



Parent Access Administrator's Guide

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Overview

The Genesis Parent Access module provides a means to give parents, students – and others, such as guidance counselors, principals and vice principal – the ability to view real-time student information from a “safe” and primarily read-only login.

This document describes the administration of that module, including – but not limited to – enabling it, configuring users, configuring what users can do and see, and whether or not they can enable notifications to advise of them of student events.

The Parent/Student parent portal screens are highly configurable.

The remainder of this Introduction will take you on a tour through the many screens and described the configurable aspects of each.

Summary Screen Options



Ed Daily
 GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

Print Schedule: [List](#) [Block](#) Day: **M (B)**

PER	COURSE	SEM	DAYS	ROOM	TEACHER
1	ACCOUNTING	FY	MTWRF	D215	Barkley, Sam
2	*CALCULUS AP*	FY	MTWRF	107	Antonelli, John
3	NEWSPAPER PROD	FY	MTWRF	104	Abernathy, Woody
4-5	*ENGLISH 4 AP*	FY	MTWRF	D273	Autry, Al
6	MUSIC THEORY 1*	FY	MTWRF	F140	Amaro, Ruben
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob
9	*PHYSICS HON	FY	T	C164	Barrett, Bob
9	PE 4/SCI	Q1	MWRF	GYM-A	Rose, Danielle
10	SPANISH 4*	FY	MTWRF	178	Anderson, Matt

THIS WEEK: **M T W R F** [Add Daily Pickup Release](#) [View Bus Pass](#)

ATTENDANCE		ASSIGNMENTS		BUS		WEEK / DAY		MONDAY	
ROUTE	TIME	BUS STOP	PICK UP / DROP OFF	BUS SEAT					
AM	NC53A	08:00AM	12114 Winterberry Way	AM VoTech bus# ASSUN; TIME 6:44AM Transfer to SYPEK bus at HS South					
PM									

[View Special Ed Documents](#)

Homeroom:
 D215 Barkley, Sam
 Team:
 Senior Red Team
 Counselor:
 Allen, Grace [✉](#)
 Age: 20
 Birthdate: 03/03/1997
 Lunch Balance: \$4.99
 Locker: 0727 (11837)
 Locating in NJ after graduation?: Yes [Change](#)
 Internet Permission Form: [Toggle](#)
 Athletic Form Signed: [Toggle](#)

Configurable items on this screen:

- The Student's Photo –Whether or not the photo appears is controlled by the “Hide Student Photos” parameter on the [Parent Access>Setup>Users>Modify User](#) screen. This is controlled for each user.



Homeroom:
 D215 Barkley, Sam
 Team:
 Senior Red Team
 Counselor:
 Allen, Grace [✉](#)

- The Time and Date information at the top of the screen is controlled by the “Show today's date, time and school day on Home Screen” parameter on the [Parent Access>Setup>Settings>District Settings](#) screen.
- Each panel is separately controllable:
 - Demographics panel:**
 - District setting of "Display Homeroom Number and Teacher on summary screen" found on [Parent Access>Setup>Settings>District Settings](#) screen.
 - Whether or not the student's Homeroom is displayed is controlled by the “Show HR” parameter on the [Parent Access>Setup>Settings>School Settings\[Scheduling\]](#) screen.
 - Whether or not the student's Homeroom Teacher's name is displayed is controlled by the “Show HR Teacher” parameter on the [Parent Access>Setup>Settings>School Settings\[Scheduling\]](#) screen.

- **Schedule** – This panel’s appearance and functionality has multiple controls:
 - The schedule is controlled by the “Show Schedule” Parameter on the screen.

Print Schedule: [List](#) [Block](#) Day: **R (A)**

PER	COURSE	SEM	DAYS	ROOM
1	ACCOUNTING	FY	MTWRF	D215
2	*CALCULUS AP*	FY	MTWRF	107
3	NEWSPAPER PROD	FY	MTWRF	104

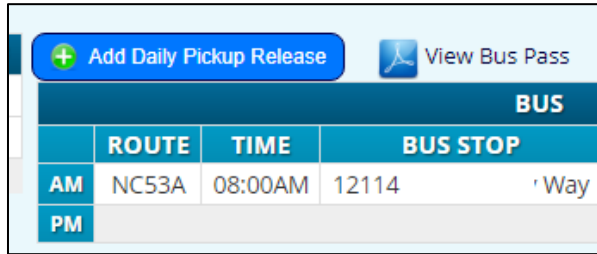
- Whether the schedule shows the student’s courses for the entire year, or only those courses that are currently meeting is controlled by the “Only show courses that are currently meeting (Home & Gradebook)” parameter on the [Parent Access>Setup>Settings>District Settings](#) screen.
- Whether the Room and Teacher information is shown on the schedule is controlled by the “Show Room and Teacher” and “If Yes, Show prior to Start of School” parameters on the [Parent Access>Setup>Settings>School Settings\[Scheduling\]](#) screen.
- If the Schedule panel is displayed the “Print Schedule” icons are controlled by the “Print Format” settings on the [Parent Access>Setup>Settings>School Settings\[Scheduling\]](#) screen.
- Locker information can be printed on the printed schedules. This is controlled by the “Show locker info on Print Out” parameters on [the Parent Access>Setup>Settings>School Settings\[Scheduling\]](#) screen.

Student Schedule for Daily, Ed Genesis High School(2002) Team: Senior R 03/15/2018			
Your locker number is 0727. Use the following combination: 11837.			
Homeroom: D215 Barkley, Sam			
Per	Course	Semester	Days
1	ACCOUNTING	FY	MTWRF
2	*CALCULUS AP*	FY	MTWRF

- **Attendance This Week** – This is displayed if the Attendance screen is displayed.
- **Assignments This Week** – This is displayed if the Gradebook screen is displayed. See below.

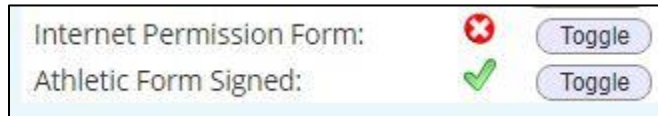
THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0
Notify Attendance Office					

- **Bus Routes** – The presence of this panel is control by the “Display Bus Information on Home screen” parameter on **Parent Access>Setup>Settings>District Settings** screen.



BUS			
	ROUTE	TIME	BUS STOP
AM	NC53A	08:00AM	12114
PM			

- User Flag and User Text fields can be configured to be displayed on this screen on the **Setup>Schools>School Parameters>User Flags** and **Setup>Schools>School Parameters>User Text** screens.



Internet Permission Form:		Toggle
Athletic Form Signed:		Toggle

- The tabs available for each individual student are selectable in various ways:
 - Many individual tabs are controlled by explicit permissions on the students linked to user logins, including: Summary, Assessments, Attendance, Class Attendance, Discipline, Documents, Gradebook, Grading, Scheduling
 - Other tabs are controlled by various background functions: Letters, Forms, Conferences

Attendance Screens

The Class Attendance tab is separately controlled by the Roles for the selected Student.

Configurable items:

- The screen itself is controlled by the "A" permission in the Student's Role. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.
- The Class Attendance screen is controlled by the "CA" permission in students' Roles. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.
- To enable the "Notify Attendance Office" option, check off "Notify Attendance Office" via **Parent Access>Setup>Roles>Modify Roles**.
- [WIKI](#)

Daily Attendance:

Summary Assessments **Attendance** Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms Course Pages Conferences Letters Check Ins School Information

Attendance SELECT STUDENT: Daily, Ed

DAILY ATTENDANCE CLASS ATTENDANCE NOTIFY ATTENDANCE OFFICE

Monday, 9/25/2017 1:27PM

Day: M (B)

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5			1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6			
6	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12			
13	14	15	16	17	18	19	13	14	15	16	17	18	13	14	15	16	17	18	13	14	15	16	17	18			
20	21	22	23	24	25	26	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25			
27	28	29	30	31			24	25	26	27	28	29	29	30	31				26	27	28	29	30				

DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6			
7	8	9	10	11	12	13	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12			
14	15	16	17	18	19	20	14	15	16	17	18	19	14	15	16	17	18	19	14	15	16	17	18	19			
21	22	23	24	25	26	27	21	22	23	24	25	26	21	22	23	24	25	26	21	22	23	24	25	26			
28	29	30	31				28	29	30	31			25	26	27	28			25	26	27	28	29	30			

APRIL							MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	8	9	10	11	12	13	8	9	10	11	12	13	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	15	16	17	18	19	20	15	16	17	18	19	20	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	22	23	24	25	26	27	22	23	24	25	26	27	22	23	24	25	26	27	28		
29	30						29	30	31				29	30	31				29	30	31						

TOTALS	
Possible Days	39/225
Total Tardies	1
Excused	0
Unexcused	1
Total Absences	0
Excused	0
Unexcused	0
Truant	0

LEGEND	
■	Present
■	Unexcused Tardy (w/time)
■	Unexcused
■	Excused
■	Truant
■	Holiday
■	Emergency Closure
■	Home Instruction
■	Not on Roll
■	Snow Day

Class Attendance:

Summary Assessments **Attendance** Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms Course Pages Conferences Letters Check Ins School Information

Attendance SELECT STUDENT: Daily, Ed

DAILY ATTENDANCE **CLASS ATTENDANCE** NOTIFY ATTENDANCE OFFICE

Monday, 9/25/2017 1:27PM

Class Attendance for the Month of September

DAY	DATE	DAILY ATTENDANCE	ACCOUNTING	*CALCULUS AP*	NEWSPAPER PROD	*ENGLISH 4 AP*	MUSIC THEORY 1*	*PHYSICS HONORS*	*PHYSICS HONORS*	PE 4/SCI	SPANISH 4*
F (B)	09/01/2017								Not Missing		
H (A)	09/04/2017								Not Missing		
T (B)	09/05/2017									Not Missing	
W (A)	09/06/2017			AB					Not Missing		
R (B)	09/07/2017								Not Missing		
F (A)	09/08/2017								Not Missing		
H (B)	09/11/2017								Not Missing		
T (A)	09/12/2017	T	ABN	ABN	ABN	ABN	ABN	ABN	ABN	Not Missing	TC
W (B)	09/13/2017								Not Missing		
R (A)	09/14/2017								Not Missing		
F (B)	09/15/2017								Not Missing		
H (A)	09/18/2017								Not Missing		
W (A)	09/20/2017								Not Missing		
R (B)	09/21/2017								Not Missing		
F (A)	09/22/2017								Not Missing		
H (B)	09/25/2017								Not Missing		
T (A)	09/26/2017								Not Missing		
W (B)	09/27/2017								Not Missing		
R (A)	09/28/2017								Not Missing		
F (B)	09/29/2017								Not Missing		

CODE	DESCRIPTION
	Present
AB	Absence
ABN	Absent - Admin Poste...
TC	Tardy to Class

Notify Attendance Office:

Attendance SELECT STUDENT: Daily, Ed

DAILY ATTENDANCE CLASS ATTENDANCE **NOTIFY ATTENDANCE OFFICE**

Monday, 9/25/2017 1:29PM

Notify Attendance Office
You may only notify attendance office of absences, tardies or early dismissals for today and for future dates.

Student will be:

On Date:

Up through and including (may leave blank):

Check off each student for whom this pertains:

☐ Ed Daily

☐ Joe Daily

Please leave a brief reason for the attendance request:

Submit to Office

Submitted Notifications

FOR DATE	TYPE	STUDENT	REASON	SUBMITTED
09/13/2017	Absence	Ed Daily	Visit to grandpa	09/12/2017 by Rich Ditz

Grading Screens

Configurable items:

- The screen itself is controlled by the "G" permission in the Student's Role. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.
- The set of grading columns (Marking Periods, Exams, Final Grade) is controlled by the "DC" checkboxes on the **Parent Access>Setup>Settings>School Settings>Grading** screen. Each column represents one "Grade Collection". Grade Collections are defined on the **Grading>Setup>Collections** screen.
- The actual grades in the columns are controlled by the "DG" checkboxes on the **Parent Access>Setup>Settings>School Settings>Grading** screen.
- The gold star for making the Honor Roll is controlled by the "HR" checkboxes on the **Parent Access>Setup>Settings>School Settings>Grading** screen.
- The "Grade History" tab (shown below) appears when the "Show Grade History Tab" checkbox is checked for the school on the **Parent Access>Setup>Settings>School Settings>Grading** screen.
- This is a summary of the students' grade history displayed in a way that it cannot be turned into a transcript.
- The "Available Report Cards" tab appears when the "Show All Report Cards (Flagged for Parents)" checkbox is checked for the school on the **Parent Access>Setup>Settings>School Settings>Report Cards** screen.
- Report Cards themselves appear on the Available Report Cards screen (if it is displayed) only when the "Available to Parents Module" parameter is set to Yes on their **Grading>Report Cards>Report Cards>Modify** screen.
- Each report card must be separately flagged to be able to appear.
- [WIKI](#)

Current Grades:

Grading

SELECT STUDENT: Daily, Ed

CURRENT GRADES

GRADE HISTORY

AVAILABLE REPORT CARDS

Monday, 9/25/2017 1:30PM

Daily, Ed

Please click here to view the MP1 form for Ed in Genesis High School.

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	ME	MP3	MP4	FE	FG	ATT.	EARNED
NEWSPAPER PROD	FY	2002	Abernathy, Woody	A							5.00	
ENGLISH 4 AP	FY	2002	Autry, Al Email: alautry@xyz.abc	A							5.00	
SPANISH 4*	FY	2002	Anderson, Matt	A							5.00	
CALCULUS AP	FY	2002	Antoneilli, John	A+							7.00	
*PHYSICS HON	FY	2002	Barrett, Bob	A+							6.00	
ACCOUNTING	FY	2002	Barkley, Sam	B+							5.00	
MUSIC THEORY 1*	FY	2002	Amaro, Ruben	A+							2.50	
PE 4/SCI	FY	2002	Rose, Danielle Email: dltts0@genesisz.org	A							3.00	
HEALTH 4	Q2	2002	Rose, Danielle Email: dltts0@genesisz.org								1.25	

Comments Legend
02 Attentive in Class 03 Completes Assignments Promptly 09 Exceeds Requirements 10 Excellent Attitude and Effort
13 Excellent Work Habits

Grade History:

Grading

SELECT STUDENT: Daily, Ed ▾

CURRENT GRADES

GRADE HISTORY

AVAILABLE REPORT CARDS

Monday, 9/25/2017 1:30PM

Daily, Ed

SCHOOL YEAR	GRADE	DESCRIPTION	SCHOOL	FG	ATTEMPTED	EARNED
2015-16	11	*ENGLISH 4 AP	2002	A	5.00	5.00
2015-16	11	SPANISH 4	2002	B+	5.00	5.00
2015-16	11	*CALCULUS AP	2002	A	7.00	7.00
2015-16	11	*PHYSICS HON	2002	A-	6.00	6.00
2015-16	11	WEBB PAGES	2002	B	5.00	5.00
2015-16	11	MUSIC THEORY 1 CIP	2002	B	2.50	2.50
2015-16	11	Music Theory 2 CIP	2002	A+	2.50	2.50
2015-16	11	PE 4/SCI	2002	A-	3.00	3.00
2015-16	11	HEALTH 4	2002	B	1.25	1.25
2015-16	11	US HISTORY 2	2002	B+	5.00	5.00
Totals for 2015-16 School Year					42.25	42.25
Transcript Totals for 2015-16 School Year					42.25	42.25
2014-15	10	*ENGLISH 4 AP	2002	A+	5.00	0.00
2014-15	10	SPANISH 4	2002	A-	5.00	0.00
2014-15	10	TRIGONOMETRY	2002	A	2.50	2.50
2014-15	10	*CALCULUS AP	2002	A+	7.00	0.00
2014-15	10	*PHYSICS HON	2002	A+	6.00	0.00
2014-15	10	Music Theory 2 CIP	2002	A+	2.50	0.00
2014-15	10	PE 4/SCI	2002	A	3.00	3.00
2014-15	10	HEALTH 4	2002	A	1.25	1.25
2014-15	10	Global History	2002	A+	5.00	5.00
Totals for 2014-15 School Year					37.25	11.75
Transcript Totals for 2014-15 School Year					37.25	11.75

Available Report Cards:

Grading

SELECT STUDENT: Daily, Ed

CURRENT GRADES

GRADE HISTORY

AVAILABLE REPORT CARDS

Monday, 9/25/2017 1:31PM

Daily, Ed

YEAR	SCHOOL	NAME	MARKING PERIOD	VIEW
2017-18	Genesis High School	Marking Period 1	MP1	
2016-17	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	
2015-16	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	

Discipline Screen

Discipline
SELECT STUDENT: Daily, Ed ▼

Daily, Ed
2017-18 Discipline Record

	DATE	TIME	INFRACTION	ACTION	ACTION DATES
1	9/12/2017		Excess Tardies	Central Detention	9/13

Incident automatically created based on Attendance To Conduct Rule 1TY: Student has 1.0 or more tardies during SEPTEMBER (09/01/17 through 09/30/17). This rule was applied after a daily attendance code of T, for the date of 09/12/17, was posted on 09/12/17 at 2:25PM.

Configurable items:

- The screen itself is controlled by the "D" permission in the Student's Role. This is set on the the **Parent Access>Setup>Roles>Modify Role** screen.
- The Discipline Incidents can be individually displayed or hidden – On the **Student Data>Modify Student>Conduct>List Incidents>Add Incident** basic Incident information screen there is a "For Parents" option.
- When that option is set to "Yes", the incident is visible on the **Parents>Discipline** screen in the portal:

Display Descriptions ☐										
	Date	School (Gr)	Time	Infraction	Actions	Date to Serve	S	Points	Parents	Letter
1	09/12/2017 ATC	2002 (12)		1. Excess Tardies	1. Central Detention	1. 09/13		0	☒	

ISS1

- No other items are currently configurable.

Assessment Screen

Summary Assessments Attendance Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms Course Pages Conferences Letters Check Ins School Information

Assessments

SELECT STUDENT: Daily, Ed

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	SCALE	
HSPA		2010	October		11	261			277				Information
SAT		2010	March		11	550	610	575	790				Information
PARCC	ALG02	2015	March								778		Information
PARCC	ELA11	2015	March								709		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
					168	319	

Configurable items:

- The screen itself is controlled by the "Asmts" permission in the Student's Role. This is set on **Parent Access>Setup>Roles>Modify Role** screen.
- The top part of the screen shows the student's "Assessments Scores" in a simple list. These scores are controlled by the Assessments uploaded into the Assessments module.
- Below the "Assessments Scores" section of the screen Data Views optionally appear. The Data Views are controlled by the creation of data views via the **Assessments>Data View** screen.
- The scores visible in each Data View are pulled from the various Assessments which have been uploaded.

Gradebook Screen

Configurable items on the *Gradebook>Weekly Summary* Screen:

- The screen itself and the List Assignments screen are controlled by the "GB" permission in the Student's Role. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.
- Whether listed courses include the student's courses for the entire year, or only those courses that are currently meeting is controlled by the "Only show courses that are currently meeting (Home & Gradebook)" parameter on the **Parent Access>Setup>Settings>District Settings** screen.
- Whether or not teacher's email addresses are controlled by the "Show Teachers Email" parameter on the **Parent Access>Setup>Settings>School Settings>Gradebook** screen.
- Teacher's email must be set up.
- The presence of the MP average column is controlled by the "Display GradebookMP Average" parameter on the **Parent Access>Setup>Settings>School Settings>Gradebook** screen.
- If the MP average column is displayed, the number of decimal places in each calculated average is controlled by the "Round GB Numeric Grade" parameter on the **Parent Access>Setup>Settings>School Settings>Gradebook** screen.
- Whether or not an alpha grade (e.g. A, B...) is displayed in addition to the numeric Marking period average is controlled by the "Display Alpha Grade for GB Courses" parameter on the **Parent Access>Setup>Settings>School Settings>Gradebook** screen.

Configurable items on the *Gradebook>List Assignments* Screen:

- The screen itself and its subscreen are controlled by the "G" permission in the Student's Role. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.
- Whether listed courses include the student's courses for the entire year, or only those courses that are currently meeting is controlled by the "Only show courses that are currently meeting (Home & Gradebook)" parameter on the **Parent Access>Setup>Settings>District Settings** screen.
- Whether or not documents can be displayed is controlled by the "Show Docs" parameter on the **Parent Access>Setup>Settings>School Settings>Gradebook** screen.
- Whether or not Teacher's comments (the pushpins) are displayed is controlled by the "Allow teachers to post comments to Parents Module" parameter on the **Gradebook>School Setup>Maintenance** screen.
- The presence of the "%" percentage column is controlled by the "Show Assignment %" parameter on **the Parent Access>Setup>Settings>School Settings>Gradebook** screen.
- Whether the Gradebook Assignment's Name or Description field is displayed in the "Assignment" column is controlled by the "Override Assignment Name With Description" parameter on the **Parent Access>Setup>Settings>School Settings>Gradebook** screen. The actual Assignment Name and Description fields appear in the Gradebook's "Create/Modify Assignment" screens.
- [WIKI](#)

Weekly Summary:

Gradebook SELECT STUDENT: Daily, Ed

WEEKLY SUMMARY LIST ASSIGNMENTS COURSE SUMMARY

Monday, 9/25/2017 1:32PM

Daily, Ed
Week of 09/25/2017

[Printable Version of Weekly Assignment List](#)

COURSES	TEACHER	MP1 ▾ AVG	MON 9/25/17	TUE 9/26/17	WED 9/27/17	THU 9/28/17	FRI 9/29/17
NEWSPAPER PROD	Abernathy, Woody	No Grades	0	0	0	0	0
ENGLISH 4 AP	Autry, Al Email: ✉	No Grades	0	0	0	0	0
SPANISH 4*	Anderson, Matt	No Grades	0	0	0	0	0
CALCULUS AP	Antonelli, John	A+	0	0	0	0	0
*PHYSICS HON	Barrett, Bob	No Grades	0	0	0	0	0
ACCOUNTING	Barkley, Sam	No Grades	0	0	0	0	0
MUSIC THEORY 1*	Amaro, Ruben	No Grades	0	0	0	0	0
PE 4/SCI	Rose, Danielle Email: ✉	No Grades	0	0	0	0	0

List Assignments:

Gradebook SELECT STUDENT: Daily, Ed

WEEKLY SUMMARY LIST ASSIGNMENTS COURSE SUMMARY

Monday, 9/25/2017 1:32PM

Daily, Ed

Course: Show all courses ▾ Assignments Due Date: 09/25/2017

Status: Show all assignments ▾ Show Assignment Dates: Week of ▾

[Search](#)

[Print Assignments](#)

MP	DUE	COURSE	CATEGORY	ASSIGNMENT	GRADE	COMMENT	PREV	DOCS
No assignments were found using the criteria above.								

Course Summary:

Gradebook SELECT STUDENT: Daily, Ed

WEEKLY SUMMARY LIST ASSIGNMENTS COURSE SUMMARY

Monday, 9/25/2017 1:33PM

Course Summary for ***CALCULUS AP***

Marking Period 1 Grade: **A+**

Assignments Marking Period 1 08/01/17 to 10/22/17 Last grade posted on 9/06

MP	DUE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	COMMENT	PREV	DOCS
MP1	Fri 9/22	Antonelli, John	Tests	Chapter 1 Test <i>Test on chapter 1</i>	98 / 100 98.00%			
MP1	Fri 9/15	Antonelli, John	Quizzes	Chapter 1 Quiz <i>Quiz on material in Chapter 1</i>	98 / 100 98.00%			
MP1	Fri 9/8	Antonelli, John	Homework	Chapter 1 HW <i>Read Chapter 1 and do quiz on page 33</i>	CHECKPLUS 85.00%			

* Assignments graded as **EX (Exempt)** or **ABS (Absent)** do not impact a student's grade.
* Assignments graded as **M (Missing)** counts as 0.0% and **INC (Incomplete)** counts as 0.0%.

Grading Information Marking Period 1
Students are graded by **Category Weighting** in this course. A grade is calculated by taking the average of each category and getting a value for the category based on the weight. Each category score is then added and a total average is formulated.

CATEGORY	WEIGHT	LOWEST GRADES DROPPED	MP1 AVERAGE
Homework	25.0 %	0	85.0 %
Quizzes	25.0 %	0	98.0 %
Tests	50.0 %	0	98.0 %
Quarterly Exam	0.0 %	0	

Class Attendance Summary Year to Date

TYPE	TOTAL	UNEXCUSED	EXCUSED
Absences	1.0	1.0	0.0
Tardies	0.0	0.0	0.0

Scheduling/Requests Screen

The actual "Scheduling" tab is for NEXT YEAR SCHEDULING.

The "Current Year Scheduling" info for students will display on the Student Summary screen.

[WIKI](#)

Settings for displaying/not display Next Year Scheduling info can be found on **Parent Access>Setup>Settings>School Settings>Scheduling**, in the "Next Year Scheduling" area:

Next Year Scheduling							
School	Show Next School/Grade	Show Requests	Show Recommendations	Show Recs Without Requests	Show Schedule	If Yes, Show Room, Teacher & Per.	Show Signature Line on Req. Print Out.
Genesis High School	☒	☒	☒	☒	☒	☒	Line for Parent & Counselor
East End Middle School	☒	☒	☐	☐	☐	☐	No signature lines

For example, with all options checked to display, it could look like this for a student:

SCHEDULING
REQUESTS

Thursday, 11/9/2017 1:32PM

Show

Joe has been assigned to grade 09 and will attend Genesis High School in 2018-19.

Joe's 2018-19 Schedule

Please print this out, sign it and return it to your child's guidance counselor.

SEMESTER
PERIOD
COURSE
DAYS
ROOM
TEACHER

No courses have been scheduled yet.

Joe's Course Requests for 2018-19

These courses have been requested for the next school year:

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
10039	CREATIVE WRITING	2.500	
10165	ENGLISH 1 ACADEMIC	5.000	
12235	FRENCH 1	5.000	
13325	ALGEBRA 1 HONORS	5.000	
14126	BIOLOGY ACADEMIC	6.000	
23410	KEYBOARD/WORD PROCESSING	5.000	
26305	WIND ENSEMBLE	5.000	

You can enable/disable parent requests (to allow parents to MAKE requests) via **Parent Access>Setup>Settings>School Settings>Next Year Requests**:

Alerts Attendance Contacts Conferences Discipline Gradebook Grading Letters Next Year Requests Report Cards Scheduling School Information Transportation User Text/Flags											
Is a school missing from this screen? Go to Setup.Schools.Modify School and make sure the For Parents Module is set to yes. Also look on the Valid Grades tab and make sure there are grade levels assigned to the school. The schools on this screen are from the 2018-19 school year. Click here for more information on how to configure this feature Save Settings											
School	Students Entering Grade	Parent Requests Screen Available	Add/Remove Requests	Only show courses with grade level of next year request	Show graduation requirements	Only show subject areas that contain courses	Show priority drop down for requests	Show note field for requests	Show teacher recommendations		
2002 Genesis High School	09	☒	☒	☐	☒	☒	☒	☒	☒	Subject Area Options...	Request Acknowledgement Options
2002 Genesis High School	10	☒	☒	☐	☒	☒	☒	☒	☒	Subject Area Options...	Request Acknowledgement Options

Parents would then access this by clicking the "Requests" sub tab of the "Scheduling" tab. With the above options checked, it would look like this for parents:

Scheduling SELECT STUDENT: Daily, Joe ▾

SCHEDULING **REQUESTS**

Thursday, 11/9/2017 1:58PM

	THIS YEAR	NEXT YEAR
School:	Genesis High School	Genesis High School
Grade:	09	09

Acknowledge that you are finished selecting courses. After you 'submit' you are done! You are unable to make changes to requests. **Submit**

Choose courses to request below:

Recommended by teacher Requested by parent Remove my request

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION	
English Subject Area							
			0	20			Request a course
Math Subject Area							
			0	15			Request a course
US History Subject Area							
			0	15			Request a course
Science Subject Area							
			0	15			Request a course
World Languages Subject Area							
			0	10			Request a course
Visual/Performing/Practical Arts Subject Area							
			0	10			Request a course
Phys. Ed. Subject Area							
			0	15			Request a course
Health Subject Area							
			0	5			Request a course
Electives Subject Area							
			0	15			Request a course
Totals:			0	120			

If parents see a "Request a Course" button for a subject, they can then click that to get to the next screen, the "Course Catalog" screen, where they can actually make the request:

SCHEDULING REQUESTS **COURSE CATALOG**

Thursday, 11/9/2017 1:59PM

	THIS YEAR	NEXT YEAR
School:	Genesis High School	Genesis High School
Grade:	09	09

Course catalog for Visual/Performing/Practical Arts:

Status Icons: Recommended by a teacher Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
25510	*DRAWING AND PAINTING PORTFOLIO I AP	5	Advanced Placement	12				Does not meet grade requirement
25313	CERAMICS 1	3				1 (Highest)	PLEASE!	Request This Course
25325	CERAMICS 2	5						Request This Course
26205	CONCERT BAND	5						Request This Course
26105	CONCERT CHOIR	5						Request This Course
25215	DRAW & PAINT 1	5						Request This Course
25225	DRAW & PAINT 2	5		10 11 12				Does not meet grade requirement
25525	Exploring the Arts	5						Request This Course
25520	GRAPHIC DES 1	5						Request This Course
25522	GRAPHIC DES 2	5		10 11 12				Does not meet grade requirement
26345	JAZZ WORKSHOP	5						Request This Course
26005	MIXED CHORUS	5						Request This Course
26405	ORCHESTRA	5						Request This Course
25455	PHOTO DESIGN 2	5		10 11 12				Does not meet grade requirement
25445	PHOTOGRAPHIC DESIGN 1	5						Request This Course
25311	SCULPTURE 1	5						Request This Course
25312	SCULPTURE 2	5		10 11 12				Does not meet grade requirement
26305	WIND ENSEMBLE	5						Request This Course

Letters

Letters

SELECT STUDENT: Daily, Ed ▼

Student Files Ed

LETTER DATE	STUDENT	CATEGORY	LETTER
No records have been found			

This Letters screen is not directly configurable. It is displayed when a letter exists in the system for a student linked to the corresponding Parent Access login.

A letter does not have to be displayed for the screen to exist.

Each letter must be individually released by letter date for each specific student. This is controlled on the following screens:

- **Attendance>Letters>Run letters>Print Letters**
- **Conduct>Letters>Run letters>Print Letters**
- **Student Data>Letters>Run letters>Print Letters**

Each type of letters than can be displayed (Attendance, Conduct, Student Data) are configured on the **Parent Access>Setup>Settings>School Settings>Letters** screen.

[WIKI](#)

Forms Screen

Forms

SELECT STUDENT: Daily, Ed ▼

Forms Library

Today is 9/25/2017

These are the online forms that are available for Ed.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Nurse - Health Information - by Parents	Not Yet Submitted				Ed

Online Lunch Application

LUNCH APPLICATION STATUS

No application has been submitted | Unable to start a new online Lunch application. One or more students are already listed on a Lunch application.

Configurable Items:

- The screen itself is controlled by the "Forms" permission in the Student's Role. This is set on the the **Parent Access>Setup>Roles>Modify Role** screen.
- Each form is created and published to students via the **Parent Access>Forms** screens.
- You can set specific parameters for a form via **Parent Access>Forms>Modify Form>Templates**. Such as:
 - Visible to these types of Parent Module Users: Guardians; Students ; Guardian 1 Only. No other Guardian will see form
 - Show and require users to check a Finalize checkbox before writing linked data back to the student. (Finalize checkbox will appear after clicking 'Update Answers')
 - Never write data back to Student fields in Genesis. (for Response Types that directly update fields in Genesis such as 'Has Health Insurance')
 - Lock all screens (other than forms) in Parents Module for Guardian User accounts until this form is completed. This option applies whether or not the form is visible to the Guardian.
 - Lock all screens (other than forms) in Parents Module for Student User accounts until this form is completed. This option applies whether or not the form is visible to the student.
- [Here is a more in depth wiki on this.](#)

Documents Screen

Configurable Items:

- The screen itself is controlled by the "Docs" permission in the Student's Role. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.
- Student Documents are listed on the **Student Data>Modify Student>Documents** screen. They are controlled by the Document Types defined on the Documents Management screens.
- Each Document Type can be separately configured to be visible to Parent Access and separately to Student Access.
- Documents can be further configured to be signable by either parents/guardians or students. There are a set of flags on the **Documents>Setup>Document Types>Modify Document Type** screen which control the visibility and signability of documents in the Parent/Student Access modules.
- Optionally, when a parent/guardian or student (or both) sign a document, a user flag can be displayed on the student's Student Information Bar:



- [Here is our main wiki on Documents](#)

Conferences

Parents can view and/or sign up for Conferences:

The screenshot shows the 'Conferences' page with a 'SELECT STUDENT: Daily, Ed' dropdown. The main heading is 'Upcoming Conferences for Ed Daily'. Below it is a table with headers: STATUS, STUDENT, CONFERENCE DATE, TIME, SUBJECT, STAFF, LOCATION. The table is empty, with the text 'No conferences have been scheduled' displayed. Below the table are two buttons: 'Schedule conference for Back to school conferences' and 'Schedule conference for Fall Conferences', each with a calendar icon.

If parents click on "Schedule Conference for Back to School Conferences," for example, parents will see this:

The screenshot shows the 'Conferences' page with a 'SELECT STUDENT: Daily, Ed' dropdown. The main heading is 'Back to school conferences'. Below it is a table with 8 columns, each representing a staff member: ALLEN, GRACE (COUNSELOR FOR ED), ABERNATHY, WOODY (NEWSPAPER PROD. FY), AUTRY, AL (*ENGLISH 4 AP*, FY), ANDERSON, MATT (SPANISH 4*, FY), ANTONELLI, JOHN (*CALCULUS AP*, FY), BARRETT, BOB (*PHYSICS HONORS*, FY), AMARO, RUBEN (MUSIC THEORY 1*, FY), and ROSE, DANIELLE (PE 4/SCI FY). Each column has a 'Tue 09/19' header and three time slots with 'Reserve' buttons: 4:00PM-4:10PM, 4:15PM-4:25PM, and 4:30PM-4:40PM. The text '0 out of 10 Possible Conferences have been Scheduled' is displayed above the table.

To turn on the conferences tab, go to the **Parent Access->Setup->Settings->School Settings->Conferences** screen. There is a "Show Conferences" tab.

There is also a "Conference" tab that can be checked on individual parent roles, via **Parent Access>Setup>Roles**.

Conference Types

There are 2 different kinds of conference types in Genesis that can be used to create Parent Conferences: Staff and Calendar Event

1. Staff Conferences:

- These conferences are best suited for scheduling students into already determined time slots or daily/weekly office hours that teachers would like to leave available for parents to reserve at any point in the school year
- These can be manually created by any teacher/counselor who has access the **Web Desk->calendar**; or manually by an administrator with access to **Student Data->Modify Student->Conferences**

- c. Staff conferences can also be created en masse by any administrator with access to the **Web Desk->setup->conference setup wizard**

2. **Calendar Event Conferences:**

- a. These conferences are best suited for your Parent Teacher Conferences that are held and advertised by your school district a few times in the school year
- b. This conference type can only be created en masse by an administrator with access to the **Web Desk->setup->conference setup wizard**
- c. These conferences are directly linked to the School Calendar Events via: **Calendar->School->Calendar Setup**

[Here is the main wiki on creating conferences.](#)

Settings Screen

The screenshot displays the 'Settings Screen' with two main sections: 'Change Password' and 'Settings'.

Change Password Section:

- Title: **Change Password**
- Field 1: Current Password: (or password received from Forgot Password email)
- Field 2: New Password:
- Field 3: Confirm New Password:
- Button: **Save**

Settings Section:

- Title: **Settings**
- Field: Home Screen: (dropdown menu)
- Button: **Save**

One Time Password Authentication Section:

- Title: **One Time Password Authentication**
- List of instructions:
 - This account does not have OTP Authentication Password enabled.
 - This feature requires the use of a 3rd party program typically installed on a smart phone.
 - When logging in with your password you will need to also type in a 6 digit number from your smart phone.
 - The 6 digit number changes every 60 seconds.
 - To use this feature on your smart phone; you will need to download an OTP Authenticator App. (Usually a free app)
 - The most popular apps are **Google Authenticator** for iPhone and Android Phones and **Microsoft Authenticator** for Windows Phones.
- Button: **Walk me through enabling One Time Password Authentication...**

Parents can change their password and change their Home Screen here.

This is enabled by checking off the "Setup" option on the Modify Role screen.

Configurable items on the Settings Screen:

- The screen itself is controlled by the "S" permission in the Student's Role. This is set on the **Parent Access>Setup>Roles>Modify Role** screen.

Contacts Screen

Configurable items on the Contract Management Screen:

- The screen itself is controlled by the parent module settings on the [Parent Access>Setup>Settings>School Settings>Contacts](#) screen:

School	Verify Changes	Access to Contacts					Contact Info					Pickup Perm.		Phone			Email			Flags	
		Student	Guard1	Guard2	Guard3	Guard4	View	Add	Change	Print	Delete	View	Change	Add	Change	Delete	Add	Change	Delete	View	Change
Genesis High School	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
East End Middle School	☐	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐

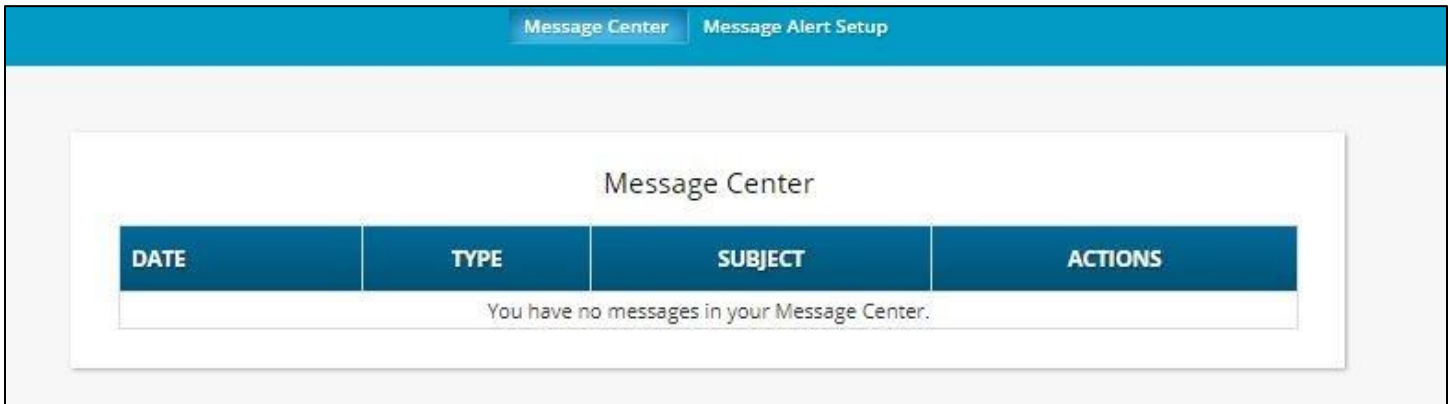
- The settable options include the following:
 - Verify Changes** - If checked, any contact changes made by Parents must be verified in Genesis before saving to the contacts
 - Any potential changes would go to the [Student Data>Change Requests](#) screen to be reviewed.
 - Access to Contacts** - Check off each type of Parent/Student Portal user that should be allowed to view/change contact information (according to the settings to the right).
 - Please Note:** Contact Management Permissions are still required to be set on each of the students' contact records.
 - Student** - This will show only the student's personal email and personal phone number. This is not the student's home phone number or guardian email.
 - Contact Settings** – Master settings regarding the individual "Contacts" where a "Contact" is a person (e.g. Aunt Jane) or an organization (e.g. "Watching Pediatrics").
 - View**– This is the master control which displays the screen or not. If it is unchecked, none of the other settings on this screen matter because the screen itself will not be displayed.
 - Add**– Add a new Contact to the set of Contacts for the students in this school.
 - Change**– Change demographic information for the Contact. This does NOT control either Email Addresses or Phone Number. Those are controlled explicitly by the permissions shown below.
 - Print**– Display a PDF icon for each student allowing the Contact information to be printed.
 - Delete**– Remove Contacts (i.e. people, organizations) from students in the associated school.
 - Pickup Perm.** - This allows parent users to view and change pickup permission for non-guardian contacts.
 - The only options are VIEW or CHANGE.
 - Phone Settings** – These control the ability of the parent/student to add, change or remove phone numbers from a Contact, where, as before, a "Contact" is a person (e.g. Aunt Jane) or an organization (e.g. "Watching Pediatrics").
 - Add**– Add new phone numbers to a Contact
 - Change**– Change existing phone numbers
 - Delete**– Remove phone numbers from a Contact
 - Email Settings** - These control the ability of the parent/student to add, change or remove email addresses from a Contact:
 - Add**– Add new email addresses to a Contact
 - Change**– Change existing email addresses
 - Delete**– Remove email addresses from a Contact
 - Flags**- These control the ability to update the built-in and Custom Contact Flags for Emails and Phone Numbers
 - View:** If "unchecked" the student's Guardian Parent Access users will not be able to see the built-in and custom contact flags available for Emails & Phone numbers. If "checked" the

Guardian Parent Access users will be able to see the built-in and custom contact flags available for Emails & Phone numbers.

- **Change:** If "unchecked" the student's Guardian Parent Access users will not be able to update the built-in and custom contact flags available for Emails & Phone numbers. If "checked" the Guardian Parent Access users will be able to update the built-in and custom contact flags available for Emails & Phone numbers.

- [WIKI](#)

Message Center



The Message Center is tied to the Generation of Notifications.

Configurable items:

- The screen itself is controlled by the settings on the **Parent Access>Setup>Settings>School Settings>Alerts** screen:

Alert Settings

① Is a school missing from this screen? Go to **Setup.Schools.Modify School** and make sure the *For Parents Module* is set to **yes**.
[Click here to verify that Genesis is correctly connected to an EMail Server.](#)
[Click here to configure how often the Notification Processor processes messages.](#)

The checkboxes on this screen turn on or off the ability for parents to configure alerts on the Message Center Alerts screen within the parents module.

Save Settings

School	Letters	Attendance	Gradebook Grades	Messages (includes forms, documents and conferences)	Discipline Incidents	Course Posts
Genesis High School	☒	☒	☒	☒	☒	☒
East End Middle School	☐	☐	☐	☐	☐	☐

- The checkboxes on the **Parent Access>Setup>Settings>School Settings>Alerts** screen turn on or off the ability for parents to configure alerts on the Message Center Alerts screen within the parent's module.
- The options on this screen detail what type of "alerts" or notifications are displayed on the Message Center screen and also sent to the parent as Text or Email Messages (or both).
- Notifications are themselves set up on the **Setup>Districts>Master District Parameters>Notifications** screen.
- Emails and Text Messages generated by Notifications are setup on the **Parents>Setup>Email Template** screen.

Check In Screen

You can view different student Check Ins:

Check Ins SELECT STUDENT: Daily, Ed ▼

Daily, Ed

Nurse Check-In

LOCATION	DATE	ARRIVAL	DEPARTURE
Nurse Check-In	09/11/2017	2:58PM	
Nurse Check-In	09/01/2017	10:01AM	10:06AM
Nurse Check-In	08/22/2017	12:21PM	
Nurse Check-In	08/16/2017	9:32AM	9:53AM
Nurse Check-In	08/14/2017	10:02AM	10:10AM

You can toggle this screen on and off on the [Parent Access>Setup>Roles>Modify Role](#) screen by checking/unchecking "Check Ins."

Other

- The "Forgot My Password" link is controlled by the "Display a 'Forgot Password' link on the Parents logon page" and/or the "Display a 'Forgot Password' link on the Students logon page" parameters on the [Parent Access>Setup>Settings>District Settings](#) screen.
- The administrator's email (not shown) is controlled by the "Parent Administrator Email Address" text field on the same screen
- The other information is controlled by text appearing in the Help Desk Name, Phone Number, Email, Website URL, and Parent Logon Screen Message fields at the bottom of the [Parents>Setup>Settings>Logon Screen](#) screen.
- You can display students' lunch info with these 2 optional fields:
 - **Display Lunch Pin on summary screen**
 - **Display Lunch Balance on summary screen**

Getting Started

Getting Started!

To begin, here are the steps required to fully administer the Genesis Parent Access Module.

Steps to Setting Up Parent Access:

1. Enable the Parent Access Module via **Parent Access>Setup>Settings>District Settings**. (See section below, **page 29**.)
2. Determine what access you want to give to parents, via **Parent Access>Setup>Roles**.
3. Determine if you wish, set up standard Email Templates. These can be used to send various types of Emails to parents:
 - a. Welcome Emails when the Parent Logon is initially created. (You will most likely need to always do this.)
 - b. Change Password emails if a Parent Logon password is changed.
 - i. One template can be designated as the “Password Notification” Email Template.
 - c. Additional specific emails, containing flyers, important school info etc.
 - i. Documents can be uploaded and attached to emails to provide Parents with information, such as user manuals.
 - d. Email Template maintenance is described on **page 53** below.
4. Create your Parent Logons.
 - a. See **Page 35**. Parent Logons are used to provide access to Parent Users to information for chosen students.
 - b. Parent Logons can also be used to specifically deny access to a specific student’s information: this is useful for custody issues.
 - c. Unlike regular Genesis logins, a Parent Logon is assigned only one Parent Role.
 - d. Roles do not accumulate.

The remainder of the Introduction shows each screen and identifies the information on each screen that is configurable.

Enable/Disable the Parent Portal

You enable/disable the parent portal via **Parent Access>Setup>Settings>District Settings>General Settings**.

There is a "Master Switch" which turns on or off the entire Parent Access Module on the **Parents>Setup>Settings>District Settings>General Settings** screen.

When the Parent Access Module is "disabled" or turned off, **no** parent access is available.

There is a fairly new option of "Admin Account" users as well. You may mark a specific parent portal account as an "Admin Account" via **Parent Access>Setup>Users>Modify User**. And if you select "Administrative Parent Users" in the "Parents module is currently available for" dropdown, only those specific accounts will be able to log in.

Procedure to Enable (Turn on) the Parent Access Module:

1. Go to the **Parents->Setup->Settings->District Settings>General Settings** screen.
2. Locate the "Parents module is currently available for" dropdown.
3. Select "All Parent Users" to open it for all parents.
4. Click the SAVE button.

Procedure to Disable (Turn off) the Parent Access Module:

1. Go to the **Parents->Setup->Settings->District Settings>General Settings** screen.
2. Locate the "Parents module is currently available for" dropdown.
3. Select "No one"
4. Click the SAVE button.

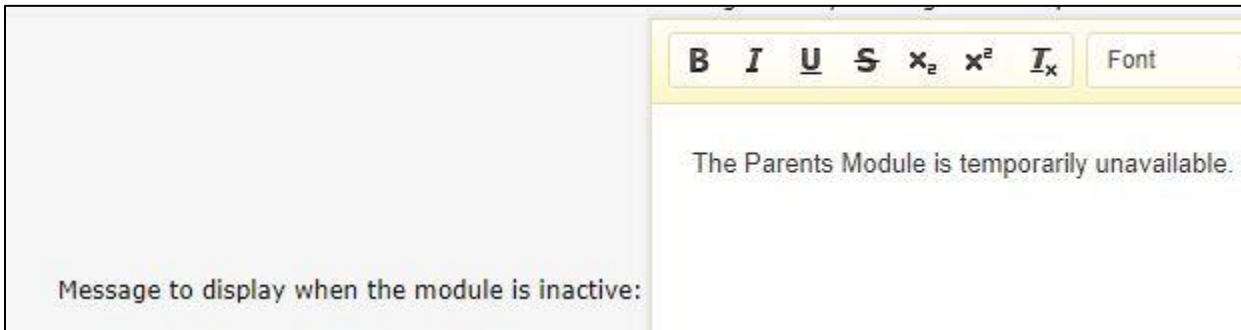
Procedure to Enable Parent Access Module for only "Admin"-identified Accounts:

1. Go to the **Parents->Setup->Settings->District Settings>General Settings** screen.
2. Locate the "Parents module is currently available for" dropdown.
3. Select "Administrative Parent User."
4. Click the SAVE button.

Disabled Message

When the parent module has been set up and you temporarily disable it, there is a "temporarily disabled" message that can be displayed.

You control the text of this message with the "Message to display when the module is inactive" field via **Parent Access>Setup>Settings>District Settings>General Settings**.



Mass Enable/Disable Parent Logins

An alternative to de-activating Parent Access is to disable all users.

This allows you to then enable individual users for testing purposes without granting access to all others until you want to.

You will find this tool on the **Parent Access>Maintenance** screen:

- This function allows you to enable or disable all active Parent logons with a single operation. It is intended to be used at the end of the school year to disable the accounts over the summer or at the start of the school year to re-enable accounts.



Parent Module URLs

Parent Access users use a different URL than regular Genesis users. A Parent URL is created for every district at the time your Genesis is installed.

If you do not know what your district's Parent Access URL is, please contact your Genesis Customer Representative.

If you are using the Genesis ASP, your Parent Access URL should be: <http://parents.genesisedu.com/district> - E.g. <http://parents.genesisedu.com/demo>

Parent Access Users

“Parent Module” Login Types and Their Implications

Parent User Logon Information:

*Logon ID: (2711) Type of logon:

*Last Name: *First Name:

Home Screen: Show Parent Module In: Telephone:

Admin Account: ☐ ☐ Enabled: ☐ Must Change Password: ☒ Hide Student:

☒ Active Directory: ☐ Active Directory Logon ID: Hide Birth:

Principal:

The “Parent Access” module currently supports types of users:

- **Guardian** – These are the ‘standard’ Parent or Guardian logons. This type of logon is used to provide access to parents and guardians of students.
- **Student** – The “Student” logon type identifies an actual student. When this user logs in, the screen will read “Student Resources” instead of “Parent Access”.
- **Counselor** – This type of user identifies a Guidance Counselor who may be linked to all of their students. This is a quick way of providing Guidance Counselors with a “view only” access to student information (e.g. so that they can share with students during conferences).
- **Vice Principal** – Similar to the “Counselor” logon type, the Vice Principal logon type is designed to give rapid “view only” access to Vice Principals.
- **Principal** - Similar to the “Counselor” logon type, the Principal logon type is designed to give rapid “view only” access to Principals.

Regardless of the type of Parent Access logon, the same screens are currently available to all users. You can always designate specific Roles (via [Parent Access>Setup>Roles](#)) to be used for specific “types.”

However, the Guardian (i.e. “parent/guardian”) type of logon and the “Student” type of logon are both special.

Guardian Logons

Guardian logons are linked to directly from student records.

These constitute the link between Parent Access and student Contacts.

Student Logons

When a logon is categorized as a student logon, when the student logs in, a “Student Resources” Home summary screen is displayed in lieu of the usual “Parent Resources” entry screen:

Finding/Listing Existing Parent Logins

Locating Existing Parent Logons

The **Parent Access>Setup>Users>Logon IDs** screen is used to locate existing Parent Logons.

Search for parent login ids

Parent Last Name: Parent First Name: Logonid:

Student Last Name: Student ID: Grade:

List: School: User Type: OID:

Created: Status: Never logged in: ☐ Active Directory:

Is admin:

1 logonids found. **Summary:** 345 total logonids. 135 enabled. 210 disabled.

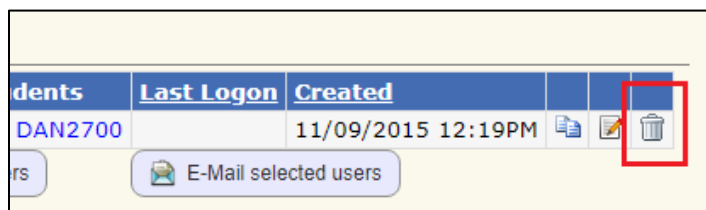
1 Logons

All	Type	Logonid / Email	*Last Name	First Name	Enabled	AD	Phone #	Device	Students	Last Logon	Created
☐	G	wikixample@gmail.com	Wizard	Wiki					1	DAN2700	11/09/2015 12:19PM

To locate all Parent Logon IDs, click the “Search” button without additional criteria.

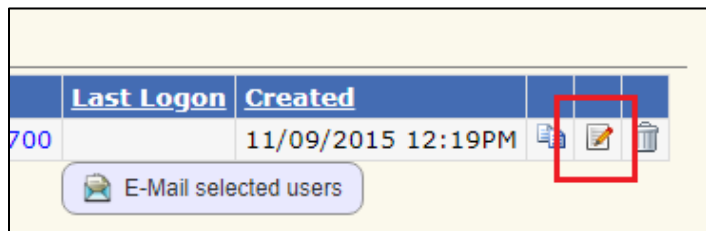
Deleting a Parent Logon

A parent logon ID can be simply deleted by clicking the trashcan Delete icon corresponding to that Parent Logon ID (from **Parent Access>Setup>Users>Logon IDs**.)



Modify a Parent Logon

A parent logon ID can be modified by clicking the Edit icon corresponding to that Parent Logon ID (from **Parent Access>Setup>Users>Logon IDs**.)



Sending Email to Parent Users

This screen can be used to send Email to parent users.

The screenshot shows the '1 Logons' screen with a table of parent users. The table has columns: All, Type, Logonid / Email, *Last Name, First Name, Enabled, AD, Phone #, Device, Students, Last Logon, and Created. One user is listed: G, wikiexample@gmail.com, Wizard, Wiki, 1, DAN2700, 11/09/2015 1. Below the table are buttons: Enable selected users, Disable selected users, Delete selected users, and E-Mail selected users. The 'E-Mail selected users' button is highlighted with a yellow arrow. An 'Email parent users' dialog box is open, showing fields for Email Template, From (donotreply@genesisedu.com), and Reply to (Default is the from address). A warning message states: 'A new password will be generated and placed into the e-mail if the email template contains a PARENT_PASSWORD macro.' At the bottom of the dialog are 'Send E-Mails' and 'Cancel' buttons.

Search Criteria

The search function on this screen allows you to combine criteria to search for parent access logons either by the students linked to them, or by characteristics of the logon itself (type, create date).

The set of criteria includes:

- **Parent Last Name** – Last name of the user (i.e. of the person whose login this is)
- **Parent First Name** – First name of the user (i.e. of the person whose login this is)
- **Student Last Name** – Last name of a student attached to this login and whose information is accessible through it. Locates all logons linked to students with the selected last name.
- **Student Id** – The ID of a student. Locates all Logons linked to the selected student.
- **Logonid** – The actual logonid you are trying to locate. Typically, this is an email address.
- **Created Before / After** – Date after which the logons were created. Locates only logons newer/older than the date entered.
- **Grade** – Last name of the user (i.e. of the person whose login this is). Locates logons linked to students in the selected Grade (and if a school is specified, also at the selected School).
- **School** – Last name of the user (i.e. of the person whose login this is). Locates logons linked to students at the selected School. Combines with other criteria.
- **User Status** – Allows you to search for a specific type of parent access user. E.g. Parent/Guardian, Student, Counselor, etc.
- **User Type** – you can search for just Guardian accounts, for example.
- **List** – A student list – Finds logons linked to any student on the list.
- **Never Logged In** – find accounts that have never accessed the portal.
- **Is Admin** – locate accounts with the “Admin Account” option checked off.
- **Active Directory** – locate accounts that are set up as AD accounts.

Search for parent logon ids

Parent Last Name:		Parent First Name:		Logonid:	
Student Last Name:		Student ID:		Grade:	All Grades ▼
List:	▼	School:	All Schools ▼	User Type:	(All) ▼
Created	▼ :	Status:	All Users ▼	OID:	
Is admin:	▼	Never logged in	☐	Active Directory:	All ▼

Creating New Logons

Creating Parent Logon IDs

There are several aspects to creating a parent logon ID:

1. Specifying the Logon Id itself.
2. Capturing the user's name and contact information.
3. Controlling whether the Logon Id is currently enabled
4. Generating a password for the new Logon Id and emailing the password to the parent
5. Forcing the user to change their password on first entry.
6. Hiding the students' photos (optional)
7. Specifying the initial "Home screen" for this logon.
8. Attaching students to the parent Logon Id.

Each step will be examined in detail below.

Choosing a Logon Id.

The Parent Logon Id is expected to be an email address.

A screenshot of a web form titled "New User" in a blue header. Below the header is a single text input field with the label "*Email Address (Logon Id):" in red text to its left.

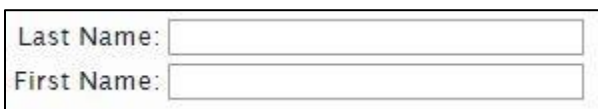
Genesis does not require that the Logon Id be an email address, but it does attempt to treat it as if it were an email address. There is no separate email address field.

It is preferred that the Parent Logon Id be an active email address for them.

This way, when you send out emails with information (like logon ID and password info), the email will be sent to actual email addresses. Otherwise, there is no way to send out this info to new users.

Parent's name and information

Three pieces of data are currently collected for the "parent": the last name, first name, middle name and a telephone number. The "Last Name" and "First Name" fields are required and the Parent Logon Id cannot be created without them.

A screenshot of a web form with two text input fields. The first field is labeled "Last Name:" and the second field is labeled "First Name:". Both labels are in a light blue font.

Enable or disable the login.

The Logon Id must specifically be enabled and this is done by checking the “Enabled” checkbox. If this checkbox is disabled, the Logon Id exists but is disabled and access is denied.

Parent User Logon Information:

*Logon ID:

*Last Name:

Home Screen: Show Parent Module In:

Admin Account: ☐ ☒ **Enabled:** ☒ Must Change Password: ☐

Access can be set to expire on a specific date. This is done by setting the “Expired” date. On that date the Enabled checkbox will be unchecked by Genesis and further access will be prevented.

Expires:

Middle Name:

The expiration feature is designed to be used to turn off all access sometime after the end of the School Year (e.g. July 1).

Generate a password and optionally email it to the parent.

Passwords cannot be “chosen” in the Parent Access module.

- You can send an email out to an individual user.
- You can click “Set Password” and set a password, administratively, for one user.
- You can mass email parent accounts an email template that includes a PASSWORD macro – which would send them a random, checked password for the user to use.

More info found on pages 39,40.

Forcing the user to change their password on first entry

You can check off “Must Change Password” for the account. That will force the user to create their own password as soon as they log in to the portal.

Determine whether or not to hide the photos of this user’s students.

Occasionally a parent will not want their student’s photo to be visible.

If so, check the “Hide Student Photos” checkbox.

Hide Student Photos: ☐

Specify the initial Home screen for this logon via the “Home Screen” drop down.

There is a “Home Screen” dropdown found on the Modify User screen.

Current options available below:

The screenshot shows the 'Parent User Logon Information' form. The 'Home Screen' dropdown menu is open, displaying a list of options: Contacts, Gradebook, Grading, Message Center, Setup, Student Summary, Documents, Forms, Documents, Course Pages, and Letters. The 'Home Screen' label is highlighted with a red box.

Specify the ‘type’ of logon this will be via the “Type of Logon” drop down.

See [page 31](#) for more info on the available types.

The screenshot shows the 'Parent User Logon Information' form. The 'Type of logon' dropdown menu is open, displaying a list of options: Guardian, Student, Counselor, Vice Principal, and Principal. The 'Type of logon' label is highlighted with a red box.

Attach one or more students to the new parent Logon Id.

To attach a student to the Parent Logon Id, do the following:

1. Enter search criteria: Last Name and/or a First Name or a Family Code. You can only use Family Codes if these have been previously setup and assigned to students.

The screenshot shows the 'Search for Additional Students' form. It includes input fields for Last Name (daily), First Name (ed), Family Code, Student ID, and a List dropdown. A Search button is located to the right of the fields.

2. Click the “Search” button. Following a successful search, one or more students will be listed in the space below the search criteria.

Search for Additional Students

Last Name: First Name: Family Code: Student ID: List:

ID	Last Name	First Name	School	Grade	Family Code
504495	Daily	Ed	Genesis High School	12	DAIL0002
20024184	Daily	Edwina	Genesis High School	10	DAIL0002

3. Select the student(s) to add to the Parent Logon Id corresponding to each selected student. Then scroll to the bottom and click the “add selected students” button.
4. Following the addition of the student to the Logon Id, you can specify the relationship between the student and the “parent” for whom this Logon Id is being created.
 - a. **Relationship** - Specify the relationship between the student and the “parent” for whom this Logon Id is being created.
 - b. **Deny** – You can specifically deny access to this student.
 - c. **Role** - You can attach a role / change a role / view a role for this student.
 - d. **Seq** – You can specify the order in which this student will appear in the list of students attached to this Logon Id.

Students attached to this account:

ID	Student Name	Sch	Gr	Relationship	Family	Deny	Seq	Role	A	CA	D	
☐ 20180081	Danvers, Alex	2002	09	Guardian 1	DAN2700	☐	10	HS Test Role	View	☒	☒	☒
☒ 20024184	Daily, Edwina	2002	10	Guardian 1	DAIL0002	☐	15	HS Test Role	View	☒	☒	☒

5. Additional searches can be performed and additional students can be attached to the Logon Id.
 - a. If the Family Code field is set for a student in the ‘attached’ list, in order to search for additional students with the same Family Code, you can click the Family Code and it will be loaded into the “Family Code” search criterion. This is a usability aid.

Email a letter to the parent with information about the logon

You’ll need to set up an email template that uses macros containing parents’ logon info, such as Logon ID and Password.

You can do this from:

- **Parent Access>Setup>Users>Modify User** – you can use the "Send this e-mail" dropdown and send an email to this one user.
- **Parent Access>Setup>Users>Logon IDs** – you can perform a search, and when you get results, you can check off each account and click “Email Selected User” to send that specific group an email.
- **Parent Access>Maintenance** – you can send an email to all accounts.

Setting Up and Attaching a Role to Accounts

The Parent Module uses roles in order to grant access to information in the parent module.

The role's permissions are then assigned to a student which will dictate whether the Parent User has to access to that screen for their student in the Parent Module.

To modify a role, you do so via **Parent Access>Setup>Roles>Modify Role**.

Steps on Creating a New Role:

1. Go to **Parent Access>Setup>Roles**.
2. Click "Add Role."

3. You will get a pop up and be prompted to fill in:
 - a. CODE
 - b. Description
 - c. Seq
 - d. Copy screens from
4. Make your selections and click "Add Role."
5. You will then be brought to the Modify Role screen.
6. Check off each permission you want to add.

7. Check off the proper schools in the “This role is the default role for which schools” area.
8. Select which User Type you want this role to be for. For example, maybe you only want Student Accounts to see Gradebook info, and maybe you’ll give full access to Guardian Accounts.
9. Click “Save” when done.

Procedure to Assign a Role to a Group of Students

1. First, create a Student List with the students to whom you wish to assign a particular Role.
2. Go to the **Parent Access>Setup>Roles>Assign Roles** screen

This screen will mass assign the permissions of your roles to a list of students.

Step 1: Select a role to assign:

Step 2: Select a list of students to update:

Step 3: Only update accounts of this type:

3. Select the "role to assign"
4. Select the student list containing the students to whom you wish to assign this Role.
5. Click Assign. This assigns the selected Role to the students on the list.

More on this on page 48.

Modifying a Parent Portal Account

Adding Students to an Existing Parent Logon

1. Enter search criteria: Last Name and/or a First Name or a Family Code. You can only use Family Codes if these have been previously setup and assigned to students. The Last Name and First Name fields accept the “*” (asterisk) wild card character.
2. Click “Search”
3. Select the student(s) to add to the Parent Logon Id corresponding to each selected student. Then scroll to the bottom and click the “Add” button.
4. Following the addition of the student to the Logon Id, you can specify the relationship between the student and the “parent” for whom this Logon Id is being created:
 - a. **Relationship** - Specify the relationship between the student and the “parent” for whom this Logon Id is being created.
 - b. **Deny** – You can specifically deny access to this student. This is useful for enforcing custody decree issues.
 - c. **Role** – Specify the Role this Parent Logon will have in relation to this Student.
 - d. **Seq** – You can specify the order in which this student will appear in the list of students attached to this Logon Id.
5. Additional searches can be performed and additional students can be attached to the Logon Id.
 - a. If the Family Code field is set for a student in the ‘attached’ list, in order to search for additional students with the same Family Code, you can click the Family Code and it will be loaded into the “Family Code” search criterion. This is a usability aid.

Removing Students from a Parent Logon

To unlink a student from a Parent Logon Id, simply click the trashcan Delete icon button corresponding to that student.

Procedure to Assign a New Role to One Student Attached to the Parent

1. Locate the student you wish to give custom permissions for this Parent Logon (**Parent Access>Setup>Users>Modify User.**)
2. In the “Students attached to this account” area, there is a Role column. Select a new role.
 - a. You can click “Show Role Info” as well – that will expand the screen and show you which permissions each role has.
 - b. You can also click “View Role” to go directly to the **Parent Access>Setup>Roles>Modify Role** screen to make changes etc.
3. Click “Save Student Information” is to store the settings.

Students attached to this account:

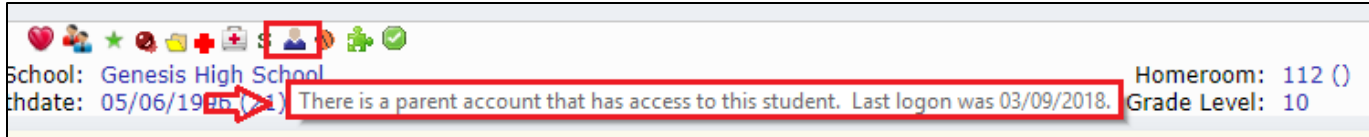
Show Role Info

ID	Student Name	Sch	Gr	Relationship	Family	Deny	Seq	Role	
☐ 20180081	Danvers, Alex	2002	09	Guardian 1 ▼	DAN2700	☐	10	wiki	View  

Determining if a Student has Parent Logins Attached

This "parent access login attached" icon is displayed on the Student's Student Information Bar when a student has at least one attached "Guardian" Parent Access account.

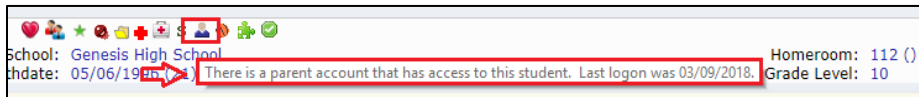
The **Student Data->Student->Demographics->Required** screen below illustrates the new Parent Access icon and tool tip:



The "Parent Access Login Attached" Icon

An icon has been added to the set available on the Student Information Bar to indicate when a student has at least one Parent Access login attached.

When a user places their cursor over this icon a tool tip is displayed giving the last time a parent accessed the student's information:



This message does not indicate how many parent access logons are linked to the student: it merely indicates that there is at least one attached.

Creating Parent Portal Account en masse with an Excel File

Importing logon ids is the process of creating logon ids by uploading a MS Excel spreadsheet containing a list of the logon ids to create.

You do this via **Parent Access>Setup>Users>Import**.

Basic Steps to Importing and Creating Logon IDs:

1. Create the MS Excel file that contains the logon IDs to be created.
2. Go to **Parent Access>Setup>Users>Import**.
3. Click on the "Browse" button to bring up a File Dialog.
4. Locate the spreadsheet file
5. Click the "Upload File" button to upload the set of logons

Importing Logon Ids

Importing logonids: Create a Parent Logons Excel Spreadsheet with the following rules:

- The first row must contain header columns (in all capital letters).
- The following columns must exist (in any order): (LOGINID or LOGONID).
- The following columns are optional: LAST_NAME, MIDDLE_NAME, FIRST_NAME, CONTACT_TELEPHONE, MUST_CHANGE_PASSWORD, USER_TYPE, ENABLED, STUDENT_ID, DEFAULT_MODULE, ACTIVE_DIRECTORY and DIRECTORY_LOGON_ID.
- If a record has a USER_TYPE of STUDENT and a STUDENT_ID, the import process will attempt to create a Parent-Student record.
- If a record has a USER_TYPE of STUDENT you may then include a PASSWORD column. It is NOT possible to import passwords for any account type other than STUDENT.
- All other columns are ignored.
- The following tasks occur during the processing of the Excel file:
 - If a logonid already exists; CONTACT_TELEPHONE, LAST_NAME, FIRST_NAME and MUST_CHANGE_PASSWORD can be updated. STUDENT accounts may also update PASSWORD.
 - If a logonid does not exist; it will be created. Once created, the following happens...
 - A random password will be generated for this user.
 - If MUST_CHANGE_PASSWORD column exists; a value of Y will force the password to be changed the first time the user logs in. If the column does not exist; Y is the default.
 - The FIRST_NAME, MIDDLE_NAME, LAST_NAME, USER_TYPE and CONTACT_NUMBER are used if any of those columns exist.
 - Valid values for the USER_TYPE column: GUARDIAN, STUDENT, COUNSELOR, VP, or PRINCIPAL.
 - The process will NOT delete any logons that are not found in the Excel file.
 - If Enabled is Y the account will be enabled / any other value will disable.

Parent Logons:

Excel file: No file chosen

Rules for the Logon Ids Spreadsheet

The spreadsheet must be built as follows:

- The first row must contain header columns (in all capital letters).
- The following columns must exist (in any order): (**LOGINID or LOGONID**).
- The following columns are optional: **LAST_NAME, MIDDLE_NAME, FIRST_NAME, CONTACT_TELEPHONE, MUST_CHANGE_PASSWORD, USER_TYPE, ENABLED, STUDENT_ID, DEFAULT_MODULE, ACTIVE_DIRECTORY and DIRECTORY_LOGON_ID**.
- If a record has a **USER_TYPE** of STUDENT and a STUDENT_ID, the import process will attempt to create a Parent-Student record.
- If a record has a **USER_TYPE** of STUDENT you may then include a PASSWORD column. It is NOT possible to import passwords for any account type other than STUDENT.
- All other columns are ignored.

What Happens When a Spreadsheet is Uploaded?

When you click the "Upload" button to bring in your spreadsheet, the following takes place:

- If a logonid already exists; CONTACT_TELEPHONE, LAST_NAME, FIRST_NAME and MUST_CHANGE_PASSWORD can be updated. STUDENT accounts may also update PASSWORD.
- If a logonid does not exist; it will be created. Once created, the following happens...
- A random password will be generated for this user.

- If MUST_CHANGE_PASSWORD column exists; a value of Y will force the password to be changed the first time the user logs in. If the column does not exist; Y is the default.
- The FIRST_NAME, MIDDLE_NAME, LAST_NAME, USER_TYPE and CONTACT_NUMBER are used if any of those columns exist.
- Valid values for the USER_TYPE column: GUARDIAN, STUDENT, COUNSELOR, VP, or PRINCIPAL.
- The process will NOT delete any logons that are not found in the Excel file.
- If Enabled is Y the account will be enabled / any other value will disable

****ROLES are not assigned via the "Upload logonid" process, because Roles apply to students linked to logons and not to the logons themselves.**

****Creating the logon Ids through this upload DOES NOT link students to the new logons. That must be accomplished by the second upload on this screen.**

Connecting Student IDs to Newly Creating Logon IDs with an Excel Spreadsheet

The second import on the **Parent Access>Setup>Users>Import** screen simply connects students to the newly created parent portal accounts, in the "Students Assigned..." area in **Parent Access>Setup>Users>Modify User**.

Basic Steps:

1. Create the MS Excel file that contains all of the parent/student linkages to be created.
2. Navigate to the bottom portion of the **Parent Access->Setup->Users->Import** screen within Genesis.
3. Click on the "Browse" button to bring up a File Dialog
4. Locate the spreadsheet file
5. Click the "Upload" button to upload the spreadsheet and create the linkages described within

Importing Students for Logon Ids

Importing students for the logonids: Create a Parent-Students Excel Spreadsheet with the following rules:

- The first row must contain header columns (in all capital letters).
- The following columns must exist (in any order): (LOGINID or LOGONID) and STUDENT_ID
- The following columns are optional: SEQ
- All other columns are ignored
- The following tasks occur during the processing of the Excel file:
 - If the parent logonid does not exist; nothing will happen.
 - If the studentid is already attached to the parent logonid; nothing will happen.
 - The process will NOT delete any logons that are not found in the Excel file.
 - If a SEQ column does not exist; a sequence starting at 10 and increased by 10 for each additional student will be used.

Parent-Student Associations:

Roles for students will be set according to the default roles in Parentaccess.Setup.Roles.

Excel file: No file chosen

Rules for the Student Linkages Spreadsheet

The spreadsheet must be built as follows:

- The first row must contain header columns (in all capital letters).
- The following columns must exist (in any order): (LOGINID or LOGONID) and STUDENT_ID
- The following columns are optional: SEQ
- All other columns are ignored

What Happens When a Spreadsheet is Uploaded?

When you click the "Upload" button to bring in your spreadsheet, the following takes place:

- If the parent logonid does not exist; nothing will happen.
- If the student id is already attached to the parent logonid; nothing will happen.
- The process will NOT delete any logons that are not found in the Excel file.
- If a SEQ column does not exist; a sequence starting at 10 and increased by 10 for each additional student will be used.

This process will NOT delete any logons that are not found in the Excel file. Nor will it REMOVE any linkages between students and parents.

Creating Accounts En Masse Using the AutoCreate Tool

Read the screen carefully before using this tool.

Auto Create Parent Users and Parent Students in Genesis High School

Instructions: 

Grade Levels: ☐ 09 ☐ 10 ☐ 11 ☐ 12

OR

Student List: (overrides grade levels)

Guardians: ☐ G1 ☐ G2 ☐ G3 ☐ G4

Email Template:

Initial Account Status:

Enable Must Change Password: ☒

Simulation Mode: ☐ 

 Create

Basic Steps:

1. Navigate to **Parent Access>Setup>Users>Autocreate**
2. This tool will create parent user accounts.
 - a. This is done by looking at each student in a selection, inspecting each of their guardian contacts, and seeing if the guardian's primary email address is used as the logonid of a parent user guardian account.
 - b. If it is not, it will create a parent user account for that guardian. An email can be sent to each created parent user by selecting an Email Template.
 - c. This tool will also create missing parent student records; attaching students to existing Parent Accounts.
3. Review the options and check off all that applies.
 - a. Grade Level or Student List
 - b. Guardian types
 - c. Email Template to send out
 - d. Account Status
 - e. Enable 'Must Change Password'
4. Run the tool in **SIMULATION MODE** first to review what changes will be made in the system.
5. When ready to run, uncheck "simulation" mode and click "Create."

Creating Individual Accounts from Student Data - Modify - Demographics – Contacts

You can always create individual accounts directly from Student Data, if the contact has an email entered.

Basic Steps:

1. Pull up the student in **Student Data>Student List>Student Search**.
2. Click on their ID.
3. Navigate to **Student Data>Modify Student>Demographics>Contacts**.
4. If the guardian has an email address listed on the contact card, there will be a + next to the email



- a. If the guardian does not have the + sign, click into the contact and add in an email.
 - b. If the guardian has a no icon, that means there is already a parent portal account tied to this guardian
 - c. If the guardian has NO icon, search the student ID via **Parent Access>Setup>Users>Logon IDs**. There may be a parent portal account created already for the student but the logon ID does NOT match the email address on the Contact card.
5. Clicking the plus sign will create the parent portal logon ID. You will then see this newly created account in **Parent Access>Setup>Users>Logon IDs**.

Roles in the Parent Portal

The Parent Module uses roles in order to grant access to information in the parent module.

The role's permissions are then assigned to a student which will dictate whether the Parent User has access to that screen for their student in the Parent Module.

To modify a role, you do so via [Parent Access>Setup>Roles>Modify Role](#)

What Does a “Parent Access Role” Control?

A “Parent Access Role” controls which of the tabs in the Parent Access module a Parent can view when looking at information for a specific student assigned that Role.

Parent Access Roles are much, much simpler than Genesis user Roles. Since parents can never update data, the Parent Role facility only controls which tab a parent can see: there are no “Add”, “Delete” or “Change” permissions.

Role Maintenance

A role is applied to a student that a Parent User has access to. The role consists of a set of permissions that simply give access to a screen or not.

Roles can be linked to specific schools so that students will inherit those permissions when they are added to a Parent User.

For instance, if a school did not want the discipline data of the elementary students to show up in the parent module, then a role for elementary schools could be setup which does not have the permission to view Discipline.

When an elementary school student is added to a parent's account, the permissions from the school's default role will be automatically applied to the student. The administrator will not have to worry about micromanaging permissions by school.

Roles can be linked to a school by checking off the school on the [Parents>Setup>Roles>Modify Role](#) screen and hitting save.

Once this is done, all students who are added will get the correct permissions for the parent module.

The Permissions

- **Student Summary** - The home overview screen for a student. Shows basic info for a student including their current year schedule.
- **Attendance** – View student's Daily Attendance Calendar for the year
- **Class Attendance** – View students' Class Attendance in individual course sections.
- **Discipline** – View a list of a Student's Discipline transactions for the year, if any exist.
- **Fees and Fine** - View a list of a student's owed fees and fines
- **Gradebook** – Gain access to the teacher's Gradebook entries for students, if the student's teachers are using the Genesis Gradebook.
- **Grading** – View the student's report card
- **Setup** – Access their own "parent preferences" screen (e.g. change password)
- **Scheduling** – View information about the student's Next Year course requests and tentative course schedule.

- **Documents** – View the student's Document's screen
- **Forms** – View the student's Forms screen and respond to questions.
- **Assessments** – View the student's Assessments screen
- **Course Pages** - View the available teacher Course Pages for a student
- **Conferences** - View and have the ability to schedule conferences for a student
- **Notify Attendance Office** - View and have the ability to post absent/tardy notices to the school's Attendance Office

Code: DFLT

User Type: GUARDIAN

Permissions:

- ☒ Assessments
- ☒ Attendance
- ☒ Check Ins
- ☒ Class Attendance
- ☒ Conferences
- ☒ Course Pages
- ☒ Discipline
- ☒ Documents
- ☒ ESY Attendance
- ☒ Fees And Fines
- ☒ Forms
- ☒ Gradebook
- ☒ Grading
- ☒ Notify Attendance Office
- ☒ Payment
- ☒ Scheduling (Next Year)
- ☒ School Calendar
- ☒ School Directory
- ☒ Setup
- ☒ Student Summary

Creating a Parent Access Role

The [Parent Access>Setup>Roles](#) screen is used to create a new Parent Role.

Creating a new Parent Role is a simple process: click on “Add Role,” name the Role, describe it and determine which Parent Access Module tabs are viewable to parents assigned the new Role.



The fields on a Role include:

- **Code for the Role** – a code is a short (2-5 character) identifier for the Role. It must be unique.
- **Description** – a short description of what this parent Role is to be used for. E.g. “Access for Elementary School Parents”
- **Sequence #** - This is a number – any number – that controls the Role’s position in the list of Roles. This is helpful when choosing between multiple Roles.

- **Permissions** - The permissions control which tabs are visible when a parent views a student with the Role. Since there is no change or update capability on any of the parent screens, this simply provides the District the ability to turn on or turn off parents' ability to view certain screens.
- **"Default for Schools" checkboxes** – Make this Role the default for the checked Schools?

Modify Role: wiki

There are **no** portal user students assigned to this role.

*Code: *Description:

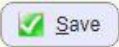
*User Type: *Seq:

Permissions:

- ☐ Assessments
- ☐ Attendance
- ☐ Check Ins
- ☐ Class Attendance
- ☐ Conferences
- ☐ Course Pages
- ☐ Discipline
- ☐ Documents
- ☐ ESY Attendance
- ☐ Fees And Fines
- ☐ Forms
- ☐ Gradebook
- ☐ Grading
- ☐ Notify Attendance Office
- ☐ Payment
- ☐ Scheduling (Next Year)
- ☐ School Calendar
- ☐ School Directory
- ☐ Setup
- ☐ Student Summary

This role is the default role for which schools:

- ☐ Genesis High School
- ☐ East End Middle School
- ☐ Ocean Middle School
- ☐ Kingston Elementary School
- ☐ Eisenhower Elementary School
- ☐ Washington Elementary School
- ☐ Jefferson Elementary School
- ☐ Lincoln Elementary School
- ☐ Out - Of - District Schools
- ☐ Non-Public School
- ☐ Charter School

 Save

How to Attach a List of Students to a Role

A Role can be assigned to a list of students via [Parent Access>Setup>Roles>Assign Roles](#).

Any parent accessing one of these students will see only those tabs allowed by the Role assigned to each student.

Procedure to Assign a Role to a Group of Students

1. First, create a Student List with the students to whom you wish to assign a particular Role.
2. Go to the **Parent Access>Setup>Roles>Assign Roles** screen
3. Select the "role to assign"
4. Select the student list containing the students to whom you wish to assign this Role.
5. Click Assign. This assigns the selected Role to the students on the list.

This screen will mass assign the permissions of your roles to a list of students.

Step 1: Select a role to assign:

Step 2: Select a list of students to update:

Step 3: Only update accounts of this type:

Update Roles Using the “Assign Checked Students to a Different Role...” Tool

If you know that you need to shift a large amount of users from Role A to Role B, there is a tool found on the **Parent Access>Setup>Roles>Modify Role** screen towards the bottom called “Assign Checked Students to a Different Role...”

1. Pull up the role via **Parent Access>Setup>Roles>Modify Role**
2. Click on the “Show Students” button. The screen will refresh and display all students tied to this role, currently.
3. Check off each student that you need to and click “Assign Checked Students to a Different Role...”
4. A pop up will appear where you can now select the role you want to MOVE the current students TO
5. Click “Reassign to Role.” The student will now have the new role.

5 Portal User Students assigned to this role

		Portal User		Portal User Student				
#.	☐	Logon Id	Name	Student Id	Name	School	Grade	Homeroom
1.	☒	wikiexample@gmail.com	Wizard, Wiki	20180081	Danvers, Alex	2002	09	111

5 Portal User Students assigned to this role

Assign parent user students to a different role.

*Assign checked students to this role:

☒ 1. ☐ 2. ☐ 3.

Update All Accounts/Students to School's Default Role

There is a tool on the [Parent Access>Setup>Roles>Assign Roles](#) screen that will mass assign the permissions of your roles to every student in the district.

This will go through every student in the district and for each type of account (Student, Guardian, Counselor, Vice Principal, and Principal), it will take the default role for that account and school, and assign it to the user.

This screen will mass assign the permissions of your roles to every student in the district.

This will go through every student in the district and for each type of account (Student, Guardian, Counselor, Vice Principal, and Principal), it will take the default role for that account and school, and assign it to the user.

Step 1: Update all students/users in the district to default role: No ▼

 Assign

Update Parent Accounts Individually

You can, of course, always update an individual parent account at any time.

1. Pull up the logon ID via [Parent Access>Setup>Users](#).
2. Click on the logon ID to get to the MODIFY screen.
3. Scroll down to the “Students Attached to this Account...” area.
 - a. OPTIONAL: click on the “Show Role Info” button. That button will expand the screen so that you can see what the currently assigned role is giving access to.
4. In the “Role” dropdown, select the NEW role and click “Save Student Information.”

Email Templates

The Genesis Parent Access Module includes a facility to send email messages to parents.

Email can be sent for a variety of reasons, including:

- Initially creating a Parent Logon Id
- Changing a password for a Parent Logon Id
- General information emails
- Sending Notifications by Email to Text message to parents and students with Parent Access/Student Access (i.e. Parent Module) logins

Viewing the List of Existing Email Templates

Email Templates are located on the **Parent Access>Setup>Email Templates** screen.

The screen lists all templates, displays the subject of the attached email message, whether the template is to be used for password notifications for parents/guardians, password notifications for students, whether it has attachments.

Seq	Description	Email Subject	Password Notification	Password Notification Students	User Screen	Contacts Screen	Attachments	Created	Updated
1	STDAACNTS Welcome to New Student Account	Welcome to New Student Account				☒		5/3/13	3/7/16

Creating an Email Template

1. To create an Email Template, go to the **Parent Access>Setup>Email Template** screen and click the "Add New Email Template" button.
2. This brings up an "Add Template" popup

Add an E-Mail Template.

*Code:

*Description:

*Seq:

3. To create the template, fill in the Code and the Description fields. The "Seq" field is simply a sequence number that places this new template at the bottom of the list of templates. You can adjust the numeric Sequence # to change the new template's location in the list.
4. Then click "Add Template" to create the actual template:

5. This will then bring you to the Modify screen:

6. Fill out the remaining info (explained below) and click "Save."

Each Template has five required fields:

- **Code** – a unique code that will identify this template internally
- **Description** – A description of the template that will make sense to administrative users (that is, those users who will have to send emails to parents).
- **Sequence #** - This number controls the position of this template in the list of templates.
- **Subject Line** – The Subject Line for the email that will be sent
- **Body Text** – The text of the email message to be sent.

There are four additional fields, all checkboxes:

- **Password Notification for Parents** – Check this checkbox if this is the message to send when a Parent Logon's password is changed. Only one email template can be designated as the "Password Notification for Parents" template.
- **Password Notification for Students** – Check this checkbox if this is the message to send when a Student Logon's password is changed. Only one email template can be designated as the "Password Notification for Students" template.
- **Show letter in dropdown on Create/Modify User screen** – This checkbox adds this letter to this list of letters that can be sent directly from the Create/Modify User screen in the parent's module.
- **Attach Documents** – Check this button to attach documents to the template that will be sent when the email is sent.

Attaching Documents to a Parent Email Template:

You can modify/attach documents to email templates via **Parent Access>Setup>Email Template>Modify Template**

To attach a file do the following:

1. Provide a name for the file. This is the name that will appear in the email message.
2. Click the "Choose File" button to bring up a standard File Dialog. Locate the file to be attached to the template.
3. Click the "Upload File" button to upload the file to Genesis and attach it to the template.
4. Click "SAVE" – make sure to do this after clicking "Upload File."

List Attachments:
This template does not have any attachments.

Upload New Attachment:
Step 1: Give your file a name (No spaces).
Step 2: Find the file you would like to upload. No file chosen
Step 3: Hit submit.

Modifying an Email Template

To modify a template, select that template from the list of templates on the **Parent Access>Setup>Email Templates** screen and click the corresponding "Modify" button.

You can then modify any of the fields and you can optionally remove and attach documents to the Template.

How to Mass Email Parent Access Users and Mass Generate Parent Passwords

This is all done from the **Parent Access>Maintenance** screen.

This feature allows you to mass email the users of Parent Access.

IMPORTANT NOTE: If the letter contains a PARENT_PASSWORD macro, a new password will be generated and placed into the e-mail. Once sent out the parents will no longer be able to use their old passwords.

Steps to Mass Email Parent Access Users:

1. Go to **Parent Access>Maintenance**.
2. Find the "Mass Email Parent Access Users" tool.
3. Select the template for the email from the list.
4. Click create. The email will be automatically filled out and sent for you.
 - a. These email templates are setup via: **Parent Access>Setup>Email Template**. See section above on how to create a proper email template.

Mass Email Parent Access Users

This feature allows you to mass email the users of Parent Access. Select the template for the email from the list and then hit create. The email will be automatically filled out and sent for you.

⚠ If the letter contains a **PARENT_PASSWORD** macro, a new password will be generated and placed into the e-mail. **Select the email to send:**

WELCOME - This is the initial email sent to parents (With Attachment) ▼

You can also email parent access users en masse via **Parent Access>Setup>Users:**

1. Perform a search on the screen.
2. Once you have results, you can check off each account to the left.
3. Once users are selected, you can click "Email Selected Users."

4. A pop up will appear, and you can select an email template and then click "send emails."

1 Logons

All	Type	Logonid / Email	*Last Name	First Name	Enabled	AD	Phone #	Device	Students	Last Logon	Created
☒	G	wikiexample@gmail.com	Wizard	Wiki					1 DAN2700		11/09/201

☒ Enable selected users ☐ Disable selected users

Email parent users

Email Template: **WELCOME - This is the initial email sent to parents**

From: donotreply@genesisedu.com

Reply to (Default is the from address):

 A new password will be generated and placed into the e-mail if the email template contains a PARENT_PASSWORD macro.

How to Mass Email a Specific Group of Users through Parent Portal

You can search via **Parent Access>Setup>Users>Logon IDs**, check off the users, and click "Email Selected Users."

Searching and Emailing a STUDENT LIST

If you have student lists created, you will be able to choose it in the "Student List" dropdown on **Parent Access>Setup>Users>Logon IDs**.

1. Go to **Parent Access>Setup>Users>Logon IDs**.
2. Select the STUDENT LIST in the "List" field.
3. Click SEARCH.
4. Once you have results, you can check off each users on the left.
5. Click "EMAIL SELECTED USERS."
6. A pop up will appear.
7. Select the email template you want to send in the "Email Template" dropdown.
8. Click "SEND EMAILS."

Searching and Emailing Based on OTHER Parameters:

You can search using any of the available params to get results.

Options are: Parent Last Name, Parent First Name, Logon ID, Student Last Name, Student ID, Grade Level, School, User Type, Created AFTER/BEFORE (a date), Status (Enabled/Disabled), Active Directory.

1. Go to **Parent Access>Setup>Users>Logon IDs**.
2. Select one of the params on this screen to search by
3. Click "SEARCH."
4. Once you have results, you can check off each users on the left.
5. Click "EMAIL SELECTED USERS."
6. A pop up will appear.
7. Select the email template you want to send in the "Email Template" dropdown.
8. Click "SEND EMAILS."

Procedure to Send Email to a Single User

1. Go to the **Parent Access>Setup>Users>Logon Ids** screen.
2. Search for a logon id or ids.
3. Open the logon for editing. Click the “edit” icon corresponding to the id. This brings up the **Parent Access>Setup>Users>Modify Logon** screen
4. Locate the “Send this Email” drop down.
5. Select the proper email template.
6. Click “Send.”

Last Successful Logon:

View Security Audit

Set Password

Generate and e-mail user a new random password

Send this e-mail:

Another Email Template ▼

Send

Additional Options Available with Search Results on This Screen

If you search via **Parent Access>Setup>Users>Logon IDs** and get results, you have additional options as well.

If you check off users, you can also:

- *Enable Selected Users*
- *Disable Selected Users*
- *Delete Selected Users*

1 Logons												
All	Type	Logonid / Email	*Last Name	First Name	Enabled	AD	Phone #	Device	Students	Last Logon	Created	
	G	wikiexample@gmail.com	Wizard	Wiki					1 DAN2700		11/09/2015 12:19PM	
✓ Enable selected users Disable selected users Delete selected users E-Mail selected users												

Parent Module Settings

The **Parent Access>Setup>Settings** screens allow you to configure options for the Parents Module.

This is a list of options and how they affect Genesis.

District Settings

District-wide settings can be found via **Parent Access>Setup>Settings>District Settings>General Settings**.

- **Parents module is currently available for** - If this is set to "No One", then the parents will be presented with a screen displaying the text from field below. If set to "All Parent Users," every active logon ID can log in. If set to "Administrative Parent Users," then only logon IDs with "Admin Account" checked off will be able to log in to the portal.
- **Message to display when the module is inactive** - If the module is Inactive, then this is the message to be displayed to the parents.
- **Auto log out in X seconds** - This setting is managed on the **Setup>Security>Policy** screen.
- **Parent Administrator Email Address** - This is the Email Address that All email from the Parent Module will come from.
- **Only show courses that are currently meeting (Home & Gradebook Screen)** - If this is set to Yes, then only courses that are meeting in the current Marking Period will be shown on the Gradebook Summary screen and the Home screen. Prior to the start of school, a student's schedule as of the first day of school will be displayed.
- **Display a 'Forgot Password' link on the Parents logon page** - If this is displayed, then the default password template will be used for the email sent to the parent.
- **Display a 'Forgot Password' link on the Student logon page** - If this is checked, then the default password template will be used for the email sent to the student.
- **Only show courses that are currently meeting (Home & GB)** - This field limits the schedules to show you only courses that are meeting during the current marking period. If you set this field to No, then all courses in a student's schedule will be shown.
- **Validate that Logon ID is an Email Address** - This tells Genesis whether to allow Logon ID's that are not email addresses. Be very careful with this option, email functionality in the Parents Module will not work without all logon's being email addresses.
- **Display Gradebook Assignments in Parents Module** - If this is set to No, then the Gradebook screen will only display the students averages in there courses.
- **Display Locker and Combination on summary screen** - Hide students' date of birth on the summary screen.
- **Display Students' School Name on summary screen** - Display Homeroom Number and Teacher on summary screen. Also see Parent Access -> Setup -> Settings -> School Settings -> Scheduling for school-specific options.
- **Display Lunch Pin on summary screen** – display the lunch pin
- **Display Lunch Balance on summary screen** – display student's lunch balance
- **Display Counselor's E-mail on summary screen** – display student's counselor's email address
- **Show today's date, time and school day on summary Screen**
- **Help Desk Name** - This is the name of the person or office that handles the Parents Help Desk. This value only appears on the log in screen.
- **Phone Number** - This is the phone number that you want parents to call if they have problems. This value only appears on the log in screen.

- **Email** - This is the email that you want parents to use if they have problems. This value only appears on the log in screen.
- **Website URL** - This is a website that can be filled in that appears on the log in screen.
- **Parent Logon Screen Message (HTML Supported)** - This is a message that appears above the contact information for your help desk. This value only appears on the log in screen.
- **Student Logon Screen Message (HTML Supported)** - Same as above but for the Student Portal.
- **Parent Logout Screen Message (HTML Supported)** - This is a message that appears on screen after users log out.
- **Parent Screen Disclaimer (HTML Supported)** - This is a message that appears on ALL parent module screens.

Parent Module District Settings Screen

[For Parents FAQ, click here.](#)

Parent Module Status

Parents module is currently available for: All Parent Users

Multi-Language Support: ☐ English Only ☒ English and Spanish

Message to display when the module is inactive:

The Parents Module is temporarily unavailable. Please try again later. Try again after September 1.

body p

Login page automatically re-types logonid in lower case: ☒ Yes ☐ No *Only use this option if all parent logonids are in ALL lower case*

Auto log out in seconds: 3600 [This setting is managed on the Security Policy screen.](#)

Parent Communications

Parent Administrator Email Address: donotreply@genesisedu.com

Display a 'Forgot Password' link on the Parents logon page: ☒ Yes ☐ No
(The default password template will be used for the email sent to the user)

Display a 'Forgot Password' link on the Students logon page: ☒ Yes ☐ No
(The default password template will be used for the email sent to the user)

Parent Display Options

Only show courses that are currently meeting (Home & Gradebook): ☒ Yes ☐ No

Display Gradebook Assignments in Parents Module: ☒ Yes ☐ No

☒ Display Locker and Combination on summary screen

☐ Hide students' date of birth on the summary screen.

Display Students' School Name on summary screen: ☒ Yes ☐ No

Display Homeroom Number and Teacher on summary screen: ☒ Yes ☐ No

Display Lunch Pin on summary screen: ☐ Yes ☒ No

School Settings

The School Settings available to configure include Report Cards, Grading and Scheduling.

Users	Roles	Email Template	Settings
District Settings	School Settings	Logon Screen	
Alerts	Attendance	Contacts	Conferences
Discipline	Gradebook	Grading	Letters
Next Year Requests	Report Cards	Scheduling	School Information
Transportation	User Text/Flags		

The tabs are listed below:

- **Alert Settings**
- **Attendance Settings**
- **Conference Settings**
- **Contact Management Settings**
- **Discipline Settings**
- **Gradebook Settings**
- **Grading Settings**
- **Letters Settings**
- **Next Year Request Settings in Parent Portal**
- **Report Card Settings**
- **Scheduling Settings**
- **School Directory**
- **Transportation Settings**

Alert Settings

Parents can choose to receive alerts - both emails and text messages - via the **Message Center>Message Alert Setup** screen of the Parent Module.

The capability to receive alerts is configured on the **Parents>Setup>Settings>School Settings>Alerts** screen in Genesis.

This page describes how to control whether and which Alerts parents can choose to receive.

Configuring Alerts

The Alert Settings specify which Alerts parents can choose to receive.

The controls within the Parent Module only enable the Alerts.

The **Parents>Setup>Settings>School Settings>Alerts** screen contains the parameters that control which Alert types are enabled for each School.

Alert Settings

Is a school missing from this screen? Go to **Setup.Schools.Modify School** and make sure the *For Parents Module* is set to **yes**.
[Click here to verify that Genesis is correctly connected to an EMail Server.](#)
[Click here to configure how often the Notification Processor processes messages.](#)
[Click here to customize Notification text.](#)

The checkboxes on this screen turn on or off the ability for parents to configure alerts on the Message Center Alerts screen within the parents module.

Save Settings

School	Letters	Attendance	Gradebook Grades	Messages (includes forms, documents and conferences)	Discipline Incidents	Course Posts
Genesis High School	☒	☒	☒	☒	☒	☒
East End Middle School	☐	☐	☐	☐	☐	☐
Ocean Middle School	☒	☒	☒	☒	☒	☒
Kingston Elementary School	☐	☐	☐	☐	☐	☐
Eisenhower Elementary School	☐	☐	☐	☐	☐	☐
Washington Elementary School	☐	☐	☐	☐	☐	☐
Jefferson Elementary School	☒	☒	☒	☒	☒	☒
Lincoln Elementary School	☐	☐	☐	☐	☐	☐
Out - Of - District Schools	☐	☐	☐	☐	☐	☐
Non-Public School	☐	☐	☐	☐	☐	☐
Charter School	☐	☐	☐	☐	☐	☐

School	Enable Letter Alerts by Default	Enable Message Alerts by Default
Genesis High School	☐	☐
East End Middle School	☐	☐
Ocean Middle School	☐	☐
Kingston Elementary School	☐	☐
Eisenhower Elementary School	☐	☐
Washington Elementary School	☐	☐
Jefferson Elementary School	☐	☐
Lincoln Elementary School	☐	☐
Out - Of - District Schools	☐	☐
Non-Public School	☐	☐
Charter School	☐	☐

Save Settings

The six Alert types include:

- **Letters** - If this is checked, an Alert is generated any time a student in the specified school receives a Letter that is displayed in the Parents module. These include Attendance Letters, Student Data letters and Conduct Letters.
- **Attendance** - If this is checked, an Alert is generated any time a student in the specified school has an "Attendance Event" - gets an Attendance code other than present.

- **Gradebook Grades** - If this is checked, an Alert is generated any time a student in the specified school has a grade posted to their Gradebook screen. Schools also need a notification template created for Gradebook alerts. These can be setup from [SETUP > SCHOOLS > NOTIFICATIONS](#)
- **Messages (Includes Forms, Documents and Conferences)** - If this is checked, an Alert is generated any time a student in the specified school has a Form posted to their Parent Access accounts, or a Document is added to their parent access accounts or a Conference becomes available for signup.
- **Discipline Incidents** - If this is checked, an Alert is generated any time a student in the specified school receives a Discipline Incident that is posted to their Parent Access accounts.
- **Course Posts** - If this is checked, an Alert is generated every time there is a new course post for one of a student's classes.

Procedure to Enable/Disable the Alerts

1. Go to the [Parents>Setup>Settings>School Settings>Alerts](#) screen.
2. Locate the entry for your school in the set of schools.
3. Set the flags appropriately.
4. Repeat for additional schools.
5. Click the "Save Settings" button to store your choices.

Attendance Settings

You can change what displays on the ATTENDANCE tab in the parent portal via [Parent Access>Setup>Settings>School Settings>Attendance](#).

Save Settings				
School	Attendance Totals Options	Show Comments	Show Notify Office	Show Student Passes
Genesis High School	☒ Show Totals on Calendar ☒ Show Totals as Count ☐ Show Truancy Total ☐ Show Tardy to Absent Total ☒ Show Tardy Splits ☒ Show Absence Splits	☒	☒	☒

Attendance Totals Options:

- **Show Totals on Calendar:** This field controls whether the totals are displayed on the Daily Attendance screen
- **Show Totals as Count:** If this field is checked, then the totals displayed will show a count of attendance transactions rather than the value on the attendance code. For instance, if an absence code has a value of .5, then 2 attendance transactions with code would equal 1.0 if this is not checked. If this field is checked, the total would be 2.
- **Show Truancy Total:** This field will show a Truancy count in the attendance totals.
- **Show Tardy to Absent Total:** If checked, the Tardy to Absent total will appear with the other attendance totals on the Daily Attendance screen
- **Show Tardy Splits:** If unchecked, parents will no longer see the unexcused and excused totals for tardies. The overall total will still appear.
- **Show Absence Splits:** If unchecked, parents will no longer see the unexcused and excused totals for absences. The overall total will still appear.
- **Show Comments:** This field allows a comment posted by the attendance office on a student's attendance be shown as a tool tip on the student's calendar.

- **Show Notify Office:** This setting allows parents to submit attendance notes from the Parents Module to your Attendance Office.
- **Show Student Passes:** This allows student passes to appear in the parent's module. Student Passes always appear for student accounts.

Conference Settings

This settings screen can enable you to allow parents and/or students to schedule conferences with your staff.

ⓘ Is a school missing from this screen? Go to **Setup.Schools.Modify School** and make sure the *For Parents Module* is set to **yes**.
School setting for Scheduling.Show Schedule/Grades must also be checked for parents to see conferences

Save Settings

School	Show	Open event for conferences	One per Household	Conference Display	Can schedule for Event	Show all course teachers	Can schedule for Staff	Only display courses that:
Genesis High School	☒	1. Back to school conferences ▼ Max:10 2. Spring Conferences ▼ Max:5 3. ▼ Max:	☒	All Conferences ▼	☐ Student ☒ Guardian	☒	☐ Student ☒ Guardian	☒ Meet on conf date ☐ Meet MP's: ☐ MP1 ☐ MP2 ☐ MP3 ☐ MP4

- **Event available for conferences in Parents** - This is a listing of events on your school's calendar. If you select an event, a link labeled "Schedule a Conference for {Event Name}" will appear on each student's Conference tab. So if an event called "Parent Teacher Conference" is selected, a link called "Schedule a Conference for Parent Teacher Conference" will appear on the Conference Screen. You can select up to 5 events to show to parents at one time. This is particularly useful if you have several days of conferences that begin at different times.
- **Show Parent Conferences** - This will display all student conferences available for parents on the Conference screen. This feature is useful to display conferences on the conference screen even when the scheduling of conferences is not being allowed.
- **User Types who can schedule conferences for Event** - *An event must be selected and staff members have to have created available conferences for this event.
 - **Student** - If this is checked, then Parent Users with a type of Student can schedule conferences for an event.
 - **Guardian** - If this is checked, then Parent Users with a type of Guardian can schedule conferences for an event. A relationship must be defined for any student you would like to have conferences setup for to tie back to a contact record.
- **User Types who can schedule conferences for Staff** - *Staff members have to have created available conferences
 - **Student** - If this is checked, then Parent Users with a type of Student can schedule conferences with a staff member.
 - **Guardian** - If this is checked, then Parent Users with a type of Guardian can schedule conferences with a staff member. A relationship must be defined for any student you would like to have conferences setup for to tie back to a contact record.
- **Show All Course Teachers** - For event conferences, check this to display all teachers for a course. If unchecked, only the primary teacher will be shown.
- **Only display courses that** - The course display controls what courses are shown to the parent user when requesting courses. By default, only courses who meet during the marking period of the conference date are shown on Reserve Conference screen. For instance, if a conference falls on 11/19 and that date is in MP2, then only courses that meet during MP2 will be available for conferences.
 - By selecting the "Courses meeting during selected MP's" option, you can specify marking periods for the courses that will be displayed. So if you want to have conferences after MP1 for your MP1 courses, you can select this option and choose MP1. Now only courses that meet during MP1 will be displayed on the Reserve conference screen.

Gradebook Settings

The **Parents->Setup->Settings->School Settings->Gradebook Settings** screen has 15 parameters controlling how the Parents' module Gradebook screen behaves for students in the corresponding school.

☒ Save Settings

Genesis High School

☒ Are gradebook screens available in Parents Module for **Genesis High School**?

Show Proj FG	Numeric Grade Rounding	Letter Grade to Display	Gradebook MP Avg	Show RC grade if Posted
☒	Hundredths ▾	Always show school equivalent letter grade ▾	Average of all assignments ▾	☒ Yes ☐ No
Show Email	Show Category Avg	Show Assignment Max Pts	Text for Assignments	Group Assignments Only
☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No	Assignment name & description ▾	☒ Yes ☐ No
Assignment %	Show Documents	Highlight Dropped Grades	Show assignments with 'Not Graded' grade type	Show Staff Pictures
☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
User Types For Doc Upload	Show Responsible Teacher			
Guardians and Students ▾	☐ Yes ☒ No			

- **Active*** - If this is not checked, parents will not be able to get into any of the gradebook screens. This is useful during the summer. This is the master switch for Gradebook screens in the parent module for the School. *You can now configure your Gradebook to be automatically turned on and off in the Parents Module. Both fields are required and the times will only be analyzed on school days.
- **Show Proj. FG** - If this is checked, a new option in the drop down on the Weekly Summary screen will appear for FG. This will display the gradebook's projected final grade for the course, or the Report Card grade if posted. This requires the school to be calculating the projected final grade based on report card grades and gradebook grades.
- **Numeric Grade Rounding** - This option determines how a student's marking period grade is rounded on the parent's gradebook screens. The options are Tenths, Hundredths and Whole Numbers.
- **Letter Grade to Display** - This option controls if a letter grade will be displayed next to the numeric grade on the Weekly Assignment screen.
- **Do not show letter grades** - This will make it so no letter grade is displayed.
- Always show school equivalent letter grade - The letter grade will be based on school alpha grades from and through numeric values
- **Show GB letter grades if selected in profile** - The letter grade will be based on school alpha grades from and through numeric values UNLESS the gradebook has the "Use Gradebook Alpha Grade on Post Grades screen" set to Yes in the GB profile. If the field is set to Yes, then the GB letter grade is shown.
- **Gradebook MP Average** - This option controls whether marking period average on the Gradebook Weekly Summary screen appears and how it appears. If it is set to "Do not Show", the "MP Average" column will not appear. This is useful for the lower grades when Marking Periods averages may not have much meaning. If the setting is "Average of all assignments", the average displayed will be for all assignments during that marking period. If you select "Average of assignments for parents", then the average displayed will only take into account the grades for assignments that are marked for Parents Module.
- **Show Teachers Email** - This option controls whether a teacher's email is displayed on the Weekly Assignment screen.
- **Show Category Average** - If you switch this to Yes, then the category average will appear on the Course Summary Screen

- **Text for Assignments**
 - Name - This option will display the assignment name
 - Description - This option will display the assignment description if one exists. If there is no description, then the assignment name is used.
 - Name and Description - This option will display the assignment name and the description if one exists.
 - Name and Description Link - This option will display the assignment name and the description if one exists and any web links, if those exist.
- **Assignment % (Assignment Search Screen)** - This option controls whether the percentage column for each assignment is displayed.
- **Show Assignment Max Points - (Assignment Search Screen)** - This option controls whether the max points column of each assignment is displayed.
- **Show Docs** - If set to yes, any document that has been uploaded to a specific assignment will be displayed
- **Highlight Dropped Grades** - If yes, this highlights grades that do not count. If a student has been given a grade, and the Gradebook has automatically "dropped" that grade from the MP Average because it is included in a "drop X grades" (the 'do not count lowest X grades') Rule, the grade will be highlighted in the parent module to indicate that it will not count.
- **Group Assignments Only** - If yes, only assignments not marked for a specific group and assignments for the students' specific group will be shown.
- **Show RC grade if Posted** - If yes, this option will show the grade on the report card and not the grade in the gradebook. If there has not been a report card grade posted, then the gradebook grade will always show.
- **Show Staff Pictures** - If this is set to No, then the gray portrait will appear on the Course Pages screen in Parents Module instead of the actual teacher photo.

Procedure to Configure Gradebook in the Parent / Student Module

1. Go to the **Parent Access>Setup>Settings>School Settings** screen.
2. Click on the Gradebook tab
3. Locate the entry for your school in the set of schools:
4. Set the flags appropriately
5. Repeat for additional schools.
6. Click SAVE.

Grading Settings

The Parents->Setup->Settings->School Settings->Grading Settings screen controls the display of "Grade Collections", the grades the student has earned in a collection and Honor Rolls.

There are two sections of the screen. The upper section is titled "Grades and Collections to Display in the Parents Module".

This controls which grade collections, grades and Honor Rolls to display.

The lower section is called "Display Settings per School".

This controls some of the specifics of the screen format in the Parent / Student module, as well as whether or not a "Grade History" or pseudo-transcript screen is displayed.

Displaying Grade Collections, Grades and Honor Rolls

The "Grades and Collections to Display in the Parents Module" section of the **Parents->Setup->Settings->School Settings->Grading Settings** screen allows you to configure which Grade Collections and grades are shown in the Parent Module 'Grading' tab.

Every "Grade Collection" defined on the **Grading->Setup->Collections** screen is listed on the upper portion of the **Parents->Setup->Settings->School Settings->Grading Settings** screen.

Is a school missing from this screen? Go to **Setup.Schools.Modify School** and make sure the *For Parents Module* is set to **yes**.

Save Settings

Grades and Collections to Display in the Parents Module

Mass Update Display Dates

	MP1	MP2	ME	S1	MP3	MP4	FE	FG	IR1	IR2	IR3	IR4
Genesis High School	Display Grade On 10/22/2017 Time (Optional)	Display Grade On 01/13/2018 Time (Optional)	Display Grade On 01/31/2018 Time (Optional)	Display Grade On Time (Optional)	Display Grade On 01/31/2018 Time (Optional)	Display Grade On 01/31/2018 Time (Optional)	Display Grade On 01/31/2018 Time (Optional)	Display Grade On 01/31/2018 Time (Optional)	Display Grade On Time (Optional)	Display Grade On Time (Optional)	Display Grade On Time (Optional)	Display Grade On Time (Optional)
	☒ Honor Roll	☒ Honor Roll	☐ Honor Roll	☐ Honor Roll	☒ Honor Roll	☒ Honor Roll	☐ Honor Roll	☐ Honor Roll	☐ Honor Roll	☐ Honor Roll	☐ Honor Roll	☐ Honor Roll
	☒ Collection	☒ Collection	☒ Collection	☐ Collection	☒ Collection	☒ Collection	☒ Collection	☒ Collection	☐ Collection	☐ Collection	☐ Collection	☐ Collection

Each collection has 3 checkboxes available:

- Checking the DC (Display Collection) check box causes show the collection itself to appear in the Parent / Student Module on the "**Student Data->Grading**" screen.
- Checking the DG (Display Grade) checkbox causes the grade for the collection to appear in the box on the Parent / Student Module on the "**Student Data->Grading**" screen.
- Checking the HR (Honor Roll) checkbox causes a Star icon to appear in the collection's header on the Parent / Student Module on the "**Student Data->Grading**" screen if the student has made an Honor Roll.

Display Settings per School - Controlling Screen Format

School	Grade Type on Grading Tab (Non-Elementary Grading)	Show Transcript	Open Fines Suppress Grades (Also Gradebook MP Average)	Show Grade History Tab	Show GPA in Grade History Tab (Display up to 4, can also display student ranks. If a student does not qualify for a GPA (or have had one calculated), it will not appear in the portal for the student)	Show Credits	Show Teacher Emails	Notifications Setup for Parents
Genesis High School	Alpha	☐	☐	☒	1. 2015-16 Weighted GPA 2. Historic GPA (Weighted) 3. Cumulative GPA (Weighted) 4.	☒	☒	0

Display Settings per School:

- **Grade Type on Grading Tab (Non-Elementary Grading)** - Any school not using Elementary Grading can also display the type of grade that they would like to display on the Grading screen inside of the Parent Module. The options are Alpha, Weighted Numeric or Unweighted Numeric.
- **Show Transcript** - Enabling this will show transcripts in a Transcript tab found under Grading in the Parents Module. Only transcripts whose templates are marked 'Show Parents' will be displayed.
- **Suppress Grades for students with OPEN fines (Also Gradebook MP Average)** - This option will suppress the grades from the Grading screen and the Marking Period Average from the Gradebook's Weekly Assignment screen.
- **Show Grade History tab** - This option allows a 3rd-level Grade History tab to appear under the "Student Data->Grading" screen in the Parent / Student Module. This screen, when made available via this option, contains the student's academic history. It is a pseudo-Transcript designed to be viewed but not printed.
- **Show GPA in Grade History Tab (Display up to 3, can also display student ranks)** - You may choose up to three separate GPAs to display per school. If you choose none, no GPA will show. If you choose one, only the one will display, etc. The drop down is populated with all GPAs setup in the district.
- **Show Teacher Emails** - This option will display teacher email addresses on the "Student Data->Grading" screen in the Parent / Student Module.

Note: In order to display course grades, 'Show Schedule' must be set to Yes for that school. See Scheduling Settings section.

Scheduling Settings

Current Year Scheduling

*The Current Year Schedule will display on the "Student Summary" tab.

Current Year Scheduling									
School	Show Schedule/Grades	Show Room and Teacher	If Yes, Show prior to Start of School? (Room and Teacher only)	Show locker info on Print Out	Suppress for students with OPEN fines (Current and Next Year Schedules)	Show HR Teacher	Show HR/Team	Show Counselor Name on Home	Print Layout
Genesis High School	☒	☒	☒	☒	☐	☒	☒	☒	All Layouts

- **Show Schedule** - This option controls whether the Current Year Schedule is shown on the Home Screen in Parents Module. This option also controls whether the homeroom number is shown on the Home screen. If this is set to No, the courses on the Grading screen will not appear either.
- **Show Room and Teacher** - This option controls whether the room and teacher are shown in the student's schedule on the Home Screen in Parents Module.
- **If Yes, Show prior to Start of School? (Room and Teacher only)** - This option controls whether the room and teacher are shown on the Home Screen in Parents Module prior to the start of school.
- **Show locker info on Print Out** - This controls whether the student's locker will be displayed when printing a student's schedule from the Parent's Module.
- **Suppress for students with OPEN fines** - If a student has an open fine, the current year schedule for a student will not appear.
- **Show HR Teacher** - This controls whether the student's Homeroom Teacher is being displayed on the Scheduling screen and Student Summary Screen.
- **Show HR** - This controls whether the student's Homeroom is being displayed on the Scheduling screen and Student Summary Screen.
- **Print Layout** - The layouts available for printing from the Parents Home screen.

Next Year Scheduling

*The Next Year Schedule will display on the "Scheduling" tab.

Next Year Scheduling							
School	Show Next School/Grade	Show Requests	Show Recommendations	Show Recs Without Requests	Show Schedule	If Yes, Show Room, Teacher & Per.	Show Signature Line on Req. Print Out.
Genesis High School	☒	☒	☒	☒	☒	☒	Line for Parent & Counselor

- **Show Next Grade / School** - This option controls whether a student's next year assignment is shown on the Scheduling screens.
- **Show Requests** - This option controls whether a student's request's are shown on the Scheduling screen in the Parents Module.
- **Show Recommendations** - This option controls whether a student's recommendation's are shown on the Scheduling screen in the Parents Module.
- **Show Recs Without Requests** - This option controls whether a recommendation should be shown on the Scheduling screen IF there is no request created based on the recommendation.
- **Show Schedule** - This option controls whether a student's schedule for the Next Year is shown on the Scheduling screen.

- **If Yes, Show Room, Teacher & Per.** - This option controls whether a the room, teacher, and period information is shown on a student's schedule for the Next Year on the Scheduling screen.
- **Show Signature Line on Req. Print Out** - This option controls what signature lines are shown on the Request print out from the Scheduling screen. The options are No Signature Lines, Line for Parent and Counselor, Line for Parent, and Line for Counselor.

Disclaimer on Request Print Out

This will appear on the request print out from the student's Scheduling screen.

School	Disclaimer on Request Print Out
Genesis High School	These are the selections your student has made with their guidance counselor.

Sections Text

Each section of the Scheduling screen, Schedule Section Text, Request Section Text, and Recommendation Section Text can have their own text associated with it.

School	Schedule Section Text (Supports HTML)
Genesis High School	Please print this out, sign it and return it to your child's guidance counselor.

You can change the text using the text boxes below each section. It is good to know that HTML is fully supported in your text.

For instance, if you write the text "Hello World" in the box, the word "World" will come out in bold, as you would expect in HTML.

Report Card Settings

You can display your report cards inside of the Parent's Module.

You are presented with three tables on the [Parent Access>Setup>Settings>School Settings>Report Cards](#) screen.

ⓘ Is a school missing from this screen? Go to **Setup.Schools.Modify School** and make sure the *For Parents Module* is set to **yes**.
 ✔ Save Settings

Report Card / Interim Display in Parents Module ⓘ

	MP1 ⓘ	MP2 ⓘ	MP3 ⓘ	MP4 ⓘ	IR1 ⓘ	IR2 ⓘ	IR3 ⓘ	IR4 ⓘ
Genesis High School	*RC to Display Marking Period 1 ▼ Date to Display 10/22/2017 Time (Optional)	*RC to Display Marking Period 2 ▼ Date to Display 02/15/2018 Time (Optional) 02:00PM	*RC to Display Marking Period 3 ▼ Date to Display 03/30/2018 Time (Optional)	*RC to Display Marking Period 4 ▼ Date to Display 06/13/2018 Time (Optional)	*RC to Display Interim Report 1 ▼ Date to Display Time (Optional)	*RC to Display Interim Report 2 ▼ Date to Display Time (Optional)	*RC to Display Interim Report 3 ▼ Date to Display Time (Optional)	*RC to Display Interim Report 4 ▼ Date to Display Time (Optional)

Any school with a Report Card created inside of Grading will be included in the first table, and any school with an Elementary Report Card will be included in the second table.

In order to display a specific report card, select the Report Card you would like to display from the drop down next to the School Name, for that specific marking period, and the date to display.

If you select a report card, the parents will be presented with a link labeled "Please click here to view the <Selected Report Card> form for <Student Name>".

When clicked, a PDF of the report card will be displayed for parents.

We have added the ability to give a date to display report cards for marking periods in the Parents Module.

New 'RC to Display' and 'Date to Display' fields have been added to the screen.

East End Middle School	MP1	MP2
	*RC to Display	*RC to Display
	Marking Period 1 ▼	Marking Period 2 ▼
	Date to Display 10/22/2017	Time (Optional)

For each marking period that a report exists, you are given a list of report cards for that marking period as well as a date for the report card to be displayed.

If no date or no report card is selected, then the parents will not see a report card on the Grading screen.

When a report card has been selected and a date is entered, a link to the report card will be displayed on the Grading screen if the 'Date to Display' has been reached.

This feature allows you to control **when** to allow parents to view the report cards in advance of each of your marking periods.

For each marking period, a 'Mass Update' tool allows you to automatically select the report card and the date will be automatically filled in with the marking period end date.

Other Fields:

- **Suppress for students with OPEN fines** - This option will suppress reports cards for student's with OPEN fines.
- **Message for students with open fine** - This is the message that will appear on the screen for student's with an open fine.
- **Show All Current Year Report Cards (Flagged for Parents)** - This option controls whether your current year report cards flagged for Parents ([Grading -> Report Cards -> Report Cards](#)) will be available to Parents.
- **Show Prev. Years Report Cards (Flagged for Parents)** - This option controls whether your previous year report cards flagged for Parents ([Grading -> Report Cards -> Report Cards](#)) will be available to Parents.

Report Card Display Options (Fines and Available Report Cards screen)				
School	Suppress for students with OPEN fines	Show All 2017-18 Report Cards (Flagged for Parents)	Show Prev. Years Report Cards (Flagged for Parents)	Message for students with open fine
Genesis High School	☐	☒	☒	Student has an open fine and report card has been withheld.

How to mark report cards to be available in the Parent Portal (Single Report Cards Only)

1. Go to [Grading>Report Cards>Report Cards](#). Locate the report card you want to show on the list, and there is a modify icon to the right of each definition
2. Select "Yes" for the "Available to Parents Module" field.
3. Click save at the bottom of the screen.

Contact Management Settings

Parent users who are identified as a student's "Guardian 1" or "Guardian 2" Contact are optionally able to update their Email and Phone contact information from Parent Access.

The ability to add, update and delete phone and email contact information is controlled from the **Parents>Setup>Settings>School Settings>Contacts** screen.

Contact Update Controls

The "Contact Management" portion of the **Parents>Setup>Settings>School Settings** screen (**Parents>Setup>Settings>School Settings>Contacts**) includes separate controls for Phone and Email contact information.

Save Settings																				
Verify Changes	Access to Contacts					Contact Info					Pickup Perm.		Phone			Email			Flags	
	Student	Guard1	Guard2	Guard3	Guard4	View	Add	Change	Print	Delete	View	Change	Add	Change	Delete	Add	Change	Delete	View	Change
☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

There are separate Add, Change and Delete controls for Contacts, Phone and Email, as well as a master control, a Print control and Flags controls parameters for each school.

The options per school include:

- **Verify Changes** - If checked, changes made to contact data in the parents module are not immediately saved to the contact system. The changes need to be approved on the new Student Data -> Change Requests screen. Once they are approved, they are saved to the contacts within Genesis.
- **Access to Contacts** - Check off each type of Parent/Student Portal user that should be allowed to view/change contact information (according to the settings to the right). Please Note: Contact Management Permissions are still required to be set on each of the students' contact records.
- **Contact**
 - **View:** This is the master control for the school. If "unchecked" the student's Guardian 1 or Guardian 2 Parent Access user will not be able view or edit any contact information. If "checked" the Guardian 1 or Guardian 2 Parent Access user will be able to view contact information even if all other checkboxes are unchecked and they cannot therefore make changes.
 - **Add:** If "unchecked" the student's Guardian 1, Guardian 2, Guardian 3 and Guardian 4 Parent Access users will not be able to add new Contact2 records. If "checked" the Guardian 1 or Guardian 2 Parent Access user will be able to add new "Other" and "Emergency" Contact2 records via Parent Access. To be clear: if the "Add" option for Contacts is checked, the Guardian parent accounts will be able to add "Contacts" - people - coded as either "Other" or "Emergency" contacts for the students attending the corresponding school. If the "Add" option is unchecked, Guardian users will NOT be able to add Other and Emergency Contacts.
 - **Change:** If "unchecked" the student's Guardian Parent Access users will not be able to update Contact name information in the student's Contacts 2 list. If "checked" the Guardian Parent Access users will be able to update existing Contact2 records in the student's Contacts 2 list.
 - **Print:** This controls a "PDF" icon that appears for students when printing is turned on. If "unchecked" (ie. turned off) the student's Guardian Parent Access users will not be able to print Contact information on the student's Contact list on the Parent Access Contact Management screen - there will be no PDF icon

for the student's contact information. If "checked" the Guardian Parent Access users will be able to print Contact information on the student's Contact list on the Parent Access Contact Management screen - the PDF icon will appear for the student.

- **Delete:** Controls whether Guardian users can remove Contacts (i.e. people, organizations such as Doctor/Dental practices) from contact information. If "unchecked" the student's Guardian Parent Access users will not be able to remove Contacts (i.e. people, organizations) from the student's Contacts list. If "checked" the Guardian Parent Access users will be able to remove existing Contacts from the student's Contacts list.
- **Pickup Perm.** - This allows parent users to view and change pickup permission for non-guardian contacts.
- **Phone** - These permissions control the ability to add/remove/change phone number information for Contacts
 - **Add:** If "unchecked" the student's Guardian Parent Access users will not be able to add new phone numbers. If "checked" the Guardian 1 or Guardian 2 Parent Access user will be able to add new phone numbers.
 - **Change:** If "unchecked" the student's Guardian Parent Access users will not be able to update existing phone numbers from their Contact in the student's Contacts 2 list. If "checked" the Guardian Parent Access users will be able to update existing phone numbers from their Contact in the student's Contacts list.
 - **Delete:** If "unchecked" the student's Guardian Parent Access users will not be able to remove existing Email addresses from their Contact in the student's Contacts list. If "checked" the Guardian Parent Access users will be able to remove existing Email addresses from their Contact in the student's Contacts 2 list.
- **Email** - These control the ability to update Email addresses
 - **Add:** If "unchecked" the student's Guardian Parent Access users will not be able to add new Email addresses. If "checked" the Guardian Parent Access users will be able to add new Email addresses.
 - **Change:** If "unchecked" the student's Guardian Parent Access users will not be able to update existing Email addresses from their Contact in the student's Contacts list. If "checked" the Guardian Parent Access users will be able to update existing Email addresses from their Contact in the student's Contacts list.
 - **Delete:** If "unchecked" the student's Guardian Parent Access users will not be able to remove existing Email addresses from their Contact in the student's Contacts list. If "checked" the Guardian Parent Access users will be able to remove existing Email addresses from their Contact in the student's Contacts list.
- **Flags** - These control the ability to update the built-in and Custom Contact Flags for Emails and Phone Numbers
 - **View:** If "unchecked" the student's Guardian Parent Access users will not be able to see the built-in and custom contact flags available for Emails & Phone numbers. If "checked" the Guardian Parent Access users will be able to see the built-in and custom contact flags available for Emails & Phone numbers.
 - **Change:** If "unchecked" the student's Guardian Parent Access users will not be able to update the built-in and custom contact flags available for Emails & Phone numbers. If "checked" the Guardian Parent Access users will be able to update the built-in and custom contact flags available for Emails & Phone numbers.

Procedure to Enable/Disable the Adding, Updating and Deleting of Contacts for Students' Guardians

1. Go to the **Parents>Setup>Settings>School Settings>Contacts** screen.
2. Locate the entry for your school in the set of schools:

3. Set the flags appropriately:
4. Repeat for additional schools.
5. Click SAVE.

Letter Settings

The "Letters Settings" screen enables - but does not automatically force - Attendance, Conduct and Student Data Letters to appear on the "**Student Data->Letters**" screen of the Parent / Student module.

Letters settings are found on **the Parents->Setup->Settings->School Settings->Letters Settings** screen.

* Parent Users must have a relationship defined for the students attached to the account in order to see the letters.

☐ Allow Students to view Letters

School	Attendance	Conduct	Student
Genesis High School	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No

Requirements for Viewing Letters in the Parents Module

- The Parent Module account must have Type=Guardian – No other type of account will be able to see Letters.
- Permissions to see letters must be set on the ***Parents->Setup->Settings->School Settings->Letters**.
- Letters to be displayed must each be "Released" for each student.

These fields have the following meanings and usage:

- **Attendance** - When set to "Yes", Attendance Letters can be shared to the Parent / Student Module for the corresponding School. When set to "No" Attendance Letters will not appear for students in the School.
- **Conduct** - When set to "Yes", Conduct Letters can be shared to the Parent / Student Module for the corresponding School. When set to "No", Conduct Letters will not appear for students in the School.
- **Student** - When set to "Yes", Student Data Letters can be shared to the Parent / Student Module for the corresponding School. When set to "No", Student Data Letters will not appear for students in the School.

"Can be Shared" - Even when the parameters are set to "Yes", Letters do NOT automatically appear in the Parent Module.

After a letter has been run, the letters generated by the run must still be individually "Released" in order to appear in the Parent / Student Module.

Setting the flags described here to "Yes" only enables the Letters to appear, it does not cause them to appear.

In order for Letters to be available to a parent user, the "Relationship" field on the **Parents -> Setup -> Users -> Modify User** screen must be filled out for the students attached to the account.

Next Year Request Settings

The "Next Year Requests" options via **Parent Access>Setup>Settings>School Settings>Next Year Requests** controls whether Next Year Course Requests can be made in the Parent Module.

These options are select on a School-plus-Grade Level basis, so different selections can be made by school AND grade level.

Students Entering Grade	Parent Requests Screen Available	Add/Remove Requests	Only show courses with grade level of next year request	Hide courses student cannot request	Show graduation requirements	Only show subject areas that contain courses	Show priority drop down for requests	Show note field for requests	Show teacher recommendations
09	☒	☒	☒	☒	☒	☒	☒	☒	☐

The 10 fields have the following meanings and usage:

- **Students Entering Grade** - Requests for are allowed only for the students entering the specified grade level (i.e. where they will be after the rollover; where they will be next year.)
- **Parents Requests Screen Available** - If yes, the Requests screen is visible. If no, the Requests screen is not visible. This is the master switch for Course Requests in the Parents / Students Module.
- **Add/Remove Requests** - If yes, the parents / students can add or remove requests. If no, the requests can be seen but not updated.
- **Only Show courses with grade level of next year requests** - If yes, courses must be marked with a grade level, and that grade level must match the student's "Next Year Grade Level" in order to be displayed. If no, all courses are displayed regardless of their marked Grade Level (or if they have a marked Grade Level).
- **Hide courses student cannot request** - This hides courses that would otherwise show as having not met requirements.
- **Show Graduation Requirements** - If yes, the student's graduation requirements are displayed
- **Only Show Subject Areas that Contain Courses** - If yes, hide subject areas without active courses that can be selected. Note: Subject areas must be set up in graduation requirements in order to appear in the requests tab on parent's module.
- **Show Priority Drop Down for Requests** - If yes, show a "priority" drop down. This allows parents / students to indicate the level of desire for the course being requested.
- **Show Note field for Requests** - If yes, display a Note field where parents / students can enter notes with the request.
- **Show Teacher Recommendations** - Display recommendations made by the teachers.
- **Subject Area Options** - The Requests screen in the Parent / Student module is divided into Subject Areas.
- The Subject Area Options screen allows you to specify the maximum number of requests and a message that can be displayed for each of these "Subject Area" on the Next Year Requests screen.
For each Subject Area you can specify:
 - **Maximum Requests Allowed** – Specify the maximum number of requests that can be made for courses with this Subject.
 - **Message for the Course Selection Screen (HTML Allowed)** – Add a message that can be displayed on the Course Request screen in Parent Access.
- **Request Acknowledgement Options** - Optionally, an "Acknowledgement" button can be displayed in the Parent / Student Module to allow the parent (or student) indicate that they are finished with the choice of next year requests.
 - The Request Acknowledgement Options screen allows you to configure the ability to configure this button and to optionally lock down the Next Year Requests screen - and disallow further choices and changes - once a parent (/ student) clicks the "Submit" button. This will add in a "Submit" tab for the parents to click on the Requests screen when they are finished.

Procedure to Configure Course Requests for the Parent / Student Module

1. Go to the **Parents>Setup>Settings>School Settings>Next Year Requests** screen.
2. Locate the entry for the school & Grade Level you wish to configure in the set of schools:
3. Set the flags for the Next year Requests options.
4. Repeat for additional schools.
5. Click SAVE.

Transportation Settings

The Transportation settings screen allows you to configure options for what Bus information is shown on the Student Summary page in the Parents Module.

School	Display Bus Information on summary screen	Display Daily Pickup Release Information on summary screen	Show on the Bus Information bar				
			Bus Stop	Bus #	Route	Comments	Bus Seat
Genesis High School	☒ Yes ☐ No	☒ Yes ☐ No	☒	☐	☒	☒	☒

Originally, the Bus Information and Pickup Release Information were district-level settings, but on 8/29/16, we removed the district-level settings and transposed them to this screen so they can be enabled or disabled for each school.

District Settings:

- **Display Bus Information on Home screen** - If you set this to Yes, then a student's bus information for the week will be displayed on the Home Screen.
- **Display Daily Pickup Release Information** - If you set this to Yes, then Pickup Release information will be displayed with a student's bus information on the Home Screen.
- **Show on the Bus Information Bar** - Bus Stop, Bus #, Route, Comments - Show or hide the Route, Bus Stop, Bus Number, or Pickup/Drop-off Comments in the Bus Info table.

Regarding the Daily Pickup Release Setting: If a parent user with Guardian 1, 2, 3, or 4 permissions (can be set in [Parent Access->Setup->Users->Modify User](#)) has a custody issue and is not allowed to leave with, speak to, or see the student, then they will not be able to add or modify Daily Pickup Releases.

School Directory Settings

The School Directory in the Genesis Parents Module is an easy way for parents and students to look up the contact information of students and parents in the school.

School Directory Settings						
School	Contact Display	Default Sort	Contact Fields	Optional Fields	Section Display	PDF
Genesis High School	All published contacts in school ▼	By Grade Level ▼	☐ Addresses ☒ Emails ☒ Phone Numbers	☒ Link to Maps ☒ Student Gender ☐ Student Nickname ☐ Contact Relationship	Only show contacts ▼	Load PDF

Parents are provided with the ability to remove or add any contact information listed in Genesis.

Setup Parents/Student Module

By default, the School Directory is not available to your users. Parents and students cannot see any contact information until you decide to let the users have access.

The first place to start is on the [Parents - Setup - Settings - School Settings - School Information](#) screen. This is where you can setup what contacts and the content to be displayed.

If you do not want to show the student contact's or if you have a need to display contact information not being shown on the screen (ie. Staff Information) on the screen, you can upload a PDF into Genesis.

If a PDF is uploaded, then a link will be shown on the School Directory screen that the parent can click to view the file.

Genesis Educational Services

Options:

- **Contact Display** - This field allows you to control what contacts a parent or student is allowed to see in the school directory. By default, users are allowed to see all published contacts in the student's school. You can also set the directory to only show contact information for the student's grade level or the student's homeroom
- **Default Sort** - This controls how the directory is displayed to the users. By default, the directory is listed by grade level but you can also set this to show by homeroom or simply by student name.
- **Section Display** - By default, users are presented with the published contacts that they are allowed to view. This can be changed to "Only show PDF", which will only display a link to an uploaded PDF or "Show PDF and contacts", which will display all published contacts as well as a link to the uploaded PDF.

Mass Password Maintenance

Mass Password Maintenance

This function, found on [Parent Access>Maintenance](#), allows you to mass update all Parent Logon passwords. All active Parent Logon Ids have their password fields cleared and a new random password is generated for each.

Thus, initially, no Parent User will be able to login to Genesis using their old passwords.

Use this tool carefully. It could, of course, cause confusion amongst users.

You can optionally send a notification email, using the “password change” Email Template, to all Parent users.

Procedure to Mass Change Passwords

1. Go to the [Parent Access>Maintenance](#) screen.
2. Determine whether or not you wish to send a notification email. If you want to send a notification email, check the “Send Notification Email” checkbox.
3. Click the “Create” button to clear and regenerate all passwords.

Parent Login Maintenance and Cleanup

Two controls are located on the **Parent Access>Maintenance** screen to enable easy cleanup and maintenance of Parent Logins that no longer have students attached, or where the students have been moved to the INACT school because they no longer attend schools in the District.

The two controls, which are both located in the “Parent Account Cleanup” section of the **Parent Access>Maintenance** screen, are:

- **Disable or Delete Parents Accounts of students in INACT**
- **Disable or Delete Parent Accounts with no Active Students**

Disable or Delete Parent Accounts of students in INACT - This will remove students from parent accounts that are in the Inactive School. This will also DELETE the parent accounts that have NO students linked to it if you check the box 'Remove Parent Access accounts with no students'

Disable of Delete Parent Accounts with no Active Students - This will remove withdrawn students from active parent accounts and it will also disable parent accounts with NO active students linked to it. This will also DELETE the parent accounts that have NO students linked to it if you check the box 'Remove Parent Access accounts with no students'

Parent Account Cleanup
Disable or Delete Parent Accounts of students in INACT This will check each Parent Access account for students who are residing in a school marked as INACT (in the Modify School Screen) and remove those students from the Parent Account. If the checkbox below is checked, any Parent Account with no students attached will also be deleted. ☐ Remove Parent Access accounts with no students. Delete
Disable or Delete Parent Accounts with no Active Students This process will do the following: 1) Students who are withdrawn will be removed from active Parent Accounts. 2) Check each Parent Access User account and disable any account that does not have any active students. ☐ Remove Parent Access accounts with no students. Inactivate Accounts

View Access Record/"Security Events" for the Parent Logon

Procedure to View a Security Audit for a Parent Logon:

1. Go to the **Parent Access>Setup>Users>Logon IDs** screen
2. Search for the Parent Logon you wish to examine.
3. Click on the Logon ID. This will bring you to the Modify User screen.
4. Click on "View Security Audit."
5. This brings up the "Security Audit" report for the Parent Logon.

Parent User Logon Information:

*Logon ID:

*Last Name:

Home Screen: Show Parent I

Admin Account: ☐ Enabled: ☐ Must

☒ Active Directory: ☐ Active Directory Logon

Comments:

View Security Audit

Types of Security Events

The most common types of events include the "Logged On" and "Logged Off" events – this record regular, successful logons to the parent's account. There are also "Bad Password" events which will indicate when unsuccessful attempts to log in to the Parent Logon have been made.

After a selected number of consecutive failed attempts the Parent Logon will be disabled (and you will have to re-enable it to allow anyone to access it).

There are also "Changed Password" events indicating the user has changed their own password and "added a contact" events indicating the user added a contact address to their logon.

Current Parent Activity

Parents who are currently logged in to Genesis Parent Access

All parent logins which are currently – right this minute – logged in to Genesis are displayed on [the Parent Access>Activity](#) screen.

This is a “view-only” screen which gives you a snapshot of which parents are currently connected and what they have been doing in the last few minutes.

Active sessions in the Parent and Student modules

Server Time: 3/13/ Auto logout in minutes: 60 Server startup: 3/13/

Sessions: 0 Mobile: 0 Parents: 0 Students: 0 Filter: All

#	LogonID	User Name	IP	Last_Event	Screen	id	Student Name	School	Grade	Homeroom	Platform	Browser
There are no users logged into the Parent or Student portal.												

The data that is captured for each logged-in user includes:

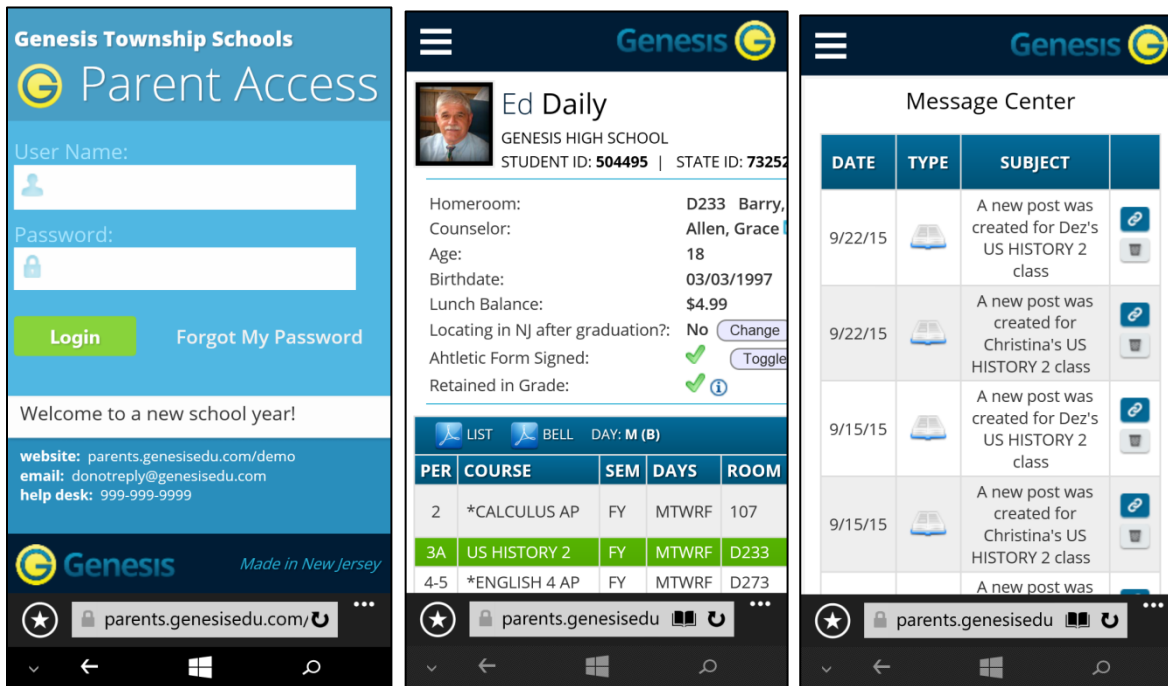
- Logon Id
- User's Name
- IP address from which the session is originating.
- Time of their more recent action
- Module screen the user is currently looking at.
- The most recent action they took.
- The Student Id of the student they are currently looking at.
- Student's name
- Student's school
- Student's grade
- Student's homeroom
- The operating system (“Platform”) of the user's computer.
- The Browser and browser version being used.

Mobile Web App

What is it?

New phone friendly web pages will be displayed to users of the parents/student module when accessed from a smart phone.

What does it look like?

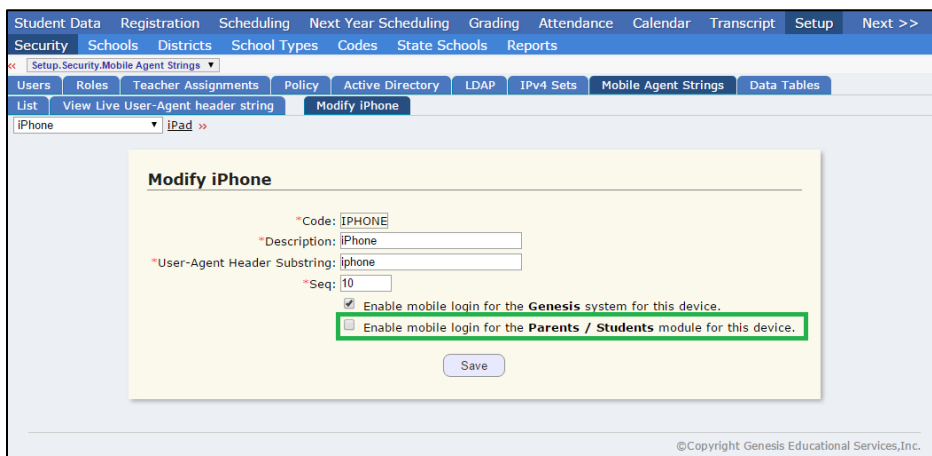


What do I need to do to enable this feature in my school district?

Nothing.

How do I disable this feature?

It is not currently possible to disable this feature. To disable automatic detection of mobile devices, go to the **Setup -> Security -> Mobile Agent Strings** screen and disable the Mobile for Parents check box for all devices you do not want to access this feature.



When was this released?

This feature was released the morning of Saturday, October 3rd 2015.

Parents FAQ

Add/Edit User Screen & Access Info

Question: Why do I not see the student's from some schools when I try to search and then add them to a user?

When you perform a search from the Add/Edit User screen, only students who are in a school marked as "For Parents Module" are included. The "For Parents Module" field is located for each school on [the Setup>Schools>Modify School screen](#).

Question: Can I create parent portal users en masse?

Yes, from the [Parent Access->Setup->Users->Import](#) screen. Click here for more info.

There is also a tool available that will create accounts for you via [Parent Access>Setup>Users>Auto Create](#)

Question: Why are parents unable to log in?

Check that their account is enabled on [Parent Access->Setup->Users->Modify User](#). You can reset their password there as well, if necessary. Additionally, there is a "View Security Audit" pdf you can access. It will show their activity, and if they have been entering bad passwords.

Question: Can I mass email parent access users? Can I mass email them a password?

Yes. You can email via [Parent Access->Maintenance and/or Parent Access->Setup->Users](#). Email templates must be created via [Parent Access->Setup->Email Templates](#).

Question: Can I prevent a user from logging in without assigning a fine?

Yes. On the [Parent Access->Setup->User->Modify User](#) screen, there is a "Deny" column for the students attached to the account. Check that. Denial reasons can be added via [Setup->Codes](#) in the PARENT_DENY_ACCESS_REASONS code table.

Question: Can I mass set "Logon Type" for Parent Access accounts?

Yes. Use the tool on [Parent Access->Maintenance](#) titled "Auto set the Type of Logon field on the Parent Logonid." Read through what it does - and then make sure "Only users without a 'Type of Logon.' User with a 'type of logon' will be skipped." is selected in the dropdown before running it.

Question: Can I mass set the "Relationship Code" for the accounts as well?

Yes. Use the same tool on [Parent Access->Maintenance](#) titled "Auto set the Type of Logon field on the Parent Logonid." Make sure "Only users without a 'Relationship code.' Will not update Type of Logon for these users." is selected in the dropdown before running it.

Question: Why didn't the ROLES for Parent Accounts get updated during the rollover process? (i.e. Middle School accounts still have the Elem School role attached.)

Parents accounts are not updated in rollover since we never know if parent accounts were updated to different roles manually for a reason specific to that account. The students would have to be updated in mass when they are changing

a role. We have mass assign tools that should be run if you have different roles for the different grades, via [Parent Access>Setup>Roles>Assign Roles](#).

Question: Can I see all of the parent portal logons who have never logged in to the portal?

Yes - if you go to [Parent Access>Setup>Users>Logon IDs](#), there is a search parameter on that screen of "Never Logged In." If you check it off and search, you will get the logon IDs who never accessed the portal.

Also take a look at these reports: 91680 Parent User Inactivity Report and 91685 Parent Usage Report.

Discipline Screen

Question: Why won't any of the discipline incidents for a student show up in the discipline module?

A common cause for this is that the incident is not set to show in Parents Module. This can be configured in two ways. Go to [Conduct -> Incidents -> Open Incidents](#) screen, find the incident you are looking for and then check off the Parents check box or by going to the [Student Data -> Conduct](#) screen, hit the modify icon. Now go to the Incident Detail screen and switch the "For Parents" field to Yes.

Gradebook Screen

Question: What does the message "<Student Name> does not have assignments set up in <School Name>. Make sure this student has courses set up to be graded." mean?

The problem will probably be that the student does not have any courses that are marked as "Graded" on the [Scheduling>Curriculum>Modify Course](#) screen. You should also check the "Display in Parents as Gradebook" checkbox on the same screen and make sure this is checked as well.

Question: Why do only some of a student's courses appear in the list of gradebooks?

This probably means that the student's missing courses are not marked as "Graded" or the "Display in Parents as Gradebook" is not checked on the [Scheduling>Curriculum>Modify Course](#) screen. Just change this flag and the courses should appear.

Question: It is currently MP3 and the only MP that is being displayed is MP1 on the Gradebook's Weekly Summary screen. How can I get all of the marking periods to appear?

This is usually the result of the student's school's attendance cycles having bad dates. Verify that the Start and End Dates of the marking period are correct on the [Setup>Schools>Params>Attendance Cycles](#).

Question: Can I get a teacher's email address on any of the Gradebook's screen in Parent's Module?

Yes! You can have the teacher's email address appear directly under the teacher's name on the Gradebook's Weekly Summary screen. The first step in making this work is to go to the [Parents>Setup>Settings>School Settings>Gradebook](#) and make sure the "Show Teachers Email" column is set to Yes for your school. Once this is done, you just have to verify that your teacher's have an Email Address on the [Setup>District>Params.Staff](#) screen (DistrictTeacher table for Report Writer). Once the flag is set to Yes, and teacher with an email address will have that address displayed on the Weekly Summary screen.

Question: Why do the weekdays and assignment counts not appear on the Weekly Summary screen?

This is most likely caused by the "Display Gradebook Assignments in Parents Module" field on the [Parents>Setup>Settings>District Settings](#) screen being set to No. Just switch this to Yes and then weekdays and assignment counts will reappear.

Question: The gradebook average in the parent portal does not match the average generated in the teacher's gradebook. Why would that happen?

This is most likely happening because of a selection made for the school on [Parent Access->Setup->Settings->School Settings->Gradebook](#). There is a "average of assignments for parents" option in the "Gradebook MP Avg" dropdown. If a teacher has not set all of her assignments to display in the parent portal, the average may pull differently to the parent portal screen.

Grading Screen

Question: One of the report cards for my student is not showing up. How can I get it to show?

Double check your settings on [Parent Access->Setup->Settings->School Settings->Report Cards](#). You can select which MP you want to display in the portal.

Question: I don't see any of our student's MP grades on the Grading screen. What could be wrong?

There are really 2 things you should look at for the possible answer. For both answers, you will need to go to the [Parents>Setup>Settings>School Settings>Grading](#) screen. The first potential problem is that the "Display Grade(DG)" check box is unchecked for your marking periods. If they are not checked, then the grade will not appear. If these are checked, and the grade is still not appearing, then check the "Grade Type on Grading Tab" drop down on the bottom half of the screen. Switch the grading type to the grading type that your school uses.

Question: None of the student's courses are appearing on the Grading screen. What could prevent the courses from appearing?

Courses cannot appear on this screen if the school is not setup to display the student's schedule. This can be changed on the [Parents>Setup>Settings>School Settings>Scheduling](#) screen by changing the "Show Schedule" column to Yes.

Question: My non-elementary students are receiving the message "There is no grading data available for <Student_Name>" (or just seeing no grades) when the student does have grades. What could be the problem?

This can happen when the student's grade level is accidentally marked to be used in elementary grading. While this will have little effect on the posting of grades, it can have a large effect on the displaying of grades. You can check this on the [Setup>Schools>Parameters>Valid Grades](#) screen. If the elementary column has a check in it, then that grade level is setup for elementary grading. Just change the "Use in Elementary Grading" flag to No.

Home Screen

Question: All student courses are not appearing in the student's schedule. How can I get them all to appear?

The field "Only show courses that are currently meeting (Home & Gradebook)" on the [Parents>Setup>Settings>District Settings](#) screen controls what courses are displayed to the parents. If this field is set to Yes, then only courses that meet during the current marking period will be displayed. If this field is set to No, then all courses in a student's schedule will be displayed.

You may also need to go to [Scheduling>Curriculum>Modify Curriculum](#) and check off the "Display in Parents: Grading and Schedule" option. If checked, this course will show up under the Grading tab and appear on the students schedule in the Parent Portal.

Report Cards

Question: The report card is not showing an address. What could be causing this?

In Contacts 2, an address will only be shown if the email (logonid) can be tied back to an address that is marked to receive a report card. Here's an example for a parent user joesmith@genesisedu.com. Joe is the Guardian 1, has an address marked for report cards and has the email joesmith@genesisedu.com. Joe will be allowed to see the address on the report card. If the Guardian 2 has the same email tied to their contact2 record, they will also be allowed to see the address as well even if the address is not on their record. However, if the Guardian 2 does not have that email (joesmith@genesisedu.com), they will not be allowed to see the address unless they have a separate address tied to their contact record that is marked for report cards.

Question: The report cards for a student are not showing up. How can I get them to show?

If the student's grade is not using elementary grading, this can occur when the grade level is setup as an elementary grade. This can be changed on the [Setup>Schools>Parameters>Valid Grades](#) screen.

Additionally, double check your settings on [Parent Access->Setup->Settings->School Settings->Report Cards](#). You can select which MP you want to display in the portal.

Conferences

Question: How can I get a staff member to appear in the "Appointment With" dropdown in Student Data>Modify Student>Conferences?

The "appointment with" pulls from the Counselor ID field on the Staff->Staff->Modify Staff screen, as well as the "Disciplinarian" checkbox on [Staff->Staff->Modify Staff](#). So, the staff member would need to be marked as one of those to appear.

Question: Where do I add new appointment locations for the Conferences screen?

You can add a new code via [Setup>Codes](#) by clicking on the APPOINTMENT_LOCATIONS table.

Question: Which type of conference should I create - a Staff conference or a Calendar Event conference?

It depends on what you are trying to do. More often than not, if you are looking to have parents sign up for conferences, you will want to use Calendar Event conferences. But here is the explanation:

There are 2 different kinds of conference types in Genesis that can be used to create Parent Conferences: Staff and Calendar Event

- Staff Conferences:
 - These conferences are best suited for scheduling students into already determined time slots or daily/weekly office hours that teachers would like to leave available for parents to reserve at any point in the school year

- These can be manually created by any teacher/counselor who has access the [Web Desk->calendar](#); or manually by an administrator with access to [student data->modify student->conferences](#)
 - Staff conferences can also be created in Mass by any administrator with access to the [Web Desk->setup->conference setup wizard](#)
- Calendar Event Conferences:
 - These conferences are best suited for your Parent Teacher Conferences that are held and advertised by your school district a few times in the school year
 - This conference type can only be created in Mass by an administrator with access to the [Web Desk->setup->conference setup wizard](#)
 - These conferences are directly linked to the School Calendar Events via: [Calendar->School->Calendar Setup](#)

Appendix A – Email Macro Reference Guide

Please place macros in the following format: <MACRO_NAME>

Parent Fields:

- **PARENT_FIRST_NAME**
- **PARENT_LAST_NAME**
- **PARENT_LOGON_ID**
- **PARENT_PASSWORD** - If you are using hashed passwords in Genesis, this will **generate a NEW password when used.**
- **PARENT_EXPIRES**

District Fields:

- **DISTRICT_NAME**
- **PARENT_ADMIN_EMAIL** - This is the email address of the Parent Access Administrator. This is also the email address that any email from Parent Access to the parents comes from.

Student Fields (These fields are NOT to be used for Notifications. They grab all students for a parent and not just the student who received the alert):

- **STUDENT_GRADE_SCHOOL_VERTICAL**
- **STUDENT_NAMES_VERTICAL** - You can :LUNCH_PIN to the end of the macro which will cause the lunch pin to appear next to the student. An example is <STUDENT_NAMES_VERTICAL:LUNCH_PIN> will produce this output:
John Doe, Lunch Pin 1234.
- **STUDENT_NAMES_HORIZONTAL**

Notification Fields:

- **<GB_AUDIT_DETAIL>** - This was updated to display the assignment percentage rather than the overall grade for the assignment. For an assignment worth 10 points, instead of 'The grade of 8.0 was posted for My Homework', the text will read 'The grade of 80% was posted for My Homework'. (For Gradebook Grade Notifications)
- **<GB_AUDIT_COURSES>** - This will post the courses that are involved in this notification. (For Gradebook Grade Notifications)
- **<STUDENT_NAME>**
- **<STUDENT_SCHOOL>**
- **<STUDENT_GRADE>**
- **<STUDENT_FIRST_NAME>**
- **<STUDENT_LAST_NAME>**
- **<UPDATED_GRADE_LINK:parents.base.url>** - The base URL for the Parent Portal goes after the colon in the macro.

Examples: (follow the one that more closely matches your Genesis URL)

<UPDATED_GRADE_LINK:parents.genesis.com/genesis>

<UPDATED_GRADE_LINK:parents.genesisedu.com/districtname>

Warning: This should be the last thing in the Email template or the macro won't work. (For Gradebook Grade Notifications - email only, will not work for text messages)

For Each Student Field:

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These macros are displayed in a block for each student attached to the parent user account.

Here is an example of how to display a block for text for each student:

The following is information for each of the students:

<START_FOR_EACH_STUDENT>

First Name: <E_STUDENT_FIRST_NAME>

Last Name: <E_STUDENT_LAST_NAME>

Logon Id For Network: <E_STUDENT_USER_TEXT_NETWORKLOGINID>

<END_FOR_EACH_STUDENT>

These macros will only work within a <START FOR EACH STUDENT> ... <END FOR EACH STUDENT> block:

- E_STUDENT_ID
- E_STUDENT_FIRST_NAME
- E_STUDENT_LAST_NAME
- E_STUDENT_FULL_NAME
- E_STUDENT_FULL_NAME2
- E_STUDENT_USER_TEXT_code
- E_STUDENT_USER_FLAG_code

Appendix B: Parent Module Securable Locations

PARENT ACCESS MODULE LOCATIONS:

- **parentaccess.activity** - Parent logon activity screen (shows who is logged into Parent Module at the moment) - Parents.Activity
- **parentaccess.forms.templates**
- **parentaccess.maintenance** - Parent module maintenance - Parents.Maintenance
- **parentaccess.reports** - Parents module-related reports - Parents.Reports
- **parentaccess.setup.emails** - Create Email Templates for Parents - Parents.Setup.Email
- **parentaccess.setup.roles** - Setup Roles for Parents - Parents.Setup.Roles
- **parentaccess.setup.settings.district** - Control settings that apply to the whole district
Parents.Setup.Settings.District Settings
- **parentaccess.setup.settings.logonScreen**
- **parentaccess.setup.settings.school** - ACCESS School Controls – Master Access Control to School:
Parents.Setup.Settings.School Settings and below
- **parentaccess.setup.settings.school.alerts** - Control the alerts/message generation options for each school
Parents.Setup. Settings.School Settings.Alerts
- **parentaccess.setup.settings.school.attendance** - Control the Attendance display options for each school
Parents.Setup. Settings.School Settings.Attendance
- **parentaccess.setup.settings.school.conferences** - Control the Conference display options for each school
Parents.Setup. Settings.School Settings.Conferences
- **parentaccess.setup.settings.school.contacts** - Control the Contacts display options for each school
Parents.Setup. Settings.School Settings.Contacts
- **parentaccess.setup.settings.school.correspondance** - Control the letter types display options for each school
Parents.Setup. Settings.School Settings.Letters
- **parentaccess.setup.settings.school.discipline** - Control the Code of Conduct display options for each school
Parents.Setup. Settings.School Settings.Discipline
- **parentaccess.setup.settings.school.gradebook** - Control the Gradebook display options for each school
Parents.Setup. Settings.School Settings.Gradebook
- **parentaccess.setup.settings.school.grading** Control Grading settings by school – which MPs to display, other display options Parents.Setup. Settings.School Settings [Grading Settings]
- **parentaccess.setup.settings.school.reportcards** - Control Report Card display settings by school Parents.Setup. Settings.School Settings [Report Card Settings]
- **parentaccess.setup.settings.school.scheduling** - Control the Scheduling display options for each school
Parents.Setup. Settings.School Settings.Scheduling
- **parentaccess.setup.settings.school.transport** - Control the Bus Info display options for each school
Parents.Setup. Settings.School Settings.Transportation
- **parentaccess.setup.settings.school.usertextflags** - Control the User Flag and User Text display options for each school Parents.Setup. Settings.School Settings.User Text/Flags
- **parentaccess.setup.users** - Create, modify, delete Parent Logons Parents.Setup.Users.Logon IDS, ...Setup.Users.New Logon