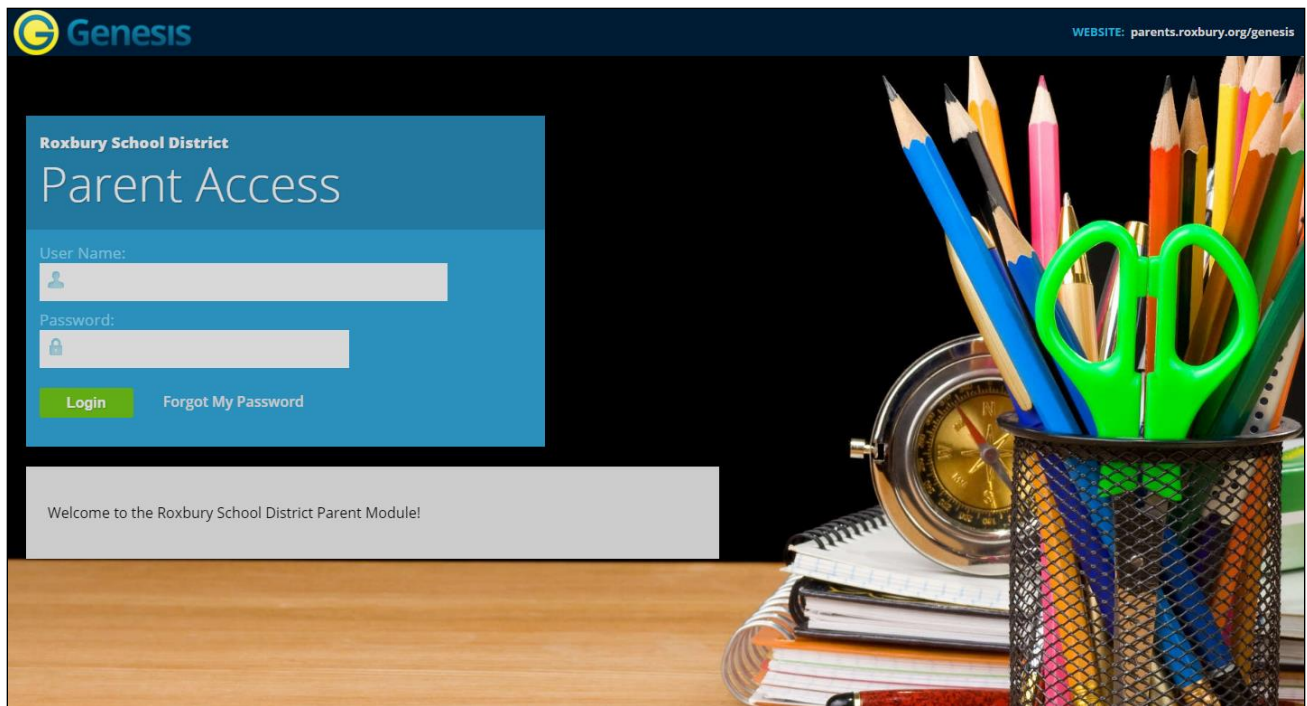


Genesis Parent Portal User Guide



PARENT PORTAL

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Introduction

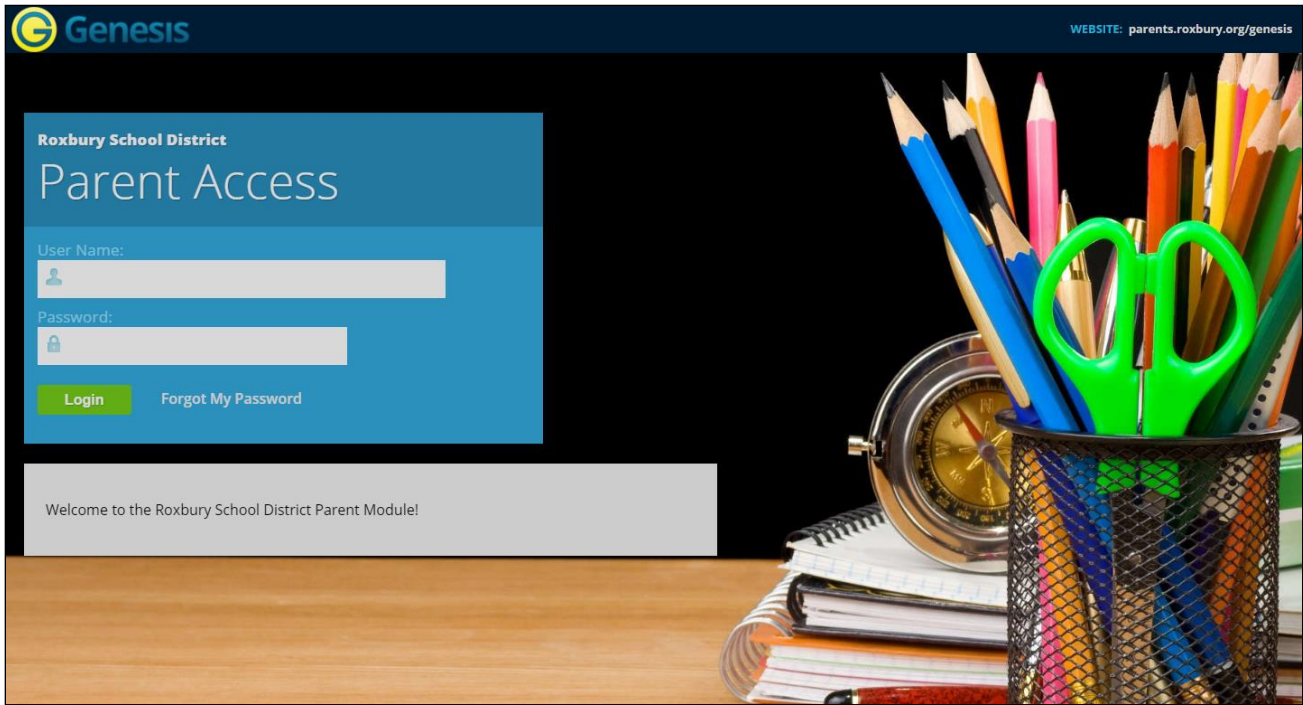
The Genesis Parent/Student Portal tool is a safe and secure way to view your child's school record for the current school year. You will have access to the following information:

- 1) Contact Information (email, phone numbers, emergency contacts) for your children
- 2) Your children's Marking Period, Exam and Final Grades
- 3) Your child or children's Report Cards
- 4) Your child or children's daily attendance record and possibly class attendance records
- 5) Teacher Gradebook assignments and assignment grades for your child or children
- 6) Your child or children's course requests or possibly their schedule for the next school year
- 7) Your child's standardized test scores (e.g. NJ ASK)
- 8) Your child or children's discipline records
- 9) Letters sent to you regarding your child:
 - General Purpose letters
 - Attendance Letters
 - Discipline Letters
 - Scheduling Letters
 - Fines/Fees Letters
- 10) Documents that have been uploaded for your students
- 11) Online questionnaires or forms

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



Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to <https://parents.roxbury.org>
2. Enter your Email Address in the **'Username'** field
3. Enter your Web Access password in the **'Password'** field.
4. Click the **'Login'** button

Logging In for the First Time

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

What if I forget my password?

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



If you forget your password, click the **Forgot My Password** link. A new random generated password will submit to your email account. The first time you login with your new password, you will be required to change it.

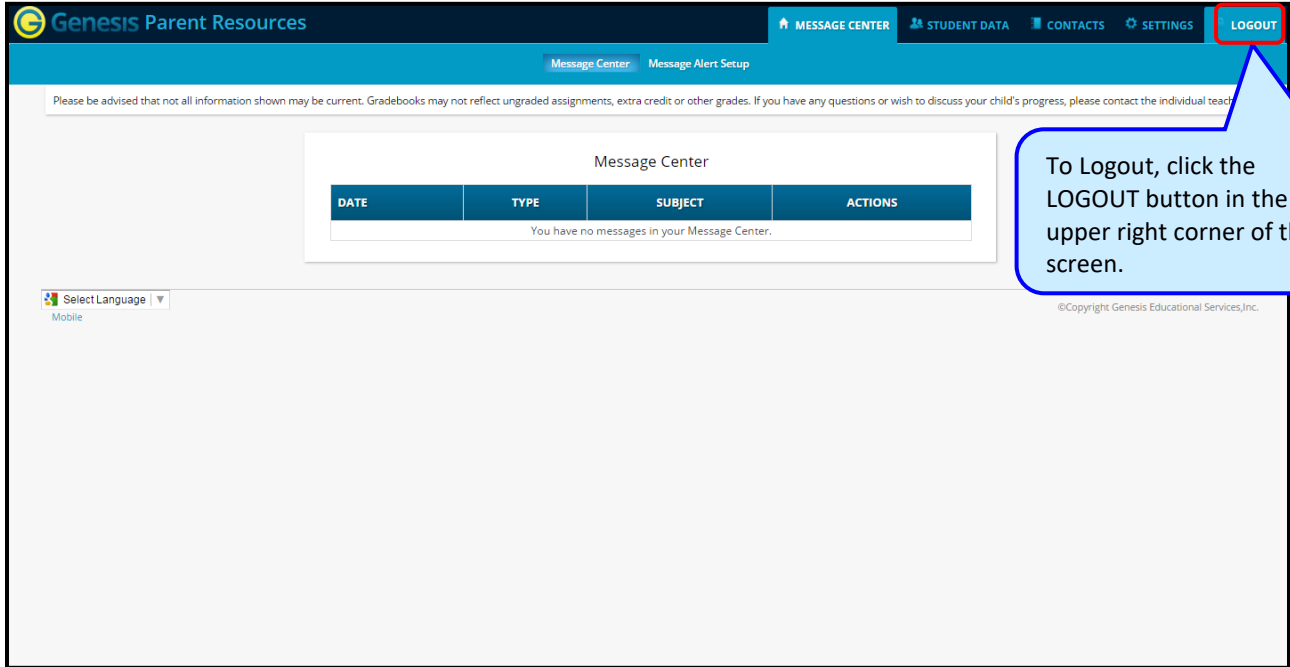
If for any reason, you do not receive an email with the new random generated password, or if you have trouble with the Login process, please contact the Technology Department by email at webmaster@roxbury.org. Your child's full name and grade must be included in the email message.



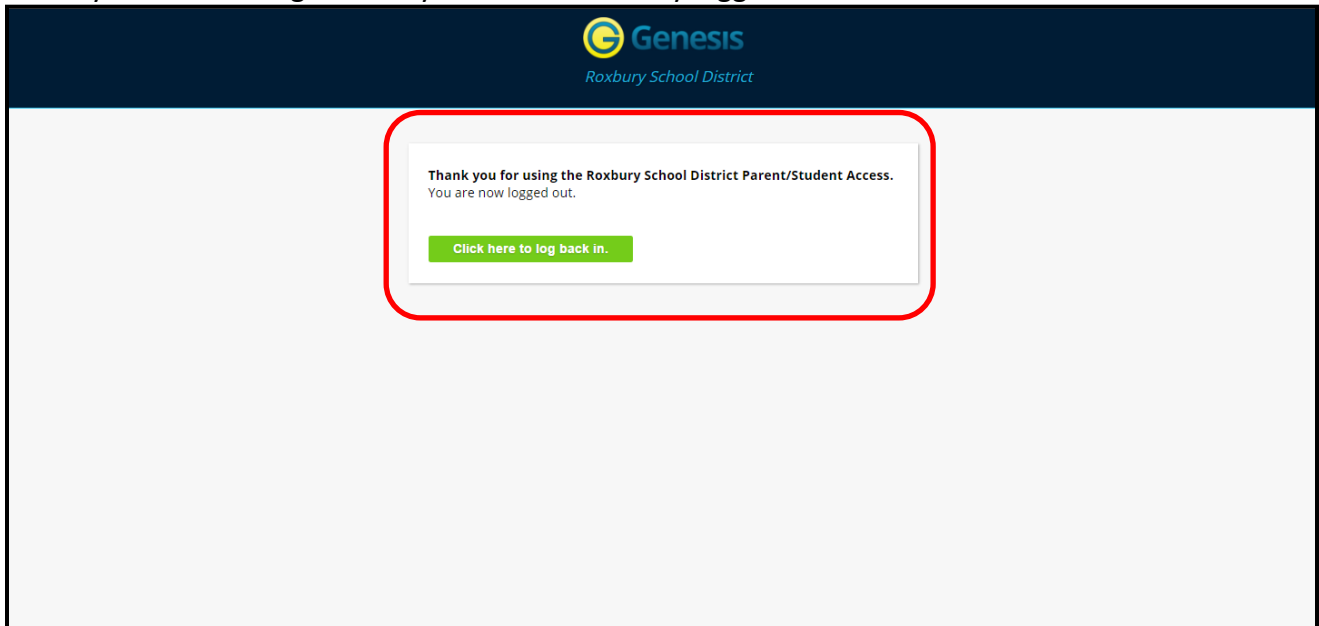
Logging Out

It is important to Logout of Genesis properly.

To Logout, locate the **LOGOUT** button in the upper right corner of every screen and click it:



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



Why log out? Why not just close the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. **Be secure, always log out properly.** It is important to close your sessions properly to prevent any unauthorized person(s) from gaining access to your information.

Select Language (English to Arabic, Chinese, Filipino, Gujarati, Italian, Japanese, Korean, Persian, Portuguese, Russian, Spanish or Vietnamese)

There is a Select Language drop down list at the lower left corner of every screen. For example to switch to Spanish, select the language from the drop down list. It then changes the language of the Parent module to Spanish. The Select Language list itself will reflect the current language. Click the drop down list again to select and return to English.

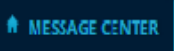
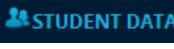
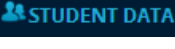
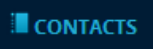
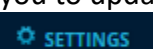
Select Language drop down list at the lower left corner of every screen

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE
NJASK	NJASK	2011	May		04	208			182	266	
NJASK	NJASK	2012	May		05	228			232		
NJASK		2013	May		06	251			229		
PARCC	ELA08	2015	March		08						752
PARCC	MAT08	2015	March		08						704
PARCC	ALG01	2016	March								743
PARCC	ELA09	2016	March								753

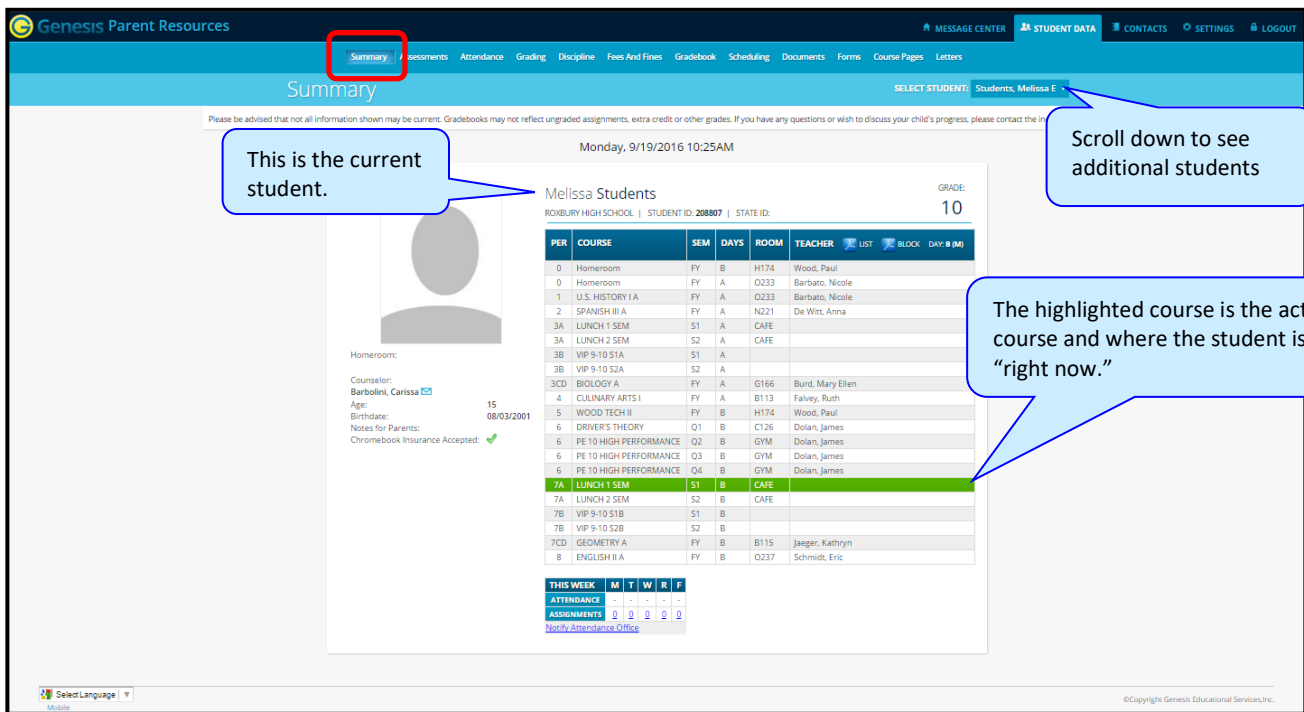


Top Tabs

There are four available dark blue 'Top Tabs':

- 1)  **MESSAGE CENTER** – This is where you access up to the minute messages about your students.
- 2)  **STUDENT DATA** – This is where you can see information for one specific student. The first screen you see when you click on the  tab is the **'Summary'** dashboard with a separate 'dashboard' panel for each of your students.
- 3)  **CONTACTS** – Contacts lists all the contact information on record for your students and allow you to update it.
- 4)  **SETTINGS** – This is where you can change your current password and select a Home Screen.

Student Summary – The Dashboard



This is the current student.

Scroll down to see additional students

The highlighted course is the active course and where the student is "right now."

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: B (M)
0	Homeroom	FY	B	H174	Wood, Paul			
0	Homeroom	FY	A	O233	Barbato, Nicole			
1	U.S. HISTORY I.A	FY	A	O233	Barbato, Nicole			
2	SPANISH III.A	FY	A	NG21	De Witt, Anna			
3A	LUNCH 1 SEM	S1	A	CAFE				
3A	LUNCH 2 SEM	S2	A	CAFE				
3B	VP 9-10 S1A	S1	A					
3B	VP 9-10 S2A	S2	A					
3CD	BIOLOGY A	FY	A	G166	Burd, Mary Ellen			
4	CULINARY ARTS I	FY	A	B113	Falvey, Ruth			
5	WOOD TECH II	FY	B	H174	Wood, Paul			
6	DRIVERS THEORY	Q1	B	C126	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q2	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q3	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q4	B	GYM	Dolan, James			
7A	LUNCH 1 SEM	S1	B	CAFE				
7A	LUNCH 2 SEM	S2	B	CAFE				
7B	VP 9-10 S1B	S1	B					
7B	VP 9-10 S2B	S2	B					
7CD	GEOMETRY A	FY	B	B115	Jaeger, Kathryn			
8	ENGLISH II.A	FY	B	O237	Schmidt, Eric			

Genesis Parent Access Student Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your student’s Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ for every student linked to your login. All your students will be on one screen.



Each student’s ‘dashboard’ contains the following information:

- Basic information about the student: **student id, homeroom, grade, age**. If you are viewing the screen during the school day, you will also see information about the class your student is in ‘right now’: **current class, current teacher and current room**.
- Your student’s schedule - The class the student is in ‘right now’ will highlight in green.
- The student’s attendance summary for the current week – Displays a color-coded attendance code for each of the week.
- Assignment summary for the current week – Total assignments due each day.
- Your student’s bus assignments – Optional for display.

The screenshot shows the 'Summary' page for a student named Melissa. The page includes a navigation bar with options like 'Summary', 'Assessments', 'Attendance', 'Grading', etc. The main content area displays student details (Melissa Students, Grade 10, Student ID: 208807) and a class schedule table. The current class, 'LUNCH 1 SEM', is highlighted in green. Below the schedule is a bus assignment table. A callout box points to the bus assignment table with the text 'Student's bus assignments'.

PER	COURSE	SEM	DAYS	ROOM	TEACHER
0	Homeroom	FY	B	H174	Wood, Paul
0	Homeroom	FY	A	Q233	Barbano, Nicole
1	U.S. HISTORY 1A	FY	A	Q233	Barbano, Nicole
2	SPANISH III A	FY	A	N221	De Witt, Anna
3A	LUNCH 1 SEM	S1	A	CAFE	
3A	LUNCH 2 SEM	S2	A	CAFE	
3B	VIP 9-10 51A	S1	A		
3B	VIP 9-10 52A	S2	A		
3CD	BIOLOGY A	FY	A	G166	Burd, Mary Ellen
4	CULINARY ARTS I	FY	A	B113	Falvey, Ruth
5	WOOD TECH II	FY	B	H174	Wood, Paul
6	DRIVER'S THEORY	Q1	B	C126	Dolan, James
6	PE 10 HIGH PERFORMANCE	Q2	B	GYM	Dolan, James
6	PE 10 HIGH PERFORMANCE	Q3	B	GYM	Dolan, James
6	PE 10 HIGH PERFORMANCE	Q4	B	GYM	Dolan, James
7A	LUNCH 1 SEM	S1	B	CAFE	
7A	LUNCH 2 SEM	S2	B	CAFE	
7B	VIP 9-10 51B	S1	B		
7B	VIP 9-10 52B	S2	B		
7CD	GEOMETRY A	FY	B	B115	Jaeger, Kathryn
8	ENGLISH II A	FY	B	Q237	Schmidt, Eric

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

BUS	WEEK	DAY	PRIORITY
ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM	06:50AM	8-10	drop off Fryer Cr. & Herndonville-PS
PM	03:30PM	8-15	

One Student’s Dashboard of Information



More Information about Each Student

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

Printable copy of Schedule Icon

Counselor Name

Gradebook Assignments & Week's Attendance

Bus Routes

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY	8	PM
0	Homeroom	FY	B	H174	Wood, Paul					
0	Homeroom	FY	A	O233	Barbato, Nicole					
1	U.S. HISTORY 1A	FY	A	O233	Barbato, Nicole					
2	SPANISH II A	FY	A	N221	De Wit, Anna					
2A	LUNCH 1 SEM	S1	A	CAFE						
3A	LUNCH 2 SEM	S2	A	CAFE						
3B	VP 9-10 51A	S1	A							
3B	VP 9-10 52A	S2	A							
3CD	BIOLOGY A	FY	A	G166	Burd, Mary Ellen					
4	CULINARY ARTS I	FY	A	B113	Falvey, Ruth					
5	WOOD TECH II	FY	B	H174	Wood, Paul					
6	DRIVER'S THEORY	Q1	B	C126	Dolan, James					
6	PE 10 HIGH PERFORMANCE	Q2	B	GYM	Dolan, James					
6	PE 10 HIGH PERFORMANCE	Q3	B	GYM	Dolan, James					
6	PE 10 HIGH PERFORMANCE	Q4	B	GYM	Dolan, James					
7A	LUNCH 1 SEM	S1	B	CAFE						
7A	LUNCH 2 SEM	S2	B	CAFE						
7B	VP 9-10 51B	S1	B							
7B	VP 9-10 52B	S2	B							
7CD	GEOMETRY A	FY	B	B115	Jaeger, Kathryn					
8	ENGLISH II A	FY	B	O237	Schmidt, Eric					

THIS WEEK	M	T	W	R	F	ATTENDANCE	ASSIGNMENTS

ROUTE	TIME	BUS #	PICK UP / DROP OFF
A10	06:50AM	R210	drop to Esq Ct. & Herndon Rd. St.
A10	02:30PM	B15	

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

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information then appears on the additional tabs Student Data tabs. For instance, if you click the 'Attendance' tab, you will see the selected student's Daily Attendance calendar for the entire school year.



Student Summary – Selecting a Student

Genesis Parent Resources

Summary Assessments Attendance Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms

Summary

SELECT STUDENT: Students, Melissa E.

Please be advised that not all information shown may be current. Gradebooks may not reflect ungraded assignments, extra credit or other grades. If you have any questions or wish to discuss your child's progress, please contact the individual teacher.

Monday, 9/19/2016 10:25AM

Melissa Students GRADE: 10

ROXBURY HIGH SCHOOL | STUDENT ID: 208807 | STATE ID:

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY # (M)
0	Homeroom	FY	B	H174	Wood, Paul			
0	Homeroom	FY	A	O233	Barbato, Nicole			
1	U.S. HISTORY I A	FY	A	O233	Barbato, Nicole			
2	SPANISH III A	FY	A	N221	De Witt, Anna			
3A	LUNCH 1 SEM	S1	A	CAFE				
3A	LUNCH 2 SEM	S2	A	CAFE				
3B	VIP 9-10 51A	S1	A					
3B	VIP 9-10 52A	S2	A					
3CD	BIOLOGY A	FY	A	G166	Burd, Mary Ellen			
4	CULINARY ARTS I	FY	A	B113	Falvey, Ruth			
5	WOOD TECH II	FY	B	H174	Wood, Paul			
6	DRIVERS THEORY	Q1	B	C126	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q2	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q3	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q4	B	GYM	Dolan, James			
7A	LUNCH 1 SEM	S1	B	CAFE				
7A	LUNCH 2 SEM	S2	B	CAFE				
7B	VIP 9-10 51B	S1	B					
7B	VIP 9-10 52B	S2	B					
7CD	GEOMETRY A	FY	B	B115	Jaeger, Kathryn			
8	ENGLISH II A	FY	B	O237	Schmidt, Eric			

Homeroom:

Counselor: Barbolini, Carissa

Age: 15

Birthdate: 08/03/2001

Notes for Parents:

Chromebook Insurance Accepted: ✓

THIS WEEK: M T W R F

ATTENDANCE: - - - - -

ASSIGNMENTS: 0 0 0 0 0

Notify Attendance Office

BUS: WPK / DAY X FRIDAY

ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM A10	06-0645M	R210	Station at Faby St. & Northampton St.
PM A10	02-30PM	B15	

Select Language

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Changing the Selected Student

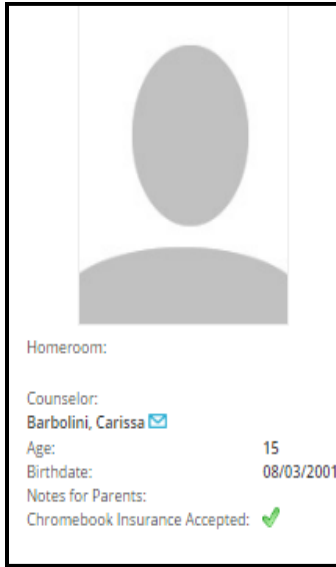
The name of the 'currently selected student' displays in the 'SELECT STUDENT' drop down at the top of the screen. To pick a different student, click the 'SELECT STUDENT' drop down and choose the name of the student you wish to select. Once selected the tabs will take you to that student's information.

The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact the Technology Department by email at webmaster@roxbury.org. Your child's full name and grade must be included in the message.



Panels on the Dashboard



Homeroom:

Counselor:
Barbolini, Carissa

Age: 15

Birthdate: 08/03/2001

Notes for Parents:

Chromebook Insurance Accepted:

The student’s information summarizes at the left side of the dashboard. The student’s picture may or may not be there, along with basic information such as homeroom, grade, guidance counselor, age, birth date, and the student’s current location.

Melissa Students GRADE: 10

ROXBURY HIGH SCHOOL | STUDENT ID: 208807 | STATE ID:

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: B (M)
0	Homeroom	FY	B	H174	Wood, Paul			
0	Homeroom	FY	A	O233	Barbato, Nicole			
1	U.S. HISTORY I A	FY	A	O233	Barbato, Nicole			
2	SPANISH III A	FY	A	N221	De Witt, Anna			
3A	LUNCH 1 SEM	S1	A	CAFE				
3A	LUNCH 2 SEM	S2	A	CAFE				
3B	VIP 9-10 S1A	S1	A					
3B	VIP 9-10 S2A	S2	A					
3CD	BIOLOGY A	FY	A	G166	Burd, Mary Ellen			
4	CULINARY ARTS I	FY	A	B113	Falvey, Ruth			
5	WOOD TECH II	FY	B	H174	Wood, Paul			
6	DRIVER'S THEORY	Q1	B	C126	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q2	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q3	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q4	B	GYM	Dolan, James			
7A	LUNCH 1 SEM	S1	B	CAFE				
7A	LUNCH 2 SEM	S2	B	CAFE				
7B	VIP 9-10 S1B	S1	B					
7B	VIP 9-10 S2B	S2	B					
7CD	GEOMETRY A	FY	B	B115	Jaeger, Kathryn			
8	ENGLISH II A	FY	B	O237	Schmidt, Eric			



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

[Notify Attendance Office](#)

THIS WEEK

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

Click a number to see the Assignments for that day.

ASSIGNMENTS	0	0	0	1	0
-------------	---	---	---	---	---

BUS		WEEK / DAY		< FRIDAY
	ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM	A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.
PM	A10	03:30PM	ghs	

If present, the Bus Routes panel lists the student’s morning and afternoon routes.

Navigate from weekday to weekday:

<	WEDNESDAY	>
---	-----------	---



Assessments

The screenshot shows the 'Assessments' page in the Genesis Parent Portal. The 'Assessments' menu item is highlighted with a red box. The page displays a table of standardized test scores for HSPA and SAT, and a section for PSAT, HSPA & EOC Scores.

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			Information
SAT	SAT	2010	March		11	525		550	675			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	

Assessments shows your student’s standardized test scores

List of Standardized Test Scores

The top section lists your student’s standardized test scores:

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			Information
SAT	SAT	2010	March		11	525		550	675			Information

Views of Various Groups of Scores

The other sections, if any appear, show groups of your student’s scores. Each section contains a group of related scores:

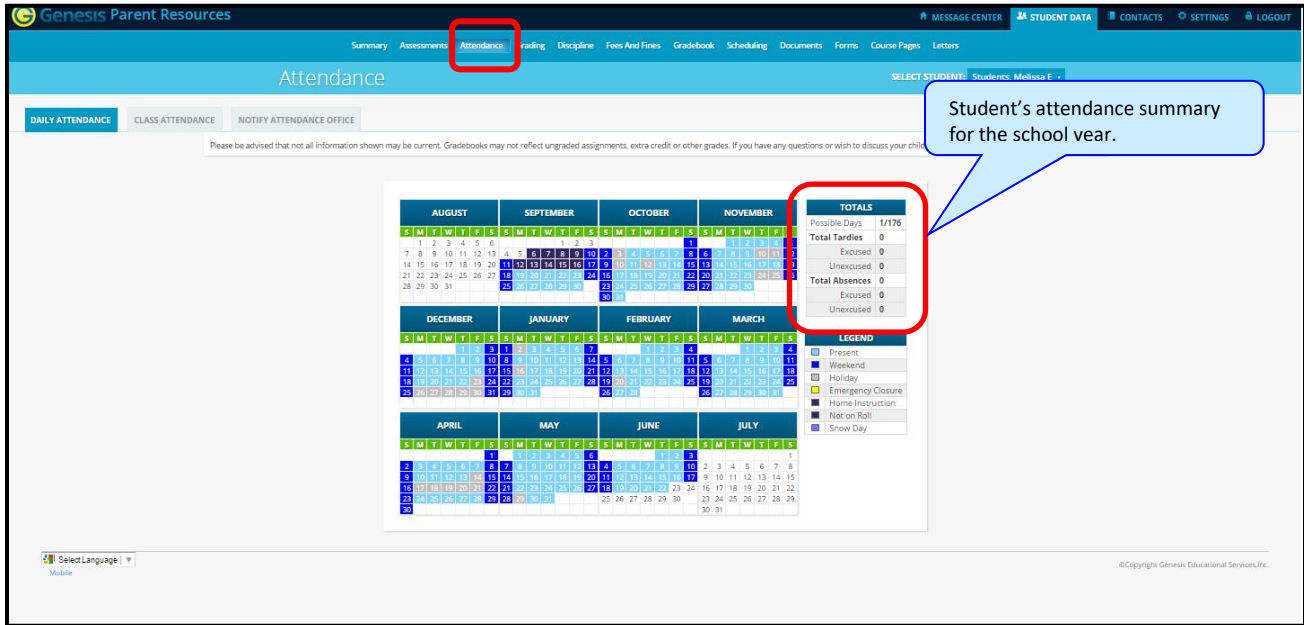
PSAT, HSPA & EOC Scores

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	



Attendance – Daily Attendance

Daily Attendance is your child’s official daily attendance.

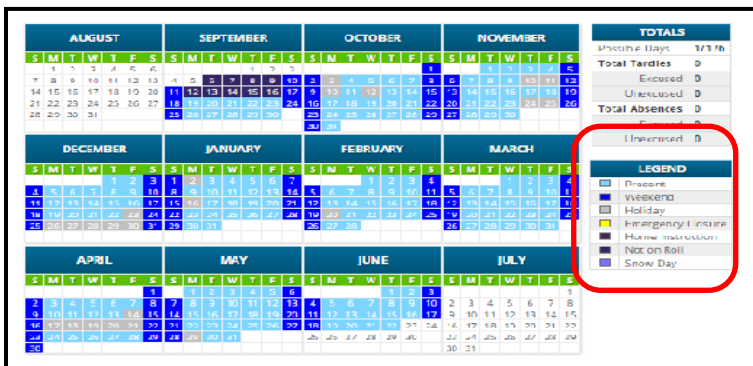


This is your student’s Daily Attendance summary for the whole school year.

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

Attendance Color Codes

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



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

Attendance – Class Attendance

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

Please be advised that not all information is displayed on this screen. For more information on assignments, extra credit or other grades. If you have any questions or wish to discuss your child’s progress, please contact the individual teacher.

Class Attendance for the Month of September

DAY	DATE	DAILY ATTENDANCE	HOMEROOM	HOMEROOM	U.S. HISTORY I A	SPANISH III A	VIP 9-10 S1A	BIOLOGY A	CULINARY ARTS I	WOOD TECH II	DRIVER'S THEORY	VIP 9-10 S1B	GEOMETRY A	ENGLISH II A
H (B)	09/19/2016	AU	ABS	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	LAT				EX
T (A)	09/20/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
W (B)	09/21/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
R (A)	09/22/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
F (B)	09/23/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
H (A)	09/26/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
T (B)	09/27/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
W (A)	09/28/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
R (B)	09/29/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting
F (A)	09/30/2016	-	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting	Not Meeting

CODE	DESCRIPTION
	Present
EX	Excused Absent
LAT	Late to Class
ABS	Absent

The Class Attendance screen shows your student’s Class Attendance summary for each of their separate subjects. One month at a time displays and the screen always starts by showing you **the current month’s attendance**.

- Class attendance lists by each school day in the month and shows which classes the student may have missed on each day. Each day for each subject is color-coded.
- The ‘Legend’ of color-coded Attendance codes for your school lists to the right.
- “Today” is in yellow highlight (e.g. above 11/21/2008).
- Along the right side of the screen is a separate summary for each subject for the entire school year, divided by Marking Periods.

US HISTORY 2	
MP1	T=2.0 U=2.0 E=0.0
MP2	T=0.0 U=0.0 E=0.0
MP3	T=2.0 U=2.0 E=0.0
MP4	T=0.0 U=0.0 E=0.0
YTD	T=4.0 U=4.0 E=0.0

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

T - Total absences for the subject

U – Unexcused absences

E – Excused absences



Totals
Type:

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

Attendance – Notify Attendance Office

Parents can create Parent Attendance Notes directly through the Genesis Parents Portal. These notes alert the district of a student being absent or tardy. Based upon District setup, students might have a link on their summary page labeled "Notify Attendance Office." This link is located directly under the "THIS WEEK" attendance and assignments summary.



Summary

Monday, 9/19/2016 2:35PM

Melissa Students

ROXBURY HIGH SCHOOL | STUDENT ID: 208807 | STATE ID:

GRADE: 10

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: B (M)
0	Homeroom	FY	B	H174	Wood, Paul			
0	Homeroom	FY	A	O233	Barbato, Nicole			
1	U.S. HISTORY I A	FY	A	O233	Barbato, Nicole			
2	SPANISH III A	FY	A	N221	De Wit, Anna			
3A	LUNCH 1 SEM	S1	A	CAFE				
3A	LUNCH 2 SEM	S2	A	CAFE				
3B	VIP 9-10 S1A	S1	A					
3B	VIP 9-10 S2A	S2	A					
3CD	BIOLOGY A	FY	A	G166	Burd, Mary Ellen			
4	CULINARY ARTS I	FY	A	B113	Falvey, Ruth			
5	WOOD TECH II	FY	B	H174	Wood, Paul			
6	DRIVER'S THEORY	Q1	B	C126	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q2	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q3	B	GYM	Dolan, James			
6	PE 10 HIGH PERFORMANCE	Q4	B	GYM	Dolan, James			
7A	LUNCH 1 SEM	S1	B	CAFE				
7A	LUNCH 2 SEM	S2	B	CAFE				
7B	VIP 9-10 S1B	S1	B					
7B	VIP 9-10 S2B	S2	B					
7CD	GEOMETRY A	FY	B	B115	Jaeger, Kathryn			
8	ENGLISH II A	FY	B	O237	Schmidt, Eric			

THIS WEEK

	M	T	W	R	F
ATTENDANCE	AU	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

[Notify Attendance Office](#)

Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab. Parents may also choose to navigate there directly by clicking on first, the **Attendance** tab, followed by the **NOTIFY ATTENDANCE OFFICE** tab.

Genesis Parent Resources

Attendance

NOTIFY ATTENDANCE OFFICE

To see Notify Attendance Office, click the **NOTIFY ATTENDANCE OFFICE** tab.

Notify Attendance Office

You may only notify attendance office of absences and tardies 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:

Melissa Students

Please leave a brief reason for tardy/absence below:

Submit to Office

Submitted Notifications

FOR DATE	TYPE	STUDENT	REASON	SUBMITTED
----------	------	---------	--------	-----------



The **NOTIFY ATTENDANCE OFFICE** screen allows parents to submit notes to the office. Once on the screen, parents will be able to:

- Select whether the student(s) will be absent or tardy.
- Select the notification date. Parents may only select today or a future date.
- Optionally select the day(s) through which this attendance transaction takes place.
- Select the student for which this notification pertains; not all students are eligible.
- Enter an attendance note describing the transaction.

The attendance note will appear in Genesis on multiple attendance screens and on the student's information bar. It will advise that there is an attendance note on file for this

The screenshot shows the 'Notify Attendance Office' form. At the top, it says 'Notify Attendance Office' and 'You may only notify attendance office of absences and tardies for today and for future dates.' Below this, there are fields for 'Student will be:' (set to 'Absent'), 'On Date:' (set to '09/20/2016'), and 'Up through and including (may leave blank):'. There is a checkbox for 'Melissa Students' which is checked. A text area contains the reason: 'Melissa students will be absent today to attend a college tour.' A green 'Submit to Office' button is located below the text area. A red arrow points to this button from the left. A blue callout box points to the button with the text: 'Click the Submit to Office button to finish the transaction.' Below the form is a 'Submitted Notifications' table with columns: FOR DATE, TYPE, STUDENT, REASON, SUBMITTED.


student.

Once the form is completed, the Parent will need to press the **"Submit to Office"** button to finish the transaction. Submitted forms will appear on the bottom of the screen for parents to keep track of their created attendance notes.


A note generates for each student for each day absent or tardy. If a parent reports their student will be absent on Monday and Tuesday, a separate note will appear for each day.



If a parent wishes to delete a submitted note, they may remove it as long as the note has not processed in Genesis. To delete a note press the red **X** button to the right of the note.

Submitted Notifications					
FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
09/20/2016	Absence	Melissa Students	Melissa Students will be absent today to attend a college tour.	09/19/2016 by	

Notes processed by the Attendance office will appear with a green check next to them.

Submitted Notifications					
FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
09/20/2016	Absence	Melissa Students	Melissa Students will be absent today to attend a college tour.	09/19/2016 by	



Attendance – Modify Daily Pickup Release

Parents can modify a student’s daily pickup release information directly through the Genesis Parents Portal. The releases alert the district of a change to the student’s pickup release information for that day. Releases cannot be created or changed after 12 PM. This link is located under the ‘SUMMARY’ dashboard, above the Bus Routes panel list.

The screenshot shows a student profile for NIXON ELEMENTARY SCHOOL. The student's name is redacted, and their GRADE is 02. The profile includes fields for Homeroom (0008 McInnes, Cathy), Counselor, Age, Birthdate, and Notes for Parents. A navigation bar shows 'THIS WEEK' with days M, T, W, R, F. A red box highlights the 'Modify Daily Pickup Release' button. Below this is a 'BUS' schedule table for 'FRIDAY'.

		BUS WEEK / DAY				
		< FRIDAY				
	ROUTE	TIME	BUS STOP	BUS #	PICK UP / DROP OFF	BUS SEAT
AM		8:36AM		7		
PM		3:39PM		7		

At the next screen click on the “Add Daily Pickup Release” icon.

The screenshot shows the 'Daily Pickup Release for' screen. The text reads: 'Daily Pickup Release for' followed by 'You may only set Daily Pickup Release for today and/or future dates.' A red box highlights the 'Add Daily Pickup Release for' button.



At the “Daily Pickup Release” dialog box, fill in the TEXT boxes for Authorized Adult/After School Activity, Authorized Adult Contact Telephone, and Notes.

- Select the check box to confirm all information in the form has been reviewed
- Click SAVE to submit the request

Daily Pickup Release
✕

Today's Date:	08/21/2020
Student Name:	
Release Type:	Pickup ▾
*Authorized Adult/After School Activity:	<input type="text"/>
*Authorized Adult Contact Telephone:	<input type="text"/>

***Notes**

I have reviewed all information in this form:

**Releases cannot be created or changed for today after 12:00pm.*

Save
Close

Once submitted a parent can modify or delete the Daily Pickup Release.

Submitted Pickup Releases

FOR DATE	TYPE	NAME	NUMBER		
08/21/2020	PICKUP	Dentist Appointment	555-555-4521		

Note: I will be picking up my daughter from school today by 1:30 PM for her dentist appointment



Grading – Current Year Report Card

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

Genesis Parents Module

Grading

SELECT STUDENT: Daily, Caitlin

CURRENT GRADES | GRADE HISTORY | AVAILABLE REPORT CARDS

Daily, Caitlin

Grades

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

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	ME	MP3	MP4	FE	FG	ATT.	EARNED
*ENGLISH 4 AP	FY	2002	Autry, Al Email: axutry@xyz.abc	A 10 15								5.00
SPANISH 4	FY	2002	Anderson, Matt Email: manderson@home.xyz	B+ 04 15								5.00
TRIGONOMETRY	S1	2002	Allison, Bob Email: ballison@xyz.net	A- 13								2.50
*CALCULUS AP	FY	2002	Antonelli, John Email: jantonelli@abc.xyz	A 10 15								7.00 0.00
*PHYSICS HON	FY	2002	Barrett, Bob Email: bbarrett@xyz.abc	A 09 23								6.00
WOODS TECH 1	FY	2002	Bailey, Gene	B								5.00
PE 4/SCI	FY	2002	Rose, Danielle Email: dilts@genesisz.org	B+								3.00
HEALTH 4	Q2	2002	Rose, Danielle Email: dilts@genesisz.org									1.25
			Bazy, Jack	A								5.00

Comments Legend

04 Concentrates on Task 09 Exceeds Requirements 10 Excellent Attitude and Effort 13 Excellent Work Habits
15 Follows Directions Well 23 Lab Performance is Good

Link to Report Card

Comment Tool tip

Comments

The current Marking Period shown in green may not yet contain grades.

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

The Grading Screen

This screen summarizes your student’s Report Card grades for the current year.

The current Marking Period highlights in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. In addition, the text of the comment will appear in a tooltip

(e.g.

A-												
13												

 Follows Directions Well).



Viewing your Child’s Current or Most Recent Report Card

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

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

Roxbury Public Schools
Roxbury High School

2015-16 *Student Report Card*
Marking Period: MP2

108507 Student: Melissa E Grade: 10 Birthdate: 08/03/2001 Homeroom: #114 Counselor: Barbotosi, Carissa

Course#	Subject/Teacher	Att	Mp1	Mp2	Exam	Sem	Mp3	Mp4	Exam	Ave	Credits	Comments
5100	ACCOUNTING 1 Smith	0.0	89	92							5.000	01
0210	ENGLISH 2 Tapp	0.0	92	90							5.000	02
4110	U.S. HISTORY I Masters	0.0	85	87							5.000	16
3300	CHEMISTRY H Wright	0.0	90	89							6.000	02
2510	PRE-ALGEBRA Nowlings	0.0	91	91							5.000	05
1330	SPANISH II Piccata	0.0	88	94							5.000	04
8425	DRIVER'S THEORY Davids	0.0	90								1.250	
8326	PE 10 HP Davids	0.0		100							3.750	01
6070	INTO TO COMP Thomas	0.0	95	97							5.000	01

	Attendance					Earned Credits		
	Mp1	Mp2	Mp3	Mp4	YTD	Prior	Current	Total
Absent	0	1	0	0	1	0.0		
Tardy	0	0	0	0	0			
Honor Roll								


Grading Symbols:		Rank:	
A+ - 97-100	F = Fail	G.P.A.	
A - 93-96	P = Pass		
A- - 90-92	I = Incomplete		
B+ - 87-89	WP = Withdrawn: Passing		
B - 84-86	WF = Withdrawn: Failing		
B- - 80-82	SE = Senior Exempt		
C+ - 77-79	AU = Audit		
C - 73-76	EE = Exam Excused		
C- - 70-72	NC = No Grade/No Credit		
D+ - 67-69	ME = Medical Excuse		
D - 63-66			

Comment Legend:

- 1 - OUTSTANDING PERFORMANCE
- 2 - CONSISTENTLY GOOD PERFORMANCE
- 3 - FINDS SUBJECT DIFFICULT
- 4 - SHOWS IMPROVEMENT
- 5 - EXCELLENT EFFORT/WORK ETHIC
- 6 - ACTIVELY PARTICIPATES IN CLASS
- 7 - NOT WORKING TO ABILITY
- 8 - INAPPROPRIATE BEHAVIOR
- 9 - INCOMPLETE MISSING ASSIGNMENTS
- 10 - POOR TEST/QUIZ PERFORMANCE
- 11 - FREQUENTLY ABSENT
- 12 - UNPREPARED
- 13 - LIMITED PARTICIPATION
- 14 - SHOULD SEEK EXTRA HELP
- 15 - CONFERENCE REQUESTED
- 16 - SATISFACTORY PERFORMANCE

To Print a Copy of the Report Card

1. Click on the ‘Grading’ tab.
2. If the “Please click here to view” message appears, click it. If it does not appear, your child’s actual report card is temporarily unavailable.

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



To Save a Copy of the Report Card

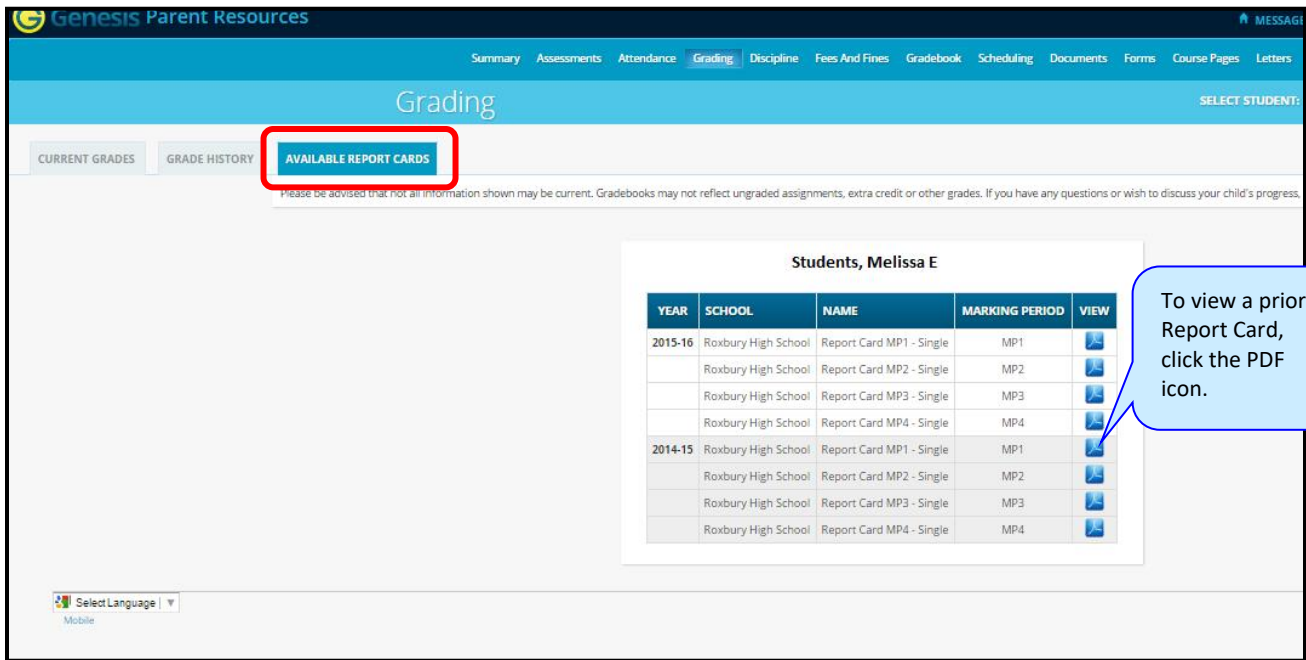
1. Click on the 'Setup' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, your child's actual report card is temporarily unavailable.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

To Return to the Genesis Parents Portal

1. When you finished viewing the report card, click the browser "Back" button.

Prior Year Report Cards

The **AVAILABLE REPORT CARDS** tab brings up Report Cards from previous years that your child's school has made visible through Genesis.



For a list of available Prior Year Report Cards, click the PDF icon at right to see a Report Card.



Grading - Academic History (Transcript Information)

If your student is in high school, the “Grade History” tab lists the course and final grade information that will appear on the student’s actual transcript.

Students, Melissa E
Grade History

SCHOOL YEAR	GRADE	DESCRIPTION	SCHOOL	FG	ATTEMPTED	EARNED
2011-12	11	*ENGLISH 4 AP	2002	A	5.00	5.00
2011-12	11	SPANISH 4	2002	B+	5.00	5.00
2011-12	11	*CALCULUS AP	2002	A+	7.00	7.00
2011-12	11	*PHYSICS HON	2002	A	6.00	6.00
2011-12	11	WORLD CULTURES	2002	A	5.00	5.00
2011-12	11	WOODS TECH 1 C/P	2002	B+	5.00	5.00
2011-12	11	PE 4/SCI	2002	A	3.00	3.00
2011-12	11	US HISTORY 2	2002	A	5.00	5.00
Totals for 2011-12 School Year					41.00	41.00
Transcript Totals for 2011-12 School Year					41.00	41.00
2010-11	10	ALGEBRA 1	2002	B-	5.00	5.00
2010-11	10	CMPTTR REPAIR 1 C/P	2002	A-	5.00	5.00
2010-11	10	GRAPHIC ARTS 1 C/P	2002	C+	5.00	5.00
2010-11	10	DRAW & PAINT 1 C/P	2002	C	5.00	5.00
2010-11	10	PHYS ED 2	2002	A	3.75	3.75
2010-11	10	HEALTH 2	2002	B	1.25	1.25
2010-11	10	ENGLISH RP 10	2002	B-	5.00	5.00
2010-11	10	BIOLOGY	2002	A-	5.00	5.00
2010-11	10	US HIST 1	2002	D	5.00	5.00
Totals for 2010-11 School Year					40.00	40.00
Transcript Totals for 2010-11 School Year					40.00	40.00
2009-10	09	ENGLISH 2 HSPA	2002	B+	5.00	5.00
2009-10	09	COMP GRAPHICS	2002	C	5.00	5.00
2009-10	09	Evolution the 4th	2002	F+	5.00	5.00

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



Discipline

The screenshot shows the 'Discipline' page for student Melissa E. The page title is 'Students, Melissa E' and the subtitle is '2012-13 Discipline Record'. A table lists 10 incidents with columns for ID, Date, Time, Incident Description, Action, and Action Dates. The 'Discipline' menu item in the top navigation bar is highlighted with a red box.

	DATE	TIME	INCIDENT DESCRIPTION	ACTION	ACTION DATES
1	6/4/2013		Excess Tardies	Referral to Counselor	6/4
2	3/5/2013		Excess Tardies	Central Detention	3/6
3	2/15/2013		Excess Tardies	Central Detention	2/18
4	2/11/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
5	1/12/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
6	12/11/2012		Excess Tardies	Central Detention	12/12
7	11/23/2012		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
8	10/1/2012		Excess Tardies	Central Detention	10/2
9	8/23/2012	Period 4	Confrontational	1. Conference with Parent and Administrator 2. Central Detention	8/24 8/23 8/24
10	8/10/2012		Minor confrontation	Conference with Student and Administrator	8/10

Discipline Record

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

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



Fees and Fines

SCHOOL	DESCRIPTION	AMOUNT	ASSIGNED ON	DUE	PAID	MODULE	BALANCE
RHS	Missing or Damaged Case - Noted During Mandatory Inspection	\$30.00	4/12/2017		\$0.00	Student	\$30.00
RHS	Patterns of Interaction 2011-121	\$74.00	6/14/2016		(1) \$74.00	Student	\$0.00
RHS	Camcorder and Charger - late fees	\$13.00	5/3/2016		(1) \$13.00	Student	\$0.00
EMS	Book - Lost The End	\$12.00	6/19/2015		(1) \$12.00	Student	\$0.00
EMS	Book - lost one false note	\$13.00	6/19/2015		(1) \$13.00	Student	\$0.00

Balance: \$30.00

Fees and Fines Record

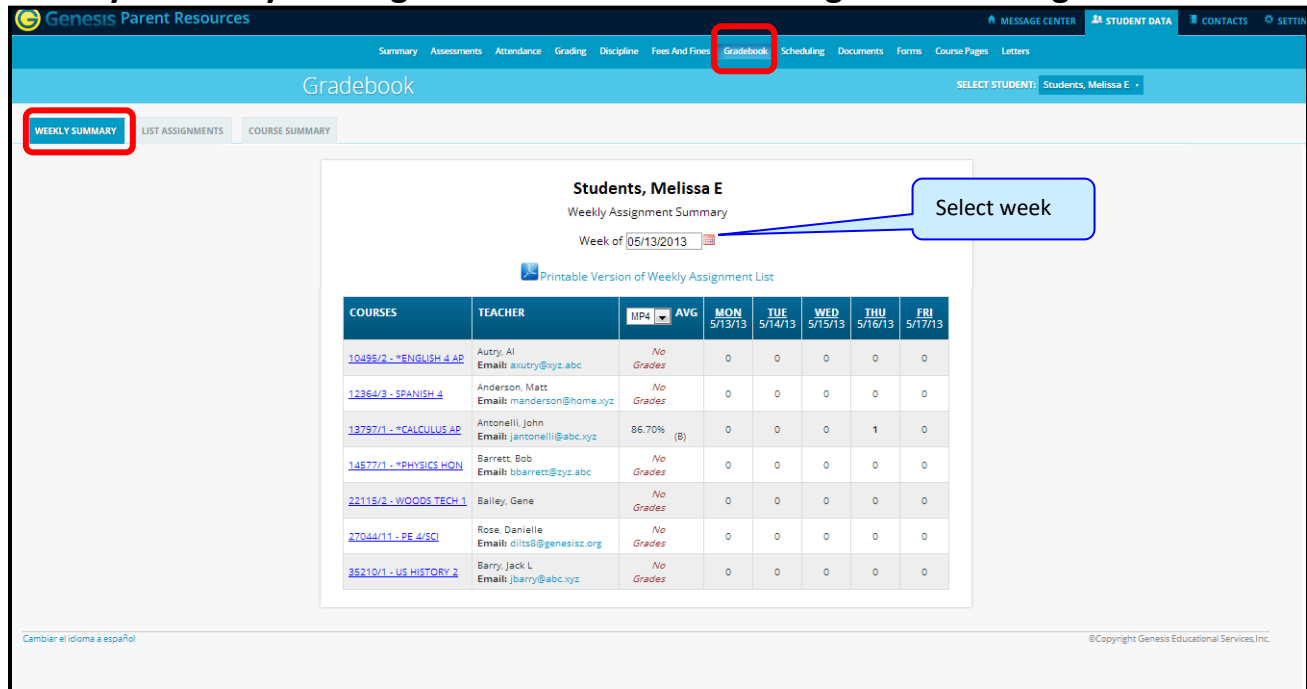
The Fines and Fees screen lists all fines and fees assigned to your child. Each record includes the following information:

- The attending school at the time the fee or fine.
- A brief description about the fee or fine.
- The specific fee or fine \$\$ amount.
- The date of the fee or fine.
- The payment due by date for the fee or fine.
- The total \$\$ amount paid towards the fee or fine.
- Specific section within Genesis where the fee or fine was processed.
- The outstanding \$\$ balance due for the fee or fine.



Gradebook

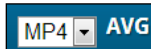
Weekly Summary of Assignments Screen and Marking Period Averages



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

Choosing the Marking Period Average to Display

The “Avg” column always begins with displaying your student’s up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the “Avg” column header:



Select the Marking Period and the averages in the column update to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again display.

Viewing all Assignments for One Course

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

Viewing all Assignments for a Selected Day

To see all of the Assignments for one **day** (i.e. Tuesday); click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.



Students, Melissa E
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/28/2013
Status: Show all assignments Show Assignment Dates: All assignments Search

Print Assignments

DATE	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOC
MP1 8/7/2012	SPANISH 4	Anderson, MEd	WRK	Safety Quiz		30			
MP1 8/9/2012	WHS	*CALCULUS AP	HW	Safety Quiz for the 1st					
MP1 8/9/2012	WHS	*CALCULUS AP	HW	Safety problems 1,2,4,6,7,8,9	CHECKPLUS	100	83%		
MP1 9/11/2012	Tue	*CALCULUS AP	HW	Safety problems 11,12,13,14	CHECK	100	78%		
MP1 9/12/2012	Wed	*CALCULUS AP	HW	Safety questions 1,2,3,4,5	CHECKPLUSPLUS	100	100%		
MP1 9/14/2012	Fri	*CALCULUS AP	TEST	Test 10	96	100	96%		
MP1 9/14/2012	Fri	*CALCULUS AP	TEST	Test 10					
MP1 4/18/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 1	80	100			
MP1 4/23/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 2		100			
MP1 4/23/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 2		100			
MP1 4/23/2013	Thu	*CALCULUS AP	TEST	Test 10		100	100%		
MP1 4/23/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 2		100			
MP1 5/9/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 4		100			
MP1 5/16/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 5		100			
MP1 5/23/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 6		100			
MP1 5/30/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 7		100			
MP1 6/6/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 8		100			
MP1 6/13/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 9		100			
MP1 6/20/2013	Thu	*CALCULUS AP	QUIZ	MP4 Quiz 10		100			
MP1 8/22/2012	Wed	US HISTORY 2	CP	Homework 1	8	100	83%		
MP1 9/12/2012	Wed	US HISTORY 2	HW	Revolutionary Battles		100			
MP1 9/18/2012	Wed	US HISTORY 2	HW	Homework 20		100			
MP1 10/2/2012	Tue	US HISTORY 2	HW	Reading about the discovery of America		100			
MP2 1/2/2013	Fri	US HISTORY 2	QUIZ	Quiz		100			
MP2 1/2/2013	Fri	US HISTORY 2	TEST	Test 10		100			

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

WEEKLY SUMMARY LIST ASSIGNMENTS COURSE SUMMARY

Gradebook Weekly Summary

This summary will show you a snap shot of all Assignments due for the selected week. You may do the following:

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



List of Assignments Screen

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	8/7/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety Quiz Safety Quiz for the Job		20			
MP1	8/9/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 problems 1,2,4,6,7,8,9	CHECKPLUS	100	88%		
MP1	8/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 problems 11, 12, 13, 14	CHECK	100	78%		
MP1	8/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 questions 1,2,3,4,5	CHECKPLUSPLUS	100	100%		
MP1	8/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 Section 1-3 Test	96	100	96%		
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60	100	60%	Missing	
MP4	4/23/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 2 MP4 Quizzes 2		100			
MP4	4/23/2013	Thu	*CALCULUS AP	Antonelli, John	TEST	Test1 Covered Sections 2 through 8 in Chapter 11 and required a prepared essay Research	CHECKPLUSPLUS	100	100%		

List of Assignments

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

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

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



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

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz <i>Safety quiz for the lab</i>		20			
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 <i>problems 1,2,4,6,7,8,9</i>	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 <i>problems 11,12,13,14</i>	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 <i>questions 1,2,3,4,5</i>	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 <i>Section 1-3 Test</i>	96	100	96%		
MP4	04/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 <i>MP4 Quizzes 1</i>	60	100	60%	Missing	
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 2 <i>MP4 Quizzes 2</i>		100			
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	TEST	test1 <i>Covered Sections 2 through 9 in Chapter 11 and required a prepared essay</i>	CHECKPLUSPLUS	100	100%		
MP4	05/02/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 3 <i>MP4 Quizzes 3</i>		100			
MP4	05/09/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 4 <i>MP4 Quizzes 4</i>		100			
MP4	05/16/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 5 <i>MP4 Quizzes 5</i>		100			
MP4	05/23/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 6 <i>MP4 Quizzes 6</i>		100			
MP4	05/30/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 7 <i>MP4 Quizzes 7</i>		100			



One Day's Assignments

One Day's Assignment

When you click on a highlighted day name, the screen changes to the **'List Assignments'** screen with only the one day selected:

The screenshot shows the 'Daily, Ed' 2012-13 Student Assignment List interface. At the top, it says 'Daily, Ed' and '2012-13 Student Assignment List'. Below this are several filters: 'Course: Show all courses', 'Status: Show all assignments', 'Assignments Due Date: 06/14/2013', and 'Show Assignment Dates: Day of'. A 'Search' button is located below the filters. Two callout boxes are present: one on the left pointing to the 'Course' and 'Status' dropdowns, and one on the right pointing to the 'Assignments Due Date' and 'Show Assignment Dates' dropdowns.

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

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

One Day/All Assignments

Click on a day name to access the **'One Day/All Assignments'** screen. This is the **'List Assignments'** screen set for one day, all courses, and all assignments.



One Week’s Assignments

Viewing a Week’s Assignments

If you select “Week of” and select any date, the screen will display all assignments for the week containing the selected date. For example, if you select the date “11/18/2016” which was a Friday, you will be shown all assignments for the week Monday, 11/14/2016 through Friday, 11/18/2016.

Special Grades and the Previous Grade Column (“Prev”)

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

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

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment does not count until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete**. When a grade of **Absent** is changed to another grade, “Absent” appears in the **Prev** column. Something that “was previously Absent” was turned in after your child returned to school following an absence.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, **Missing** appears in the **PREV** column. Missing is the most common special grade. A teacher’s comment may accompany a missing. A grade of “Missing” in the **PREV** column means the student submitted the work late. “Previously missing” means “late”.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the **PREV** column, your child has completed the assignment late.



- **Exempt** – Your child is not responsible for this assignment. It does not count for them. It is unusual for an Exempt to appear in the **PREV** column. Usually when a child is explicitly exempt from an Assignment there is no grade applied.

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



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


Viewing Teacher Comments

Teacher comments on your child’s performance are located in the List Assignments screen.

If a teacher has entered a comment on an assignment, please take time to view it.


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



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

MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 MP4 Quizzes 1	60		100	60%	Missing
							<div style="border: 1px solid gray; padding: 5px;"> <p>Comment from Antonelli, John: Close</p> <p>We need another phone conference</p> </div>				


Downloading Attached Documents


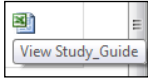
Teachers can upload documents to assignments that can downloaded at home. The “documents” may include MS Word, MS Excel, PDF files, .wmv movies, podcasts or other file types. When one or more documents have uploaded and attached to an assignment, icons identifying the type of each attachment will appear in the Docs column on the List Assignment screen.

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

If icons (e.g. ) appear in the “Docs” column located on the right side of an Assignment line, it means that the teacher has uploaded a file(s) to the assignment for download. Each icon listed represents an uploaded file. For example, (1)  MS Excel icon means the teacher uploaded (1) MS Excel file.



The shape of the icon indicates the attachment file type (e.g.  indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the correct application software to view each type of file.¹

To see the description of an attached document, place your cursor on the icon:  icon)  (cursor on

To download the document, double click on its icon. The attachment will display in the central part of the screen.

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



Scheduling

‘Scheduling’ in the Parents Module is all about Next Year Scheduling.

Melissa has been assigned to grade 11 and will attend Roxbury High School in 2017-18

Melissa's 2017-18 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					

Melissa's Course Requests for 2017-18

These courses have been requested for the next school year.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
10495	*ENGLISH 4 AP	5,000	Recommended by: Dilts, Rich Current Course: 10495 - *ENGLISH 4 AP
13609	TRIGONOMETRY	2,500	
13797	*CALCULUS AP	7,000	
14595	*PHYSICS AP	5,000	Recommended by: Dilts, Rich Current Course: 14577 - *PHYSICS HON
23678	WEBB PAGES	5,000	
27044	PE 4/SCI	3,000	

Viewing Next Year Recommendations and Scheduled Courses

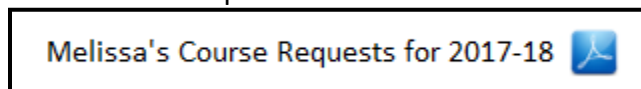
The **Scheduling** screen lists the student’s course requests for the *next* school year (e.g. 2017-18 if this year is 2016-17), any teacher recommendations, and their “Next Year” schedule if available.

There are three things listed on this screen:

1. **Your student’s list of course requests for next year** – Printable list.
2. **The teacher who recommended a course** – Any teacher recommendations will appear at the very bottom of the screen.
3. **Your student’s actual Next Year schedule** - Once the student’s actual Next Year schedule is available, it will display on this screen. This may not be available during the current school year. The Next Year schedule is a printable list.

Printing Next Year’s Requests

1. Click the PDF Icon next to the “list of requests” header:



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

2. Use the Adobe Reader’s print button to send the report to the printer.



- You might need to print the request list, sign the set of requests and have your student return the signed list to the school.

2017-18 Student Requests for Students, Melissa
Roxbury High School

Next Year Requests

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

Recommendations which have not been Requested

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

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

Parent Signature: _____

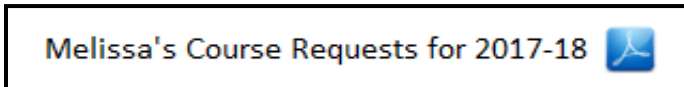
Counselor Signature: _____

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

Printing Next Year’s Schedule

Your student’s Next Year schedule will only be available once the scheduling process completes. This may not occur until after the end of the current school year. An empty or missing schedule only means that your student’s school has not yet completed the scheduling process.

- Click the PDF Icon next to the “Next Year Schedule” header:



This brings up an Adobe PDF view of your student’s next year schedule.

- Use the Adobe Reader’s print button to send the report to your printer.



Courses Recommended and Not Scheduled

If your student is eligible, the very bottom of the Scheduling screen may contain a list of teacher recommended courses that were not scheduled. Scroll down to see this list.

2017-18 Course Recommendations for Melissa which have not been Requested			
These courses have been recommended but not yet requested.			
COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
12370	*SPANISH 5 HON	5.000	Recommended By: Dilts, Rich Current Course: 12364 - SPANISH 4
13797	*CALCULUS AP	7.000	Recommended By: Dilts, Rich Current Course: 13797 - *CALCULUS AP
15315	SOCIOLOGY	5.000	Recommended By: Dilts, Rich Current Course: 35210 - US HISTORY 2

This list will only appear if a teacher recommends a course for your student and the course is not scheduled.



Letters

The Letters tab contains a list of letters submitted to the student’s guardians. Once a letter submits to the guardian, it will be available on the Letters screen.

Genesis Parent Resources

Summary Assessments Attendance Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms Course Page Letters MESSAGE CENTER STUDENT DATA CONTACTS

Letters SELECT STUDENT: Daily, Caitlin

Parents Module 2.0

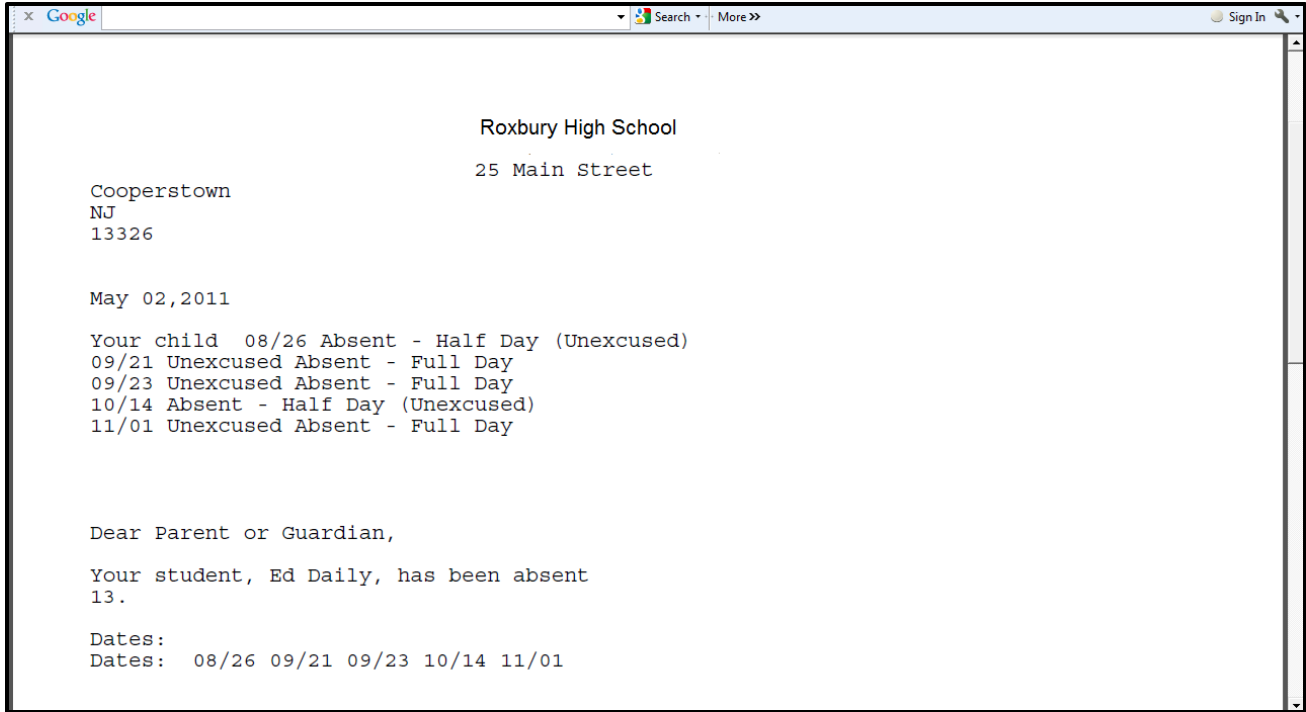
Student Files Caitlin

LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Conduct	Detention Letter This One	
9/28/2012	Caitlin Daily	Not defined	Fines Letter for 2012	
9/28/2012	Caitlin Daily	Not defined	Fines Letter for 2012	
8/23/2012	Caitlin Daily	Conduct	Referral Letter	
8/23/2012	Caitlin Daily	Conduct	Referral Letter	
8/23/2012	Caitlin Daily	Conduct	Referral Letter	
8/23/2012	Caitlin Daily	Conduct	Referral Letter	

Click the PDF icon to view a letter.

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





Sample Letter– letter displays in a separate web browser window.

When you are finished viewing the letter, you may close the web browser window.

Printing Letters

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

What types of Letters display?

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).
- **Conduct Letters** – Letters generated when a student is involved in a disciplinary infraction.
- **Scheduling Letters** – Letters related to scheduling classes for next year.
- **General Purpose Letters** – Any letter that does not fall into one of the above categories is then a “general purpose” letter. This category can cover a wide variety of topics.

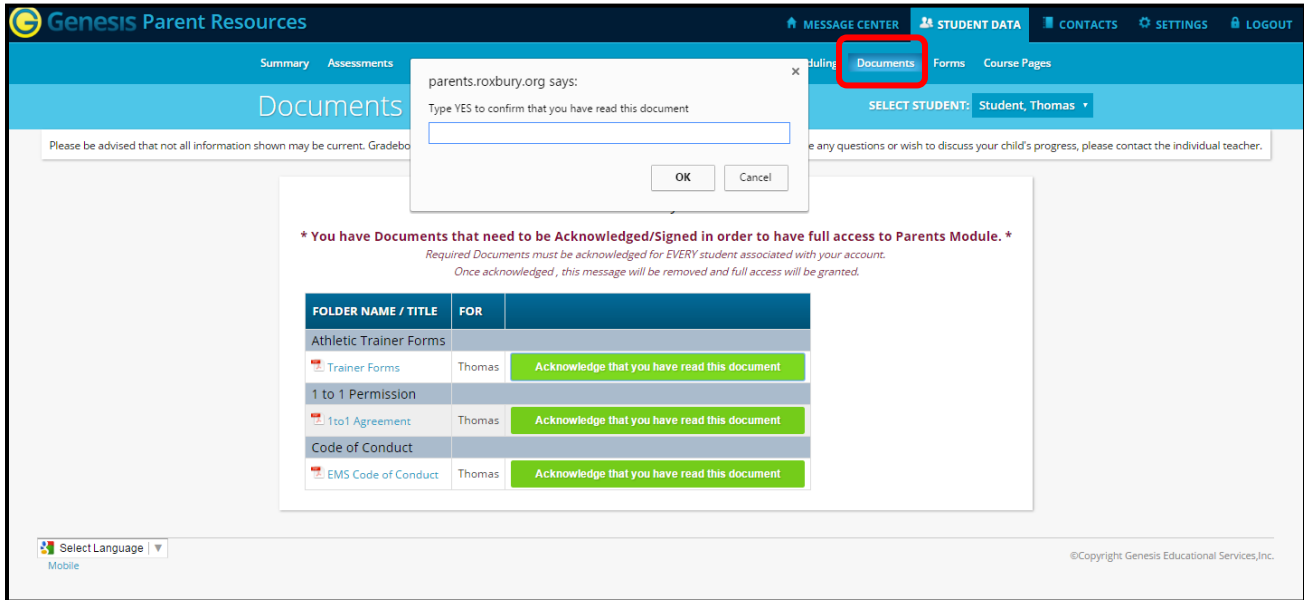
LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	



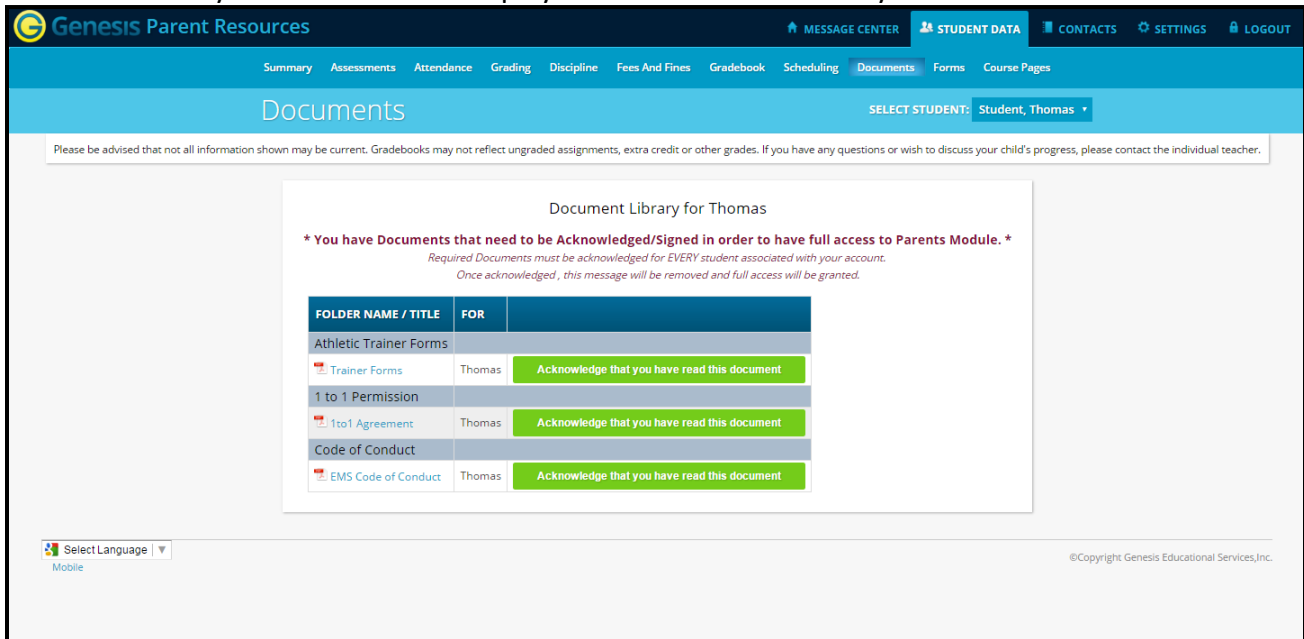
Documents

The Documents screen contains documents that the school or district has linked to your student’s record.


At the beginning of each school year, there are REQUIRED documents or forms that Parents must complete. Class placement information will not be available in the Genesis Parent portal until the required documents have been completed and acknowledged. Click on [Roxbury Back to School](#) to access training videos about how to complete the Genesis portion.



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



Download and View a Document

Click the  PDF icon to download and view a document listed on this screen. This will display the contents of the selected document.

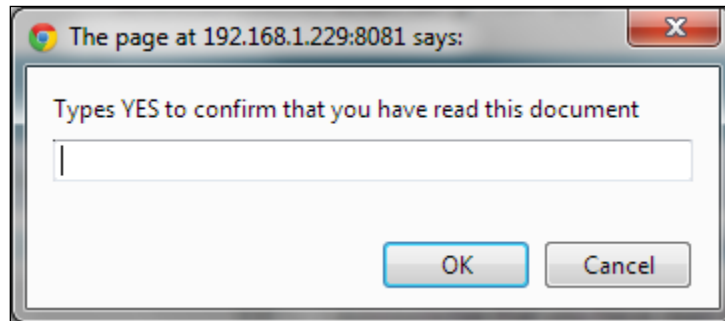
Acknowledge that you have read the Document – This is “signing” the document

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

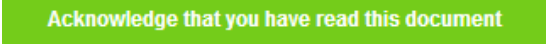


button.

The following confirmation dialog box will appear:



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

WARNING: Clicking the  button and entering **YES** into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button will no longer display:



Forms

Forms Library

Today is 9/16/2016
These are the online forms that are available for **Thomas**.

*** All required forms must be completed in order to have full access to Parents Module. ***
Submit each form below marked YES under the required column. Required forms must be completed for EVERY student associated with your account. Once submitted, this message will be removed and full access will be granted. If no forms are present below, then your account does not have access to the form. Check your family's primary guardian account.

FORM	REQUIRED	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. NJ Cares Survey	YES	9/16/2016	TEST12@roxbury.org			Thomas
2. Emergency Contact Consent	YES	Not Yet Submitted				Thomas
3. Media Consent	YES	Not Yet Submitted				Thomas
4. Military Questionnaire		Not Yet Submitted				Thomas
5. Athletic Participation Forms		Not Yet Submitted				Thomas

Filling Forms

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

Forms Library

Emergency Contact Consent for Thomas

Emergency Contact Consent

QUESTION	ANSWER
Please use the link provided to review your contact and emergency contact information. Please make any updates and corrections that are necessary.	Click here to view your Contacts in new tab
I give permission to release medical information to the staff necessary to assure the safety of my child. I, the undersigned, do hereby authorize the NJ Public Schools to contact directly the persons named as the emergency contact and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child. In the event that physicians, other persons named, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.	<input type="text"/>
By checking this box, I confirm that I have updated and verified the emergency contact information for my child(ren) on the contacts screen in Genesis.	<input type="checkbox"/>

Questions marked with an * are required.

[Update Answers](#)



To Fill out a Form

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

Forms Library

Today is 6/28/2013

These are the online forms that are available for **Caitlin**.

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

3. Click on the form name to access the form. Each form is different.

Forms Library

Activity Questionnaire for Caitlin

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<div style="border: 1px solid gray; height: 40px;"></div>
Question? Please visit www.askme.com for help	<input type="text"/>

Questions marked with an * are required.

Update Answers

4. Once you have filled in the form, click on the **Update Answers** button. This will submit your answers to Genesis. If you do not click on the **Update Answers** button, your answers will not record or submit to Genesis.



Contact Management

The Contacts screen allows you to view and possibly update the contact information for your student(s). If you do not have permission to update the contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

The  PDF icon next to the student’s name will allow you to print out the current contact information.

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

What information is on the Contact Management Screen?


The Contact Management screen lists contact information about:

- The student themselves – your children’s own cell phone and email addresses
- The student’s Guardians – the legal guardians – such as you – who have permission to view the student’s information.
- Other contacts – all other people whom you wish the school to be aware including:
 - o Emergency – People to contact if an emergency arises and you are not available.
 - o Doctors
 - o Dentists
 - o Hospital - To use in an emergency if hospitalization is required.
 - o Other - People who are important for the school to know about.

The Contacts screen has an area for each of your children. There is a separate section for each Contact within each child’s area.



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

Click the  PDF icon next to the student’s name to print the contact information found on the Contacts screen for one student.

Contacts for Caitlin Daily  Click the icon to print contact information

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

Contacts for Daily, Caitlin As of 06/29/2013				
Contact Name	Type	Relationship	Phone	Email
Caitlin Daily	Student	Student	733-555-9897 (Cell)* 856-999-1928 (Cell)	ewdaily@home.com (Home)
Addresses		Legal Residence Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755		
Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 732-598-0867 (Cell) 809-777-0001 x567(Work)	gclano@genesisedu.com (Home) rwd@aol.com (Home) jussak@gmail.com (Home)
Addresses		Home Address A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Home Address A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Mailing Address A D G R S Dolores Smith P/O/ Box 145 Riverdale, NJ 07457		
Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	test1233@aol.com (Work)
Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses		Home Address Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River, NJ 08755		
Contact Name	Type	Relationship	Phone	Email
Overlook Hospital	Other	Hospital	999-976-5432 (Home)*	

Page 1 of 2

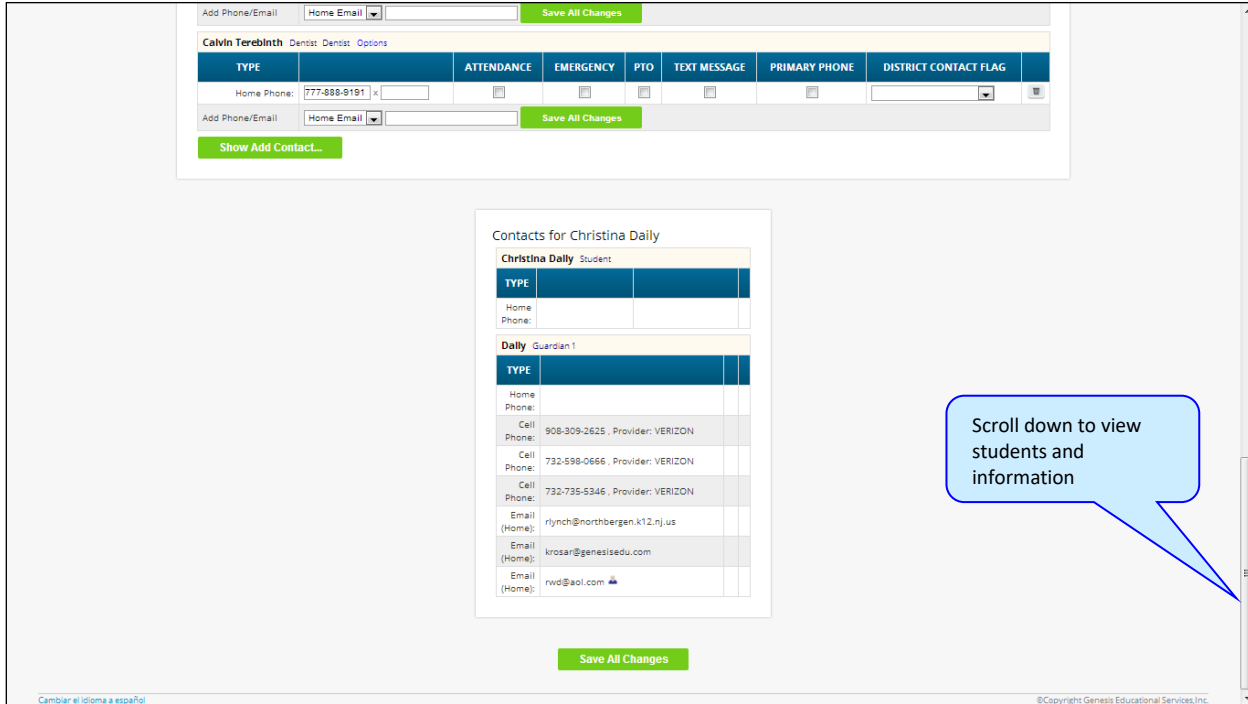
The Contacts Report for one student may be multiple pages.

The Contact Report: The report is always for one student. Click the PDF icon listed next to the student name to access that student’s Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student’s Contact information.



Printing Contact Reports

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



Scroll down to view additional students and contact information

To change or update Contact information:

1. Print the Contact report
2. Manually note the corrections
3. Submit the print out to the student’s school or district office for processing.



Interpreting Information for a Contact

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

Caitlin Daily Student									
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG		
Cell Phone:	733-555-9897 x [] Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Cell Phone:	856-999-1928 x [] Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Email (Home):	ewdaily@home.com							<input type="checkbox"/>	
Add Phone/Email	Home Email []	<input type="text"/>							<input type="button" value="Save All Changes"/>
Dolores Smith Guardian 1 Mother									
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG		
Cell Phone:	733-555-8876 x [] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Cell Phone:	732-598-0667 x [] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Cell Phone:	809-777-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Email (Home):	gdiano@genesisedu.com							<input type="checkbox"/>	
Email (Home):	nwd@aol.com							<input type="checkbox"/>	
Email (Home):	jrussak@gmail.com							<input type="checkbox"/>	
Add Phone/Email	Home Email []	<input type="text"/>							<input type="button" value="Save All Changes"/>

The top line shows the Contact’s name, “contact type” and relationship to the student:

Dolores Smith Guardian 1 Mother									
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG		
Cell Phone:	733-555-8876 x [] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Cell Phone:	732-598-0667 x [] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Cell Phone:	809-777-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[]	<input type="checkbox"/>	
Email (Home):	gdiano@genesisedu.com							<input type="checkbox"/>	
Email (Home):	nwd@aol.com							<input type="checkbox"/>	
Email (Home):	jrussak@gmail.com							<input type="checkbox"/>	
Add Phone/Email	Home Email []	<input type="text"/>							<input type="button" value="Save All Changes"/>


There are multiple contact types to select from:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other






Phone Numbers: A Contact may have an unlimited amount of phone numbers listed for them. It is very important not to duplicate information (ie. Cell phone and Work phone are the same number). **If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your student, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.).**

Email Addresses: Multiple different email addresses can be listed for one Contact. It is important not to duplicate information by listing the same email address multiple times under one Contact.

A small icon  to the right side of the email address means that specific email address is the login for the Genesis Parent portal. For example, the small icon may be next to your home email address indicating that you have a Genesis login.

Updating Information for a Contact

Each section contains information for a single Contact:

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone: 733-555-9878 x [] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone: 732-598-0867 x [] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone: 809-777-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home): gclano@genesisedu.com 						[]
Email (Home): fwd@aol.com 						[]
Email (Home): jrussak@gmail.com 						[]
Add Phone/Email: Home Email []	Save All Changes					

The small icon indicates this email address is the login for the Genesis Parent portal

Information for one Contact



Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital). You are able to update Contact information directly on the screen but cannot delete phone numbers or email addresses.

Updating a Contact’s Email and Phone Numbers

You can do two things to the Contact’s email addresses and phone numbers:

- Add new phone numbers and email addresses
- Change the information

Adding a phone number or email address:

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

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

The drop down contains the list of different phone and email types that you can add to the Contact:

Select the type of information you want to add. Then move to the blank text field and enter the phone number or email address. Go to the top or bottom of the screen and click the **Save All Changes** button.

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

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



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

Adding a New Contact

To add a New Contact, click on the **Show Add Contact...** button. This brings up the “New Contact” area right below the button:

Enter the following fields:

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

You can enter up to six emergency contacts for each of your students. Emergency contacts are people that you want the school to call in the event of an emergency. Enter the people in the order that you would like them contacted.

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

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



Changing Name, Relationship or Delete an Existing Contact

You have permission to update relationship information for Emergency contacts only. There will be an **Options** button in the top line of the Emergency contact’s information. To update the name information for a contact, or to delete the contact entirely, use the **Options** button.

Ann Smith Aunt Aunt Options		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone:	908-987-8543 x <input type="text"/> T-Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Add Phone/Email	Home Email <input type="text"/>	Save All Changes					

When you click **Options** , a pop-up appears:

Ann Smith Aunt Aunt Options		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
<div style="border: 1px solid black; padding: 2px;"> Close Change Contact Delete Contact </div>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Add Phone/Email	Home Email <input type="text"/>	Save All Changes					

Close

[Change Contact](#)
[Delete Contact](#)

The **Options** pop-up gives you three options:

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

Deleting a Contact: When you click **Delete Contact** the following confirmation dialog appears:

Close

This will delete this contact and all of their phone, email and address information.

Are you sure you would like to proceed?

Yes No

If you click **Yes**, the contact and all their information is permanently removed. If you click **No**, then the pop-up is closed and the contact is not deleted.



Changing a Contact: When you click [Change Contact](#) the following pop-up appears:

Ann Smith Aunt Aunt Options

Close

First: Ann

Last: Smith

Relation: Aunt

Emergency? Not an emergency contact

Attendance: Emergency: PTO: Text Message: Primary Phone: District Contact Flag:

Add Phone/Email: Home Email Save All Changes

You can change the contact’s **First** or **Last** name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the [Save All Changes](#) button.

Home

Introduction to the Home Screens

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Message Center Message Alert Setup

Genesis Parents Module 2.0

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

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There are two screens under the [HOME](#) tab:

- [Message Center](#)
- [Message Alert Setup](#)

- Message Center** - Provides a list of all messages received for your student. There are no settings on this screen – it is an information screen.
- Message Alert Setup** – Select the Alerts that you would like to receive.



The Message Center Screen & Alerts

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

Page 1 2 3

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

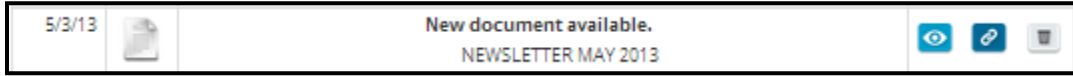
Using the Message Center

The Message Center provides a list of all messages received for your students. Some of the messages will link to Documents or Letters. There is one Message Center for all your students. Information for all students is located on the same screen.



Anatomy of a Message

Each Message includes a date, the message itself (that may include an additional line of information and possibly the View), Link and Delete buttons:



The "View" icon

If the View icon is present, clicking it will bring up the document or letter

The "Link" icon

If the Link icon is present, clicking it will take you to the screen that contains the item related to the message. For example, if the Alert is about a document, clicking the Link icon will take you to the **Documents** screen. If the Alert is about Attendance, clicking the Link icon will take you to the **Attendance** screen.

The "Delete" trashcan icon

To remove the Message, click the Delete trashcan icon.

Viewing the Message Content

If there is a  View icon, click it to bring up the document:


Nixon Elementary School
Field Trip Permission Form

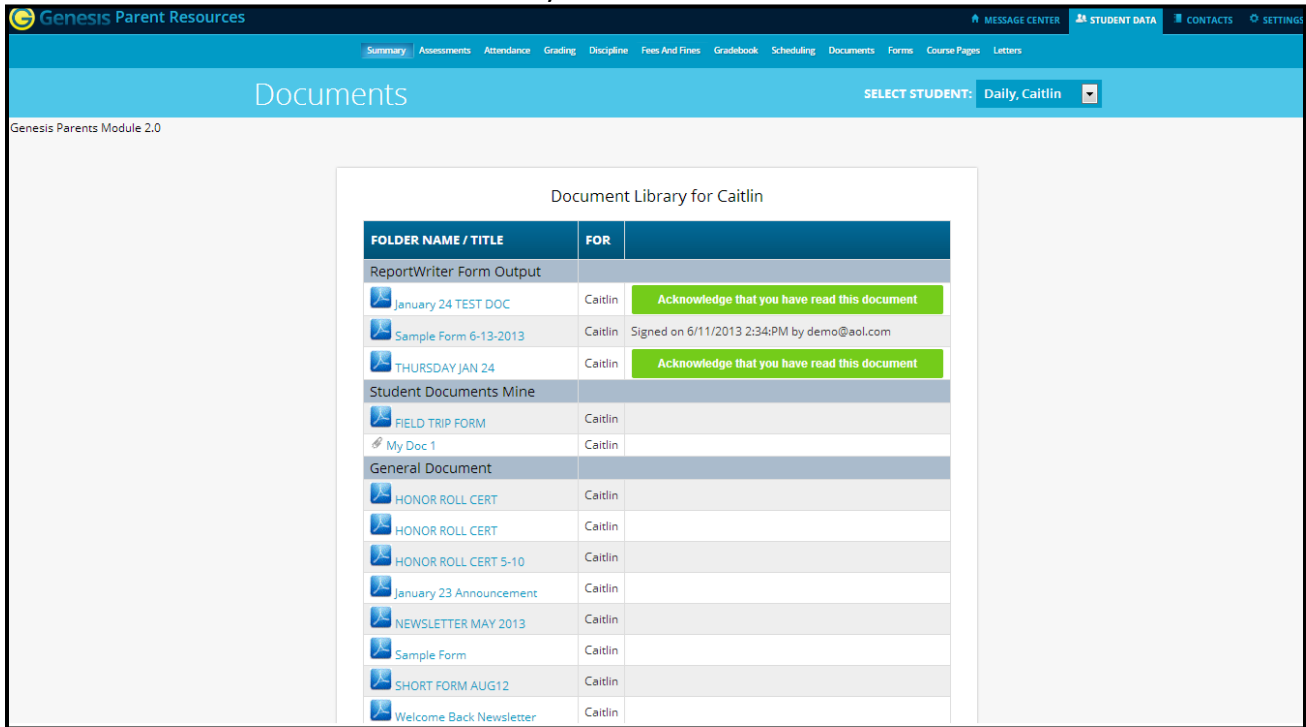
Your child's class will be attending a field trip to: Bronx Zoo - Lots of fun!!!

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

Click the browser back button to return to Genesis.



When there is a  “Link” icon, click it to bring up the Documents screen in the Parents module. You will see the full list of Documents for your student:



Genesis Parents Module 2.0

Documents SELECT STUDENT: Daily, Caitlin

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

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



Setting Alerts

Alert Setup

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

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

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



Alerts

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

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

Turning On Alerts

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

Message Center **Message Alert Setup**

Genesis Parents Module 2.0

Alert Setup

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

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

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

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

Turning Off Alerts

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



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

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

- For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
- Scroll to the bottom and click the Save Alert Preferences button.

Adding Emails and Cell Phone Numbers to Receive Alerts

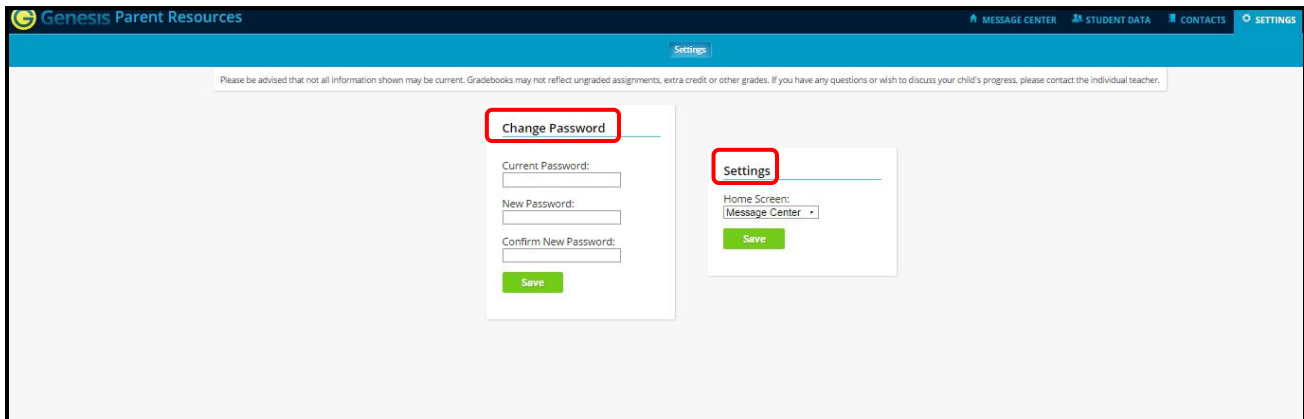
The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those that you provided for your own personal contact information. If you need to add cell phone numbers or email addresses to the list, use the controls on the CONTACTS screen. If you do not have permission to change your information there, then you must contact your students’ school(s).

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

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



Personal Settings



Changing Passwords

- ### To Change Your Password
1. Click on the **SETTINGS** tab at the top right corner of the Parent Access screen. This will bring up the "Settings" screen
 2. Enter your current password
 3. Enter the new password
 1. Re-enter the new password
 2. Click **Save**

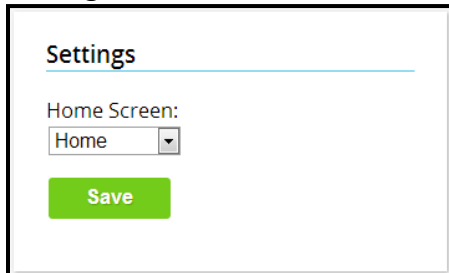
When are you required to change your password?

If the system administrator changes your password, then the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you will be required to do the following:

1. Enter your current password
2. Enter the new password
3. Re-enter the new password
4. Click **Save**



Setting Your Home Screen





Settings

Home Screen:
Home ▾

Save

To set your entry screen:

1. Click on the  tab at the top right corner of the Parent Access screen. This will bring up the “Settings” screen
2. Locate the “Settings” panel on the right.
3. Choose a new Home screen.
4. Click 



Frequently Asked Questions (FAQ)

1. Where do I get my login?

Your Genesis Web Access login will usually be your email address. You will provide the email address you want to use as your login to the school or district. The school or district will advise once your login is available.

2. What if I forget my password?

If you cannot remember your password, please go to the Parent portal main screen ([Click to access Genesis Parent portal](#)) and select “Forgot My Password.”

A blue rectangular button with the text "Forgot My Password" in white.

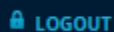
The system will then generate a new random password. You will be required to change the new password the next time you login to the Genesis Parent portal. For safety reasons, Genesis never displays a user’s password, *not even to the system administrators*.

3. What is the URL for the Genesis Parent portal?

Go to <https://parents.roxbury.org/>

4. How do I log out of the portal?

There is a small “Log Off” button at the top right corner of every screen. Click the “Log Off” button.

A dark blue rectangular button with a white padlock icon and the text "LOGOUT" in white.

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

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

6. What if I do not have access to all my students?

Please contact the School’s Main Office if you need to have a student linked to your login. Please be sure to include your child’s full name and grade if inquiring by email.



7. What if I cannot access my student's Report Card?

If there is no report card link, then the report card is not available. A report card may be "turned off" so that the new Marking Period's report card can be prepared. The "Available Report Card" tab will show report cards from previous years.



8. What if I don't have access to all my student's screens?

There are a couple reasons why you may not have access to all your student's screens.

You might not have access to all screens if you did not complete the required documents or forms. In the Genesis Parent portal, click on the "Documents" or "Forms" tabs to view the required items.



Click on the following link for training videos on how to complete required documents, Emergency contacts, and forms in Genesis. [How to Complete - Required Genesis Portion](#)

Another possible reason why you cannot access all screens is if the student has an open fine. In the Genesis Parent portal, click on the "Fees and Fines" tab to view any open balances or past balance due history.



9. How do I maintain my contact information?

All contact information for parents, emergency contacts, and your children's physicians are located in the Genesis Parent portal under the Contacts tab.

10. How can I receive notification if a document, form, letter, or grade has posted in the Parent portal?

Parents can receive emails or text messages automatically when a document, form, letter, or grade has posted in the Parent portal. To receive a text message you must have your cell phone number entered on the contact page along with your cell phone provider. Alerts can be set up through the Parent portal under the Messages Center tab, Message Alert Setup screen.



