



EDUCATIONAL SERVICES

Parent/Student

Web Access

User

Manual

GENESIS STUDENT INFORMATION SYSTEM**WEB ACCESS**

I	Introduction	p. 3
II	Logging In & Logging Out	p. 4
III	Student Summary Dashboard (Summary) Screen	p. 6
	A. Viewing the Dashboard	P. 6
	B. Choosing a Student	P. 7
IV	Attendance	P. 9
	A. Daily Attendance	P. 9
	B. Class Attendance	P. 10
V	Grading	P. 11
	See a student's most recent report card	P. 12
VI	Gradebook	P. 14
	A. Weekly Summary and Marking Period Averages	P. 14
	B. List of Assignments	P. 16
	C. One Day's Assignments	P. 17
	D. One Week's Assignments	P. 18
	E. Special Grades and the Previous Grade Column	P. 18
	F. Viewing Teacher's Comments	P. 19
	G. Downloading Attached Documents	P. 19
VII	Letters	p. 20
VIII	Documents	p. 22
IX	Forms	p. 24
X	Home Screens	P. 25
	A. Introduction to the Home Screens	P. 25
	B. Changing your Password	P. 26
	C. Selecting your Home Screen	P. 26
	D. Message Center Screen	P. 27
	E. Setting Alerts	P. 29
	FAQ	P. 31

I. Introduction

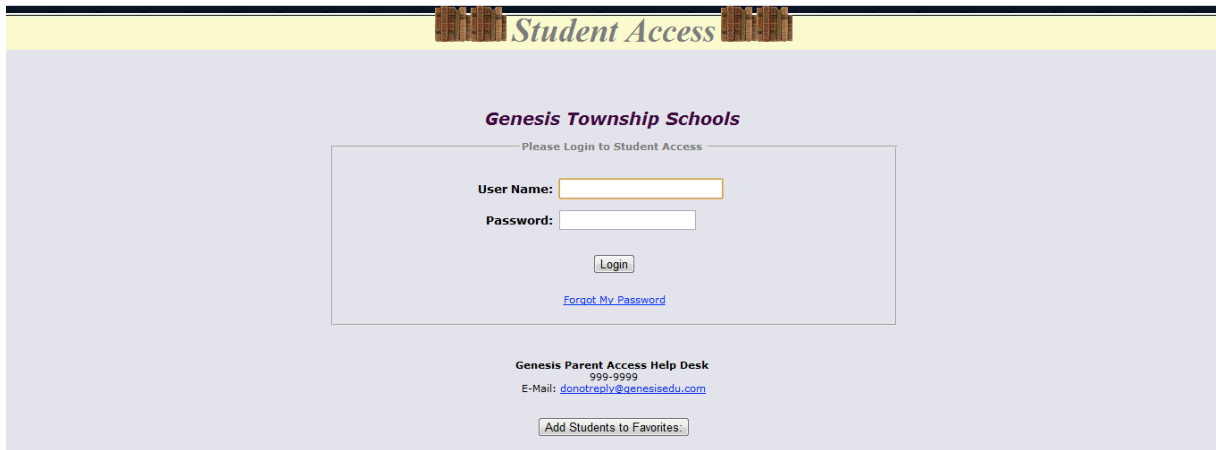
The Genesis Parent/Student Web Access tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

- 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.
- Letters sent to you regarding your child:
 - o General Purpose letters
 - o Attendance Letters
 - o Scheduling Letters
- Documents that have been uploaded for your students.

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.

II. Logging In & Logging Out



Genesis Township Schools
Please Login to Student Access

User Name:
Password:

Login

[Forgot My Password](#)

Genesis Parent Access Help Desk
999-9999
E-Mail: donotreply@genesisedu.com

Add Students to Favorites

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?

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:

Genesis Parent Access Help Desk
999-9999
E-Mail: donotreply@genesisedu.com

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 maybe 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:

This page is in Spanish Would you like to translate it? Translate Nope Options X

STUDENT RESOURCES **Home** **Student Data** **Contacts**

[Summary](#) [Attendance](#) [Grading](#) [Discipline](#) [Gradebook](#) [Scheduling](#) [Documents](#) [Conferences](#) [Letters](#) [Settings](#) [Logout](#)

Select Student: Brunsborg, Christina MARIE

Brunsborg, Christina MARIE (Genesis High School)

Student ID: 105730
State ID: 1234777291
Homeroom: D233
Grade: 11
Counselor: Anderson, Mike ([E-mail](#))
Lunch PIN #: 2712
Age: 21
Birthdate: 08/31/1990
Current Class:
Current Teacher:
Current Room:

Schedule [List Format](#) [Block Format](#)

Per	Course	Sem	Days
1	US HISTORY 2	FY	MTWRF
2	US HISTORY 2	FY	MTWRF
3	BIOLOGY GENERAL	FY	MTWRF
4-5	ITALIAN 3	FY	MTWRF
6	LUNCH	FY	MTWRF
7-8	ENGLISH 3 AC	FY	MTWRF
9	HSPA PREP 11	FY	MTWRF
10	ESSEN OF GEOM	FY	MTWRF

Attendance This Week

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Bus Routes View: [Week](#) / [Day](#)

Monday >>

AM
PM

Genesis Parents Module 2.0
[Cambiar el idioma a español](#)

©Copyright Genesis Educational Services, Inc.

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:

Thank you for using the Genesis Township Schools Parent 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.

III. Student Summary Dashboard Screen

A. Your “HOME” Screen - The Student Dashboard

This page is in Spanish Would you like to translate it? Translate Nope Options

STUDENT RESOURCES **Home** **Student Data** **Contacts**

Summary Attendance Grading Discipline Gradebook Scheduling Documents Conferences Letters Settings Logout

Select Student: Brunsborg, Christina MARIE

Saturday, 8/11/2012 1:50PM

Brunsborg, Christina MARIE (Genesis High School)

Student ID: 105730
State ID: 1234777291
Homeroom: D233
Barry, Jack
Grade: 11
Counselor: Anderson, Mike ([E-mail](#))
Lunch PIN #: 2712
Age: 21
Birthdate: 08/31/1990
Current Class:
Current Teacher:
Current Room:

Schedule	Per	Course	Sem	Days	Room	Teacher
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack	
2	US HISTORY 2	FY	MTWRF	D236	Ashby, Alan	
3	BIOLOGY GENERAL	FY	MTWRF	D236	Adams, Doug	
4-5	ITALIAN 3	FY	MTWRF	121	Adams, George	
6	LUNCH	FY	MTWRF	CAF-P	Barr, Bob (Italy)	
7-8	ENGLISH 3 AC	FY	MTWRF	D245	Abersone, Cliff	
9	HSPA PREP 11	FY	MTWRF	D232	Aude, Rich	
10	ESSEN OF GEOM	FY	MTWRF	218	Allard, Brian	

Attendance This Week

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Bus Routes Monday Week / Day

AM
PM

The highlighted course is the one the student is scheduled to be in 'right this very minute'.

To switch to Spanish, click the [Cambiar el idioma a español](#) button at lower left.

Genesis Parents Module 2.0
[Cambiar el idioma a español](#)

©Copyright Genesis Educational Services, Inc.

Genesis Parent Access “Student Data Summary” – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is Web Access “Student Data Summary”. This is the Student 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.

The second level, light blue tabs give you more information about one of your students – the currently selected student.

This is the currently selected student.

The top level, dark blue tabs provide information across all your students at once.

Figure 1 – The 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 your students’ information. The first screen you see when you click on the **Student Data** tab is the “Summary” dashboard.
- **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 You

The ‘Summary’ screen is your dashboard of information. The other light blue tabs give you more information about one module at a time.


Counselor name

Gradebook Assignments



Bus Routes

If you have a schedule showing, click one of the icons to get a printable copy of the schedule. It can be had in either list or block form.

Panels on the Dashboard

Daily, Edwina (Genesis High School)		
	Student ID: State ID:	20024184
	Homeroom:	GYM-P Bailey, Roger
	Grade:	09
	Counselor:	
	Lunch PIN #:	1638
	Age:	16
	Birthdate:	05/06/1996
	Current Class:	
Current Teacher:		
Current Room:		

Student information is summarized at the top left 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.

Schedule  					
Per	Course	Sem	Days	Room	Teacher
1	PHYS ED 1	Q1	MTWRF	GYM-P	Bailey, Roger
2	US HISTORY 2	FY	MTWRF	D233	Barry, Jack
3	ALGEBRA 1	FY	MTWRF	A004	Arundel, Tug
4	ENGLISH 1 AC	FY	MTWRF	176	Anderson / Smith, Gregory / Joe
6	TRIGONOMETRY	S1	MTWRF	C103	Allison, Bob
8	BIOLOGY ACADEMIC	FY	MTWRF	152	Andrews, Jim
9	BIOLOGY ACADEMIC	FY	T	152	Andrews, Jim
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt

If your student's school has a schedule (most elementary schools do not), it will appear at the top right of the dashboard. The icons will bring up a printable version of the schedule in different formats.

Assignments This Week				
Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

The Assignments panel shows how many assignments there are for each day. Click a number to see the assignments.

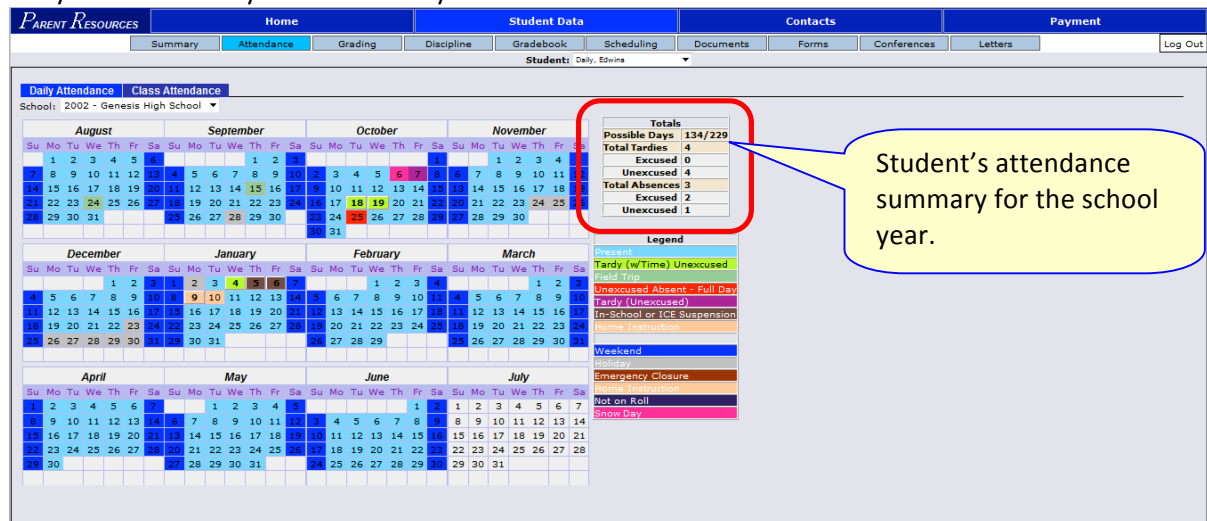
Bus Routes			View: Week / Day
Monday >>			
AM	Route 2HS	06:52AM	17K
PM	Route 2HSPM	3:28PM	17K

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

IV. Attendance

A. Daily Attendance

Daily Attendance is your official daily attendance.



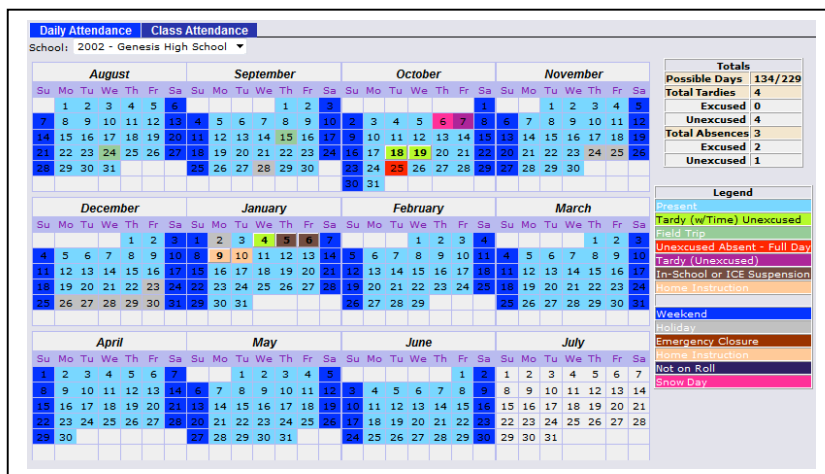
This is your Daily Attendance summary for the whole school year.

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

Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for **your** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip



B. Class Attendance

The Class Attendance screen, if it is available, may show you your attendance for each separate class. You must click the **Class Attendance** tab under **Attendance** to find class attendance. If this button does not appear, your school does not either record individual class attendance or display it here.

Class Attendance for the Month of February

Day	Date	Daily Att	US HISTORY 2	*ENGLISH 2 HON	PE 3/SCI	BIOLOGY ACADEMIC	BIOLOGY ACADEMIC	SPANISH 4
Wed	02/01/2012				Not Meeting		Not Meeting	
Thu	02/02/2012						Not Meeting	
Fri	02/03/2012						Not Meeting	
Mon	02/06/2012						Not Meeting	
Tue	02/07/2012						Not Meeting	
Wed	02/08/2012						Not Meeting	
Thu	02/09/2012						Not Meeting	
Fri	02/10/2012						Not Meeting	
Mon	02/13/2012						Not Meeting	
Tue	02/14/2012						Not Meeting	
Wed	02/15/2012				Not Meeting			
Thu	02/16/2012							
Fri	02/17/2012							
Mon	02/20/2012							
Tue	02/21/2012							
Wed	02/22/2012				Not			
Thu	02/23/2012							
Fri	02/24/2012							
Mon	02/27/2012							
Tue	02/28/2012							
Wed	02/29/2012				Not Meeting		Not Meeting	

Attendance Summary

Code	Description	All	U	E
Present				
US HISTORY 2				
YTD		0.0	0.0	0.0
MP1		0.0	0.0	0.0
MP2		0.0	0.0	0.0
MP3		0.0	0.0	0.0
MP4		0.0	0.0	0.0
*ENGLISH 2 HON				
YTD		0.0	0.0	0.0
MP1		0.0	0.0	0.0
MP2		0.0	0.0	0.0
MP3		0.0	0.0	0.0
MP4		0.0	0.0	0.0
PE 3/SCI				
YTD		0.0	0.0	0.0
MP1		0.0	0.0	0.0
MP2		0.0	0.0	0.0
MP3		0.0	0.0	0.0
MP4		0.0	0.0	0.0
BIOLOGY ACADEMIC				
YTD		0.0	0.0	0.0
MP1		0.0	0.0	0.0
MP2		0.0	0.0	0.0
MP3		0.0	0.0	0.0
MP4		0.0	0.0	0.0

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

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

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

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

All - All absences for the subject,

U - The Unexcused absences

E - The Excused absences

V. Grading

Current Year Report Card Grades

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

Report Card link.

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

Tool tip

Course	Sem	School	Teacher	MP1	MP2	ME	S1	MP3	MP4	FE	FG	Att.	Earned
*ENGLISH 4 AP	FY	2002	Autry, Al Email: aaury@xyz.abc	B 10 13	B+	A		A-					5.00
SPANISH 4	FY	2002	Anderson, Matt Email: mranderson@home.xyz	A+ 26	A-	A-		B+					5.00
TRIGONOMETRY	S1	2002	Allison, Bob Email: ballison@xyz.net	A 08 28	A-								2.50
*CALCULUS AP	FY	2002	Antonelli, John Email: jantonelli@abc.xyz	A+ 23	B+	A		A					7.00
*PHYSICS HOW	FY	2002	Barrett, Bob Email: bbarrett@xyz.abc	A+ 02 10	B-	A+		A-					6.00
PE 4/SCI	FY	2002	Rose, Danielle Email: dllrs@genesiaz.org	A				B+					3.00
HEALTH 4	Q2	2002	Rose, Danielle Email: dllrs@genesiaz.org										1.25
US HISTORY 2	FY	2002	Barry, Jack Email: jbarry@abc.xyz	A- 18 10	A-	B+		B+					5.00

Comments Legend

02 Attentive in Class	08 Diligent Student	10 Excellent Attitude and Effort	13 Excellent Work Habits
18 Helps Other Students	23 Lab Performance is Good	26 LANGUAGE CONCEPTS ARE GOOD	28 PAYS ATTENTION IN CLASS
29 PLEASURE TO HAVE AS A STUDENT			

Figure 2 – The Grading screen contains lots of information and a link to your 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 Report Card grades for the current year.

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that you have received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g.

03 Completes Assignments Promptly). In addition, the text of the comment will appear in a tooltip (e.g. Completes Assignments Promptly).

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

Viewing Your Most Recent Report Card

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



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

http://parents.genesisedu.com/den... portV - Windows Internet Explorer

MP1_S

Adobe Printer icon

GENESIS PUBLIC SCHOOLS

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

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


Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments	Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL							26	
The African -American Experien	15500-1	Barr, Bob	2	IN							13	
US HISTORY 2	15205-6	Barr, Bob	4.5	HL							29	
WORLD CULTURES	15005-12	Barr, Bob	9	IN								
*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	60 - 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

1 of 2

Procedure 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 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.)

Procedure to Save 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 actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader’s border. Click it to access a regular File dialog and print the report card.

Procedure to Return to the Genesis Parents Module

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

Prior Year Report Cards

The “Available Report Cards” tab brings up Report Cards from previous years that your school has made visible through Genesis. Report Cards will **not** be available for years before your District began using Genesis:






Current Grades Grade History Available Report Cards				
Daily, Ed Available Report Cards				
Year	School	Name	Marking Period	View
2010-11	Genesis High School	Marking Period 1	MP1	
	Genesis High School	Marking Period 2	MP2	
	Genesis High School	Marking Period 3	MP3	
	Genesis High School	Marking Period 4	MP4	
2009-10	Genesis High School	Marking Period 2	MP2	

Figure 3 - List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

VI. Gradebook – Cavallini School

A. Weekly Summary of Assignments Screen and Marking Period Averages

Courses	Teacher	MP1	Avg	Mon 02/13/12	Tue 02/14/12	Wed 02/15/12	Thu 02/16/12	Fri 02/17/12
10495/2 - *ENGLISH 4 AP	Autry, Al Email: aautry@xyz.abc	96.50%	0	0	0	0	0	0
12364/3 - SPANISH 4	Anderson, Matt Email: mmanderson@home.xyz	88.00%	0	0	0	0	0	0
13609/4 - TRIGONOMETRY	Allison, Bob Email: bhallison@xyz.net	97.80%	0	0	0	0	0	0
12797/1 - *CALCULUS AP	Antonelli, John Email: jantonelli@abc.xyz	99.30%	0	0	0	0	0	0
14577/1 - *PHYSICS HON	Barrett, Bob Email: bbarrett@xyz.abc	94.70%	0	0	0	0	0	0
27044/11 - PE 4/SCL	Rose, Danielle Email: dllrs@genesisz.org	No Grades	0	0	0	0	0	0
35210/1 - US HISTORY 2	Barry, Jack Email: jbarry@abc.xyz	96.10%	0	0	0	0	0	0

Figure 4 – 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.

A list of Courses with Assignments by Day of the Current Week

This screen lists all courses you are taking during the current school year. It may not show courses that are not meeting right now.

Marking Period Averages for the Courses

The “Avg” column shows you your current Marking Period average – for the current or a previous Marking Period. A ‘projected’ alpha grade may also appear if your school uses alpha grades.

Viewing all Assignments for One Course

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

Viewing all Assignments for a Selected Day

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

Figure 5 – Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or “All Assignments”

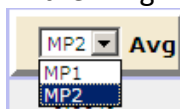
Gradebook Weekly Summary

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

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

Choosing the Marking Period Average to Display

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



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

List of Assignments Screen

Parent Resources | **Student Data** | **Contacts** | **Payment**

Summary | Attendance | Grading | Discipline | **Gradebook** | Scheduling | Documents | Forms | Log Out

Student: Daily, Ed

Weekly Summary | **Assignments**

Daily, Ed
Student Assignment List

Course: Show all courses
Status: Show all assignments

Assignments Due Date: 02/17/2012
Show Assignment Dates: All assignments

Search

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	%	Prev	Docs
MP1	09/23/2011	Fri	*ENGLISH 4 AP	Autry, Al	HW	Read Gone with the Wind		95	100	95%	
MP1	09/30/2011	Fri	*ENGLISH 4 AP	Autry, Al	TEST	Write an analysis of key characters in Gone with the Wind		98	100	98%	
MP1	10/14/2011	Fri	*ENGLISH 4 AP	Autry, Al	HW	Read Taming of the Shrew	PASS	100	100%		
MP1	10/21/2011	Fri	*ENGLISH 4 AP	Autry, Al	TEST	Write a summary		94	100	94%	
MP1	09/08/2011	Thu	SPANISH 4	Anderson, Matt	HW	Scientific Method		90	100	90%	
MP1	09/08/2011	Thu	SPANISH 4	Anderson, Matt	HW	Methods		86	100	86%	
MP1	10/14/2011	Fri	SPANISH 4	Anderson, Matt	TEST	Chapter Test		100			
MP1	09/16/2011	Fri	*CALCULUS AP	Antonelli, John	QUIZ	Quiz on Chap 1 material		98	100	98%	
MP1	09/23/2011	Fri	*CALCULUS AP	Antonelli, John	QUIZ	Quiz on Chapter 2		95	100	95%	
MP1	10/14/2011	Fri	*CALCULUS AP	Antonelli, John	TEST	test	CHECKPLUSPLUS	100	100%		
MP2	11/04/2011	Fri	*CALCULUS AP	Antonelli, John	HW	Math Test		100			
MP1	09/14/2011	Wed	*PHYSICS HON	Barrett, Bob	HW	Answer questions at end of Chap 1		95	100	95%	
MP1	09/23/2011	Fri	*PHYSICS HON	Barrett, Bob	HW	Answer questions at end of Chap 2		95	100	95%	
MP1	09/30/2011	Fri	*PHYSICS HON	Barrett, Bob	QUIZ	Quiz on Chap 1 and 2		95	100	95%	
MP1	10/07/2011	Fri	*PHYSICS HON	Barrett, Bob	HW	Homework for Chap 3		93	100	93%	
MP1	10/17/2011	Mon	*PHYSICS HON	Barrett, Bob	QUIZ	Quiz		100			
MP1	10/04/2011	Tue	US HISTORY 2	Barry, Jack	HW	Read Pages 95-102; do #'s 5,9-14, 22		97	100	97%	

Cambridge at Illinois • 888/871-1111

©Copyright Genesis Educational Services, Inc.

List of Assignments

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

Daily, Ed
Student Assignment List

Course: Show all courses
Status: Show all assignments

Assignments Due Date: 02/17/2012
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 you have partially but not completely finished.
 - Missed Assignments – All assignments you failed to turn in or do.
 - Assignments you have not yet completed because they were absent on the due date. An assignment is marked “Absent” if you are absent on the day it is due. This option shows all assignments currently marked “Absent”.
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected **or** as the **week** which contains the date you selected **or** as the **month**.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
 - “One day” – the Assignments for the date selected in **Assignment Due Date**.
 - “Week of” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
 - “Month” - the Assignments for the **month** which contains the date selected in **Assignment Due Date**.

- “MP1” – All assignments for Marking Period 1.
- “MP2” – All assignments for Marking Period 2.
- “MP3” – All assignments for Marking Period 3.
- “MP4” – All assignments for Marking Period 4.
- “All Assignments” – All assignments for the entire duration of the course.

B. One Day's Assignments

One Day's Assignment

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

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

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

MP	Due Date	Day	Course	Category	Assignment	Grade	Actions
MP1	10/04/2011	Tue	US HISTORY 2	HW	Read Pages 95-102, do #'s 5.9-14, 22		Web Prev Docs

Figure 6 – The “List Assignments” screen in “One Day/All Assignments” mode

One Day/All Assignments

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

C. One Week's Assignments

Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "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.

If "Week of" is selected, selecting any date will show that week's Assignments.

Previous grade column

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	%	Prev	Docs
MP1	10/14/2011	Fri	*ENGLISH 4 AP	Autry, Al	HW	Read Taming of the Shrew	PASS	100	100%		
MP1	10/14/2011	Fri	SPANISH 4	Anderson, Matt	TEST	Chapter Test		100			
MP1	10/14/2011	Fri	*CALCULUS AP	Antonelli, John	TEST	test	CHECKPLUSPLUS	100	100%		

Figure 7 – A view of the List Assignments screen for 1 week, with the "previous grade" column

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

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

- **Absent** – You were absent on the date the assignment was due. This means you have 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 you returned to school following an absence.
- **Missing** – You 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** – You partially completed an assignment but did not finish it. When **Incomplete** appears in the **Prev** column, you have completed the assignment late.
- **Exempt** – You are 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 you are explicitly exempt from an Assignment, you 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.

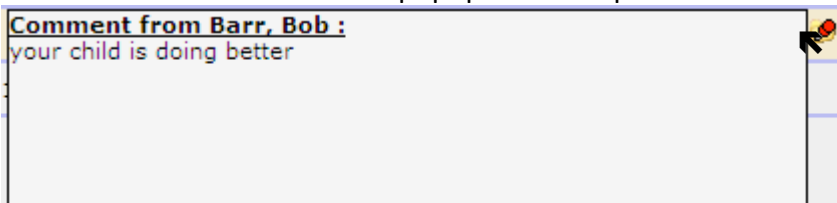
E. Viewing Teacher Comments

Viewing Teacher's Comments

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

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



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






F. Downloading Attached Documents

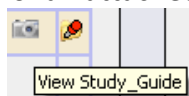
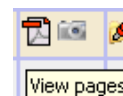
Downloading documents from Teachers

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.

MP1	10/09/2008	Thu	US HISTORY 2	Barry, Bob	QUIZ	Quiz	88	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 are two documents attached, one attached to each icon). 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.¹

To see the description of an attached document, place your cursor on the icon:



(cursor on PDF icon) (cursor on camera icon)

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

¹ 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.

VII. Letters

The Letters tab contains a list of letters that have been generated and sent to your parents or guardians. Once the letter has been sent to the guardian, it can be made available on the Web Access Letters screen.

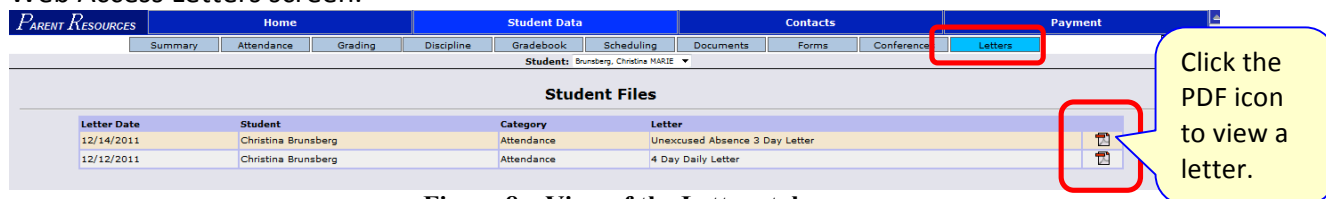



Figure 8 – View of the Letters tab

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

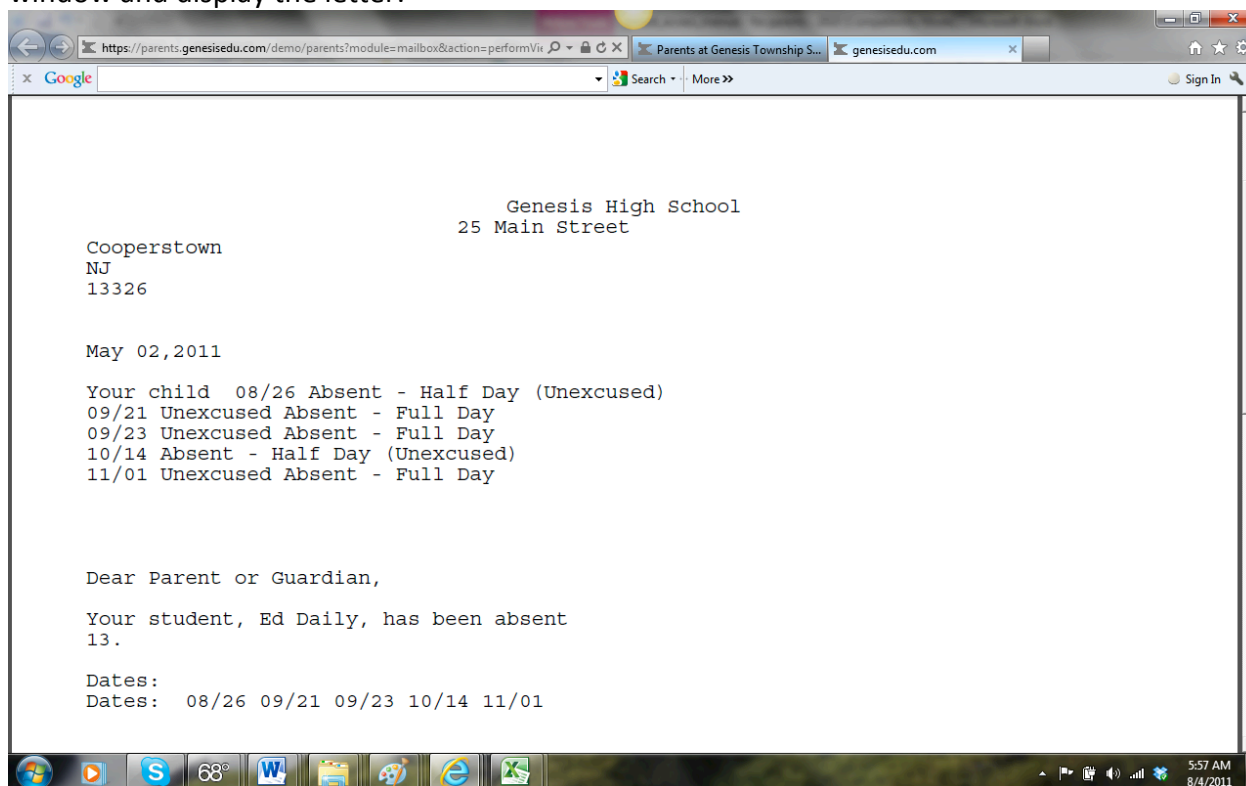


Figure 9 – Sample Letter Display – letter is displayed in a separate web browser window.






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 you are 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	
05/02/2011	Ed Daily	Attendance	4 Day Letter	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	

VIII. Documents

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

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

Document Library		
Folder Name / Title	For	
General Document		
January 23 Announcement	Ed	
Student IEPs		
IEP	Ed	
Student 504		
Athletic Form	Ed	
Athletic Participation Form		
Athletic Form	Ed	Signed on 9/13/2011 11:37:AM by demo@aol.com
Athletic Form for Spring Season	Ed	<input type="button" value="Acknowledge that you have read this document"/>
Athletic Form for Winter 2011-12	Ed	Signed on 11/04/2011 9:43:AM by demo@aol.com
Athletic Participation Form	Ed	Signed on 8/16/2011 3:24:PM by demo@aol.com
Fall Participation Form	Ed	Signed on 8/05/2011 8:43:AM by demo@aol.com

Download and View a Document

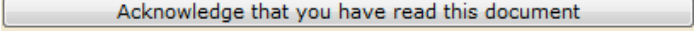
To download and view a document listed on this screen, click the PDF icon. This displays the contents of the selected document.

Acknowledge that you have read the Document

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

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  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:

Folder Name / Title		For
+ Athletic Participation Form		
 Fall Participation Form		Ed

IX. Forms

Figure 10 – The Forms screen showing a Form available to fill in

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 you can answer the questions it contains.

Procedure to Fill In a Form

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

Form	Submitted on	Submitted by	Fillable From	Fillable Thru	For
1. Survey - New School Year					Edwina

3. This brings up the form so it can be filled in. Each form is different.

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.

X. Home

A. Introduction to the Home Screens

Genesis Parents Module 2.0
Cambiar el idioma a español

©Copyright Genesis Educational Services, Inc.

There are three screens under **Home** tab:

- Message Center
- User Profile
- Alert Setup

1. **Message Center** - The Message Center provides a list of all messages received for you. There are no settings on this screen – it is an information screen.
2. **User Profile** – This is where you change your password and select a “home” screen (the first screen you see when you login).
3. **Alert Setup** – This is where you set which Alerts you wish to receive.

The User Profile Screen

There are two functions located on this screen:



1. Changing your password
2. Selecting your “startup” screen

Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.

B. Changing Passwords

Procedure to Change Your Password

1. Click on the  tab at the upper left corner of all Parent Access screens. This brings up the **Home→User Profile** screen. You can also click on the  tab and then on the upper left, click on the “Alert Setup”:

2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
2. Click ‘[Save](#)’



When you are required to change your password

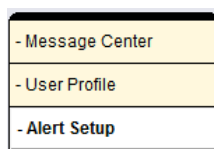
If your password is changed by the system administrator, the next time you login, you will be required to change your password. The “Change Password” screen will automatically appear and you must do the following:

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click ‘[Save](#)’

c. Setting Your Home Screen

Procedure to Change your Home Screen

1. Click on the  tab at the upper left corner of all Parent Access screens. This brings up the **Home→User Profile** screen. You can also click on the  tab and then on the upper left, click on the “Alert Setup”:



2. Find the “Settings” section in the middle of the screen
3. Select your “Home” screen
4. Click ‘Save’

D. The Message Center Screen & Alerts

Message Center	Message Center
08/07/12	Daily Attendance alert for Ed Attendance code of 'Unexcused Absent - Full Day' was posted for 08/08/2012
08/07/12	New document available. New document available: Emergency Form
07/31/12	Conference Reserved A conference for your child Ed has been scheduled for 5:54PM on 10/26/2011.
07/31/12	Conference Cancelled The conference for your child Ed, scheduled for 5:18PM on 10/25/2011 has been cancelled.
07/17/12	Gradebook Grade Change A gradebook grade change was made for Doug
07/17/12	Gradebook Grade Change A gradebook grade change was made for Christina
06/26/12	Gradebook Grade Change A gradebook grade change was made for Christina
06/07/12	Daily Attendance alert for Ed Attendance code of 'Excused Absent ' was posted for 10/28/2011
06/07/12	Daily Attendance alert for Ed Attendance code of 'Excused Absent ' was posted for 09/08/2011
06/06/12	Daily Attendance alert for Ed Attendance code of 'Present' was posted for 06/06/2012
06/04/12	Conference Cancelled The conference for your child Ed, scheduled for 6:12PM on 10/25/2011 has been cancelled.
05/24/12	A new attendance letter (3 Day Letter - Spanish) is available for Doug
05/24/12	Conference Reserved A conference for your child Ed has been scheduled for 6:12PM on 10/25/2011.
05/24/12	Conference Cancelled The conference for your child Ed, scheduled for 6:00AM on 10/26/2011 has been cancelled.
05/15/12	Gradebook Grade Change A gradebook grade change was made for Ed
05/15/12	A Discipline Incident was posted for Christina
05/10/12	New document available. New document available: HONOR CERT May 5th-2
05/10/12	New document available.

Figure 11 – 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. Some of these may be linked to Documents or Letters.

Anatomy of a Message


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

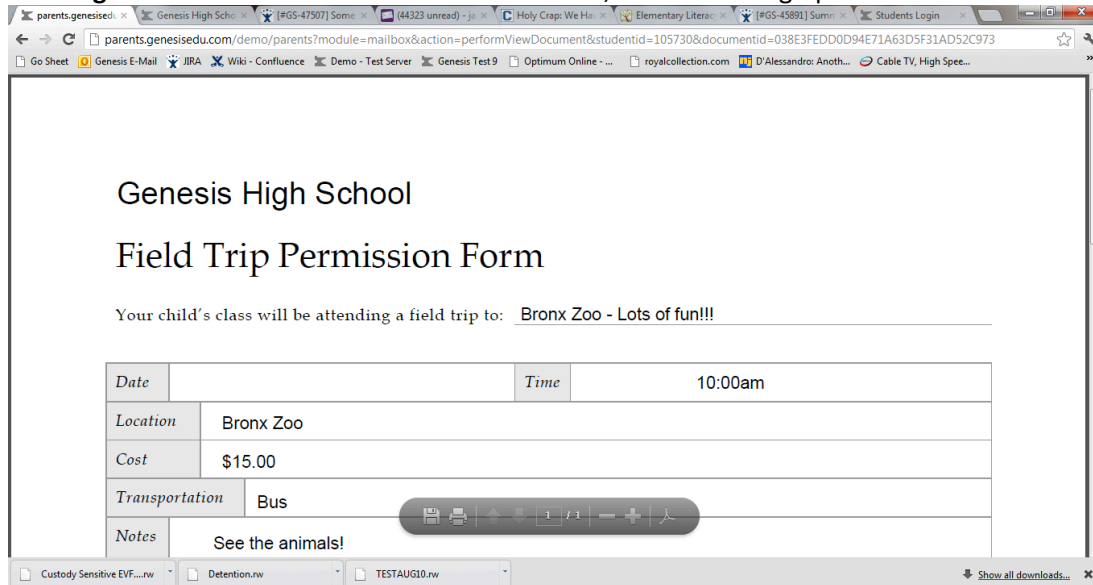
08/07/12 **New document available.**
New document available: Emergency Form

View **Link**

View - If there is a “view” button clicking it will bring up the document or letter.

Link - If there is a “Link” button, clicking it will take you to the Parent screen which will show you the information. For example, if the Alert is about a document, clicking View takes you to the Documents tab. If the Alert is about Attendance, clicking it takes you to the Attendance screen.

Viewing the Documents – If there is a  button, click it to bring up the document:



Genesis High School

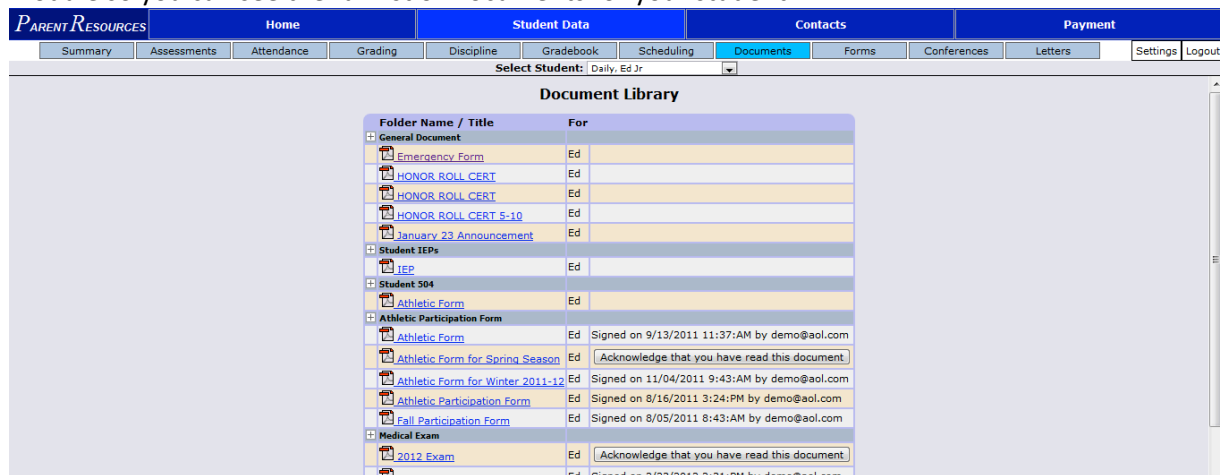
Field Trip Permission Form

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:



Document Library

Folder Name / Title	For
General Document	
Emergency Form	Ed
HONOR ROLL CERT	Ed
HONOR ROLL CERT	Ed
HONOR ROLL CERT S-10	Ed
January 23 Announcement	Ed
Student IEPs	
IEP	Ed
Student 504	
Athletic Form	Ed
Athletic Participation Form	
Athletic Form	Ed
Athletic Form for Spring Season	Ed
Athletic Form for Winter 2011-12	Ed
Athletic Participation Form	Ed
Fall Participation Form	Ed
Medical Exam	
2012 Exam	Ed
EXAM 2012	Fri

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

E. Setting Alerts

	Letters	Attendance	Gradebook Grades	Messages
Email to edydaily@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to edwinadaily@myemail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to mdaily@isp.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"/>

Alerts

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

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

Procedure to Turn On Alerts

1. Click on the **Home** tab.
2. On the upper left, click on the "Alert Setup":

3. This brings up the "Alerts" screen. You will see a list of all the email address and cell phone numbers on file for any of your children:

	Letters	Attendance	Gradebook Grades	Messages
Email to edydaily@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to edwinadaily@myemail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to mdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Procedure to Turn Off Alerts

1. Click on the **Home** tab.
2. On the upper left, click on the "Alert Setup":

3. This brings up the "Alerts" screen. You will see a list of all the email address and cell phone numbers on file for any of your children:





Alert Setup

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 edydaily@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to edwinadaily@myemail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to mdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Frequently Asked Questions (FAQ)

1. Where do I get my login?

Your Genesis Web Access login will 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.

2. What if I forget my password?

To replace a lost password you must log onto the Genesis website and click the button “Forgot My Password.”

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. How do I access the Genesis website?

The URL for Genesis Web Access is located on the Upper Saddle River School District website under Genesis SIS – Parent Login.

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 Attendance information?

You cannot update any information. If you believe any information is wrong, you must contact the attendance secretary for your school.

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 don’t have access to my 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.