

GENESIS GUIDE TO STUDENT SEARCHES and STUDENT LISTS

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Genesis School Year: 2007-08 Module: studentdata Genesis Township Schools Genesis High School How Do I... Webdesk Jan Russak Inbox (0)

Student Data Registration Scheduling Next Year Scheduling Grading Attendance Calendar Transcript Setup Next

Student List Edit Lists Labels Mass Change Next School & Grade Student Passes Lunch Letters Tuition Vehicles Reports

<< Student Data.Modify Student.Demographic.Required (Daily) >> Dailey, Fred Daily, Ed Daisev, George SHANNEE >>

Abbott Enrl Activities Athletics Attendance Audit Awards Basic Skills Bus Class Attendance Conduct Current Year Schedule Demographic Fines GPA

Gradebook Grades Honor Rolls LEP Tests Letters Medical Merits - Demerits Next Year Requests Next Year Schedule NJ Smart Notes Passes

Previous Schools Report Card STW Special Ed Sports Elig. Sports Int. State Tests Testing Tracking Transcript User Flags User Text VEDS Vehicles

Required Addresses Categories Family Child Care

Daily, Ed *Tardy (Unexcused) 09:30AM*

Student Data

*School: 2002 (Genesis High School) *Registration Date: 09/06/1995

*Student ID: 504495 State Student ID:

Home School: District: 4130-Genesis Township Schools Home School Reason:

*First Name: Ed Middle Name:

*Last Name: Daily Suffix:

Nick Name: Vice Principal: Arndt, Larry

*Birth Date: 08/10/1989 Age: 18 Social Security Number: 123 45 6789

White Black Hispanic American Indian / Alaskan Asian Hawaiian native/other Pacific Islander

*Ethnicity: *Gender: Male

*Grade Level: 12 Session: Career:

Home Room: 181 High School Entry: 09/02/2003

*Class Of: 2007 *Year of Graduation: 2007

*Resident District: Piscataway Township, School: 050 CHANGE Counselor: 002716-Allen, Myron

Municipality Code: Scheduling Team:

Shared Time: Spec. Ed. Yes

Spec. Ed. Self Contained: No

Tuition: CHANGE Birth City: Somerville Birth State: NJ-New Jersey

Birth Country: United States Citizenship: United States

Birth Certificate #: Immigration Status:

Primary Language: Home Language:

US Entry Date: 07/02/2007 Date of Graduation: 06/27/2008

Original Entry In School: Original Entry In District: 09/06/1995

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I. Student Searches and Student Lists in Genesis

Genesis has various ways for you to search for students.

This document concentrates on the search screens in Genesis which include “student list” controls:

- **Student Data→Student List→Student Search** screen – Search for students by basic demographic criteria
- **Student Data→Student List→Address Search** screen – Search for students by family code, address and contact information
- **Student Data→Student List→Grade Search** screen – Search for students by grading information
- **Athletics→Student List** screen – Search for students
- **Nurses→Student List** screen – Search for students by various medical related criteria.

The first four screens are described in this document. The Nurse’s search screen, because it concentrates on medical criteria is not included here.

II. Searching for Students

A. The Student Data Student List Student Search Screen

This “search by student data elements” screen allows you to search by basic demographic information such as name, gender, grade level, as well as by guidance counselor, homeroom, special ed flag, status (active or inactive) and “next year” assignments.

Student Data→Student List→Student Search

The screenshot shows the 'Student Search' screen within the Genesis Student Information System. The interface includes a navigation menu at the top with options like 'Student Data', 'Registration', 'Scheduling', etc. The search form contains the following fields:

- Last Name: dai*
- First Name: (empty)
- Grades: (dropdown)
- Gender: (dropdown)
- Counselor: (dropdown)
- Vice Principal: (dropdown)
- Next School: (dropdown)
- Next Grade: (dropdown)
- Schools: 2002
- Student ID: (input)
- Status: Active Students Only
- Homeroom: (dropdown)
- Team: (dropdown)
- Student List: (dropdown)
- ESL/LEP: (dropdown)
- Next Counselor: (dropdown)
- Next Team: (dropdown)

Buttons for 'Search' and 'Reset' are present. A 'More Search Options...' link is also visible. Below the form is a table with the following data:

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
1013781	Dailey	Fred	2002			12	M	ACTIVE	
504495	Daily	Ed	2002		181	12	M	ACTIVE	ICT
1012100	Daisey	George S	2002			09	F	ACTIVE	

At the bottom, there are options to 'Add checked students to this list' (set to '9G') and 'Add checked students to a new list'. The status '3 Students.' is shown. The system is identified as 'Genesis Educational Services, Inc.' with a copyright notice.

Figure 1 – The Student Data→Student List→Student Search screen

The Student Data→Student List→Student Search screen includes search criteria on basic demographic and school information.

The various search criteria can be combined for more precise searches.

There is a “[more search options...](#)” button that expands the options to include additional fields to search on.

When a search is done, how long do the search results last?

Once you do a search on this screen, that search is repeated every time you return to this screen during your ongoing Genesis session *until* you click the “Reset” button and do another search. That is, your search results show up on this screen until you either logout or do another search.

Search Options

The basic set of search options includes the following fields:

- **Schools** – This defaults to the currently selected school (in the Genesis header) but can be set to any collection of schools. Use the “...” button to select additional schools. Blank out this field to search through all schools.
- **Last Name** – The students’ lastname. The “*” is a wild card character – see Example 1 below.
- **First Name** – The students’ firstname. The wild card character can also be used in this field.
- **Student ID** – The students’ numeric student id.
- **Grades** – Blank for all grade levels, or select 1 grade (e.g. 10th).
- **Status** – “Active”, “Inactive” or “All students”. The default is “Active” – the students now in the district.
- **Gender** – “Female” or “Male”
- **Special Ed** – The options are “yes” and “no” and correspond to the students’ “Special Ed” flag.
- **Homeroom** – Student homeroom.
- **Vice Principal** – If students are assigned to Vice Principals, this will locate all students assigned to one Vice Principal.
- **Counselor** – Locates students assigned to a guidance counselor.
- **ESL/LEP Status** – Locate students by their ESL/LEP status
- **Next School** – Once “next year’s school” has been assigned, locates students by their assignment.
- **Next Grade** – Locate students by their next grade
- **Next Counselor** – Locate students by their next counselor
- **Next Team** – If students are sorted into teams, locate a student by their next team.

The search criteria can be added together: if a field is left blank it is ignored, but all fields that are set are combined together to perform the search.

The next pages provide a series of examples.

Figure 2 – The Student Data→Student List→Student Search screen showing the expanded set of search options after clicking the “More Search Options...” link

Example 1: Search by Student Last Name

Searching by student name returns all students who match the name, or name *pattern*. The asterisk “*” is a wild card character and will match any name or part of a name.

Student Data→Student List→Student Search – Search Criteria: Lastname=da*

The screenshot shows the 'Student Search' form with the following search criteria: Last Name: da*, Schools: 2002, Status: Active Students Only. The results table below shows the following data:

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
1000047	Daal	Omar	2002		D243	12	F	ACTIVE	MD
1012093	Dade	Paul	2002			09	F	ACTIVE	
1013781	Dailey	Fred	2002			12	M	ACTIVE	
504495	Daily	Ed	2002		181	12	M	ACTIVE	ICT
1012100	Daisey	George S	2002			09	F	ACTIVE	
1012102	Dalena	Pete M	2002			11	F	ACTIVE	IR
1000053	Daley	Bud A	2002			12	M	ACTIVE	
1012106	Daley	Pete K	2002			10	M	ACTIVE	ICA
1012116	Damon	Johnny J	2002		C164	09	F	ACTIVE	
504494	Damrau	Harry E	2002		GYM-A	12	M	ACTIVE	RPR
1012118	Dandridge	Ray G	2002		206	09	M	ACTIVE	
1012117	Daney	Art F	2002		D237	10	F	ACTIVE	
1012125	Danning	Ike T	2002			09	M	ACTIVE	RPI
1012128	Danzig	Babe	2002			12	M	ACTIVE	
1012132	Darling	Ron A	2002			09	F	ACTIVE	

Figure 3 – The Student Data→Student List→Student Search screen – The search returned all students whose last name began with the letters “Da”

Search by Student Last Name

A search by student name returns all the address and basic demographic information for that student. The search is “case insensitive” – you do not need to capitalize letters. The asterisk wild card character allows you to match parts of students’ names. As in the above example, the pattern “da*” matches all students whose name begins with the letters “da”.

Student List Controls

The controls at the bottom of the screen include the following:

- **Add checked students to this list** – This allows you to add the checked *students* to an existing student list.
- **Add checked students to a new list** - This allows you to create a new student list and add the checked students to it.

Example 2: Search by Grade Level and Gender

Searching by Grade Level and Gender returns all address students who match the selected grade level (e.g. Grade=10) and gender (e.g. Gender=F).

Student Data→Student List→Student Search – Search Criteria: Grade=12, Gender=Female

The screenshot shows the 'Student Search' form with the following criteria: School: 2002, Grades: 12 (Grade 12), Gender: Female, Status: Active Students Only. The search results table is as follows:

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
105265	Aberson	Cliff	2002			12	F	ACTIVE	
105268	Acevedo	Jose	2002			12	F	ACTIVE	
105272	Acre	Mark J	2002			12	F	ACTIVE	
105274	Adams	Bobby G	2002			12	F	ACTIVE	
105283	Affeldt	Jeremy J	2002			12	F	ACTIVE	IR
105287	Ainsworth	Kurt L	2002			12	F	ACTIVE	
105288	Aiton	George A	2002			12	F	ACTIVE	
105289	Alba	Gibson T	2002			12	F	ACTIVE	
105291	Albright	Jack M	2002			12	F	ACTIVE	
105294	Aldrete	Mike	2002			12	F	ACTIVE	
105297	Alexander	Hugh F	2002			12	F	ACTIVE	
1004218	Allie	Gair A	2002			12	F	ACTIVE	
105326	Amaro	Ruben	2002			12	F	ACTIVE	
105320	Anderson	Dave T	2002			12	F	ACTIVE	
105321	Anderson	Garret T	2002			12	F	ACTIVE	
105327	Anderson	Case C	2002			12	F	ACTIVE	

Figure 4 – A search by grade level and gender returns all students in the selected school who match the criteria – in this case, 10th grade girls

Printing the List

A printer icon appears when there is at least one Student listed on this screen. Clicking the printer icon will produce a “Student List” report. An example is shown below.

Included in the Student List report are the students’ ID, name, school code, homeroom, grade, gender, status and Special Ed indicator.

Student List

ID	Last Name	First Name	School	HR	GR	Gender	Status	PL
1004155	Adams	Babe	2002	143	10	F	ACTIVE	
1000012	Alcock	Scotty	2002	109	10	F	ACTIVE	
1000797	Atchley	Justin	2002	GYM-P	10	F	ACTIVE	RPI
1004367	Augustine	Jerry	2002	141	10	F	ACTIVE	
1009960	Baker	Ernie	2002	GYM-A	10	F	ACTIVE	
1010082	Barnicle	George	2002	A002	10	F	ACTIVE	
1000831	Barragan	Cuno	2002	B140	10	F	ACTIVE	
1011065	Barragan	Cuno	2002	D272	10	F	ACTIVE	
505676	Barrett	Marty	2002	A001	10	F	ACTIVE	
1004497	Bartosch	Dave	2002	120	10	F	ACTIVE	
1010240	Beckman	Jim	2002	D271	10	F	ACTIVE	
1010245	Beecher	Ed	2002	218	10	F	ACTIVE	
1010255	Belcher	Kevin	2002	147	10	F	ACTIVE	
1010273	Bell	Rob	2002	146	10	F	ACTIVE	
1010308	Benton	Rube	2002	120	10	F	ACTIVE	
1000864	Berenyi	Bruce	2002	147	10	F	ACTIVE	
105796	Bergman	Sean	2002	140	10	F	ACTIVE	
1004877	Billingsley	Brent	2002	107	10	F	ACTIVE	
1010397	Bissonette	Del	2002	140	10	F	ACTIVE	
1010438	Blanco	Henry	2002	C103	10	F	ACTIVE	
1000894	Blanks	Larvell	2002	A002	10	F	ACTIVE	
1005052	Bohn	Charlie	2002	D271	10	F	ACTIVE	
1005055	Bokelmann	Dick	2002	GYM-P	10	F	ACTIVE	
105599	Bolden	Bill	2002	D233	10	F	ACTIVE	
1005096	Bong	Jung	2002	D271	10	F	ACTIVE	

Figure 5 – Sample Student List Report – to return to Genesis, please click the browser back button

Example 3: Search by Guidance Counselor and Homeroom

Search criteria can be added together by selecting or entering values in multiple fields.

Student Data→Student List→Student Search – Search Criteria: Counselor="Anderson, Mike" Homeroom="221"

The screenshot shows the 'Student Search' form in the Genesis Student Information System. The form is titled 'Student Search Form' and includes the following fields and values:

- Schools: 2002
- Student ID: (empty)
- Status: Active Students Only
- Grades: 12 (Grade 12)
- Gender: Female
- Special Ed Flag: (empty)
- Homeroom: 221
- Team: (empty)
- Counselor: Anderson, Mike
- Student List: (empty)
- Vice Principal: (empty)
- ESL/LEP: (empty)
- Next School: (empty)
- Next Grade: (empty)
- Next Counselor: (empty)
- Next Team: (empty)

Buttons for 'Search', 'Reset', and 'More Search Options...' are visible. Below the form is a table with the following data:

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
<input type="checkbox"/> 105413	Barber	Steve P	2002		221	12	F	ACTIVE	

At the bottom of the form, there are radio buttons for 'Add checked students to this list: 9G' and 'Add checked students to a new list:'. The status bar at the bottom indicates '1 Students' and '© Copyright Genesis Educational Services, Inc.'.

Figure 6 – The Student Data→Student List screen illustrating search criteria being “added” together

Search Criteria are Additive

When values are selected for more than one of the fields, the values are “added” together – the students must match **all** the specified criteria to be selected. If you select the name “Anderson, Mike” from the list of Guidance counselors and the homeroom “221”, the students must both be in Homeroom 221 **and** have “Anderson, Mike” as their counselor to be selected.

Example 4: Search by Student List

Once you have created at least one student list, a “student list” drop down appears and you can search for students on a selected student list.

Student Data→Student List→Student Search – Search Criteria: Student List=“Band”

The screenshot shows the Genesis Student Information System interface. The top navigation bar includes 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next...'. The 'Student List' dropdown is open, showing 'Band' as the selected option. The search results table below shows a list of students with columns for ID, Last Name, First Name, School, Team, HR, GR, Gender, Enrollment Status, and PL.

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
505261	Maas	Kevin B	2002		208	11	M	ACTIVE	
450823	Mabry	John W	2002			09	F	ACTIVE	
505265	MacCormack	Frank A	2002		177	11	M	ACTIVE	
505272	MacFarlane	Mike	2002		202	11	F	ACTIVE	
1001473	Macha	Ken J	2002		C149	10	F	ACTIVE	
1001474	Machado	Robert	2002			12	F	INACTIVE	
505276	Macias	Jose	2002			11	M	ACTIVE	
505279	Mack	Earle	2002		220	11	F	ACTIVE	
505271	Mack	Joe	2002		C147	11	M	ACTIVE	
505267	Mack	Shane	2002		C152	11	F	ACTIVE	
505268	Mackiewicz	Felix O	2002		D236	11	M	ACTIVE	
1001479	Mackinson	John F	2002		202	12	F	ACTIVE	
505280	Macleod	Billy C	2002		D244	11	M	ACTIVE	OD
505285	MacPhail	Lee	2002		C147	11	F	ACTIVE	
404177	Macwhorter	Keith M	2002		172	10	M	ACTIVE	

Figure 7 – The Student Data→Student List screen showing the location of the “Student List” drop down

Search by Student List clears all other fields

Searching by student list is different from all other searches on this screen. When you select a student list, all the other search fields are cleared – set to blanks. **Only** the students on the list are located; all other search criteria were cleared out when the list name was selected.

If you **add search criteria after** you select a student list, the new search criteria is applied only to the student list itself:

- If you select a student list **and then** you set Lastname=“M*” only the students **on the list** whose last name starts with “M” will be selected.
- If you select a student list **and then** you select Grade=“10”, then the 10th graders **on the list** will be selected.
- If you select a student list **and then** you select HR=122 only the students in HR 122 who happen to be on the list will be selected.
- If you select a student list **and then** you select Gender=Female and Status=Active the ACTIVE, girl students will be selected from the list.

B. The Student Data Student List Address Search Screen

This “search by address or contact” screen allows you to search by address and contact information as well as by Family Code.

Student Data→Student List→Address Search

The screenshot shows the 'Address Search' screen within the Genesis Student Information System. The top navigation bar includes 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next...'. The 'Student List' tab is active. The search form contains the following fields and controls:

- Student Last Name:
- Student First Name:
- Student Nickname:
- Street:
- Phone:
- Contact Type:
- Student List:
- Relationship:
- Schools:
- Student ID:
- Contact Name:
- City:
- Family Code:
- Address Type:
- One Record per Student:

Buttons for 'Search' and 'Reset' are located below the form. Below the form is a table with the following columns: ID, Student Name, Family, Contact Type, Contact Name, Phone, Address Type, Address, and Email. The table is currently empty and displays the message 'No qualifying data found.' At the bottom of the screen, there are controls for adding checked students to a list and a family code.

Figure 9 – The Student Data→Student List→Address Search screen

The [Student Data→Student List→Address Search](#) screen includes search criteria on address and contact fields, as well as by Family Code.

A search on a student’s name will return all address and contacts as separate records.

A search on a Family Code returns all address and contacts for all students who share that code.

A search on a Street Name will return all address and contact information for all students with an address on that street.

As on the [Student Data→Student List→Student Search](#) screen, students can be added to a student list from this screen. In addition a new “[Add checked student to family code](#)” control allows you to mass assign selected students the same Family Code. If this control is missing, you do not have permission to use it.

As always, criteria can be combined for more precise searches.

Example 1: Search by Student Name

Searching by student name returns all address and contact information for the student.

Student Data→Student List→Address Search – Search Criteria: Lastname=Dai*

The screenshot shows the Genesis Student Information System interface. The browser address bar displays the URL: <http://genesis.genesisedu.com/demo/sis/view/module=studentdata@category=addresslist@action=form>. The page title is "Genesis High School - Windows Internet Explorer". The interface includes a navigation menu with tabs for Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next. The "Student Data" tab is active, and the "Address List" sub-tab is selected. The "Address and Contact Search Form" is displayed, with the search criteria "Student Last Name: dai*" entered. Below the form is a table of search results.

ID	Student Name	Family	Contact Type	Contact Name	Phone	Address Type	Address	Email
<input type="checkbox"/> 504495	Daily, Ed	1731	Home Telephone	Frank Daily	908-435-1987	Father	133 BOUND BROOK AVE, Apt. 15E Franklin, NJ 07654	
<input type="checkbox"/> 504495	Daily, Ed	1731	Fathers Work	Cursory Industries	908-676-1452 xx-52	Father	133 BOUND BROOK AVE, Apt. 15E Franklin, NJ 07654	
<input type="checkbox"/> 504495	Daily, Ed	1731	Home Telephone	Mrs. Mary Daily	732-555-1515	Legal Residence	123 BEHMER RD, Apt. 3-E PISCATAWAY, NJ 06851	
<input type="checkbox"/> 504495	Daily, Ed	1731	Mothers Cell	Mary Daily	732-876-6543	Legal Residence	123 BEHMER RD, Apt. 3-E PISCATAWAY, NJ 06851	
<input type="checkbox"/> 504495	Daily, Ed	1731	Mothers Work	Darcy Pharmacy	732-565-1211	Legal Residence	123 BEHMER RD, Apt. 3-E PISCATAWAY, NJ 06851	
<input type="checkbox"/> 504495	Daily, Ed	1731	Emergency Telephone 1	Mrs. Smith - Neighbor	732-654-3211	Legal Residence	123 BEHMER RD, Apt. 3-E PISCATAWAY, NJ 06851	
<input type="checkbox"/> 504495	Daily, Ed	1731	WORK/HOME EMAIL	mdaily@isp.org		Legal Residence	123 BEHMER RD, Apt. 3-E PISCATAWAY, NJ 06851	

At the bottom of the screen, there are controls for adding checked students to a list, a new list, or a family code. The text "7 records found for 1 students." is displayed at the bottom left, and the copyright notice "© Copyright Genesis Educational Services, Inc." is at the bottom right.

Figure 10 – The Student Data→Student List→Address Search screen returns all Address and Contact Information for a Student when the criteria is a student (or students) name

Search by Student Name

A search by student name returns all the address and contact information for that student. Each **contact** on each address is returned as a separate line in the list. The address type is identified, as is the street address, phone and email for the contact.

The controls at the bottom of the screen include the following:

- **Add checked students to this list** – As on the screen, this allows you to add the checked **students** to an existing student list.
- **Add checked students to a new list** - As on the screen, this allows you to create a new student list and add the checked students to it.
- **Add checked students to family code** – Assign the same Family Code to all the checked students.

Note that although the list displays **Contacts** the student list and family code controls at the bottom operate on **Students**.

Example 2: Search by Family Code

Searching by Family Code returns all address and contact information for students “in the Family”.

Student Data→Student List→Address Search – Search Criteria: Family Code=1721

The screenshot shows the Genesis Student Information System web interface. The search criteria are set to Family Code: 1721. The search results table is as follows:

ID	Student Name	Family	Contact Type	Contact Name	Phone	Address Type	Address	Email
<input type="checkbox"/> 1003808	Widmar, Al	1721	Emergency Telephone 1	Mrs. Widmar	732-555-1212	Legal Residence	6 THIRD ST PISCATAWAY, NJ 06855	
<input type="checkbox"/> 1003808	Widmar, Al	1721	Home Telephone	Mrs. Widmar	732-555-1212	Legal Residence	6 THIRD ST PISCATAWAY, NJ 06855	
<input type="checkbox"/> 1003821	Williams, Dave	1721	Emergency Telephone 2	Mrs. Williams	732-555-1212	Legal Residence	18 CLARA DR PISCATAWAY, NJ 06851	
<input type="checkbox"/> 1003821	Williams, Dave	1721	Emergency Telephone 1	Mrs. Williams	732-555-1212	Legal Residence	18 CLARA DR PISCATAWAY, NJ 06851	
<input type="checkbox"/> 1003821	Williams, Dave	1721	Home Telephone	Mrs. Williams	732-555-1212	Legal Residence	18 CLARA DR PISCATAWAY, NJ 06851	

At the bottom left of the screen, there is a count of the number of Contacts and number of Students appearing in the list. This text appears beneath the “student list” controls.

5 records found for 2 students.

Figure 11 – A search by Family Code returns all address and contact information for all students designated by the same Family Code

Search by Family Code

A search by family code returns all the address and contact information for all students who share the same code.

Number of Contacts vs. Number of Students in the List

At the very bottom left of the screen there is a count of the number of Contacts and number of Students appearing in the list. This text appears beneath the “student list” controls.

Printing the List

A printer icon appears when there is at least one Contact listed on this screen. Clicking the printer icon will produce an “Address and Contact” report. An example is shown in Figure 8 below.

Example 3: Search by Phone Number

Searching by Phone Number returns all **contacts** which share that phone number.

Student Data → Student List → Address Search – Search Criteria: Phone Number=732-555-1212

The screenshot shows the Genesis Student Information System interface. At the top, there are navigation tabs for Student Data, Grading, Attendance, and Gradebook. Below these are sub-tabs for Student List, Address List, Edit Lists, Labels, and Reports. The main area is titled "Address and Contact Search Form" and contains several input fields: Student Last Name, Student First Name, Contact Name, Street, Phone (732 555), Schools (2002), Student ID, City, Family Code, Contact Type (All Contacts), and Address Type (All Addresses). There are "Search" and "Reset" buttons. Below the form is a table with the following columns: ID, Student Name, Family, Contact Type, Contact Name, Phone, Address Type, Address, and Email. The table contains 2662 records, all with the phone number 732-555-1212. At the bottom, there are radio buttons for "Add checked students to this list" and "Add checked students to a new list" with an "Ok" button. The footer shows "6,774 records found for 2662 students." and "©Copyright Genesis Educational Services, Inc."

ID	Student Name	Family	Contact Type	Contact Name	Phone	Address Type	Address	Email
1009649	Aardsma, David		Emergency Telephone 1	Mrs. Aardsma	732-555-1212	Legal Residence	8 PLUMLEY CI PISCATAWAY, NJ 06851	
1009649	Aardsma, David		Home Telephone	Mrs. Aardsma	732-555-1515	Legal Residence	8 PLUMLEY CI PISCATAWAY, NJ 06851	
105259	Aaron, Hank	251	Home Telephone	Mrs. Aaron	732-555-1212	Legal Residence	33 2ND AVE PISCATAWAY, NJ 06851	
1004129	Aaron, Tommie	1701	Home Telephone	Mrs. Aaron	732-555-1212	Legal Residence	64 MURRAY AVE PISCATAWAY, NJ 06851	
105260	Abadie, John	2022	Home Telephone	Mrs. Abadie	732-555-1212	Legal Residence	21 OSBORNE AVE APT 2 PISCATAWAY, NJ 06855	
1004131	Abbey, Bert	1701	Home Telephone	Mrs. Abbey	732-555-1212	Legal Residence	2 WATERING LANE PISCATAWAY, NJ 06850	
1000755	Abbott, Ody	3699	Home Telephone	Mrs. Abbott	732-555-1212	Legal Residence	97 TAYLOR AVENUE #3 PISCATAWAY, NJ 06854	
1004137	Abernathie, Bill	2124	Emergency Telephone 1	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Emergency Telephone 2	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Mothers Work	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Fathers Cell	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Home Telephone	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Mothers Cell	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
105265	Aberson, Cliff	1251	Home Telephone	Mrs. Aberson	732-555-1212	Legal Residence	50 FAIRVIEW APT 1F PISCATAWAY, NJ 06850	
105265	Aberson, Cliff	1251	Emergency Telephone 1	Mrs. Aberson	732-555-1212	Legal Residence	50 FAIRVIEW APT 1F PISCATAWAY, NJ 06850	
1000747	Abreu, Joe	1367	Home Telephone	Mrs. Abreu	732-555-1212	Legal Residence	15 ROBBINS SQUARE EAST PISCATAWAY, NJ 06854	
105268	Acevedo, Jose	2019	Fathers Work	Mrs. Acevedo	732-555-1212	Legal Residence	4 ELM ST A.7	

Figure 12 – A search by Phone Number returns Contacts which share that same phone number (note the absent Family Code assignment control)

Search by Phone Number

A search by Phone Number returns contact information for all students who have a Contact with that same phone number. Only those **Contacts** that match the phone number search are shown.

The phone number must match the specified number exactly.

Permission to Assign Family Codes

In Figure 4 above, the user does not have permission to assign Family Codes. As a result, the Family Code assignment control, at the bottom right of the screen, has been suppressed. The user can still create and add students to Student Lists.

Example 4: Search by Street Name

Searching by street name returns all **Contacts** on all Addresses which are located on that street.

Student Data → Student List → Address Search – Search Criteria: Street Name=Katy*

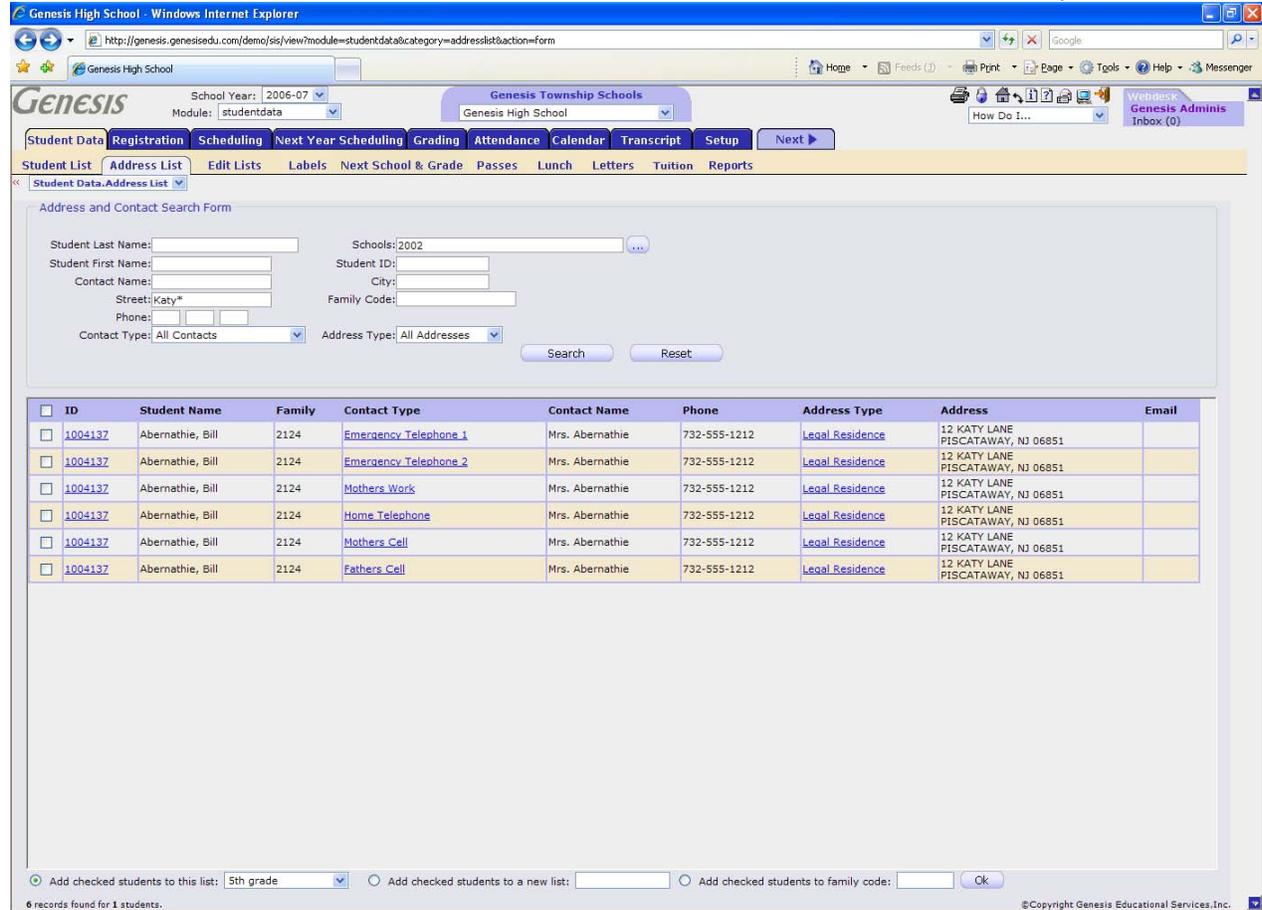


Figure 13 – A search by Street Name returns all Contacts for Addresses which share that street name

Search by Street Name

A search by street name returns contact information for all students who have a Contact with that same phone number. Only those **Contacts** that match the phone number search are shown.

Please note that the street name must be an exact match OR must use the wild card character to match the street name. For example “Katy Ln” will **not** match an address of “Katy Lane”. A good way to search is by using the wild card character to match the “street type” – “Katy L*” will match both “Katy Lane” and “Katy Ln”.

Example 5: Search by Address Type

Searching by Address Type (e.g. “Mother’s Work”) returns all Contacts for all Addresses of the specified type. Searching by Contact Type (e.g. “Email”) returns all matching Contacts.

Student Data→Student List→Address Search – Search Criteria: Address Type=Legal Residence, Contact Type=Home

The screenshot shows the Genesis Student Information System interface. The search criteria are set to 'Legal Residence' for Address Type and 'All Contacts' for Contact Type. The results table shows 6 records for student 1004137, all with 'Legal Residence' address type and various contact types.

ID	Student Name	Family	Contact Type	Contact Name	Phone	Address Type	Address	Email
1004137	Abernathie, Bill	2124	Emergency Telephone 1	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Emergency Telephone 2	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Mothers Work	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Home Telephone	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Mothers Cell	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	
1004137	Abernathie, Bill	2124	Fathers Cell	Mrs. Abernathie	732-555-1212	Legal Residence	12 KATY LANE PISCATAWAY, NJ 06851	

Figure 14 – A search by Address Type returns all Contacts for Addresses of the specified type

Search by Address Type

A search by Address Type returns all Contacts for all Addresses which match the selected type.

Additionally, you can specify the Contact Type you want. For example, searching for the “Home” Contact on the “Legal Residence” Address Type should return 1 contact per student.

Example 6: Print the List of Contacts

The list of returned Contacts can be printed via the Printer Icon that appears once a list is displayed.

Student Data → Student List → Address Search – Search Criteria: Last Name=Dal*

The screenshot shows the Genesis Student Information System interface. At the top, there are navigation tabs for Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next. Below these are sub-tabs for Student List, Address List, Edit Lists, Labels, Next School & Grade, Passes, Lunch, Letters, Tuition, and Reports. The main area is titled 'Address and Contact Search Form' and contains search criteria: Student Last Name: dal*, Schools: 2002, Student ID, Contact Name, City, Street, Family Code, Phone, Contact Type: All Contacts, and Address Type: All Addresses. There are Search and Reset buttons. Below the form is a table with 13 records found for 3 students. The table has columns for ID, Student Name, Family, Contact Type, Contact Name, Phone, Address Type, Address, and Email. At the bottom, there are options to add checked students to a list, a new list, or a family code, with an Ok button. The footer shows '13 records found for 3 students.' and '©Copyright Genesis Educational Services, Inc.'

ID	Student Name	Family	Contact Type	Contact Name	Phone	Address Type	Address	Email
1012102	Dalena, Pete	4352	Emergency Telephone 2	Mrs. Dalena	732-555-1212	Legal Residence	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete	4352	Emergency Telephone 1	Mrs. Dalena	732-555-1212	Legal Residence	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete	4352	Mothers Work	Mrs. Dalena	732-555-1212	Legal Residence	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete	4352	Mothers Cell	Mrs. Dalena	732-555-1212	Legal Residence	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete	4352	Home Telephone	Mrs. Dalena	732-555-1212	Legal Residence	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012106	Daley, Pete	1516	Fathers Cell	Mrs. Daley	732-555-1212	Legal Residence	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1012106	Daley, Pete	1516	Home Telephone	Mrs. Daley	732-555-1212	Legal Residence	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1012106	Daley, Pete	1516	Emergency Telephone 2	Mrs. Daley	732-555-1212	Legal Residence	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1012106	Daley, Pete	1516	Emergency Telephone 1	Mrs. Daley	732-555-1212	Legal Residence	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1000053	Daley, Bud	1179	Home Telephone	Mrs. Daley	732-555-1212	Legal Residence	111 N TAYLOR AVE PISCATAWAY, NJ 06854	
1012106	Daley, Pete	1516	Mothers Cell	Mrs. Daley	732-555-1212	Legal Residence	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1000053	Daley, Bud	1179	Emergency Telephone 1	Mrs. Daley	732-555-1212	Legal Residence	111 N TAYLOR AVE PISCATAWAY, NJ 06854	
1000053	Daley, Bud	1179	Fathers Email	Dad's email		Legal Residence	111 N TAYLOR AVE PISCATAWAY, NJ 06854	dad@aol.com

Figure 15 – The usual Printer Icon appears when a list of Contacts appears

Printer Icon Report

The printer icon on the Address List screen produces an “Address and Contact Search Results” report. A sample report is shown in Figure 12 below.

Student Data → Student List → Address Search Report

The screenshot shows a web browser window displaying a report titled "Address and Contact Search Results". The report is a table with the following data:

ID	Student Name	Family	Con. Type	Contact Name	Phone	Addr. Type	Address	Email
1012102	Dalena, Pete MAIRI	4352	Emerg2	Mrs. Dalena	732-555-1212	LR	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete MAIRI	4352	Emerg1	Mrs. Dalena	732-555-1212	LR	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete MAIRI	4352	MWork	Mrs. Dalena	732-555-1212	LR	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete MAIRI	4352	MCell	Mrs. Dalena	732-555-1212	LR	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012102	Dalena, Pete MAIRI	4352	Home	Mrs. Dalena	732-555-1212	LR	204 NEW CANAAN AVE PISCATAWAY, NJ 06850	
1012106	Daley, Pete K	1516	FCeil	Mrs. Daley	732-555-1212	LR	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1012106	Daley, Pete K	1516	Home	Mrs. Daley	732-555-1212	LR	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1012106	Daley, Pete K	1516	Emerg2	Mrs. Daley	732-555-1212	LR	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1012106	Daley, Pete K	1516	Emerg1	Mrs. Daley	732-555-1212	LR	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1000053	Daley, Bud ANDRES	1179	Home	Mrs. Daley	732-555-1212	LR	111 N TAYLOR AVE PISCATAWAY, NJ 06854	
1012106	Daley, Pete K	1516	MCell	Mrs. Daley	732-555-1212	LR	14 SHEFFIELD RD PISCATAWAY, NJ 06853	
1000053	Daley, Bud ANDRES	1179	Emerg1	Mrs. Daley	732-555-1212	LR	111 N TAYLOR AVE PISCATAWAY, NJ 06854	
1000053	Daley, Bud ANDRES	1179	FEmail	Dad's email		LR	111 N TAYLOR AVE PISCATAWAY, NJ 06854	dad@aol.com

Number of Students: 13

Figure 16 – The Address and Contact Search Results Printer Icon Report

C. The Student Data Grade Search Screen

The **Student Data→Student List→Grades Search** screen is a “search by grades/grading criteria” screen. This screen allows you to search by marking period, minimum, maximum, missing or failing grades. You can print a report directly from this screen or output the results to MS Excel.

Student Data→Student List→Grades Search

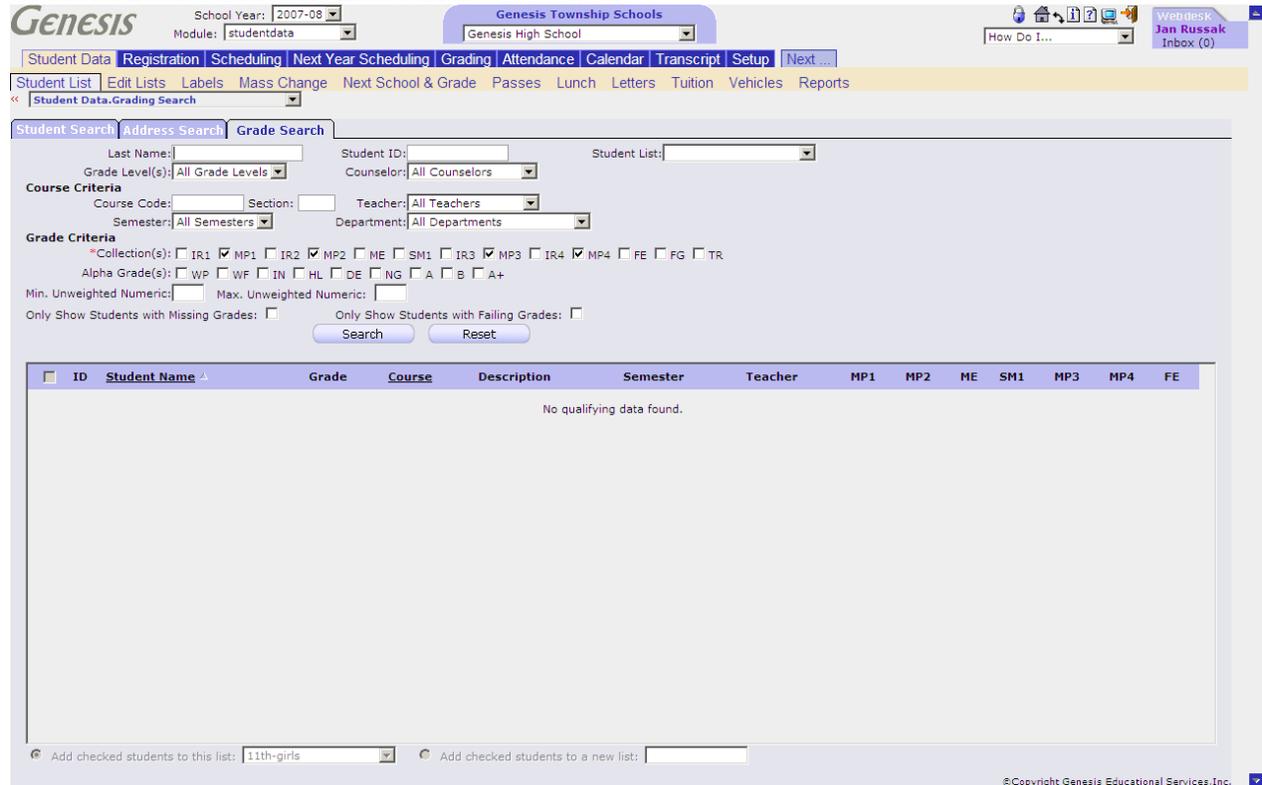


Figure 17 – The Student Data→Student List→Grade Search screen

The **Student Data→Student List→Grade Search** screen includes search criteria on courses, semesters, teacher, grading collections (i.e. Marking Period, Final Grades, etc.) and type of grade: minimum grade, maximum grade, missing grades and failing grades. As always, criteria can be combined for more precise searches.

The screen is divided into 3 types of criteria:

- Student selection criteria (**Last Name**, **Student ID**, **Grade Level**, **Counselor**)
- Course selection criteria (**Course Code**, **Semester Code**, **Teacher**, **Department**)
- Grade selection criteria (**Marking Period** -“grading collection”-, **Alpha Grade**, **Minimum unweighted numeric**, **Maximum unweighted numeric**, **missing grade** and **failing grade**). At least one grading collection must be checked.

A search returns each student and course section that meets the criteria as a separate entry in the list. If a student has multiple entries in the list, their name & id only appear on the first line of their courses:

<input type="checkbox"/>	504495	Daily, Ed	12	10175/4	*ENGLISH 1 HON	FY	Bane, Eddie	WP	DE						
				15005/12	WORLD CULTURES	FY	Barr, Bob	IN							
				15500/1	The African -American Experience	S1	Barr, Bob	IN	DE						
				15205/6	US HISTORY 2	FY	Barr, Bob	HL							

As on the [Student Data](#)→[Student List](#)→[Student Search](#) screen, students can be added to a student list from this screen.

Example 1: Search by Student Name

Searching by student name returns all of that student’s course sections and the associated grades.

[Student Data](#)→[Student List](#)→[Grade Search](#) – Search Criteria: Lastname=Daily, Collections=MP1, MP2

The screenshot shows the 'Grade Search' interface with the following search criteria:

- Last Name: daily
- Grade Level(s): All Grade Levels
- Course Criteria: All Semesters
- Grade Criteria: *Collection(s): IR1 MP1 IR2 MP2 ME SM1 IR3 MP3 IR4 MP4 FE FG TR

The results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
<input type="checkbox"/> 504495	Daily, Ed	12	10175/4	*ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

At the bottom of the screen, there are controls to add checked students to an existing list (selected: 11th-girls) or to a new list. A status bar indicates '4 courses qualified for 1 students.'

Figure 18 – The [Student Data](#)→[Student List](#)→[Grade Search](#) screen after search for one student in two Marking Periods

Search by Student Name

A search by student name returns all courses for the named student(s) that meet the Course and Grade selection criteria.

The controls at the bottom of the screen include the following:

- **Add checked students to this list** – As on the screen, this allows you to add the checked **students** to an existing student list.
- **Add checked students to a new list** - As on the screen, this allows you to create a new student list and add the checked students to it.

Printing the List

A printer icon appears when there is at least one student/course listed on this screen. Clicking the printer icon will produce a “Grades” report. An example is shown in Figure 8 below.

Exporting to MS Excel

An [Export to Excel](#) icon and link appear to the upper right of the results when there is at least one student/course listed on this screen. Clicking the link icon exports the results to MS Excel.

Example 2: Failing Grade Report: Search by Grade Level, Marking Period and Failing Grades

Searching for a **Failing Grade** returns all courses in which a selected student has a failing grade.

Student Data→**Student List**→**Grade Search** – Search Criteria: “Only Show Students with Failing Grades”, Collections=MP1, MP2

The screenshot shows the 'Grade Search' interface with the following search criteria:

- Last Name: [Empty]
- Student ID: [Empty]
- Student List: [Empty]
- Grade Level(s): 12
- Counselor: All Counselors
- Course Code: [Empty]
- Section: [Empty]
- Teacher: All Teachers
- Semester: All Semesters
- Department: All Departments
- Grade Criteria:
 - Collection(s): IR1 MP1 IR2 MP2 ME SM1 IR3 MP3 IR4 MP4 FE FG TR
 - Alpha Grade(s): WP WF IN HL DE NG A B A+
 - Min. Unweighted Numeric: [Empty]
 - Max. Unweighted Numeric: [Empty]
 - Only Show Students with Failing Grades:
 - Only Show Students with Missing Grades:

The results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
<input type="checkbox"/> 105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
<input type="checkbox"/> 504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						
			10175/4	"ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					
<input type="checkbox"/> 1012786	Floyd, Gavin	12	10525/1	Composition/Mythology	FY	Ables, Harry		89					

6 courses qualified for 3 students.

Figure 19 – A search by Grade Level, Grading Collection (MP1 & MP2) and Failing Grades

Search by Failing Grades: Failing Grades Report

A search by checking the “**Only show Students with Failing Grades**” checkbox returns every student who meets the other selection criteria (Grade Level, Course Code, Teacher, Department) and has a failing grade. Every course section which meets the criteria (Course Code, Teacher, Department) and has a failing grade is included. So a student (e.g. Ed Daily in Figure 3 above) may have more than one course listed.

Search by Missing Grades: Missing Grades Report

A “Missing Grades Report” can be produced by searching with the “**Only show Students with Missing Grades**” checkbox checked. This returns every student who meets the other selection criteria (Grade Level, Course Code, Teacher, Department) and has a **missing** grade. Every student/course section which meets the criteria (Course Code, Teacher, Department) and has a **missing** grade for one of the selected Grade collections (e.g. MP1, MP3) is listed.

Example 3: Search by Specific Alpha Grade

Searching by a specific Alpha Grade returns all students/courses with that grade. You must always specify which 'grading collections' (e.g. MP1, MP2) you wish to look for grades.

Student Data → Student List → Grade Search – Search Criteria: Collections=MP1, MP2, Grade=DE

The screenshot shows the 'Grade Search' interface in the Genesis Student Information System. The search criteria are set to 'Collections=MP1, MP2' and 'Grade=DE'. The results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			10175/4	*ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					

Figure 20 – A search by specific Alpha grade returns all students/courses who received that grade in the selected grading collections

Search by Specific Alpha Grade

A search by Alpha grade locates all the students/courses that received that grade – in the grading collections (i.e. Marking Periods) which are selected. You **must** always specify at least one grading collection in which to search.

Please note that if you searching for a specific course, the course code must be an exact match.

Example 4: Search by Department

Searching by **Department** returns all grades for all courses linked to the selected Department.

Student Data→**Student List**→**Grade Search** – Search Criteria: Department=Social Studies, Collections=MP1, MP2

The screenshot shows the 'Grade Search' interface in the Genesis Student Information System. The search criteria are set to Department: Social Studies and Collections: MP1, MP2. The results table shows 7 courses qualified for 5 students.

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
1004346	Autry, Al	09	15005/12	WORLD CULTURES	FY	Barr, Bob	WF						
105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
1000845	Beard, Dave	09	15005/3	WORLD CULTURES	FY	Barr, Bob	WF						
1000973	Brumfield, Jacob	09	15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

Figure 21 – A search by by Department returns all grades for courses in that Department

Search by Department

A search by Department returns grades for all students for all courses associated with the selected department. To search instead for all missing grades in courses taught by the department, check the “Missing Grades” checkbox. To locate all failing grades in any course taught by the department, check the “Failing Grades” checkbox.

Sorting by Course Code

To sort by the course code, click the “**Course**” column header. This sorts the listed students/courses by ascending or descending course code order (click multiple times to toggle the list direction):

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
504495	Daily, Ed	12	15205/6	US HISTORY 2	FY	Barr, Bob	HL						
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
1000973	Brumfield, Jacob	09	15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
1004346	Autry, Al	09	15005/12	WORLD CULTURES	FY	Barr, Bob	WF						
1000845	Beard, Dave	09	15005/3	WORLD CULTURES	FY	Barr, Bob	WF						

You can sort by student’s last names by clicking the “**Student Name**” column header.

Example 5: Print the List of Students/Courses/Grades

The list of returned students and their grades can be printed via the Printer Icon that appears once a list is displayed.

Student Data→Student List→Grade Search – Search Criteria: Last Name=B*, Department=Social Studies, Collections=MP1, MP2

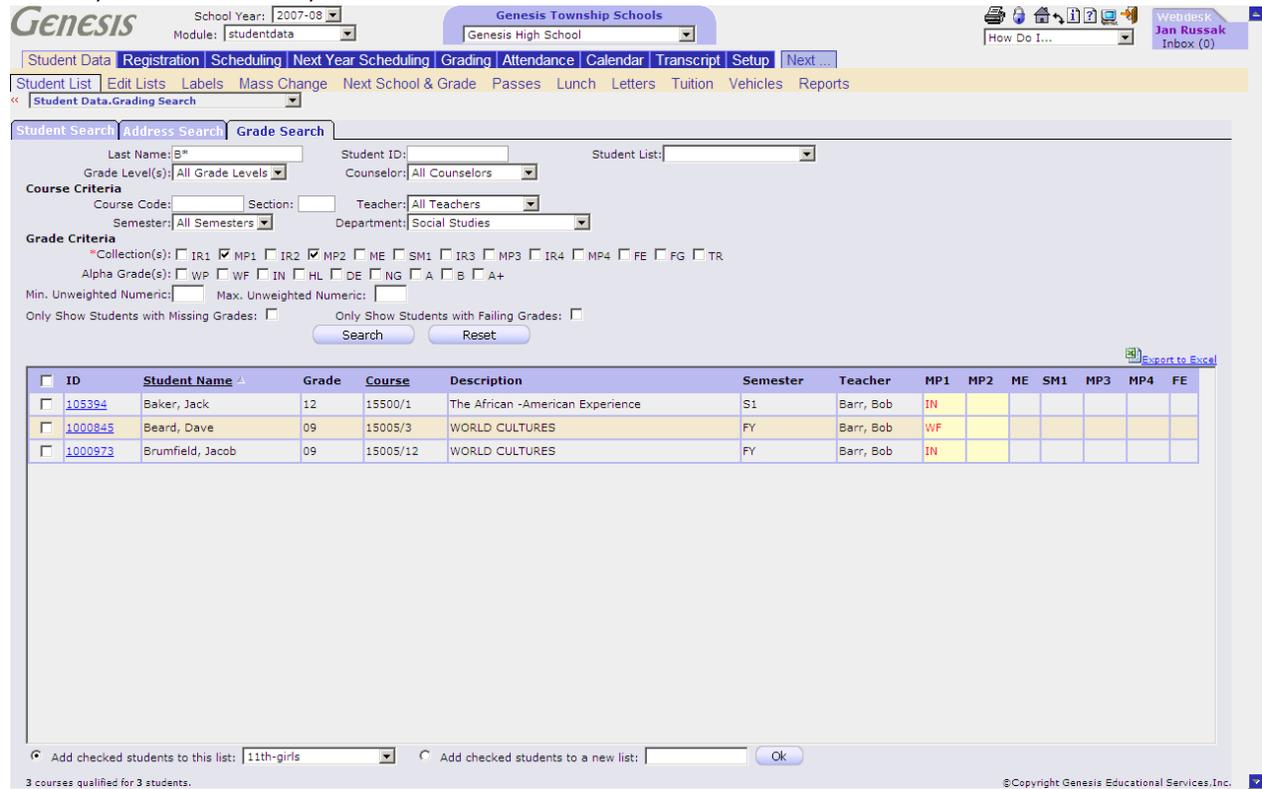


Figure 22 – The usual Printer Icon appears when a list of students/courses appears

Printer Icon Report

A sample report is shown in Figure 23 below.

Student Data→Student List→Grade Search Report

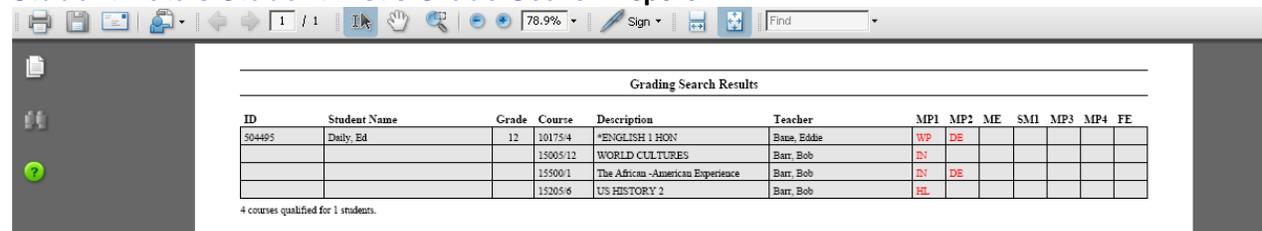


Figure 23 – The Grade Search Results Printer Icon Report

Example 6: Export the List of Students/Courses/Grades to MS Excel

A tool is included to quickly export the list of returned students and their grades to MS Excel.

Student Data → Student List → Grade Search – Search Criteria: Collections=MP1, MP2

The screenshot shows the 'Grade Search' results page in the Genesis Student Information System. The search criteria are set to 'Collections=MP1, MP2'. The results table is as follows:

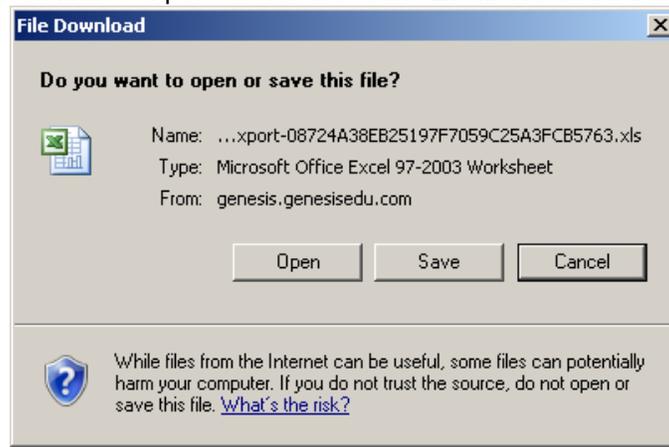
ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
1004346	Autry, Al	09	15005/12	WORLD CULTURES	FY	Barr, Bob	WF						
105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
1000845	Beard, Dave	09	15005/3	WORLD CULTURES	FY	Barr, Bob	WF						
1000973	Brumfield, Jacob	09	15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

A yellow callout bubble points to the 'Export to Excel' icon in the top right corner of the table area.

Figure 24 – An MS Excel Icon appears when a list of students/courses appears

Exporting to MS Excel

Click on the link to export the results to MS Excel. A standard file dialog is displayed:



A sample of the resulting spreadsheet is shown below in Figure 25.

	A	B	C	D	E	F	[Formula Bar]	H	I	J	K	L	M
1	Student ID	Student Name	Grade Level	Course Code	Description	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
2	1004346	Autry, Al	09	15005/12	WORLD C	Barr, Bob	WF						
3	105394	Baker, Jac	12	15500/1	The Africa	Barr, Bob	IN						
4	1000845	Beard, Dav	09	15005/3	WORLD C	Barr, Bob	WF						
5	1000973	Brumfield,	09	15005/12	WORLD C	Barr, Bob	IN						
6	504495	Daily, Ed	12	15500/1	The Africa	Barr, Bob	IN	DE					
7	504495	Daily, Ed	12	15005/12	WORLD C	Barr, Bob	IN						
8	504495	Daily, Ed	12	15205/6	US HISTO	Barr, Bob	HL						
9													
10													

Figure 25 – Sample MS Excel spreadsheet as exported from the Grade Search screen

The columns in the spreadsheet include:

- Student ID – CAVEAT: leading zeros will be truncated.ⁱ
- Student Name – Last name, first name format
- Grade level
- Course code and section # in code/section format (e.g. 15005/1)
- Course description
- Teacher name in last name, first name format
- A column for each “Grading collection” in which a “grade” is collected. Typically:
 - MP1, MP2, MP3, MP4
 - ME, FE – Exams
 - SM1 – Semester 1 grade for full year courses
 - FG – Final grade

D. The Athletics Search Screen

The [Athletics→Student List](#) screen is a “search by sports criteria” screen. This screen allows you to search by session (e.g. Winter, Spring), sport, physical exam status, steroid release form status, level (e.g. “JV”, “Varsity”) and participation status.

Athletics→Student List

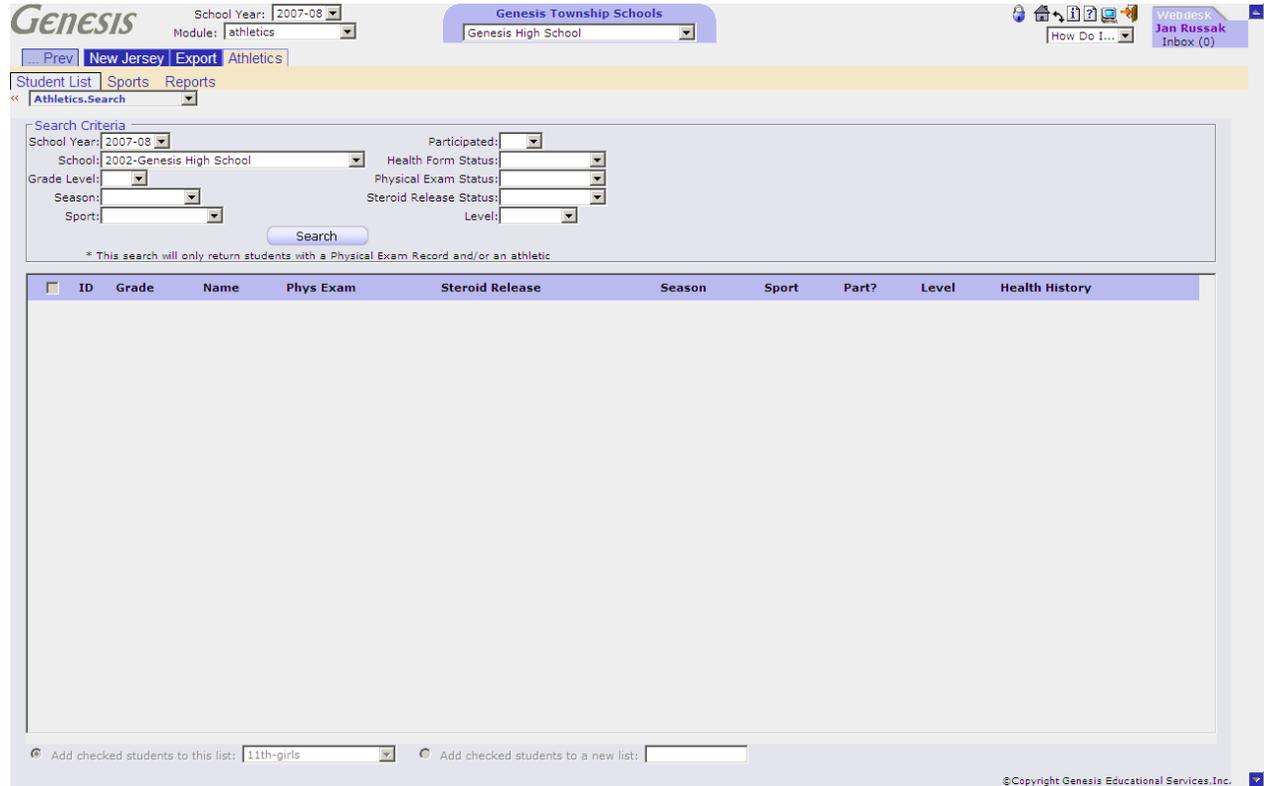


Figure 26 – The [Athletics→Student List](#) screen

The [Athletics→Student List](#) screen contains criteria directly related to participation in school sports:

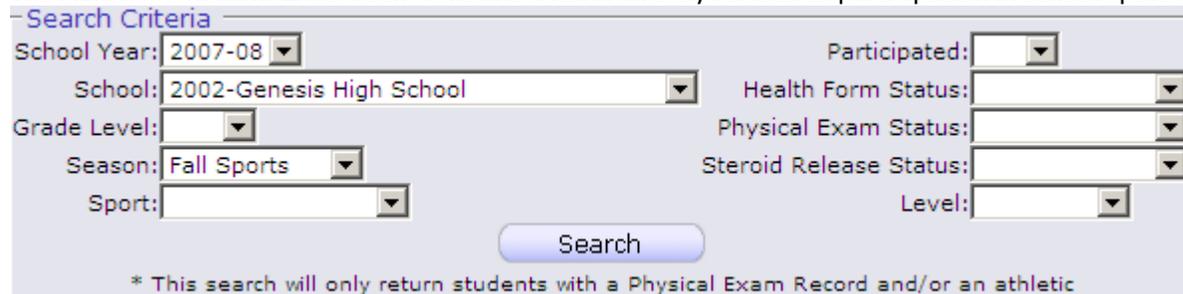


Figure 27 – The search criteria on the [Athletics→Student List](#) screen

As always, criteria can be combined for more precise searches.

A search returns student and their participation related information:

ID	Grade	Name	Phys Exam	Steroid Release	Season	Sport	Part?	Level	Health History
<input type="checkbox"/> 1004199	09	Alexander, Gerald NASR	Oct 30, 2007 Completed		Fall Sports	Football	<input checked="" type="checkbox"/>	Varsity	Oct 23, 2007 Not Completed

As on the [Student Data→Student List](#) search screens, students can be added to a student list from this screen.

Example 1: Search by Session or Sport

A “session” is a sports season. Typically there are three: Fall, Winter and Spring, although you can configure this as needed.

Athletics→Student List – Search Criteria: Session=Fall Sports

Search Criteria

School Year: 2007-08
 School: 2002-Genesis High School
 Grade Level: 09
 Season: Fall Sports
 Sport: Football

Participated: []
 Health Form Status: []
 Physical Exam Status: []
 Steroid Release Status: []
 Level: []

Search

* This search will only return students with a Physical Exam Record and/or an athletic

ID	Grade	Name	Phys Exam	Steroid Release	Season	Sport	Part?	Level	Health History
1004199	09	Alexander, Gerald NASR	Oct 30, 2007 Completed		Fall Sports	Football	✓	Varsity	Oct 23, 2007 Not Completed

1 Students.

Figure 28 – The Athletics→Student List screen after search for students who participate in Fall Sports

Search by Sport or Sports Season

The simplest sports search is to search either by the sports season or “session” of participation or by the team on which a student participates. The “Session” and “Sport” give you this most basic search capability.

Printing the List

A printer icon appears when there is at least one student/course listed on this screen. Clicking the printer icon will produce a “Grades” report. An example is shown in below.

Student Athletics List
 2007-08 - 2002 Genesis High School

ID	Grade	Name	Phys Exam	Steroid Release	Season	Sport	Part	Level	Health History
1004199	09	Alexander, Gerald NASR	10/30/2007 Completed		Fall Sports	Football	YES	Varsity	10/23/2007 Not Completed

Number of Students: 1

Figure 29 – The “printer icon report” from the Athletics→Student List screen

Example 2: Search by Physical, Health or Steroid Form Status

The Athletics module keeps track of three types of form:

- Physical Exam forms – the yearly doctor exam forms student must submit
- Health forms – additional health forms students submit prior to participation in a sport
- Steroid Release forms – the steroid release forms students must occasionally submit

Searches can be performed on the students' status with regard to these forms.

Athletics→Student List – Search Criteria: Session=Fall Sports

Genesis Township Schools

School Year: 2007-08
Module: athletics
Genesis High School

Prev New Jersey Export Athletics

Student List Sports Reports
Athletics.Search

Search Criteria

School Year: 2007-08
School: 2002-Genesis High School
Grade Level:
Season:
Sport:

Participated:
Health Form Status: Exempt
Physical Exam Status: Not Completed
Steroid Release Status: Completed
Level: Exempt

Search

* This search will only return students with a Physical Exam Record and/or an athletic

ID	Grade	Name	Phys Exam	Steroid Release	Season	Sport	Part?	Level	Health History
<input type="checkbox"/> 1004199	09	Alexander, Gerald NASR	Oct 30, 2007 Completed		Fall Sports	Football	<input checked="" type="checkbox"/>	Varsity	Oct 23, 2007 Not Completed

Add checked students to this list: 11th-girls
Add checked students to a new list:

1 Students.

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Figure 30 – The Athletics→Student List screen after search for students who participate in Fall Sports

Searching by Form Status

There are three default status categories for each form:

- Not Completed – the student has not turned in the form or it is unfinished.
- Completed – the student has turned in a finished form
- Exempt – the student is exempt from this form

You may configure additional status categories.

To locate all the students participating on, for example, the football team, who have not yet completed their required forms, you might select the following criteria:

- Sport = Football
- Physical Exam status=Not Complete

Example 3: Search by Level of Participation

It is possible to search by which team level on which a student is participating.

Athletics→Student List – Search Criteria: Level=Varsity

The screenshot shows the 'Athletics→Student List' search interface. The search criteria are as follows:

- School Year: 2007-08
- School: 2002-Genesis High School
- Grade Level: (empty)
- Season: (empty)
- Sport: (empty)
- Participated: (empty)
- Health Form Status: (empty)
- Physical Exam Status: (empty)
- Steroid Release Status: (empty)
- Level: Varsity (selected from a dropdown menu)

The search results table is displayed below the search criteria:

ID	Grade	Name	Phys Exam	Steroid Release	Season	Sport	Part?	Level	Health History
<input type="checkbox"/> 1004199	09	Alexander, Gerald NASR	Oct 30, 2007 Completed		Fall Sports	Football	<input checked="" type="checkbox"/>	Varsity	Oct 23, 2007 Not Completed

At the bottom of the screen, there are options to 'Add checked students to this list' (selected) and 'Add checked students to a new list'. The status bar indicates '1 Students'.

Figure 31 – The Athletics→Student List screen illustrating the “Search by Level” capability

Search by Level

There are three built-in levels of participation:

- Varsity
- Junior Varsity
- Freshman

A search via one of these restricts the results to only students participating at the selected level.

For example, if you would like to find the students who are participating on the Junior Varsity Men’s Soccer Team, you would select the following criteria:

- Sport = Soccer (boys)
- Level = Junior Varsity

III. Student Lists

A. Regular Student Lists

i. Create a Regular List

Student List Screen

Genesis Student Information System - Student List Screen

School Year: 2007-08 | Genesis Township Schools | Genesis High School

Navigation: Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

Search filters: Schools: 2002, Student ID: [], Status: Active Students Only, Homeroom: [], Team: [], Student List: [], ESL/LEP: [], Next Counselor: [], Next Grade: [], Next Team: []

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
<input type="checkbox"/> 000047	Daal	Omar	2002		D243	12	F	ACTIVE	MD
<input type="checkbox"/> 012093	Dade	Paul					F		
<input type="checkbox"/> 013781	Dailey	Fred					M		
<input type="checkbox"/> S4495	Daily	Ed					M		
<input type="checkbox"/> 012100	Daisey	George S					F		
<input type="checkbox"/> 012102	Dalena	Pete M				11	F		IR
<input type="checkbox"/> 000053	Daley	Bud A				12	M	ACTIVE	
<input type="checkbox"/> 012106	Daley	Pete K				10	M	ACTIVE	ICA
<input type="checkbox"/> 012116	Damon	Johnny J	2002		C164	09	F		
<input type="checkbox"/> S4494	Damrau	Harry E	2002		GYM-A	12	M		
<input type="checkbox"/> 012118	Dandridge	Ray G	2002		206	09			
<input type="checkbox"/> 012117	Daney	Art	2002		D237	10			
<input type="checkbox"/> 012125	Danning		2002			09	M		
<input type="checkbox"/> 012128	Danzig	Babe	2002				M		
<input type="checkbox"/> 012132	Darling	Ron A	2002			09	F	ACTIVE	

Controls: Add checked students to this list: 9G | Add checked students to a new list: [] | OK

Figure 32 - The Student Data→Student List screen illustrating “Add to existing list” and “Create new list” controls

Create a Student List

Creating a new Student List is very, very easy. At the bottom of the Student Data→Student List screen there are two “Student List” controls:

- The radio button on the left selects the “Add students to an existing list” control
- The radio button on the right selects the “Create a new list” control.

To create a new student list, do the following:

1. Search for the students you wish to begin the list with
2. Check the checkboxes to left of the students you want on the list
3. Click the “Add checked students to a new list” radio button
4. Enter the name for the new list into the “new list” text box
5. Click the “OK” button to create the new list and put the checked students on it.

Once you have created a list, the name of the new list will automatically appear in every Student List drop down box while you are logged in to Genesis (it will not automatically appear for any other user unless you share the new list with specific other users).

An Easy Way to Manage Your Students is to Create a Student List

The screenshot shows the 'Student Search' form in the Genesis Student Information System. The form includes fields for Last Name, First Name, Grades, Gender, Special Ed Flag, Status, Homeroom, Team, Student List, and Next Counselor. A dropdown menu for 'Counselor' is open, showing a list of names including 'Dale', 'Adcock, Joe', 'Adkinson, Henry', 'Allen, Myron', 'Alvarado, Luis', 'Anderson, Mike', 'Asadoor, Randy', 'Asselstine, Brian', 'Assenmacher, Paul', 'Astacio, Pedro', 'Babitt, Shooty', 'Baez, Benito', 'Bancroft, Frank', 'Barnes, Virgil', 'Barnes, Frank', 'Barranca, German', and 'Bartrome, Tony'. A 'search' button is highlighted with a red circle. Below the form is a table of student records with columns for ID, First Name, School, Team, HR, GR, Gender, Enrollment Status, and PL. At the bottom of the screen, there are two radio buttons for adding students to an existing list or a new list, and an 'Ok' button.

Callouts in the image provide the following instructions:

- Counselor drop down – select your own name or the desired counselor’s name
- Click the “search” button to perform the search
- Student List controls at bottom of screen

Figure 33 - Student Data→Student List→Student Search: Select your name from the counselor drop down list to select all your students

Creating a List of your Students – an Example for Guidance Counselors

You can use the student list facility to easily locate the students who are assigned to you. Once you have created a student list, that list appears everywhere there is a “Student Lists” drop down box.

Controls to create a new list or add students to existing lists appear at the bottom of the three **Student Data→Student List** screens.

You can only add students to lists on this screen. If you must remove students from a list, it has to be done via the **Student Data→Edit Lists** screen.

There are two controls at the bottom on all **Student Data→Student List** screens:

- The control on the left is used to **add students** to an existing list.
- The control on the right is used to **create an entirely new list** and place students on it.

Step 2: Put All Located Students on a Student List

The screenshot shows the 'Student Search Form' and a table of search results. The table has columns for ID, Last Name, First Name, School, HR, GR, Gender, Enrollment Status, and PL. The first few rows are highlighted in yellow, indicating they are selected. A red circle highlights the 'select all' checkbox in the first column. Another red circle highlights the 'Add checked students to a new list' radio button and the 'Ok' button at the bottom of the screen.

1. Click on header checkbox to select all students returned by the search

2. Click on the 'New List' radio button

3. Give your list a descriptive

4. Then click 'Ok' to create the new list.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status	PL
105265	ADAM	REBECCA	2002	0239	11	F	ACTIVE	
000800	AGARWAL	SUNIL	2002	109	09	M	ACTIVE	
03555	ALI	NAHID	2002	C152	11	F	ACTIVE	
002852	ALLEN	KEVIN	2002	B140	12	M	ACTIVE	
002733	ALMAZAN	CHRISTOPHER	2002	B132	12	M	ACTIVE	
009416	ALTAF	SAMREEN	2002	203	12	F	ACTIVE	
05321	ALTOMONTE	ALYSA	2002	F128	11	F	ACTIVE	
05232	ALTOMONTE	SALVATORE	2002				ACTIVE	
05867	AMIN						IVE	
04229	ANDEMICAEL						IVE	
03384	APTALIDES						IVE	
05711	ARYAMA						IVE	
05710	ARYAMA						IVE	
03851	AVALLON			176	10	F		
105318	BACALLA	CHAR	2002	A00	10	M		
1004429	BAKER	CHARL	2002	023	12	M		

Figure 34 - Student Data→Student List: If you are a counselor and you search on your own name, the search returns all of your students. Select them all and create a new Student List for them.

Creating a List of your Students

1. Go to the **Student Data→Student List** screen
2. Click the **'Reset'** button to clear any left over search criteria.
3. Use the **'Counselor'** drop down – select your name or of the name of the desired counselor
4. Click the **'Search'** button
5. When the search returns, click on the **"new list"** radio button at the bottom of the screen.
6. Click on the **"select all"** check box at the top of the left most column.
7. Make up a name for you list and enter it in the **list name** field.
8. Click **ok** to create the list.

This adds a new list to the "student lists" in the student list drop down box that appears on various screens – including this one.

ii. Add Students to a List

Check the checkboxes of the students you are selecting.

Identify the list to which to add the selected students.

Click the 'Add checked students to the list' radio button

Click 'OK' to perform the operation

	Last Name	First Name	School	HR	GR	Gender	Enrollment Status	PL
<input type="checkbox"/>	ABDUL-HAKEEM	bad						
<input type="checkbox"/>	ABDUL-RAHEEM	dee					ACTIVE	
<input checked="" type="checkbox"/>	ABLAZA, JR	dennis list					ACTIVE	
<input checked="" type="checkbox"/>	ABRAHAM	freshman footb					ACTIVE	
<input type="checkbox"/>	ABREGO	freshman footb					INACTIVE	
<input type="checkbox"/>	ABREU	jackie's crew					ACTIVE	
<input type="checkbox"/>	ACOSTA	labels						RPR
<input type="checkbox"/>	ACOSTA	labels quib						
<input type="checkbox"/>	ADAM	late boys						
<input type="checkbox"/>	ADAM	linda						
<input type="checkbox"/>	ADAM	list a						
<input type="checkbox"/>	ADAM	list one						
<input type="checkbox"/>	ADAM	list						
<input type="checkbox"/>	ADAMS	mylist2005						
<input type="checkbox"/>	ADAMS	mylist2						
<input type="checkbox"/>	ADAMS	mylist2						
<input type="checkbox"/>	ADESHINA	name					ACTIVE	
<input type="checkbox"/>	ADEVA	new						
<input type="checkbox"/>	ADEVA	resource					ACTIVE	
<input type="checkbox"/>	ADEVA	sk					ACTIVE	
<input type="checkbox"/>	ADEVA	test					ACTIVE	
<input type="checkbox"/>	ADLAKHA	three					ACTIVE	
<input type="checkbox"/>	ADLAKHA	two					ACTIVE	
<input type="checkbox"/>	ADLAKHA	walkers						

Figure 35 - Student Data→Student List: You can repeatedly and easily add students to any existing list.

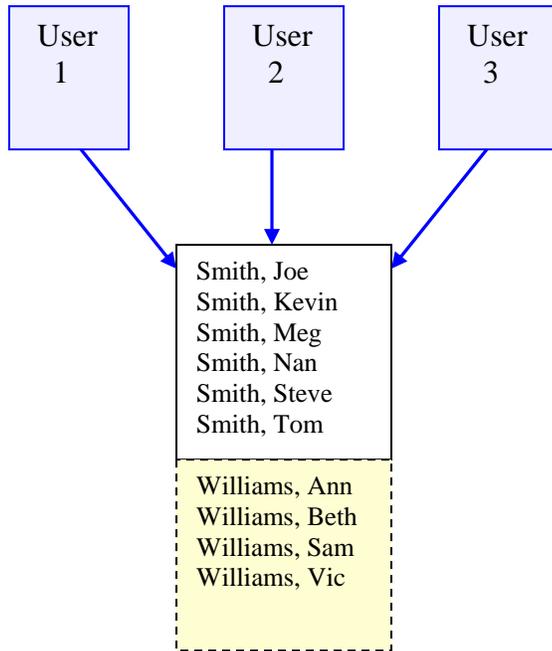
Adding Students to an Existing List

1. Go to the **Student Data→Student List→Student Search** screen (or to one of the other student search screens).
2. Click the **Reset** button to clear any left over search criteria.
3. Enter whatever search criteria you wish in order to locate the students to add.
4. Click the **Search** button.
5. When the search returns, click on the **"Add checked students to list"** radio button at the bottom of the screen (actually, this should be the default – but check).
6. Click the checkboxes next to those students you wish to add to the list.
7. Locate the name of the list you are adding to in the **"List Names"** drop down corresponding to the **"Add checked students to list"** radio button at the bottom of the screen.
8. Click **OK** to add the checked students the list.

This adds students to an existing list. Now, every time you use the updated list, the students you just added will be included in the operation.

What if the List is a Shared List?

If a list is a shared list, all users who share the list will see the new students who have been added to the list.



iii. Delete Students from a Student List

Step 1: Select the List from which to Remove Students

Student Data → Edit Lists

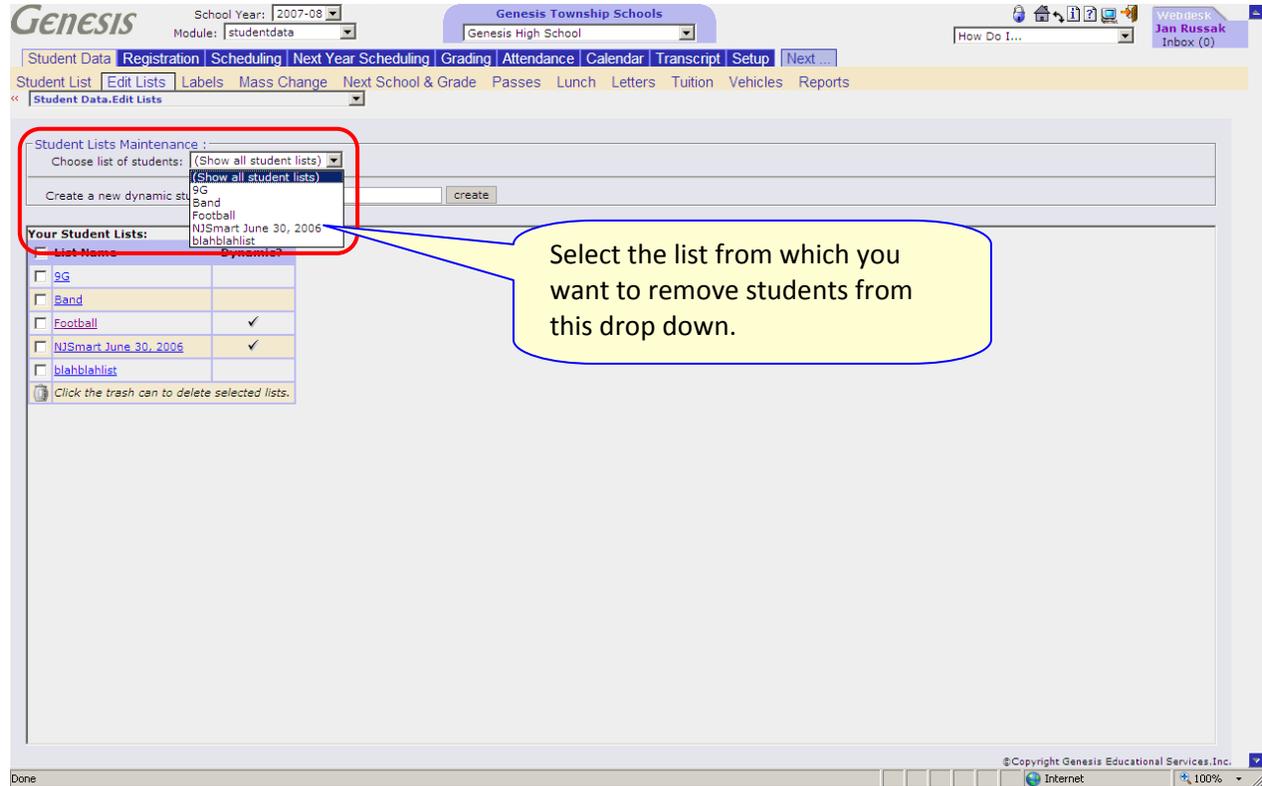


Figure 31 – Student Data → Edit Lists – Find a list to either remove students from it – or delete the list itself

Removing Students from a List

1. Go to the [Student Data → Edit Lists](#) screen
2. Select the list from which you wish to remove students from the drop down list.
3. Identify the students you wish to remove from the selected list.

This procedure remove students is simple: select the list, delete the students individually.

Step 2: Remove Students the List

Student Data→Edit Lists

Student Lists Maintenance:
 Choose list of students: DE/SCIQ1P7/8 T Re-sort this list by: Name
 Share this list with: as read-only.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status
1005597	Brown	Jarvis	2002	202	12	F	ACTIVE
504668	Fisher	Don	2002	208	12	F	ACTIVE
1010280	Beltre	Adrian	INACT		PG	F	INACTIVE
403599	Hearn	Ed	2002	D212	12	M	ACTIVE
504833	Hardy	Alex	2002	B145	12	F	ACTIVE
504613	Eischen	Joey	2002	C145	12	F	ACTIVE

To remove a student, click on the associated trashcan **Delete** icon button.

Figure 31 – Student Data→Edit Lists – Find a list to either remove students from it – or delete the list itself

Removing Students from the Selected List

1. Identify a student you wish to remove from the selected list.
2. Click on the trashcan **Delete** icon button for that student

iv. Copy a Regular Student List

There is no one-click “Copy List” operation. To copy a list, do the following:

Go to the **Student Data→Student List→Student Search** screen and do the following:

1. Click the “Reset” button to clear any existing search criteria
2. Select the list you want to copy from the Student Lists drop down
3. Click the “Search” button to load the students on the list
4. Click the “Select all students” checkbox in the list’s header bar
5. Click the “Create new list” radio button
6. Enter the name for the copy in the “New List Name” field
7. Click the “OK” button to create a new list (that is, the copy)

Student Data→Student List→Student Search

The screenshot shows the 'Student Search' interface with the following callouts:

- 1. Click Reset to clear the old search**: Points to the 'Reset' button.
- 2. Select the list to copy**: Points to the 'Student List' dropdown menu.
- 3. Click Search to load the old list**: Points to the 'Search' button.
- 4. Click the “Select all students” checkbox**: Points to the checkbox in the table header.
- 5. Click “Create new list” radio button**: Points to the radio button for creating a new list.
- 6. Enter name of the new copy of the list**: Points to the 'Add checked students to a new list' field.
- 7. Click “OK” to create the copy**: Points to the 'OK' button.

ID	Last Name	First Name	School	Team	PL
1000047	Deal	Omar	2002		MD
100093	Dade	Paul	2002		
100101	Dailey	Fred	2002		
100102	Daily	Ed	2002	181	ICT
100103	Daisey	George S	2002		
100104	Dalena	Pete M	2002		IR
100105	Daley	Bud A	2002		
100106	Dalena	Pete M	2002		
100107	Daley	Bud A	2002		
100108	Daley	Bud A	2002		
100109	Daley	Bud A	2002		
100110	Daley	Bud A	2002		
100111	Daley	Bud A	2002		
100112	Daley	Bud A	2002		
100113	Daley	Bud A	2002		
100114	Daley	Bud A	2002		
100115	Daley	Bud A	2002		
100116	Daley	Bud A	2002		
100117	Daney	Art F	2002		
100118	Danning	Ike T	2002		
100119	Danzig	Babe	2002		
100120	Darling	Ron A	2002		
100121	Darling	Ron A	2002		
100122	Darling	Ron A	2002		
100123	Darling	Ron A	2002		
100124	Darling	Ron A	2002		
100125	Darling	Ron A	2002		
100126	Darling	Ron A	2002		
100127	Darling	Ron A	2002		
100128	Darling	Ron A	2002		
100129	Darling	Ron A	2002		
100130	Darling	Ron A	2002		
100131	Darling	Ron A	2002		
100132	Darling	Ron A	2002		
100133	Darling	Ron A	2002		
100134	Darling	Ron A	2002		
100135	Darling	Ron A	2002		
100136	Darling	Ron A	2002		
100137	Darling	Ron A	2002		
100138	Darling	Ron A	2002		
100139	Darling	Ron A	2002		
100140	Darling	Ron A	2002		
100141	Darling	Ron A	2002		
100142	Darling	Ron A	2002		
100143	Darling	Ron A	2002		
100144	Darling	Ron A	2002		
100145	Darling	Ron A	2002		
100146	Darling	Ron A	2002		
100147	Darling	Ron A	2002		
100148	Darling	Ron A	2002		
100149	Darling	Ron A	2002		
100150	Darling	Ron A	2002		

Figure 36 - Student Data→Student List→Student Search: Procedure to Copy a Student List

What if the Copied List was a Shared List?

If you copy a shared list, the new list is your own private list: it is not automatically shared. If you want other users to see it you must share the new list with them.

What if the Copied List was a Dynamic List?

The new list is *not* a dynamic list – it is a static list of the students the Dynamic List selected *this time* it was used. The new list is “frozen” as a static list.

For example, you can search for all the students on a particular Bus Route by creating a search on the “StudentBusAssignment” table and using “busRouteCode” as a filter. [E.g. busRouteCode=06]

By default, the query-based lists mechanism assumes you want to search on the Student table directly. However, you may switch to a search on any other table that contains a “student id” field – and can be used to produce a list of students.

The Default Query

When a query-based student list is created, a default “Dynamic Query” is provided:

<< Student Data.Edit Lists (9th Grade Girl) ▾

Student Lists Maintenance (Dynamic) :

Choose list of students: 9th Grade Girl ▾

Share this list with: ▾ as read-only. 🖨

Create a new dynamic student list called: create

Dynamic Query:

Data Element: Student ▾

Filed Name	Operand	Value
schoolYear	=	\${SCHOOL_YEAR} 🗑
currentSchoolCode	=	2002 🗑
enrollmentStatus	=	ACTIVE 🗑
abilityLevel ▾	= ▾	<input type="text"/> Add

The default query automatically selects the “Student” data element (i.e. database table) and places 3 filters on it:

- The current school: **schoolYear = \${SCHOOL_YEAR}**
- The current selected school: **currentSchoolCode = <your school's school code>**
- Only currently active students: **enrollmentStatus = ACTIVE**

This automatically selects all students who are active in the specified school **at the time the list is used**.

Using Query-based Lists

You can use a query-based list wherever you would use a regular Student list. The query is run at the time the list is used. To view the students the query is retrieving, go to the [Student Data→Student List](#) screen and search on the query-based list.

Create a Query-based List



Figure 37 - Student Data→Edit Lists: Query-based lists are created on this screen

Create a Query-based Student List

9. Navigate to the **Student Data→Edit Lists** screen
10. Enter the name for the new list in the “**Create a new dynamic query list called:**” field.
11. Click the ‘**Create**’ button. This creates the list and shows you the initial query:

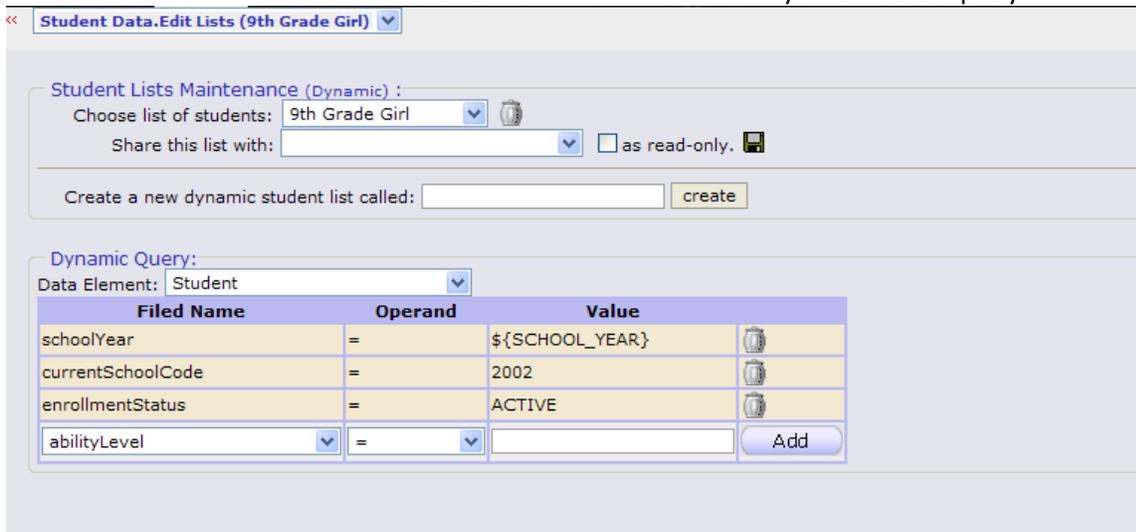


Figure 38 – Note that the default query is automatically supplied when you first create a list

12. You may now do one of three things:
 - a. Add additional filters to the three already supplied for the Student table.
 - b. Remove one or more of the existing filters and **then** add additional filters from the Student table.
 - c. Switch to a different ‘data element’ or data base table and add filters on that table.

Continuing to create a list: Option 1 – Add Filters

13. Click on the drop down list at the bottom of the list of filters. This shows every field in the Student table.
14. Select the field you wish to add as a filter (e.g. ethnicCode)
15. Select the operator you wish to use (e.g. ‘=’)
16. Enter the value you want to compare against.
17. Click Add
18. Repeat steps 5 to 9 to add more filters.

Dynamic Query:

Data Element: Student

Filed Name	Operand	Value	
schoolYear	=	\${SCHOOL_YEAR}	
currentSchoolCode	=	NHRHS	
enrollmentStatus	=	ACTIVE	
abilityLevel	=		

abilityLevel

abilityLevel

academicIndependentProgram

academicallyDisadvantaged

age

alternativeEdProgram

attendingDistrictCode

avidStudent

bilingualProgram

birthCertificateDocument

birthCertificateNumber

birthPlaceCity

birthPlaceCountry

birthPlaceState

caseManager

caseManagerCode

citizenship

citizenshipCode

classOf

compensatoryEdProgram

counselorID

counselorName

createdBy

createdOn

currentHomeroom

currentHomeroomTeacher

currentProgramEntryDate

currentProgramExitDate

currentProgramTypeCode

currentSchoolCode

currentWithdrawalDate

Add

Figure 39 – The drop down list at the bottom of the list of filters contains all of the fields in the selected table – initially it contains all of the fields in the Student table.

Continuing to create a list: Option 2 – Remove the Default Filters

5. Select the default filter you wish to remove.
6. Click the corresponding delete trashcan icon.
7. Repeat steps 5 and 6 to remove additional filters.
8. To add other filters, go to Option 1 above.

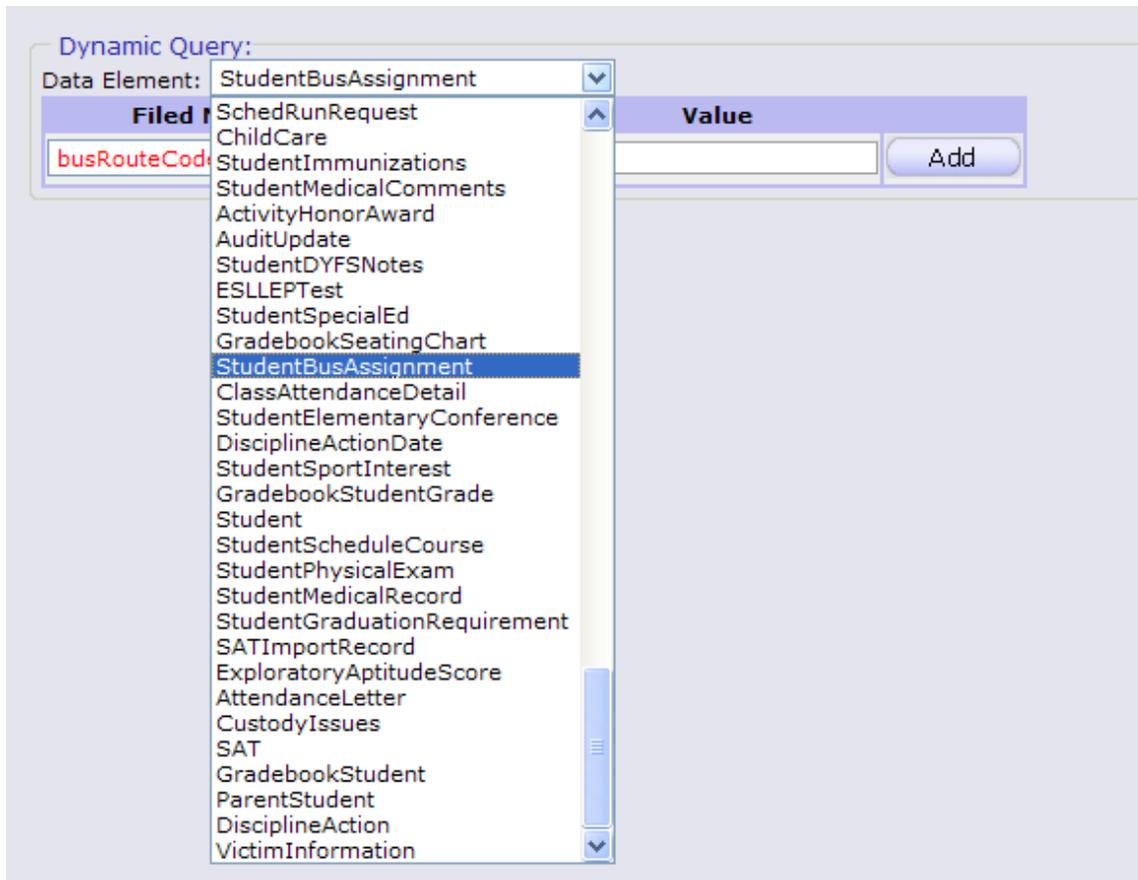


Figure 40 – The “Data Element” drop down list contains every database table that has a “StudentID” field and can be used to produce a list of students

Continuing to create a list: Option 3 – Use a Different Data Element

5. Click on the “Data Element” drop down list above the list of filters. This shows every table in the database that contains a “StudentID” field. Select the table you wish to search on (e.g. the **StudentBusAssignment** table). This will remove all the “default” filters (which are based on the Student table).
6. Click on the drop down list at the bottom of the list of filters. This shows every field in the newly selected table.
7. Select the field you wish to add as a filter (e.g. **busRouteCode**).
8. Select the operator you wish to use (e.g. ‘=’)
9. Enter the value you want to compare against (e.g. “06”).
10. Click Add
11. Repeat steps 6 to 10 to add more filters from the selected database table.

Modify or Delete a Query-based List

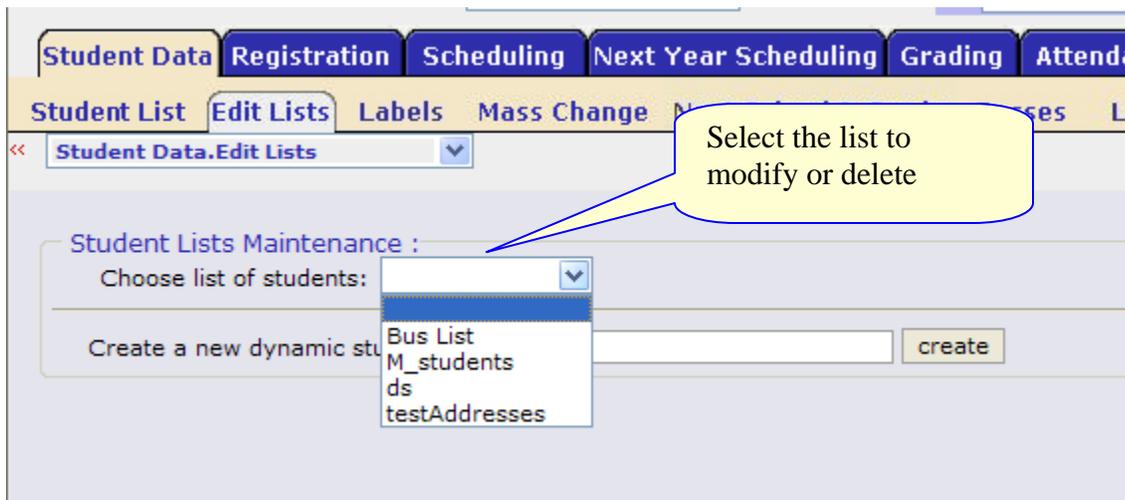


Figure 41 - **Student Data**→**Edit Lists**: To modify or delete a Query-based list, select it as you would select any other Student list you wished to modify or remove

Modify a Query-based Student List

1. Navigate to the **Student Data**→**Edit Lists** screen
2. Click on the “**Choose list of students:**” drop down list. Choose the list you wish to modify. This will bring up the “modify list” screen appropriate to the list you select (Regular or Query-based).

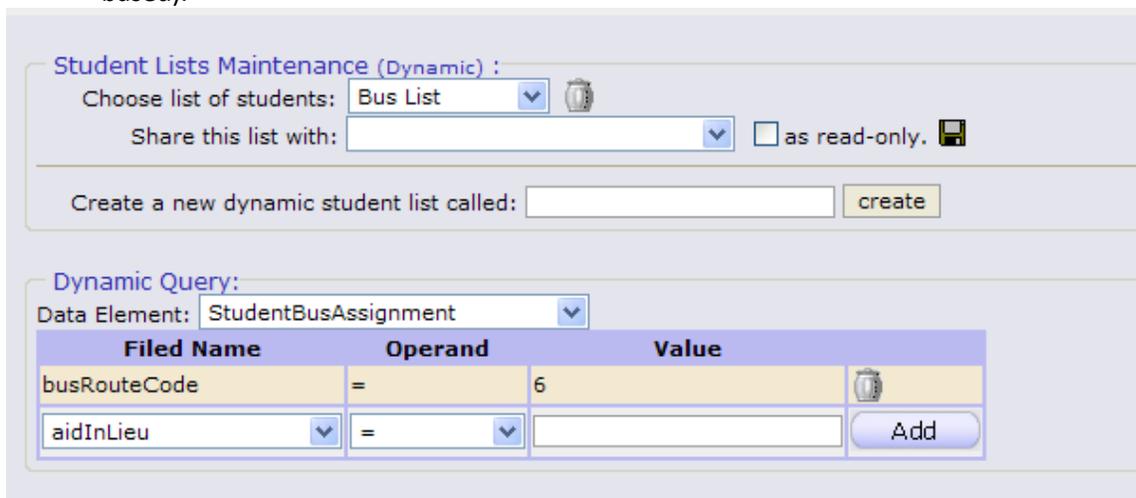


Figure 42 – The “Modify or Delete” Query-based List display

3. You may now do one of three things:
 - a. Add additional filters to those already present
 - b. Remove one or more of the existing filters and **then** add additional filters from the currently selected Data Element.
 - c. Switch to a different ‘data element’ or data base table and add filters on that table.

Continuing to modify a list: Option 1 – Add Filters

4. Click on the drop down list at the bottom of the list of filters. This shows every field in the selected table.
5. Select the field you wish to add as a filter (See figure x below)
6. Select the operator you wish to use (e.g. '=')
7. Enter the value you want to compare against.
8. Click Add
9. Repeat steps 4 to 8 to add more filters.

Dynamic Query:

Data Element: StudentBusAssignment

Filed Name	Operand	Value	
busRouteCode	=	6	
aidInLieu	=		Add

aidInLieu

- ampm
- busRouteCode
- busStopCode
- comments
- destinationCode
- entryid
- friday
- miles
- monday
- schoolYear
- studentid
- thursday
- time
- tuesday
- walksHomeFromSchool
- walksToSchool
- wednesday

Figure 43 – The drop down list at the bottom of the list of filters contains all of the fields in the selected table, in this case, the **StudentBusAssignment** table.

Continuing to modify a list: Option 2 – Remove the Existing Filters

4. Select the filter you wish to remove.
5. Click the corresponding delete trashcan icon.
6. Repeat steps 4 and 5 to remove additional filters.
7. To add other filters, go to Option 1 above.

Continuing to modify a list: Option 3 – Use a Different Data Element

4. Click on the “Data Element” drop down list above the list of filters. This shows every table in the database that contains a “StudentID” field. Select the table you wish to search on. This will remove all the existing filters (which are based on the previously selected table).
5. Click on the drop down list at the bottom of the list of filters. This shows every field in the newly selected table.
6. Select the field you wish to add as a filter
7. Select the operator you wish to use (e.g. '=')
8. Enter the value you want to compare against.

9. Click Add
10. Repeat steps 5 to 9 to add more filters from the selected database table.

Delete a Query-based Student List

1. Navigate to the **Student Data→Edit Lists** screen
2. Click on the **“Choose list of students:”** drop down list. Choose the list you wish to modify. This will bring up the “modify list” screen appropriate to the list you select (Regular or Query-based).
3. Click on the Delete trashcan icon directly next to the **“Choose list of students:”** drop down. This will remove the selected list.

Student Lists Maintenance (Dynamic) :

Choose list of students: Bus List 

Share this list with: as read-only. 

Create a new dynamic student list called:

Dynamic Query:

Data Element: StudentBusAssignment

Filed Name	Operand	Value
busRouteCode	=	6 
aidInLieu <input type="button" value="Add"/>	=	<input type="text"/>

Figure 44 – The “Modify or Delete” Query-based List display illustrating the location of the Delete List icon button

C. Sharing Student Lists

Student lists are initially private to user who created them. Lists can be shared with other users via the **Student Data→Edit Lists** screen

Student Data→Edit Lists

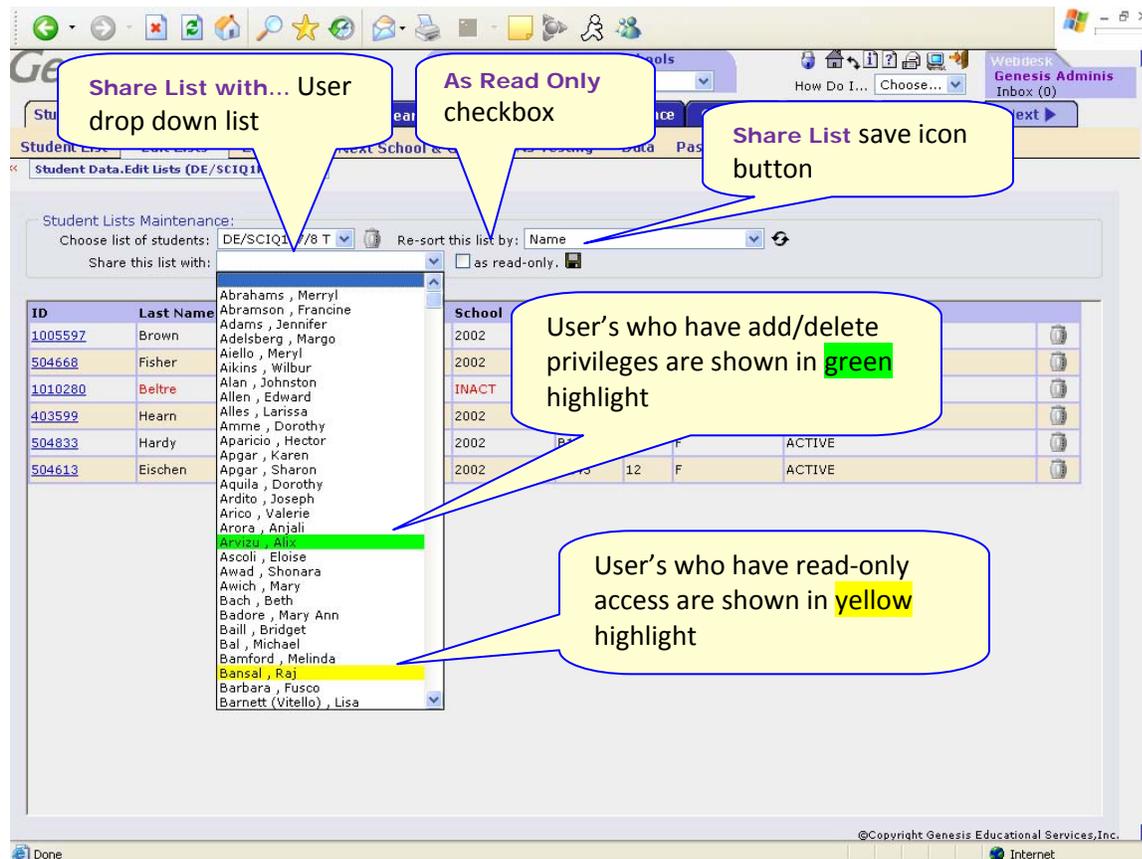


Figure 45 - Student Data→Edit Lists: Sharing a List controls

Sharing a Student List

Lists can be shared with an unlimited number of other Genesis users. Lists can be shared in two ways: with full “add/delete/share” permission or only “read-only” permission.

Who Can Share a List?

Any user who has “add/delete/share” permission for a list – whether you are the actual creator of the list or have yourself been given full add/delete/share access – can share the list with other users. Users who have “read-only” access to a list cannot share the list with other users.

Unsharing a Student List

Lists cannot be ‘unshared’. Every user can delete their own access to a list – by doing a normal “delete list” operation. But no user can remove **another user’s** access to a list. You cannot take sharing back: once you share the list, only the “receiving” user can remove their own access to it.

Deleting a Shared List

Users can only delete their **own** access to a list: the list itself is not irretrievably deleted until the final user who has access to it deletes it. Users who have “read-only” access to a list can still **delete their own access to the list itself**; however they cannot remove students **from** the list nor can they share the list with other users.

Determining who has access to a List

To determine if a list is shared and to find out who has access to the list – and what kind of access – you must click the “users” drop down list and see if any user is highlighted:

- Users who are highlighted in **green** have full add/delete/share access to the list.
- Users who are highlighted in **yellow** have read-only access to the list
- Users who are not highlighted **do not** have access to the list

How do I know when someone shares a list with me?

You are not informed by Genesis when a list is shared with you. The list will “silently” appear in your list of shared lists. The other users who have access to it, including the person who created it, will be indicated by their highlighted names in the Users drop down list (as described above).

Procedure to Share a List with another User

1. Click on the “**Share List With**” drop down.
2. Select a user with whom to share the list
3. If you want to restrict the user to ‘read-only’ access, check the “**read-only**” checkbox
4. Click the “**Share**” save icon button to share the list.
5. Click the “**Share List With**” drop down list a second time to verify that the user has been granted appropriate access to the list. If the user is now highlighted in **green**, they have full add/delete/share access to the list. If the user is now highlighted in **yellow**, they have read-only access to the list

D. Sorting Lists

Student Lists are initially automatically sorted by student last and first names. You can change the list's sort via the [Student Data](#)→[Edit List](#) screen.

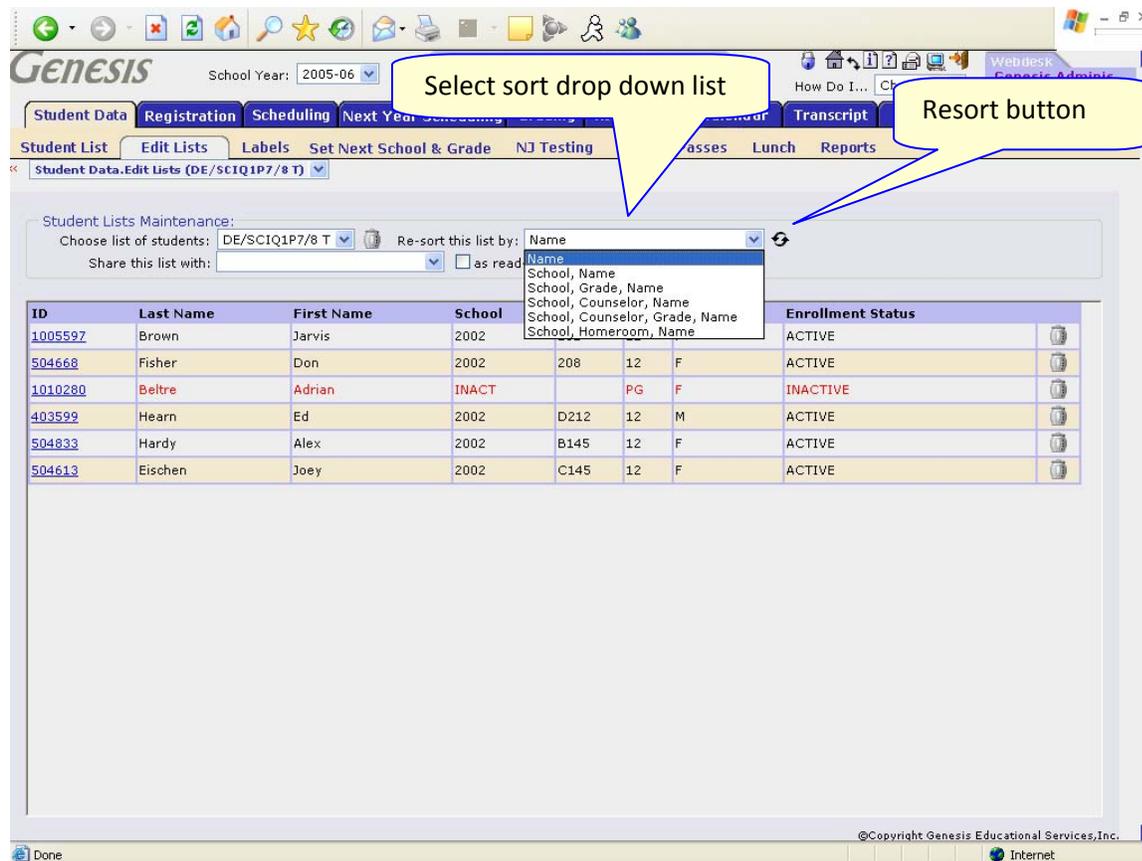


Figure 46 - [Student Data](#)→[Edit Lists](#): Selecting the sort for a List

Sorting a Student List

Student Lists are automatically sorted alphabetically. That is, if you don't change the list's sort, the students will be listed alphabetically by their last and first names.

However, Genesis currently provides you with *six* different possible ways to sort a list. These six are:

1. **Name** – sort the list alphabetically by the students' last and first names. This is the default.
2. **School, Name** – Sort the list first by the school the students attend and then by their names. This is useful if you are sorting students across multiple schools in your district.
3. **School, Grade, Name** – Sort the list first by the school the students attend, then by their grade and then by their names.
4. **School, Counselor, Name** – Sort the list first by the school the students attend, then by their guidance counselors' names and then by their own names.
5. **School, Counselor, Grade, Name** – Sort the list first by the school the students attend, then by their guidance counselors' names, then by their grade levels and finally by their own names. This is a list designed for guidance counselors.
6. **School, Homeroom, Name** – Sort the list first by the school the students attend, then by their homerooms and then by their own names.

When you select an alternate sort for a list, that sort is used whenever the list is used. The sort is permanently associated with the list unless and until you select a different sort for it.

Resorting the List

To resort the list:

1. Click the “**Select Sort**” drop down and choose one of the six possible sorts.
2. Click the “**Re-sort**” icon button

What if the List is a Shared List

If the list is shared, all the users share the *same* list. If you change the list’s sort, all the users will see the list sorted the new way.

E. Deleting Lists

i. Delete a Single List

Step 1: Select the List from which to Remove Students

Student Data→Edit Lists

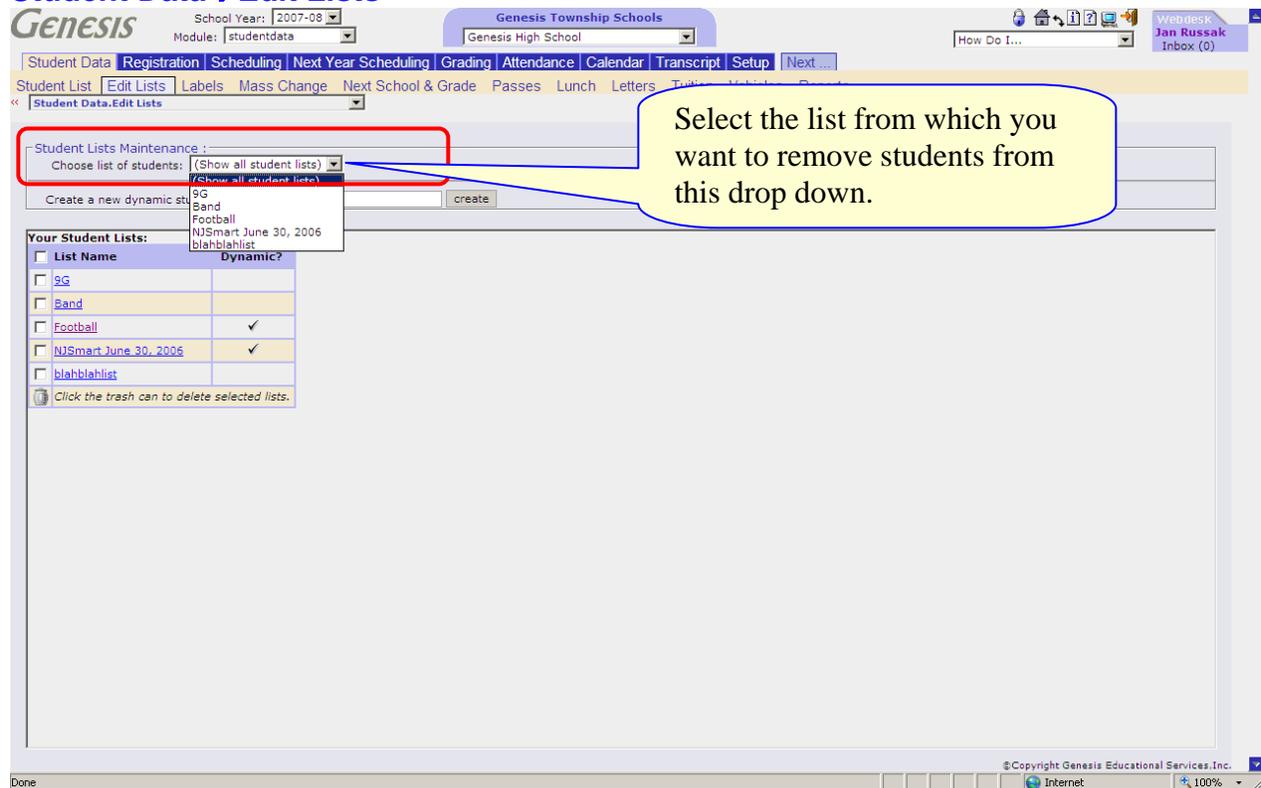


Figure 31 – Student Data→Edit Lists – Find a list to delete

Removing a Student List

1. Go to the [Student Data→Edit Lists](#) screen
2. Select the list which you wish to remove from the drop down list
3. Click the “[Delete this list](#)” trashcan button

Step 2: Delete the Selected List

Student Data→Edit Lists

To remove the list itself, click the trashcan **Delete-this-list** icon button.

Student Lists Maintenance:

Choose list of students: DE/SCIQ1P7/8 T Re-sort this list by: Name

Share this list with: as read-only.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status
1005597	Brown	Jarvis	2002	202	12	F	ACTIVE
504668	Fisher	Don	2002	208	12	F	ACTIVE
1010280	Beltre	Adrian	INACT		PG	F	INACTIVE
403599	Hearn	Ed	2002	D212	12	M	ACTIVE
504833	Hardy	Alex	2002	B145	12	F	ACTIVE
504613	Eischen	Joey	2002	C145	12	F	ACTIVE

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Figure 31 – Student Data→Edit Lists – Delete the list itself by clicking the trashcan icon button next to the lists name

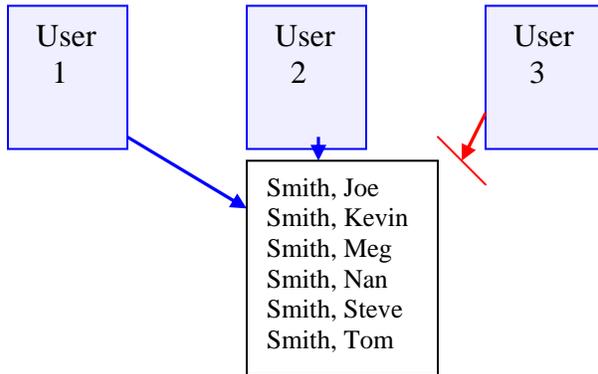
Remove the List itself

Click on the trashcan **Delete** icon button for *the list itself*. This is a trashcan that appears next to the name of the list.

Removing a list is a “one click” operation.

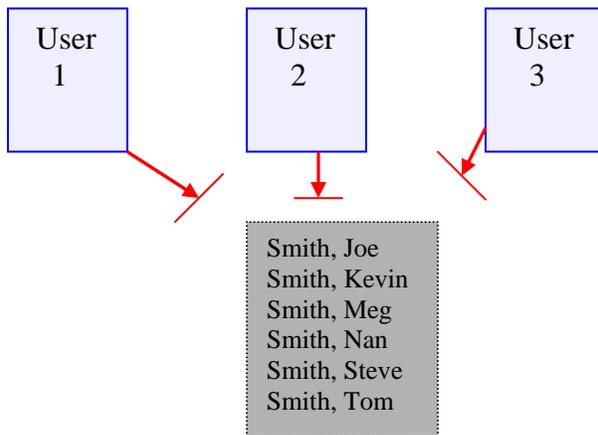
What if the Deleted List is a Shared List?

When a list is shared, all users who can access the list access the *same* list. When you delete the list you are only deleting *your own access to it*. All other users can still access the list. See the diagram on the next page below.



When is a Shared List “Really” Deleted?

Only when the last user who has access to the shared list deletes their own access to it is the list actually deleted.



ii. Mass Delete Student Lists

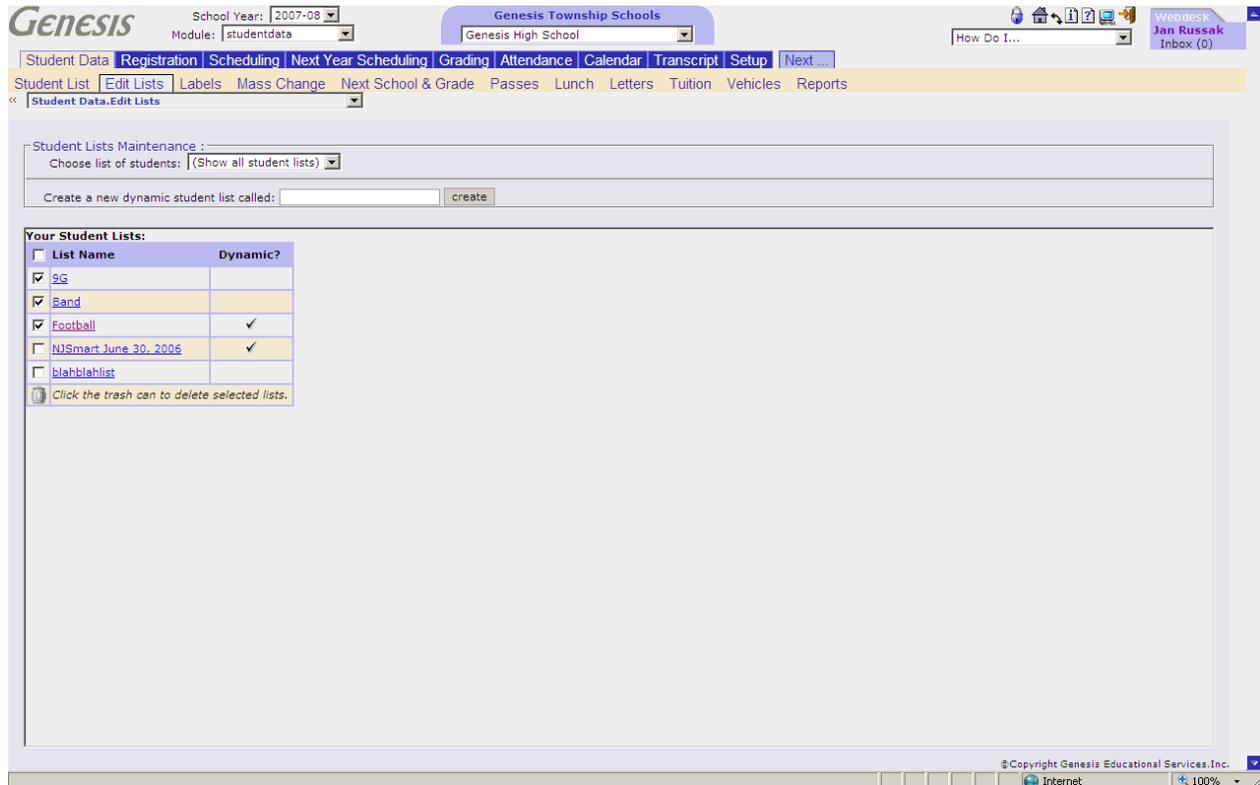


Figure 47 – The Student Data→Edit Lists screen illustrating the location of the Mass Delete Lists control



Figure 48 – Mass Delete Student List Control

Procedure to Mass Delete Student Lists

1. Go to the [Student Data→Edit Lists](#) screen.
2. Locate the “Your Student Lists” mass delete control
3. Check the checkboxes corresponding to all lists you wish to remove. The checkbox in the header toggles all the checkboxes below.
4. Click the trash can icon to mass delete all checked lists.

IV. Viewing and Modifying Student Records

After you have done a successful search, a list of student records appears in the center section of the **Student Data→Student List** screen. You can edit one record at a time. To open a record to view and/or update it, you can click on either the student’s highlighted id number or the **Edit** icon button at right.

Student Data→Student List→Student Search

The screenshot displays the 'Student Search' interface. At the top, there are navigation tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next...'. Below these are sub-tabs for 'Student List', 'Edit Lists', 'Labels', 'Mass Change', 'Next School & Grade', 'Passes', 'Lunch', 'Letters', 'Tuition', 'Vehicles', and 'Reports'. The main area is titled 'Student Search' and contains a search form with the following fields:

- Last Name: Da*
- First Name: (empty)
- Grades: (dropdown)
- Gender: (dropdown)
- Counselor: (dropdown)
- Vice Principal: (dropdown)
- Next School: (dropdown)
- Schools: 2002
- Student ID: (input)
- Status: Active Students Only
- Homeroom: (dropdown)
- Team: (dropdown)
- Student List: (dropdown)
- ESL/LEP: (dropdown)
- Next Counselor: (dropdown)
- Next Team: (dropdown)

Buttons for 'Search' and 'Reset' are present. Below the form is a table of student records with the following columns: ID, Last Name, First Name, School, Team, HR, GR, Gender, Enrollment Status, and PL. The table contains 18 rows of data. At the bottom of the screen, there are radio buttons for 'Add checked students to this list: 9G' and 'Add checked students to a new list: (input)'. The status '47 Students.' is shown at the bottom left.

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
1000047	Daal	Omar	2002		D243	12	F	ACTIVE	MD
1012093	Dade	Paul	2002			09	F	ACTIVE	
1013781	Dailey	Fred	2002			12	M	ACTIVE	
504495	Daily	Ed	2002		181	12	M	ACTIVE	ICT
1012100	Daisey	George S	2002			09	F	ACTIVE	
1012102	Dalena	Pete M	2002			11	F	ACTIVE	IR
1000053	Daley	Bud A	2002			12	M	ACTIVE	
1012106	Daley	Pete K	2002			10	M	ACTIVE	ICA
1012116	Damon	Johnny J	2002		C164	09	F	ACTIVE	
504494	Damrau	Harry E	2002		GYM-A	12	M	ACTIVE	RPR
1012118	Dandridge	Ray G	2002		206	09	M	ACTIVE	
1012117	Daney	Art F	2002		D237	10	F	ACTIVE	
1012125	Danning	Ike T	2002			09	M	ACTIVE	RPI
1012128	Danzig	Babe	2002			12	M	ACTIVE	
1012132	Darling	Ron A	2002			09	F	ACTIVE	
1012133	Darwin	...	2002		ACTIVE	...

Figure 49 – The **Student Data→Student List→Student Search** screen

Opening a Student Record

To open a student’s record, click on either the student’s highlighted id number, at left, or the **Edit** icon button at right. Both go to your designated “initial student record entry screen” (see below).

Creating Student Lists

To place some or all of the listed student records, check the checkbox corresponding to each record you wish to save and then use the “student list” controls at the bottom of the screen:

- To add the records to an existing Student List, click the radio button for “add checked students to this list” control – and use the associated drop down to select the student list to add them to.
- To create a new student list with the checked students, click the radio button for “add checked students to a new list” control – and enter the name of the list you want to create.

In both cases, click “**OK**” to add to or create a student list.

E. Default Student Record Entry Screen

Student Data→Student→Demographics→Required

The screenshot shows the Genesis Student Information System interface. At the top, there is a navigation menu with tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', and 'Setup'. Below the menu is a header for 'Genesis Township Schools' and a breadcrumb trail: 'Student Data→Student→Demographics→Required'. The main content area is a form for entering student demographics. The form includes fields for 'School: 2002 (Genesis High School)', 'Student ID: 504495', 'Home School: 4130-Genesis Township Schools', 'District: 4130-Genesis Township Schools', 'First Name: Ed', 'Last Name: Daily', 'Nick Name:', 'Birth Date: 09/10/1989', 'Age: 17', 'Ethnicity: White', 'Gender: Male', 'Grade Level: 12', 'Session:', 'Home Room: 181', 'Class Of: 2007', 'Resident District: Piscataway Township Schools School: 050', 'Municipality Code:', 'Shared Time:', 'Spec. Ed.: Yes', 'Tuition: CHANGE', 'Birth City: Somerville', 'Birth Country: United States', 'Birth Certificate #:', 'Primary Language: ENGLISH', 'US Entry Date:', 'Original Entry In School:', 'Registration Date: 09/06/1995', 'State Student ID:', 'Home School Reason:', 'Middle Name:', 'Suffix:', 'Vice Principal: Arndt, Larry', 'Social Security Number:', 'Career:', 'High School Entry: 09/02/2003', 'Year of Graduation: 2007', 'Counselor: 002716-Allen, Myron', 'Scheduling Team:', 'Spec. Ed. Self Contained: No', 'Birth State: NJ-New Jersey', 'Citizenship: United States', 'Immigration Status:', 'Home Language: ENGLISH', 'Date of Graduation: 06/30/2007', and 'Original Entry In District: 09/06/1995'. There is also a photo of a man and an 'Upload Picture' button. At the bottom, there is a 'Registration Information' section with fields for 'Program Type: 05 grades 9-12', 'Entry Code: R-1 Re-entry from within the same school', 'Current School Entry Date: 07/01/2006', 'Withdrawal Code:', 'Withdrawal Date:', 'Previous Genesis School: Genesis High School', 'Previous State District Code:', and 'Previous State School Code:'.

Figure 50 – The screen displayed when you initially open a student’s record is set in your user profile. The **Student Data→Student→Demographics→Required** screen, shown here, is the default.

Default Student Record Entry Screen

The screen displayed when you initially open a student’s record is set in your user profile. To have this setting changed, contact your Genesis system administrator. The **Student Data→Student→Demographics→Required** screen is the default.

Student Record Tabs

There are 36th level tabs in each Student’s record (that is, below the link) and many of these have additional 4th and 5th level tabs. You only see the tabs that you have permission to see: all tabs that you do not have permission to see are hidden. They are not grayed out: they are invisible. Being able to *see* a certain tab does not imply that you have update permission for it: you may only be able to see and not update a tab (e.g. the **Student Data→Student→Demographics→Required** screen).

Each tab represents a different section of the student’s record.

F. Student Address Screen

Student Data→Student→Demographics→Addresses

The screenshot shows the Genesis Student Information System interface. At the top, there is a navigation bar with tabs for Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, and Setup. Below this, there are various menu options like Student List, Address List, Edit Lists, Labels, Mass Change, Next School & Grade, Student, Passes, Lunch, Letters, Tuition, and Reports. The main content area displays the 'Addresses' screen for a student named 'Daily, Ed'. It shows a table of addresses with columns for Address Type, Name, Address, Attendance, Schedules, and Report. Below the table, there are sections for 'Contact Type', 'Contact Name', 'Contact Number', and 'E-Mail' for each address. The interface also includes a search bar, a 'Webdesk Genesis Adminis' button, and a copyright notice at the bottom: '© Copyright Genesis Educational Services, Inc.'.

Figure 51 –Many users set the Student Data→Student→Demographics→Address screen, shown here, as their default.

Student Address Screen

The Student Data→Student→Demographics→Address screen is set as the initial default screen for many users (in lieu of the Student Data→Student→Demographics→Required screen described on the previous page). This screen shows all of the addresses and contacts for this student.

V. Navigating Among Student Records

Every student record screen has a set of navigation controls at far right immediately below the 2nd level of tabs. There are “next student”, “previous student” and “any student in the list” controls.

Student Data→Student →Demographics→Addresses

The screenshot shows the Genesis Student Information System interface. The browser address bar indicates the URL: <http://genesis.genesisedu.com/demo/sis/view?module=studentdata&category=modifystudent&tab1=demographics&tab2=addresses&action=form&studentid=504495>. The page title is "Genesis High School". The navigation bar includes tabs for "Student Data", "Registration", "Scheduling", "Next Year Scheduling", "Grading", "Attendance", "Calendar", "Transcript", "Setup", and "Next". The "Student Data" tab is active, and the "Addresses" sub-tab is selected. A dropdown menu is open on the right side, showing a list of student names for selection. The main content area displays a table of addresses and contact information for the selected student, Ed Daily.

Address Type	Name	Address	Attendance	Schedules	Report
LR - Legal Residence	Daily	123 BEHMER RD, Apt. 3-E Franklin, NJ 07654	✓	✓	✓
	Contact Type	Contact Name	Contact Number	E-Mail	
	Home Telephone	Mrs. Mary Daily	732-555-1515	mdaily@isp.com	
	Emergency Telephone 1	Mrs. Smith - Neighbor	732-654-3211		
	Emergency Telephone 3	Mrs. Daily	732-735-5346	janrusak@yahoo.com	
	Mothers Work	Darcy Pharmacy	732-565-1211		
	Mothers Cell	Mary Daily	732-876-6543		
	WORK/HOME EMAIL	mdaily@isp.org			
FA - Father	Frank Daily	133 BOUND BROOK AVE, Apt. 15E Franklin, NJ 07654	✓		✓
	Contact Type	Contact Name	Contact Number	E-Mail	
	Home Telephone	Frank Daily	908-435-1987	fdaily@isp.com	
	Fathers Work	Cursory Industries	908-676-1452 ext:52		

Figure 52 – You can navigate among student records via the navigation controls at far right just below the 2nd level of tabs. There are “next”, “previous” and “any” controls that select among the student records returned in the most recent search on the [Student Data→Student List](#) screen.

Student List Navigation Controls

Every student record screen has a set of navigation controls at far right immediately below the 2nd level of tabs. There are “next student”, “previous student” and “any student in the list” controls. Using these controls moves you to the selected student’s record – on the same screen. You can select a student’s record screen (e.g. [Student Data→Student→User Text](#)) and then move from student to student while remaining on the same screen.

ⁱ MS Excel automatically truncates leading zeros; Genesis has no control over this.