



EDUCATIONAL SERVICES

Parent

Portal

User

Manual

2023-24

GENESIS STUDENT INFORMATION SYSTEM

PARENT PORTAL

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Introduction

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

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record and possibly class attendance records (if your child's school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's course requests or possibly their schedule for the next school year.
- Your child's standardized test scores (e.g. NJ ASK)
- Your child or children's discipline records
- Letters sent to you regarding your child:
 - 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.
- Online questionnaires or forms.

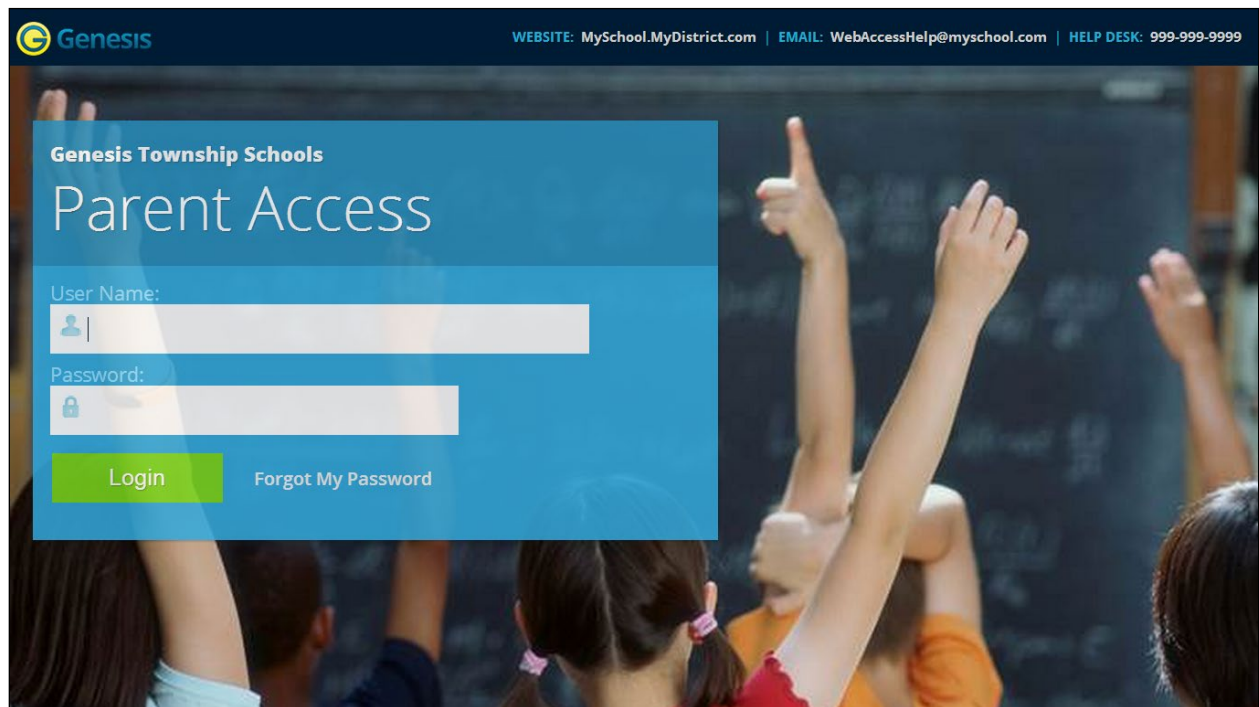
The rest of this manual will guide you through all of the screens which may be available to you and how to use them.

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).

Your local school or district chooses which screens are available to you.

Screens may not be displayed if they do not apply to your student.

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to the Parent Portal URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username**' field
3. Enter your Parent Portal 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.

If it is not there, you must contact your school or district office.

The information may appear on the screen where you see the fake information on the example screen above:

WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999

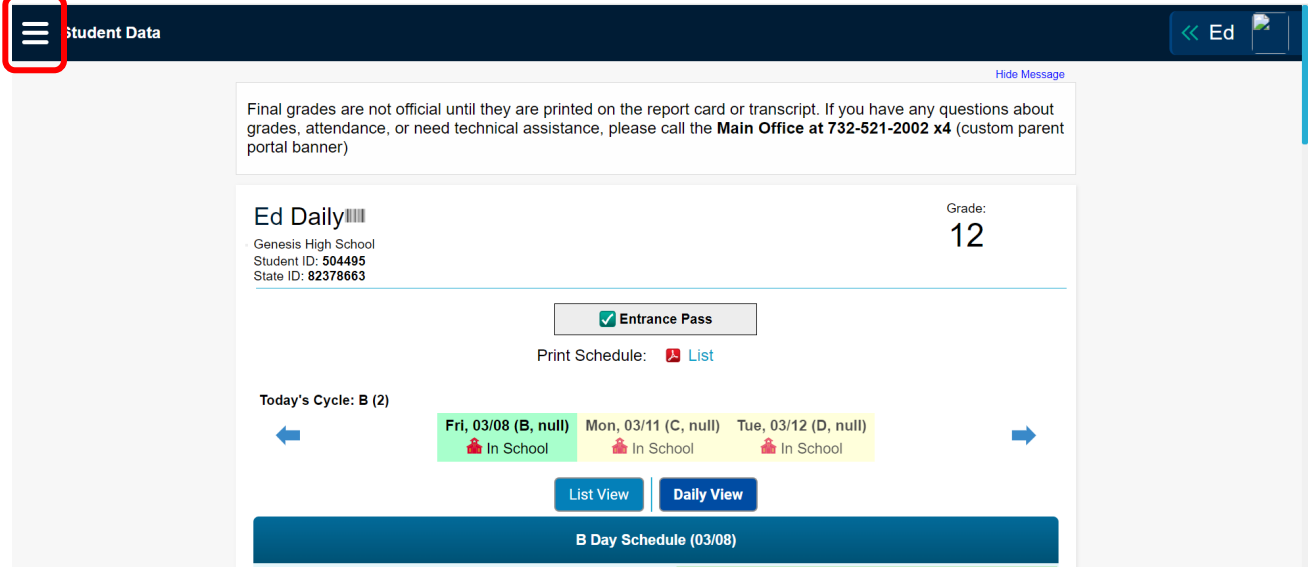
If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to change it.

Logging Out

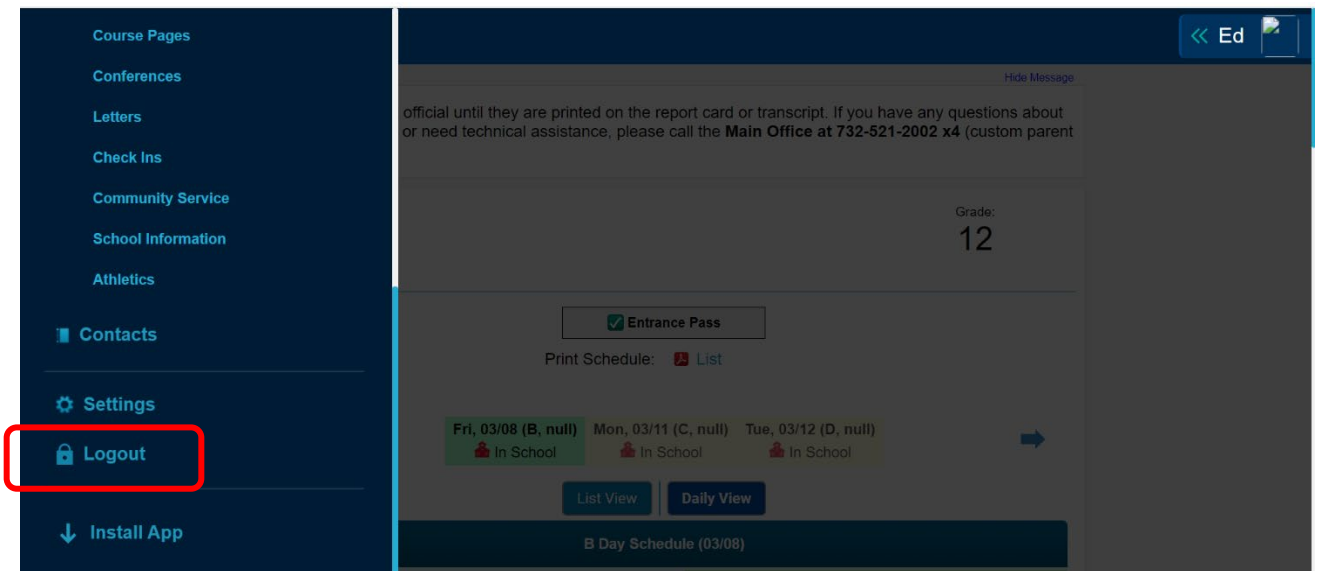
It is important to log out of Genesis Web Access properly:

It is important to log out of ***all*** web applications properly.

To logout, if no menu is showing along the left side of the screen, click the “menu” icon to bring a menu up:



When the left side menu is displayed, scroll all the way down to locate the “Logout” link:



When you click the logout you are immediately logged out. There is no confirmation popup.

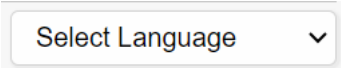
Why log out? Why not just close or “nuke” the browser?

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.

Switching from English to Spanish



There is a  drop down at the lower right hand corner of every screen. To switch to a different language, use this control. It then changes the language of the Parent module to that language. The translation is supplied by Google Translate – not by Genesis.

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard

The screenshot shows the Student Summary Dashboard for Christina Brunsberg. At the top, there is a header bar with 'Student Data' on the left and 'Christina' with a profile picture on the right. Below the header, the student's name 'Christina Brunsberg' is displayed, along with 'Genesis High School', 'Student ID: 105730', and 'State ID: 114258611'. To the right of the name, the grade '11' is shown. Below the student information, there is a section for 'Entrance Pass' with a green checkmark and a 'Print Schedule' button with a printer icon and a 'List' link. Below this, the 'Today's Cycle: D (2)' is shown with a left arrow and a right arrow. The cycle includes three days: 'Mon, 11/06 (B, 2) In School', 'Tue, 11/07 (C, 1) In School', and 'Wed, 11/08 (D, 2) In School'. Below the cycle, there are 'List View' and 'Daily View' buttons. The 'Daily View' button is selected. Below the buttons, the 'D Day Schedule (11/02)' is shown. The schedule is divided into two blocks: 'Block 1' with 'ITALIAN 3' (Barr, Bob (Italian), Room: 181 FY) and 'Block 2' with 'US HISTORY 2' (Barry, Jack, Room: D233 FY). The current class, 'US HISTORY 2', is highlighted in green.

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 – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day

- Optionally, the student's bus assignments can be displayed.

List of Tabs

There are four available dark blue "top tabs". You may not see all of them, depending on which screens your district has enabled. The four include:

-  **MESSAGE CENTER** – 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 and may allow you to update it.
-  **SETTINGS** – You can change your password and/or your home screen on the "Settings" tab.

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.

Student Schedule

List View Daily View D Day Schedule (11/02)	
Block 1	ITALIAN 3 Barr, Bob (Italian) Room: 181 FY
Block 2	US HISTORY 2 Barry, Jack Room: D233 FY
Block 3	BIOLOGY Allison, Milo Room: 140 FY
Block 4	PHYS ED 2/SCIENCE LAB Anderson, Mike Room: FY
Block 5	ENGLISH 3 HONORS Anderson, Garret Room: D274 S1
Block 6	MUSIC THEORY 1 Amaro, Robert Room: F140 FY

If your high school or middle school student has a class schedule, click one of the  icons to get a printable copy of the schedule. It can be had in either list or block form.

Information

Homeroom:	181 Barr, Bob (Italian)
Age:	19
Birthdate:	08/31/2004
Lunch PIN #:	2712
Lunch Balance:	\$.00
Locker:	0010 (11120)

Parking Lot for NRF - Y62

Parking Space for NRF - Y62

Favorite Snack:

[Change](#)

Finish Out School Year (moved):

[Change](#)

May 6 Sample User Text:

Cat

Sports Interest:

Softball

[Change](#)

Athletic Form Signed:

[Toggle](#)

Internet Permission Form:



Signed Student/Parent Handbook:



Julie Test Form:

[Toggle](#)

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear on the additional tabs Student Data tabs.

For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

Selecting a Student

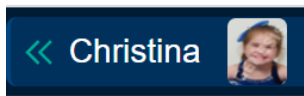
The screenshot shows the 'Student Data' page for Christina Brunsberg. At the top right, a red box highlights the 'Select Student' control, which displays '<< Christina' and a small photo of the student. The main content area shows Christina's profile with her photo, name, school (Genesis High School), Student ID (105730), and State ID (114258611). Below this, there is an 'Entrance Pass' button and a 'Print Schedule' link. The 'Today's Cycle: D (2)' section shows a calendar view for Monday, Tuesday, and Wednesday, all marked 'In School'. Below the calendar are 'List View' and 'Daily View' buttons. The 'D Day Schedule (11/02)' section shows two blocks: Block 1 (ITALIAN 3) and Block 2 (US HISTORY 2).

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.

The "Select Student" Control

The "Select a Student" control is shown in the top right hand corner of the screen and lists the name and image of the currently selected student:



To select a different student, click on this control. That brings up a list of all students linked to your login:

Select Student

 **Ed Daily**
Genesis High School

 **Christina Brunsberg**
Genesis High School

 **Hugh Daily**
Kingston Elementary School

 **Bill Daily**
Kingston Elementary School



The currently selected student is listed in white text. To select a different student, click on their name or image.

This control contains the names, photos and schools of all the students linked to your login. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

Panels on the Dashboard

Student's Schedule

You can also see their current location in the “Schedule” section of the Summary screen:

Genesis
demo@aol.com

Student Data

- Summary
- Assessments
- Attendance
- Grading
- Conduct
- Fees And Fines
- Gradebook
- Scheduling
- Documents
- Forms
- Course Pages
- Conferences

Ed

List View Daily View

Schedule For: Full Year

ENGLISH 4 HONORS Aldridge, Vic Period 1	FY Room D239
*CALCULUS AP Antonelli, John Period 2	FY Room 107
PHYS ED 4 Atkinson, Lefty Period 3	FY Room GYM2
*PHYSICS AP Aardsma, David Period 4	FY Room C164
*PHYSICS AP - Lab Aardsma, David Period LAB-1	FY Room C164
LUNCH Abersone, Cliff	FY Room

There are two views of the schedule. The “List View” shows a list of all classes:

List View

Daily View

Schedule For: Full Year

ENGLISH 4 HONORS
Aldridge, Vic
Period 1

FY
Room **D239**

***CALCULUS AP**
Antonelli, John
Period 2

FY
Room **107**

PHYS ED 4
Atkinson, Lefty
Period 3

FY
Room **GYM2**

***PHYSICS AP**
Aardsma, David
Period 4

FY
Room **C164**

***PHYSICS AP - Lab**
Aardsma, David
Period **LAB-1**

FY
Room **C164**

LUNCH
Abersone, Cliff

FY
Room

The “Daily View” shows exactly what classes are meeting “today”:

List View Daily View	
B Day Schedule (03/08)	
Block 1	*CALCULUS AP Antonelli, John Room: 107 FY
Block 2	PHYS ED 4 Atkinson, Lefty Room: GYM2 FY
Block 3	*PHYSICS AP Aardsma, David Room: C164 FY
A Lunch / A Labs / A Act	*PHYSICS AP - Lab Aardsma, David Room: C164 FY
B Lunch / B Labs / B Act	LUNCH B Abernathy, Ted Room: CAFE FY
Block 4	CONCERT BAND Strandberg, Nicole - PM Room: F134 FY
Block 5	JAZZ WORKSHOP Amaro, Robert Room: F134 FY

Bus Information

Below the scheduling panel is the “Bus Info” panel which lists the student’s morning and afternoon bus routes:

Bus Info

 View Bus Pass

Week / Day

← Friday

AM

Route: 100
Bus #: 110
Time: 08:00 AM
Stop: 12114 Winterberry Way
Start Date:
End Date:
Bus Seat: 12A
Pick Up / Drop Off:
Please be at your bus stop 15 minutes prior to pickup time

PM

Route: 100
Bus #: 110
Time: 02:00 PM
Stop: 12114 Winterberry Way
Start Date:
End Date:

The top right corner contains a “View Bus Pass” control that will display the student’s bus pass in PDF.

Attendance and Gradebook Assignments

Below the bus information is a “This Week” panel showing the student’s daily **Attendance** and how many **Gradebook Assignments** they have due each day.

This Week	M	T	W	R	F
Attendance	-	-	-	-	-
Assignments	0	0	0	0	0

[Notify Office](#)

If the “Notify Office” of upcoming Attendance feature is turned on, you will also have a “Notify Office” link. Clicking this brings you to the “Notify Office” tool – see below.

To see Gradebook Assignments that are due for a particular day, simply click the number of assignments for that day.

Attendance

There are four Attendance screens that can be made available:

- Daily Attendance – Shows a student’s Daily Attendance for the School Year.
- Class Attendance – Shows a student’s Class Attendance.
- Notify Office – Allows attendance notes to be entered for students.
- Pickup – Allows a guardian to specify that their child will be picked up from school potentially by a different adult.

Daily Attendance

Daily Attendance is your child’s official daily attendance.

The top portion of this screen shows the child’s attendance for each month of the school year:



This is your student’s Daily Attendance summary for the whole school year. Each day of the attendance calendar is color coded based on the Attendance code entered for that day.

A summary of your student’s Daily Attendance for the year, as well as a legend for the Attendance Codes is found at the bottom of the screen below the list of individual months:

Totals	
Possible Days	60/210
Total Tardies	0
Excused	0
Unexcused	0
Total Absences	3
Excused	0
Unexcused	3
Truant	3
Remote Present	0
Remote Absent	0

Legend	
	Present
	Unexcused Absent - Full Day
	Out Early (w/time)
	Weekend
	Holiday
	Emergency Closure
	Home Instruction
	Not on Roll
	Snow Day

Attendance Color Codes

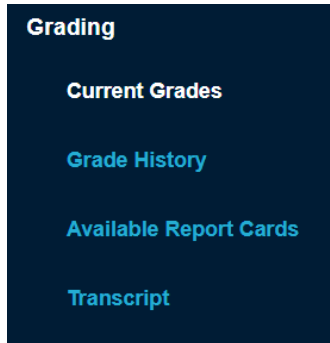
Your district selects its own set of Attendance codes and picks the color for each one. When you look at this screen you will see the Attendance codes for **your** school district. Common Attendance codes include:

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

	Present
	Unexcused Absent - Full Day
	Out Early (w/time)
	Weekend
	Holiday
	Emergency Closure
	Home Instruction
	Not on Roll
	Snow Day

Grading

There are 4 available Grading screens:



The four Grading screens include:

- Current Grades: Current Year Marking Period grades for classes.
- Grade History
- Available Report Cards: Links to PDF versions of current and prior report cards.
- Transcript: Visuals of the transcript and a link to a PDF version.

Current Grades

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

Daily, Ed

 [Please click here to view the MP1 form for Ed in Genesis High School.](#)

 [Link to Report Card](#)

Course	Sem	School	Teacher	MP1 ★	MP2	ME	S1	MP3	MP4	FE	FG	IR1	IR2	IR3	IR4	Att.	Earned
ENGLISH 4 HONORS	FY	2002	Aldridge, Vic	100													5.00
*CALCULUS AP	FY	2002	Antonelli, John Email: jantonelli@abcxyz.com	99													7.00
*PHYSICS AP	FY	2002	Aardsma, David Email: fakeemail@fakeemail.com	100													5.00
AEROSPACE 1	FY	2002	Barrett, Frank Email: fbarrett@abcxyz.com	100													5.00
CONCERT BAND	FY	2002	Strandberg, Nicole - PM	100													5.00
JAZZ WORKSHOP	FY	2002	Amaro, Robert Email: ramaro@abcxyz.com	90													5.00
PHYS ED 4	FY	2002	Atkinson, Lefty	95													3.75

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.

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, 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**).

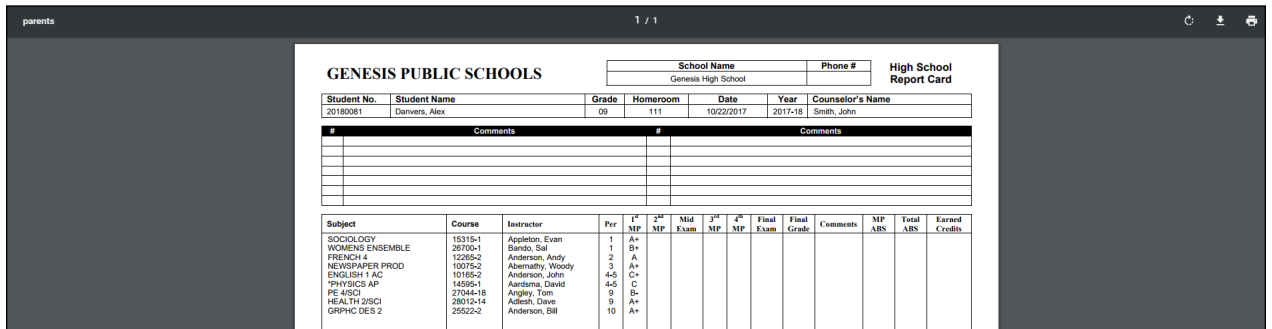
In addition, as outlined below, you can access and view your student's most recent report card.

Viewing your Child's Current or Most Recent Report Card

If you are able to view your child's actual report card, a message will appear between your child's name and their list of grades:

 [Please click here to view the MP1 form for Ed in Genesis High School.](#)

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 card is shown below.



GENESIS PUBLIC SCHOOLS

School Name: Genesis High School Phone #: _____ High School Report Card

Student No.	Student Name	Grade	Homeroom	Date	Year	Counselor's Name
20180081	Danvers, Alex	09	111	10/22/2017	2017-18	Smith, John

#	Comments	#	Comments

Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments	MP A/R	Total A/R	Earned Credits
SOCIOLOGY	15315-1	Appleton, Evan	1	A+										
WOMENS ENSEMBLE	28700-1	Bando, Sal	1	B+										
FRENCH 4	12260-2	Anderson, Andy	2	A										
NEWSPAPER PROD	10075-2	Abernathy, Woody	3	A+										
ENGLISH 1 AC	10160-2	Anderson, John	4-5	C+										
PHYSICS AP	14595-1	Aardema, David	4-5	C										
PE 4/5C1	27044-18	Angley, Tom	9	B-										
HEALTH 2/SCI	28012-14	Adlesh, Dave	9	A+										
GRPHC DES 2	25522-2	Anderson, Bill	10	A+										

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  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.

Current and Prior Year Report Cards

All of your student’s report cards can be found on the “Available Report Cards” screen:

The screenshot shows the 'Available Report Cards' screen in the Genesis Student Information System. The left sidebar has a menu with 'Available Report Cards' highlighted. The main content area displays a table of report cards for 'Daily, Ed'.

Year	School	Name	Marking Period	View
2023-24	Genesis High School	Marking Period 1	MP1	

Below the current year's report cards, there is a section for 'Previous Year Report Cards'.

Year	School	Name	Marking Period	View
2022-23	Genesis High School	Marking Period 1	MP1	
	Genesis High School	Marking Period 2	MP2	
	Genesis High School	Marking Period 3	MP3	
	Genesis High School	Interim Report 2	IR2	
2021-22	Genesis High School	test	MP4	
	Genesis High School	Marking Period 1	MP1	
	Genesis High School	Marking Period 2	MP2	
	Genesis High School	Marking Period 3	MP3	
	Genesis High School	Marking Period 4	MP4	
	Genesis High School	Interim Report 2	IR2	
	Genesis High School	Interim Report 3	IR3	

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

All report cards that have been issued for your student can be found on this screen. The top section contains report cards from the current year. The section below contains all prior year report cards.

Report cards are not available for years **before** your District began using Genesis.

To view, print or save an individual report card, click on the corresponding Adobe icon. This brings up a PDF version of the Report Card:

GENESIS PUBLIC SCHOOLS

School Name Genesis High School		Phone # 732-555-1212		High School Report Card	
Student No. 504495	Student Name Daily, Ed	Grade 12	Homeroom GYM2	Date 10/24/2022	Year 2022-23
Counselor's Name Allen, Grace		Weeks Maths			

#	Comments	#	Comments

Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments	MP ABS	Total ABS	Earned Credits
ENGLISH 4 HONORS	10386-2	Aldridge, Vic	1	100										
WEBB PAGES	23678-1	Bacon, Eddie	1	100										
JOURNALISM	10805-1	Allen, Dusty	2	P										
*CALCULUS AP	13797-1	Barry, Jack	2	100										
ORCHESTRA	26405-1	Barrett, Andy	2	100										
ENGLISH 3	10365-3	Barger, Cy	3	100										
AEROSPACE 1	21105-2	Smith, John	3	100										
PHYS ED 4	27045-4	Adkinson, Luffy	3	100										
*PHYSICS AP	14595-1	Abbey, Bert	4	98										
SPANISH 4	12364-2	Anderson, Matt	5	100										
AEROSPACE 1	21105-3	Barrett, Frank	5	90										
*CALCULUS AP	13797-3	Ciano, Greg	6	100										
CONCERT BAND	26205-1	Swandberg, Nicole - PM	6	100										
JAZZ WORKSHOP	26345-1	Amaro, Robert	7	100										
TV BROADCASTING	10895-2	Crandie, Carrie	8	95										

REPORT CARD GRADING SYSTEM		SCHOOL ATTENDANCE				Total Attendance	Total Credits
95 - 100 Outstanding	65 - 69 Below Average	ABSENT	9			9	
80 - 94 Excellent	0 - 64 Not Passing	TARDY	0			0	
75 - 79 Average	WF Withdrawal Failing						
70 - 74 Fair	IN Incomplete						

Message to Parents:
If you have any questions concerning this report card or your child's progress please contact your child's counselor as soon as possible.

School Attendance:
Attendance is necessary for success in school. Poor attendance will affect grades. Please review the Parent-Student Handbook for our attendance policy.

Please note that a grade of 65 in each marking period does not insure a passing grade for the year.

Parent/Guardian of Daily, Ed

This is a sample 'generic' report card. Every school uses its own Report Card format. This is shown only as a sample layout.

Fees & Fines

The Fees & Fines screen by default lists fees and fines owed by the selected student. Only information for the selected student is displayed.

Genesis demo@gsd.com

Student Data

- Summary
- Assessments
- Attendance
- Grading
- Conduct
- Fees And Fines**
- Gradebook
- Scheduling
- Documents
- Forms
- Course Pages
- Conferences
- Letters
- Check Ins
- Community Service
- School Information
- Athletics

Custom Parent Portal Message

Instructions on how to pay will appear here.

Required Fees

Due Date: 8/31/2023
School: Genesis High School
Description: Senior Prom
Fee Amount: \$10.00
Payments Made: 0
Balance: \$10.00

Date: 1/5/2022
School: Genesis High School
Description: Year Book
Fee Amount: \$20.00
Payments Made: 0
Balance: \$20.00

Date: 1/14/2022
School: Genesis High School
Description: Sports Application Fee
Fee Amount: \$5.00
Payments Made: 0
Balance: \$5.00

Date: 1/18/2022
School: Genesis High School
Description: Missing Library Book
Fee Amount: \$10.00
Payments Made: 0
Balance: \$10.00

Optional Fees

Student does not have any optional fees.

Total Balance: \$45.00

These are fees and fines owed by the selected student. Change the student to see the fees and fines owed by others.

Required fees & fines are listed first. These must be paid. These are determined by your school or district.

Optional fees are listed first.

The overall total is given at the bottom.

Fees and fines payment cannot be made directly through Genesis. You will be directed to a 3rd party website where the fees and fines can be paid. The changes will then shortly appear on this page – there will be some time lag. Changes will not appear immediately.

Gradebook

There are two Gradebook screens

Weekly Summary of Assignments Screen and Marking Period Averages

Parent Lockout

If a student has unpaid fines, grading information can be locked out:

The screenshot shows the Genesis Student Information System interface. On the left is a dark blue sidebar with a menu including: Student Data, Summary, Assessments, Attendance, Grading, Conduct, Fees And Fines, Gradebook, Weekly Summary, List Assignments, Scheduling, Documents, Forms, Course Pages, and Conferences. The main content area is titled "Brunenberg, Christina MARIE" and includes a "Print Assignments this Week" button. Below this is a "Grading Period" dropdown set to "MP3". A list of five courses is displayed, each with a colored box containing "NG" (Not Graded) and a message: "Student has an open fine and report card has been withheld. (Multiple Fines)". The courses are: ENGLISH 3 HONORS (Anderson, Garret), ITALIAN 3 (Barr, Bob (Italian)), GEOMETRY (Allard, Brian), BIOLOGY (Allison, Milo), and US HISTORY 2 (Barry, Jack).

This is a close-up of the first course entry from the screenshot above. It shows an orange box with "NG" and the course name "ENGLISH 3 HONORS" by "Anderson, Garret". Below this, a blue information icon is followed by the text: "Student has an open fine and report card has been withheld. (Multiple Fines)".

Go to the "Fines and Fees" page to determine what the student owes. Paying the fine(s) will allow grading information to appear.

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.

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

Brunsborg, Christina MARIE

Assignments: All assignments in MP2

Course: Show All Courses

Status: All Assignments

Search

[Print Assignments](#)

Due	Course	Assignment	Grade
Tue 10/10	ENGLISH 3 HONORS Pena / Staff	Homework test	Not Graded Assignment Pts: 100
Wed 8/16	US HISTORY 2 Barry / Barnabe	Homework HW1 more...	98 / 100 98.0%

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:

Assignments:

Course:

Status:

Search

- **Course** – Select one subject or all subjects
- **Status** –
 - Graded Assignments – Assignments that have been graded.
 - Ungraded Assignments – Assignments that the teacher has not yet graded.
 - Incomplete Assignments – Assignments the student has partially but not completely finished.
 - Missed Assignments – All assignments the student failed to turn in or do.
 - 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”.
- **Assignments** – This lets you choose the time period you wish to view assignments for:
 - “Week of” – for the current weeks.
 - “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.

Viewing a Full Marking Period’s Assignments

Brunsberg, Christina MARIE

Assignments:

Course:

Status:

Search

To see a whole Marking Period’s assignment select one of the “All assignments in MP” options.

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.

Assignments:

All assignments in MP2

Week of 3/8

All assignments in MP1

All assignments in MP2

All assignments in MP3

All assignments in MP4

All assignments

If weeks in the current MP will have their own entry in the "Assignments" drop down. Click to see assignments for just that link.

Assignment List

 [Print Assignments](#)

Due	Course	Assignment	Grade 
Tue 10/10	ENGLISH 3 HONORS Pena / Staff	Homework test	Not Graded Assignment Pts: 100
Wed 8/16	US HISTORY 2 Barry / Barnabe	Homework HW1 more...	98 / 100 98.0% 

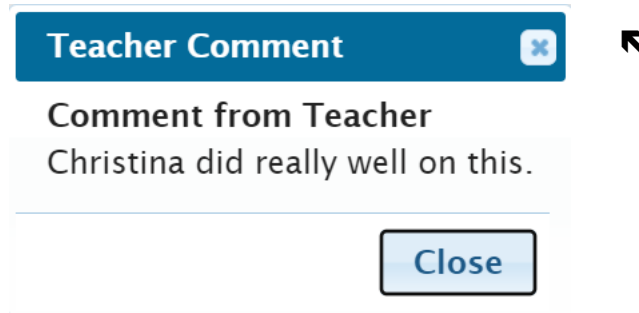
Viewing Teacher Comments

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.***

 [Print Assignments](#)

Due	Course	Assignment	Grade 
Tue 10/10	ENGLISH 3 HONORS Pena / Staff	Homework test	Not Graded Assignment Pts: 100
Wed 8/16	US HISTORY 2 Barry / Barnabe	Homework HW1 more...	98 / 100 98.0% 

If a clipboard  icon appears with the Assignment grades, it means the teacher has entered a comment on the assignment. To read the comment, click the  icon. This will cause the comments to popup:



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.

 [Print Assignments](#)

Due	Course	Assignment	Grade 
Wed 3/13	US HISTORY 2 Barry / Barnabe	Homework Homework MP3-1 more... 	Recently Updated 96 / 100 96.0%

If icons (e.g. ) appear under the Assignment name, it means that the teacher has uploaded files to the assignment and you may download them. There will be one icon for each file the teacher has attached ( means there is one MS Excel file attached). The shape of the icon indicates the kind of file that is attached (e.g.  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 To see the description of an attached document, place your cursor on the icon..

To download the document, double click on its icon. The attachment will be displayed in the central part of the screen. A normal file dialog box will allow you to download and store the attached document wherever you want on your computer.

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.

Assessments

Test Name: HSPA

Test	Exam	Year	Month	Sem	Grade	Language Arts	Reading	Writing	Math	Science	Score
HSPA	1	2021	October		12						Information
HSPA		2010	October		11	261			277		Information

PSAT, HSPA & EOC Scores

PSAT 1/2010 Reading	PSAT 1/2010 Writing	PSAT 1/2010 Math	HSPA 3/2010 LAL	HSPA 3/2010 Math	EOC_BIO 5/2010	EOC-ALG1 5/2010 Math
				190	168	319

PARCC Scores

ALG01	ALG02	GEO01	ELA11	GEO01

Assessments shows your student's standardized test scores

Student Test Scores & The Test Selector

The assessment screen lists all of your student's standardized test scores. The top section lists the scores for the test selected in the drop down immediately above:

Test Name: HSPA

Test	Exam	Year	Month	Sem	Grade	Language Arts	Reading	Writing	Math	Science	Score
HSPA	1	2021	October		12						Information
HSPA		2010	October		11	261			277		Information

The test selector drop down can be used to view a specific set of scores:

Test Name: HSPA

All of your student's scores are listed on the screen – scroll down to see all scores that have been shared in the Parent module.

Views of Various Groups of Scores

Each section, if any appear, shows **your student's scores for a particular test or set of tests**. Each section contains a group of scores related in some way:

PSAT, HSPA & EOC Scores

PSAT 1/2010 Reading	PSAT 1/2010 Writing	PSAT 1/2010 Math	HSPA 3/2010 LAL	HSPA 3/2010 Math	EOC_BIO 5/2010	EOC-ALG1 5/2010 Math
				190	168	319

Scheduling

Scheduling is all about choosing courses for next year.

Next Year Requests

The current year schedule screen is a read-only screen where you can see the courses or subjects your student is scheduled to have in the current School Year:

Christina has been assigned to grade 11 and will attend Genesis High School in 2024-25

Christina's Course Requests for 2024-25

These courses have been requested for the next school year.

Course	Credits	Recommended By
12555 - ITALIAN 3	5.000	
12565 - ITALIAN 4	5.000	
13405 - GEOMETRY	5.000	
14115 - BIOLOGY	5.000	
15205 - US HISTORY 2	5.000	
27015 - PHYS ED 1	3.750	
27035 - PHYS ED 3	3.750	
LUNCH - LUNCH		

The student's next year school and grade are shown at the top of the "Scheduling" screen.

Printing the Requests for Next Year

To print the set of next year course requests, click the pdf icon. This will bring up a printable list in PDF:

parents.c1.ge... / parents

Desktop

2024-25 Student Requests for Brunsberg, Christina MARIE
Genesis High School
01/22/2024

Course	Description	Credits	Recommended By
12555	ITALIAN 3	5.000	
12565	ITALIAN 4	5.000	
13405	GEOMETRY	5.000	
14115	BIOLOGY	5.000	
15205	US HISTORY 2	5.000	
27015	PHYS ED 1	3.750	
27035	PHYS ED 3	3.750	
LUNCH	LUNCH	.000	

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

Parent Signature: _____

You may be requested to print the course requests, sign them and return the paper.

Use the printer icon on the PDF to print out the schedule.

Next Year Course Requests

Student Data

This Year	Next Year
School: Genesis High School	Genesis High School
Grade: 11	11

English Subject Area
Credits Earned: 5 Required: 20
[Request a Course](#)

Language Arts Subject Area
Credits Earned: 0 Required: 0
[Request a Course](#)

Math Subject Area
Credits Earned: 5 Required: 15
[Request a Course](#)

13405 - GEOMETRY
Requested Credits: 5
[Request a Course](#)

You are viewing and will be making course requests for the selected student. To make course requests for other students, change the student here.

Make a separate request for each subject area.

Entering Course Requests

To make a course request, click the [Request a Course](#) button for a subject area. This will bring up the school's course catalog for that subject area:

Course Catalog for English

Status Icons:
 🔒 Locked Requests
 👤 Recommended by a counselor
 👤 Recommended by a teacher
 ⚠️ Already requested

10549 - BRITISH LITERATURE
Credits 2.5
Description: asdasdasdas
⚠️

10165 - ENGLISH 1
Credits 5
[Add](#)

Legend – what the icons mean.

Scroll down to see more of the courses for the selected subject area.

All of the courses for the selected subject area will be displayed. You will need to scroll down to see additional courses.

- Courses you are allowed to request will have an [Add](#) button.
- Courses you cannot request will display a ⚠️ warning icon instead of the [Add](#) button.

The screenshot displays a list of courses in a light blue box. Each course entry includes the course number, name, and credits. To the right of each entry is a status indicator (a yellow triangle with an exclamation mark) and an 'Add' button. Annotations with arrows point to these elements:

- 10386 - ENGLISH 4 HONORS** (Credits 5, Grades 12): Status indicator. Annotation: "Cannot be requested."
- 10805 - JOURNALISM** (Credits 5): 'Add' button. Annotation: "Can be requested."
- 10075 - NEWSPAPER PRODUCTION** (Credits 5): Status indicator. Annotation: "Cannot be requested."
- 10049 - PUBLIC SPEAKING** (Credits 2.5): 'Add' button. Annotation: "Can be requested."
- 10878 - RADIO/TV BROADCASTING** (Credits 5): 'Add' button.
- 10559 - Shakespeare** (Credits 5): 'Add' button.

When you click on an add button, the following 'Add Course Request' dialog box is displayed:

The dialog box is titled "Add Course Request for 1...". It contains the following fields and controls:

- Add request for JOURNALISM**
- Priority:** A dropdown menu. A red arrow points to it with the text "Pick a Priority: Priority:". The dropdown list is open, showing options: 1 (Highest), 2, 3, 4, and 5 (Lowest).
- Note:** A text input field. A red arrow points to it with the text "Leave a short note for the guidance counselor".
- Buttons:** "Add Request" and "Cancel".

To finish and submit the Request, select a priority for the request and click [Add Request](#). This will add the request to the list. You must select a priority and you can also put a short note in the "Note:" field. Your child's guidance counselor will be able to see both the priority and the short note.

Once a Request is Submitted, It Appear in the List

English Subject Area

Credits
Earned Required
5 20

 **10805 - JOURNALISM**
Requested Credits 5
Priority 1



[Request a Course](#)

Once a request has been made for a subject area, it appears with the requirements for that area. You are not limited to a single request in a subject area. You may make several requests, ordering them by priority:

English Subject Area

Credits
Earned Required
5 20

 **10805 - JOURNALISM**
Requested Credits 5
Priority 1



 **10878 - RADIO/TV BROADCASTING**
Requested Credits 5
Priority 3



[Request a Course](#)

You cannot request the same course more than once. On subsequent views of the course catalog, it will not be selectable and it will have an “already requested” indicator as well:

Already requested. 

10805 - JOURNALISM
Credits 5

 Cannot be requested.

You can also put a short note in the Additional Information field. Your child’s guidance counselor will be able to see both the priority and the short note.

Pre-Selected, Locked Course Requests

Some course requests may have been made by your child’s guidance counselor. These will appear as locked requests that cannot be deleted by you:

Math Subject Area

Credits
Earned Required
5 15

Locked Request. 

13405 - GEOMETRY
Requested Credits 5

Deleting a Course Request

Deleting an existing Course Request that you made can only be done if the request is not locked and you have a “Delete” icon.

To delete a request, click the “delete” icon for it.

English Subject Area

Credits

Earned Required
5 20

10805 - JOURNALISM

 Requested Credits 5
Priority 1



10878 - RADIO/TV BROADCASTING

 Requested Credits 5
Priority 3



Request a Course

Letters

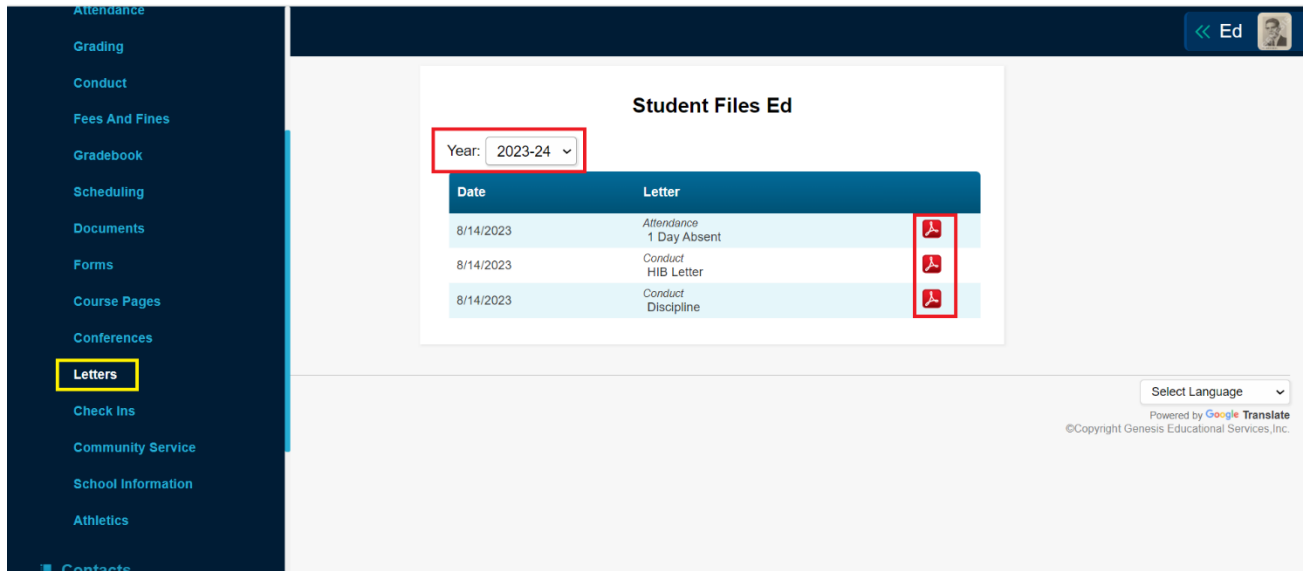


Figure 1 - The Letters screen displays all letters generated for the selected student

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.

Current Year Letters

Upon clicking on the "Letters" menu entry to reach the Letters screen, the list initially contains all letters generated for the selected student in the current school year:

Year:	2023-24	▼
Date	Letter	
8/14/2023	Attendance 1 Day Absent	
8/14/2023	Conduct HIB Letter	
8/14/2023	Conduct Discipline	

To view the text of a letter, click on the PDF icon for it. This will display the letter in a separate browser tab.

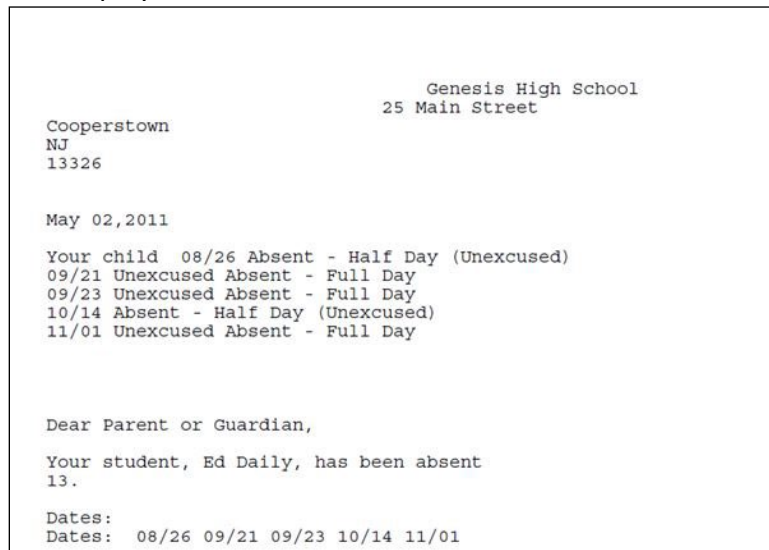
Prior Year Letters

The School Year control can be used to go back to any prior year in which the student was enrolled in the district and view any letters received in the selected year:

Year: 2023-24 ▼

Viewing Letters

To view a letter, click on the  PDF icon corresponding to it. This opens a separate browser tab and displays the letter in the new tab:



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 out a letter, use the Adobe Printer icon to bring up a normal print dialog.

Letter Types

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.

This all depends on what your district makes available.

Documents

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

Genesis
demo@aol.com

Student Data

- Summary
- Assessments
- Attendance
- Grading
- Conduct
- Fees And Fines
- Gradebook
- Scheduling
- Documents**
- Forms
- Course Pages
- Conferences

Document Library for Ed

School Year: 2023-24

Folder Name / Title	For Ed
Athletic Forms (Parent Signature Required)	
Athletic Form	Acknowledge that you have read this document Acknowledge
Athletic Form	Acknowledge that you have read this document Acknowledge
General Notices	
HONOR ROLL CERT	
HONOR ROLL CERT 5-10	

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

Document Library for Ed

School Year 2023-24

Folder Name / Title	For Ed
Athletic Forms (Parent Signature Required)	
 Athletic Form	Acknowledge that you have read this document Acknowledge
 Athletic Form	Acknowledge that you have read this document Acknowledge
General Notices	
 HONOR ROLL CERT	
 HONOR ROLL CERT 5-10	
 January 23 Announcement	
 January 23 Announcement	
 Lunch Letters	
 Permission Slip	
 SHORT FORM AUG12	
 Welcome Back Newsletter	
 Welcome Back Newsletter	
Internet Permission Form	
 NEWSLETTER MAY 2013	Signed 8/27/18 11:00AM by demo@aol.com
ReportWriter Form Output	
 March 15 Advanced Sample Report	
	

Click on the Acknowledge button to acknowledge you have viewed the document.

Click on the highlighted links to view or open the attached document.

Scroll down to view additional document categories.

Download and View a Document

To download and view a document listed on this screen, click the PDF icon or the highlighted link:



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

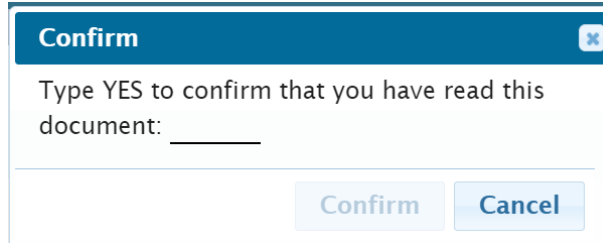
Acknowledge

button:

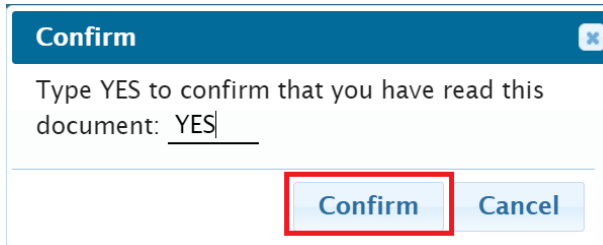
Acknowledge that you have read this document

Acknowledge

This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **CONFIRM** button, which becomes highlighted once “YES” is typed, 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 the document.

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

Folder Name / Title	For Ed
Athletic Forms (Parent Signature Required)	
 Athletic Form	Signed 11/17/23 12:24PM by demo@aol.com

Forms

The Forms Library Screen

Figure 2 - The Forms Library Screen lists forms for all your students

Filling Forms

If any forms are available for you to fill out, they will appear on the **Forms Library** 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 **Forms Library** tab.
2. Select the Form to fill in and click on its highlighted name:

The screenshot shows the Genesis Student Information System Parent Portal. On the left is a dark blue sidebar with a menu. The 'Forms' option is highlighted with a yellow box, and 'Forms Library' is also highlighted. The main content area is titled 'Forms Library' and shows the date 'Today is 11/17/2023'. It lists forms for two students: 'Ed' and 'Greg'. For each student, there are two forms: '1. FALL 2023-24 Athletic Registration Form - FULL' and '2. DEMO: Back to School Forms 2023-24'. Both forms show a status of 'Submitted: Not Yet Submitted'. Below the forms is a section titled 'Online Free and Reduced Lunch Application' with a 'Lunch Application Status' box. The status box contains two messages: 'No application has been submitted' and 'Unable to start a new online Lunch application. One or more students are already listed on a Lunch application.' A red note at the bottom of the status box says 'Not required for Parent Portal Access'.

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

The screenshot shows the 'Activity Questionnaire' form for Caitlin. At the top, it says 'Forms Library Activity Questionnaire for Caitlin'. The form has a table with two columns: 'QUESTION' and 'ANSWER'. The first question is 'Do you intend to engage in any activities this year?' with a radio button. The second question is 'What activity are you most interested in engaging in?' with a text input field. The third question is 'Tell us about your interests?' with a large text area. At the bottom, there is a link 'Question? Please visit www.askme.com for help' and a green 'Update Answers' button. A note at the bottom says 'Questions marked with an * are required.'

2. 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.

Athletics

The Athletics screen is concerned with various requirements for athletic eligibility.

2023-24 Eligibility for Daily, Ed

Most Recent Physical Exam: 09/05/23 ⓘ

Fall Eligibility School Year Eligibility

Ed is NOT currently eligible for
 ❌ **Cross Country (Boys)** in the Fall season.

Fall Academic Requirements

❌ Not Eligible for Fall Sports

Physical Exam

Status	Last Exam	Good Until
✅	Exam (09/05/23) within 365 days of start of season (08/07/23)	End of Fall Season

Required Forms

Status	Good Until
✅	Fall Health History Update Form is complete End of Fall Season
❌	Steroid Release is expired ⚠️ 06/14/23
❌	Concussion Release is expired ⚠️ 06/14/23

Categories of Athletic Eligibility

1. Academic Eligibility
2. Maximum number of semesters of participation
3. Health Examination/Form requirements
 - a. Physical Exam
 - b. Health History Form
4. State and Local Required Forms

Overall Eligibility Indicator

You can view athletic eligibility – the ability to participate in a school team sport – for either the current sports season or the school year.

Fall Eligibility	School Year Eligibility
 Ed is NOT currently eligible for Cross Country (Boys) in the Fall season.	

Figure 3 - This shows whether the student is currently eligible to participate, based on a summary of all of the individual indicators

Academic Eligibility

Academic eligibility is largely determined by State of NJ requirements on earned credits and number of semester during which a student can participate. The “Academic Requirements” indicator should show

Fall Academic Requirements
 Not Eligible for Fall Sports

Physical Exam Status

Physical Exam		
Status	Last Exam	Good Until
	Exam (09/05/23) within 365 days of start of season (08/07/23)	End of Fall Season

Students are required to have a valid “sports physical” on file with the school. The “Physical Exam” indicator shows the date of the last sports physical exam on file for the student and whether or not it is still acceptable, and when it is “good until” (that is, when it will expire).

Physical Exams expire after one year (365 days). Once they have expired, the Physical Exam indicator will show that it has passed the one year mark:

Physical Exam		
Status	Last Exam	Good Until
	Exam is Expired	08/02/12

Required Athletic Forms

The bottom area of the Athletic-Eligibility screen lists all required Athletic-related forms and when they are “good until” (i.e. when they will expire). All shown forms are required for the student to participate in team sports.

Required Forms		
Status		Good Until
✓	Fall Health History Update Form is complete	End of Fall Season
✗	Steroid Release is expired	⚠ 06/14/23
✗	Concussion Release is expired	⚠ 06/14/23
✗	Sudden Cardiac Release is expired	⚠ 06/14/23
✗	Opioid Release is expired	⚠ 06/14/23
✗	Opioid Video Release is expired	
✗	Eye Injury Release Form has not been submitted	
✗	District Sports Eligibility has not been submitted	
✗	2 Year Test Form has not been submitted	
✗	COVID19 has not been submitted	
✗	IMPACT Testing has not been submitted	

Figure 4 - Forms required for participation in Athletics

Status is given for each required form, displaying whether a form has never been submitted, has been submitted but has expired (and needs to updated), or is “complete”:

✗	School Year Health History Update Form has not been completed
✗	Steroid Release is expired
✓	Concussion Release is complete
✗	Sudden Cardiac Release is expired
✗	Opioid Release has not been submitted
✗	Opioid Video Release has not been submitted
✗	Eye Injury Release Form has not been submitted
✗	District Sports Eligibility has not been submitted
✗	2 Year Test Form has not been submitted
✗	COVID19 has not been submitted
✗	IMPACT Testing has not been submitted

The set of required forms may differ from school district to school district and is composed of forms required by The State of New Jersey for athletic participation, but forms required by your local school district.

Conferences

Viewing Existing Scheduled Conferences

The screenshot shows the Parent Portal interface. On the left is a dark blue sidebar with a menu: Gradebook, Scheduling, Documents, Forms, Course Pages, Conferences (highlighted with a yellow box), Letters, Check Ins, Community Service, School Information, Athletics, Contacts, and Settings. The main content area has a top header with a back arrow and the name 'Christina' next to a profile picture. Below this is a section titled 'Upcoming Conferences for Christina Brunsberg' with a red box around the title and a red arrow pointing to it. The section contains three conference cards, each with a date, time, teacher, subject, location, status, and an 'Update' button. The first card is for 'Wed 01/10/24 3:00PM to 3:14PM' with Barry, Jack, Tutoring, Teacher's Classroom, and Scheduled status. The second card is for 'Tue 01/09/24 3:00PM to 3:14PM' with Barry, Jack, Tutoring, Teacher's Classroom, and Scheduled status. The third card is for 'Mon 12/11/23 3:00PM to 3:12PM' with Adams, George, Parent Meeting (Follow Up Conferences), Teacher's Classroom, and Scheduled status. To the right of the cards, a red arrow points to the text: 'Conferences are listed for the selected student first. You may need to scroll down to see all of them. Below these will be conferences for your other students, and links to sign up for additional conferences.' A large red arrow points downwards.

Date & Time	With	Subject	Location	Status
Wed 01/10/24 3:00PM to 3:14PM	Barry, Jack	Tutoring	Teacher's Classroom	Scheduled
Tue 01/09/24 3:00PM to 3:14PM	Barry, Jack	Tutoring	Teacher's Classroom	Scheduled
Mon 12/11/23 3:00PM to 3:12PM	Adams, George	Parent Meeting (Follow Up Conferences)	Teacher's Classroom	Scheduled

The screenshot shows the Parent Portal interface. On the left is a dark blue sidebar with a menu: Gradebook, Scheduling, Documents, Forms, Course Pages, Conferences (highlighted with a yellow box), Letters, Check Ins, Community Service, School Information, Athletics, Contacts, and Settings. The main content area has a top header with a back arrow and the name 'Christina' next to a profile picture. Below this is a section titled 'Upcoming Conferences for Other Students' with a red box around the title and a red arrow pointing to it. The section contains three conference cards, each with a date, time, teacher, subject, location, status, and an 'Update' button. The first card is for 'Fri 03/01/24 8:00AM to 8:10AM' with Antonelli, John, College (Teacher Conferences), Classroom 204, and Scheduled status. The second card is for 'Wed 11/15/23 4:15PM to 4:25PM' with Antonelli, John, Parent Conference (Fall Teacher Conferences), Teacher's Classroom, and Scheduled status. The third card is for 'Tue 11/14/23 10:13AM' with Aardsma, David, College, Counselor's Office, and Scheduled status. To the right of the cards, a red arrow points to the text: 'Conferences for your other students, if any, are shown below conferences for the selected student.' Below this, another red arrow points to the text: 'Scroll down further to view the links to sign up for conferences.' A large red arrow points downwards.

Date & Time	With	Subject	Location	Status
Fri 03/01/24 8:00AM to 8:10AM	Antonelli, John	College (Teacher Conferences)	Classroom 204	Scheduled
Wed 11/15/23 4:15PM to 4:25PM	Antonelli, John	Parent Conference (Fall Teacher Conferences)	Teacher's Classroom	Scheduled
Tue 11/14/23 10:13AM	Aardsma, David	College	Counselor's Office	Scheduled

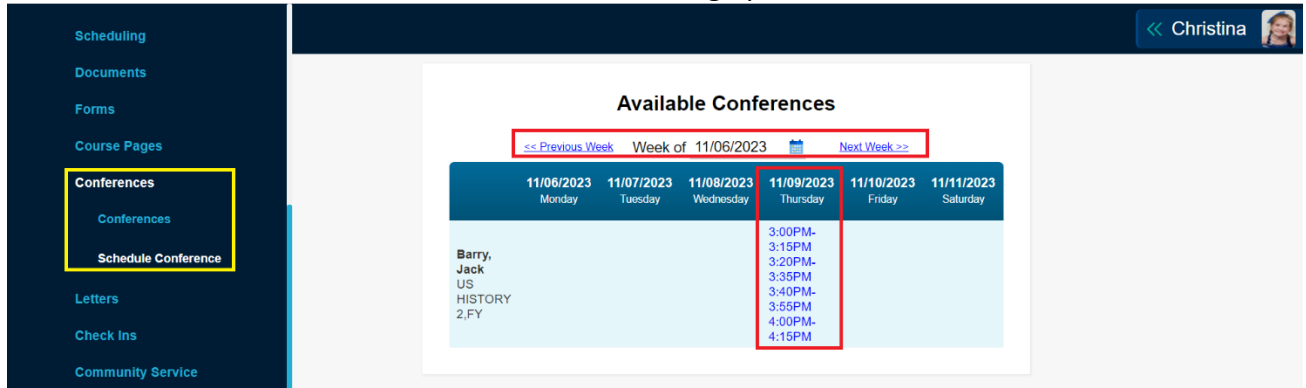
Signing Up for Teacher's Personal Conferences

If there is a "request a conference" link on the Conferences screen, one or more of your student's teachers have personally made conference slots available. These are created individually by teachers (or guidance counselors).



Request a Conference

To view the conference slots that have been made available by individual teachers or other staff members, click the  [Request a Conference](#) link. This will bring up the “Schedule a Conference” screen:

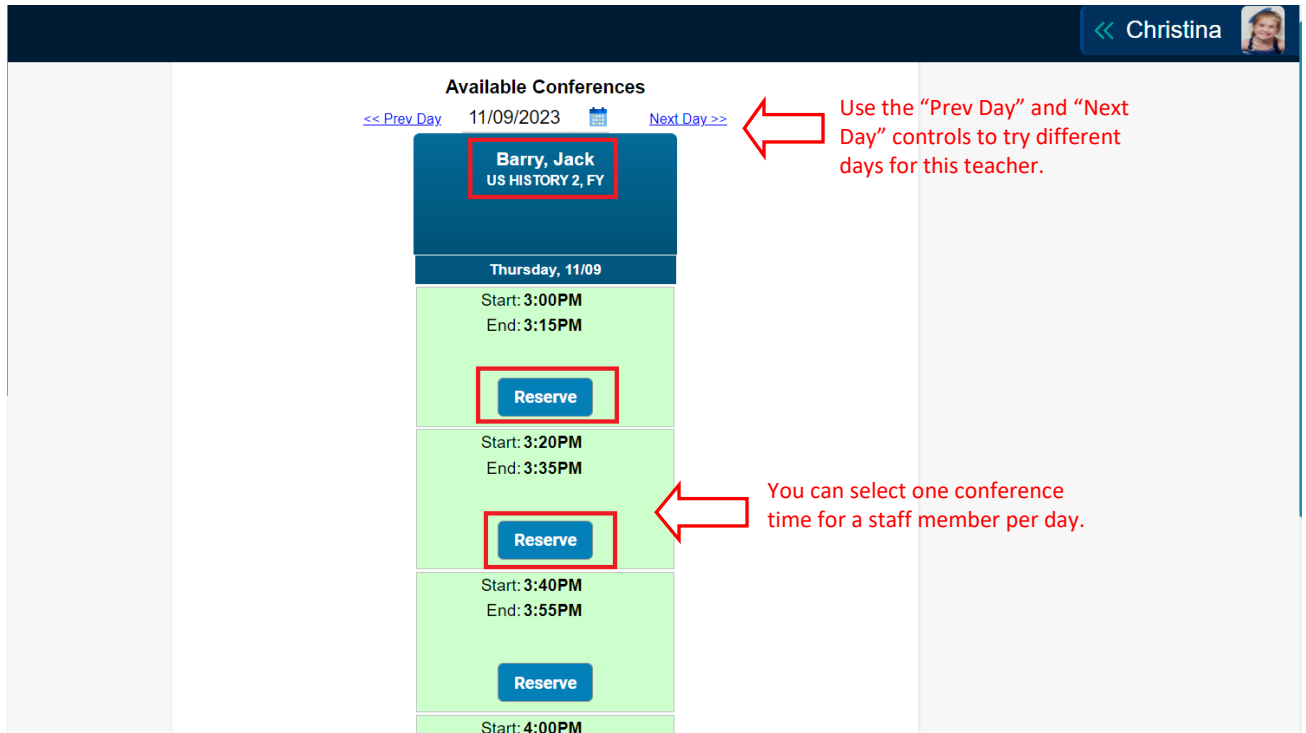


Available Conferences

<< Previous Week Week of 11/06/2023 Next Week >>

11/06/2023 Monday	11/07/2023 Tuesday	11/08/2023 Wednesday	11/09/2023 Thursday	11/10/2023 Friday	11/11/2023 Saturday
Barry, Jack US HISTORY 2, FY			3:00PM-3:15PM 3:20PM-3:35PM 3:40PM-3:55PM 4:00PM-4:15PM		

Available conferences are shown by teacher/staff member and days in the selected week. Links are shown for available conferences. Click anywhere on an available link to bring up the screen where you can select individual conferences. That will bring up a list of the available conferences for that staff member on the selected date:



Available Conferences

<< Prev Day 11/09/2023 Next Day >>

Barry, Jack
US HISTORY 2, FY

Thursday, 11/09

Start: 3:00PM
End: 3:15PM
Reserve

Start: 3:20PM
End: 3:35PM
Reserve

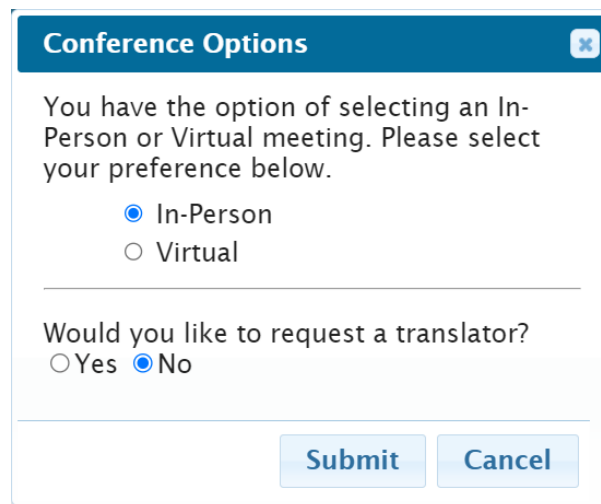
Start: 3:40PM
End: 3:55PM
Reserve

Start: 4:00PM

Use the “Prev Day” and “Next Day” controls to try different days for this teacher.

You can select one conference time for a staff member per day.

When you click “Reserve” you may be shown the same options as with a School conference (above):



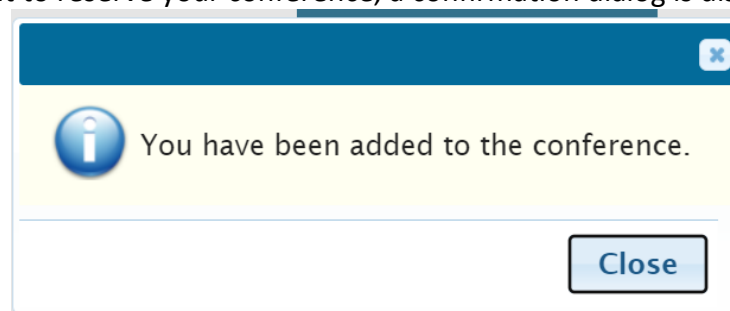
Conference Options [X]

You have the option of selecting an In-Person or Virtual meeting. Please select your preference below.

☒ In-Person
☐ Virtual

Would you like to request a translator?
☐ Yes ☒ No

Once you click Submit to reserve your conference, a confirmation dialog is displayed:



[X]

 You have been added to the conference.

You have now reserved the time slot and the screen is updated so that you cannot reserve additional times with the same staff member on the same day: you can only reserve a single time slot with a teacher per day:

Available Conferences

[<< Prev Day](#) 11/09/2023  [Next Day >>](#)

Barry, Jack
US HISTORY 2, FY

Thursday, 11/09

 **Spanish**

Start: 3:00PM
End: 3:15PM

Scheduled

Cancel

Start: 3:20PM

End: 3:35PM

 Not Available

Start: 3:40PM

End: 3:55PM

 Not Available

If you have requested a translator, the requested language is displayed.

Updating a Conference

To “update a conference” is to cancel it and reschedule with another available time slot, click the “Update” link for on the Conference screen:

Upcoming Conferences for Christina Brunsberg

**Wed 01/10/24 3:00PM to 3:14PM**With **Barry, Jack**For **Christina**Subject: **Tutoring**Location: **Teacher's Classroom**Status: **Scheduled****Update****Tue 01/09/24 3:00PM to 3:14PM**With **Barry, Jack**For **Christina**Subject: **Tutoring**Location: **Teacher's Classroom**Status: **Scheduled****Update**

Clicking “Update” will return you to the screen where you scheduled the conference. You may or may not still be able to cancel and reschedule it. This will depend on how your student’s school currently has the conferences setup.

Printing a List of Scheduled Conferences

To print a list of conferences both for the selected student and all other students linked to your account, click the  PDF icon next to the selected student’s name on the Conferences screen:

Upcoming Conferences for Christina Brunsberg


Wed 01/10/24 3:00PM to 3:14PM

With **Barry, Jack**
For **Christina**

Subject: **Tutoring**

Location: **Teacher's Classroom**

Status: **Scheduled**

Update


Tue 01/09/24 3:00PM to 3:14PM

With **Barry, Jack**
For **Christina**

Subject: **Tutoring**

Location: **Teacher's Classroom**

Status: **Scheduled**

Update

This brings up a PDF of the list of currently scheduled conferences for all of the students linked to your account, and in the order in which they are linked to the account (the selected student is NOT shown first unless they are the first student linked to the account):

Scheduled Conferences

Scheduled conferences for Ed Daily

Student	Date	Time	Subject	Staff	Location
Ed Daily	Fri 03/01/24	8:00AM to 8:10AM	College	Antonelli, John	Classroom 204
Ed Daily	Wed 11/15/23	4:15PM to 4:25PM	Parent Conference	Antonelli, John	Teacher's Classroom

Scheduled conferences for Christina Brunsberg

Student	Date	Time	Subject	Staff	Location
Christina Brunsberg	Wed 01/10/24	3:00PM to 3:14PM	Tutoring	Barry, Jack	Teacher's Classroom
Christina Brunsberg	Tue 01/09/24	3:00PM to 3:14PM	Tutoring	Barry, Jack	Teacher's Classroom
Christina Brunsberg	Mon 12/11/23	3:00PM to 3:12PM	Parent Meeting	Adams, George	Teacher's Classroom
Christina Brunsberg	Tue 11/14/23	10:13AM	College	Aardsma, David Barry, Jack Ferrante, Karen	Counselor's Office
Christina Brunsberg	Mon 11/13/23	4:00PM to 4:10PM	Parent Conference	Barry, Jack Ferrante, Karen	Teacher's Classroom
Christina Brunsberg	Thu 11/09/23	3:00PM to 3:15PM	Tutoring	Barry, Jack	Teacher's Classroom

Scheduled conferences for Hugh Daily

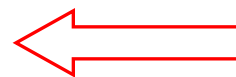
Scheduled conferences for Bill Daily

Scheduled conferences for Peter Appleton

Scheduled conferences for Greg Ciano

Scheduled conferences for Edwina Daily

Student	Date	Time	Subject	Staff	Location
Edwina Daily	Tue 11/14/23	10:13AM	College	Aardsma, David Barry, Jack Ferrante, Karen	Counselor's Office



Students on your account who currently have no scheduled conferences are shown in any case.

Viewing a List of Past Conferences

To view a list of past conferences, scroll to the bottom of the Conferences screen and click the

Display Past Conferences

button:



Schedule conference for Follow Up Conferences



Schedule conference for Fall Teacher Conferences



Request a Conference

Display Past Conferences

This will bring up the list of past conferences *in the current school year*:

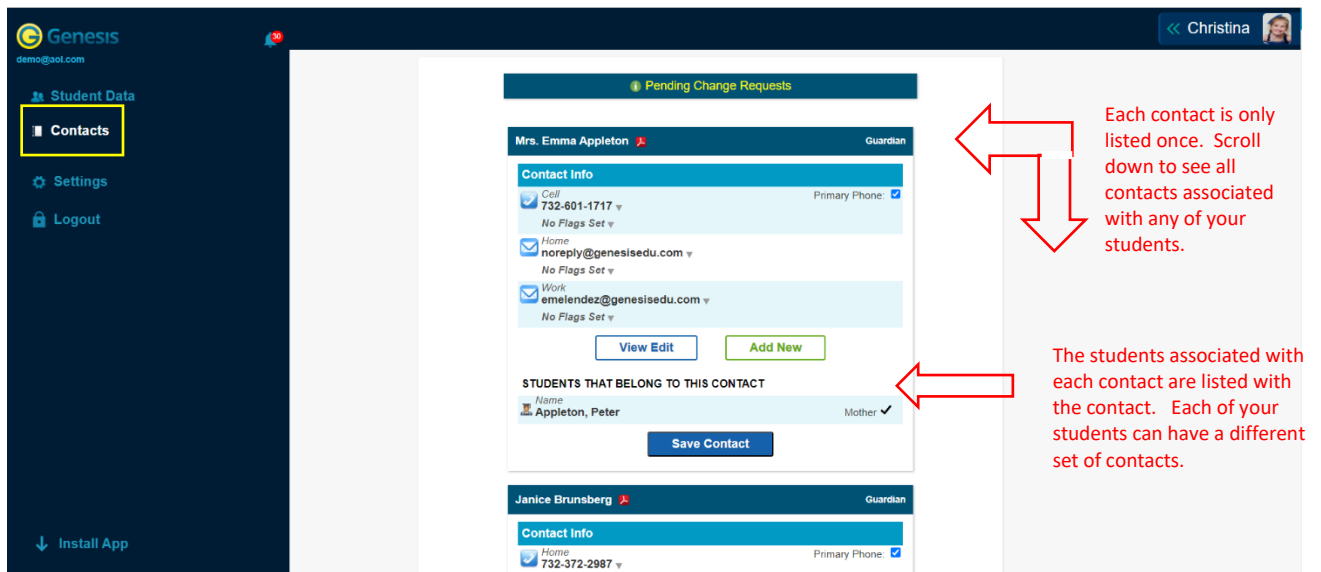
Display Past Conferences

Past Conferences

 Tue 10/31/23 3:15PM to 3:29PM	
With Barry, Jack	For Christina
Subject: Tutoring	
Location: Teacher's Classroom	
Status: Complete	Update

Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Web Access, 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.



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 you – who are allowed to view the children’s information.
- Emergency Contacts – Individuals you have identified as people who can be contacted if an emergency situation arises and you and other guardians are not available.
- Other contacts – all other people whom you wish the school to be aware of in your student’s lives, including:
 - Doctors
 - Dentists
 - Hospital to use in an emergency if hospitalization is required.
 - Other people it is important that the school know about.

The Contacts screen lists each contact only once, and indicates which of your students is associated with the contact:

Dolores Daily **Guardian**

Contact Info

Cell **733-555-9875** Primary Phone: ☒
No Flags Set ▼

Cell **201-234-8348** ☐
Flags
Att, Attendance ▼

Work **609-777-0001** ☐
No Flags Set ▼

Home **908-664-3214** ☐
No Flags Set ▼

Home **gciano@genesisedu.com** ☐
No Flags Set ▼

[View Edit](#) [Add New](#)

STUDENTS THAT BELONG TO THIS CONTACT

Name	Relation
Daily, Edwina	Mother ✓
Daily, Bradley Joeseeph	Mother ✓

[Save Contact](#)

Each contact is identified as to their role for the student: Guardian, Emergency, Student (meaning, the student themselves). A blank label means "other".

All of this contact's phone numbers and email addresses are listed. There is no limit. This can most likely be edited by you.

Controls to add a new phone number or email or to edit the existing ones.

All of the students linked to this contact and this contact's relation to the student.

Editing a Contact's Phone Numbers and Email Addresses

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.

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:

EMERGENCY CONTACT TEST EMERGENCY 1 GRANDFATHER OPTIONS									
☐ GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL									
Home Phone:		333-333-3333 x		Primary Phone	☒	ATTENDANCE	EMERGENCY	HONEYWELL	DISTRICT CONTACT FLAG
Add Phone/Email:		Home Email		Save All Changes					

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:

Cell Phone:	111-111-1111 x	Boost Mobile	☒	☒	☒	☒		
-------------	-------------------------------------	--------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	----------------------	---

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:

Home Email:	fakeemail@wikixample.com	☐	
-------------	--------------------------	--------------------------	---

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, themselves, directly.

ALEX DANVERS STUDENT						
		ATTENDANCE	EMERGENCY	HONEYWELL	DISTRICT CONTACT FLAG	
Home Phone:	222-222-2222 x	☒	☐	☐		
Home Email:	fakeemail@wikiexample.com			☐		
Add Phone/Email:	Home Email					
Save All Changes						

You might not see any special flags:

Ed Daily Student	
TYPE	
Cell Phone:	733-555-8698 x Verizon
Cell Phone:	855-999-1928 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:

GUARDIAN DANVERS				GUARDIAN 1		MOTHER						
Cell Phone:	111-111-1111	x		Boost Mobile	Primary Phone	☒	ATTENDANCE	EMERGENCY	HONEYWELL	DISTRICT CONTACT FLAG		
Home Email:	fakeemail@wikixample.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 MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

Updating a Contact’s Email and Phone Numbers

You can do three things to the email addresses and phone numbers:

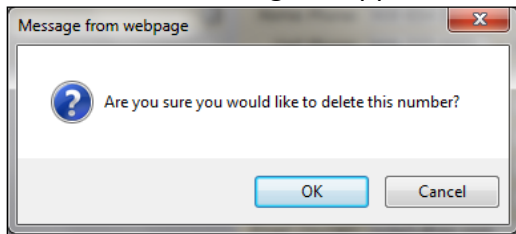
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

WARNING: You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:

Home Email: 

A confirmation dialog will appear:



Click the OK button to continue and delete the email address or phone number.

Click Cancel to abandon the deletion and keep the information.

Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:

Add Phone/Email

Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:

EMERGENCY CONTACT TEST EMERGENCY 1 GRANDFATHER OPTIONS

☐ GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

ATTENDANCE	EMERGENCY	HONEYWELL	DISTRICT CONTACT FLAG
☐	☐	☐	

Home Phone: x

Add Phone/Email:

The drop down contains the list of things that you can add to the Contact:

Add Phone/Email

Home Email
Cell Phone
Work Email
Work Phone

You may only add the things in this list. If something is missing, you do not have permission to add it (e.g. if “Email” is missing you do not have permission to add Emails).

Select the type of information you want to add.

Then move to the blank text field and enter the phone number or Email address.

Go to the top or bottom of the screen and click the button.

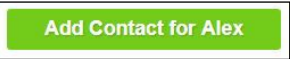
Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications that can be sent, for example, when a student’s gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

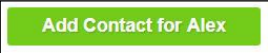
To set or change a cell number, locate the “Provider” drop down below the phone number itself:

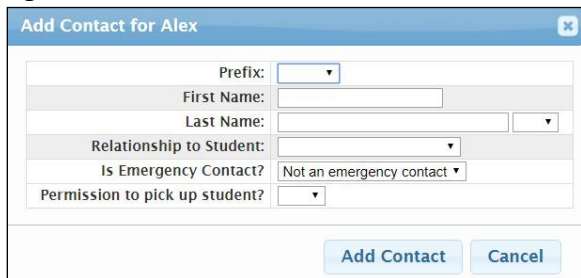
Cell Phone:

Select your provider, then scroll up or down (to the top or bottom of the page) and click the  button.

Adding a New Contact

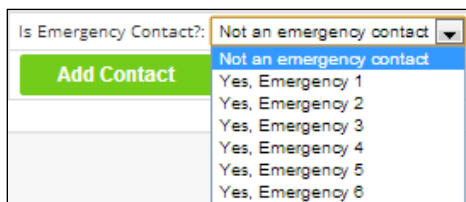
If you have a  button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

To add a Contact, click on the  button. This brings up the "New Contact" area right below the button:



Enter the following fields:

- Contact First Name – The person's last name
- Contact Last Name – The person's first name
- Relationship to Student – Select the new Contact's relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.



You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the  button to add the new Contact.

WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

Changing Relationship Information for or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an [Options](#) button in the top line of the contact's information. To update the name information for a contact or to delete the contact entirely, use this [Options](#) button.

When you click [Options](#), a popup appears:

The screenshot shows a contact information form. At the top, there are tabs: "EMERGENCY CONTACT TEST", "EMERGENCY 1", "GRANDFATHER", and "OPTIONS". The "OPTIONS" tab is selected, and a popup menu is open with the following options: "CLOSE", "CHANGE CONTACT", and "DELETE CONTACT". Below the tabs, there is a checkbox labeled "GUARDIAN HAS GIVEN" and a "Home Phone" field with the value "333-333-3333" and an extension field. A "Primary Phone" checkbox is also visible.

A close-up of the popup menu showing three options: "Close", "Change Contact", and "Delete Contact".

The popup gives you three options:

- [Close](#) - Clicking the Close button dismisses the popup and makes no changes.
- [Change Contact](#) - Clicking [Change Contact](#) lets you change the **name** and **relationship** information for this Contact. (Phone numbers and Email Addresses are changed as described above.)
- [Delete Contact](#) - Clicking [Delete Contact](#) removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

Deleting a Contact: When you click [Delete Contact](#), the following confirmation dialog appears:

The confirmation dialog has a title bar with "Close". The main text reads: "This will delete this contact and all of their phone, email and address information. Are you sure you would like to proceed?". At the bottom, there are two buttons: "Yes" and "No".

If you click [Yes](#), the contact and all their information is permanently removed.

If you click [No](#), then the popup is closed and the contact is not deleted.

Changing a Contact: When you click [Change Contact](#), the following popup appears:

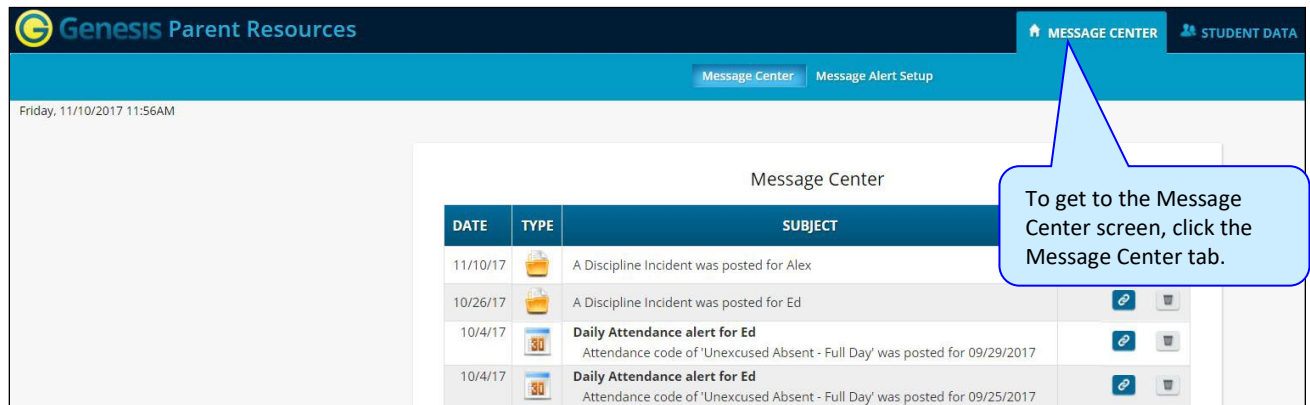
The "Change Contact" popup form has a title bar with "CLOSE". It contains four fields: "FIRST:" with a dropdown menu showing "Emergency", "LAST:" with a text field containing "Contact Test" and a dropdown arrow, "RELATION:" with a dropdown menu showing "Grandfather", and "EMERGENCY?" with a dropdown menu showing "Yes, Emergency 1".

You can change the contact's **First** or **Last** name, and set whether they are an Emergency Contact or not.

To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the [Save All Changes](#) button.

Home

Introduction to the Home Screens



There are two screens under  **MESSAGE CENTER** 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			

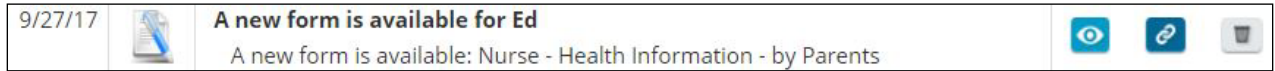
The Message Center screen lists all types of messages for your students

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:



- 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.

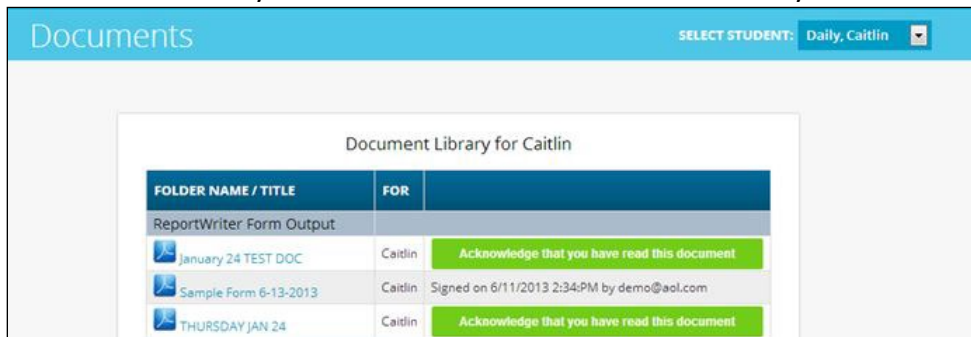


- This is the “Delete” trashcan icon. To remove the Message, click the Delete icon.

Viewing the Message Content

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

For example, if there is a link button next to a **discipline alert**, it will bring you to the student's **discipline** tab.

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.

- 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:

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. Includes new Documents, Forms, or Conference notifications.
- Discipline Incidents:**
Receive an alert any time your child is involved in a discipline incident.
- Course Posts:**
Receive an alert any time there is a new course post for one of a student's classes.

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES	DISCIPLINE INCIDENTS	COURSE POSTS
Email to mydaily@aol.com	☒	☒	☐	☒	☒	☒
Email to fakeemail@wikixample.com	☐	☐	☐	☐	☐	☐
Email to fakeemail@wikixample.com	☐	☐	☒	☐	☐	☒
Email to test1233@aol.com	☒	☐	☐	☐	☐	☐
Text to 111-111-1111	☐	☐	☐	☐	☐	☐
Text to 111-111-1111	☒	☐	☐	☐	☐	☐

- 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 **MESSAGE CENTER** 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	DISCIPLINE INCIDENTS	COURSE POSTS
Email to mydaily@aol.com	☒	☒	☐	☒	☒	☒
Email to fakeemail@wikixample.com	☐	☐	☐	☐	☐	☐
Email to fakeemail@wikixample.com	☐	☐	☒	☐	☐	☒
Email to test1233@aol.com	☒	☐	☐	☐	☐	☐
Text to 111-111-1111	☐	☐	☐	☐	☐	☐
Text to 111-111-1111	☒	☐	☐	☐	☐	☐

- For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
- 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	DISCIPLINE INCIDENTS	COURSE POSTS
Email to mydaily@aol.com	☒	☒	☐	☒	☒	☒
Email to fakeemail@wikixample.com	☐	☐	☐	☐	☐	☐
Email to fakeemail@wikixample.com	☐	☐	☒	☐	☐	☒
Email to test1233@aol.com	☒	☐	☐	☐	☐	☐
Text to 111-111-1111	☐	☐	☐	☐	☐	☐
Text to 111-111-1111	☒	☐	☐	☐	☐	☐

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

Personal Settings

The screenshot shows the 'Genesis Parent Resources' interface. At the top, there is a navigation bar with links for MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS, and LOGOUT. Below this, the 'Settings' panel is active, displaying two main sections: 'Change Password' and 'Settings'. The 'Change Password' section includes fields for 'Current Password: (or password received from Forgot Password email)', 'New Password:', and 'Confirm New Password:', each followed by a green 'Save' button. The 'Settings' section includes a 'Home Screen:' dropdown menu and a green 'Save' button. The date and time 'Friday, 11/10/2017 12:09PM' are visible in the top left corner.

Changing Passwords

The screenshot shows the 'Change Password' form. It has a title 'Change Password' and three input fields: 'Current Password: (or password received from Forgot Password email)', 'New Password:', and 'Confirm New Password:'. Each field has a green 'Save' button below it.

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

The screenshot shows the 'Settings' form. It has a title 'Settings' and a 'Home Screen:' dropdown menu with 'Home' selected. Below the dropdown is a green 'Save' button.

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 Parent Portal login will usually be your email address.

You will give the email address you want to use as your login to your school or district.

The school or district will tell you when your login has been entered into the Genesis system.

If your email address is *not* going to be your login, your school or district will assign you a login.

2. What if I forget my password?

To replace a lost password you must call your school or district.

Information as to who to call should be provided to you in your Parent Portal Welcome Packet.

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.

You will then be required to change the new password the next time you login to Genesis Parent Portal.

3. What is the URL for Web Access?

You will be given the URL for the Parent Portal in your Welcome Packet. If you do not have the Welcome Packet, you must contact your **school** or **district** to find out the correct URL.

4. How do I log out of Web Access?

There is a small "Logout" button at the upper right of every Web Access screen. Click the "Logout" button.

5. How can I update my student's Attendance information?

You cannot update any information. If you believe any information is wrong, you must contact your child's guidance counselor.

6. 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 the Parent Portal 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

7. 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 Parent Portal login you must call your school or district office.

Each district will have its own procedures and regulations regarding linking a student to Parent Portal login.

It may be possible that Parent Portal is in a 'roll out' phase and is only offered in some of the schools in your district and not in others. Refer to your Welcome Packet for information on whom or where to call.

8. What if I don't have access to my child's Report Card?

Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.