

Dover Public School District

Genesis Parent Portal User Manual

GENESIS STUDENT INFORMATION SYSTEM

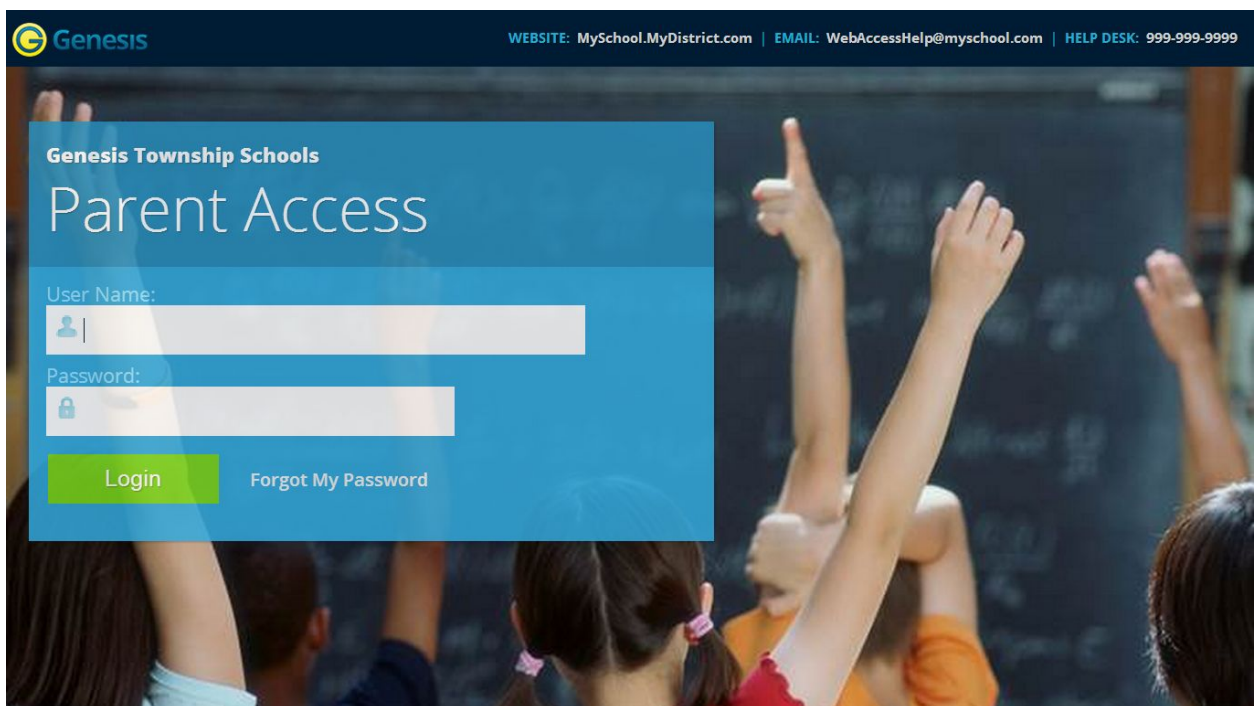
Introduction

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

- Contact Information (email, phone numbers, emergency contacts) for your children
- Marking Period, Exam and Final Grades
- Report Cards
- Attendance
- Gradebook assignments and assignment grades
- Your standardized test scores (e.g. NJSLA)

The rest of this manual will guide you through all of the screens which may be available to you and how to use them.

Logging In & Logging Out



Logging In

You should have received an email from Genesis@dover-nj.org with your login credentials to the email you provided the district. Once you log into the system, you will be prompted to establish a new password.

Logging into Genesis is very simple:

1. Go to the Web Access URL - <https://parents.genesisedu.com/dover/>
2. Enter your Email Address in the 'Username' field
3. Enter your 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 you still have issues logging into the Genesis Parent Portal, email support@dover-nj.org for help.

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:

A screenshot of the Genesis Parent Resources web application. The interface includes a navigation bar with "HOME", "STUDENT DATA", "CONTACTS", "PAYMENT", "SETTINGS", and "LOGOUT". Below this is a "Summary" page for a student named Caitlin Daily. A blue callout box with a white border points to the "LOGOUT" button in the top right corner, containing the text: "To logout, click the Log Out button in the upper right corner of the screen."

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



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.

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 Parents Module 2.0

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

THIS WEEK: M T W R F
 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

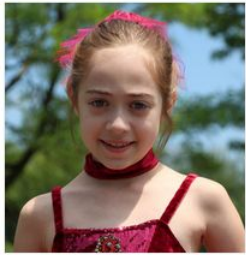
Genesis Student Access Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ of your information.

Your ‘dashboard’ contains the following information:

- Basic information about you: **student id, homeroom, grade, age**. If you are viewing the screen during the school day, you will also see information about the class you are in ‘right now’: **current class, current teacher and current room**.
- Your schedule. The class you are in ‘right now’ is highlighted in green.
- Your 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, your bus assignments may be displayed.

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





THIS WEEK	M	T	W	R	F	BUS	WEEK / DAY	< FRIDAY
ATTENDANCE	-	-	-	-	-			
ASSIGNMENTS	0	0	0	0	0			

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

One Student’s Dashboard of Information

Top Tabs

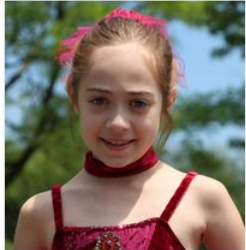
There are four available dark blue “top tabs”. You may not see all of them, depending on which screens your district has enabled. The four include:

-  **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 your information. The first screen you see when you click on the  **STUDENT DATA** tab is the “Summary” dashboard.
-  **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 displays your dashboard. The other light blue tabs give you more information about other parts of your student record.


Friday, 6/28/2013 2:51PM



Caitlin Daily

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

GRADE: **12**

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

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

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

Panels on the Dashboard



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

Homeroom:
D233 Barry, Jack L

Counselor:
Allen, Myron 

Age: 19

Birthdate: 03/26/1994

Lunch PIN #: 4131

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

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

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:

Attendance

Daily Attendance

Daily Attendance is your official daily attendance.

Attendance

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

SELECT STUDENT: Daily, Caitlin

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							1							1						
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	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 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

DAILY ATTENDANCE CLASS ATTENDANCE

School: 2002 - Genesis High School

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
- Weekend
- Holiday
- Emergency Closure

Class Attendance

If you are in Middle School or High School and rotate through course sections, Class Attendance may show you your 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.

DAILY ATTENDANCE **CLASS ATTENDANCE**

To see Class Attendance, click the tab.

Attendance for the Month of March

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

Scroll down to see students Class Attendance totals

CODE **DESCRIPTION**

Present

AB Absence

Grading

Current Year Report Card Grades & Current Report Card

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

Genesis Parent Resources

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

SELECT STUDENT: Daily, Caitlin

Genesis Parents Module 2.0

Link to Report Card

Link to Report Card

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

Daily, Caitlin

Grades

Please click here to view the MP1 form for Caitlin in Genesis High School.

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	ME	MP3	MP4	FE	FG	ATT.	EARNED
*ENGLISH 4 AP	FY	2002	Autry, Al Email: aautry@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: bobbarrett@xyz.abc	A 09 23								6.00
WOODS TECH 1	FY	2002	Bailey, Gene	B								5.00
PE 4/SCI	FY	2002	Rose, Danielle Email: drosed@genesissz.org	B+								3.00
HEALTH 4	Q2	2002	Rose, Danielle Email: drosed@genesissz.org									1.25
US HISTORY 2	FY	2002	Barry, Jack L Email: jbarry@abc.xyz	A								5.00

Comments Legend

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

Comment Tool tip

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

The Grading Screen

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

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that 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 Current or Most Recent Report Card

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

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

http://parents.genesisedu.com/demo/parents?module=grading&studentid=504495&action=print&reportV= Windows Internet Explorer

http://parents.genesisedu.com/demo/parents?module=grading&studentid=504495&action=print&reportV=MP1_5

Save a Copy Search Select 127% Sign

GENESIS PUBLIC SCHOOLS

School Name	Phone #	High School Report Card
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

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


Subject	Course	Instructor	Per	1st MP	2nd MP	Mid Exam	3rd MP	4th MP	Final Exam	Final Grade	Comments	Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL								
The African -American Experien	15500-1	Barr, Bob	2	IN							26	
US HISTORY 2	15205-6	Barr, Bob	4-5	HL							13	
WORLD CULTURES	15005-12	Barr, Bob	9	IN							29	
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP								

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

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

1 of 2

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 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

Genesis Parents Module 2.0

Parent Resources

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

Gradebook

SELECT STUDENT: Daily, Caitlin

WEEKLY SUMMARY LIST ASSIGNMENTS

Daily, Caitlin

Weekly Assignment Summary

Week of 05/13/2013

Printable Version of Weekly Assignment List

COURSES	TEACHER	MP4	AVG	MON 5/13/13	TUE 5/14/13	WED 5/15/13	THU 5/16/13	FRI 5/17/13
10498/2 - ENGLISH 4 AP	Autry, Al Email: autry@xyz.abc	No Grades	0	0	0	0	0	0
12384/2 - SPANISH 4	Anderson, Matt Email: mAnderson@home.xyz	No Grades	0	0	0	0	0	0
13797/1 - CALCULUS AP	Antonelli, John Email: jantonelli@abc.xyz	86.70% (B)	0	0	0	1	0	0
14877/1 - PHYSICS HDN	Barrett, Bob Email: bbarrett@xyz.abc	No Grades	0	0	0	0	0	0
22116/2 - WOODS TECH 1	Bailey, Gene	No Grades	0	0	0	0	0	0
27044/11 - PE 4/SCI	Rose, Danielle Email: dirts@genesisz.org	No Grades	0	0	0	0	0	0
35310/1 - US HISTORY 2	Barry, Jack L Email: jbarry@abc.xyz	No Grades	0	0	0	0	0	0

Cambiar el idioma a español

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

Choosing the Marking Period Average to Display

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



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

Viewing all Assignments for One Course

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

Viewing all Assignments for a Selected Day

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

The screenshot shows the 'Gradebook' interface for a student named Caitlin. At the top, there are navigation tabs: HOME, STUDENT DATA, CONTRACTS, PAYMENT, SETTINGS, and LOGOUT. Below these are sub-tabs: Summary, Assessment, Attendance, Grading, Discipline, GradeBook, Scheduling, Documents, Forms, Conference, and Notes. The main content area is titled 'Daily: Caitlin' and '2012-13 Student Assignment List'. It includes a search bar with 'Assignments Due Date' set to 06/20/2013 and a 'Show Assignment Dates' dropdown set to 'All Assignments'. A 'Print Assignments' link is highlighted with a red box and a callout: 'Click the Print Assignments link to print out the list.' Below the search bar is a table of assignments with columns: MP, DUE DATE, DAY, COURSE, TEACHER, CATEGORY, and ASSIGNMENT. A 'Find Assignment' link is also highlighted with a red box. A callout points to a pushpin icon in the table: 'Click on pushpins to see the teacher's comments about your child's work or messages to the class.' Another callout points to a file icon in the table: 'If the teacher has uploaded files to an Assignment, you will be able to click on each file's icon to download it.'

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	Score	Grade
MP1	8/7/2012	Fri	SPANISH 4	Anderson, Marc	WS	Spanish quiz for the unit		
MP1	8/9/2012	Wed	CALCULUS AP	Antoshell, John	HW	Section 1.2, 4.6, 7.8, 9		
MP1	8/11/2012	Tue	CALCULUS AP	Antoshell, John	HW	Section 1.2, 4.6, 7.8, 9		
MP1	8/12/2012	Wed	CALCULUS AP	Antoshell, John	HW	Section 1.2, 3.4, 9		
MP1	8/14/2012	Fri	CALCULUS AP	Antoshell, John	TEST	Test 10	96	96%
MP4	4/18/2013	Thu	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 1	80	60% Missing
MP4	4/23/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 2	100	100%
MP4	4/23/2013	Thu	CALCULUS AP	Antoshell, John	TEST	Test 10	100	100%
MP4	5/2/2013	Thu	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 3	100	100%
MP4	5/9/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 4	100	100%
MP4	5/16/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 5	100	100%
MP4	5/23/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 6	100	100%
MP4	5/30/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 7	100	100%
MP4	6/6/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 8	100	100%
MP4	6/13/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 9	100	100%
MP4	6/20/2013	Tue	CALCULUS AP	Antoshell, John	QUIZ	MRA Quiz 10	100	100%
MP1	8/20/2012	Wed	US HISTORY 1	Barry, Joel L.	CP	Homework 1	8	
MP1	8/12/2012	Wed	US HISTORY 2	Barry, Joel L.	HW	Revolutionary Battles	100	100%
MP1	8/19/2012	Wed	US HISTORY 2	Barry, Joel L.	HW	Homework 30	100	100%
MP1	10/2/2012	Tue	US HISTORY 2	Barry, Joel L.	HW	Reading 30-31: 20th C. 8.8-17.24	100	100%
MP1	1/2/2013	Wed	US HISTORY 2	Barry, Joel L.	QUIZ	Imperial	100	100%
MP2	1/4/2013	Fri	US HISTORY 2	Barry, Joel L.	TEST	Reading about the discovery of America	100	100%

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

Gradebook Weekly Summary

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

List of Assignments Screen

Genesis Parent Resources

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

Gradebook SELECT STUDENT: Daily, Ed

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

WEEKLY SUMMARY **LIST ASSIGNMENTS**

Daily, Ed
2012-13 Student Assignment List

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

Print Assignments

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz <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 QUIZ 1					

List of Assignments

This screen will allow you to look at your 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 you failed to turn in or do.
 - Assignments you have not yet completed because you were absent on the due date. An assignment is marked “Absent” if you were 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**.

- o “Week of” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- o “Month” - the Assignments for the **month** which contains the date selected in **Assignment Due Date**.
- o “MP1” – All assignments for Marking Period 1.
- o “MP2” – All assignments for Marking Period 2.
- o “MP3” – All assignments for Marking Period 3.
- o “MP4” – All assignments for Marking Period 4.
- o “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 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	04/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60	100	60%	Missing	
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 2 MP4 Quizzes 2		100			
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	TEST	test1 Covered Sections 2 through 9 in Chapter 11 and required a prepared essay Research	CHECKPLUSPLUS	100	100%		
MP4	05/02/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 3 MP4 Quizzes 3		100			
MP4	05/09/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 4 MP4 Quizzes 4		100			
MP4	05/16/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 5 MP4 Quizzes 5		100			
MP4	05/23/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 6 MP4 Quizzes 6		100			
MP4	05/30/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 7		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, and 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

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

Course:
 Assignments Due Date:

Status:
 Show Assignment Dates:

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

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

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

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


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



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


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

Viewing Teacher Comments

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

MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing	
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If a pushpin  icon appears on the Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, click the  icon. This will cause the comments to popup:

MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing	
							<div style="border: 1px solid gray; padding: 5px;"> <p>Comment from Antonelli, John: Close</p> <p>We need another phone conference</p> </div>					

Assessments

Genesis Parents Module 2.0

Assessments

SELECT STUDENT: Daily, Caitlin

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			Information
SAT	SAT	2010	March		11	525		550	675			Information

PSAT, HSPA & EOC Scores

PSAT 1/2010 READING	PSAT 1/2010 WRITING	PSAT 1/2010 MATH	HSPA 3/2010 LAL	HSPA 3/2010 MATH	EOC_BIO 5/2010	EOC-ALG1 5/2010	MATH
					168	319	

Cambiar el idioma a español

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Assessments shows your student's standardized test scores

List of Standardized Test Scores

The top section lists your standardized test scores:

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			Information
SAT	SAT	2010	March		11	525		550	675			Information

Views of Various Groups of Scores

The other sections, if any appear, show groups of your scores. Each section contains a group of scores related in some way:

PSAT, HSPA & EOC Scores

PSAT 1/2010 READING	PSAT 1/2010 WRITING	PSAT 1/2010 MATH	HSPA 3/2010 LAL	HSPA 3/2010 MATH	EOC_BIO 5/2010	EOC-ALG1 5/2010	MATH
					168	319	

Personal Settings

The screenshot shows the Genesis Parent Resources interface. At the top, there is a navigation bar with the following items: HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS (highlighted), and LOGOUT. Below the navigation bar, the text 'Genesis Parents Module 2.0' is visible. The main content area contains two forms. The first form, titled 'Change Password', has three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A green 'Save' button is located below the 'Confirm New Password' field. The second form, titled 'Settings', has a dropdown menu labeled 'Home Screen:' with 'Home' selected. A green 'Save' button is located below the dropdown menu. At the bottom of the page, there is a link 'Cambiar el idioma a español' on the left and a copyright notice '©Copyright Genesis Educational Services, Inc.' on the right.

Changing Passwords

This is a close-up of the 'Change Password' form. It features three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A green 'Save' button is positioned at the bottom of the form.

To Change Your Password

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

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