EDUCATIONAL SERVICES

Parent

Access

User

Manual
## GENESIS STUDENT INFORMATION SYSTEM

### PARENT ACCESS

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I. Introduction

The Genesis Parents Module is a safe, secure way to view your child’s school record for the current school year. You will have access to the following information:

- Your child or children’s Marking Period, Exam and Final Grades
- Your child or children’s Report Cards and Interim Progress Reports
- Your child or children’s daily attendance records and class attendance records
- Your child or children's Class Schedule, and
- Teacher Gradebook assignments/grades for your child or children.

The rest of this manual will guide you through all of the screens which may be available to you and how to use them (screens for the Schedule tab will be added at a later date). Please note that the Discipline tab is not configured for the CRHS environment.
II. Logging In

Logging In
Logging into Genesis is very simple:

1. Go to the Parent Access URL supplied with your district welcome packet.
2. Enter your Email Address in the ‘Username’ 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?
If you forget your password, you must contact your school or district office. You should receive information on where to call with your district packet. You will be given a new randomly generated password. The new password maybe mailed to your email account. The first time you login with your new password, you will be required to change it.
III. Student Summary Dashboard Screen

A. Your “HOME” Screen - The Student Dashboard

When you login to Genesis Parent Access the first screen you see is Parent Access “Home”. This is the Student Dashboard screen. You will see a ‘dashboard’ for every student linked to your login.

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

- **Basic information about the student:** student id, homeroom, grade, age. If you are viewing the screen during the school day, you will also see information about the class your student is in ‘right now’: current class, current teacher and current room.
- Your student’s schedule. The class the student is in ‘right now’ is highlighted in green.
- The student’s attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
More Information About Each Student
The ‘Parent Access Home’ screen has a dashboard for each of your students. The other tabs give you more information about one student at a time.

If your child has a schedule (in high school or middle school), click the icon to get a printable copy of their schedule.

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

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

The “Select Student” Drop Down
This drop down contains the names of all the students that you have access to. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.
IV. Attendance

A. Daily Attendance

Daily Attendance is your child’s official daily attendance.

<table>
<thead>
<tr>
<th>Attendance Color Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexcused absence</td>
</tr>
<tr>
<td>Excused absence</td>
</tr>
<tr>
<td>Unexcused tardy</td>
</tr>
<tr>
<td>Excused tardy</td>
</tr>
<tr>
<td>Left early</td>
</tr>
<tr>
<td>Field trip</td>
</tr>
</tbody>
</table>

Student’s attendance summary for the school year.

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.
B. 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.

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

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

| Day | Date   | Daily Attendance | 100% of All | AP | Calculus AP | AP | AP | AP | AP | AP | AP | AP | AP | AP | AP | AP | AP | AP | AP |
|-----|--------|------------------|-------------|----|-------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Mon | 06/01/2009 | 1                | Not Missing | 1  | 1           | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Tue | 06/02/2009 | 1                | Not Missing | 1  | 1           | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Wed | 06/03/2009 | TLA              | Not Missing | 1  | 1           | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Thu | 06/04/2009 | 1                | Not Missing | 1  | 1           | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Fri | 06/05/2009 | 1                | Not Missing | 1  | 1           | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |

Each subject summary contains the following attendance totals for the class:

- **All** – All absences for the subject,
- **U** – the Unexcused absences
- **E** – the Excused absences
V. Grading

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

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

The current Marking Period is highlighted in green.

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

In addition, as outlined below, you can access and view your student’s most recent report card.
Viewing your Child’s Most Recent Report Card

If you are able to view your child’s actual report card, a “Please click here to view” message will appear between your child’s name and their list of grades:

![Sample Report Card]

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

Procedures to Print a Copy of the Report Card

1. Click on the ‘Setup’ tab.
2. If the “Please click here to view” message appears, click it. If it does not appear, you will not be able to view your child’s actual report card at this time.
3. When the report card appears, locate the 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.
Procedure to Save a Copy of the Report Card

1. Click on the ‘Setup’ tab.
2. If the “Please click here to view” message appears, click it. If it does not appear, you will not be able to view your child’s actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader’s border. Click it to access a regular File dialog and print the report card.

Procedure to Return to the Genesis Parents Module

1. When you are done viewing the report card, click the browser “Back” button.
VII. Gradebook

A. Weekly Summary of Assignments Screen and Marking Period Averages

A list of Courses with Assignments by Day of the Current Week
This screen lists all courses your child is currently taking.

Marking Period Averages for the Courses
The “Avg” column shows you your student’s current Marking Period average – for the current or a previous Marking Period. A ‘projected’ alpha grade may also appear if your school uses alpha grades.

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

Viewing all Assignments for a Selected Day
To see all of the Assignments for one day (for example, Tuesday), click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.
Figure 1 – Gradebook Weekly Summary Screen

Gradebook Weekly Summary
This shows you a snapshot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the “Week of” field
- See all 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.

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

Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.
**List of Assignments Screen**

**Weekly Summary** | **List Assignments**

**Daily, Ed**

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Due Date</th>
<th>Day</th>
<th>Teacher</th>
<th>Category</th>
<th>Assignment</th>
<th>Grade</th>
<th>Max</th>
<th>Prev</th>
<th>Deks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP1</td>
<td>Show all courses</td>
<td>06/01/2009</td>
<td>Mon</td>
<td>Barr, Bob</td>
<td>CPA</td>
<td>Special Discussion</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>Show all assignments</td>
<td>06/01/2009</td>
<td>Wed</td>
<td>Barr, Bob</td>
<td>HW</td>
<td>Homework 14</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>Show all courses</td>
<td>06/01/2009</td>
<td>Thu</td>
<td>Barr, Bob (Italian)</td>
<td>TEST</td>
<td>MP1 Test 15</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>Show all assignments</td>
<td>06/01/2009</td>
<td>Thu</td>
<td>Weeks, Karen</td>
<td>QUIZ</td>
<td>Chapter 1, Pgs 23-49, #4 37,19,2324</td>
<td>50</td>
<td>100</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>Show all courses</td>
<td>06/01/2009</td>
<td>Fri</td>
<td>Barr, Bob</td>
<td>HW</td>
<td>Chapter 31</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>Show all assignments</td>
<td>06/01/2009</td>
<td>Fri</td>
<td>Barr, Bob</td>
<td>HW</td>
<td>Chapter 31</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the student failed to turn in or do.
  - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked “Absent” if the student is absent on the day it is due. This option shows all assignments currently marked “Absent”.
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected or as the week which contains the date you selected or as the month.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - “One day” – the Assignments for the date selected in Assignment Due Date.
  - “Week of” - the Assignments for the week which contains the date selected in Assignment Due Date.
  - “Month” - the Assignments for the month which contains the date selected in Assignment Due Date.
  - “MP1” – All assignments for Marking Period 1.
  - “MP2” – All assignments for Marking Period 2.
  - “MP3” – All assignments for Marking Period 3.
  - “MP4” – All assignments for Marking Period 4.
  - “All Assignments” – All assignments for the entire duration of the course.
B. One Day’s Assignments

One Day’s Assignment
When you click on a ‘day’ name you are brought to the “List Assignments” screen with only the one day selected:

![Image of the List Assignments screen]

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

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

Figure 2 – The “List Assignments” screen in “One Day/All Assignments” mode

One Day/All Assignments
If you click on a day name, you come to the “One Day/All Assignments” screen. This is the “List Assignments” screen set for one day, all courses, all assignments.
C. One Week’s Assignments

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

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

Teachers have 4 “special” grades that they can give students for any assignment:
- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete**. When a grade of Absent is changed to another grade, “Absent” appears in the Prev column.
- **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.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When Incomplete appears in the Prev column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the Prev column.

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

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

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

If a pushpin icon appears on the far right side of an Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, place your cursor over the icon. This will cause the comments to popup in a tooltip box:

F. Downloading Attached Documents

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

If icons (e.g. ![PDF](image1.png), ![Camera](image2.png)) appear in the “Docs” column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these. There will be one icon for each document the teacher has attached (means there are two documents attached, one attached to each icon). The shape of the icon indicates the kind of file that is attached (e.g. ![PDF](image1.png) indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.¹

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

![cursor on PDF icon](image1.png) (cursor on PDF icon) ![cursor on camera icon](image2.png) (cursor on camera icon)

To download the document, double click on its icon. The attachment will be displayed 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.
Click “Search” to return to the list of Assignments.
IX. Setup

A. Introduction to the Setup Screen

The Setup screen is where you set up your Parent Access Module. You may only see the top part of this screen. Do not be concerned. Only certain features maybe be available.

There are two functions located on this screen:

1. Changing your password  
2. Selecting your “startup” screen

Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.
B. Changing Passwords

Procedure to Change Your Password
4. Click on the ‘Setup’ tab.
5. Enter your current password
6. Enter the new password you desire
7. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
8. Click ‘Save’

When you are required to change your password
If your password is changed by the system administrator, the next time you login, you will be required to change your password. The “Change Password” screen will automatically appear and you must do the following:
1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click ‘Save’

c. Setting Your Home Screen

Procedure to Change your Home Screen
1. Click on the ‘Setup’ tab.
2. Find the “Settings” section in the middle of the screen
3. Select your “Home” screen
4. Click ‘Save’
Frequently Asked Questions (FAQ)

1. Where do I get my login?

Your Genesis Parent Access login will be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

2. What if I forget my password?

To replace a lost password you must call your school or district. Information as to who to call should be provided to you in your Parent Access Welcome Packet.

You cannot be given your existing password: for safety reasons, Genesis never displays a user’s password, even to the system administrators. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Parent Access.

3. What is the URL for Parent Access?

You will be given the URL for Parent Access in your Parent Access Welcome Packet.

4. How do I log out of Parent Access?

There is a small “Log Off” button at the upper right of every Parent Access screen. Click the “Log Off” button.

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

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

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

Closing your browser is not the same as logging off. You must log off of Parent Access to eliminate the possibility of someone else accidentally getting access to your student’s information.

For example, if you are accessing Parent Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Parent Access session and view your child’s information. Logging off properly terminates the Parent Access session.

*Always log off of Parent Access – Never just close your browser*
7. **What if I do not have access to all my students?**

   If you need access to a student that is not yet linked to your Parent Access login you must call your school or district office. Each district will have its own procedures and regulations regarding linking a student to your Parent Access login.

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

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

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