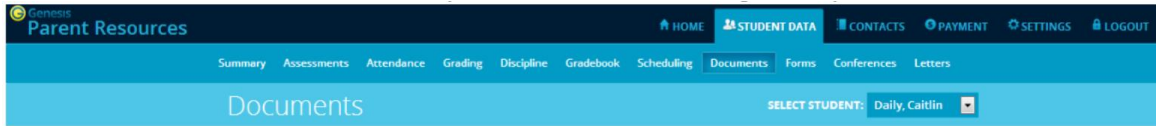


Documents

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



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

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	

Download and View a Document

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

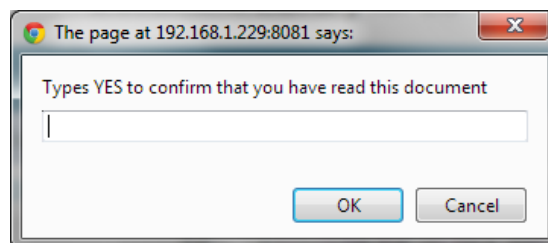
Acknowledge that you have read the Document – This is "signing" the document

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

[Acknowledge that you have read this document](#)

button. This causes a confirmation dialog to

appear:



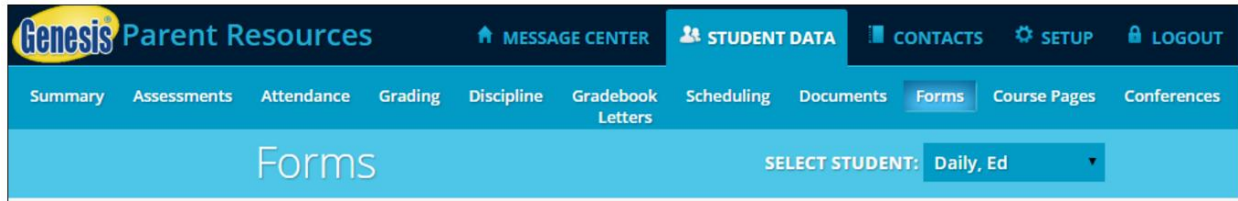
You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

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

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

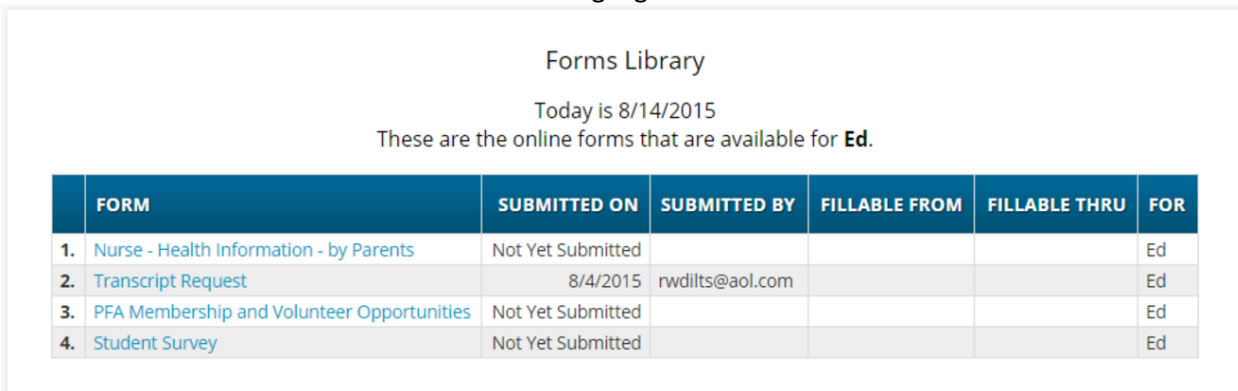
Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
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Forms

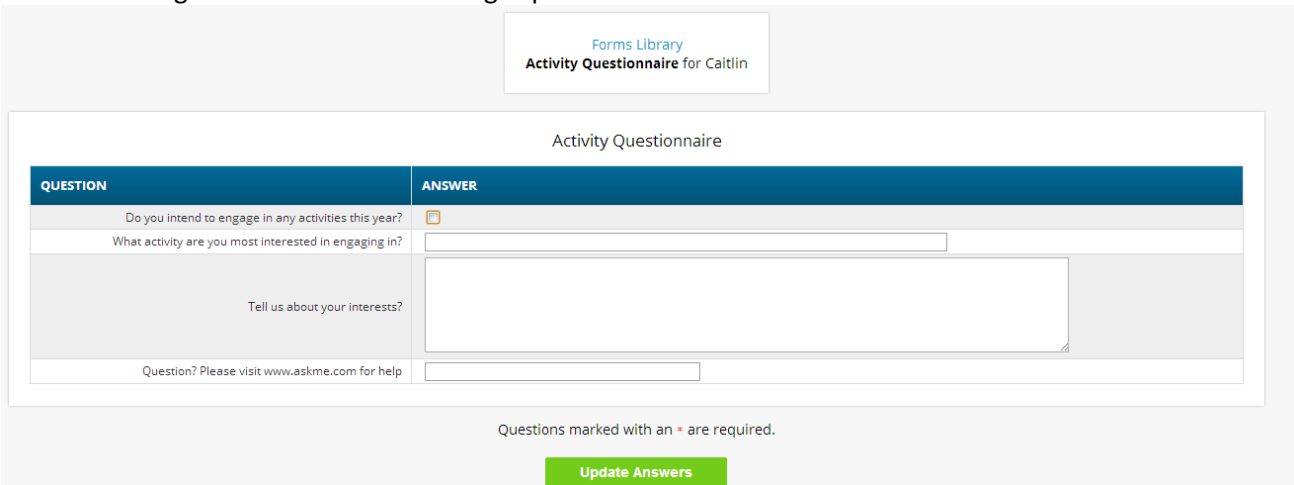


Filling Forms

1. Go to the [Student Data](#)→[Forms](#) tab.
2. Select the Form to fill in and click on its highlighted name:



3. Clicking on the form’s name brings up the form so it can be filled in. Each form is different.



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