Parent Portal User Manual
Version 3.0

# GENESIS STUDENT INFORMATION SYSTEM

PARENT PORTAL

Introduction

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. You have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Marking Period, Exam and Final Grades
- Report Cards
- Daily attendance record and, for the high school, class attendance records.
- Teacher Gradebook assignments and assignment grades.
- Course requests or possibly their schedule for the next school year.
- Discipline records
- Letters sent to you regarding your child(ren):
    o General Purpose letters
    o Attendance Letters
    o Discipline Letters
    o Scheduling Letters
    o Fines/Fees Letters
- Documents that have been uploaded for your students.

The rest of this manual will guide you through all of the screens available to you and how to use them. Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).

Logging In & Logging Out
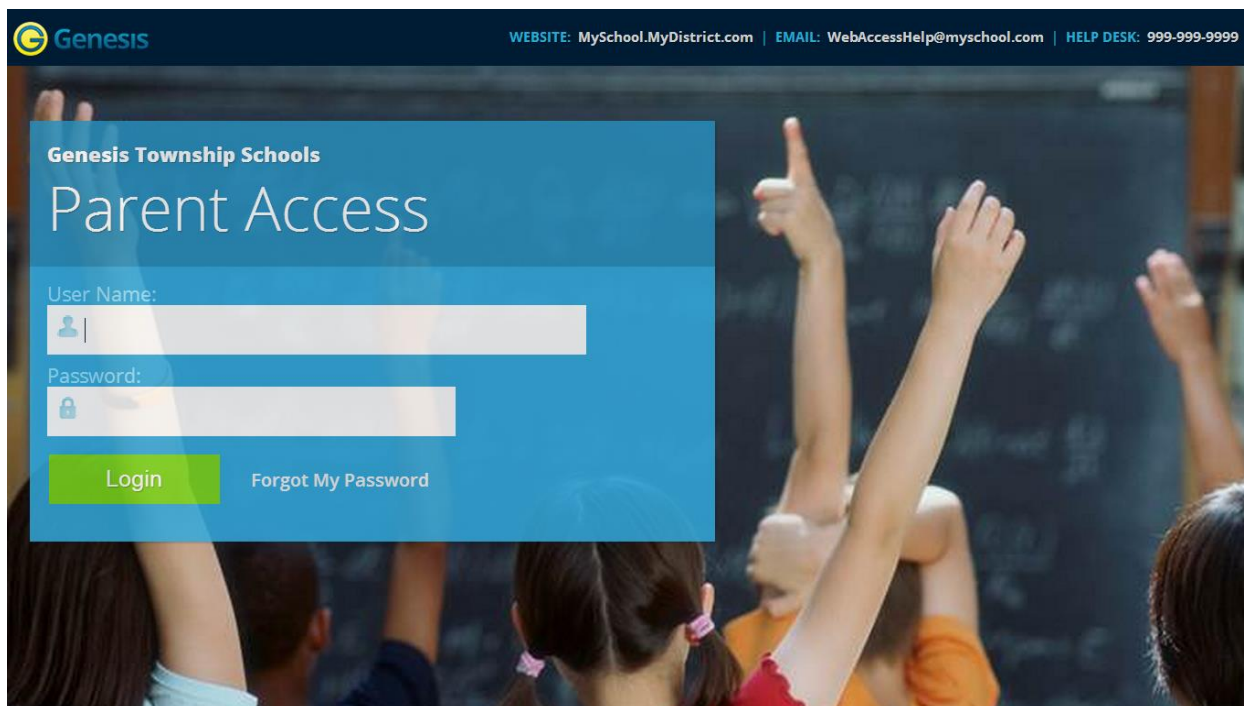
Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL -
   https://parents.c2.genesisedu.com/manville/
2. Enter your Email Address in the '**Username'** field
3. Enter your Web Access password in the '**Password'** field
4. Click the '**Login**' button

Logging In for the First Time

The very first time you login you will be required to change your password.

What if I forget my password?

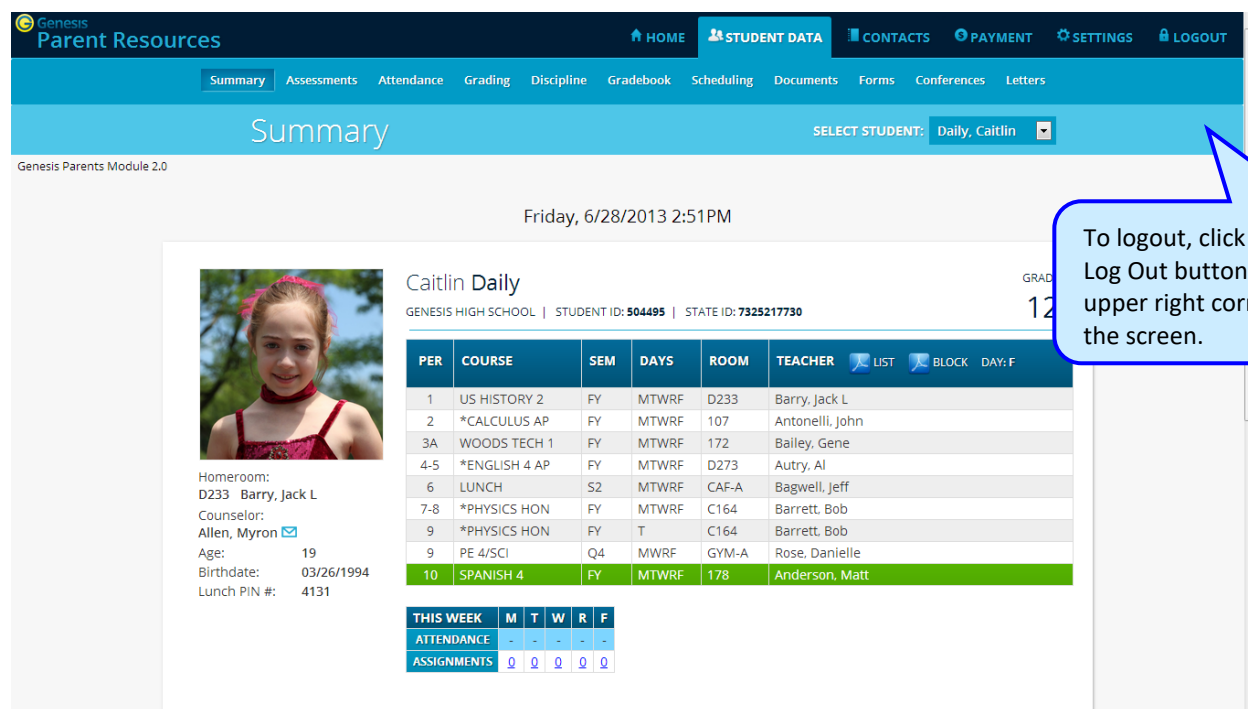Right next to the Login button, you can find a "Forgot My Password" link:

If you forget your password, click the **Forgot My Password** link, if it is present. You will be given a new randomly generated password. The new password will be mailed to your email account. The first time you login with your new password, you will be required to change it.

Logging Out
It is important to log out of Genesis Web Access properly: It is important to log out of *all* web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:

When you click the logout icon you are immediately logged out:

Why log out? Why not just close or "nuke" the browser?
Closing the browser without logging out leaves your session open on the Genesis servers. This 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.
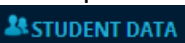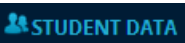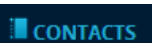
This applies not only to Genesis, but to every Internet/Web application you use.

Genesis Parent Resources

The Top Tabs

There are three available dark blue "top tabs". The three include:

- **⌂ HOME** – This is where you set up your user profile and access the "Message Center" which provides up to the minute messages about your students.

- **STUDENT DATA** – This is where you can see information for one specific student. **The first screen you see when you click on the STUDENT DATA tab is the "Summary" dashboard with a separate "dashboard" panel for each of your students.**

- **CONTACTS** – Contacts lists all contact information on record for your students – this is read only; to make changes please contact your student's main office.

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard

Genesis Parent Access Student Data Summary – Student Dashboard Screen
When you login to Genesis Web Access the first screen you see is your student's Student Data Summary.   This is the student's Dashboard screen. You will see a 'dashboard' for every student linked to your login.   All your students will be on one screen.
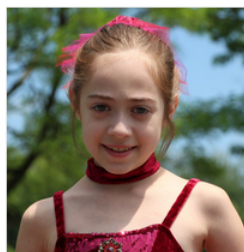
Each student's 'dashboard' contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': **current class**, **current teacher** and **current room.**
- Your student's schedule. The class the student is in 'right now' is highlighted in green.
- The student's attendance summary for the current week.
- Assignment summary for the current week.

More Information About Each Student

The 'Summary' screen has a dashboard for each of your students. The other light blue tabs give you more information about one student at a time.

If your child has a schedule, click one of the [pdf] icons to get a printable copy of their schedule. It can be had in either list or block form.

Panels on the Dashboard

Student information is summarized at the left side of the dashboard. The student's picture may be there, along with basic information such as homeroom, grade, guidance counselor, age and birthdate, and the student's current location.

Homeroom:
D233   Barry, Jack L
Counselor:
Allen, Myron ✉
Age: 19
Birthdate: 03/26/1994
Lunch PIN #:   4131

PER	COURSE	SEM	DAYS	ROOM	TEACHER	PDF LIST PDF BLOCK DAY: W
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack	
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John	
3	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene	
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al	
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff	
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob	
9	*PHYSICS HON	FY	T	C164	Barrett, Bob	
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle	
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt	

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

THIS WEEK

The **THIS WEEK** panel contains your student's **Attendance** for the week and how many **Gradebook Assignments** they have due each day.

Click a number to see the Assignments for that day.

ASSIGNMENTS	0	0	0	1	0

Selecting a Student

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear when any of the additional tabs are clicked.   For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact the school's main office for the missing individual.

Changing the Selected Student

The name of the 'currently selected student' is displayed in the '**Select Student**' drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

Attendance

Daily Attendance

Daily Attendance is your child's official daily attendance.

This is your student's Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district.

Attendance Color Codes
Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for *your* school district. Common Attendance codes include:

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

Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance may show you their attendance for each separate subject.   You must click the **CLASS ATTENDANCE** tab under **Attendance** to find class attendance. If this button does not appear, your child's school does not record individual class attendance.

To see Class Attendance, click the **CLASS ATTENDANCE** tab.

Scroll down to see students Class Attendance totals

The Class Attendance screen shows you your student's Class Attendance summary for each of their separate subjects.   One month is displayed at a time and the screen always starts by showing you *the current month's attendance*. You may select any month you wish.

- Class attendance is listed by each school day in the month and shows which classes the student may have missed on each day. Each day for each subject is color coded.
- The 'Legend' of color-coded Attendance codes for your school is shown at upper right.
- "Today" is always highlighted in yellow (e.g. above 11/21/2008).
- Along the right side of the screen there is a separate summary for each subject for the entire school year, divided by Marking Periods.

Each subject summary contains the following attendance totals for the class, overall and by Marking Period:

T - All absences for the subject – the Total

U – The Unexcused absences

E – The Excused absences

Totals

Type: [Absence ▾]

	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	PE 4/SCI	SPANISH 4
MP1	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=1.0 U=1.0 E=0.0	T=2.0 U=2.0 E=0.0
MP2	T=0.0 U=0.0 E=0.0	T=2.0 U=2.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
MP3	T=2.0 U=2.0 E=0.0	T=5.0 U=5.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0
MP4	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
YTD	T=4.0 U=4.0 E=0.0	T=9.0 U=9.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=3.0 U=3.0 E=0.0	T=4.0 U=4.0 E=0.0

Grading

Current Year Report Card Grades & Current Report Card

The Grading screen gives you access to your student's Marking Period grades and teacher comments and possibly the student's most recent actual report card.

The Student's Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments the student has received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher's name.

The Grading Screen

This screen summarizes your student's Report Card grades for the current year.
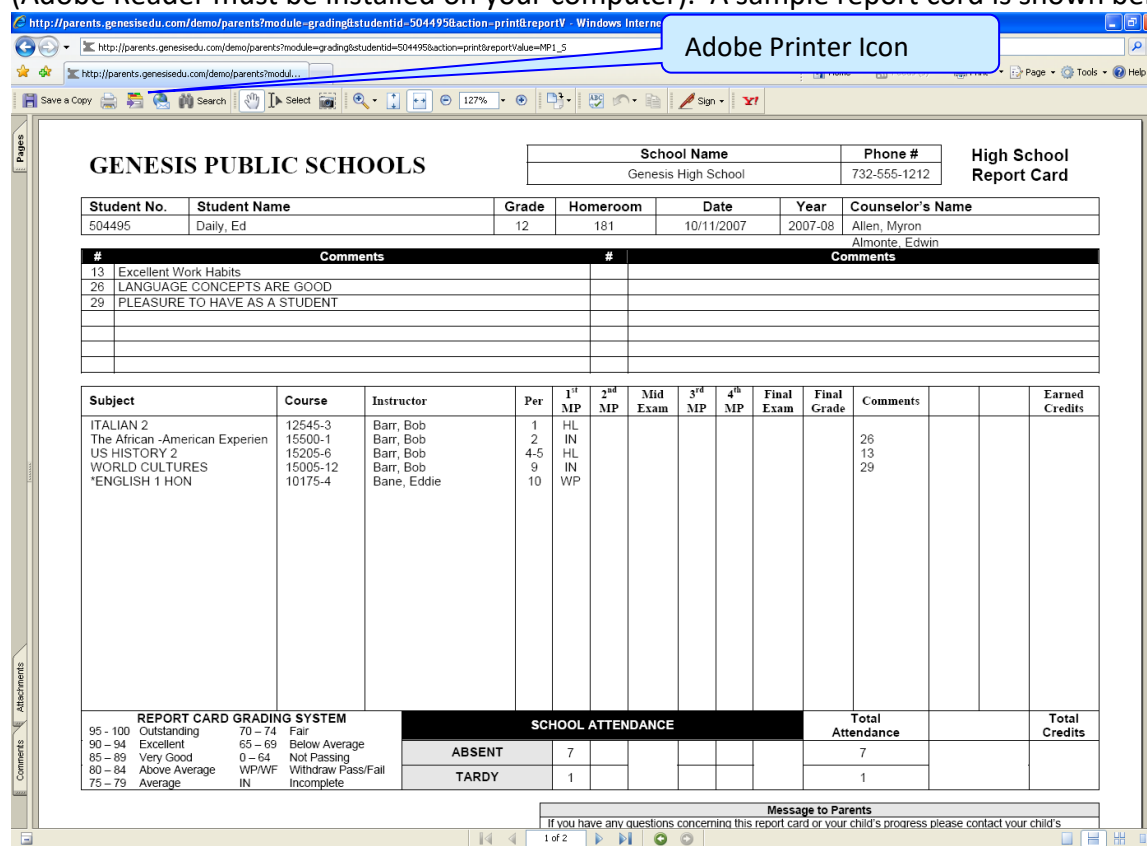
The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the comment will appear in a tooltip (e.g. A-13 Follows Directions Well).

In addition, as outlined below, you can access and view your student's most recent report card.

Viewing your Child's Current or Most Recent Report Card

If you are able to view your child's actual report card, a ⓘ Please click here to view the MP1 form for Ed in Genesis High School.
message will appear between your child's name and their list of grades:

If this message appears, click it to view the actual report card displayed in Adobe Reader
(Adobe Reader must be installed on your computer). A sample report cord is shown below.

To Print a Copy of the Report Card
1. Click on the 'Grading tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.

3. When the report card appears, locate the Adobe printer icon [printer icon] at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently.   Please refer to the Adobe Reader user guide.)

To Save a Copy of the Report Card
1. Click on the 'Setup' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.

3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

To Return to the Genesis Parents Portal
1. When you are done viewing the report card, click the browser "Back" button.

Prior Year Report Cards

The AVAILABLE REPORT CARDS tab brings up Report Cards from previous years that your child's school has made visible through Genesis.   Report Cards will *not* be available for years before your District began using Genesis:

List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

Academic History (Transcript Information)
If your student is in high school, the "**Grade History**" tab lists the course and final grade information that will appear on the student's actual transcript.

Student's Academic History – Information that will appear on their Transcript

Discipline

Discipline Record

The optional Discipline screen lists any discipline issues regarding your child that have occurred in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your child's involvement in the incident
- Dates on which the actions were or are scheduled to take place.

Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages

The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher's email address to send email to that teacher.

Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the "Avg" column header:
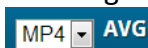
Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

Viewing all Assignments for a Selected Day

To see all of the Assignments for one *day* (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.

Click the Print Assignments link to print out the list.

Click on pushpins to see the teacher's comments about your child's work or messages to the class.

If the teacher has uploaded files to an Assignment, you will be able to click on each file's icon to download it.

Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or "All Assignments"

Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the "Week of" field.
- See all Assignment for all courses by selecting "All Assignments".
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your student's marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers' Assignment comments for your child.

List of Assignments Screen

List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.

The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  o Graded Assignments – Assignments that have been graded.
  o Ungraded Assignments – Assignments that the teacher has not yet graded.
  o Incomplete Assignments – Assignments the student has partially but not completely finished.
  o Missed Assignments – All assignments the student failed to turn in or do.
  o Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected *or* as the *week* which contains the date you selected *or* as the *month*.

- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
    - "One day" – the Assignments for the date selected in Assignment Due Date.
    - "Week of" - the Assignments for the week which contains the date selected in Assignment Due Date.
    - "Month" - the Assignments for the *month* which contains the date selected in Assignment Due Date.
    - "MP1" – All assignments for Marking Period 1.
    - "MP2" – All assignments for Marking Period 2.
    - "MP3" – All assignments for Marking Period 3.
    - "MP4" – All assignments for Marking Period 4.
    - "All Assignments" – All assignments for the entire duration of the course.

One Day's Assignments

One Day's Assignment
When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:

Daily, Ed
2012-13 Student Assignment List

Course: Show all courses ▾   Assignments Due Date: 06/14/2013 ▦
Status: Show all assignments ▾   Show Assignment Dates: Day of ▾

Search

These two drop down boxes are set to 'all courses' and 'all assignments'

These two drop down boxes are set to the selected dav.

One Day/All Assignments
If you click on a day name, you come to the "One Day/All Assignments" screen. This is the "List Assignments" screen set for one day, all courses, all assignments.

One Week's Assignments

Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.

> If "Week of" is selected, selecting any date will show that week's Assignments.

Daily, Ed
2012-13 Student Assignment List

Course: Show all courses ▾   Assignments Due Date: 06/14/2013 📅
Status: Show all assignments ▾   Show Assignment Dates: Week of ▾

[Search]

Special Grades and the Previous Grade Column ("Prev")

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE		MAX	%	PREV	DOCS
MP1	9/7/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz *Safety quiz for the lab*			20			
MP1	9/5/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 *problems 1,2,4,6,7,8,9*	CHECKPLUS		100	85%		
MP1	9/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 *problems 11,12,13,14*	CHECK		100	78%		
MP1	9/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 *questions 1,2,3,4,5*	CHECKPLUSPLUS		100	100%		
MP1	9/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 *Section 1-3 Test*	96		100	96%		
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 *MP4 Quizzes 1*	60	🖊	100	60%	Missing	

Teachers have 4 "special" grades that they can give students for any assignment:

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete.** When a grade of **Absent** is changed to another grade, "Absent" appears in the **Prev** column. Something that "was previously Absent" was turned in after your child returned to school following an absence.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a Missing is changed to another grade, Missing appears in the PREV column. Missing is the most common special grade.   A teacher's comment may accompany a missing. Something that "was previously Missing" was turned in late.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the PREV column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the PREV column. Usually, when a child is explicitly exempt from an Assignment, they are not later given a grade.

Initially, these special grades appear in the regular GRADE column (e.g. ABS). When a teacher gives one of these special grades (e.g. MI - Missing) and then later changes it to another grade, the original, special grade (i.e. Missing) is displayed in the PREV column on the List Assignments screen. Regular grades *never* appear in the PREV column – it is only for these special grades.

The teacher cannot clear the "previous grade". It is always displayed to you. You might use this information to help understand why your child may have received their regular grade ("the work was late"). For example, excellent work turned in late often receives a reduced grade.

Viewing Teacher Comments

Teachers can enter comments on your child's performance that can be viewed through the List Assignments screen. *If a teacher has entered a comment on an assignment, please take time to view it.*

| MP4 | 4/18/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ | MP4 QUIZ 1 *MP4 Quizzes 1* | 60 | [pushpin icon] | 100 | 60% | Missing |

If a pushpin [icon] icon appears on the Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, click the [icon] icon. This will cause the comments to popup:

| MP4 | 4/18/2013 | Thu | *CALCULUS AP | Antonelli, John | QUIZ | MP4 QUIZ 1 *MP4 Quizzes 1* | 60 | | | 100 | 60% | Missing |

Comment from Antonelli, John: Close
We need another phone conference

Click for Comment
100

Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The "documents" include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.

| MP3 | 3/6/2013 | Wed | US HISTORY 2 | Barry, Jack L | QUIZ | Quiz March 6 *Quiz Pages 205-240, Do #'s 3, 7, 9-12 in preparation.* | | 100 | [excel icon] |

If icons (e.g. [excel icon]) appear in the "Docs" column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these.

There will be one icon for each document the teacher has attached ([excel icon] means there is one document attached). The shape of the icon indicates the kind of file that is attached (e.g. [pdf icon] indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.[1]

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[1] While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

To see the description of an attached document, place your cursor on the icon:
(cursor on ▣ icon)
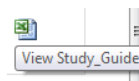
To download the document, double click on its icon. The attachment will be displayed in the central part of the screen.

Scheduling

"Scheduling" in the Parents Module is all about Next Year Scheduling. This tab will only be active once the scheduling process begins for the next school year.

Viewing Next Year Requests, Recommendations and Schedule

The **Scheduling** screen shows you your student's course requests for the *next* school year (e.g. 2012-13 if this year is 2011-12), teacher recommendations, if there are any, as well as their "next year" schedule once one has been created.

There are three things listed on this screen:

1. **Your student's list of course requests for next year**. These can be printed out.
2. **The teacher a course was recommended by** – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. **Your student's actual schedule for next year**. Once the student's actual schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

Printing Next Year's Requests
1. Click the PDF Icon next to the "list of requests" header:

Caitlin's Course Requests for 2013-14

This brings up an Adobe PDF view of your student's next year requests (shown below). The printed report includes a "signature" line.

2. Use the Adobe Reader's print button to send the report to the printer.
3. You may be asked to do print the request list, sign the set of requests and have your student return the signed list to school.

2013-14 Student Requests for Dally, Caitlin
Genesis High School
06/28/2013

Next Year Requests

Course	Description	Credits	Recommended By
10495	*ENGLISH 4 AP	5.000	Recommended By: Dilts, Rich Current Course: *ENGLISH 4 AP
13609	TRIGONOMETRY	2.500	
13797	*CALCULUS AP	7.000	
14595	*PHYSICS AP	5.000	Recommended By: Dilts, Rich Current Course: *PHYSICS HON
23678	WEBB PAGES	5.000	
27044	PE 4/SCI	3.000	
35210	US HISTORY 2	5.000	
LUNCH	LUNCH	.000	

Recommendations which have not been Requested

Course	Description	Credits	Recommended By
12370	*SPANISH 5 HON	5.000	Recommended By: Dilts, Rich Current Course: SPANISH 4
13797	*CALCULUS AP	7.000	Recommended By: Dilts, Rich Current Course: *CALCULUS AP
15315	SOCIOLOGY	5.000	Recommended By: Dilts, Rich Current Course: US HISTORY 2

These are the selections your student has made in concert with their guidance counselor.

Parent Signature:_____

Counselor Signature:_____

Adobe PDF report of your student's next year course requests. Use the Adobe Print button to print this out.

Printing Next Year's Schedule
Your student's next year schedule will only be available once the scheduling process completes. This may not occur until after the end of the current school year. Scheduling is a long and complicated process. An empty or missing schedule simply means that your student's school has not yet completed the scheduling process and is not a cause for alarm.

1. Click the PDF Icon next to the "Next Year Schedule" header:

Caitlin's Course Requests for 2013-14 🔴

   This brings up an Adobe PDF view of your student's next year schedule.
2. Use the Adobe Reader's print button to send the report to your printer.

Courses Recommended but Not Requested
The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take. Scroll down to see this list.

2013-14 Course Recommendations for Caitlin which have not been Requested

These courses have been recommended but not yet requested.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
12370	*SPANISH 5 HON	5.000	**Recommended By:** Dilts, Rich **Current Course:** 12364 - SPANISH 4
13797	*CALCULUS AP	7.000	**Recommended By:** Dilts, Rich **Current Course:** 13797 - *CALCULUS AP
15315	SOCIOLOGY	5.000	**Recommended By:** Dilts, Rich **Current Course:** 35210 - US HISTORY 2

This list will appear if a teacher recommends a course for your student and your student decides not to take the course. The course is then "not requested" so that it will not be scheduled for your student.

Conferences

The Conferences tab contains a list of conferences scheduled with school personnel (teachers, counselors, case managers) that have been made for the student and their guardian(s).   There are two controls on the bottom of the screen, which allows you to make or request additional conference appointments.

Scheduling Conferences

Clicking on the Schedule conference link brings up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments:

Each teacher or counselor has a column which will show all available slots:

To select a conference slot, locate a date and time that works for you and click the Reserve button for that slot. A verification dialog will appear:

Click OK to reserve the slot.

Once you have reserved a slot, all the remaining slots for that person will become unavailable.

You may only schedule one slot for each teacher or counselor during a "Teacher Conference" event.

Requesting a Conference

Requesting a Conference is different than Scheduling a Conference.   When you click on the link, you will see a list of your students' teachers for the current week:

You may only "request" an already available slot. Teachers who have slots available will have the slot times listed.   You cannot request a conference for a teacher who has no available slots.

To request one of the available slots, click on the listed slot time. A list of that teacher's slots for the selected *day* will be displayed. You can then choose one of the available slots.

To choose a slot, click the Reserve button for it.

When "requesting" slots, you may request more than one. Even after you have reserved one slot, all others remain available.

Letters

The Letters tab contains a list of letters that have been sent to the student's guardians.   Once the letter has been sent to the guardian, it can be made available on the Letters screen.

To view a letter, click on the PDF icon corresponding to it. This will open a separate window and display the letter:

Sample Letter– letter is displayed in a separate web browser window.

When you are finished viewing the letter, you may close the window it is displayed in.

Printing Letters

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

What types of Letters are displayed?

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).

- **Conduct Letters** – Letters generated when a student is involved in a discipline infraction.

- **Scheduling Letters** – Letters related to scheduling classes for next year.

- **General purpose letters** – Any letter that does not fall into one of the above categories is considered "general purpose". These can cover a wide variety of topics.

LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	

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:


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

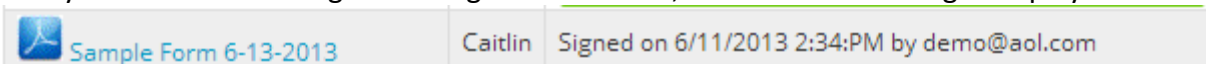**Acknowledge that you have read this document** button. This causes a confirmation dialog to appear:
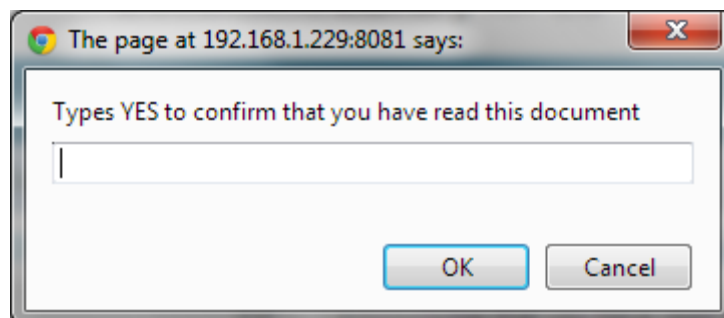
You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

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

Forms

Filling Forms

If any forms are available for you to fill out, they will appear on the **Student Data➔Forms** screen. Clicking on the name of a form opens it so that you can answer the questions it contains.

To Fill out a Form

1. Go to the **Student Data→Forms** tab.
2. Select the Form to fill in and click on its highlighted name:

Forms Library

Today is 6/28/2013
These are the online forms that are available for **Caitlin.**

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2.	Simple Template Sept 2013	4/18/2013	demo@aol.com			Caitlin
3.	Basic Information	3/26/2013	demo@aol.com			Caitlin
4.	Activity Questionnaire	Not Yet Submitted				Caitlin
5.	Survey - New School Year	Not Yet Submitted				Caitlin
6.	Transcript Request	Not Yet Submitted				Caitlin

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

Forms Library
Activity Questionnaire for Caitlin

Activity Questionnaire

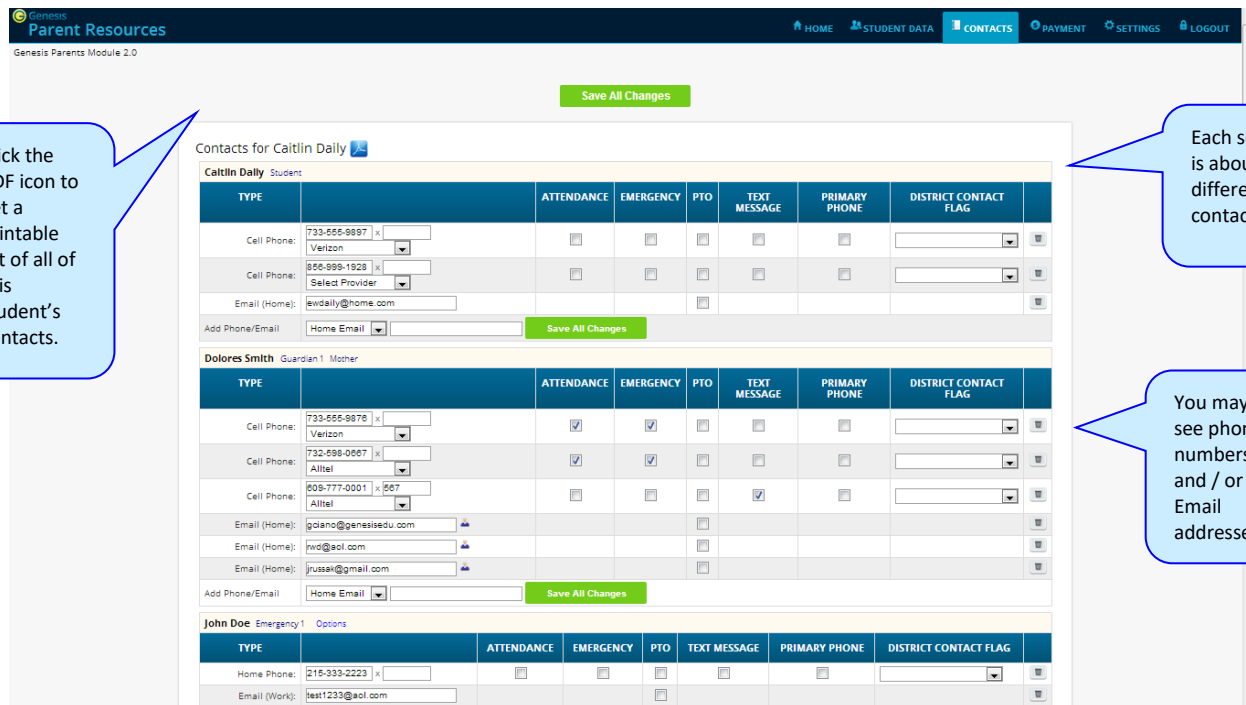| QUESTION	ANSWER
Do you intend to engage in any activities this year?	☐
What activity are you most interested in engaging in?	
Tell us about your interests?	
Question? Please visit www.askme.com for help	

Questions marked with an • are required.

Update Answers

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.

Contact Management

The Contacts screen allows you to view the contact information for your students.   You will not see the fields and buttons described here.   If those fields and buttons are missing, please contact your school or district offices to update information for your children.

A 📄 PDF icon may appear next to the name of each of your children to allow you to print out their current contact information.


Part of the Contacts Screen listing all Contact Information for your students

What is listed on the Contact Management Screen?
The Contacts screen lists all telephone and email contact information for:
- The student themselves – your children's own cellphone and email addresses
- The student's Guardians – The legal guardians – such as yourself – who are allowed to view the children's information.
- Other contacts – all other people whom you wish the school to be aware of in your children's lives, including:
    o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
    o Doctors
    o Dentists
    o Hospital to use in an emergency if hospitalization is required.
    o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child's area; there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the 📄 PDF icon next to the student's name and click it.

This will bring up a report of this student's Contact information:

The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student's Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student's Contact information.

This report can be printed out, corrected and brought to your child's school or district offices.

Printing Contact Reports
All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

Scroll down to view additional students and contact information

Interpreting Information for a Contact

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).

The top line shows the Contact's name and "contact type" and relationship to the student:

There are multiple contact types that are possible:
- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them**. If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your student, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.).**   If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:

Email Addresses: A Contact can have multiple email addresses listed.   If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

The Student's Own Contact Information
Each student can have their own, personal phone numbers and email addresses listed under the "Student" contact.   These would be ways for the school to contact the student, themself, directly.

Caitlin Daily Student

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x Verizon	☐	☐	☐	☐	☐	[▼]	🗑
Cell Phone:	856-999-1928 x Select Provider	☐	☐	☐	☐	☐	[▼]	🗑
Email (Home):	ewdaily@home.com			☐				🗑
Add Phone/Email	Home Email ▼	Save All Changes						

You may not see any special flags:

Ed Daily Student

TYPE				
Cell Phone:	733-555-9898	x	Verizon ▼	🗑
Cell Phone:	856-999-1928	x	Select Provider ▼	🗑
Email (Home):	ewdaily@home.com			🗑
Add Phone/Email	Home Email ▼		Save All Changes	

Updating Information for a Contact

Each section contains information for a single Contact:

Dolores Smith Guardian 1 Mother								
TYPE		**ATTENDANCE**	**EMERGENCY**	**PTO**	**TEXT MESSAGE**	**PRIMARY PHONE**	**DISTRICT CONTACT FLAG**	
Cell Phone:	733-555-9876 x ___ Verizon ▾	☑	☑	☐	☐	☐	▾	🗑
Cell Phone:	732-598-0667 x ___ Alltel ▾	☑	☑	☐	☐	☐	▾	🗑
Cell Phone:	609-777-0001 x 567 Alltel ▾	☐	☐	☐	☑	☐	▾	🗑
Email (Home):	gciano@genesisedu.com			☐				🗑
Email (Home):	rwd@aol.com			☐				🗑
Email (Home):	jrussak@gmail.com			☐				🗑
Add Phone/Email	Home Email ▾ ___	**Save All Changes**						

Information for one Contact

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).

You are not able to update the Contact information directly on the screen. If you wish to update student contact information, please contact your student's main office.

Home

Introduction to the Home Screens

There are two screens under [🏠 HOME] tab:

[Message Center] [Message Alert Setup]

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.	🔗 🗑

Page **1** 2 3

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	👁 🔗 🗑

 - This is the "View" icon. If the View icon is present, clicking it will bring up the document or letter.
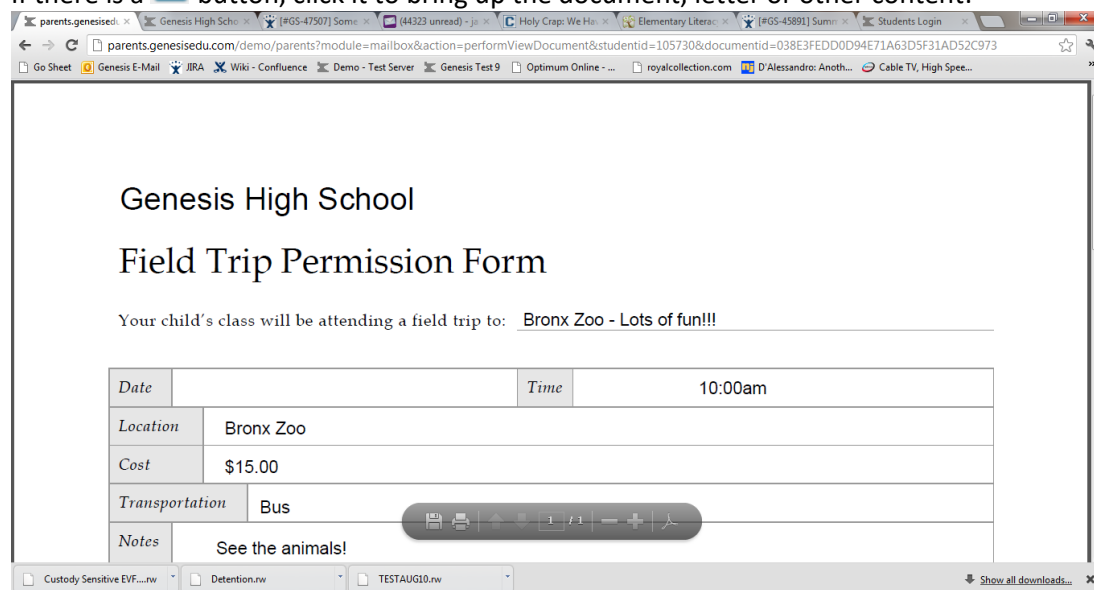
 - This is the "Link" icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen.   If the Alert is about Attendance, clicking it takes you to 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:

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:

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	☐	☐	☐	☐
Email to gciano@genesisedu.com	☐	☐	☐	☐
Email to rwd@aol.com	☐	☐	☐	☐
Email to jrussak@gmail.com	☐	☐	☐	☐
Email to test1233@aol.com	☐	☐	☐	☐
Email to fdaily@isp.com	☐	☐	☐	☐
Text to 733-555-9897	☐	☐	☐	☐
Text to 733-555-9876	☐	☐	☐	☐
Text to 732-598-0667	☐	☐	☐	☐
Text to 609-777-0001	☐	☐	☐	☐
Text to 908-987-6543	☐	☐	☐	☐
Text to 732-555-1212	☐	☐	☐	☐

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.

3. 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:

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

Turning Off Alerts

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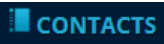2. At the top, click the **Message Alert Setup** button.
3. This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

4. 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 [Save Alert Preferences] 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 [CONTACTS] 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	☐	☐	☐	☐
Email to gciano@genesisedu.com	☐	☐	☐	☐
Email to rwd@aol.com	☐	☐	☐	☐
Email to jrussak@gmail.com	☐	☐	☐	☐
Email to test1233@aol.com	☐	☐	☐	☐
Email to fdaily@isp.com	☐	☐	☐	☐
Text to 733-555-9897	☐	☐	☐	☐
Text to 733-555-9876	☐	☐	☐	☐
Text to 732-598-0667	☐	☐	☐	☐
Text to 609-777-0001	☐	☐	☐	☐
Text to 908-987-6543	☐	☐	☐	☐
Text to 732-555-1212	☐	☐	☐	☐
	Save Alert Preferences			

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

Personal Settings

Changing Passwords

To Change Your Password
1. Click on the SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click Save

When are you required to change your password?
If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:
1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire.
4. Click Save

Setting Your Home Screen

Settings

Home Screen:

Home ▾

Save

To set your entry screen:
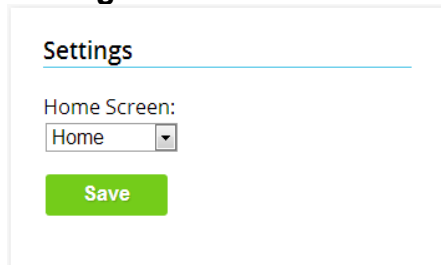1. Click on the ⚙ SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Locate the "Settings" panel on the right.
3. Choose a new Home screen.
4. Click **Save**

Frequently Asked Questions (FAQ)

1. ***Where do I get my login?***
   Your Genesis Web Access login will usually be your email address.   The school/district will tell you when your login has been entered into the Genesis system.

2. ***What if I forget my password?***
   You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password, by clicking on "Forgot My Password" next to the login button. You will then be required to change the new password the next time you login to Genesis Web Access.

3. ***What is the URL for Web Access?***
   Manville School Districts' Parent Portal Access is https://parents.genesisedu.com/manville/.

4. ***How do I log out of Web Access?***
   There is a small "Log Off" button at the upper right of every Web Access screen; click the "Log Off" button.

5. ***How can I update my child's Attendance information?***
   You cannot update any information. If you believe any information is wrong, you must contact your child's building administrator.

6. ***How can I update my child's Contact information?***
   You cannot update any information. If you need to correct any information, you must contact your child's building secretary.

7. ***Is it ok for me to just close the browser rather than log off? Do I really need to log off?***
   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

8. ***What if I do not have access to all my students?***
   If you need access to a student that is not yet linked to your Web Access login you must call your child's school.

9. ***What if I don't have access to my child's Report Card?***
   Report Cards and Progress Reports are not available until the date outlined in the School Calendar for the current school year. With the rollout of this new student information system, report cards and progress reports will only be visible for school years starting with 2015-2016.