

## GENESIS BASICS – Using the Genesis Student Information System

- I. Logging In
- II. Genesis Screen Header
  - a. School Year Selector
  - b. School Selector
  - c. User Name/WebDesk Icon
  - d. Genesis Icon Set
- III. Genesis Screen Basics
  - a. Top Tabs
  - b. Category Tabs
  - c. Screen History and Back Button
  - d. Left Side Menu
  - e. Central Frame

## Genesis Login Screen

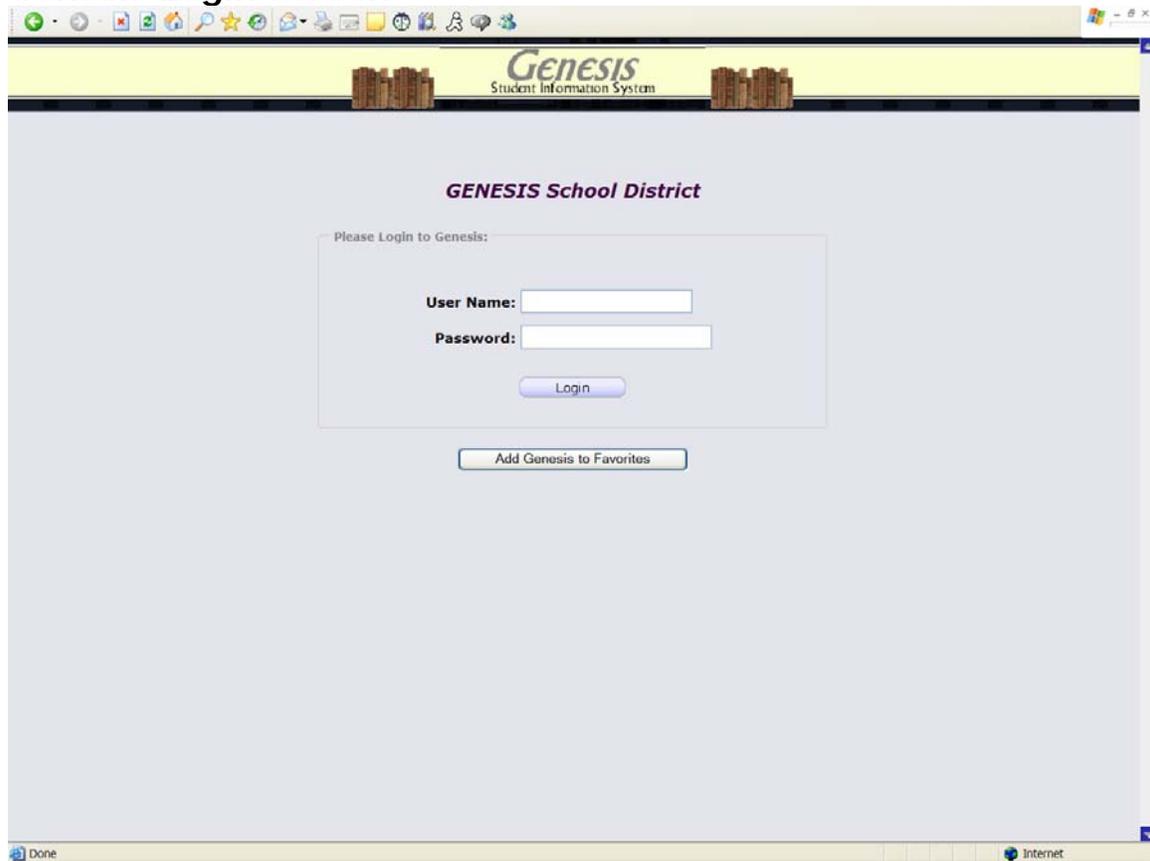


Figure 1 – Genesis Login screen

### **Logging In to Genesis**

The Genesis Login screen is shown in Figure 1 above. It is very straightforward. To login:

1. Enter your Genesis login id in the 'User Name' field
2. Enter your Genesis password in the 'Password' field.
3. Click the **Login** button.

If your login is successful, Genesis will display your personal 'home' screen. If your login fails, the login and password fields will be cleared and you will need to try again.

### **To Change Your 'Home' Screen:**

Contact your system administrator and ask him or her to change your Genesis 'Home' screen to the screen you want to see first.

The next sections describe features common to all Genesis screens.

## Genesis Screen Standard Header

The screenshot shows the Genesis Student Information System interface. The header area includes a navigation menu with tabs like 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', and 'Setup'. Below the navigation is a 'Student Search Form' with fields for 'Last Name', 'First Name', 'Grades', 'Gender', 'Counselor', 'Vice Principal', 'Schools', 'Student ID', 'Status', 'Homeroom', 'Student List', and 'ESL/LEP'. A 'School Year selector' is located at the top left, and a 'School Selector' is below it. A 'Standard Icon set' is located in the top right, and a 'User name and WebDesk icon' is in the top right corner. A 'How do I' drop-down menu is also present. The main content area displays a table of student records with columns for ID, Name, School, Grade, Section, Gender, and Status.

ID	Name	School	Grade	Section	Gender	Status	
403821	ABRAHAM	ALEX	2002	D232	10	M	ACTIVE
1001233	ABREGO	PATRICIA	2002	218	10	F	ACTIVE
504779	ABREU	ROBERT	2002	D202	11	M	ACTIVE
105107	ACOSTA	ALICIA	2002	GYM-A	12	M	ACTIVE
1011165	ACOSTA	GABRIEL	2002	D250	11	M	ACTIVE
105265	ADAM	REBECCA	2002	D239	11	F	ACTIVE
505392	ADAM	REBECCA	2002	C102	09	F	ACTIVE
1010890	ADAMS	ANDRICO	2002	GYM-A	12	F	ACTIVE
403807	ADAMS	CARL	2002	208	10	M	ACTIVE
1008579	ADESHINA	SAMUEL	2002	C149	11	M	ACTIVE
403967	ADEVA	RICHELLE	2002	GYM-P	09	F	ACTIVE
403530	ADEVA	ROXANNE	2002	F140	12	F	ACTIVE
1011803	ADLAKHA	AMIT	2002		11	M	ACTIVE

Figure 2 – Genesis Standard Screen Header

## Standard Header Elements:

1. School Year Selector – Drop down contains all school years for which there is available data.
2. School Selector – Select the active “default” school for the session
3. User Name/Web Desk icon – Displays user’s name
4. How Do I drop down – Display list of how do I topics for the screen
5. Standard Icon set, from left to right:
  - a. Printer Icon – only present on certain screens
  - b. Lock Screen icon – go to standby mode for Genesis.
  - c. Home icon – return to default entry screen
  - d. Toggle Left Side Menu – display or hide left side menu
  - e. Information Icon – General description of screen
  - f. Note Icon – User’s own notes about the screen.
  - g. Send Email icon – If email is configured, allows user to create a message
  - h. System Information Icon – Displays Genesis system information
  - i. Log out icon

### School Year Selector

Your Genesis installation may contain multiple years worth of data. If you have access to more than one year of data, the School Year Selector drop down will list multiple school years. You will be able to select your choice of school year. The 'default' choice will always be the current school year. Figure 3 shows the School Year selector displaying the available set of School Years:

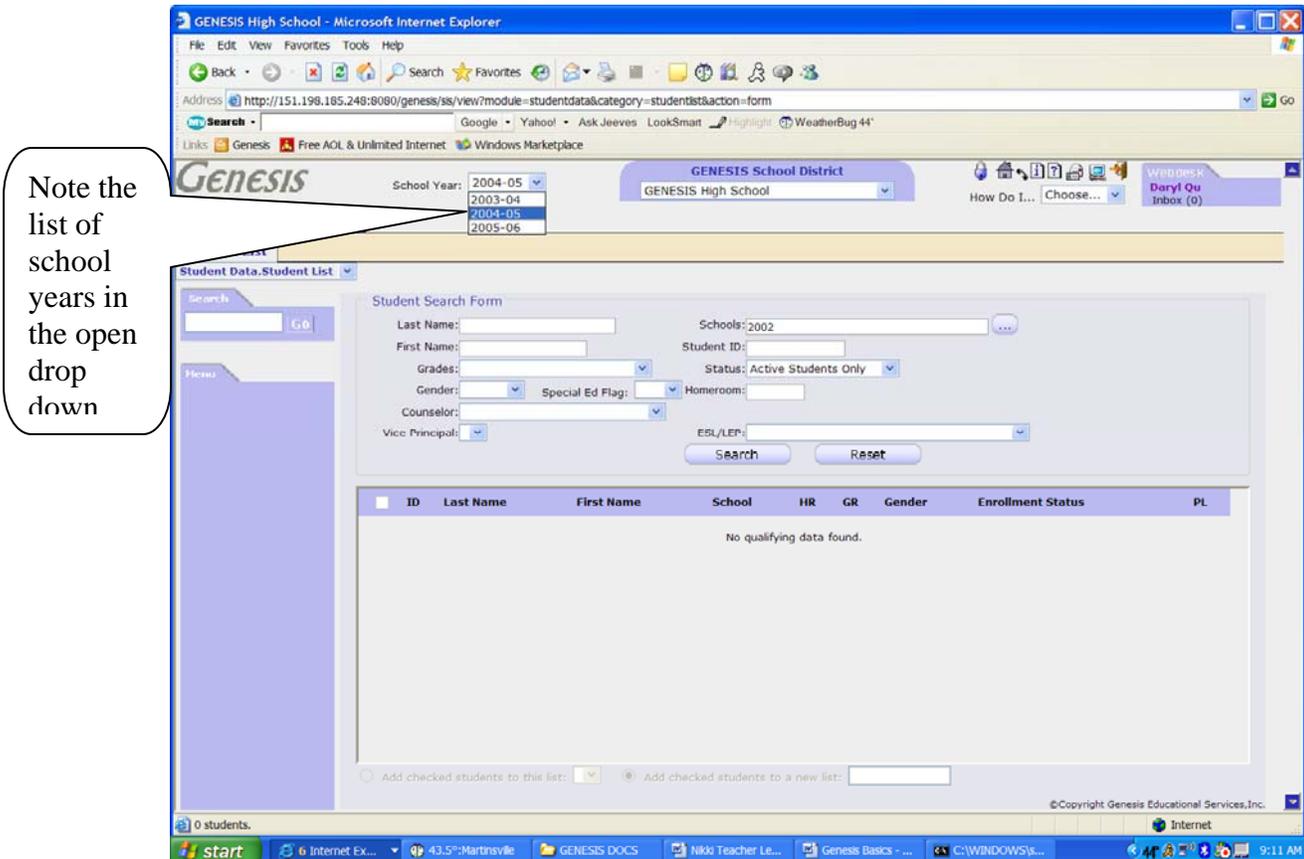


Figure 3 – School Year Selector showing list of available School Years

**NOTE:** When you login, the current school year will always be selected. As in the example above, the School Year Selector drop down will typically contain one or more prior school years, the current school year and, for setup, the next school year.

### School Selector

Genesis requires that you always have a single school selected as your 'current' school – current in the sense that you are working on data related to that school. Every user is assigned a 'default' school. Typically, this will be the school you work in, or spend the most time working on.

**NOTE:** *If you typically work across all schools in the district, you must always ensure that the correct school is selected for any task.*

## Selecting a School to Work On

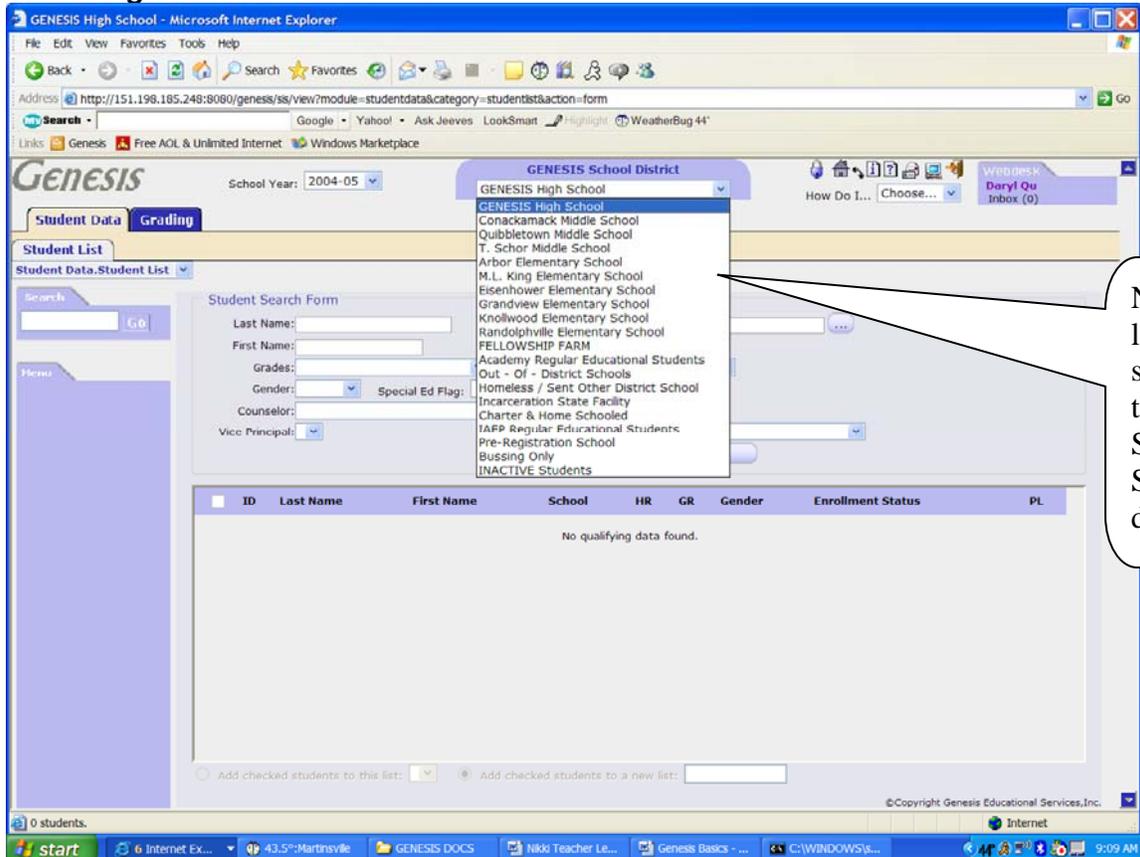


Figure 4 – School Selector showing list of possible schools

The example in Figure 4 shows the School Selector drop down open, displaying all the available schools. This list will typically include all the physical schools in the district and, in addition, special functional schools used by Genesis for special purposes.

**NOTE:** If you work only in a single school, you may never need to select any other. Ensure that your ‘default school’ is correctly set to the school you work in.

### User Name/Web Desk icon

The upper right corner of the Genesis screen contains the ‘Web Desk icon’. When you are logged in, the top line of this should show your name. If it does not, contact your System Administrator. This icon is ‘display only’ and cannot be clicked.

### The *How Do I?* Drop Down

## The 9 Genesis Icons

**Printer Icon** – The print icon is optional: when it appears on a page, it indicates that the page has a built-in report. See Chapter XX – Printing in Genesis.

**Lock Icon** - The Lock icon locks the Genesis screen so that no one can use it until you re-enter your password. This is a quick way to eliminate unauthorized access while you are busy with other tasks.

**Home Icon** – When clicked, the ‘Home’ icon returns you to your login screen.

**Toggle Left Side Menu Icon** – Clicking this icon toggles the Left Side Menu: the menu disappears if it is currently displayed and appears if it is currently not displayed. Figure 4 above shows the screen with the Left Side Menu displayed. Figure 5 below shows the screen with the Left Side Menu suppressed:

Note: No Left Side Menu

Figure 5 – Note the Absence of the Left Side Menu

**Information Icon** – The ‘Information Icon’ is designed to display any information regarding the current school. It is not yet functional.

**Note Icon** – This icon is not yet functional.

**Email Icon** – This icon is not yet functional.

**System Information Icon** – Clicking the System Information Icon brings up a system information popup. Note this popup in the illustration below. The system information popup contains information about the current state of the system and the current version of Genesis.

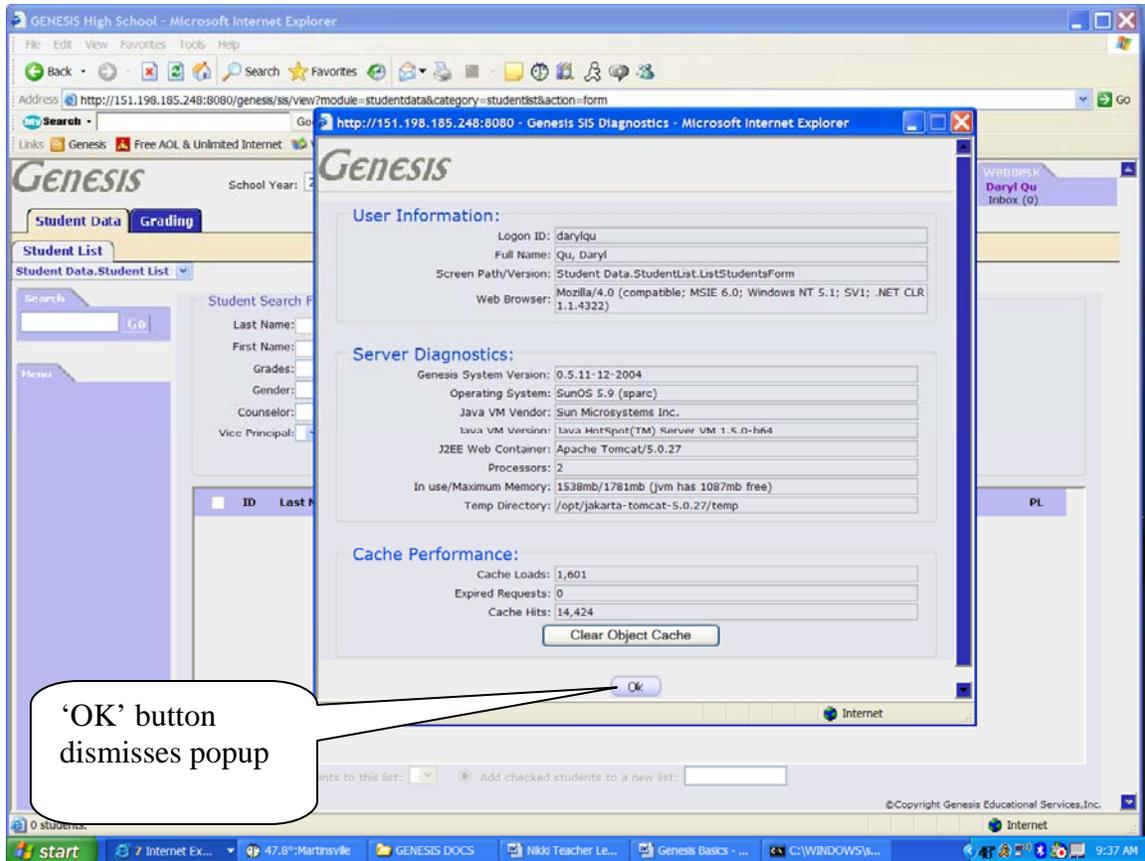


Figure 6 – School Selector showing list of possible schools

To dismiss the information popup, click the 'OK' button at the bottom of the popup.

**Log-out Icon** – The final icon immediately logs you out of Genesis. You are returned to the Genesis login page.

## Genesis Screen Basics

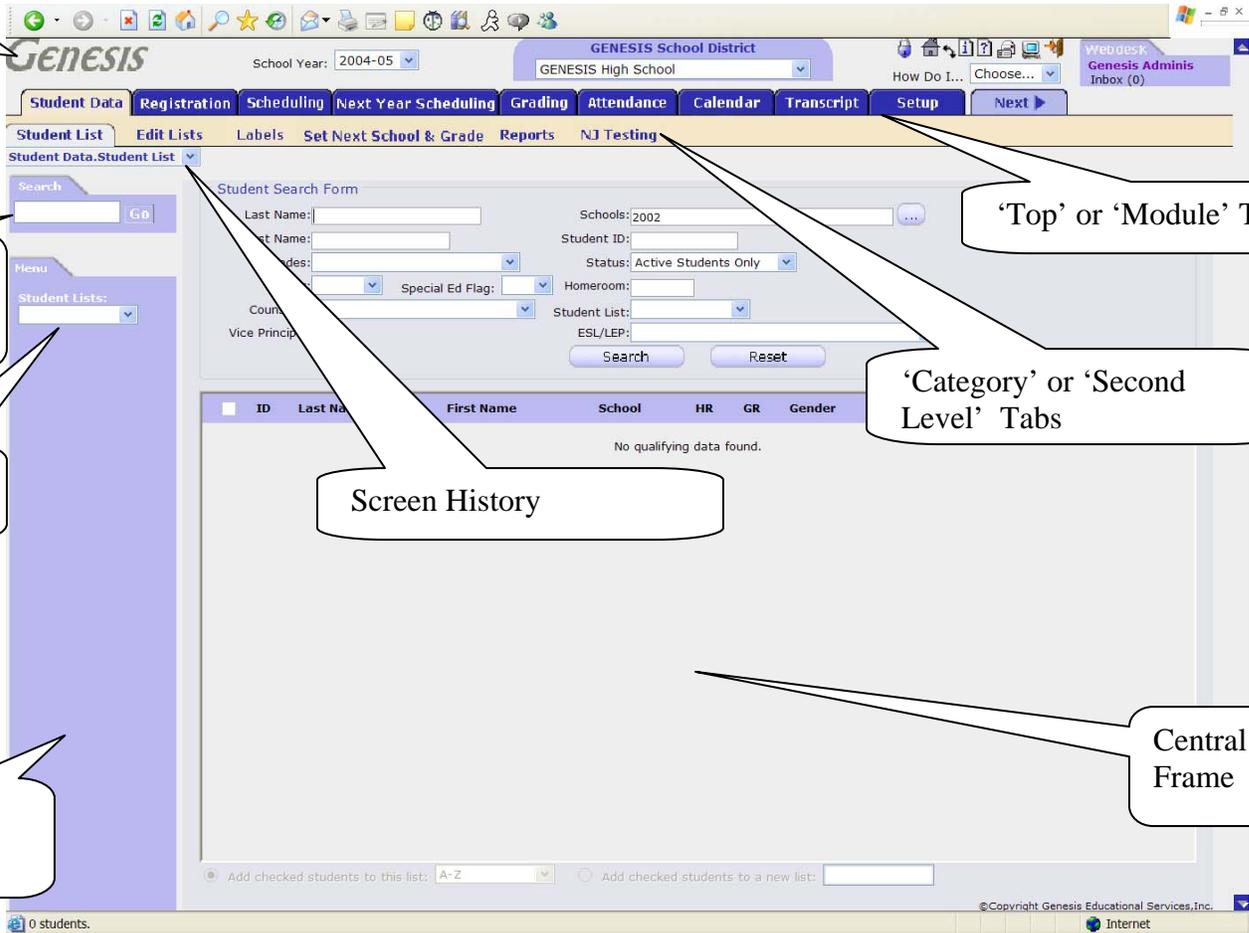


Figure 7 – Genesis Standard Screen Elements

**Standard Screen Elements**

1. Header – described above
2. Top or Module Tabs
3. Category or Second Level Tabs
4. Student Quick Search box
5. Student List selector
6. Left Side Menu
7. Central Frame

**Top Tabs (or Module Tabs)**

The top line of tabs identify the Genesis 'modules'. Each of these is a major set of functions. The set includes: **Student Data, Registration, Attendance, Grading, Attendance, Conduct, Transcripts** as well as the administrative Top Tabs **Administration, Setup, Core and Calendar**. You will most likely not see all, or even most, of these Top Tabs: You will only see the Top Tabs you have the security to access. Figure 3 below shows a Genesis screen with only three Top Tabs showing.

### Example of a User with Access to Two Top Tabs

Note:  
Only  
two  
Top  
Tabs

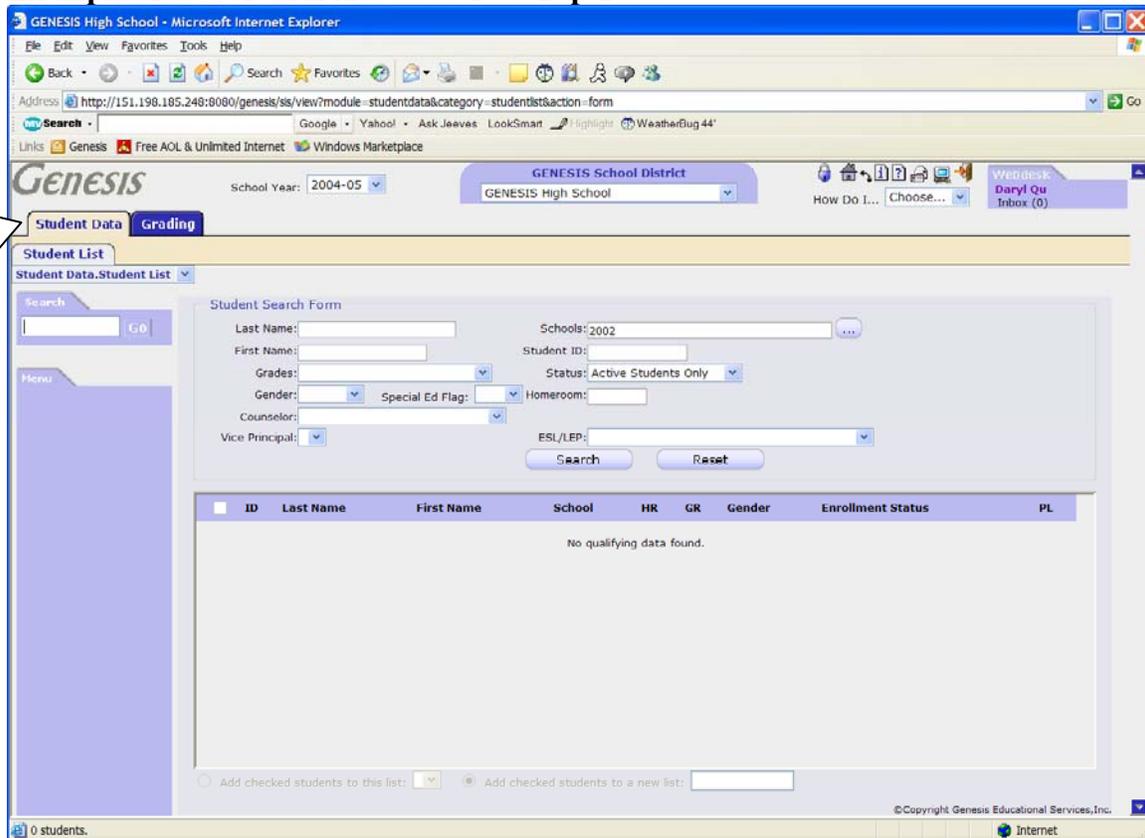


Figure 8 – Genesis Standard Screen Elements

The user logged in as part of Figure 3 has access to only two Top Tabs: **Student Data** and **Grading**. Note that in addition, the user has access to only a single Category Tab under the selected **Student Data** Top Tab.

#### Selecting a Top Tab

To select a tab, place the cursor over the tab and click. This selects the tab. The selected tab is displayed in a light tan color. Note that in Figure 3 above, '**Student Data**' is selected.

#### Category Tabs

The second level of tabs is the 'Category Tabs'. These represent the set of functions within the Top Tab Module. Each module has its own unique set of Category Tabs. You will see only those Category Tabs that you have security access to use.

#### Screen History and Back Button

At the top left side of the Genesis Screen, just below the Category Tabs, there is a '**Screen History and Back Button**'. This allows you to return to one of the last five Genesis screens that you visited. If the Genesis back button ("<<") is displayed, clicking it explicitly returns you to the last Genesis screen you visited. Figure 9 illustrates the **Screen History** drop down.

#### Screen History and Back Button

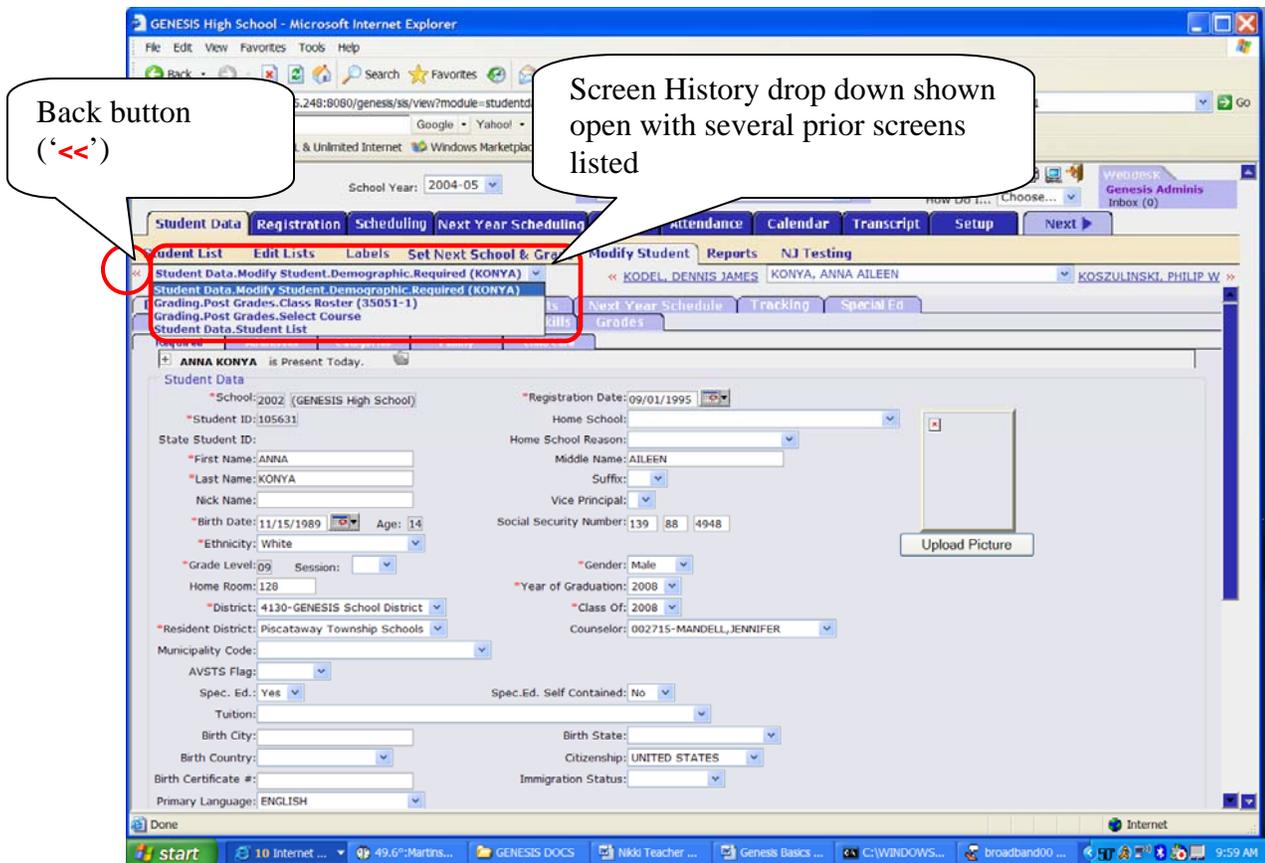


Figure 9 – Screen History and Back Button at left immediately below Category Tabs

### To Return to a Genesis Screen You Recently Visited:

1. Click the 'history' drop down at the upper left corner of the center frame.
2. Select the path to the screen you want to return to.
3. Click on that path.

### To Return to the Previous Genesis Screen You Visited:

1. Locate the Genesis "<<" (back) button at the to the left of the Screen History drop down. If the "<<" back button is not there, you cannot return to a previous screen.
2. Click on the "<<" back button.

### Left Side Menu

The **Left Side Menu** includes all the controls along the left side of the screen below the **Screen History** control. This includes the Menu itself, the **Student List** drop down and the **Student Quick Search Box**.

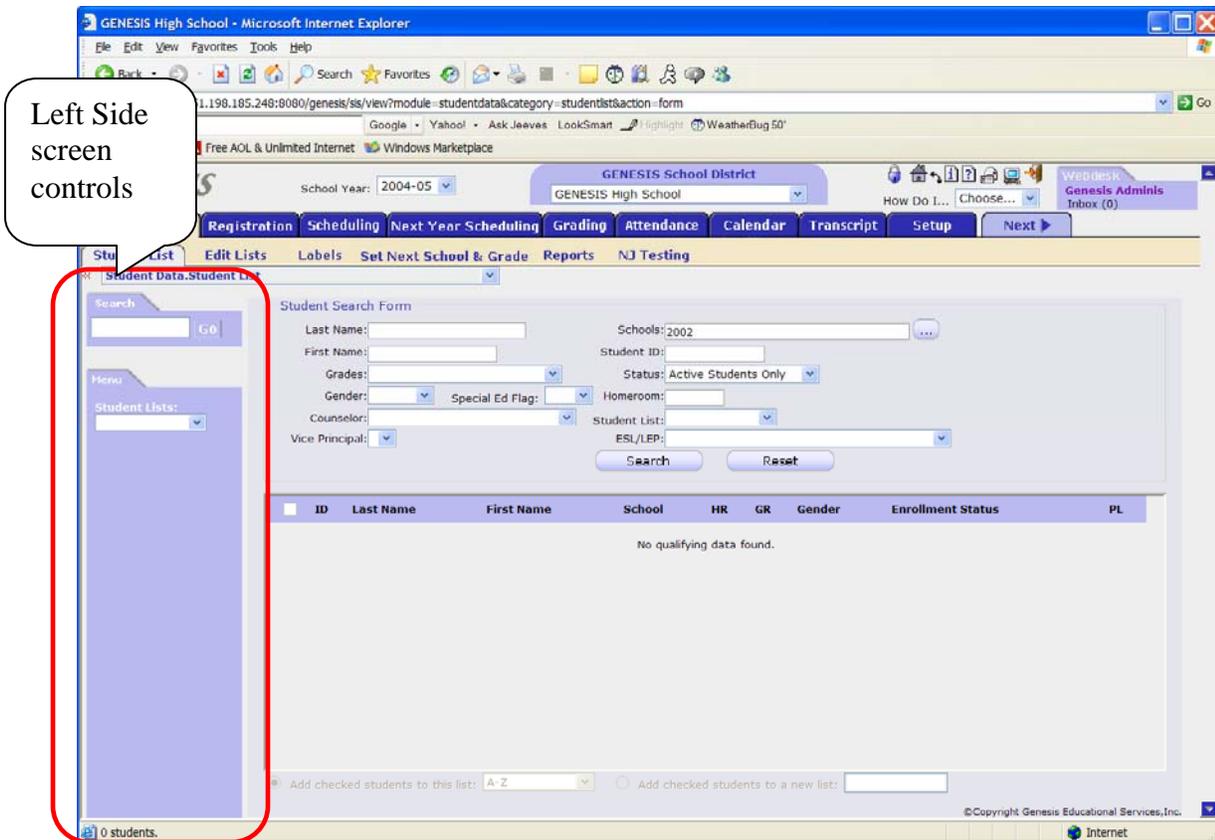


Figure 10 – Screen Shot Showing Left Side Menu, Student List drop down and Student Quick Search Box

#### Left Side Menu

The menu contains items on several screens. If you have any Student Lists, the **Student List** drop down is always displayed in the Left Side Menu.

#### Student List Drop Down

If you have created any Student Lists, the **Student List** drop down will always appear in the **Left Side Menu**. See Chapter XX – Accessing Student Data for details.

#### Student Quick Search Box

The **Student Quick Search Box** allows you to quickly bring up any student's record. If you enter a student's student-id into the quick search box and click the 'GO' button, the student's data is loaded into the central frame.

#### Central Frame

This area contains the Genesis functions.