



*EDUCATIONAL SERVICES*

**Parent**

**Access**

**User**

**Manual**

## GENESIS STUDENT INFORMATION SYSTEM

## PARENT ACCESS

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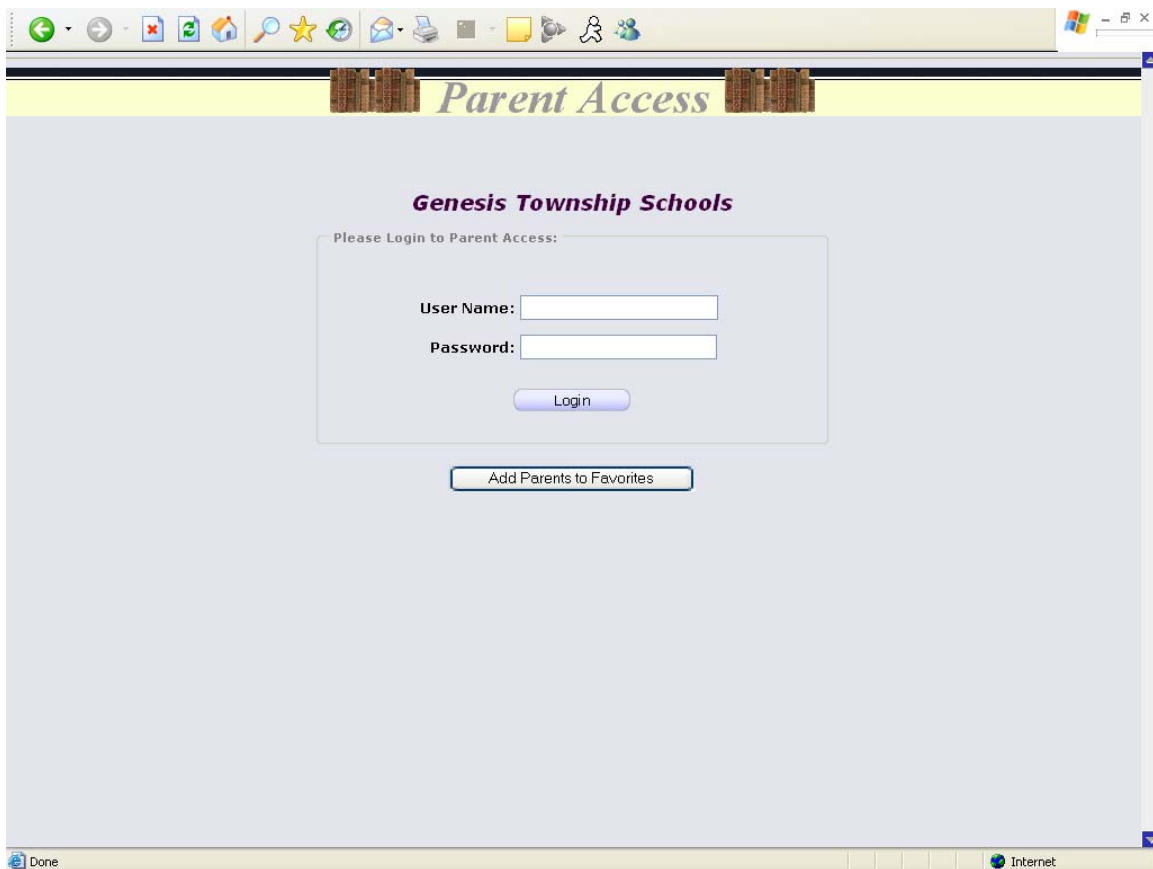
## I. Introduction

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
- Teacher Gradebook assignments and assignment grades for your child or children.
- 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

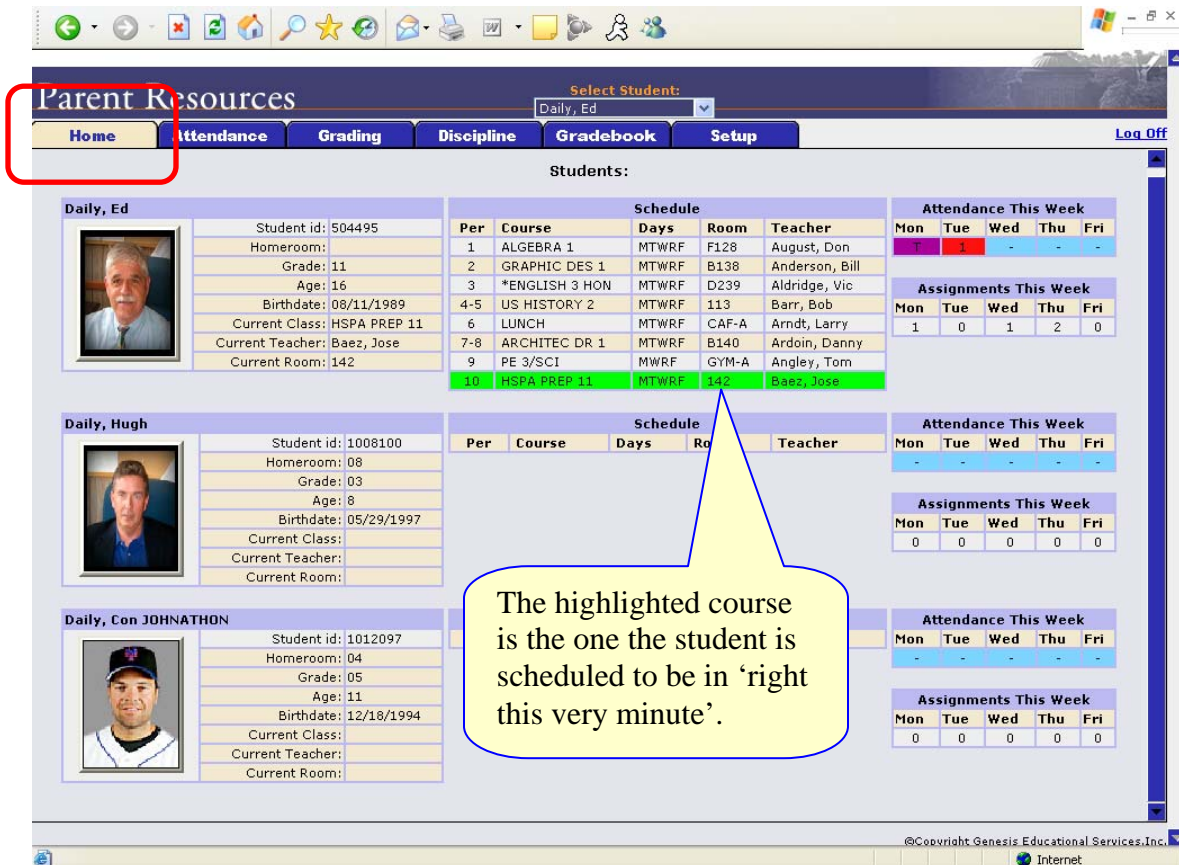
The very first time you login you will be required to change your password.

### 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

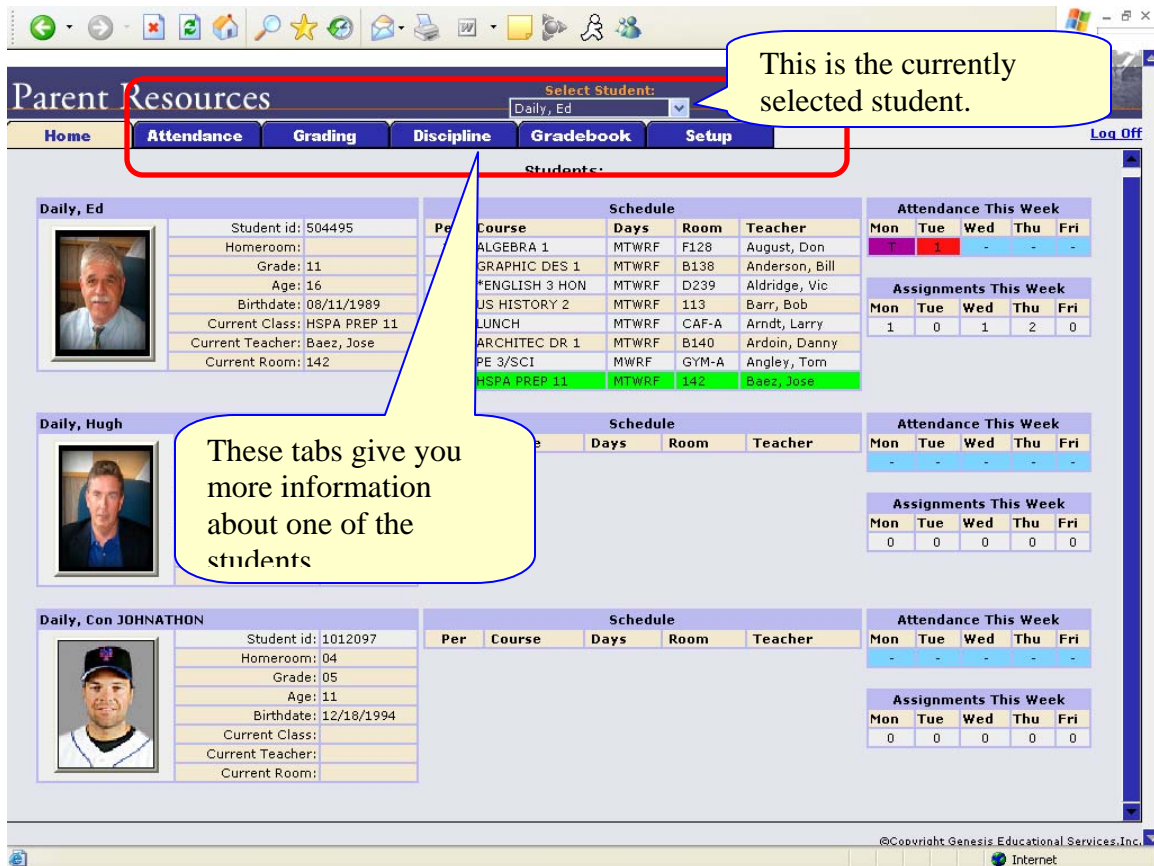


#### Genesis Parent Access "Home" – Student Dashboard Screen

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



**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.

**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

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with tabs for 'Home', 'Attendance', 'Grading', 'Discipline', and 'Setup'. A 'Select Student:' dropdown menu is highlighted with a red box, showing a list of student names: 'Daily, Ed', 'Daily, Hugh', and 'Daily, Con JOHNATHON'. Below this, three student profiles are displayed. Each profile includes a photo, personal information (Student ID, Homeroom, Grade, Age, Birthdate, Current Class, Current Teacher, Current Room), a 'Schedule' table, and 'Attendance This Week' and 'Assignments This Week' tables.

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	Ardoin, Danny
9	PE 3/SCI	MWRF	GYM-A	Angley, Tom
10	HSPA PREP 11	MTWRF	142	Baez, Jose

### 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.

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

Home | **Attendance** | Grading | Discipline | Gradebook

Daily Attendance | Class Attendance

School: 2002 - Genesis High School

August | September | October | November

December | January | February | March

April | May | June | July

Totals	
Possible Days	102/248
Total Tardies	7
Excused	3
Unexcused	4
Total Absences	25
Excused	20
Unexcused	5

**Legend**

- Present
- Field Trip
- In-School or ICE Suspension
- Unexcused Absent - Full Day
- Tardy (Unexcused)
- College Visit
- Out of School Suspension
- Home Instruction
- Excused Tardy
- Absent - College Visit
- IEP Exempt from Attendance
- Weekend
- Holiday
- Emergency Closure
- Home Instruction
- Not on Roll
- Snow 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

## B. Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance will show you their attendance for each separate subject. You must click the **Class Attendance** tab under **Attendance** to find class attendance.

**Parent Resources**

Home Attendance **Class Attendance**

Daily Attendance **Class Attendance**

**Class Attendance for the Month of** November (2008)

Day	Date	Daily Attendance	ITALIAN 2	*CALCULUS AP	NEWSPAPER PROD	US HISTORY 2	*BIOLOGY HON	*BIOLOGY HON	PE 3/SCI	*COMP SCI AP IS	*ENGLISH 3 HON
Mon	11/03/2008	-						Not Meeting			
Tue	11/04/2008	-						Not Meeting			
Wed	11/05/2008	F							Not Meeting		
Thu	11/06/2008	7						Not Meeting			
Fri	11/07/2008	-						Not Meeting			
Mon	11/10/2008	-						Not Meeting			
Tue	11/11/2008	7						Not Meeting			
Wed	11/12/2008	-					TC		Not Meeting		
Thu	11/13/2008	-						Not Meeting			
Fri	11/14/2008	C					AB		Not Meeting		
Mon	11/17/2008	-						Not Meeting			
Tue	11/18/2008	-						Not Meeting			
Wed	11/19/2008	-					AB		Not Meeting		
Thu	11/20/2008	-						Not Meeting			
Fri	11/21/2008	-						Not Meeting			
Mon	11/24/2008	-						Not Meeting			
Tue	11/25/2008	-						Not Meeting			
Wed	11/26/2008	-						Not Meeting			

**Code Description**

- Present
- TC Tardy to Class
- AB Absence

**Class Totals**

ITALIAN 2			
	All	U	E
YTD	6.0	5.0	1.0
MP1	6.0	5.0	1.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

*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

NEWSPAPER PROD			
	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

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.

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

Tool tip

The comments listed below the grades correspond to the comments your student has received in their classes. Place your cursor on a comment and the corresponding text will be highlighted.

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		Completes Assignments Promptly					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

### The Grading Screen

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

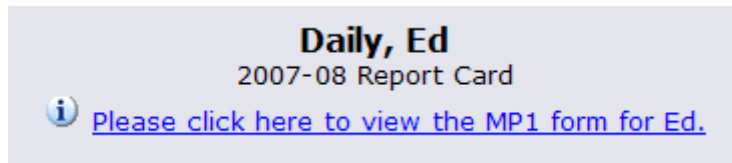
The current Marking Period is highlighted in green.

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.

**Adobe Printer icon**

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 <sup>st</sup> MP	2 <sup>nd</sup> MP	Mid Exam	3 <sup>rd</sup> MP	4 <sup>th</sup> MP	Final Exam	Final Grade	Comments	Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL								
The African -American Experien	15500-1	Barr, Bob	2	IN							26	
US HISTORY 2	15205-6	Barr, Bob	4.5	HL							13	
WORLD CULTURES	15005-12	Barr, Bob	9	IN							29	
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP								

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

**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 the 'Parent Resources' website interface. The 'Discipline' tab is selected, displaying the '2005-06 Discipline Record' for 'Daily, Ed'. The record is presented in a table with the following data:

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

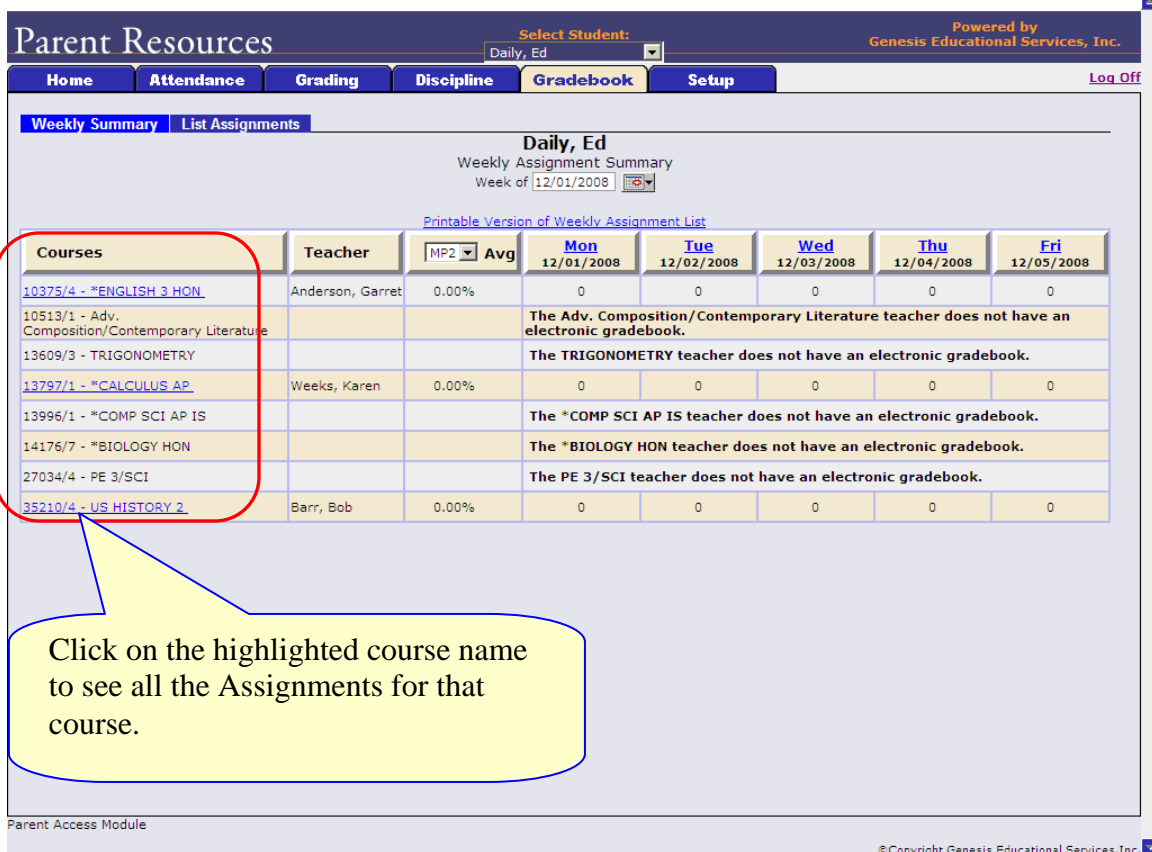
### Discipline Record

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.

## 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	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

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#### **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' section of the Parent Access Module. At the top, there is a 'Select Student:' dropdown menu set to 'Daily, Ed'. Below this are tabs for 'Discipline', 'Gradebook', and 'Setup'. The main content area is titled 'Daily, Ed Weekly Assignment Summary Week of 12/01/2008'. A callout points to the 'Week of' field, stating: 'To select a different week, click here.' Another callout points to the 'Wed' column header, stating: 'To see one day's Assignment's click on the highlighted day'. A third callout points to the 'MP2' dropdown in the 'Avg' column header, stating: 'To see your child's average in a previous Marking Period, use the drop down to select the one for which you want to see their average.' The table below shows columns for 'Courses', 'Teacher', 'MP2', 'Avg', and days of the week from 'Mon' to 'Fri'. Several rows show messages like 'The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.' The footer includes 'Parent Access Module' and '©Copyright Genesis Educational Services, Inc.'.

Figure 1 – Gradebook→Weekly Summary Screen

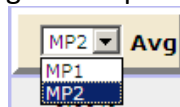
**Gradebook Weekly Summary**

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 Powered by Genesis Educational Services

Select Student: Daily, Ed

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:

Parent Resources

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  
Status: Show all assignments

Assignments Due Date: 03/23/2006  
Show Assignment Dates: Day of

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

Done ©Copyright Genesis Educational Services, Inc. Internet

Figure 2 – 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.

The screenshot shows the "List Assignments" screen for student "Daily, Ed". The "Show Assignment Dates" dropdown is set to "Week of". The table below shows the assignments for the week of 10/06/2008 to 10/10/2008.

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 7		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 3 – 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.

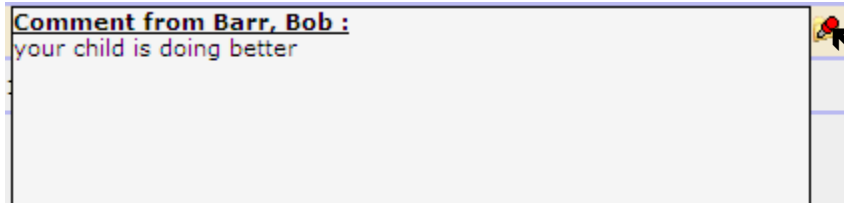
## E. Viewing Teacher Comments

### 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 pop up 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 Select Student: Daily, Ed  Powered by Genesis Educational Services, Inc.

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

Weekly Summary **List Assignments**

**Daily, Ed**  
Student Assignment List

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

1 / 1  46.6%  Sign  Find

ESSAY							
Teacher	Course					Student	
Mrs. Ish	352204 - US HISTORY 2						
	Superior Value 2	Good Value 2	Adaptive Value 4	Emerging Value 2	Satisfactory Value 2	None Value 1	Points
Content							
Organization							
Mechanics							
Style							
<b>Total Points:</b>							

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

## VIII. Setup

### A. Introduction to the Setup Screen

Parent Resources

Select Student: Daily, Ed

Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline Gradebook Setup Log Off

Change Password

Current Password:

New Password:

Confirm New Password:

Save

Settings

Home Screen: Home

Save

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="checkbox"/>	Send Test Message
2)	rwd@aol.com		<input checked="" type="checkbox"/>	Send Test Message
3)	732-598-0666	Verizon	<input checked="" type="checkbox"/>	Send Test Message
4)			<input type="checkbox"/>	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

Save

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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.

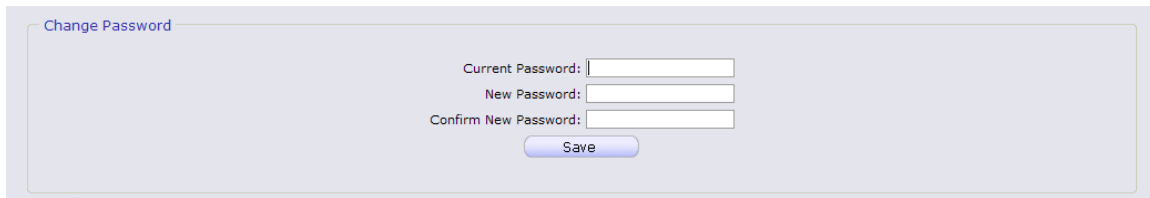
There are four functions located on this screen:

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

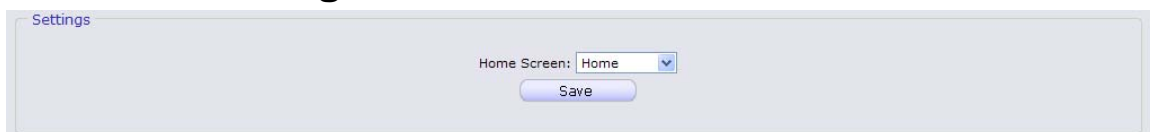
2. Click on the **'Setup'** tab.
3. Enter your current password
4. Enter the new password you desire
5. Re-enter the new password you desire. **BE SURE TO WRITE DOWN YOUR NEW PASSWORD.**
6. Click **'Save'**

### 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.: 955-555-5555)	*Cell Phone Provider	Emergency Broadcasts		
1)	demo@aol.com	<input type="text"/>	<input type="checkbox"/>		 Send Test Message
2)	shemp@AOL.COM	<input type="text"/>	<input checked="" type="checkbox"/>		 Send Test Message
3)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="button" value="Add"/>


### 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

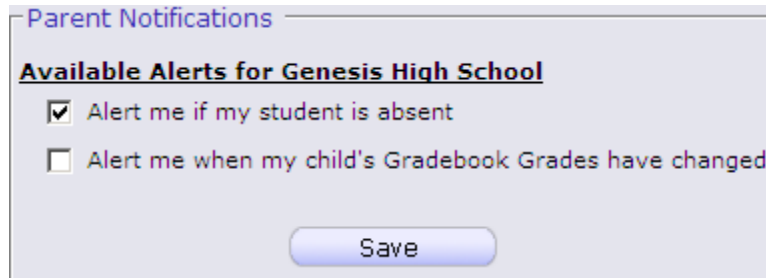
1. Click on the **Setup** tab.
2. Find the “Your Contact Information” section in the middle of the screen
3. Locate the Contact you wish to Change:
  - a. Update the contact Email or Cell #
  - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
  - c. If this contact should be used for Emergency Broadcast messages, check the “Emergency Broadcast” checkbox.
4. Click the **Save**  icon 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**  icon 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.**