Parent Access User Manual

https://parents.ewingboe.org

The Ewing Public Schools

Providing a Foundation for Life

Last Updated July 30, 2020

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Questions? Contact the school main office.

Introduction

The Genesis Parent Access tool is a safe, secure way to view your child's school record for the current school year. It is important to check in daily.

This user manual will guide you these screens and how to use them. As students progress through the Ewing schools, the information available to parents increases. At the current time, Parent Access provides the following functions to parents.

Elementary	**Middle School**	**High School**
Student Summary	Student Summary	Student Summary
Bus Information	Bus Information	Bus Information
Lunch Balance	Lunch Balance	Lunch Balance
Daily Attendance	Daily Attendance	Daily and Classroom Attendance
Documents Library	Documents Library	Documents Library
Forms Library	Forms Library	Forms Library
Updating Contacts	Updating Contacts	Updating Contacts
Report Cards	Report Cards	Report Cards
	Student Schedules	Student Schedules
	Gradebook	Gradebook
	Grading	Grading
	Fees and Fines	Fees and Fines
	Letters	Letters
	Discipline Incidents	Discipline Incidents

Getting a Parent Access Account

When you provide your email address to the school office, they will set up a Parent Access account for you and send you an email with your username and password information. You will need that information when you log into Parent Access.

- If you ever change your email, contact the school office to update your email and your Parent Access user account.
- If you do not have an email account with a internet service provider such as gmail.com or yahoo.com, the school office can give you a userid that you can use at a public computer. If you can get to the internet, you can get to Parent Access.
- There will be only one user account per family. Generally that is Guardian 1, unless Guardian 2 is a parent who lives at a different address.
- No parent can have an account if there is a Custody Issue against them.
- Parent Access is available by mobile phone.
- The first time you login, you'll be prompted to change your password. *Do not share it with your students* because your account may be used for official sign-offs and permissions.

Student Accounts

High school students will automatically receive a Student Access account at the beginning of the school year if they don't already have one. Contact the main office with any questions.

What if I forget my password?

On the sign-in screen, click on the "Forgot Password" button. On the next screen, enter your email (logon ID) and click on "Submit." Check your email for a message containing your temporary password. Then go to the Parent Access sign-in screen and log on using your temporary password. You will be prompted to change your password.

It may take as long as 10-20 minutes to receive the email. It will come from "Genesis Admin" [genesisadmin@ewingboe.org] .
If you don't get it, check your Spam/Junk folders.

Note: If your logon id is not a real email address, contact the school office. They will give you a new password.

Logging in to Parent/Student Access

In your internet browser, go to this URL. https://parents.ewingboe.org/genesis/parents?gohome=true
You will see a screen similar to this. Enter the username and password provided to you by the email sent from the school, and click on the "Login" button.

Logging Out

Closing the browser without logging out creates a security hole that only you can close: Be secure, always log out properly. In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information. **Note: This applies not only to Genesis, but to every Internet/Web application you use.**

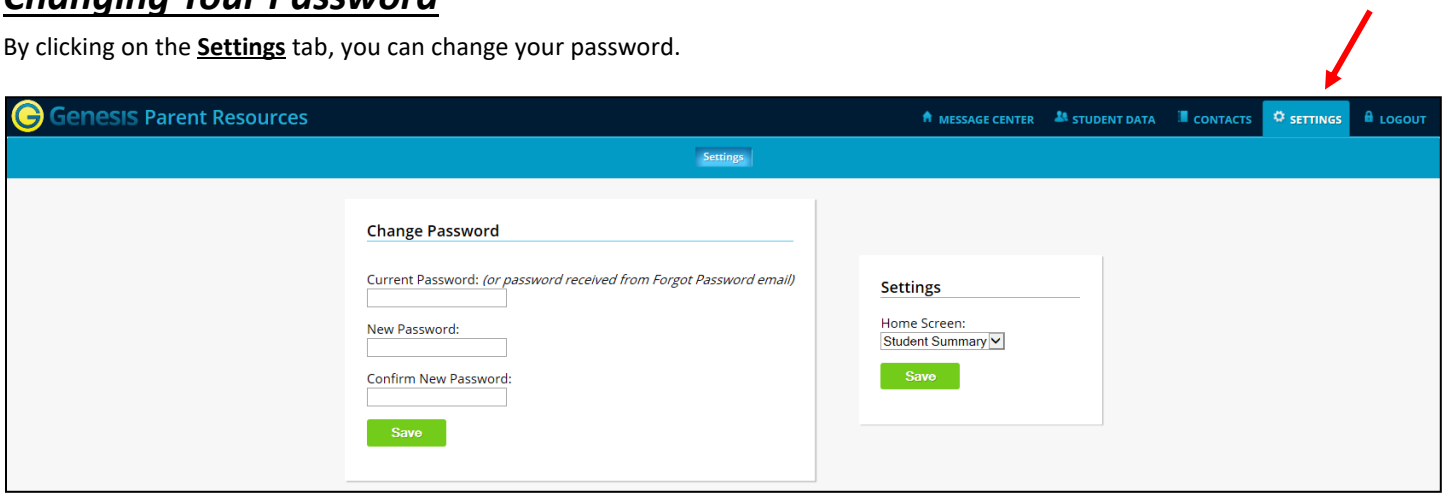
Closing your browser is not the same as logging off. You *must* log off of Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

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

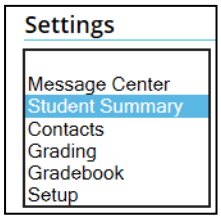
Always log off of Web Access – Never just close your browser

Changing Your Password

By clicking on the **Settings** tab, you can change your password.

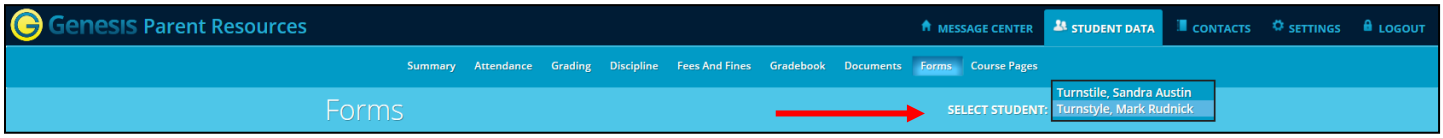


You may also choose any of the options in your dropdown box to be the first screen you see for your student. Remember that the choices you see may vary.



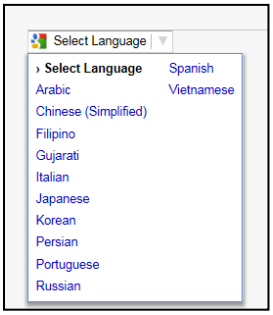
Switching Between Students

For parents/guardians who have more than one student, click on the "Select Student" dropdown box near the top right of the screen in the light blue bar. Then click on the student you want to view.



Switching from English to Another Language

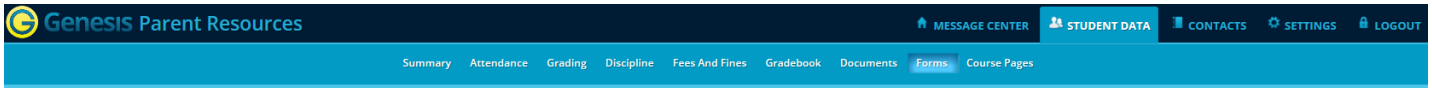
For parent/guardians who would like to view the screens in a language other than English, click on the "Select Language" dropdown list in the bottom left corner of the screen. This function is available on all Parent Access screens. The languages currently available are shown here.



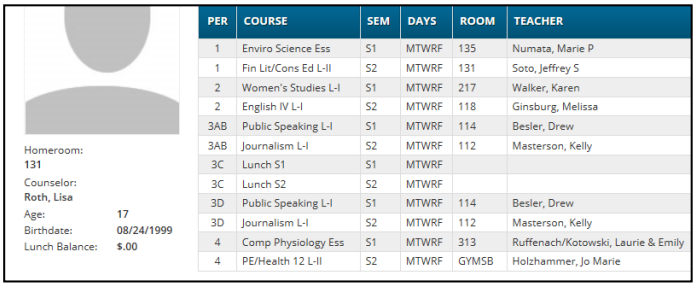
Menu Choices for Student Information

The dark blue bar at the top of the screen contains the five major types of data that are available to you. Each of those 5 menu options has a submenu in the light blue bar directly below. The submenu options may vary from those shown here, and may vary for different students based on the school they attend.

Student Data Summary

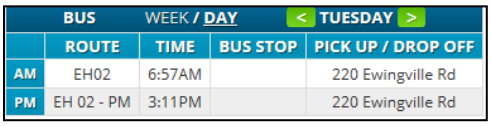


- On the left, there is basic information such as student ID#, homeroom, team, grade and age.
- Note the Lunch Balance. When present, it's time to submit your payment to Food Services.
- A student's schedule is shown, when applicable.
- Bus information is also displayed.



Homeroom: 131
Counselor: Roth, Lisa
Age: 17
Birthdate: 08/24/1999
Lunch Balance: $.00

PER	COURSE	SEM	DAYS	ROOM	TEACHER
1	Enviro Science Ess	S1	MTWRF	135	Numata, Marie P
1	Fin Lit/Cons Ed L-II	S2	MTWRF	131	Soto, Jeffrey S
2	Women's Studies L-I	S1	MTWRF	217	Walker, Karen
2	English IV L-I	S2	MTWRF	118	Ginsburg, Melissa
3AB	Public Speaking L-I	S1	MTWRF	114	Besler, Drew
3AB	Journalism L-I	S2	MTWRF	112	Masterson, Kelly
3C	Lunch S1	S1	MTWRF		
3C	Lunch S2	S2	MTWRF		
3D	Public Speaking L-I	S1	MTWRF	114	Besler, Drew
3D	Journalism L-I	S2	MTWRF	112	Masterson, Kelly
4	Comp Physiology Ess	S1	MTWRF	313	Ruffenach/Kotowski, Laurie & Emily
4	PE/Health 12 L-II	S2	MTWRF	GYMSB	Holzhammer, Jo Marie



BUS WEEK / DAY < TUESDAY >

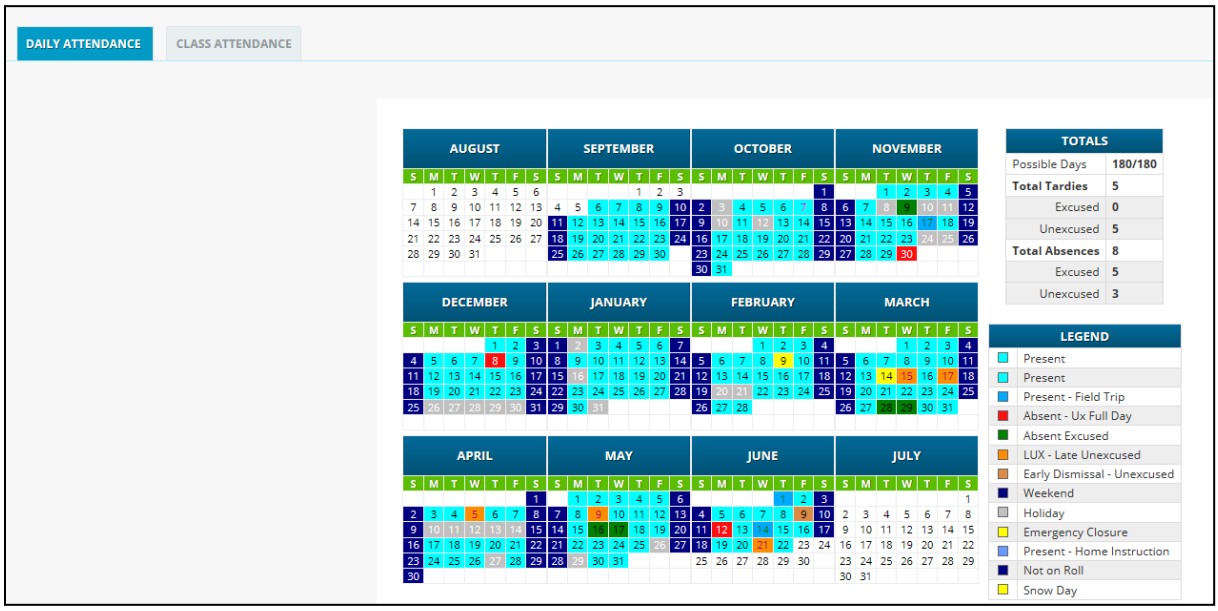
	ROUTE	TIME	BUS STOP	PICK UP / DROP OFF
AM	EH02	6:57AM		220 Ewingville Rd
PM	EH 02 - PM	3:11PM		220 Ewingville Rd

Attendance

The first Attendance tab shows Daily Attendance. The second Attendance tab shows Class Attendance (when applicable).

When a school also takes Class Attendance, there is a second tab (next to the Daily Attendance tab) that will show class attendance per day of the month. ***It is critical that you also check class attendance!*** Unexcused absences, tardies and lates contribute to loss of credit at Ewing High School, and potentially a lower grade.

Daily Attendance (Homeroom)

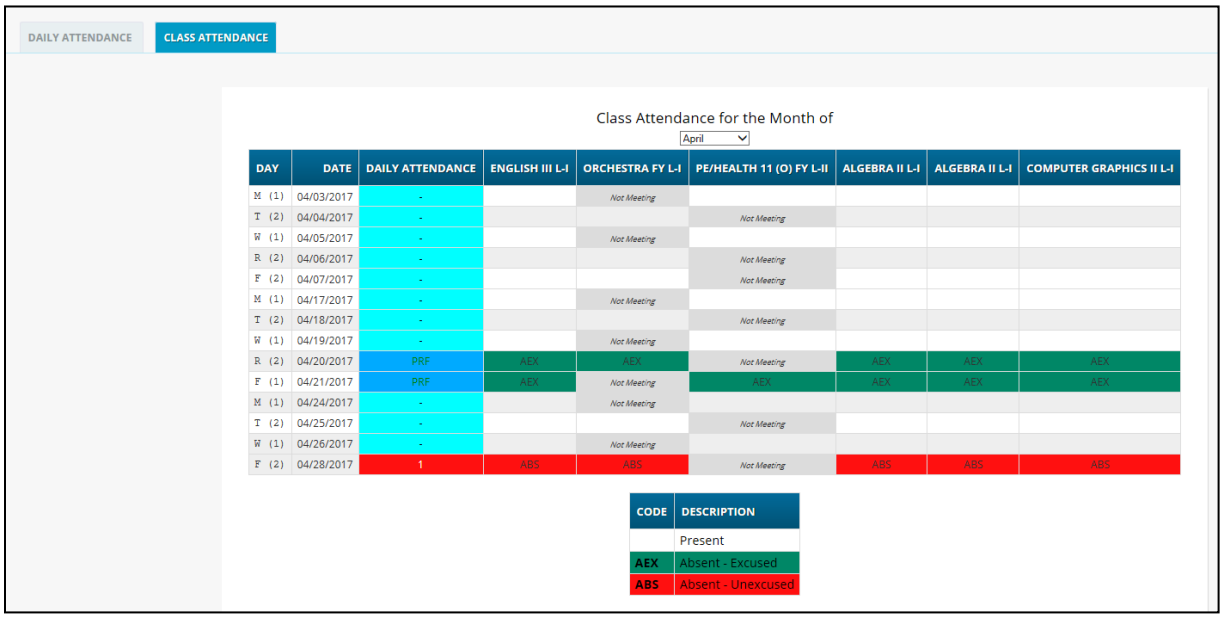


- The Attendance Calendars with each day color coded. Typical attendance codes include:

Unexcused absence	Unexcused tardy	Left early
Excused absence	Excused tardy	Field trip

- The color-coded 'Legend' describes the meaning of each attendance code.
- Attendance totals for the year

Class Attendance



DAY	DATE	DAILY ATTENDANCE	ENGLISH III L-I	ORCHESTRA FY L-I	PE/HEALTH 11 (O) FY L-II	ALGEBRA II L-I	ALGEBRA II L-I	COMPUTER GRAPHICS II L-I
M (1)	04/03/2017	-		Not Meeting				
T (2)	04/04/2017	-			Not Meeting			
W (1)	04/05/2017	-		Not Meeting				
R (2)	04/06/2017	-			Not Meeting			
F (2)	04/07/2017	-			Not Meeting			
M (1)	04/17/2017	-		Not Meeting				
T (2)	04/18/2017	-			Not Meeting			
W (1)	04/19/2017	-		Not Meeting				
R (2)	04/20/2017	PRF	AEX	AEX	Not Meeting	AEX	AEX	AEX
F (1)	04/21/2017	PRF	AEX	Not Meeting	AEX	AEX	AEX	AEX
M (1)	04/24/2017	-		Not Meeting				
T (2)	04/25/2017	-			Not Meeting			
W (1)	04/26/2017	-		Not Meeting				
F (2)	04/28/2017	1	ABS	ABS	Not Meeting	ABS	ABS	ABS

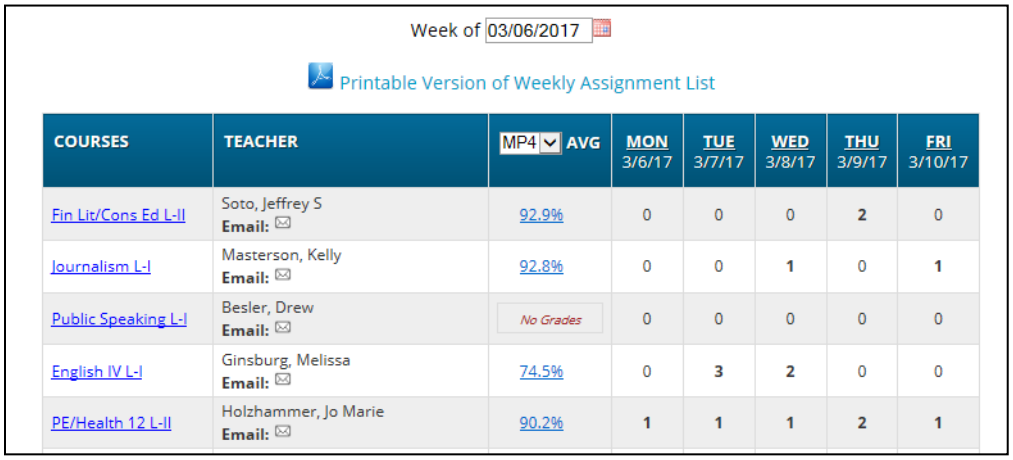
Gradebook

Some schools display the student's Gradebook for each class. Currently, the high school and middle school provide this information. Within the Gradebook, there are three tabs.

Gradebook Weekly Summary

This screen shows how many assignments are due for each class, and on what days. You can change the week and the marking period for which you'd like to see the average. You can also print the weekly assignment list.

- When you click on the Course, it takes you to the List Assignments tab.
- When you click on the average grade hyperlink, it takes you to the Course Summary tab.
- You can send an email to the teacher by clicking on the envelope icon next to the teacher's name.



Week of 03/06/2017

Printable Version of Weekly Assignment List

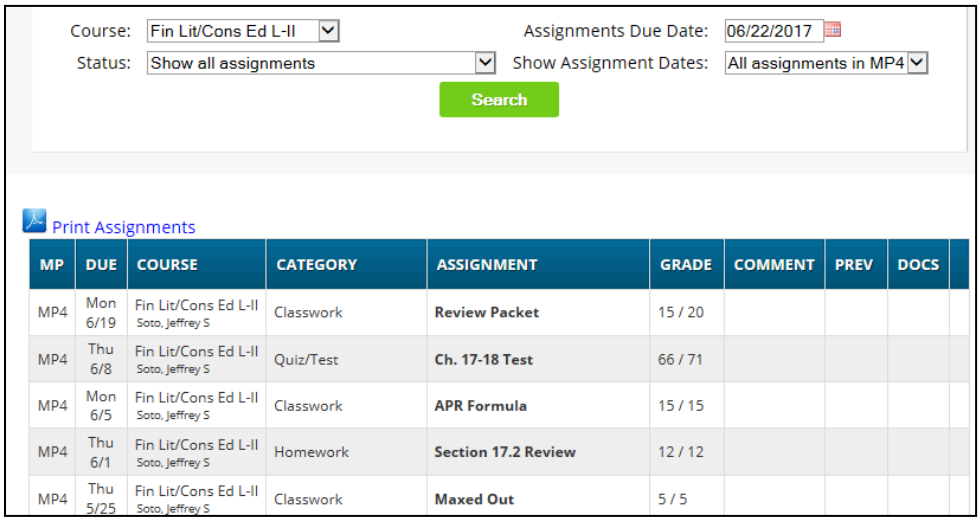
COURSES	TEACHER	MP4 AVG	MON 3/6/17	TUE 3/7/17	WED 3/8/17	THU 3/9/17	FRI 3/10/17
Fin Lit/Cons Ed L-II	Soto, Jeffrey S Email:	92.9%	0	0	0	2	0
Journalism L-I	Masterson, Kelly Email:	92.8%	0	0	1	0	1
Public Speaking L-I	Besler, Drew Email:	No Grades	0	0	0	0	0
English IV L-I	Ginsburg, Melissa Email:	74.5%	0	3	2	0	0
PE/Health 12 L-II	Holzhammer, Jo Marie Email:	90.2%	1	1	1	2	1

List Assignments

This screen allows you to view all the assignments for that course, and grades when they are available. You can change the search criteria to view the data in a different way. This is useful to limit or expand the assignments displayed on the screen. For example, you can:

- Switch to a different course
- Select a different due date
- Specify a different period of time (such as a MP, Month, Week, Day, or All)
- Look at assignments based on status (such as those that are graded, ungraded, missing, etc.)

You can also print the listed assignments from this screen.



Course: Fin Lit/Cons Ed L-II Assignments Due Date: 06/22/2017

Status: Show all assignments Show Assignment Dates: All assignments in MP4

Search

Print Assignments

MP	DUE	COURSE	CATEGORY	ASSIGNMENT	GRADE	COMMENT	PREV	DOCS
MP4	Mon 6/19	Fin Lit/Cons Ed L-II Soto, Jeffrey S	Classwork	**Review Packet**	15 / 20			
MP4	Thu 6/8	Fin Lit/Cons Ed L-II Soto, Jeffrey S	Quiz/Test	**Ch. 17-18 Test**	66 / 71			
MP4	Mon 6/5	Fin Lit/Cons Ed L-II Soto, Jeffrey S	Classwork	**APR Formula**	15 / 15			
MP4	Thu 6/1	Fin Lit/Cons Ed L-II Soto, Jeffrey S	Homework	**Section 17.2 Review**	12 / 12			
MP4	Thu 5/25	Fin Lit/Cons Ed L-II Soto, Jeffrey S	Classwork	**Maxed Out**	5 / 5			

Course Summary

This screen will display the assignments for the MP that was selected on the Summary page. You can change the course at t he top of the screen. Note: At the bottom of the page is important and helpful information, including:

- Class Attendance Summary (This includes how many unexcused tardies and absences may contribute to a lower grade or no credit for the course)
- Category weights used in grade calculation

Course Summary for Fin Lit/Cons Ed L-II

Marking Period 4 Grade: **92.9%**

Assignments Marking Period 4 04/08/17 to 06/22/17

Last grade posted on 6/20

MP	DUE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	COMMENT	PREV	DOCS
MP4	Mon 6/19	Soto, Jeffrey S	Classwork	**Review Packet**	15 / 20			
MP4	Thu 6/8	Soto, Jeffrey S	Quiz/Test	**Ch. 17-18 Test**	66 / 71			
MP4	Mon 6/5	Soto, Jeffrey S	Classwork	**APR Formula**	15 / 15			
MP4	Thu 6/1	Soto, Jeffrey S	Homework	**Section 17.2 Review**	12 / 12			
MP4	Thu 5/25	Soto, Jeffrey S	Classwork	**Maxed Out**	5 / 5			
MP4	Wed 5/24	Soto, Jeffrey S	Projects/Participation	**Current Event #3**	25 / 25			
MP4	Tue 5/23	Soto, Jeffrey S	Classwork	**FICO Score**	5 / 5			
MP4	Mon 5/22	Soto, Jeffrey S	Homework	**17.1 Section Review**	14 / 14			
MP4	Fri 5/19	Soto, Jeffrey S	Classwork	**Credit Scores**	5 / 5			
MP4	Fri 5/19	Soto, Jeffrey S	Classwork	**Credit Decisions**	10 / 10			
MP4	Wed 5/17	Soto, Jeffrey S	Quiz/Test	**Ch. 16 Test**	32 / 35			
MP4	Tue 5/16	Soto, Jeffrey S	Homework	**Progress Report #2**	5 / 5		Absent	
	Tue							

Grading Information Marking Period 2

Students are graded by **Category Weighting** in this course. A grade is calculated by taking the average of each category and getting a value for the category based on the weight. Each category score is then added and a total average is formulated.

CATEGORY	WEIGHT	LOWEST GRADES DROPPED
Unit Speeches and Projects	35.0 %	0
Homework	15.0 %	0
Participation	10.0 %	0
Quizzes	25.0 %	0
Classwork,Journals, Impromptus	15.0 %	0

Class Attendance Summary Year to Date

TYPE	TOTAL	UNEXCUSED	EXCUSED
Absences	6.0	4.0	2.0
Tardies	1.0	1.0	0.0

Grading

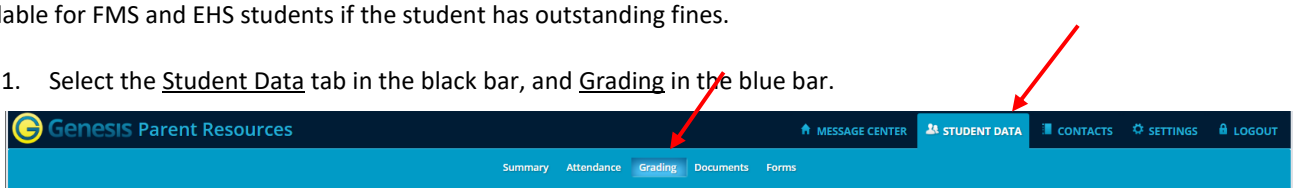
Some schools display the student report card grades. In this example, a parent can keep track of marking period and exam grades.

COURSE	SEM	SCHOOL	TEACHER	MP1 ★	MP2 ★	ME	MP3	MP4	FE	FG	IR1	IR2	IR3	IR4	ATT.	EARNED
Fin Lit/Cons Ed L-II	S2	EHS	Soto, Jeffrey S				89	93	91	91					5.00	5.00
Journalism L-I	S2	EHS	Masterson, Kelly				77	93	82	84					5.00	5.00
Public Speaking L-I	S1	EHS	Besler, Drew	84	81				90	84					5.00	5.00
English IV L-I	S2	EHS	Ginsburg, Melissa				72	75	89	77					5.00	5.00
PE/Health 12 L-II	S2	EHS	Holzhammer, Jo Marie				86	90		88					5.00	5.00
Comp Physiology Ess	S1	EHS	Ruffenach/Kotowski, Laurie & Emily	89	91				90	90					5.00	5.00
Enviro Science Ess	S1	EHS	Numata, Marie P	87	96				91	91					5.00	5.00
Women's Studies L-I	S1	EHS	Walker, Karen	81	91				93	87					5.00	5.00

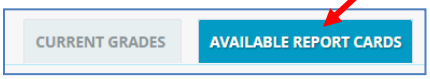
Report Cards

Beginning in the 2018-19 school lyear, student report cards will be displayed on Parent Access. NOTE: Report cards will not be available for FMS and EHS students if the student has outstanding fines.

1. Select the Student Data tab in the black bar, and Grading in the blue bar.



2. Once on the Grading page, click on the "Available Report Cards" tab.



3. You will see a list of the report cards available for viewing similar to the lists below. To View, click on the PDF icon to open the report card.

YEAR	SCHOOL	NAME	MARKING PERIOD	VIEW
2018-19	Lore Elementary School	Report Card - Grade 3		
PREVIOUS YEAR REPORT CARDS				
2017-18	Lore Elementary School	Report Card - Grade 2		
2016-17	Lore Elementary School	Report Card-Grade 01		
2015-16	Lore Elementary School	Report Card-Grade K		

Discipline

The Discipline tab, when available, lists the various infractions. When you have concerns or questions, you may contact the Dean at the school.

2016-17 Discipline Record

	DATE	TIME	INFRACTION	ACTION	ACTION DATES
1	12/1/2016	Period 1	Lateness to class	Conference with Student and Administrator	12/2
2	11/23/2016	Period 1	Cut Teacher Detention	Extended Detention - 1 day	12/8
3	11/19/2016	After School	Cut Detention	In-School Suspension - 1 day	11/28
4	10/20/2016	Period 1	Lateness to class	Saturday Detention	11/19
5	10/18/2016	Period 1	Lateness to class	Conference with Student and Administrator	10/20

Fees and Fines

Some schools display the fees and fines that a student has accrued. The balance due must be paid to avoid loss of privileges.

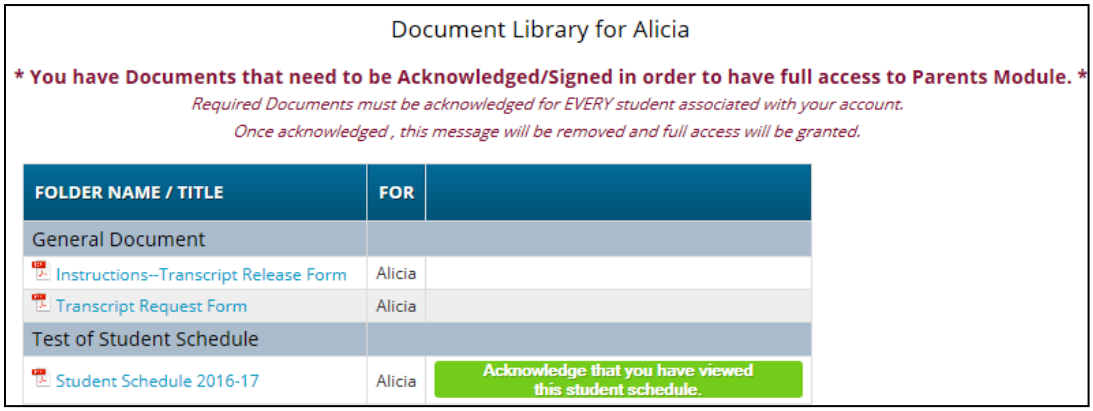
SCHOOL	DESCRIPTION	AMOUNT	ASSIGNED ON	DUE	PAID	MODULE	BALANCE
EHS	The Grapes of Wrath; 36404000084081; due 3/02/16	$6.85	4/19/2016		(1) $6.85	Student	$0.00
EHS	Of Mice & Men; 36404000190464; due 3/2/16	$5.40	4/19/2016		(1) $5.40	Student	$0.00
EHS	Class Text Book	$56.40	6/23/2015		(1) $56.40	Student	$0.00
EHS	Biology Exploring Life #07-72 Returned 8/18/14	$0.00	6/25/2014		(1) $0.00	Student	$0.00
EHS	Help Yourself; 36404000390627; due 5/15/14 Renewed until 6/2 Returned 6/20 ED	$0.00	5/16/2014		(1) $0.00	Student	$0.00
EHS	Chicken Soup...; 36404000386690; due 5/15/14 Renewed until 6/2 Returned ED	$0.00	5/16/2014		(1) $0.00	Student	$0.00
EHS	Taste Berries for Teens; 36404000481829; due 3/7/14 on shelf 3/28	$0.00	3/21/2014		(1) $0.00	Student	$0.00
EHS	Every Day; 36404000388951; due 1/24/14; returned	$0.00	1/28/2014		(1) $0.00	Student	$0.00
FMS	connected math - RETURNED	$0.00	6/13/2011		(1) $0.00	Student	$0.00

Balance: $0.00

Documents Library

When documents are posted to the Parent Access for your student, they will be listed in the Documents Library. Often they are provided simply for your information. However, especially at the beginning of the school year, you may be asked to confirm that you read the document.

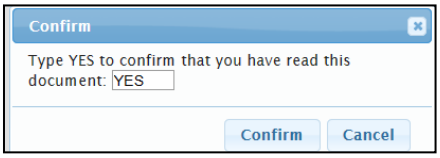
To read a document, click on the blue title of the document. While you are viewing the document, you may print it, or you may also save it to your computer.



Acknowledging that You Have Read the Document

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

button. This causes a confirmation dialog to appear:

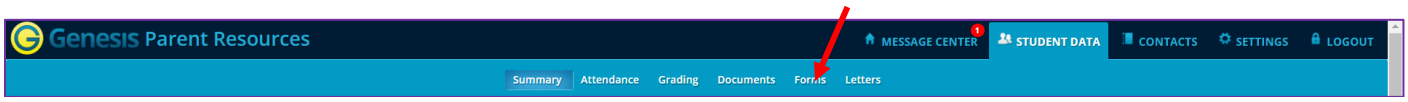


You must type the word YES (all in capital letters) into this dialog box and **click the OK button** to acknowledge that you have read the corresponding document.

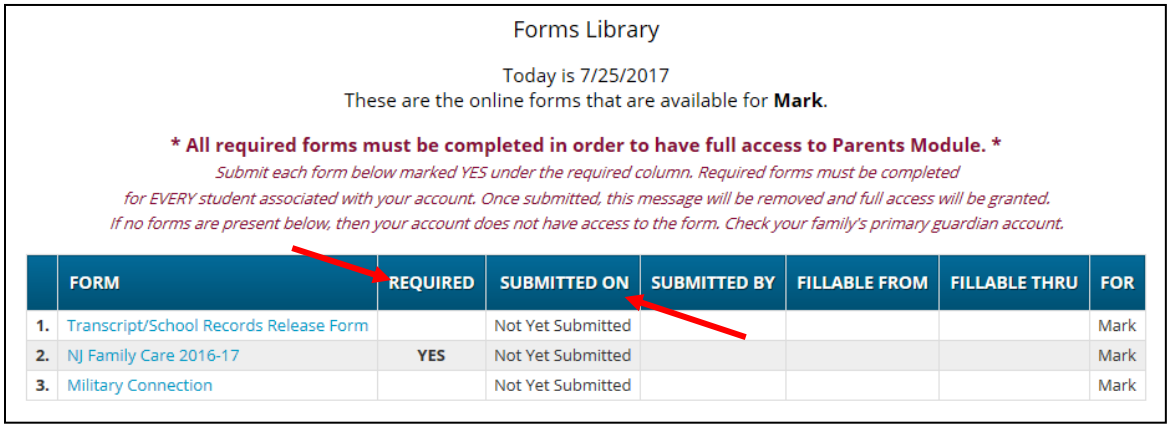
WARNING: *Clicking the button and entering YES into the prompt is a **legal** acknowledgement that you have read and accept the content of the document.*

Forms Library

When forms are posted to the Parent Access for your student, they will be listed in the Forms Library. Forms request information needed from the parent in an electronic format. Note the column that designates a form as REQUIRED. You must complete that form before you will be allowed to view any other screens for your student(s). If you have more than one student who has a required form, you will need to complete the required forms for each student.



In this example, the NJ Family Care form is required. You will know the form was successfully submitted by the Submitted On date.



Forms Library

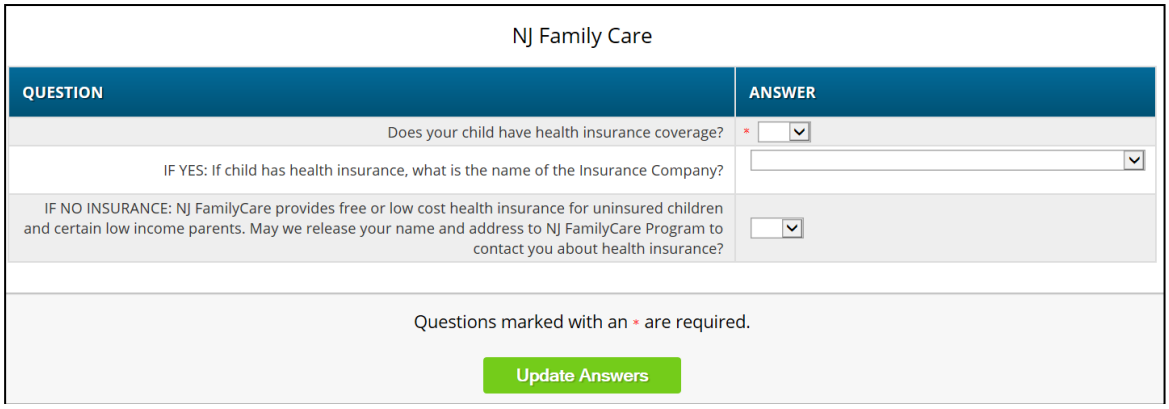
Today is 7/25/2017
These are the online forms that are available for **Mark**.

*** All required forms must be completed in order to have full access to Parents Module. ***

Submit each form below marked YES under the required column. Required forms must be completed for EVERY student associated with your account. Once submitted, this message will be removed and full access will be granted. If no forms are present below, then your account does not have access to the form. Check your family's primary guardian account.

	FORM	REQUIRED	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Transcript/School Records Release Form		Not Yet Submitted				Mark
2.	NJ Family Care 2016-17	YES	Not Yet Submitted				Mark
3.	Military Connection		Not Yet Submitted				Mark

When you click on the name of the form, it will be displayed so you can respond as needed. Here is a sample.



NJ Family Care

QUESTION	ANSWER
Does your child have health insurance coverage?	*
IF YES: If child has health insurance, what is the name of the Insurance Company?	
IF NO INSURANCE: NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents. May we release your name and address to NJ FamilyCare Program to contact you about health insurance?	

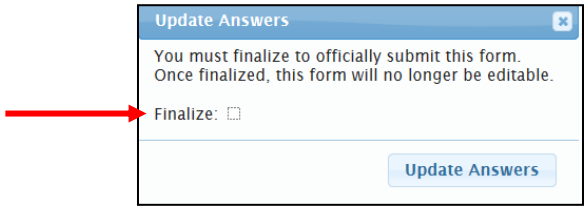
Questions marked with an * are required.

Update Answers

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

Finalizing Forms

Some forms will ask you to finalize your responses. When you see this popup box, you should click the "Finalize" checkbox, and then click on "Update Answers." Until you do this, the form will not show as completed, and the data will not be sent to Genesis.

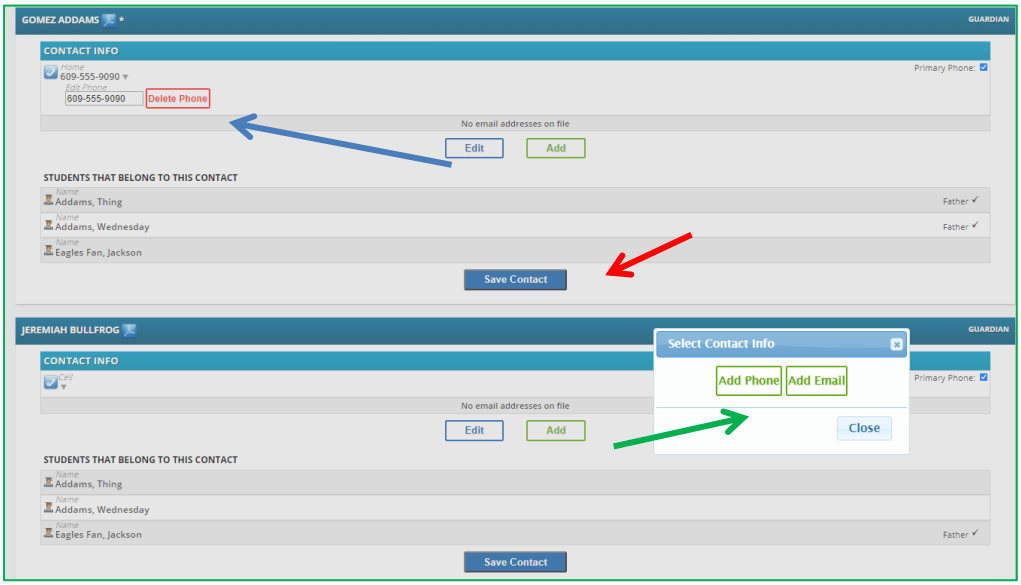


WARNING: *Finalizing the form is a **legal** acknowledgement that the answers you have provided are accurate.*

Updating Contacts

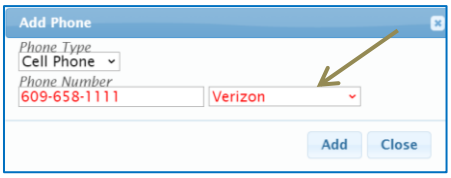
For An Existing Contact

- To change or delete a phone number or email, click on the Edit button.
- To add a phone number or email, click on the Add button and select Add Phone or Add Email button.
- Remember to click on Save Contact to keep your changes!



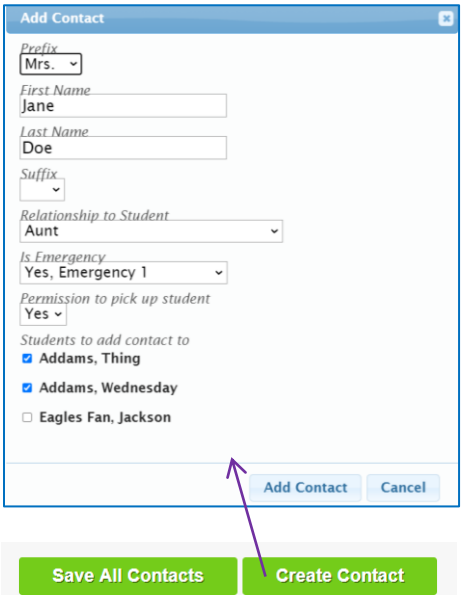
Note: When you add a cell phone, be sure to select a provider in order to be able to receive text messages.

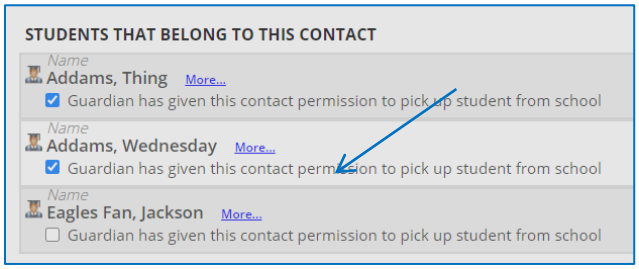
Remember: When you change a guardian's phone number, be sure to update Instant Alert.



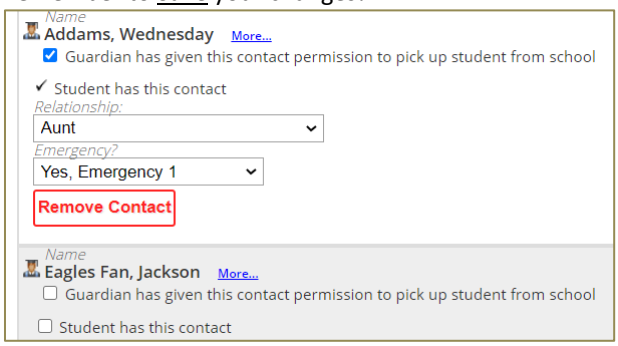
To Add a New Contact

Click on Create Contact to add a new contact. Check or uncheck the students as appropriate.





Click on "**More...**" for more options, including how to remove contact.
Remember to Save your changes!

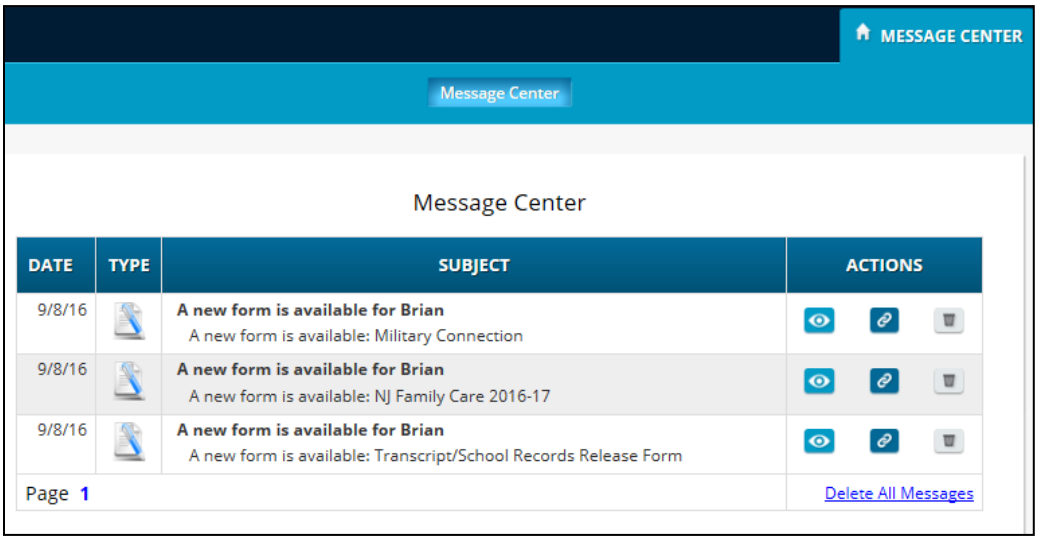


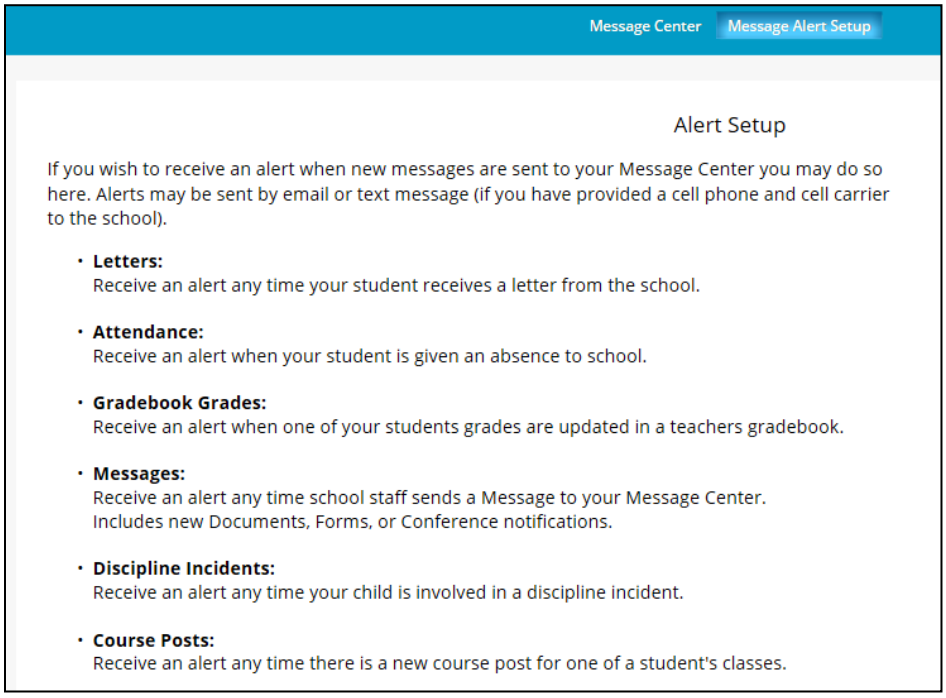
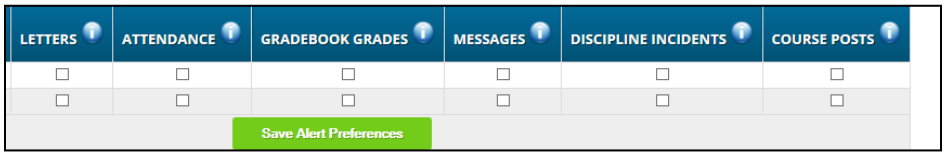
IMPORTANT: DO NOT DELETE or change the names of any contacts against whom a *Custody Alert* has been previously identified. The name and relationship to a student of that contact must remain in order to protect the child. Contact the school office if you have any questions.

Message Center

The Message Center is like a mailbox. It identifies updates made to Parent Access, such as forms, documents, grades, etc.

- Click on the eye icon to view the document.
- Click on the paperclip (attachment) icon to display the Documents tab.
- After reviewing the messages, click the trash can icon to delete the message.



Alerts

If your school allows, it is possible for you to set up alerts. This means you will receive an email when a student has an update to one of the Parent Access screens. To sign up for an alert, check the type of alert you'd like to receive at the bottom of the screen next to your email address. You can change these settings at any time. A description of the alerts is as follows.