



Franklin Twp. School

Parent Portal UserManual

Version 3.0

Introduction

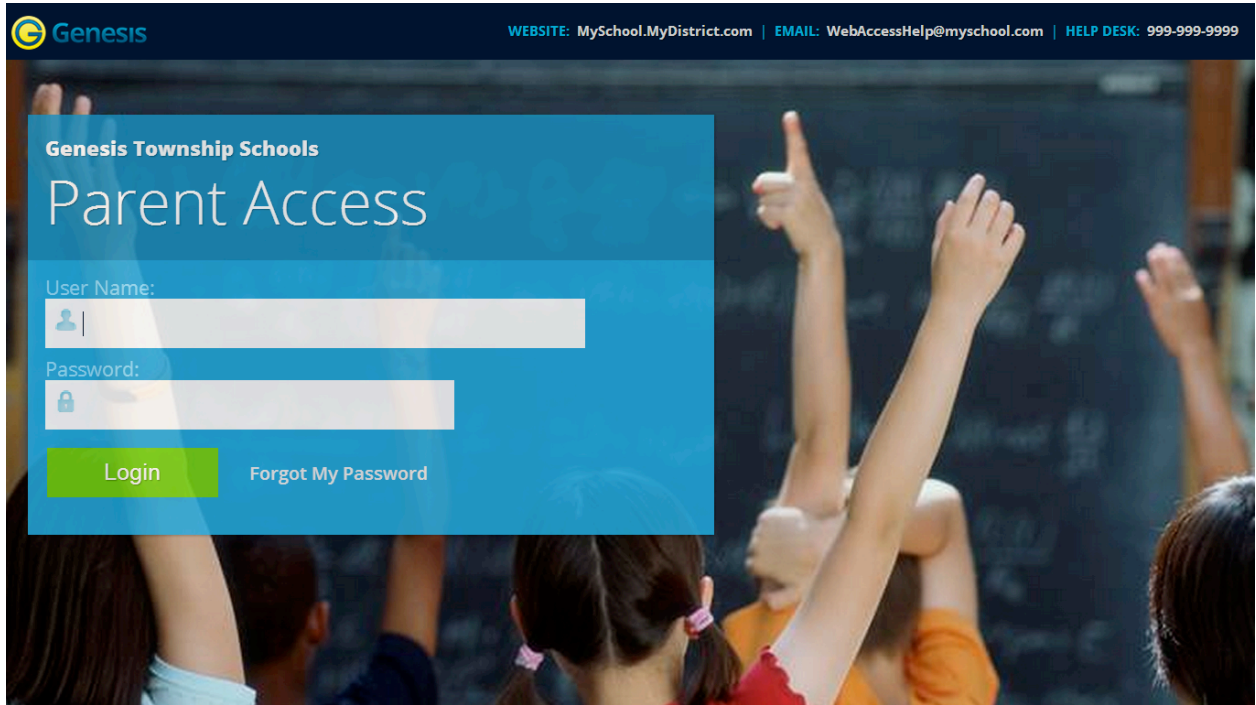
The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

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

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

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

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

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

Logging In for the First Time

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

What if I forget my password?

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



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

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

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

Logging Out

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

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

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

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

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

Homeroom: D233 Barry, Jack L
Counselor: Allen, Myron

Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131

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

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

Thank you for using the Genesis Township Schools Parent/Student Access.
You are now logged out.

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

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

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

Switching from English to Spanish

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

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard

Genesis Parent Resources

Summary

SELECT STUDENT: Daily, Caitlin

Friday, 6/28/2013 2:51PM

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

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

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

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

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

Callouts:
 - Summary button: This is the current student.
 - Highlighted course (SPANISH 4): The highlighted course is the one the student is scheduled to be in right this very minute
 - Bottom of page: Scroll down to see additional students

Genesis Parent Access Student Data Summary – Student Dashboard Screen

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

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

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

Friday, 6/28/2013 2:51PM



Caitlin Daily

GRADE:

12

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

Homeroom:
D233 Barry, Jack L
Counselor:
Allen, Myron

Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131

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

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

One Student’s Dashboard of Information

Top Tabs

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

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

More Information About Each Student

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

Friday, 6/28/2013 2:51PM



Caitlin Daily

GRADE:
12

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

Counselor name

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

Gradebook Assignments & Week's Attendance

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

Bus Routes

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

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

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

The Selected Student

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

Selecting a Student

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

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

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

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

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

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

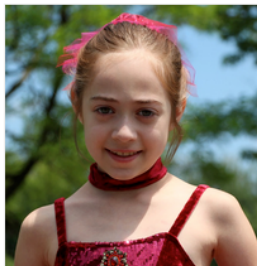
Changing the Selected Student

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

The "Select Student" Drop Down

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

Panels on the Dashboard



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

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

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

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

THIS WEEK

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

Click a number to see the Assignments for that day.

ASSIGNMENTS	0	0	0	1	0
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BUS		WEEK / DAY		< FRIDAY
	ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM	A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.
PM	A10	03:30PM	ghs	

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

Navigate from weekday to weekday:

<
WEDNESDAY
>

Attendance

Daily Attendance

Daily Attendance is your child's official daily attendance.

Genesis Parents Module 2.0

DAILY ATTENDANCE CLASS ATTENDANCE

School: 2002 - Genesis High School

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
			1	2	3	4						1	2	1	2	3	4	5	6													1	2	3		
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	18	19	20	21	22	23	24			
19	20	21	22	23	24	25	26	27	28	29	30	31		22	23	24	25	26	27	28	29	30	31				25	26	27	28	29	30				
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31										25	26	27	28	29	30				

DECEMBER							JANUARY							FEBRUARY							MARCH																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S															
						1	1	2	3	4	5																					1	2	3	4							
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	1	2	3	4	5	6	7	8	9	10								
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	10	11	12	13	14	15	16	10	11	12	13	14	15	16	11	12	13	14	15	16	17	18	19	20	21	22	23	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	17	18	19	20	21	22	23	17	18	19	20	21	22	23	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23	24	25	26	27	28	29	30	31							24	25	26	27	28			24	25	26	27	28	29	30	24	25	26	27	28	29	30							
30	31														31							31							31													

APRIL							MAY							JUNE							JULY																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S															
						1	1	2	3	4	5																					1	2	3	4							
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	1	2	3	4	5	6	7	8	9	10								
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	10	11	12	13	14	15	16	10	11	12	13	14	15	16	11	12	13	14	15	16	17	18	19	20	21	22	23	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	17	18	19	20	21	22	23	17	18	19	20	21	22	23	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23	24	25	26	27	28	29	30	31							24	25	26	27	28			24	25	26	27	28	29	30	24	25	26	27	28	29	30							
30	31														31							31							31													

TOTALS	
Possible Days	215/215
Total Tardies	15
Excused	3
Unexcused	12
Total Absences	9
Excused	6
Unexcused	3

LEGEND	
■	Present
■	Unexcused Tardy (w/time)
■	Absent - Never Attended
■	Left Early (w/time)
■	Funeral Day
■	Excused Tardy (w/time)
■	Excused Absent
■	In-School or ICE Suspension
■	Unexcused Absent - Full Day

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

Class Attendance

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

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

Scroll down to see students Class Attendance totals

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

CODE	DESCRIPTION
	Present
AB	Absence

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

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

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

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

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

Totals
Type:

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

Grading

Current Year Report Card Grades & Current Report Card

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

Genesis Parents Module 2.0

Grading SELECT STUDENT: Daily, Caitlin

Link to Rpt Card

Comment Tool tip

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

Comment

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	ME	MP3	MP4	FE	FG	ATT.	EARNED
*ENGLISH 4 AP	FY	2002	Kutry, Al Email: akutry@xyz.abc	A 10 15								5.00
SPANISH 4	FY	2002	Anderson, Matt Email: manderson@home.xyz	B+ 04 15								5.00
TRIGONOMETRY	S1	2002	Allison, Bob Email: ballison@xyz.net	A- 13								2.50
*CALCULUS AP	FY	2002	Antonelli, John Email: jantonelli@abc.xyz	A 10 15								7.00 0.00
*PHYSICS HON	FY	2002	Barrett, Bob Email: bbarrett@xyz.abc	A 09 23								6.00
WOODS TECH 1	FY	2002	Bailey, Gene	B								5.00
RE 4/SCI	FY	2002	Rose, Danielle Email: drits@genesisz.org	B+								3.00
HEALTH 4	Q2	2002	Rose, Danielle Email: drits@genesisz.org									1.25
US HISTORY 2	FY	2002	Barry, Jack L Email: jbarry@abc.xyz	A								5.00

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

The Student’s Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments the student has received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher’s name.

The Grading Screen

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

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the

comment will appear in a tooltip (e.g. Follows Directions Well).

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

Viewing your Child’s Current or Most Recent Report Card

If you are able to view your child’s actual report card, a [Please click here to view the MP1 form for Ed in Genesis High School.](#) message will appear between your child’s name and their list of grades:

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


The screenshot shows a web browser window displaying a report card for Genesis Public Schools. The report card includes student information, a table of course grades, and a section for school attendance. A blue callout box labeled "Adobe Printer Icon" points to the printer icon in the browser's toolbar.

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

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								
The African -American Experien	15600-1	Barr, Bob	2	IN							26	
US HISTORY 2	15205-6	Barr, Bob	4-5	HL							13	
WORLD CULTURES	15005-12	Barr, Bob	9	IN							29	
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP								

REPORT CARD GRADING SYSTEM		SCHOOL ATTENDANCE				Total Attendance	Total Credits
95 - 100	Outstanding	70 - 74	Fair	ABSENT	7	7	
90 - 94	Excellent	65 - 69	Below Average	TARDY	1	1	
85 - 89	Very Good	0 - 64	Not Passing				
80 - 84	Above Average	WP/WF	Withdraw Pass/Fail				
75 - 79	Average	IN	Incomplete				

To Print a Copy of the Report Card

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

To Save a Copy of the Report Card

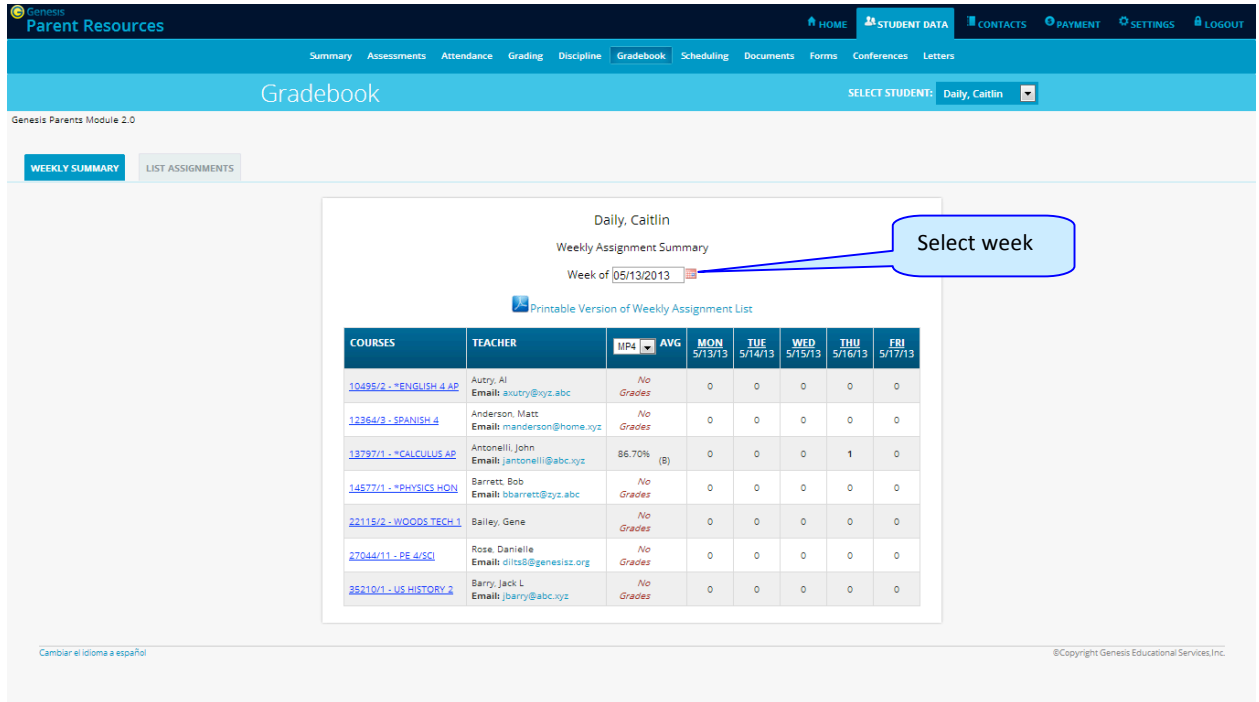
1. Click on the **Setup** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click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

To Return to the Genesis Parents Portal

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

Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages



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

Choosing the Marking Period Average to Display

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



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

Viewing all Assignments for One Course

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

Viewing all Assignments for a Selected Day

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

Click the Print Assignments link to print out the list.

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

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

DATE	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOC
8/17/2012	SPANISH 4	ANDERSON, VAS	WKS	SPANISH QUIZ 2/2/12		20			
8/18/2012	*CALCULUS AP	ANDERSON, JOHN	HW	SECTION 1.2, 4.6, 7.2, 8	CHEXPPLUS	100	83%		
8/11/2012	*CALCULUS AP	ANDERSON, JOHN	HW	SECTION 1.1, 1.2, 1.3, 1.4	CHECK	100	78%		
8/12/2012	*CALCULUS AP	ANDERSON, JOHN	HW	SECTION 1.2, 2.4, 2.9	CHEXPPLUS	100	100%		
8/14/2012	*CALCULUS AP	ANDERSON, JOHN	TEST	TEST 13 Section 1.2	98	100	98%		
4/18/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 1	80				
4/23/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 2		100			
4/23/2013	*CALCULUS AP	ANDERSON, JOHN	TEST	MPA QUIZ 2		100			
5/2/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	Chapter 2 through 8 in Chapter 11 and required a prepared essay	CHEXPPLUS	100	100%		
5/2/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 3		100			
5/8/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 4		100			
5/14/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 5		100			
5/20/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 6		100			
5/30/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 7		100			
6/3/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 8		100			
6/13/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 9		100			
6/20/2013	*CALCULUS AP	ANDERSON, JOHN	QUIZ	MPA QUIZ 10		100			
8/22/2012	US HISTORY 2	BERRY, JACK L	OP	Homework 1	8		83%		
8/12/2012	US HISTORY 2	BERRY, JACK L	HW	Revolutionary Battles		100			
8/19/2012	US HISTORY 2	BERRY, JACK L	HW	Revolutionary Battles		100			
10/2/2012	US HISTORY 2	BERRY, JACK L	HW	Homework 10		100			
1/2/2013	US HISTORY 2	BERRY, JACK L	QUIZ	Reading pages 24-32, 33-41, 42-5, 17-24		100			
1/4/2013	US HISTORY 2	BERRY, JACK L	TEST	Homework 10		100			
1/4/2013	US HISTORY 2	BERRY, JACK L	TEST	bingo		100			
1/4/2013	US HISTORY 2	BERRY, JACK L	TEST	Test 8		100			

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

Gradebook Weekly Summary

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

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

List of Assignments Screen

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

WEEKLY SUMMARY LIST ASSIGNMENTS

Daily, Ed
2012-13 Student Assignment List

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

Search

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

List of Assignments

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

Daily, Caitlin
2012-13 Student Assignment List

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

Search

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

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

- “Week 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.

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

One Day’s Assignments

One Day’s Assignment

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

Daily, Ed
2012-13 Student Assignment List

Course: Assignments Due Date:

Status: Show Assignment Dates:

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

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

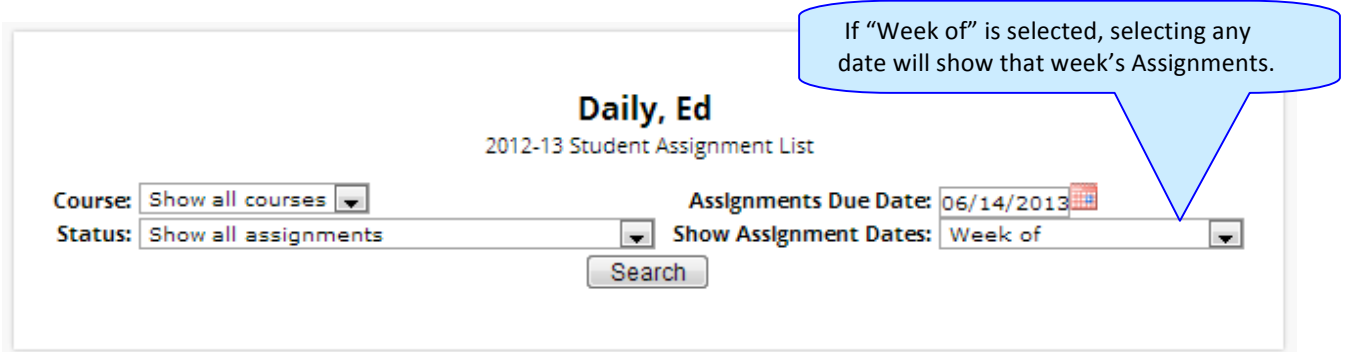
One Day/All Assignments

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

One Week's Assignments

Viewing a Week's Assignments

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

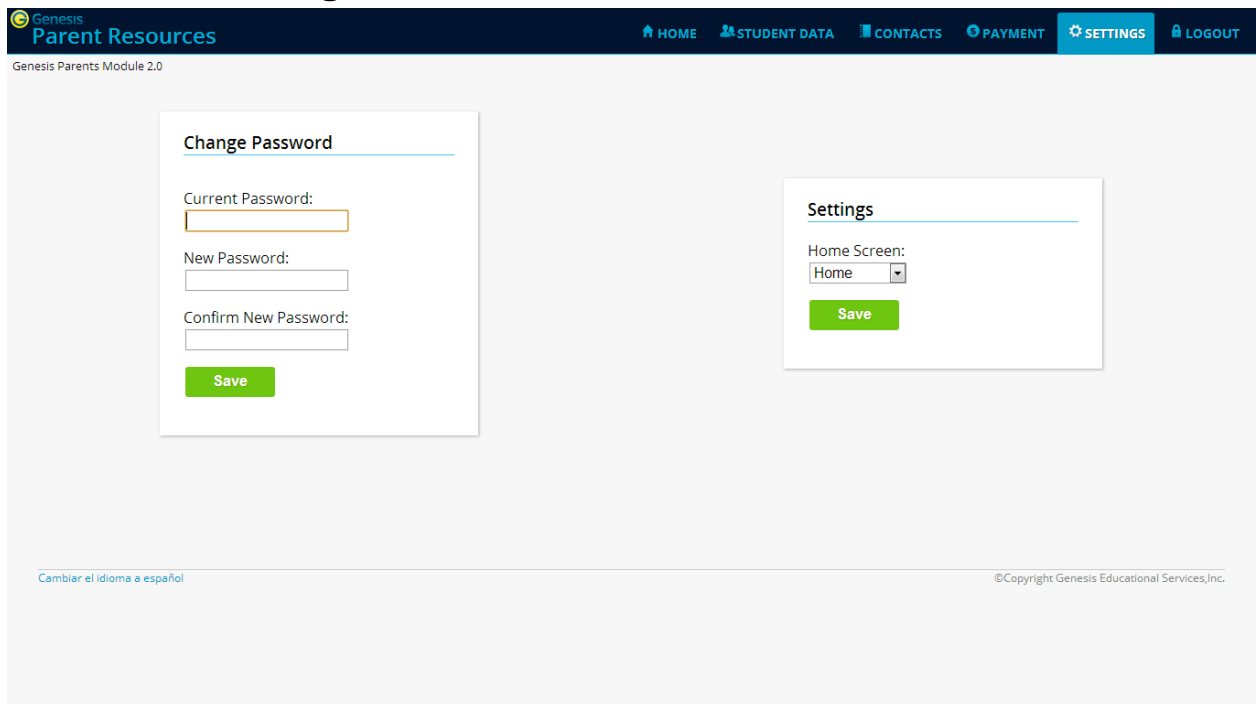


Daily, Ed
2012-13 Student Assignment List

Course: Assignments Due Date:
Status: Show Assignment Dates:

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

Personal Settings



Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT **SETTINGS** LOGOUT

Genesis Parents Module 2.0

Change Password

Current Password:

New Password:

Confirm New Password:

Settings

Home Screen:

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

Changing Passwords

Change Password

Current Password:

New Password:

Confirm New Password:

Save

To Change Your Password

1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the “Settings” screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

When are you required to change your password?

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

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire.
4. Click **Save**

Setting Your Home Screen

Settings

Home Screen:

Save

To set your entry screen:

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

Frequently Asked Questions (FAQ)

1. Where do I get my login?

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

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

2. What if I forget my password?

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

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

3. What is the URL for Web Access?

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

4. How do I log out of Web Access?

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

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

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

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

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

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

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

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

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

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

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

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