



*EDUCATIONAL SERVICES*

**Parent**

**Access**

**User**

**Manual**

## GENESIS STUDENT INFORMATION SYSTEM

## PARENT ACCESS

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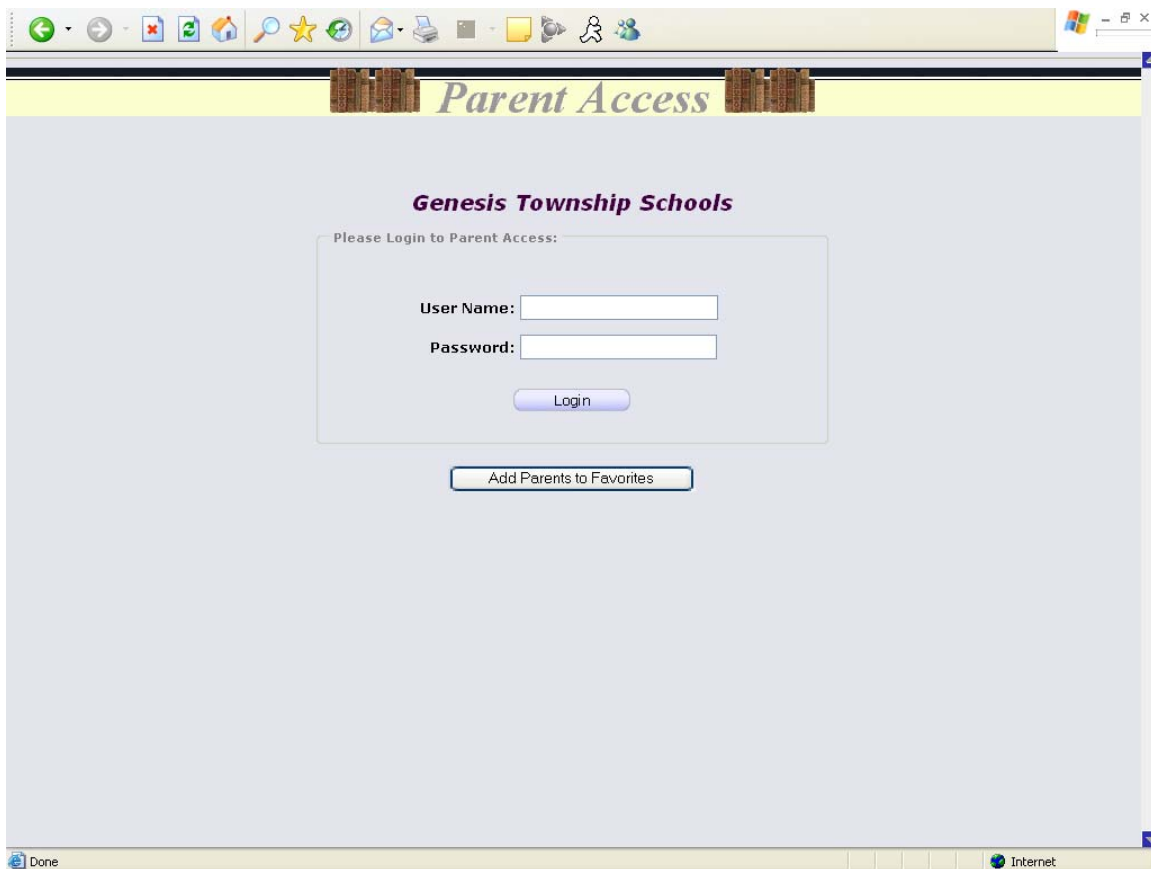
## I. Introduction

The Genesis Parents Module 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:

- 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 or children's discipline records

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 In

Logging into Genesis is very simple:

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

### Logging In for the First Time

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

### What if I forget my password?

If you forget your password, you must contact your school or district office. You should receive 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.

### III. Student Summary Dashboard Screen

#### A. Your “HOME” Screen - The Student Dashboard

**Parent Resources** | Select Student: Daily, Ed | Powered by Genesis Educational Services, Inc. | Logout

Thursday, 1/7/2010 2:03PM

**Daily, Ed** (Genesis High School)

Student id: 504495  
 Homeroom: D232  
 Grade: 12  
 Counselor: Allen, Myron  
 Age: 20  
 Birthdate: 09/23/1989  
 Current Class: \*ENGLISH 1 HON  
 Current Teacher: Bagwell, Bill  
 Current Room: 145

Per	Course	Sem	Days	Room	Teacher
1	*ALGEBRA 2 HON	FY	MTWRF	D232	Aude, Rich
2	HSPA PREP 11	FY	MTWRF	D232	Aude, Rich
3	WORLD CULTURES	FY	MTWRF	207	Adkins, Jon
4-5	US HISTORY 2	FY	MTWRF	113	Barry, Bob
6-7	US HIST 2/ECON	FY	MTWRF	D233	Barry, Jack
8	*COMP SCI AP IS	FY	MTWRF	103	Aguiayo, Luis
9	<b>*ENGLISH 1 HON</b>	FY	MTWRF	<b>145</b>	<b>Bagwell, Bill</b>
10	PHYS ED 4	FY	MTWRF	GYM-A	Atkinson, Bill
11	AEROSPACE 2 AS	FY	MTWRF	F114	Barrett, Fran

**Attendance This Week**

Mon	Tue	Wed	Thu	Fri
S				

**Assignments This Week**

Mon	Tue	Wed	Thu	Fri

**Bus Routes**

AM	PH	Route	Time	Room
		Route A10	06:50AM	B210

**Daily, Hugh** (Kingston Elementary School)

Student id: 1008100  
 Homeroom:  
 Grade: 05  
 Counselor:  
 Age: 12  
 Birthdate: 05/29/1997  
 Current Class:  
 Current Teacher:  
 Current Room:

**Attendance This Week**

Mon	Tue	Wed	Thu	Fri

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#### Genesis Parent Access “Home” – Student Dashboard Screen

When you login to Genesis Parent Access the first screen you see is Parent Access “Home”. This is the Student Dashboard screen. You will see a ‘dashboard’ for every student linked to your login.

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

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

**Parent Resources**

Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Schedule

Tuesday, 3/10/2009 10:17AM

Genesis High School

Daily, Ed

Student id: 504495  
Homeroom: D226  
Grade: 12  
Age: 20  
Birthdate: 03/09/1989  
Current Class: US HISTORY 2  
Current Teacher: Barr, Bob  
Current Room: 113

Schedule

Per	Course	Days	Room	Teacher
2	*CALC S AP	MTWRF	F127	Weeks, Karen
3	GEO	MTWRF	142	Baez, Jose
4-5	US	MTWRF	113	Barr, Bob
6	HON	MTWRF	118	Aberson, Cliff
7	HON	W	128	Adlesh, Dave
7	MTRF	GYM-A		Atkinson, Lefty
8	CI AP IS	MTWRF	103	Aguayo, Luis
9	3 HON	MTWRF	D274	Anderson, Garret

Attendance This Week

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	1	0	0	0

Kingston Elementary School

Daily, Hugh

Student id: 1012097  
Homeroom:  
Grade: 07  
Age: 14  
Birthdate: 12/18/1994  
Current Class:  
Current Teacher:  
Current Room:

Schedule

Per	Course	Days	Room	Teacher
			30	Abercrombie, Dave
			30	Frey, Ellen
			30	Ainsmith, Eddie
			30	Frey, Ellen

Attendance This Week

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Ocean Middle School

Daily, Con JOHNATHON

Student id: 1012097  
Homeroom:  
Grade: 07  
Age: 14  
Birthdate: 12/18/1994  
Current Class:  
Current Teacher:  
Current Room:

Schedule

Per	Course	Days	Room	Teacher

Attendance This Week

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Parent Access Module

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Figure 1 – Screen view without Bus Assignments displayed

### More Information About Each Student

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

**Parent Resources**

Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Schedule

Tuesday, 3/10/2009 10:17AM

Genesis High School

Daily, Ed

Student id: 504495  
Homeroom: D226  
Grade: 12  
Age: 20  
Birthdate: 04/24/1989  
Current Class: US HISTORY 2  
Current Teacher: Barr, Bob  
Current Room: 113

Schedule

Per	Course	Days	Room	Teacher
1	ESS OF ALG 2	MTWRF	202	Barfoot, Clyde
2	SAT VERBAL	MTWRF		
2	*BIOLOGY AP	W		
3	*BIOLOGY AP	MTWRF		
4-5	*ENGLISH 3 HON	MTWRF	D239	Aldridge, Vic
6-7	WORLD CULTURES	MTWRF	113	Barr, Bob
7	PE 3/SCI	MTRF	GYM-A	Atkinson, Lefty
8	*COMP SCI AP IS	MTWRF	103	Aguayo, Luis
8	WORLD CULTURES	MTWRF	113	Adams, George
9	HSPA PREP 9 - Course Descrip	MTWRF	F128	August, Don
10	SAT PREP	MTWRF	A005	Ayala, Benny
11	AEROSPACE 2 AS	MTWRF	E140	Barrett, Frank
12	SS COMPUTERS	MTWRF		

Attendance This Week

Mon	Tue	Wed	Thu	Fri
-	-	-	-	3


Assignments This Week

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Bus Routes

	Mon	Tue	Wed	Thu	Fri
AM	A10	A10	-	A10	A10
PM	P10	P10	P10	P10	P10

Bus route information may also appear in your child's dashboard.

If your child has a schedule (in high school or middle school), click the  icon to get a printable copy of their schedule.

### The Selected Student

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

## B. Selecting a Student

**Parent Resources**

**Select Student:**  
 Daily, Ed  
 Daily, Ed  
 Daily, Hugh  
 Daily, Con JOHNATHON

**Home Attendance Grading Discipline Setup Log Off**

**Daily, Ed**

Student id: 504495  
 Homeroom: 11  
 Grade: 11  
 Age: 16  
 Birthdate: 08/11/1989  
 Current Class: HSPA PREP 11  
 Current Teacher: Baez, Jose  
 Current Room: 142

Per	Course	Days	Room	Teacher
1	ALGEBRA 1	MTWRF	F128	August, Don
2	GRAPHIC DES 1	MTWRF	B138	Anderson, Bill
3	*ENGLISH 3 HON	MTWRF	D239	Aldridge, Vic
4-5	US HISTORY 2	MTWRF	113	Barr, Bob
6	LUNCH	MTWRF	CAF-A	Arndt, Larry
7-8	ARCHITEC DR 1	MTWRF	B140	Ardo, Danny
9	PE 3/SCI	MWRF	GYM-A	Angley, Tom
10	HSPA PREP 11	MTWRF	142	Baez, Jose

**Attendance This Week**

Mon	Tue	Wed	Thu	Fri
1	1	-	-	-

**Assignments This Week**

Mon	Tue	Wed	Thu	Fri
1	0	1	2	0

**Daily, Hugh**

Student id: 1008100  
 Homeroom: 08  
 Grade: 03  
 Age: 8  
 Birthdate: 05/29/1997  
 Current Class:  
 Current Teacher:  
 Current Room:

Per	Course	Days	Room	Teacher
-----	--------	------	------	---------

**Attendance This Week**

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

**Assignments This Week**

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

**Daily, Con JOHNATHON**

Student id: 1012097  
 Homeroom: 04  
 Grade: 05  
 Age: 11  
 Birthdate: 12/18/1994  
 Current Class:  
 Current Teacher:  
 Current Room:

Per	Course	Days	Room	Teacher
-----	--------	------	------	---------

**Attendance This Week**

Mon	Tue	Wed	Thu	Fri
-	-	-	-	-

**Assignments This Week**

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

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 Internet

### Changing the Selected Student

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

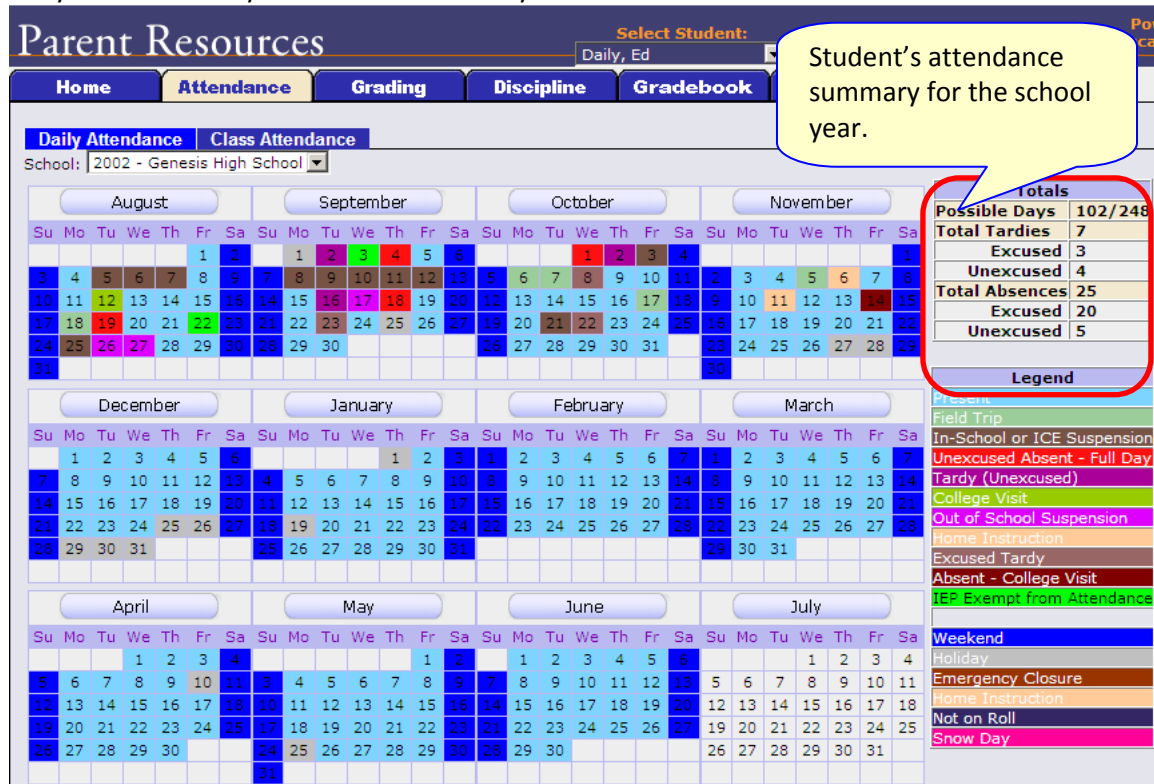
### The "Select Student" Drop Down

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

## IV. Attendance

### A. Daily Attendance

Daily Attendance is your child's official daily attendance.



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

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

#### Attendance Color Codes

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

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.

**Parent Resources**  
Home **Attendance** Grading

**Daily Attendance** **Class Attendance**

To see Class Attendance, click the **Class Attendance** tab.

Student's attendance summary for each class by Marking Period.

**Class Attendance for the Month of**  
June (2009)

Day	Date	Daily Attendance	ESS OF ALG 2	SAT VERBAL	*BIOLOGY AP	*BIOLOGY AP	*ENGLISH 3 HON	WORLD CULTURES	PE 3/SCI	*COMP SCI AP IS	WORLD CULTURES	HSPA PREP 9 - Course Descrip	SAT PREP	AEROSPACE 2 AS	SS COMPUTERS
Mon	06/01/2009	1			Not Meeting										
Tue	06/02/2009	1			Not Meeting			AB				AB			
Wed	06/03/2009	T							Not Meeting						
Thu	06/04/2009	-			Not Meeting										
Fri	06/05/2009	-			Not Meeting										
Mon	06/08/2009	-			Not Meeting			NO				NO			
Tue	06/09/2009	-			Not Meeting										
Wed	06/10/2009	-						AB	Not Meeting			AB			
Thu	06/11/2009	-			Not Meeting										
Fri	06/12/2009	-			Not Meeting										
Mon	06/15/2009	1			Not Meeting			AB				AB			
Tue	06/16/2009	1			Not Meeting										
Wed	06/17/2009	1							Not Meeting						
Thu	06/18/2009	1			Not Meeting										
Fri	06/19/2009	1			Not Meeting										
Mon	06/22/2009	E		AB	Not Meeting					AB					
Tue	06/23/2009	-			Not Meeting										
Wed	06/24/2009	V							Not Meeting						
Thu	06/25/2009	-			Not Meeting										
Fri	06/26/2009	TUT			Not Meeting										
Mon	06/29/2009	-			Not Meeting										
Tue	06/30/2009	-			Not Meeting										
Wed	07/01/2009	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
Thu	07/02/2009	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting

Parent Access Module

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**Code Description**  
Present  
AB Absence  
NO Nurse  
LE Left Class Early

**Class Totals**  
ESS OF ALG 2  
All U E  
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

**SAT VERBAL**  
All U E  
YTD 24.0 23.0 1.0  
MP1 1.0 1.0 0.0  
MP2 6.0 5.0 1.0  
MP3 9.0 9.0 0.0  
MP4 8.0 8.0 0.0

**\*BIOLOGY AP**  
All U E  
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 AP**  
All U E  
YTD 0.0 0.0 0.0  
MP1 0.0 0.0 0.0

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.

*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

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.

**Parent Resources** Select Student: Daily, Ed

Home Attendance **Grading** Discipline Gradebook Setup

Daily, Ed  
2008-09 Report Card  
[Please click here to view the MP1 form for Ed.](#)

Course	Sem	School	Teacher	MP1	MP2	MP3	MP4	FE	FG	Attempted	Earned
*ENGLISH 3 HON	FY	Genesis High School	Anderson, Garret	A+ 12 22						5.00	
NEWSPAPER PROD	FY	Genesis High School	Allen, Dusty							5.00	
ITALIAN 2	FY	Genesis High School	Barr, Bob (Italian)	A+		A				5.00	
*CALCULUS AP	FY	Genesis High School	Weeks, Karen	A+ 03 29						7.00	
*COMP SCI AP IS	FY	Genesis High School	Aguayo, Luis							5.00	
*BIOLOGY HON	FY	Genesis High School	Adlesh, Dave							6.00	
PE 3/SCI	FY	Genesis High School	Atkinson, Lefty							3.00	
US HISTORY 2	FY	Genesis High School	Barr, Bob	B-						5.00	

**Comments Legend**

03 Completes Assignments Promptly	09 Exceeds Requirements	12 Excellent Student	16 Has Constructive Ideas
17 Has Good Organizational Skills	19 Homework is Complete	22 Initiates Discussion	29 PLEASURE TO HAVE AS A STUDENT

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### The Grading Screen

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

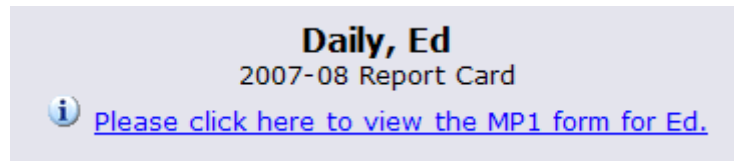
The current Marking Period is highlighted in green.

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

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

### Viewing your Child's Most Recent Report Card

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



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

http://parents.genesisedu.com/... Windows Internet Explorer

Adobe Printer icon

**GENESIS PUBLIC SCHOOLS**

<b>School Name</b>		<b>Phone #</b>		<b>High School Report Card</b>	
Genesis High School		732-555-1212			

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 <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							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	0 - 64 Not Passing				
80 - 84 Above Average	WP/WF Withdraw Pass/Fail				
75 - 79 Average	IN Incomplete				

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

### Procedure to Print a Copy of the Report Card

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

**Procedure to Save a Copy of the Report Card**

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

**Procedure to Return to the Genesis Parents Module**

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

## VI. Discipline

The screenshot shows a web browser window displaying the 'Parent Resources' interface. The 'Discipline' tab is selected. The student name 'Daily, Ed' is shown in the top right. Below the navigation tabs, the title 'Daily, Ed' and '2005-06 Discipline Record' are displayed. A table lists two incidents:

Date	Time	Incident Description	Action	Action Date(s)
1 01/24/2006	Lunch	1. Language obscene	1. Conference with Parent, Teacher, Administrator, and Counselor 2. Saturday Detention - 1 day	01/26 01/07
2 10/26/2005	Period 3	1. Defiance	1. Conference with Parent, Teacher, and Administrator 2. Central Detention - 2 days	11/02 10/27 10/31

The bottom of the screen shows a status bar with 'Done' and 'Internet' icons, and a copyright notice for Genesis Educational Services, Inc.

### Discipline Record

The 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 is optional and may not be available in your child's school.

## VII. Gradebook

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

**Parent Resources** Select Student: Daily, Ed  Powered by Genesis Educational Services, Inc.

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

**Weekly Summary** [List Assignments](#)

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

[Printable Version of Weekly Assignment List](#)

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

Parent Access Module ©Copyright Genesis Educational Services, Inc.

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

This screen lists all courses your child is currently taking.

#### Marking Period Averages for the Courses

The "Avg" column shows you your student's current Marking Period average – for the current or a previous Marking Period. A 'projected' alpha grade may also appear if your school uses alpha grades.

#### Viewing all Assignments for One Course

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

#### Viewing all Assignments for a Selected Day

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

The screenshot shows the 'Gradebook' tab selected. At the top, there's a 'Select Student:' dropdown with 'Daily, Ed' chosen. Below it are tabs for 'Discipline', 'Gradebook', and 'Setup'. A 'Weekly Summary' link is highlighted. A red box highlights the 'Daily, Ed' student name and the 'Weekly Assignment Summary' text. A yellow callout points to the 'MP2' dropdown in the 'Avg' column header, explaining how to view averages for previous marking periods. Another yellow callout points to the 'Wed' day header, explaining how to view one day's assignments. The table below lists courses and their teachers, with some rows indicating that the teacher does not have an electronic gradebook.

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

Figure 2 – Gradebook→Weekly Summary Screen

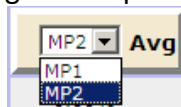
### Gradebook Weekly Summary

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

- Select a different week by clicking in the “Week of” field
- See all the Assignments for one course by clicking on the highlighted name of a course in the list
- See all the Assignments for one day by clicking on the highlighted day name
- See your student’s marking period averages for either the current Marking Period or a previous Marking Period.


### Choosing the Marking Period Average to Display

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



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

## List of Assignments Screen



Parent Resources Select Student: Daily, Ed  Powered by Genesis Educational Services



Home Attendance Grading Discipline **Gradebook** Setup


Weekly Summary **List Assignments**




Daily, Ed

Student Assignment List

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

Status: Show all assignments  Show Assignment Dates: Week of  

Search 

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

### List of Assignments

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

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

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the student failed to turn in or do.
  - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected **or** as the **week** which contains the date you selected **or** as the **month**.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - "One day" – the Assignments for the date selected in **Assignment Due Date**.
  - "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
  - "Month" - the Assignments for the **month** which contains the date selected in **Assignment Due Date**.
  - "MP1" – All assignments for Marking Period 1.
  - "MP2" – All assignments for Marking Period 2.
  - "MP3" – All assignments for Marking Period 3.
  - "MP4" – All assignments for Marking Period 4.
  - "All Assignments" – All assignments for the entire duration of the course.



## B. One Day's Assignments

### One Day's Assignment

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

The screenshot shows the 'Parent Resources' interface with the 'List Assignments' tab selected. The student 'Daily, Ed' is selected. The 'Course' filter is set to 'Show all courses' and the 'Status' filter is set to 'Show all assignments'. The 'Assignments Due Date' is set to '03/23/2006' and 'Show Assignment Dates' is set to 'Day of'. The table below shows assignments for this date.

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

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

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

Figure 3 – 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.

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

Figure 4 – A view of the List Assignments screen for 1 week, with the "previous grade" column

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

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

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




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



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

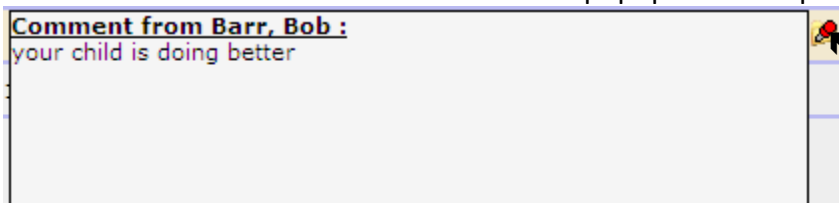
## E. Viewing Teacher Comments

### Viewing Teacher's Comments

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

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




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








## 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	Barr, 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.<sup>1</sup>

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



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

<sup>1</sup> While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

Parent Resources Powered by  
Genesis Educational Services, Inc.

Select Student:  
Daily, Ed

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

Weekly Summary **List Assignments**

**Daily, Ed**  
Student Assignment List

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

Search

1 / 1 46.6% Sign Find

essay							
Teacher	Course					Student	
Item, Sub	352104 - US HISTORY 2						
	Superior Value 3	Good Value 3	Adequate Value 4	Emerging Value 2	Insufficient Value 2	Nope Value 1	Points
Content							
Organization							
Mechanics							
Style							
Total Points:							

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Click "Search" to return to the list of Assignments.

## VIII. Scheduling

Parent Resources

Select Student: Daily, Ed Fred

Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline Gradebook **Scheduling** Setup Logout

Daily, Ed Fred

Ed has been assigned to grade 12 and will attend Genesis High School in 2009-10

**Ed's 2009-10 Schedule**

Semester	Period	Course	Days	Room	Teacher
FY	1	NEWSPAPER PROD	MTWRF	102	Adair, Jerry
FY	5	SAT MATH	MTWRF	107	Bease, Dan
FY	6-7	US HIST 2/ECON	MTWRF	D233	Barry, Jack
FY	10	PHYS ED 4	MTWRF	GYM-A	Atkinson, Bill

**Ed's Course Requests for 2009-10**

These courses have been requested for the next school year.

Course	Description	Credits	Recommended By
10031	SAT MATH	1.250	
10055	CREAT DRAM/THEA	5.000	
10079	NEWSPAPER PROD	2.500	
10386	English 4 Honors	5.000	
10509	COMPOSITION	2.500	
10805	JOURNALISM	5.000	
10881	CREATIVE WRITING IS	1.000	
13705	*CALCULUS HON	5.000	
14377	*CHEMISTRY HON	6.000	
15215	US HIST 2/ECON	5.000	
15275	*US HISTORY 2 HON	5.000	
27045	PHYS ED 4	3.750	
LUNCH	LUNCH		

2009-10 Course Recommendations for Ed which have not been Requested

Parent Access Module


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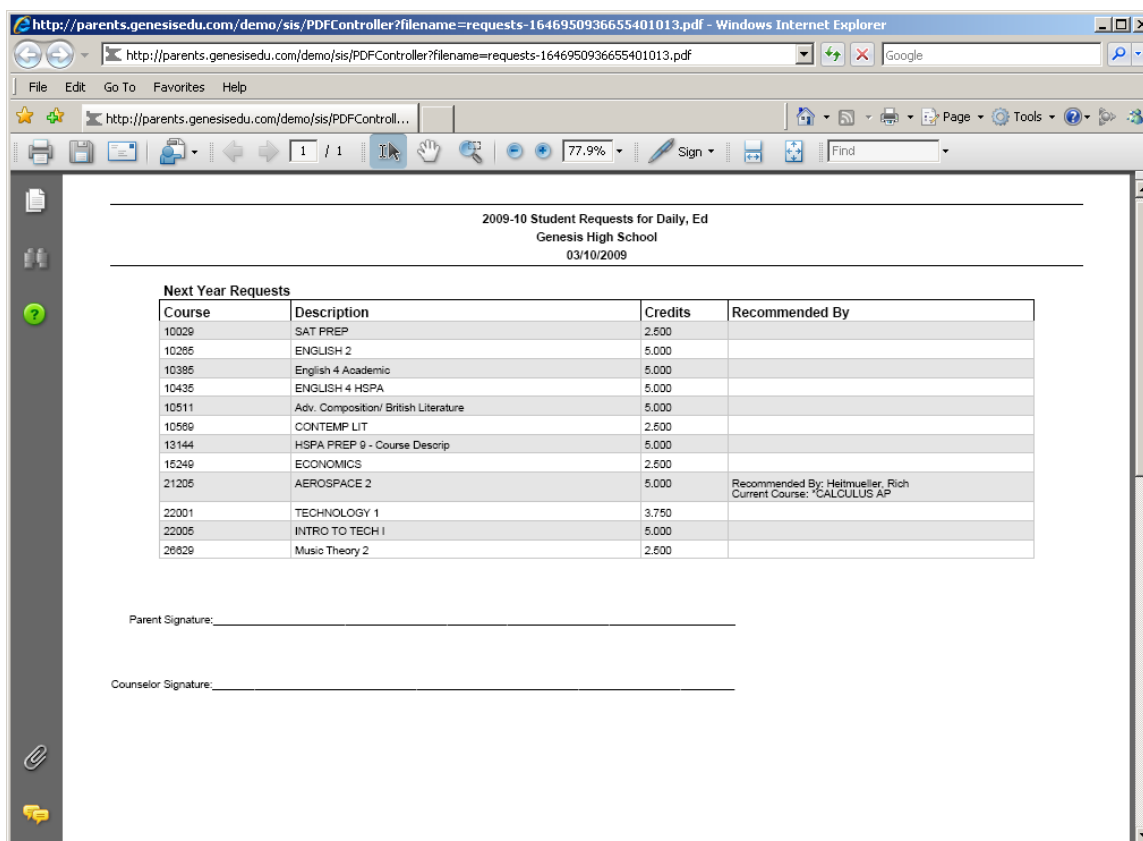
The **Scheduling** screen shows you your student's course requests for the **next** school year (e.g. 2010-2011 if this year is 2009-10), as well as their "next year" schedule once one has been created.

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. 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:  
**Ed's Course Requests for 2009-10**  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.




**Figure 5 – Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print this on your printer.**

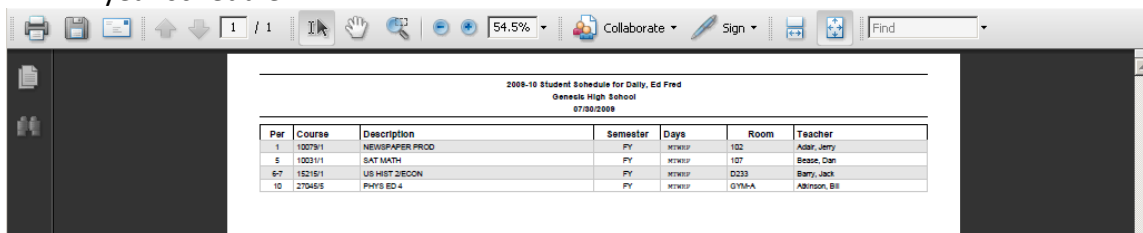
### Printing Next Year’s Schedule

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:

**Ed's 2009-10 Schedule** 

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



**Figure 6 – Sample Next Year Schedule displayed in Adobe Reader.**

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

### **Courses Recommended but Not Requested**

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take.

<b>2009-10 Course Recommendations for Ed which have not been Requested</b>			
These courses have been recommended but not yet requested.			
Course	Description	Credits	Recommended By
15215	US HIST 2/ECON	5.000	Recommended by: Russak, Jan d Current Course: 35210 - US HISTORY 2
21205	AEROSPACE 2	5.000	Recommended by: Heitmuller, Rich Current Course: 13797 - *CALCULUS AP

**Figure 7 – The “Course Recommendations which have not been Requested” list from the bottom of the Scheduling screen**

This list will appear if a teacher recommends a course for your student and your student decides not to take the course. The course is then “not requested” so that it will not be scheduled for your student.

The screenshot shows the 'Parent Resources' interface with the 'Scheduling' tab selected. At the top, it says 'Ed has been assigned to grade 12 and will attend Genesis High School in 2010-11'. Below this, there are two tables. The first table, 'Ed's Course Requests for 2010-11', lists courses that have been requested for the next school year. The second table, '2010-11 Course Recommendations for Ed which have not been Requested', lists courses that have been recommended but not yet requested.

Course	Description	Credits	Recommended By
10035	Public Speaking	5.000	
13144	HSPA PREP 9 - Course Descrip	5.000	
13995	*COMP SCI AP	5.000	Recommended by: Dilts, Rich Current Course: 13995 - *COMP SCI AP IS
15497	AP American History IS		
27045	PHYS ED 4	3.750	
LUNCH	LUNCH		

Course	Description	Credits	Recommended By
13619	PRECALCULUS	2.500	Recommended by: Dilts, Rich Current Course: 13375 - *ALGEBRA 2 HON
15236	US 2 SURVEY	2.500	Recommended by: Dilts, Rich Current Course: 35210 - US HISTORY 2
21305	AEROSPACE 3	5.000	Recommended by: Dilts, Rich Current Course: 21225 - AEROSPACE 2 AS

**Figure 8 – Another view of the Scheduling tab**

## IX. Setup

### A. Introduction to the Setup Screen

**Parent Resources** Powered by  
Genesis Educational Services, Inc.

Select Student: Daily, Ed

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

---

**Change Password**

Current Password:

New Password:

Confirm New Password:

---

**Settings**

Home Screen: Home

---

**Your Contact Information**

- If you would like an alert sent as a text message to a cellphone, please provide us with the cell number and provider.
- The Emergency Broadcast option allows you to receive notifications to your cellphone or email in the event of an emergency.
- Standard text messaging rates do apply.

	Email Address or Cell Number (Cell Ex.: 555-555-5555)	*Cell Phone Provider	Emergency Broadcasts	
1)	demo@aol.com	<span style="border: 1px solid black; padding: 2px;"> </span>	<input type="checkbox"/>	<input type="button" value="Send Test Message"/>
2)	rwd@aol.com	<span style="border: 1px solid black; padding: 2px;"> </span>	<input checked="" type="checkbox"/>	<input type="button" value="Send Test Message"/>
3)	732-598-0656	Verizon	<input checked="" type="checkbox"/>	<input type="button" value="Send Test Message"/>
4)	<input type="text"/>	<span style="border: 1px solid black; padding: 2px;"> </span>	<input type="checkbox"/>	<input type="button" value="Add"/>

---

**Parent Notifications**

**Available Alerts for Genesis High School**

☒ Alert me if my student is absent

☐ Alert me when my child's Gradebook Grades have changed

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The Setup screen is where you set up your Parent Access Module. You may only see the top part of this screen. Do not be concerned. Only certain features maybe be available.

There are four functions located on this screen:

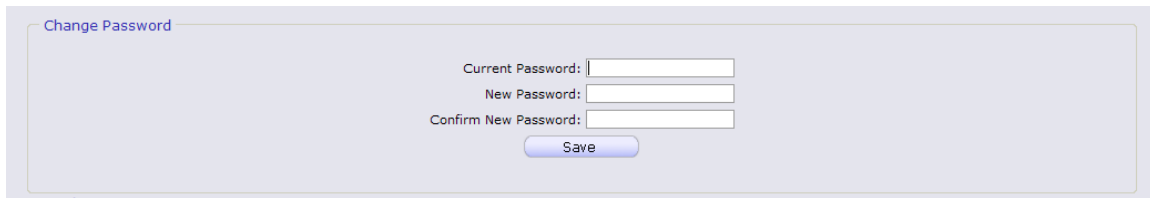
1. Changing your password
2. Selecting your “startup” screen
3. Managing your Email and Text Message Contact list (this may not appear)
4. Selecting Alerts (this may not appear)

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**

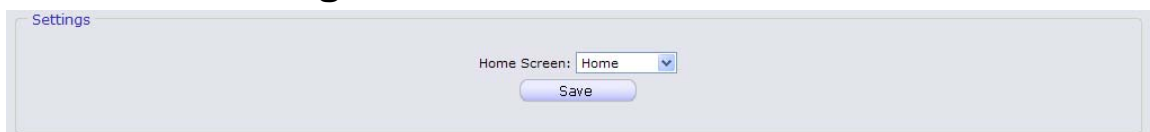
4. Click on the '**Setup**' tab.
5. Enter your current password
6. Enter the new password you desire
7. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
8. Click '**Save**'

### **When you are required to change your password**

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

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

## c. Setting Your Home Screen



### **Procedure to Change your Home Screen**

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

## D. Adding Contacts for Email, Text Messages and Emergency Broadcasts

**Your Contact Information**

- If you would like an alert sent as a text message to a cellphone, please provide us with the cell number and provider.
- The Emergency Broadcast option allows you to receive notifications to your cellphone or email in the event of an emergency.
- Standard text messaging rates do apply.

	Email Address or Cell Number (Cell Ex.: 555-555-5555)	* Cell Phone Provider	Emergency Broadcasts		
1)	demo@aol.com	<input type="text"/>	<input type="checkbox"/>		<a href="#">Send Test Message</a>
2)	shemp@AOL.COM	<input type="text"/>	<input checked="" type="checkbox"/>		<a href="#">Send Test Message</a>
3)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<a href="#">Add</a>

### Contacts and the Genesis Emergency Broadcast System

The contacts listed here – and controlled directly by you – will be sent email or text messages. Genesis includes an Emergency Broadcast System which allows your school or district to contact you in case of an emergency on your children's school campuses. Email addresses may also be used to communicate with you by your children's teachers.

### Procedure to Add a Contact

1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the blank fields at the bottom of the contact list. Fill them in:
  - a. Enter the contact Email or Cell #
  - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
  - c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click **'Add'**

### Procedure to Change a Contact

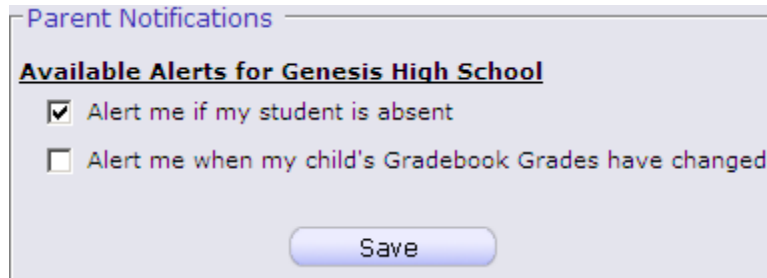
1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to Change:
  - a. Update the contact Email or Cell #
  - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
  - c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click the **'Save'** button.

### Procedure to Delete a Contact

1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to delete and click the **'Delete'** button.

Please only add email addresses and text message phone numbers to which messages may be sent.

## E. Setting Alerts



Parent Notifications

**Available Alerts for Genesis High School**

☒ Alert me if my student is absent

☐ Alert me when my child's Gradebook Grades have changed

Save

### **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

You must turn on this feature and enter the email and text message addresses as described above in **Section VIII D – Adding Contacts for Email and Emergency Broadcasts**.

### **Procedure to Turn On Alerts**

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

### **Procedure to Turn Off Alerts**

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

## Frequently Asked Questions (FAQ)

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

Your Genesis Parent 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 Parent 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 Parent Access.

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

You will be given the URL for Parent Access in your Parent 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 Parent Access?

There is a small "Log Off" button at the upper right of every Parent 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 Parent Access to eliminate the possibility of someone else accidentally getting access to your student's information.

For example, if you are accessing Parent 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 Parent Access session and view your child's information. Logging off properly terminates the Parent Access session.

**Always log off of Parent 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 Parent 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 Parent Access login.

It may be possible that Parent 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 Parent Access Welcome Packet for information on who 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.