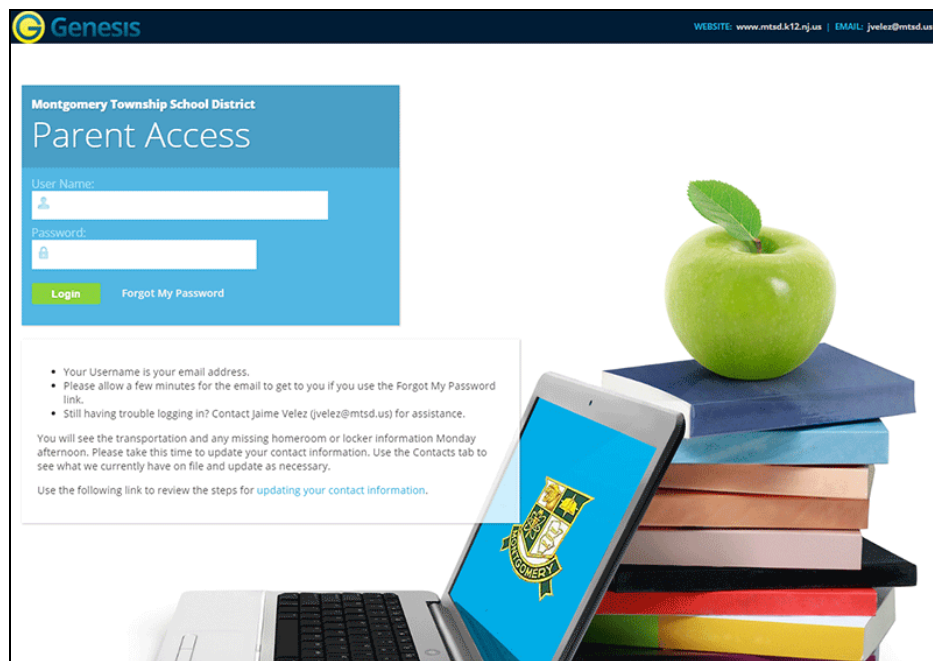


Montgomery Township School District

Genesis Parent Access User Guide

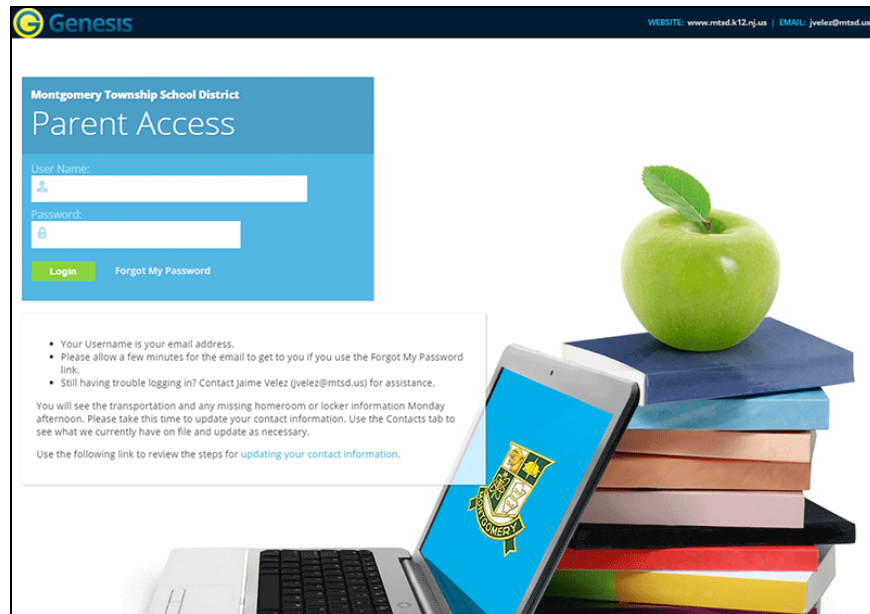


Introduction

The Genesis Parent Access portal is a safe, secure way to view your child's school record for the current school year. You 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.
- Letters sent to you regarding your child:
 - o General Purpose letters
 - o Attendance Letters
 - o Scheduling Letters
- Documents that have been uploaded for your students.
- Online questionnaires or forms.

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to <https://parents.mtsd.k12.nj.us>
2. Enter your Email Address in the “**User Name:**” 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?

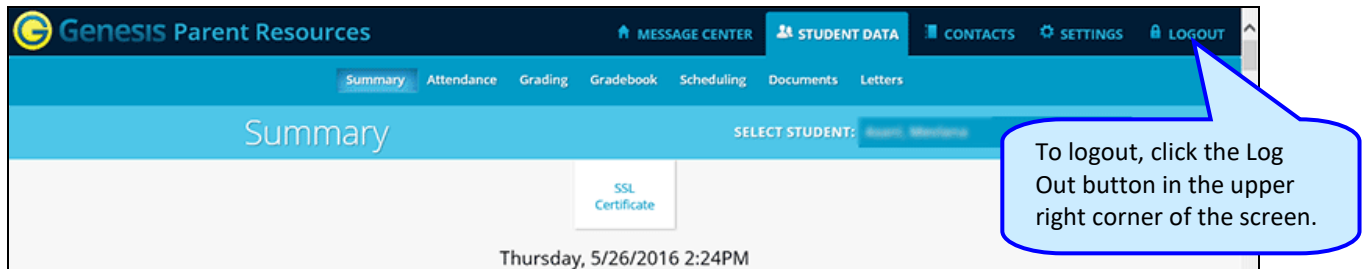
Right next to the Login button, you can find a “**Forgot My Password**” link:



You will receive an email with a new randomly generated password. 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. This applies not only to Genesis, but to every Internet/Web application you use. To logout, locate and press the **Log Out** button in the upper right corner of the Genesis Parent Access portal screen:



Switching from English to Spanish

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

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Attendance Grading Gradebook Scheduling Documents Letters

Summary SELECT STUDENT:

SSL Certificate

Thursday, 5/26/2016 2:24PM

Montana Apel

MONTGOMERY HIGH SCHOOL | STUDENT ID: 1000000000 | STATE ID: 1000000000

GRADE: 10

PER	COURSE	SEM	DAYS	ROOM	TEACHER
1	Geometry	FY	B	E2310	Montana, Montana
1	Geometry	FY	A	B1127	Montana, Montana
2	Photography II	S1	B	F1130	Montana, Montana
2	Physics II	Q1	A	F1121	Montana, Montana
2	Physics II	Q2	A	F1121	Montana, Montana
2	Study Hall Semester 2	S2	B	COMMON	Montana, Montana
2	Physics II	Q3	A	F1121	Montana, Montana
2	Physics II	Q4	A	F1121	Montana, Montana
3	Geometry	FY	A	B2223	Montana, Montana
3	Study Hall Semester 1	S1	B	COMMON	Montana, Montana
3	Introduction to Calculus	S2	B	D1129	Montana, Montana
4	English Literature and Comp II	FY	A	B1108	Montana, Montana
4	Mathematics	FY	B	B2214	Montana, Montana

Homeroom: Counselor: Apel, Kelly

Age: 16 Birthdate: 05/26/2000 Locker: 0000000000

THIS WEEK M T W R F

ATTENDANCE - - - - -

ASSIGNMENTS 2 1 3 1 4

Daily Pickup Release Delete

BUS WEEK / DAY

ROUTE TIME BUS # PICK UP / DROP OFF

THURSDAY

This is the current student.

The highlighted course is the one the student is scheduled to be in right this very minute

Scroll down to see additional students

Genesis Parent Access Student Data Summary – Student Dashboard Screen

When you login, the first screen you see is the Student Data Summary. This is the student's Dashboard screen. You will see a 'dashboard' for every student linked to your login. All your students will be listed on this screen.

Each student's 'dashboard' contains the following information:

- Basic information about the student: **Student ID, Homeroom, Grade Level, and Age**. If you are viewing the screen during the school day, you will also see a period of the day highlighted in green for the class the student is in 'right now'.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
- Optionally, the student's bus assignments will be displayed.

The screenshot shows the 'Summary' tab selected in the top navigation bar. The dashboard displays student information for a student at Montgomery High School, including a profile picture, homeroom, counselor, age, birthdate, and locker. A table lists the student's courses, semesters, days, rooms, and teachers. At the bottom, there are sections for 'THIS WEEK' attendance and assignments, and a bus schedule section.

PER	COURSE	SEM	DAYS	ROOM	TEACHER
1	Mathematics	FY	B	E2310	Mathematics Teacher
1	Science	FY	A	B1127	Science Teacher
2	History	S1	B	F1130	History Teacher
2	Physical Education	Q1	A	F1121	Physical Education Teacher
2	Physical Education	Q2	A		
2	Physical Education	S2	B	COMMON	
2	Physical Education	Q3	A		
2	Physical Education	Q4	A		
3	Mathematics	FY	A	B2223	Mathematics Teacher
3	Physical Education	S1	B	COMMON	
3	History	S2	B	D1129	History Teacher
4	Physical Education and Career	FY	A	B1108	Physical Education Teacher
4	Physical Education	FY	B	B2214	Physical Education Teacher

One Student's Dashboard of Information

Top Tabs

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

- **HOME** – This is where you set up your user profile and access the "Message Center" which provides up to the minute messages about your students.
- **STUDENT DATA** – This is where you can see information for one specific student. The first screen you see when you click on the **STUDENT DATA** tab is the "Summary" dashboard with a separate "dashboard" panel for each of your students.
- **CONTACTS** – Contacts lists all contact information on record for your students and may allow you to update it.

More Information about Each Student

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

Genesis Parent Resources | MESSAGE CENTER | STUDENT DATA | CONTACTS | SETTINGS | LOGOUT

Summary | Attendance | Grading | Gradebook | Scheduling | Documents | Letters

Summary | SELECT STUDENT: Aspin, Montyana

SSL Certificate

Thursday, 5/26/2016 2:24PM

Montyana Aspin
MONTGOMERY HIGH SCHOOL | STUDENT ID: 1000000 | STATE ID: 1000000

Homeroom: [Blank]
Counselor: Apel, Kelly
Age: 16
Birthdate: [Blank]
Locker: [Blank]

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	DAY: B (R)
1	Algebra 1	FY	B	E2310	Montyana Aspin		
1	Geometry	FY	A	B1127	Montyana Aspin		
2	Mathematics 1	S1	B	F1130	Montyana Aspin		
2	Physics 1	Q1	A	F1121	Montyana Aspin		
2	Physics 2	Q2	A		Montyana Aspin		
2	Mathematics 2	S2	B	COMMON	Montyana Aspin		
2	Physics 3	Q3	A		Montyana Aspin		
2	Physics 4	Q4	A		Montyana Aspin		
3	Geometry	FY	A	B2223	Montyana Aspin		
3	Mathematics 1	S1	B	COMMON	Montyana Aspin		
3	Mathematics 2	S2	B	D1129	Montyana Aspin		
4	English Language and Composition	FY	A	B1108	Montyana Aspin		
4	Mathematics	FY	B	B2214	Montyana Aspin		

Printable copy of their schedule

Gradebook Assignments & Week's Attendance

Bus Routes

THIS WEEK: M T W R F
ATTENDANCE: - - - - -
ASSIGNMENTS: 2 1 3 1 4

Daily Pickup Release | Delete

BUS WEEK / DAY: < THURSDAY >

ROUTE TIME BUS # PICK UP / DROP OFF

Your Middle School or High School child has a period schedule, click one of the 📄 icons to get a printable copy of their schedule.

The Selected Student

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

Selecting a Student

The screenshot shows the Genesis Parent Resources interface. At the top, there is a navigation bar with links for MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS, and LOGOUT. Below this, a secondary navigation bar contains tabs for Summary, Attendance, Grading, Gradebook, Scheduling, Documents, and Letters. The 'Summary' tab is currently selected. In the top right corner of the 'Summary' section, there is a 'SELECT STUDENT:' dropdown menu, which is highlighted with a red box. A callout bubble points to this dropdown with the text: 'Select the student whose information you wish to look at'. Below the dropdown, the student's information is displayed, including a photo, name (Montgomery, Aspen), school (MONTGOMERY HIGH SCHOOL), student ID, state ID, and grade (10). A table of courses is also shown, with columns for PER, COURSE, SEM, DAYS, ROOM, and TEACHER. The table lists various courses and their details. At the bottom, there are sections for 'THIS WEEK' (Attendance, Assignments) and 'BUS' (Week/Day, Route, Time, Bus #, Pick Up / Drop Off).

Changing the Selected Student

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

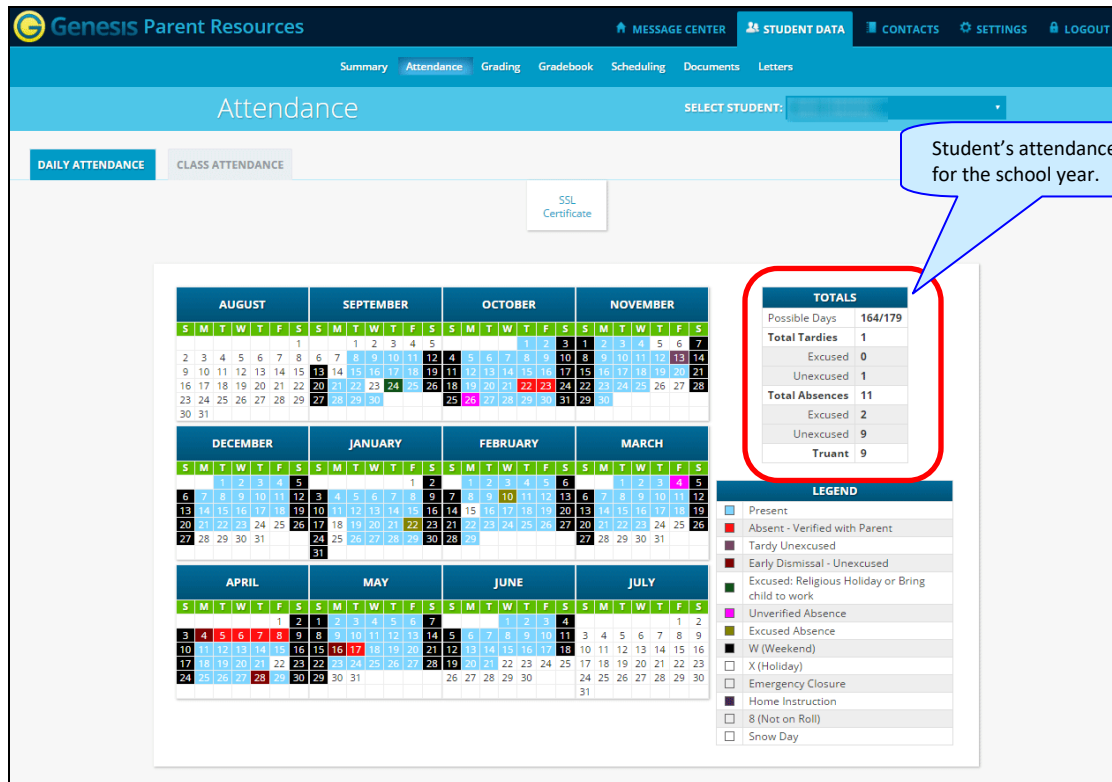
The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact jvelez@mtsd.us.

Attendance

Daily Attendance

Daily Attendance is your child's official daily attendance.



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

You can see additional details by holding the cursor over the color coded date on the calendar. Whether categorized as an **"Unexcused"** or **"Absent - Verified with Parent"** the New Jersey Department of Education recognizes any absence as missed instruction. The total days truant is what is reported to the state of New Jersey.

Class Attendance

If your child is in either Middle School or the High School you can see Class Attendance that shows you their attendance for each separate subject. You must click the **CLASS ATTENDANCE** tab under **Attendance** to find class attendance.

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

Class Attendance for the Month of May

DAY	DATE	DAILY ATTENDANCE	CHEMISTRY	GERMAN I	PHYS ED 10	STUDY HALL SEMESTER 2	GEOMETRY	INTRODUCTION TO CULINARY ARTS	ENGLISH LITERATURE AND COMP 10	US HISTORY I
M (S)	05/02/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
T (A)	05/03/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
W (S)	05/04/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
R (A)	05/05/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
F (S)	05/06/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
M (A)	05/09/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
T (S)	05/10/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
W (A)	05/11/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
R (S)	05/12/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
F (A)	05/13/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
M (S)	05/16/2016	E	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
T (A)	05/17/2016	T	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
W (S)	05/18/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
R (A)	05/19/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
F (S)	05/20/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
M (A)	05/23/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
T (S)	05/24/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
W (A)	05/25/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
R (S)	05/26/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
F (A)	05/27/2016		Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting

CODE DESCRIPTION
Present
A Absent - Unexcused

Scroll down to see students Class Attendance totals

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.
- "Today" is always highlighted in yellow.
- At the bottom of the screen 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 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

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 the student's most recent actual report card.

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Attendance **Grading** Gradebook Scheduling Documents Letters

Grading SELECT STUDENT: [Dropdown]

CURRENT GRADES GRADE HISTORY AVAILABLE REPORT CARDS

SSL Certificate

Asani, Mevlana

Please click here to view the IR4 form for Mevlana in Montgomery High School

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	MP3	IR1	IR2	IR3	IR4	ATT.	EARNED
English Literature and Comp 10	FY	MHS	Muzaurieta, Danna Email: dmuzaurieta@mtsd.us	70	68	71	52 12	48 5 52	48 64 52	52	5.00	
US History I	FY	MHS	Mason, Scott Email: SMason@mtsd.us	78	80	72		11 48			5.00	
Geometry	FY	MHS	Serrano, Inez Email: iserrano@mtsd.us	85	74	79	39 38	26 48	10 48	11 10	5.00	
Chemistry	FY	MHS	Westhusin, Stacy Email: iwesthusin@mtsd.us	84	87	78	40	39	11 45 55	12 55	5.00	
German I	FY	MHS	Dominick, William Email: wdominick@mtsd.us	92	96	98	25 19 2	21 23 8	25 8 2	21 8 6	22 6 2	5.00
Introduction to Culinary Arts	S2	MHS	Miner, Sofia Email: smminer@mtsd.us			90					2.50	
Photography II 5	S1	MHS	Palecek, Heather Email: hpalecek@mtsd.us	98	93		8 40	40 38			2.50	
Phys Ed 10	FY	MHS	Ingraffia, Vincent Email: vingraffia@mtsd.us	93	94	96					5.00	

Comments Legend

10 Needs to improve quiz scores	11 Needs to improve test scores	12 Needs to turn in work when due	19 Demonstrates good study skills
2 Good test scores	21 Uses class time wisely	22 Works well independently	23 Works effectively in groups
25 Listens attentively	26 Needs to develop study skills	37 Works well with teacher	38 Works cooperatively with peers
39 Demonstrates good effort	40 Participates in class	48 Extra help needed	5 Turns in work when due
52 In danger of failing - quarter	54 Inconsistent with last quarter	55 10+ point drop from last MP	6 Produces good quality work
64 Needs to make up missed work	68 Shows effort trying to improve	8 Shows interest in subject area	

Link to Report Card

Comment Tool tip

Comments

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The Student's Grading screen contains detailed 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.

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, the corresponding comment will be highlighted. In addition, the text of the comment will appear in a tooltip.

You are able to view your child's actual report card by selecting the link that appears between your child's name and their list of grades. A sample report card is shown below. Adobe Reader is required to open the PDF file. The procedures to print and save the file will vary by the version number of the Adobe Reader you have on your device. Please follow their instruction to print or save the file.

Available Report Cards

The **Available Report Cards** tab brings up Report Cards from previous years that your child's school has made visible through Genesis. Click on the icon under the **View** column to see the report.

Grade History

The “**Grade History**” tab lists the course and final grade information starting with grade 5.

Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages

The screenshot shows the 'Gradebook' section of the Genesis Parent Resources interface. It includes a 'WEEKLY SUMMARY' tab and a table of course averages. A callout points to the 'Week of 05/23/2016' dropdown, labeled 'Select week'. Another callout points to the email icon next to a teacher's name, labeled 'Link to email teacher'.

COURSES	TEACHER	MP4 ▾ AVG	MON 5/23/16	TUE 5/24/16	WED 5/25/16	THU 5/26/16	FRI 5/27/16
12000/7 - English Literature and Comp 10	Email:	66%	1	0	0	0	2
22000/15 - US History I	Email:	84%	0	0	0	0	0
32200/2 - Geometry	Email:	76%	2	0	1	0	0
42200/3 - Chemistry	Email:	68%	0	1	0	1	0
52100/1 - German I	Email:	99%	3	0	1	0	1
64100/3 - Introduction to Culinary Arts	Email:	92%	0				
71200/2 - Photography II S	Email:						
82000/11 - Phys Ed 10	Email:	100%	1	0	1	0	1

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

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

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.

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	EV	DOCS
MP4	5/23/2016	Mon	English Literature and Comp 10		Classwork	Part 2 classwork				
MP4	5/23/2016	Mon	Geometry		Summative	11.1 - 11.3 Graded Assignment	4			
MP4	5/23/2016	Mon	Geometry		Performance Assessments	11.4-11.6 Notes	1		16.7	
MP4	5/23/2016	Mon	German I		Homework	G&V Kap 7 ex 5	10		10	
MP4	5/23/2016	Mon	German I		Comm. Skill Development	EP-Stem-changing verbs	10		10	
MP4	5/23/2016	Mon	German I		Comm. Skill Development	5-Sentence Story using irregular verbs	10		10	100%
MP4	5/23/2016	Mon	Phys Ed 10		PE-Daily	MP4 PE 17 MP4 PE 17	5		5	100%
MP4	5/24/2016	Tue	Chemistry		Homework	Worksheet Energy Write equations for the reactions but do not do the energy bar charts	CHECK		0	

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

List of Assignments

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

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

- **Courses** – Select one subject or all subjects
- **Status** –
 - Graded Assignments – Assignments that have been graded.
 - Ungraded Assignments – Assignments that the teacher has not yet graded.
 - Incomplete Assignments – Assignments the student has partially but not completely finished.
 - Missed Assignments – All assignments the student failed to turn in or do.
 - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked “Absent” if the student is absent on the day it is due. This option shows all assignments currently marked “Absent”.
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected *or* as the *week* which contains the date you selected *or* as the *month*.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
 - “One day” – the Assignments for the date selected in **Assignment Due Date**.
 - “Week of” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
 - “Month” - the Assignments for the *month* which contains the date selected in **Assignment Due Date**.
 - “MP1” – All assignments for Marking Period 1.
 - “MP2” – All assignments for Marking Period 2.
 - “MP3” – All assignments for Marking Period 3.
 - “MP4” – All assignments for Marking Period 4.
 - “All Assignments” – All assignments for the entire duration of the course.

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, all assignments.

Gradebook

WEEKLY SUMMARY | **LIST ASSIGNMENTS** | COURSE SUMMARY

Print Assignments

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP4	5/23/2016	Mon	English Literature and Comp 10		Classwork	Part 2 classwork		10			
MP4	5/23/2016	Mon	Geometry		Summative	11.1 - 11.3 Graded Assignment	4	15	26.7%		
MP4	5/23/2016	Mon	Geometry		Performance Assessments	11.4-11.6 Notes	1	6	16.7%		
MP4	5/23/2016	Mon	German I		Homework	G&V Kap 7 ex 5	10	10	100%		
MP4	5/23/2016	Mon	German I		Comm. Skill Development	EP-Stem-changing verbs	10	10	100%		
MP4	5/23/2016	Mon	German I		Comm. Skill Development	5-Sentence Story using irregular verbs	10	10	100%		
MP4	5/23/2016	Mon	Phys Ed 10		PE-Daily	MP4 PE 17 MP4 PE 17	5	5	100%		

Español Mobile


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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 <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. Something that “was previously missing” was turned in 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.

Genesis Parent Resources MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Attendance Grading **Gradebook** Scheduling Documents Letters

Gradebook SELECT STUDENT: [dropdown]

WEEKLY SUMMARY LIST ASSIGNMENTS **COURSE SUMMARY**

SSL Certificate

Course Summary for **English Literature and Comp 10**

Marking Period 4 Grade: **65.90%**

Assignments Marking Period 4 04/05/16 to 06/09/16 Last grade posted on 5/25

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP4	5/19/2016	Thu	English Literature and Comp 10		Assessments	Part 1 Test	41.5	50	83%		
MP4	5/13/2016	Fri	English Literature and Comp 10		Classwork	F451 1-19 check	12	15	80%		
MP4	4/29/2016	Fri	English Literature and Comp 10		Assessments	Catcher test	37	50	74%		
MP4	4/29/2016	Fri	English Literature and Comp 10		Classwork	Analysis	10	20	50%		
MP4	4/27/2016	Wed	English Literature and Comp 10		Classwork	Socr discussion	15	15	100%		
MP4	4/25/2016	Mon	English Literature and Comp 10		Writing	Journal set 2	6.5	20	32.5%		
MP4	4/12/2016	Tue	English Literature and Comp 10		Writing	Journal set 1	EX	10		Missing	
MP4	4/8/2016	Fri	English Literature and Comp 10		Homework	Web quest	0	15	0%		
MP4	4/6/2016	Wed	English Literature and Comp 10		Classwork	Chap 1	EX	5			

* Assignments graded as **EX (Exempt)** or **ABS (Absent)** do not impact a student's grade.
 * Assignments graded as **M (Missing)** counts as **0.0%** and **INC (Incomplete)** counts as **0.0%**.

Grading Information Marking Period 4
 Students are graded by **Total Points** in this course. The final average for the marking period is determined by dividing the Earned Points by the Attempted Points.

Class Attendance Summary Marking Period 4


TYPE	TOTAL	UNEXCUSED	EXCUSED
Absences	8.0	7.0	1.0
Tardies	0.0	0.0	0.0



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> <p>Comment from Antonelli, John:</p> <p>We need another phone conference</p> <p>Close</p> </div>					

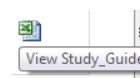
Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The “documents” include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.

MP3	3/6/2013	Wed	US HISTORY 2	Barry, Jack L	QUIZ	Quiz March 6 Quiz Pages 205-240, Do #'s 3, 7, 9-12 in preparation.		100		
-----	----------	-----	-----------------	---------------	------	--	--	-----	--	---

If icons (e.g. ) appear in the “Docs” column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these. There will be one icon for each document the teacher has attached ( means there is one document attached). The shape of the icon indicates the kind of file that is attached (e.g.  indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.¹

To see the description of an attached document, place your cursor on the icon:
(cursor on  icon)

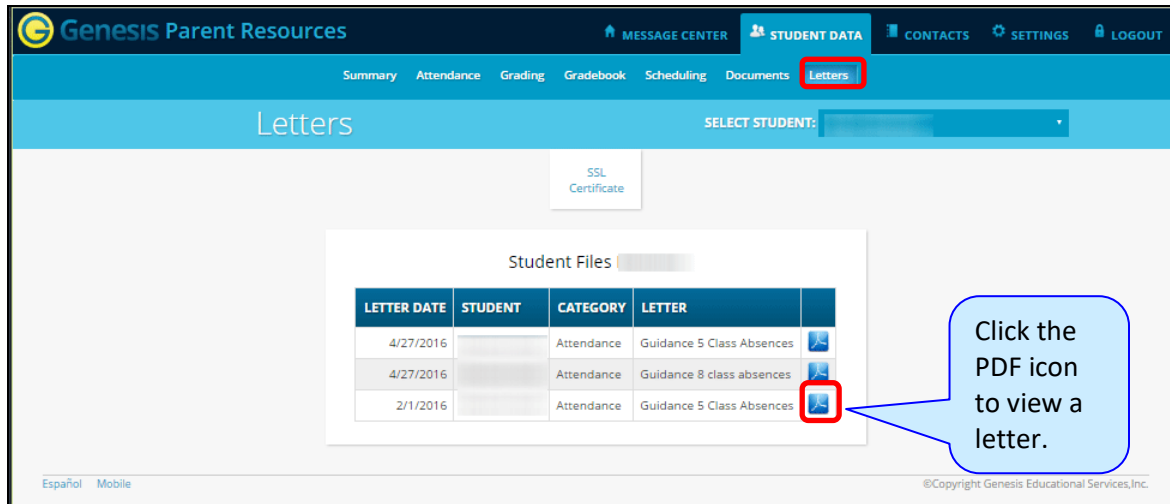



To download the document, double click on its icon. The attachment will be displayed in the central part of the screen.

¹ While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

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:

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

Printing Letters

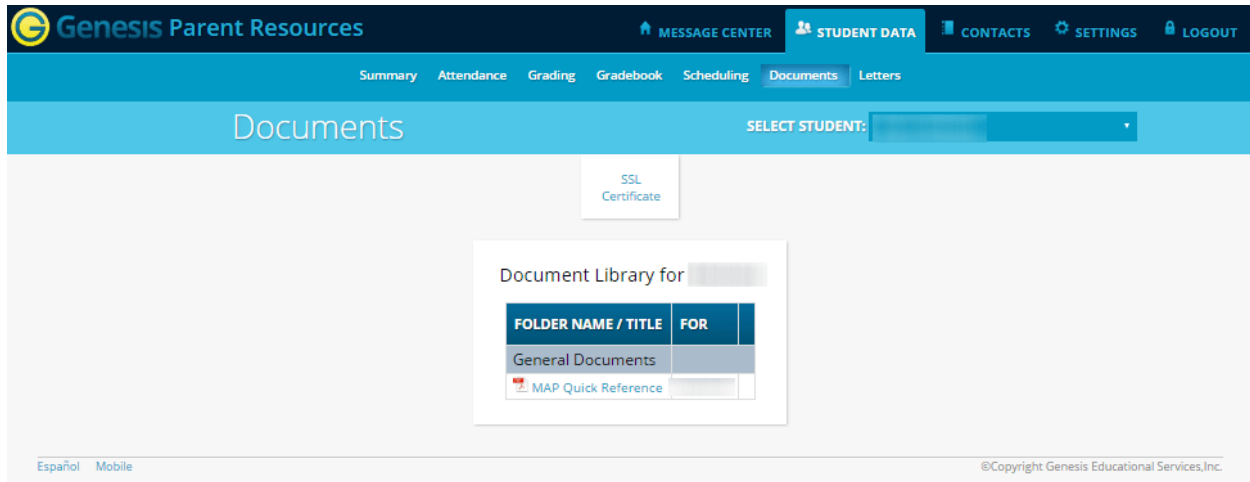
All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

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.


Documents

The Documents screen lists documents that the school or district has linked to your student's record. You can view these and maybe asked to acknowledge that you have read one of them:



The documents you have access to are displayed in the “Document Library” list on this screen:

Download and View a Document

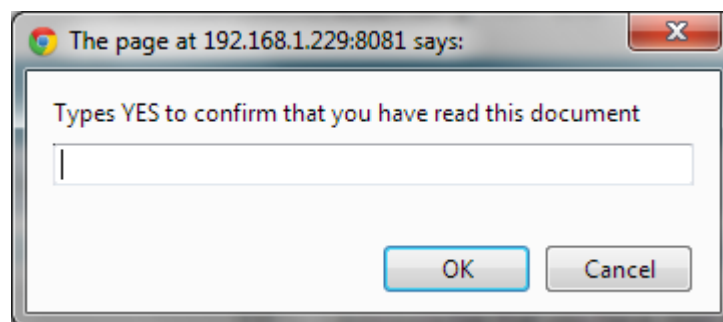
To download and view a document listed on this screen, click the  PDF icon. This displays the contents of the selected document.

Acknowledge that you have read the Document – This is “signing” the document

To acknowledge that you have read the corresponding document, click the

Acknowledge that you have read this document

button. This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

WARNING: Clicking the **Acknowledge that you have read this document** button and entering **YES** into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button is no longer displayed:

Forms

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

Forms

SELECT STUDENT: [Dropdown]

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.	Sample 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

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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.

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

Forms

SELECT STUDENT: [Dropdown]

Genesis Parents Module 2.0

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></div>
Question? Please visit www.askme.com for help	<input type="text"/>

Questions marked with an * are required.

[Update Answers](#)

Cambiar el idioma a español

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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 #ccc; height: 40px;"></div>
Question? Please visit www.askme.com for help	<input type="text"/>


Questions marked with an * are required.

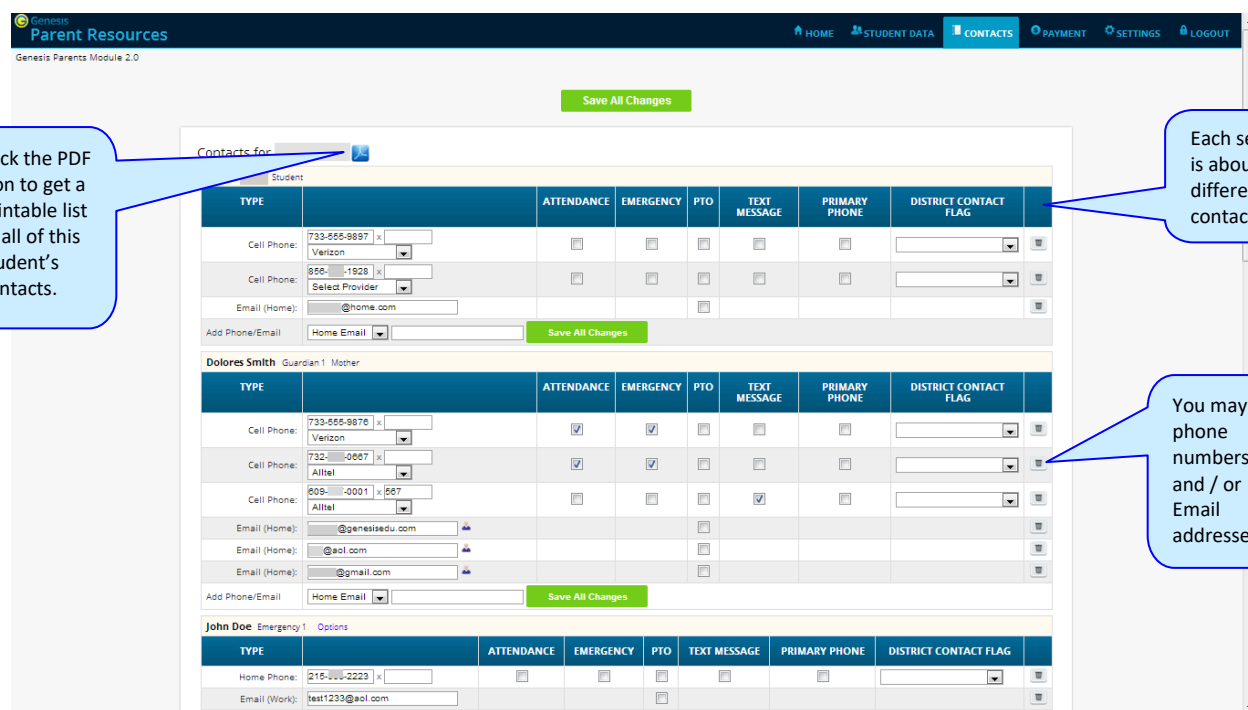
[Update Answers](#)

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 jvelez@mtsd.us to update your contact.

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



Save All Changes

Contacts for 

Student

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone: 733-555-8897 x: Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 858-1928 x: Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Home): @home.com				<input type="checkbox"/>		
Add Phone/Email: Home Email						

Save All Changes

Dolores Smith Guardian1 Mother

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone: 733-555-8876 x: Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 732-0007 x: Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 609-0001 x: 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Home): @genesisedu.com				<input type="checkbox"/>		
Email (Home): @aol.com				<input type="checkbox"/>		
Email (Home): @gmail.com				<input type="checkbox"/>		
Add Phone/Email: Home Email						

Save All Changes

John Doe Emergency1 Options

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Home Phone: 215-222-2223 x:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Work): test1233@aol.com				<input type="checkbox"/>		

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 yourself – 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:

Contact Name	Type	Relationship	Phone	Email
Caitlin	Student	Student	733-555-9897 (Cell)* 856-1928 (Cell)	@home.com (Home)
Addressee Legal Residence 4 METLAKS CA, Apt. 20 Toms River, NJ 08755				
Dolores	Guardian 1	Mother	733-555-9876 (Cell)* 732-0000-0667 (Cell) 609-0001 x567 (Work)	@genesisedu.com (Home) @aol.com (Home) @gmail.com (Home)
Addressee Home Address A D G R S 4 METLAKS CA, Apt. 20 Toms River, NJ 08755 Home Address A D G R S 4 METLAKS CA, Apt. 20 Toms River, NJ 08755 Mailing Address A D G R S Dolores Smith P.O. Box 145 Riverton, NJ 07467				
John Doe	Emergency 1		215-1111-2223 (Home)*	test1233@aol.com (Work)
Ms. Gloria Anderson	Other	Cousin		
Addressee Home Address Ms. Mary Anderson 4 MADISON AVE, Apt. 20 Toms River, NJ 08755				
Overlook Hospital	Other	Hospital	999-878-5432 (Home)*	

Page 1 of 2

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

Save All Changes

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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 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"/>	<input type="checkbox"/>	[]
Cell Phone:	856-111-1928 x [] Select Provider []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home):	[]@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:	732-111-0887 x [] Alltel []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone:	808-777-0001 x 567 Alltel []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home):	[]@genesisedu.com			<input type="checkbox"/>				[]
Email (Home):	[]@aol.com			<input type="checkbox"/>				[]
Email (Home):	[]@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 [redacted] Guardian 1 Mother		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone:	733-555-9876 x [redacted] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Cell Phone:	732-000-0667 x [redacted] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Cell Phone:	809-000-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Email (Home):	[redacted]@genesisedu.com			<input type="checkbox"/>			
Email (Home):	[redacted]@aol.com			<input type="checkbox"/>			
Email (Home):	[redacted]@gmail.com			<input type="checkbox"/>			
Add Phone/Email	Home Email <input type="text"/>	<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 [redacted] Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> 

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): [redacted]@aol.com 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 directly.

Caitlin Student		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone:	733-555-8897 x <input type="text"/> Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone:	856-1111-1928 x <input type="text"/> Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email (Home):	<input type="text"/>						
Add Phone/Email:	Home Email <input type="text"/>						

You may not see any special flags:

Ed Student	
TYPE	
Cell Phone:	733-555-9898 x <input type="text"/> Verizon
Cell Phone:	856-1111-1928 x <input type="text"/> Select Provider
Email (Home):	<input type="text"/>
Add Phone/Email:	Home Email <input type="text"/>

Updating Information for a Contact

Each section contains information for a single Contact:

BARBARA ADAMS GUARDIAN 1 MOTHER		ATTENDANCE	EMERGENCY	GENERAL	TEXT
Cell Phone:	875-789-7450 x <input type="text"/> Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Phone:	609-624-0888 x <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home Phone:	908-626-4307 x <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home Email:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Add Phone/Email:	Home Email <input type="text"/>				

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).

Updating a Contact’s Email and Phone Numbers

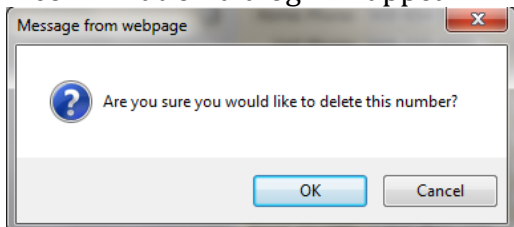
You can do three things to the email addresses and phone numbers:

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

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:

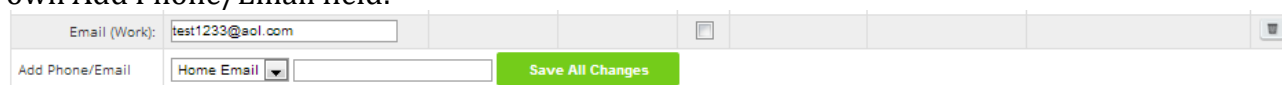


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

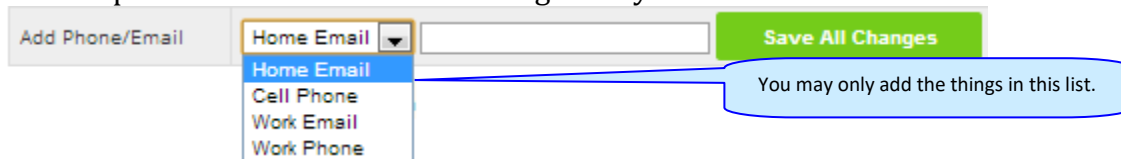
Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



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:



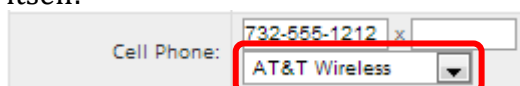
Select the type of information you want to add.


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  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:

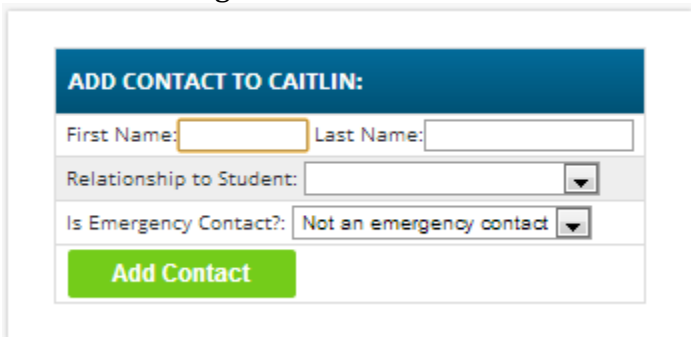


Select your provider, then scroll up or down (to the top or bottom of the page) and click the  button.

Adding a New Contact

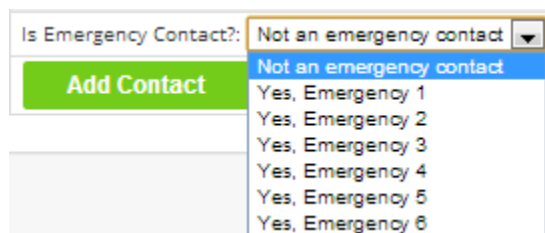
If you have a  button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

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.

Changing Relationship Information for or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an [Options](#) button in the top line of the contact's information. To update the name information for a contact or to delete the contact entirely, use this [Options](#) button:

The screenshot shows a contact information form for 'Aunt Aunt'. The 'Options' button is highlighted with a red box. The form includes fields for 'TYPE', 'ATTENDANCE', 'EMERGENCY', 'PTO', 'TEXT MESSAGE', 'PRIMARY PHONE', and 'DISTRICT CONTACT FLAG'. The 'Cell Phone' field is set to '908-987-8888' and 'T-Mobile'. The 'Add Phone/Email' field is set to 'Home Email'. A green 'Save All Changes' button is at the bottom.

When you click [Options](#), a popup appears:

The screenshot shows the same contact information form, but with a popup menu open over the 'Options' button. The menu contains three options: 'Close', 'Change Contact', and 'Delete Contact'. The 'Save All Changes' button is still visible at the bottom.

The popup gives you three options:

- [Close](#) - Clicking the Close button dismisses the popup and makes no changes.
- [Change Contact](#) - Clicking [Change Contact](#) lets you change the **name** and **relationship** information for this Contact. (Phone numbers and Email Addresses are changed as described above.)
- [Delete Contact](#) - Clicking [Delete Contact](#) removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

Deleting a Contact: When you click [Delete Contact](#) the following confirmation dialog appears:

The screenshot shows a confirmation dialog box with a black header bar containing the word 'Close'. The main text in red says: 'This will delete this contact and all of their phone, email and address information. Are you sure you would like to proceed?'. At the bottom, there are two buttons: 'Yes' and 'No'.

If you click [Yes](#), the contact and all their information is permanently removed. If you click [No](#), then the popup is closed and the contact is not deleted.

Changing a Contact: When you click [Change Contact](#) the following popup appears:

The screenshot shows the contact information form with the 'Change Contact' popup open. The popup has a black header bar with 'Close'. It contains fields for 'First' (Smith), 'Last' (Smith), 'Relation' (Aunt), and 'Emergency?' (Not an emergency contact). The 'Save All Changes' button is at the bottom.

You can change the contact's **First** or **Last** name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the **Save All Changes** button.

Home

Introduction to the Home Screens

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Message Center Message Alert Setup

Genesis Parents Module 2.0

Message Center

DATE	TYPE	SUBJECT	ACTIONS
6/4/13	📄	A Discipline Incident was posted for Ed	🔍 🗑️
5/9/13	📄	New document available. DOCMGT SAMPLE 5-3	🔍 🗑️
5/9/13	📄	New document available. NEWSLETTER MAY 2013	🔍 🗑️
5/9/13	📄	New document available. SAMPLE DOC	🔍 🗑️
4/24/13	📄	Gradebook Grade Change A gradebook grade change was made for Ed	🗑️
4/23/13	📄	New document available. PARENT SAMPLE 1	🔍 🗑️
4/23/13	📄	New document available. APRIL 23rd Form	🔍 🗑️
3/7/13	📄	New document available. Sample Form	🔍 🗑️
3/5/13	📄	A Discipline Incident was posted for Ed	🔍 🗑️
2/28/13	📄	Daily Attendance alert for Ed Attendance code of 'Absent - Never Attended' was posted for 02/28/2013	🔍 🗑️
2/15/13	📄	A Discipline Incident was posted for Ed	🔍 🗑️
1/24/13	📄	New document available. THURSDAY JAN 24	🔍 🗑️
1/24/13	📄	New document available. THURSDAY JAN 24	🔍 🗑️
1/24/13	📄	New document available. January 24 TEST DOC	🔍 🗑️
12/11/12	📄	A Discipline Incident was posted for Ed	🔍 🗑️
11/29/12	📄	Conference Reserved A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.	🔍 🗑️

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There are two screens under **HOME** tab:

Message Center **Message Alert Setup**

1. **Message Center** - The Message Center provides a list of all messages received for your student. There are no settings on this screen – it is an information screen.
2. **Message Alert Setup** – This is where you set which Alerts you wish to receive.

The Message Center Screen & Alerts

Message Center			
DATE	TYPE	SUBJECT	ACTIONS
5/3/13		New document available. DOCMGT SAMPLE 5-3	  
5/3/13		New document available. NEWSLETTER MAY 2013	  
5/3/13		New document available. SAMPLE DOC	  
4/24/13		Gradebook Grade Change A gradebook grade change was made for Ed	
4/23/13		New document available. PARENT SAMPLE 1	  
4/23/13		New document available. APRIL 23rd Form	  
3/7/13		New document available. Sample Form	  
1/24/13		New document available. THURSDAY JAN 24	  
2/28/13		Daily Attendance alert for Ed Attendance code of 'Absent - Never Attended' was posted for 02/28/2013	 
Page 1 2 3			





The Message Center screen lists all types of messages for your students

Using the Message Center

The Message Center provides a list of all messages received for your students. Some of these may be linked to Documents or Letters. There is one Message Center for all your students – all your students' information is located on the same screen.

Anatomy of a Message

Each Message includes a date, an Icon identifying which module of Genesis sent it, the message itself and potentially an additional line of information and possibly View, Link and Delete buttons:

5/3/13		New document available. NEWSLETTER MAY 2013	  
--------	---	--	---



- This is the “View” icon. If the View icon is present, clicking it will bring up the document or letter.




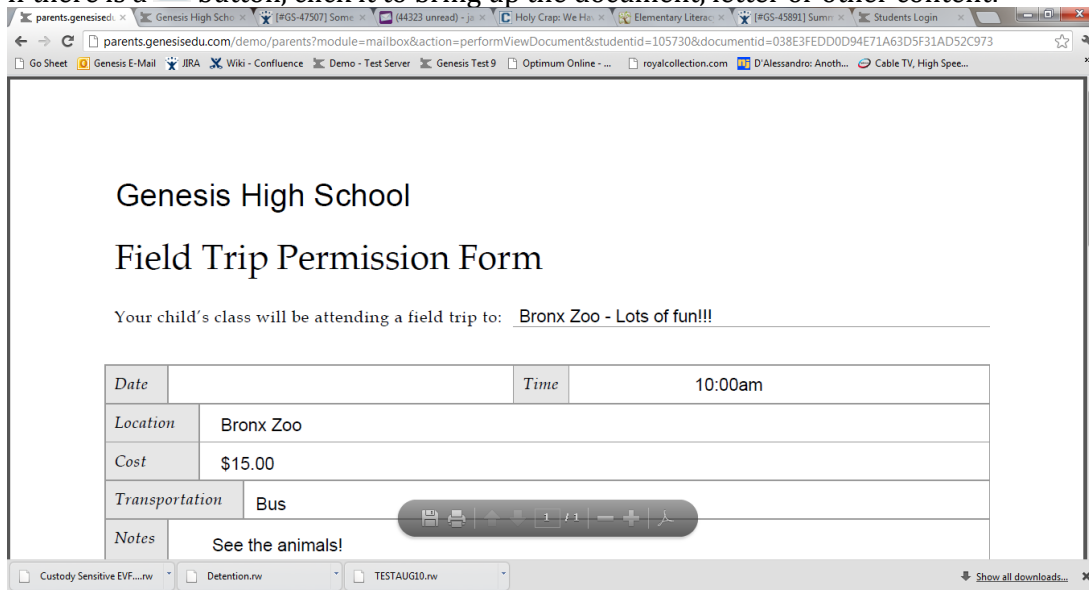
- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the **Attendance** screen.



- This is the “Delete” trashcan icon. To remove the Message, click the Delete icon.

Viewing the Message Content

If there is a  button, click it to bring up the document, letter or other content:



Genesis High School

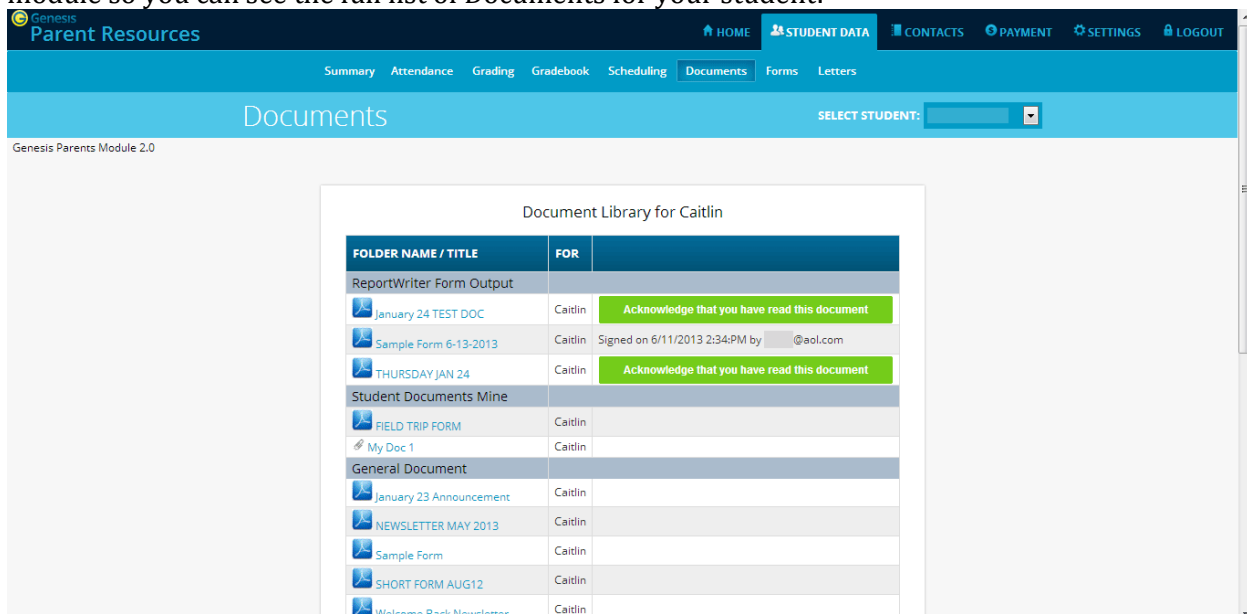
Field Trip Permission Form

Your child's class will be attending a field trip to: Bronx Zoo - Lots of fun!!!

Date		Time	10:00am
Location	Bronx Zoo		
Cost	\$15.00		
Transportation	Bus		
Notes	See the animals!		

Click the browser back button to return to Genesis.

When there is a “Link” button, if you click it, it will bring up the Documents screen in the Parents module so you can see the full list of Documents for your student:



Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Summary Attendance Grading Gradebook Scheduling Documents Forms Letters

Documents

SELECT STUDENT:

Genesis Parents Module 2.0

Document Library for Caitlin

FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
January 24 TEST DOC	Caitlin	Acknowledge that you have read this document
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34-PM by @aol.com
THURSDAY JAN 24	Caitlin	Acknowledge that you have read this document
Student Documents Mine		
FIELD TRIP FORM	Caitlin	
My Doc 1	Caitlin	
General Document		
January 23 Announcement	Caitlin	
NEWSLETTER MAY 2013	Caitlin	
Sample Form	Caitlin	
SHORT FORM AUG12	Caitlin	
Welcome Back Newsletter	Caitlin	

Other Message types have Link buttons that bring up the appropriate screen.

Setting Alerts

Alert Setup

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

- **Letters:**
Receive an alert any time your student receives a letter from the school.
- **Attendance:**
Receive an alert when your student is given an absence to school.
- **Gradebook Grades:**
Receive an alert when one of your students grades are updated in a teachers gradebook.
- **Messages:**
Receive an alert any time school staff sends a Message to your Message Center.

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to []@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to []@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to []@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to []@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to []@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to []@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9876	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-[]-0667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 609-[]-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 908-[]-6543	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Alert Preferences

Alerts

Genesis has the ability to send an alert to your contact emails/text message addresses:

- if your child is absent or tardy or
- if a grade is updated in any of their teacher's Gradebooks
- If an Attendance letter has been generated for one of your children.
- For many other types of messages.

Turning On Alerts

1. Click on the HOME tab.
2. At the top, click the Message Alert Setup button.

- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

Alert Setup

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

- **Letters:**
Receive an alert any time your student receives a letter from the school.
- **Attendance:**
Receive an alert when your student is given an absence to school.
- **Gradebook Grades:**
Receive an alert when one of your students grades are updated in a teachers gradebook.
- **Messages:**
Receive an alert any time school staff sends a Message to your Message Center.

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to @home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For each email address or cell number, check the Alert checkboxes for the alerts you wish to receive.
- Scroll to the bottom and click the **Save Alert Preferences** button.

Turning Off Alerts

- Click on the **HOME** tab.
- At the top, click the **Message Alert Setup** button.
- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to @home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to @aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
- Scroll to the bottom and click the **Save Alert Preferences** button.

Adding Emails and Cell Phone Numbers to Receive Alerts

The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those which you have provided for your own personal contact information. To add cell numbers or emails to the list, you must either use the controls on the **CONTACTS** screen, or, if you are not allowed to change your information there, you must contact your students' school(s).

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to [redacted]@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [redacted]@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [redacted]@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [redacted]@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [redacted]@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [redacted]@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9876	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-[redacted]-0667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 609-[redacted]-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 908-[redacted]-6543	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save Alert Preferences				

All of your personal emails and cell phone numbers will be available here – this will usually be a short list.

Personal Settings

Parent Resources

[HOME](#)
[STUDENT DATA](#)
[CONTACTS](#)
[PAYMENT](#)
[SETTINGS](#)
[LOGOUT](#)

Genesis Parents Module 2.0

Change Password

Current Password:

New Password:

Confirm New Password:

Save

Settings

Home Screen:

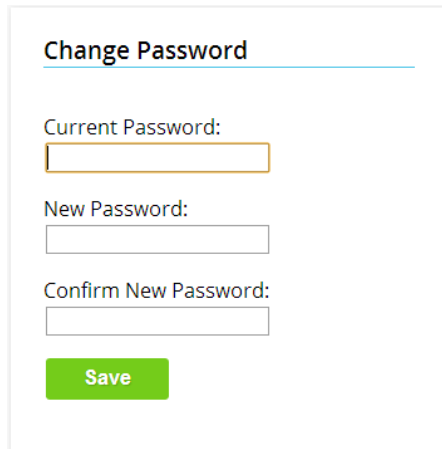
Home

Save

[Cambiar el idioma a español](#)

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Changing Passwords



Change Password

Current Password:

New Password:

Confirm New Password:

Save

To Change Your Password

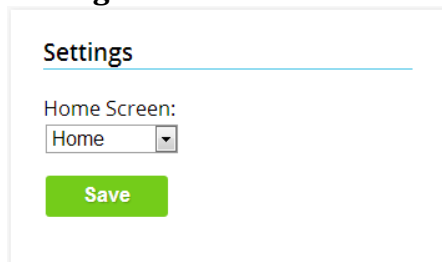
1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the “Settings” screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

When are you required to change your password?

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

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

Setting Your Home Screen



Settings

Home Screen:

Home

Save

To set your entry screen:

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