



EDUCATIONAL SERVICES

Parent

Portal

User

Manual

Version 3.0

GENESIS STUDENT INFORMATION SYSTEM**PARENT PORTAL**

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Introduction

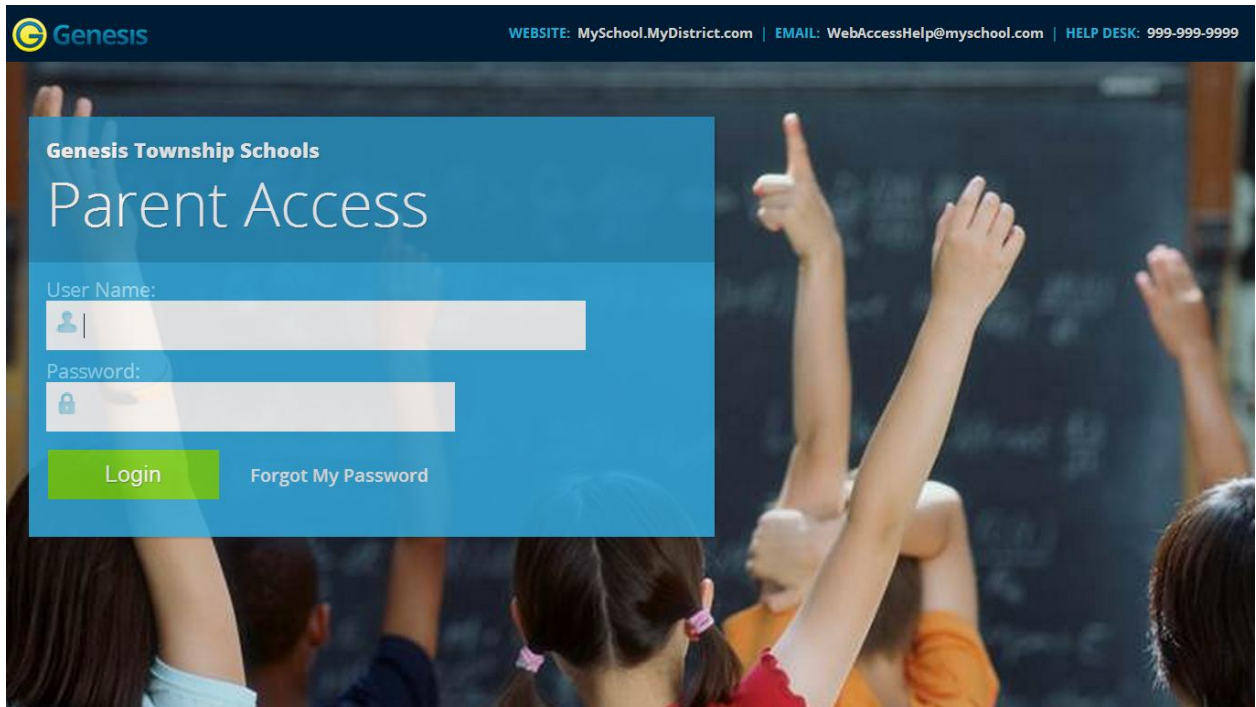
The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

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

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

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

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

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

Logging In for the First Time

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

What if I forget my password?

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



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

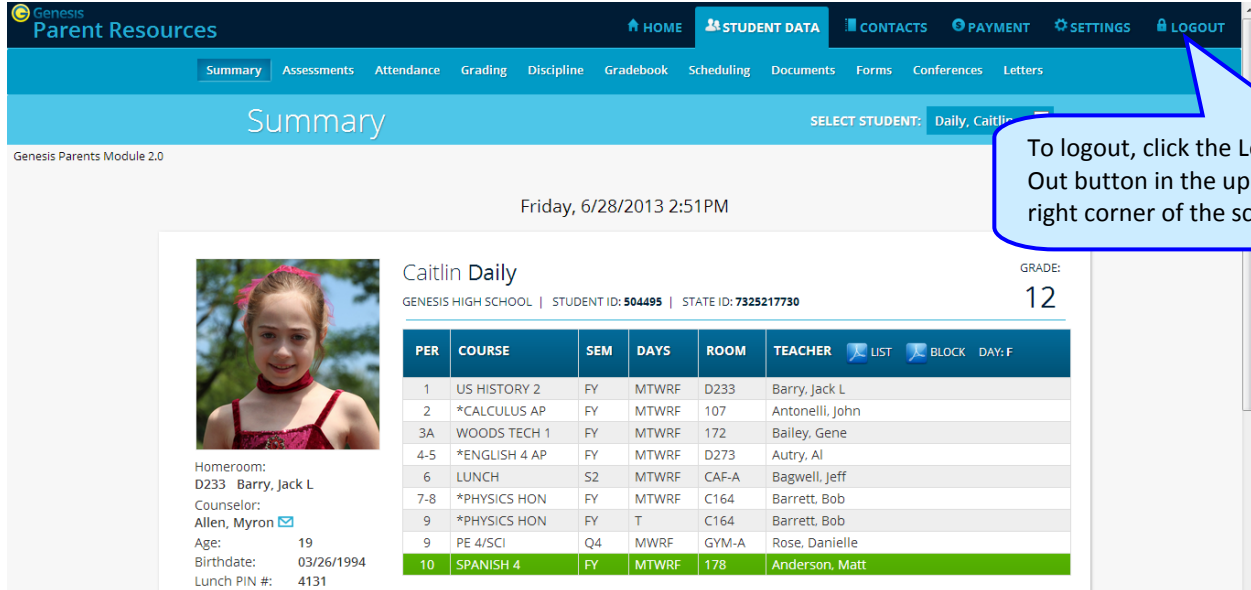
WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999

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

Logging Out

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

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



The screenshot shows the 'Summary' page for student Caitlin Daily. The top navigation bar includes 'HOME', 'STUDENT DATA', 'CONTACTS', 'PAYMENT', 'SETTINGS', and 'LOGOUT'. A blue callout box points to the 'LOGOUT' button with the text: 'To logout, click the Log Out button in the upper right corner of the screen.'

Summary

SELECT STUDENT: Daily, Caitlin

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

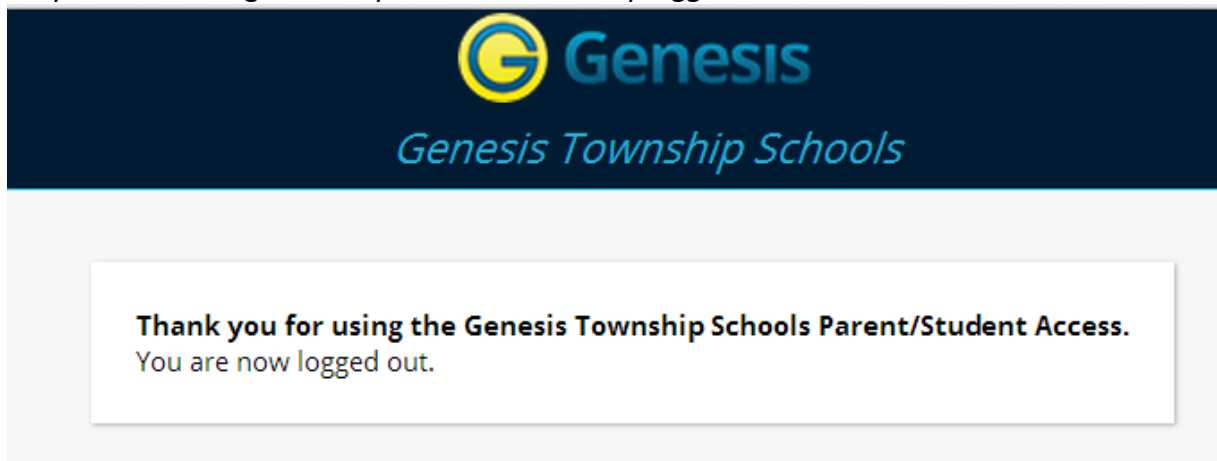
Caitlin Daily GRADE: 12
 GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

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

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

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

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



The screenshot shows the Genesis Township Schools logo and a message box that reads: 'Thank you for using the Genesis Township Schools Parent/Student Access. You are now logged out.'

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

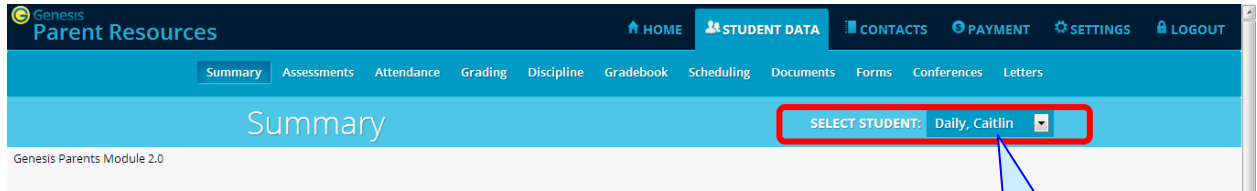
Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot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

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

Switching from English to Spanish

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

Selecting a Student



Changing the Selected Student

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

The "Select Student" Drop Down

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

Panels on the Dashboard



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

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

Attendance

Daily Attendance

Daily Attendance is your child's official daily attendance.

Genesis Parents Module 2.0

DAILY ATTENDANCE CLASS ATTENDANCE

School: [2002 - Genesis High School]

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

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

Student's attendance summary for the school year.

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

DAILY ATTENDANCE CLASS ATTENDANCE

School: [2002 - Genesis High School]

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

TOTALS	
Possible Days	215/215
Total Tardies	15
Excused	3
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Total Absences	9
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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
■	Emergenc Closure

Class Attendance

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

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

Scroll down to see students Class Attendance totals

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

CODE	DESCRIPTION
	Present
AB	Absence

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

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

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

Each subject summary contains the following attendance totals for the class, overall and by Marking Period:
T - All absences for the subject – the Total
U – The Unexcused absences
E – The Excused absences

Totals

Type: ▼

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

Grading

Current Year Report Card Grades & Current Report Card

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

Genesis Parents Module 2.0

Grading SELECT STUDENT: Daily, Caitlin

Link to Report Card

Comment Tool tip

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

Comment

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

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

The Grading Screen

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

The current Marking Period is highlighted in green.

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

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

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

Viewing your Child’s Current or Most Recent Report Card

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

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

The screenshot shows a web browser window displaying a report card for Ed Daily at Genesis High School. The report card is titled "GENESIS PUBLIC SCHOOLS High School Report Card". It includes a table with student information, a comments section, a course table, and a summary section for school attendance and credits. An Adobe printer icon is highlighted in a blue callout box labeled "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


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

Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments	Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL								
The African -American Experien	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

To Print a Copy of the Report Card

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

To Save a Copy of the Report Card

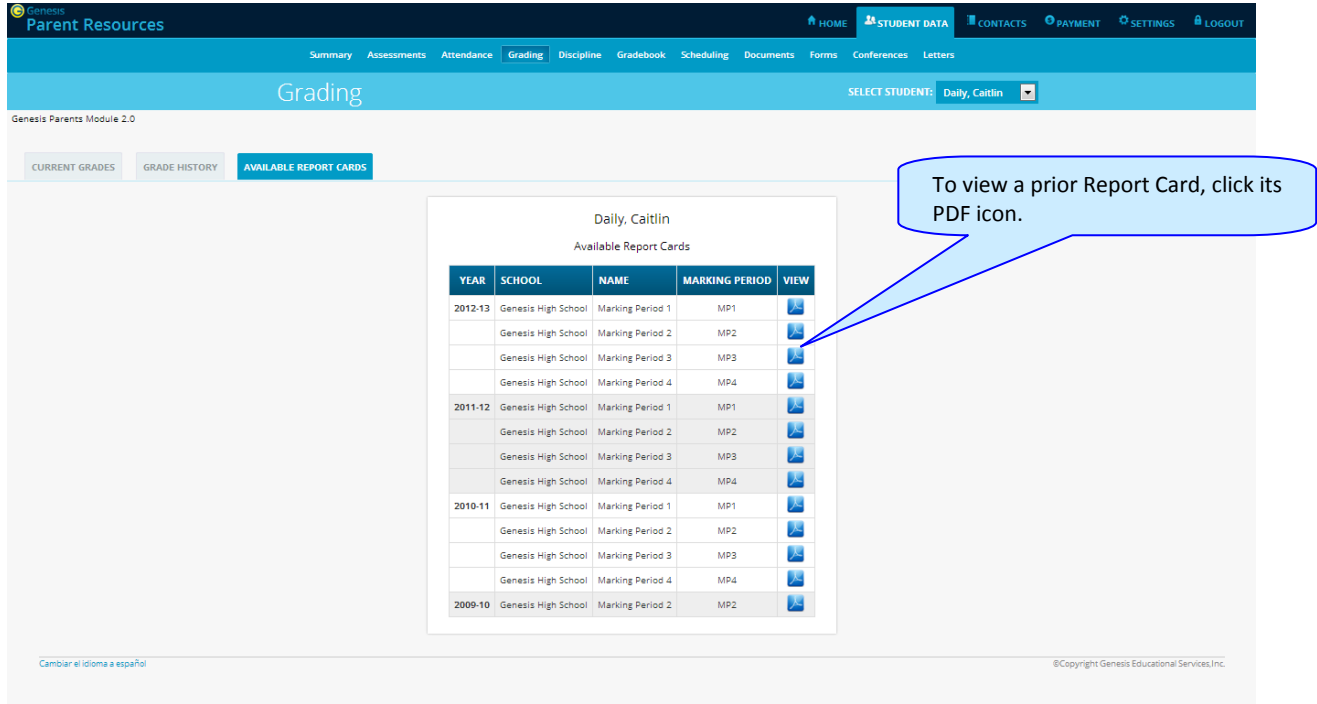
1. Click on the **Setup** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click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

To Return to the Genesis Parents Portal

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

Prior Year Report Cards

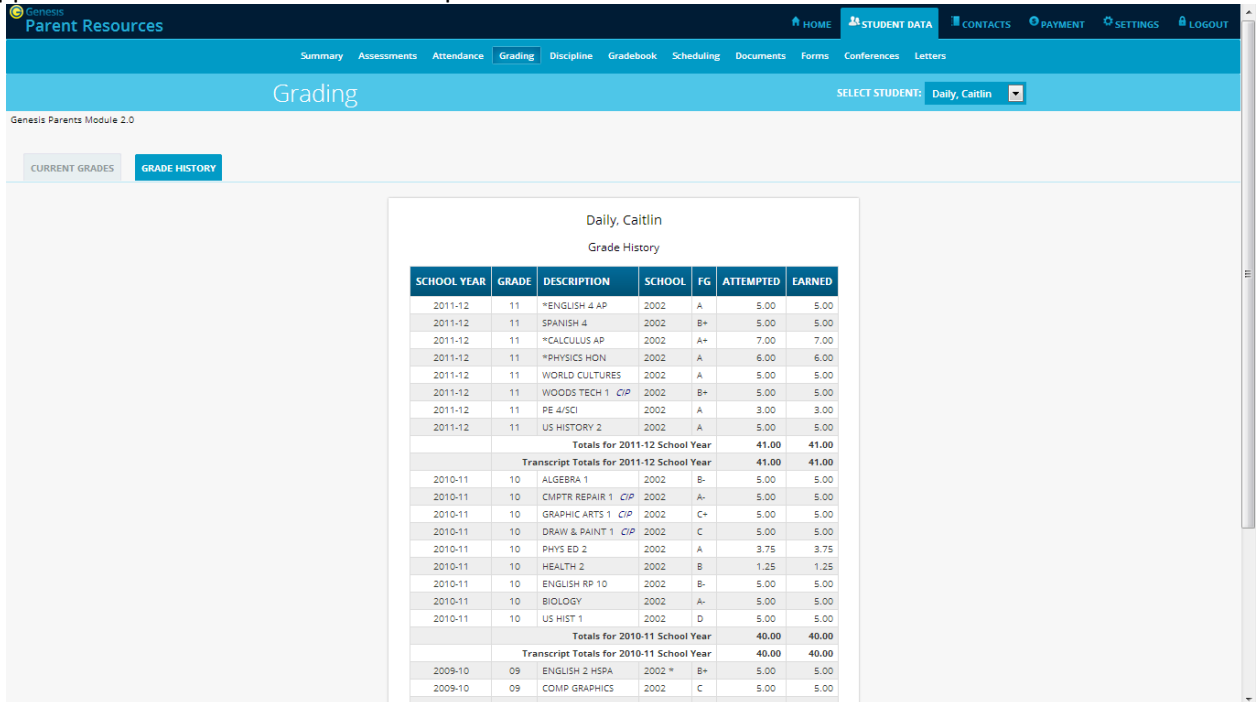
The **AVAILABLE REPORT CARDS** tab brings up Report Cards from previous years that your child’s school has made visible through Genesis. Report Cards will **not** be available for years before your District began using Genesis:



List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

Academic History (Transcript Information)

If your student is in high school, the “Grade History” tab lists the course and final grade information that will appear on the student’s actual transcript.



Student’s Academic History – Information that will appear on their Transcript

Discipline

Genesis Parents Module 2.0

Daily, Caitlin
2012-13 Discipline Record

	DATE	TIME	INCIDENT DESCRIPTION	ACTION	ACTION DATES
1	6/4/2013		Excess Tardies	Referral to Counselor	6/4
2	3/5/2013		Excess Tardies	Central Detention	3/6
3	2/15/2013		Excess Tardies	Central Detention	2/18
4	2/11/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
5	1/12/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
6	12/11/2012		Excess Tardies	Central Detention	12/12
7	11/23/2012		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
8	10/1/2012		Excess Tardies	Central Detention	10/2
9	8/23/2012	Period 4	Confrontational	1. Conference with Parent and Administrator 2. Central Detention	8/24 8/23 8/24
10	8/10/2012		Minor confrontation	Conference with Student and Administrator	8/10

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

Discipline Record

The optional Discipline screen lists any discipline issues regarding your child that have occurred in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your child's involvement in the incident
- Dates on which the actions were or are scheduled to take place.

This screen may not be available in your student's school.

Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages

Genesis Parents Module 2.0

WEEKLY SUMMARY LIST ASSIGNMENTS

Daily, Caitlin
Weekly Assignment Summary
Week of 05/13/2013

Printable Version of Weekly Assignment List

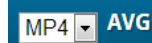
COURSES	TEACHER	MP4	AVG	MON 5/13/13	TUE 5/14/13	WED 5/15/13	THU 5/16/13	FRI 5/17/13
10495/2 - *ENGLISH 4 AP	Autry, Al Email: alautry@xyz.abc	No Grades	0	0	0	0	0	0
12364/3 - SPANISH 4	Anderson, Matt Email: mmanderson@home.xyz	No Grades	0	0	0	0	0	0
13797/1 - *CALCULUS AP	Antonelli, John Email: jantonelli@abc.xyz	86.70% (B)	0	0	0	1	0	0
14677/1 - *PHYSICS HON	Barrett, Bob Email: bbarrett@xyz.abc	No Grades	0	0	0	0	0	0
22118/2 - WOODS TECH 1	Bailey, Gene Email: gbailey@xyz.abc	No Grades	0	0	0	0	0	0
27044/11 - PE 4/SCI	Rose, Danielle Email: dirts@genesiss.org	No Grades	0	0	0	0	0	0
28210/1 - US HISTORY 2	Barry, Jack L Email: jbarry@abc.xyz	No Grades	0	0	0	0	0	0

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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.

Click the Print Assignments link to print out the list.

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

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

	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOC
MP1	9/17/2012	FR	SPANISH 4	Anderson, Wade	Wks		20		
MP1	9/18/2012	WAS	*CALCULUS AP	Anderson, John	HW		CHEOPPLUS	100	83%
MP1	9/11/2012	TUE	*CALCULUS AP	Anderson, John	HW		CHEO2	100	78%
MP1	9/12/2012	WAS	*CALCULUS AP	Anderson, John	HW		CHEOPPLUS	100	100%
MP1	9/14/2012	FR	*CALCULUS AP	Anderson, John	TEST		98	100	98%
MP4	4/18/2013	THU	*CALCULUS AP	Anderson, John	QUIZ		80		
MP4	4/23/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	4/23/2013	THU	*CALCULUS AP	Anderson, John	TEST				
MP4	5/2/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	5/8/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	5/16/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	5/23/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	5/30/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	6/6/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	6/13/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP4	6/20/2013	THU	*CALCULUS AP	Anderson, John	QUIZ				
MP1	8/22/2012	WAS	US HISTORY 2	Barny, Jack L.	OP				
MP1	9/12/2012	WAS	US HISTORY 2	Barny, Jack L.	HW				
MP1	9/19/2012	WAS	US HISTORY 2	Barny, Jack L.	HW				
MP1	10/2/2012	TUE	US HISTORY 2	Barny, Jack L.	HW				
MP2	1/2/2013	WAS	US HISTORY 2	Barny, Jack L.	QUIZ				
MP2	1/4/2013	FR	US HISTORY 2	Barny, Jack L.	TEST				

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

Gradebook Weekly Summary

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

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

List of Assignments Screen

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 Safety quiz for the lab			20		
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 problems 1,2,4,6,7,8,9	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 problems 11,12,13,14	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 questions 1,2,3,4,5	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 Section 1-3 Test	96	100	96%		
						MP4 01117 1					

List of Assignments

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

Daily, Caitlin

2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/28/2013

Status: Show all assignments Show Assignment Dates: All assignments

Search

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

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

- “Week off” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- “Month” - the Assignments for the *month* which contains the date selected in **Assignment Due Date**.
- “MP1” – All assignments for Marking Period 1.
- “MP2” – All assignments for Marking Period 2.
- “MP3” – All assignments for Marking Period 3.
- “MP4” – All assignments for Marking Period 4.
- “All Assignments” – All assignments for the entire duration of the course.

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

One Day’s Assignments

One Day’s Assignment

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

Daily, Ed
2012-13 Student Assignment List

Course: Assignments Due Date:

Status: Show Assignment Dates:

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

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

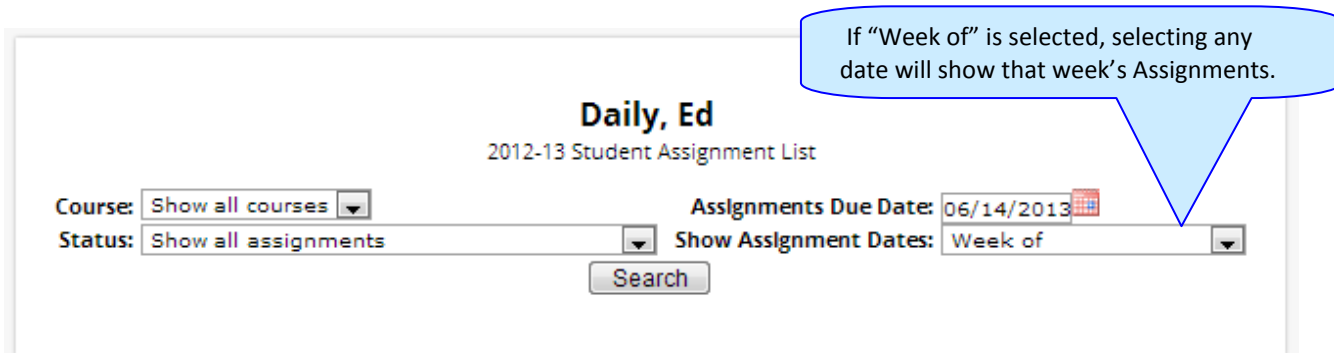
One Day/All Assignments

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

One Week's Assignments

Viewing a Week's Assignments

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



Daily, Ed
2012-13 Student Assignment List

Course: Assignments Due Date:

Status: Show Assignment Dates:

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** – 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. Something that "was previously Absent" was turned in after your child 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. A grade of "Missing" in the **PREV** column means the work was turned in late. "Previously missing" means "late".
- **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. Usually, when a child 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 your child may have received their regular grade (“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 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.***

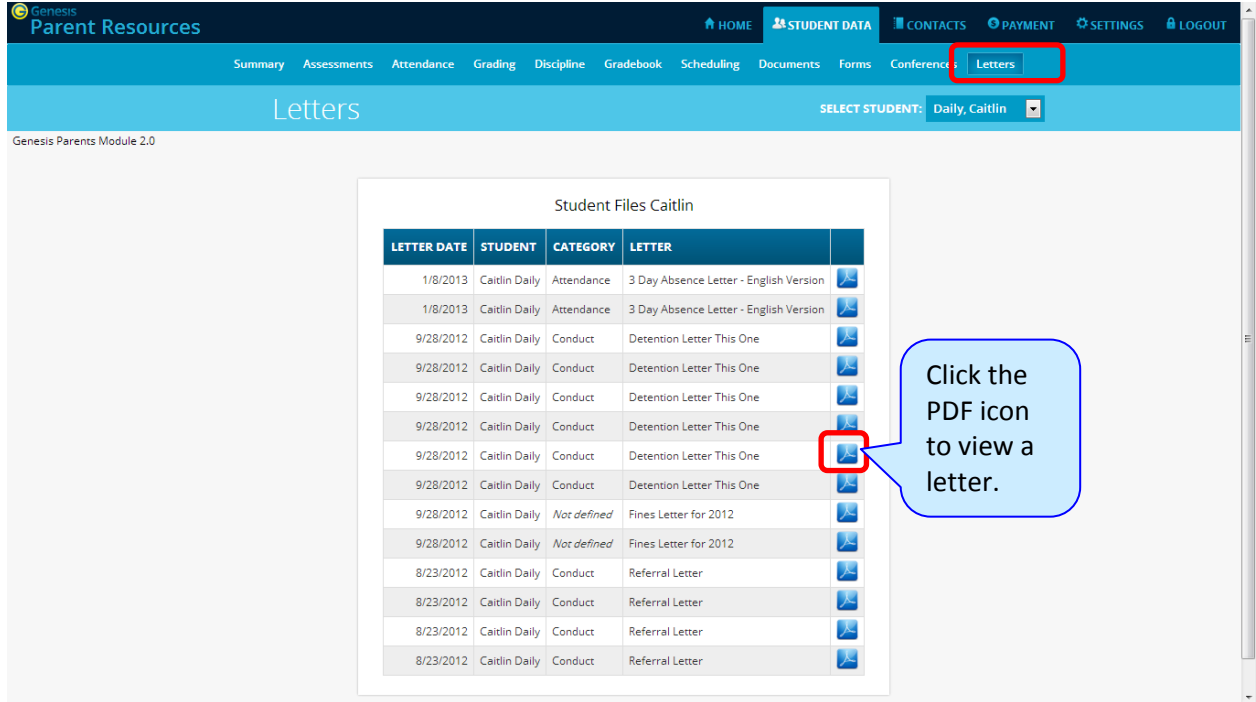
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing	
-----	-----------	-----	--------------	-----------------	------	-----------------------------	----	---	-----	-----	---------	--

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:

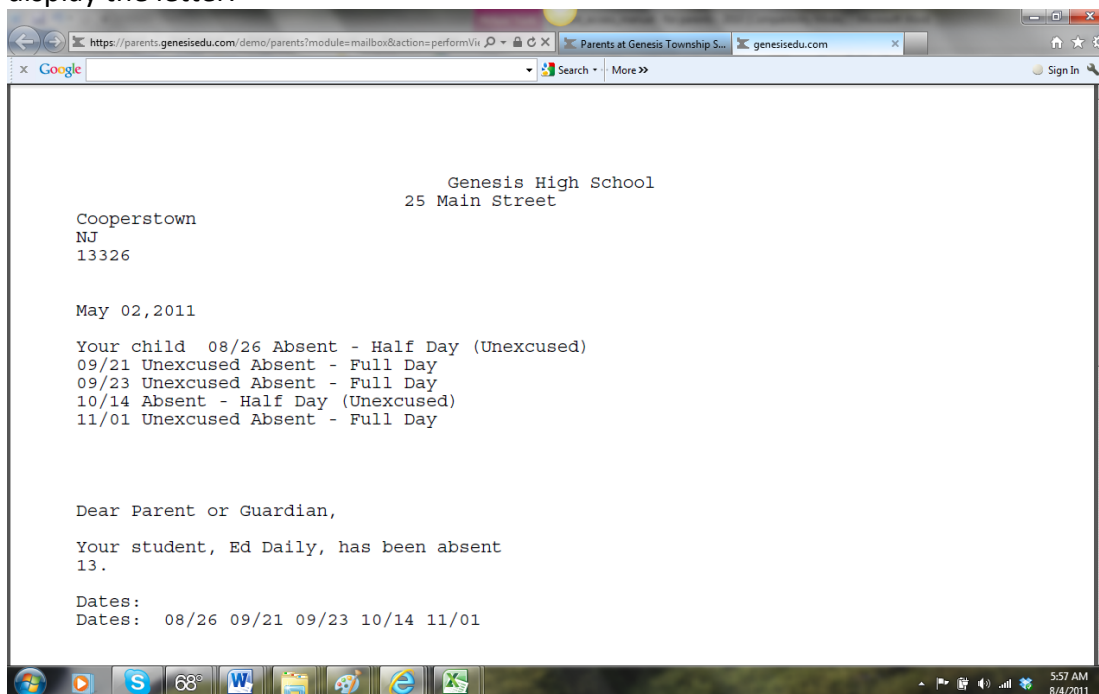
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing		
													
								<div style="border: 1px solid gray; padding: 5px;"> <p>Comment from Antonelli, John: Close</p> <p>We need another phone conference</p> </div>					
									<div style="border: 1px solid gray; padding: 2px;"> <p>Click for Comment</p> </div>				

Letters

The Letters tab contains a list of letters that have been sent to the student’s guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.



To view a letter, click on the PDF icon corresponding to it. This will open a separate window and display the letter:



Sample Letter– letter is displayed in a separate web browser window.

When you are finished viewing the letter, you may close the window it is displayed in.

Printing Letters

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

What types of Letters are displayed?

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).
- **Conduct Letters** – Letters generated when a student is involved in a discipline infraction.
- **Scheduling Letters** – Letters related to scheduling classes for next year.
- **General purpose letters** – Any letter that does not fall into one of the above categories is considered “general purpose”. These can cover a wide variety of topics.

LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	

Forms

Genesis Parents Module 2.0

Forms Library
Today is 6/28/2013
These are the online forms that are available for **Caitlin**.

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2. Simple Template Sept 2013	4/18/2013	demo@aol.com			Caitlin
3. Basic Information	3/26/2013	demo@aol.com			Caitlin
4. Activity Questionnaire	Not Yet Submitted				Caitlin
5. Survey - New School Year	Not Yet Submitted				Caitlin
6. Transcript Request	Not Yet Submitted				Caitlin

Cambiar el idioma a español ©Copyright Genesis Educational Services, Inc.

Filling Forms

If any forms are available for you to fill out, they will appear on the [Student Data](#)→[Forms](#) screen. Clicking on the name of a form opens it so that you can answer the questions it contains.

Forms Library
Activity Questionnaire for Caitlin

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<div style="border: 1px solid gray; height: 40px;"></div>
Question? Please visit www.askme.com for help	<input type="text"/>

Questions marked with an * are required.

[Update Answers](#)

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To Fill out a Form

1. Go to the [Student Data](#)→[Forms](#) tab.
2. Select the Form to fill in and click on its highlighted name:

Forms Library

Today is 6/28/2013

These are the online forms that are available for **Caitlin**.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2.	Simple Template Sept 2013	4/18/2013	demo@aol.com			Caitlin
3.	Basic Information	3/26/2013	demo@aol.com			Caitlin
4.	Activity Questionnaire	Not Yet Submitted				Caitlin
5.	Survey - New School Year	Not Yet Submitted				Caitlin
6.	Transcript Request	Not Yet Submitted				Caitlin

3. Clicking on the form’s name brings up the form so it can be filled in. Each form is different.

[Forms Library](#)
Activity Questionnaire for Caitlin

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<div style="border: 1px solid gray; height: 40px;"></div>
Question? Please visit www.askme.com for help	<input type="text"/>


Questions marked with an * are required.

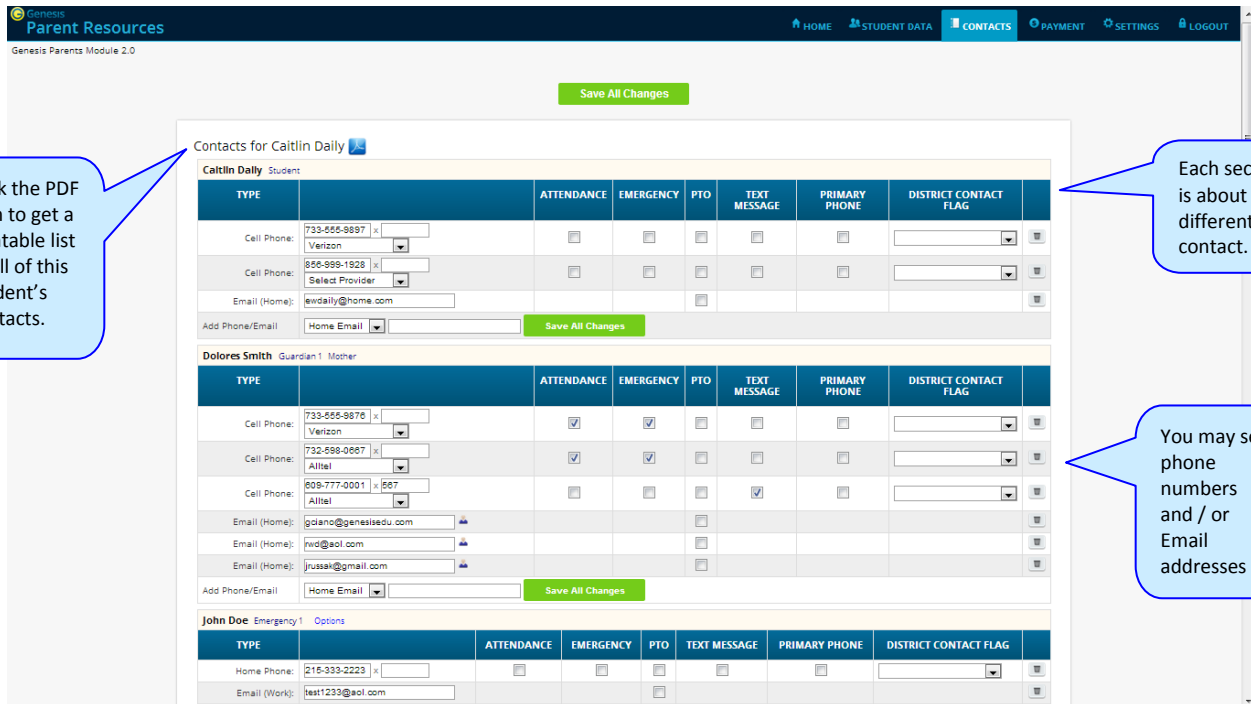
[Update Answers](#)

4. When you are done filling in the form, click the [Update Answers](#) button. This sends your answers to Genesis. If you do not click [Update Answers](#) button your answers will not be recorded.

Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

A  PDF icon may appear next to the name of each of your children to allow you to print out their current contact information.



The screenshot shows the 'Contacts for Caitlin Daily' screen. It features a table with columns for TYPE, ATTENDANCE, EMERGENCY, PTO, TEXT MESSAGE, PRIMARY PHONE, and DISTRICT CONTACT FLAG. The table lists contact information for Caitlin Daily, Dolores Smith (Guardian 1 Mother), and John Doe (Emergency). Each contact entry includes fields for phone number, email, and a 'Save All Changes' button.

Click the PDF icon to get a printable list of all of this student's contacts.

Each section is about a different contact.

You may see phone numbers and / or Email addresses

Part of the Contacts Screen listing all Contact Information for your students


What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children's own cellphone and email addresses
- The student's Guardians – the legal guardians – such as you – who are allowed to view the children's information.
- Other contacts – all other people whom you wish the school to be aware of in your children's lives, including:
 - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
 - o Doctors
 - o Dentists
 - o Hospital to use in an emergency if hospitalization is required.
 - o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child's area; there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the  PDF icon next to the student’s name and click it.

Contacts for Caitlin Daily



Click this icon

This will bring up a report of this student’s Contact information:

Contacts for Daily, Caitlin As of 06/29/2013				
Contact Name	Type	Relationship	Phone	Email
Caitlin Daily	Student	Student	733-555-9897 (Cell)* 856-999-1928 (Cell)	ewdaily@home.com (Home)
Addresses Legal Residence Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 732-598-0867 (Cell) 809-777-0001 x567(Work)	gciano@genesisedu.com (Home) rwd@aol.com (Home) jussak@gmail.com (Home)
Addresses Home Address: A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Home Address: A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Mailing Address: A D G R S Dolores Smith P/O Box 145 Riverdale, NJ 07457				
Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	test1233@aol.com (Work)
Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses Home Address Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Overlook Hospital	Other	Hospital	999-978-5432 (Home)*	

The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student’s Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student’s Contact information.

This report can be printed out, corrected and brought to your child’s school or district offices.

Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

You may not be allowed to change any information

Scroll down for more students

Scroll down to view additional students and contact information

Interpreting Information for a Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

Caitlin Daily Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [] Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone:	858-999-1928 x [] Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home):	ewdaily@home.com			<input type="checkbox"/>				[]
Add Phone/Email Home Email []		Save All Changes						
Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone:	732-598-0667 x [] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone:	809-777-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home):	gclano@genesisedu.com			<input type="checkbox"/>				[]
Email (Home):	rwd@aol.com			<input type="checkbox"/>				[]
Email (Home):	jrusak@gmail.com			<input type="checkbox"/>				[]
Add Phone/Email Home Email []		Save All Changes						

The top line shows the Contact’s name and “contact type” and relationship to the student:

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [] Verizon []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	732-598-0667 x [] Alltel []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	809-777-0001 x 587 Alltel []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[]	[]
Email (Home):	gciano@genesisedu.com []			<input type="checkbox"/>				[]
Email (Home):	rwd@aol.com []			<input type="checkbox"/>				[]
Email (Home):	jruszak@gmail.com []			<input type="checkbox"/>				[]
Add Phone/Email	Home Email [] []	<input type="button" value="Save All Changes"/>						

There are multiple contact types that are possible:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them. **If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your student, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.).** If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [] Verizon []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]

Email Addresses: A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

Email (Home):	rwd@aol.com []		<input type="checkbox"/>					[]
---------------	-----------------	--	--------------------------	--	--	--	--	-----

The Student’s Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the “Student” contact. These would be ways for the school to contact the student, themselves, directly.

Caitlin Dally Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [] Verizon []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	856-999-1928 x [] Select Provider []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Email (Home):	ewdaily@home.com []			<input type="checkbox"/>				[]
Add Phone/Email	Home Email [] []	<input type="button" value="Save All Changes"/>						

You may not see any special flags:

Ed Daily Student

TYPE	
Cell Phone: 733-555-8898 x <input type="text"/> Verizon <input type="button" value="v"/>	<input type="button" value="v"/>
Cell Phone: 856-999-1928 x <input type="text"/> Select Provider <input type="button" value="v"/>	<input type="button" value="v"/>
Email (Home): ewdaily@home.com <input type="button" value="v"/>	<input type="button" value="v"/>
Add Phone/Email: Home Email <input type="button" value="v"/> <input type="text"/>	<input type="button" value="Save All Changes"/>

Updating Information for a Contact

Each section contains information for a single Contact:

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [] Verizon []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	732-598-0687 x [] Alltel []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	809-777-0001 x 567 Alltel []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[]	[]
Email (Home):	gclano@genesisedu.com []			<input type="checkbox"/>				[]
Email (Home):	rwd@aol.com []			<input type="checkbox"/>				[]
Email (Home):	jrusak@gmail.com []			<input type="checkbox"/>				[]
Add Phone/Email	Home Email [] []	<input type="button" value="Save All Changes"/>						

Information for one Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

You MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

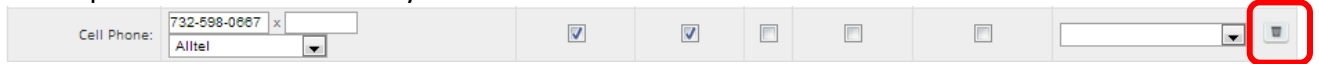
Updating a Contact’s Email and Phone Numbers

You can do three things to the email addresses and phone numbers:

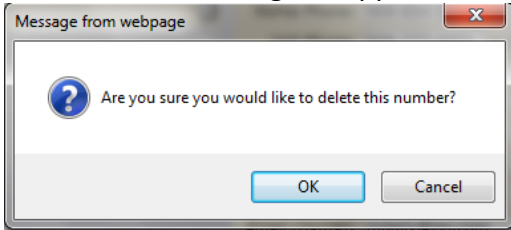
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

WARNING: You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



A confirmation dialog will appear:

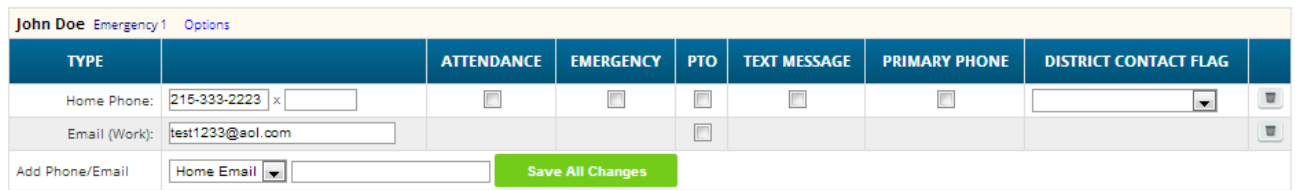


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

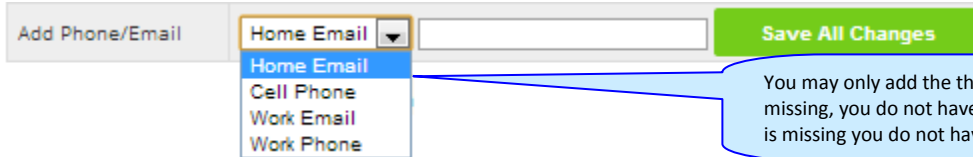
Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



The drop down contains the list of things that you can add to the Contact:

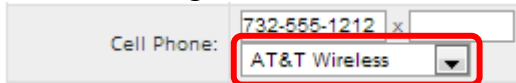



You may only add the things in this list. If something is missing, you do not have permission to add it (e.g. if “Email” is missing you do not have permission to add Emails).

Select the type of information you want to add. Then move to the blank text field and enter the phone number or Email address. Go to the top or bottom of the screen and click the **Save All Changes** button.


Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications that can be sent, for example, when a student’s gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

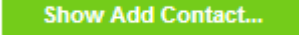
To set or change a cell number, locate the “Provider” drop down below the phone number itself:

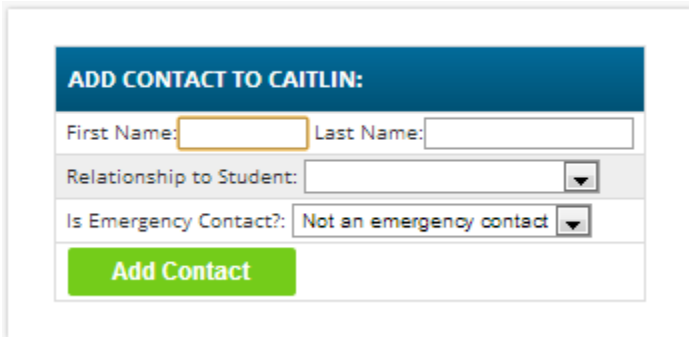


Select your provider, then scroll up or down (to the top or bottom of the page) and click the  button.

Adding a New Contact

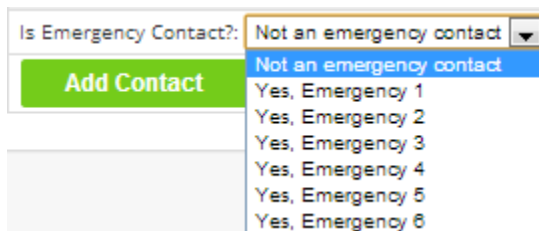
If you have a  button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

To add a Contact, click on the  button. This brings up the "New Contact" area right below the button:




Enter the following fields:

- Contact First Name – The person's last name
- Contact Last Name – The person's first name
- Relationship to Student – Select the new Contact's relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.



You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the  button to add the new Contact.

WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

Personal Settings

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with links for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS (highlighted), and LOGOUT. Below the navigation bar, the 'Change Password' form is displayed on the left, and the 'Settings' form is on the right. The 'Change Password' form includes three input fields: 'Current Password', 'New Password', and 'Confirm New Password', followed by a green 'Save' button. The 'Settings' form includes a 'Home Screen' dropdown menu set to 'Home' and a green 'Save' button. At the bottom of the page, there is a link to 'Cambiar el idioma a español' and a copyright notice for Genesis Educational Services, Inc.

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'. Below the fields is a green 'Save' button.

To Change Your Password

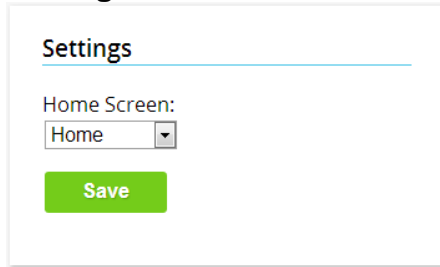
1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

When are you required to change your password?

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

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

Setting Your Home Screen





Settings

Home Screen:
Home

Save

To set your entry screen:

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

Frequently Asked Questions (FAQ)

1. Where do I get my login?

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

2. What if I forget my password?

Click 'forgot password.' However, after five failed logon attempts, your account will be disabled. To replace a lost password you must email altomarej@waldwickschools.org.

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

3. What is the URL for Web Access?

Parent Access: <https://parents.waldwick.k12.nj.us>
Student Access: <https://students.waldwick.k12.nj.us>

4. How do I log out of Web Access?

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

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

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

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

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

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

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

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

If you need access to a student that is not yet linked to your Web Access login you must call your school and notify the building secretary.

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

Only displays High School and Middle School report cards are available on the Parent Portal.