Dover Public School District

Genesis Parent Portal
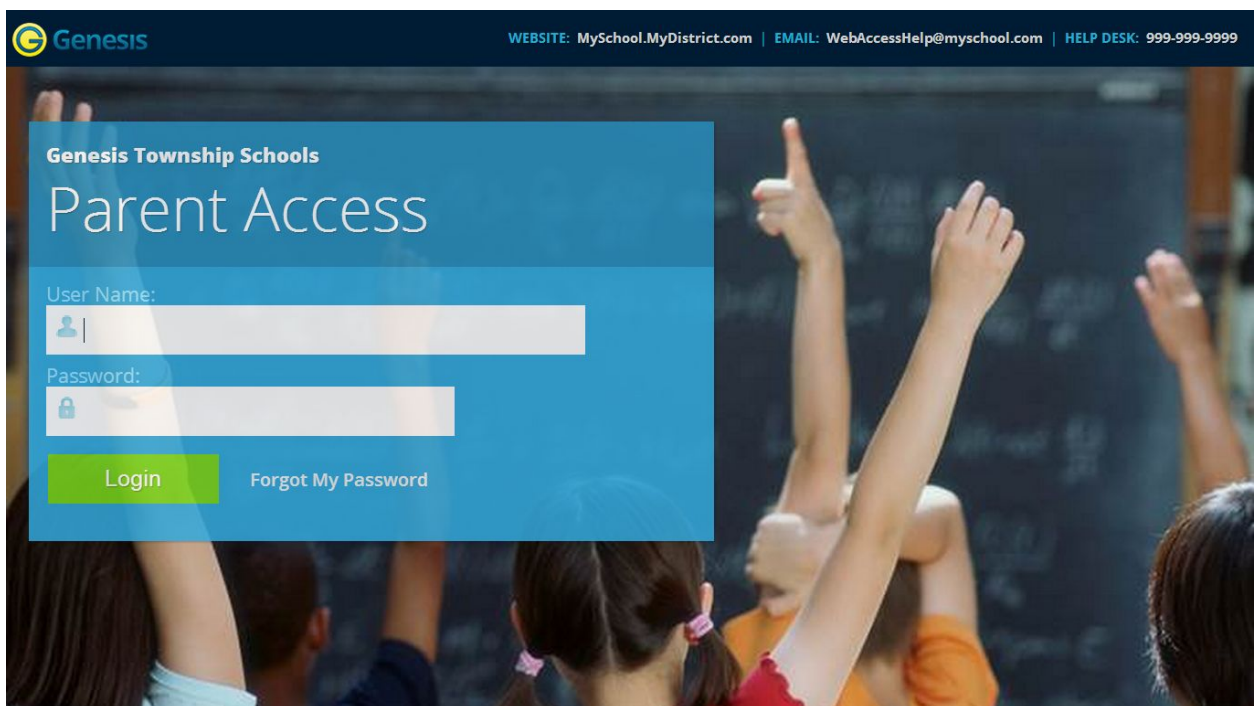**User Manual**

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:

When you click the logout icon you are immediately 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

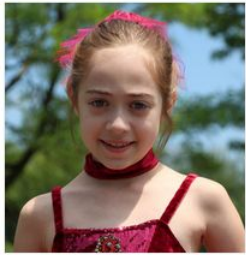## The Summary Screen - The Student Dashboard

Genesis 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.

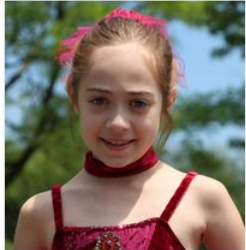**One Student's Dashboard of Information**

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.

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

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.

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.

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

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.

The Class Attendance screen shows you your Class Attendance summary for each of your 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 you 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.

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

	US HISTORY 2						SPANISH 4
MP1	T=2.0 U=2.0 E=0.0						
MP2	T=0.0 U=0.0 E=0.0						
MP3	T=2.0 U=2.0 E=0.0	U=2.0 E=0.0	U=2.0 E=0.0	U=2.0 E=0.0	U=2.0 E=0.0	U=1.0 E=0.0	T=2.0 U=2.0 E=0.0
MP4	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
YTD	T=4.0 U=4.0 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
MP3	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 Marking Period grades and teacher comments and possibly your most recent report card.

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.).

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 cord is shown below.

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 ![printer] 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

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.

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

List of Assignments

This screen will allow you to look at your 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** –
  - o Graded Assignments – Assignments that have been graded.
  - o Ungraded Assignments – Assignments that the teacher has not yet graded.
  - o Incomplete Assignments – Assignments the student has partially but not completely finished.
  - o Missed Assignments – All assignments the you failed to turn in or do.
  - o 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:
  - o "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.

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:

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.

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 *Safety quiz for the lab*			20			
MP1	9/5/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 *problems 1,2,4,6,7,8,9*	CHECKPLUS		100	85%		
MP1	9/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 *problems 11,12,13,14*	CHECK		100	78%		
MP1	9/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 *questions 1,2,3,4,5*	CHECKPLUSPLUS		100	100%		
MP1	9/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 *Section 1-3 Test*	96		100	96%		
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 *MP4 Quizzes 1*	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

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
						Comment from Antonelli, John: Close We need another phone conference		Click for Comment			

Assessments

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

Changing Passwords

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:

| Home | ▾ |

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