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

## Setting Alerts

**Alert Setup**

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

- **Letters:**  
Receive an alert any time your student receives a letter from the school.
- **Attendance:**  
Receive an alert when your student is given an absence to school.
- **Gradebook Grades:**  
Receive an alert when one of your students grades are updated in a teachers gradebook.
- **Messages:**  
Receive an alert any time school staff sends a Message to your Message Center.

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to ewdaily@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to gciano@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to rwd@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to jrussak@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to test1233@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to fdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9876	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-598-0667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 609-777-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 908-987-6543	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Save Alert Preferences</b>				

### Alerts

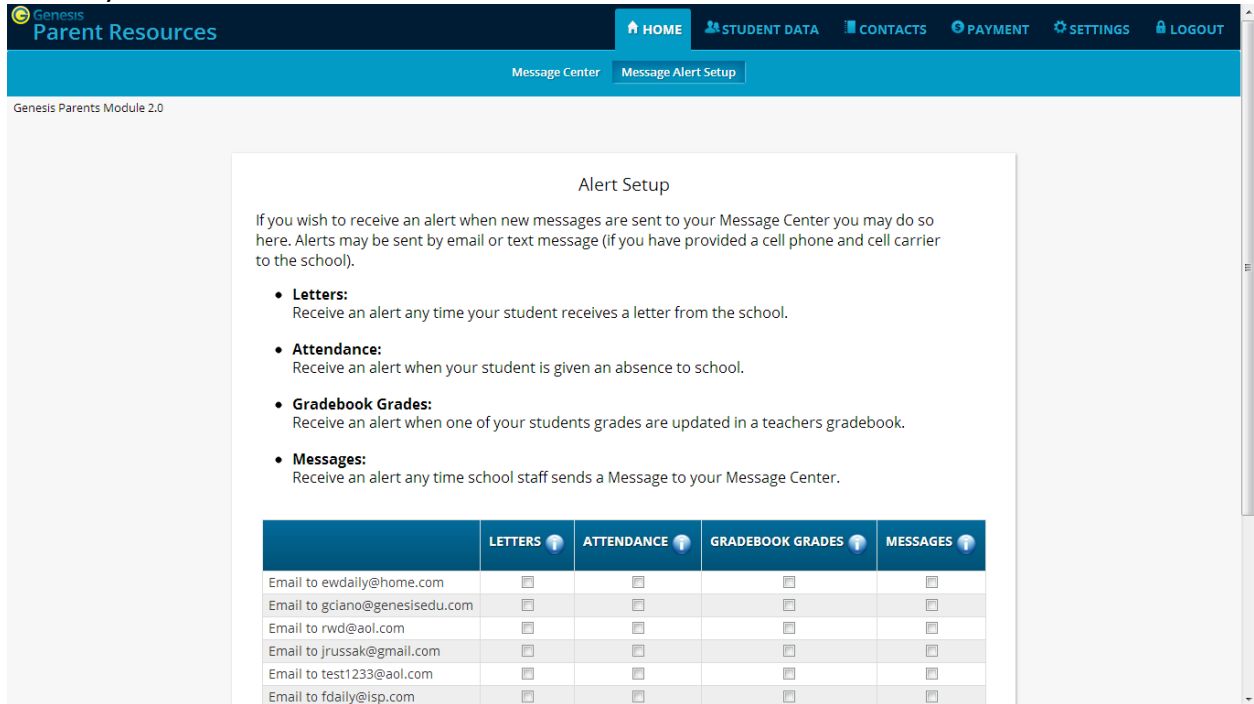
Genesis has the ability to send an alert to your contact emails/text message addresses:

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

### Turning On Alerts

1. Click on the tab.
2. At the top, click the button.

- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:



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

**Turning Off Alerts**

- Click on the **HOME** tab.
- At the top, click the **Message Alert Setup** button.
- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

	LETTERS ↑	ATTENDANCE ↑	GRADEBOOK GRADES ↑	MESSAGES ↑
Email to ewdaily@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to gciano@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to rwd@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to jrussak@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to test1233@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



### Adding Emails and Cell Phone Numbers to Receive Alerts

The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those which you have provided for your own personal contact information. To add cell numbers or emails to the list, you must either use the controls on the **CONTACTS** screen, or, if you are not allowed to change your information there, you must contact your students' school(s).

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to ewdaily@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to gciano@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to rwd@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to jrussak@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to test1233@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to fdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9876	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-598-0667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 609-777-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 908-987-6543	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



[Save Alert Preferences](#)

All of your personal emails and cell phone numbers will be available here – this will usually be a short list.

### Personal Settings


## Changing Passwords

### To Change Your Password

1. Click on the  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
1. Re-enter the new password you desire.
2. Click 



### When are you 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.
4. Click 

## Setting Your Home Screen

### To set your entry screen:

1. Click on the  tab at the upper left corner of all Parent Access screens. This brings up the “Settings” screen
2. Locate the “Settings” panel on the right.
3. Choose a new Home screen.
4. Click 

## Frequently Asked Questions (FAQ)

### 1. Where do I get my login?

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

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

### 2. What if I forget my password?

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

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

### 3. What is the URL for Web Access?

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

### 4. How do I log out of Web Access?

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

### 5. How can I update my student's Attendance information?

You cannot update any information. If you believe any information is wrong, you must contact your child's guidance counselor.

### 6. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

Closing your browser is not the same as logging off. You *must* log off of Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

For example, if you are accessing Web Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Web Access session and view your child's information. Logging off properly terminates the Web Access session.

*Always log off of Web Access – Never just close your browser*

### 7. What if I do not have access to all my students?

If you need access to a student that is not yet linked to your Web Access login you must call your school or district office. Each district will have its own procedures and regulations regarding linking a student to your Web Access login.

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

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

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