

Home

Introduction to the Home Screens

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Message Center Message Alert Setup

Genesis Parents Module 2.0


Message Center

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

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Cambiar el idioma a español

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There are two screens under  tab:

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

The Message Center Screen & Alerts

Message Center

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

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

Using the Message Center

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

Anatomy of a Message

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

5/3/13		New document available. NEWSLETTER MAY 2013	
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- This is the “View” icon. If the View icon is present, clicking it will bring up the document or letter.




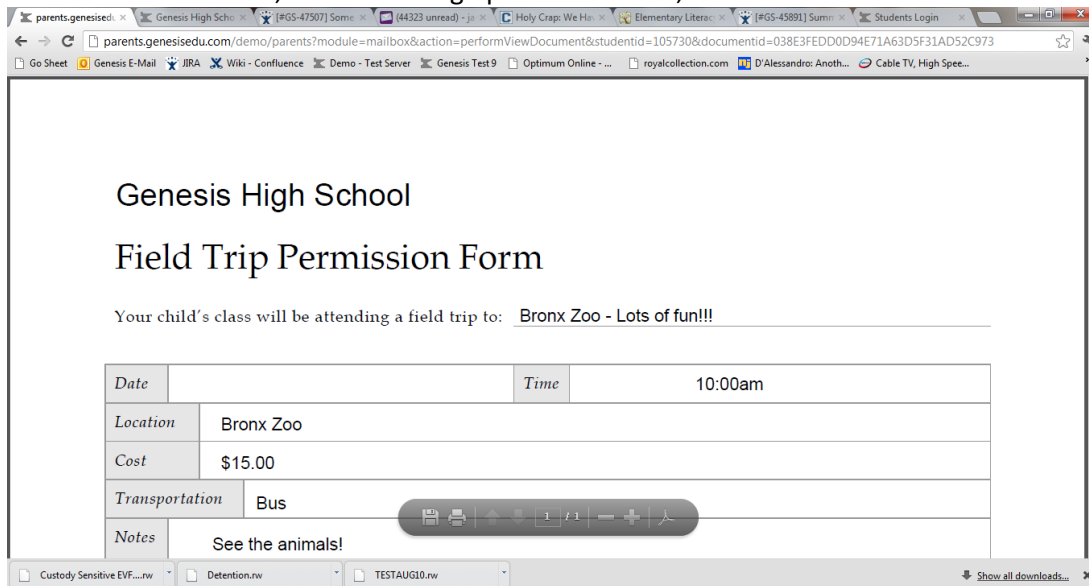
- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the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



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

Viewing the Message Content

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



Genesis High School
Field Trip Permission Form

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

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

Click the browser back button to return to Genesis.

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

Genesis Parents Module 2.0

Parent Resources | HOME | STUDENT DATA | CONTACTS | PAYMENT | SETTINGS | LOGOUT

Summary | Assessments | Attendance | Grading | Discipline | Gradebook | Scheduling | Documents | Forms | Conferences | Letters

Documents | SELECT STUDENT: Daily, Caitlin

Document Library for Caitlin		
FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
January 24 TEST DOC	Caitlin	Acknowledge that you have read this document
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
THURSDAY JAN 24	Caitlin	Acknowledge that you have read this document
Student Documents Mine		
FIELD TRIP FORM	Caitlin	
My Doc 1	Caitlin	
General Document		
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT	Caitlin	
HONOR ROLL CERT 5-10	Caitlin	
January 23 Announcement	Caitlin	
NEWSLETTER MAY 2013	Caitlin	
Sample Form	Caitlin	
SHORT FORM AUG12	Caitlin	
Welcome Back Newsletter	Caitlin	

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

Setting Alerts

Alert Setup

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

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

	LETTERS ↑	ATTENDANCE ↑	GRADEBOOK GRADES ↑	MESSAGES ↑
Email to ewdaily@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to gciano@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to rwd@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to jrussak@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to test1233@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to fdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9876	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-598-0667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 609-777-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 908-987-6543	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save Alert Preferences				

Alerts

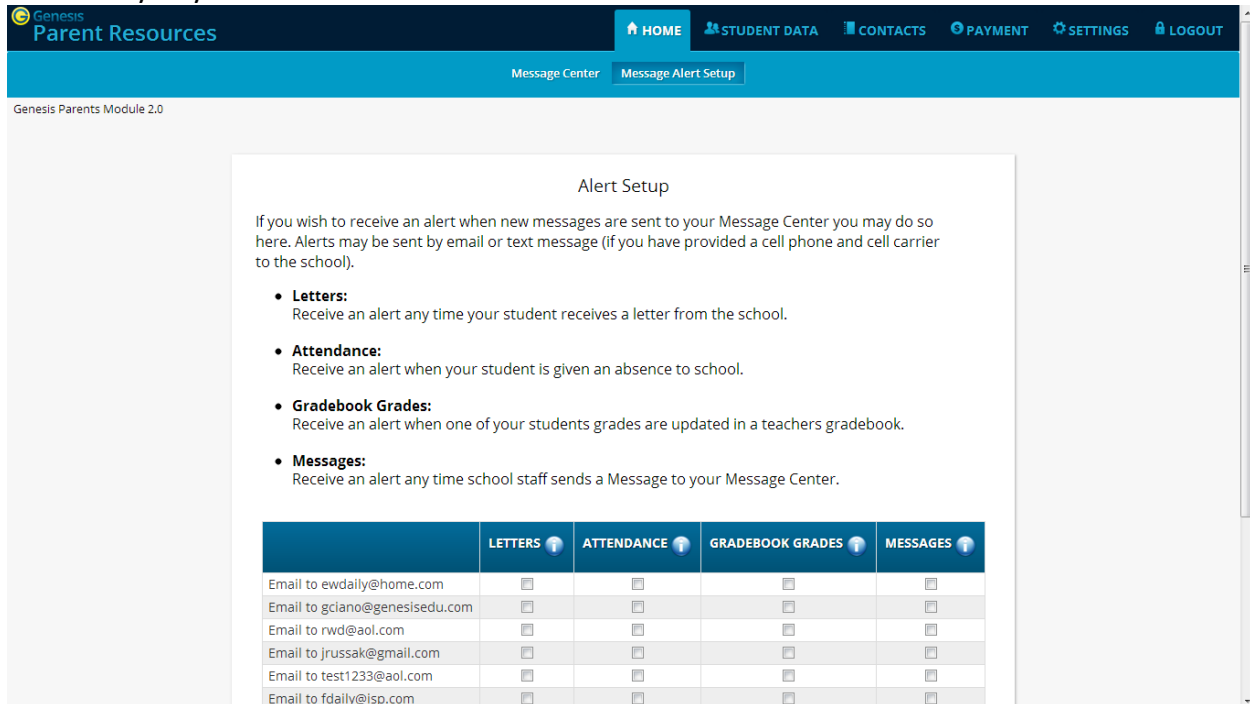
Genesis has the ability to send an alert to your contact emails/text message addresses:

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

Turning On Alerts

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

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



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

Turning Off Alerts

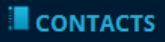
- Click on the **HOME** tab.
- At the top, click the **Message Alert Setup** button.
- This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:






	LETTERS ↑	ATTENDANCE ↑	GRADEBOOK GRADES ↑	MESSAGES ↑
Email to ewdaily@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to gciano@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to rwd@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to jrussak@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to test1233@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.

5. Scroll to the bottom and click the  button.

Adding Emails and Cell Phone Numbers to Receive Alerts

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

	LETTERS 	ATTENDANCE 	GRADEBOOK GRADES 	MESSAGES 
Email to ewdaily@home.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to gciano@genesisedu.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to rwd@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to jrussak@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Email to fdaily@isp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 733-555-9897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Text to 732-598-0667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 609-777-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 908-987-6543	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text to 732-555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				

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