*EDUCATIONAL SERVICES*

# Parent

# Portal

# User

# Manual

**Version 3.0**

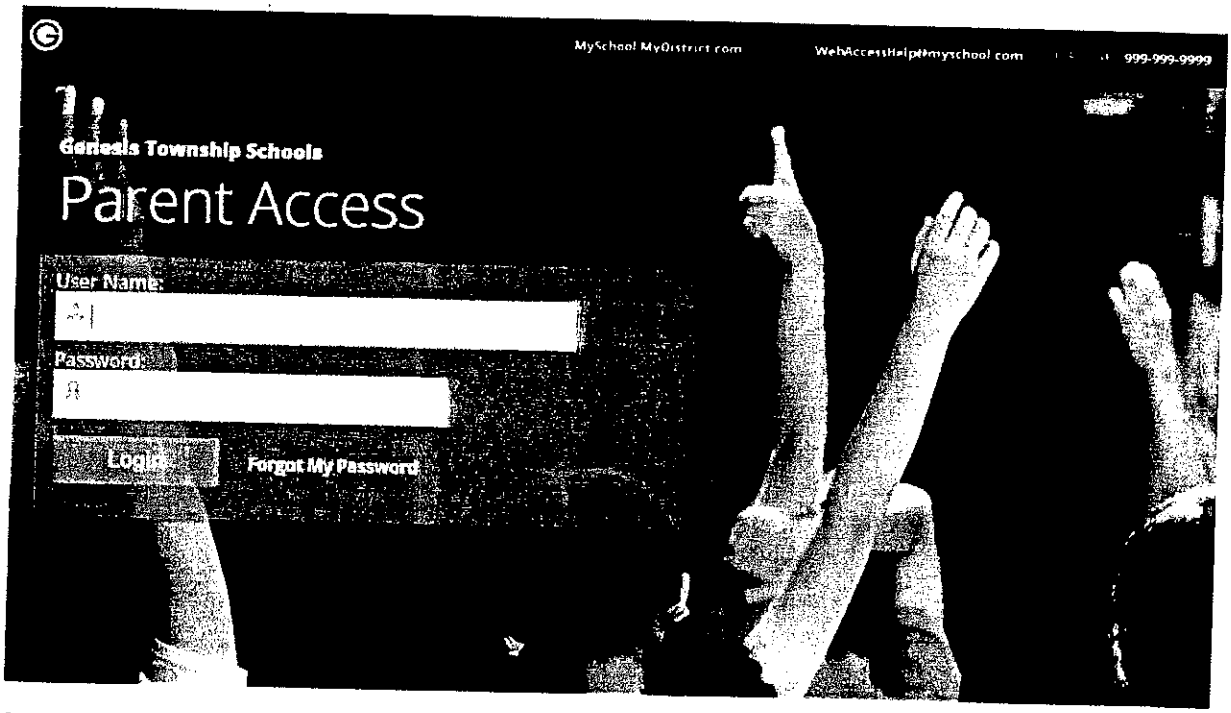
# Introduction

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

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

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

# Logging In & Logging Out




## Logging In

Logging into Genesis is very simple:

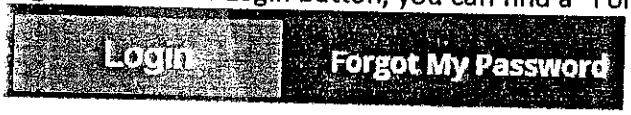
1. Go to the Web Access URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username**' field
3. Enter your Web Access password in the '**Password**' field.
4. Click the '**Login**' button

### Logging In for the First Time

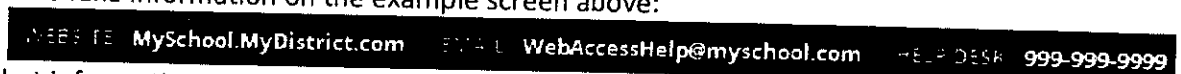
The very first time you login you will be required to change your password.

### What if I forget my password?

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




If you forget your password, click the Forgot My Password link, if it is present. If it is not there, you must contact your school or district office. The information may appear on the screen where you see the fake information on the example screen above:

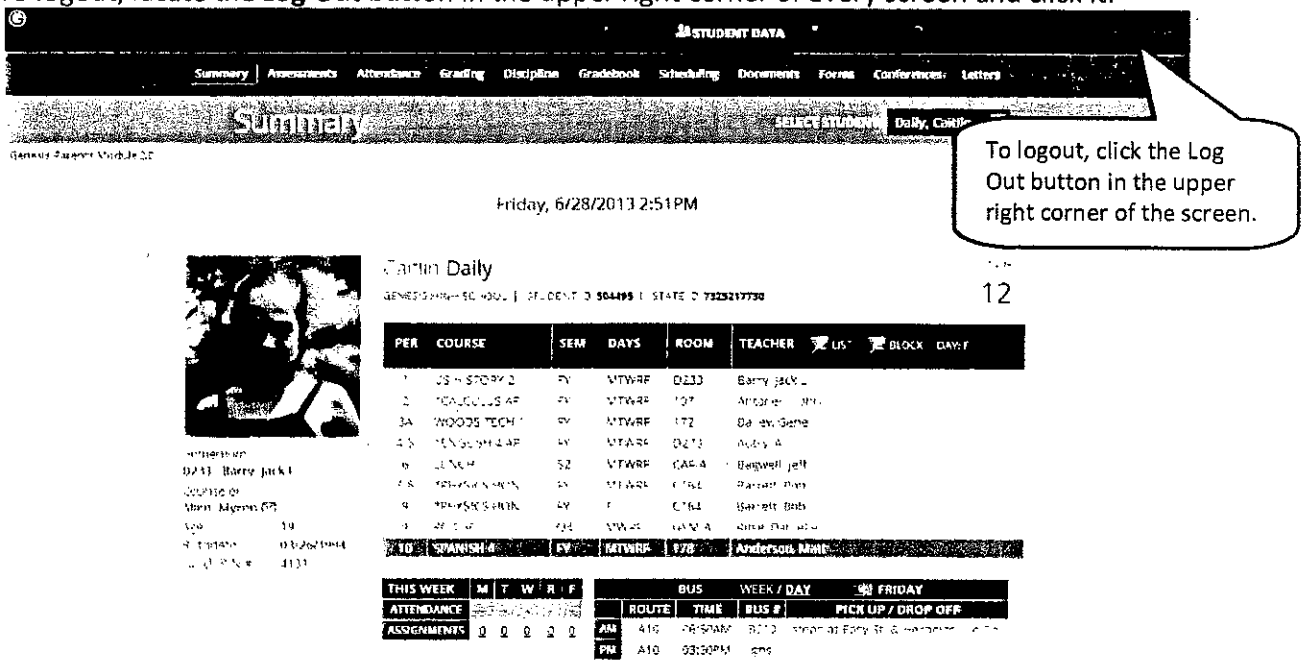



If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to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

## Logging Out

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

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




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

**Thank you for using the Genesis Township Schools Parent/Student Access.**
You are now logged out.

## Why log out? Why not just close or "nuke" the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

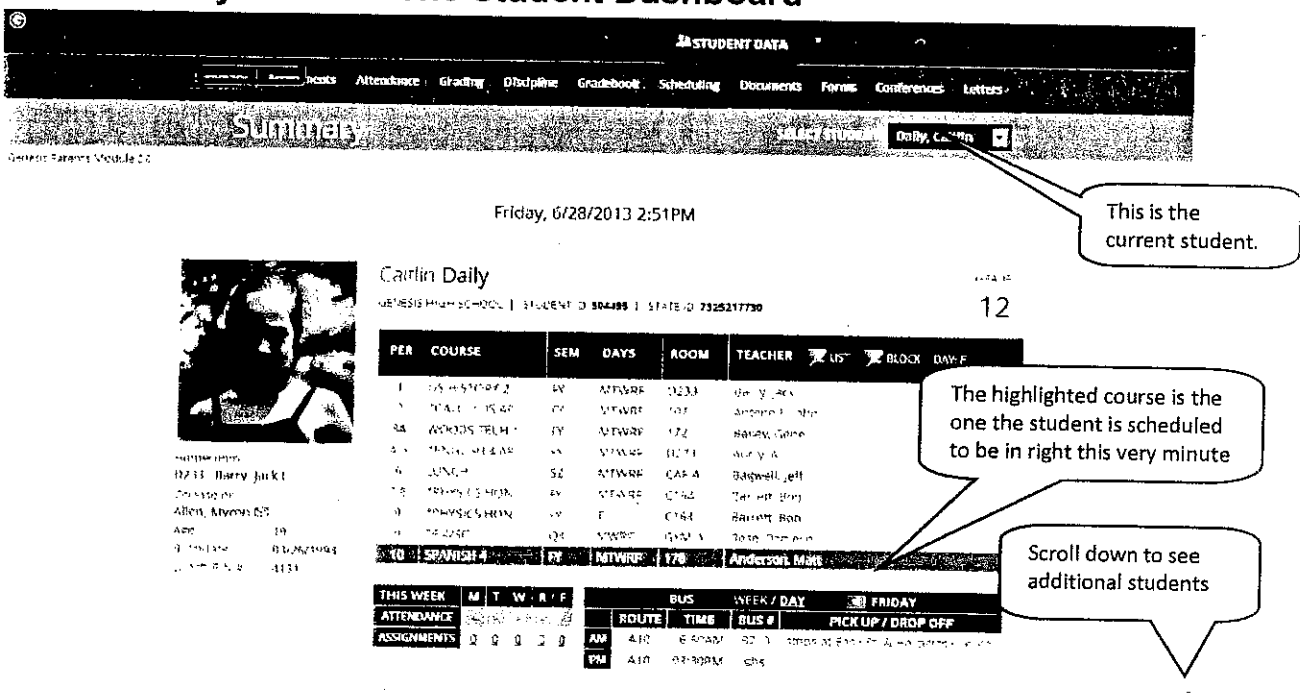
**This applies not only to Genesis, but to every Internet/Web application you use.**

**Switching from English to Spanish**

There is a Cambiar el idioma a español button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to Change language to English. Click this to return to English.

# Student Summary Dashboard Screen

## The Summary Screen - The Student Dashboard



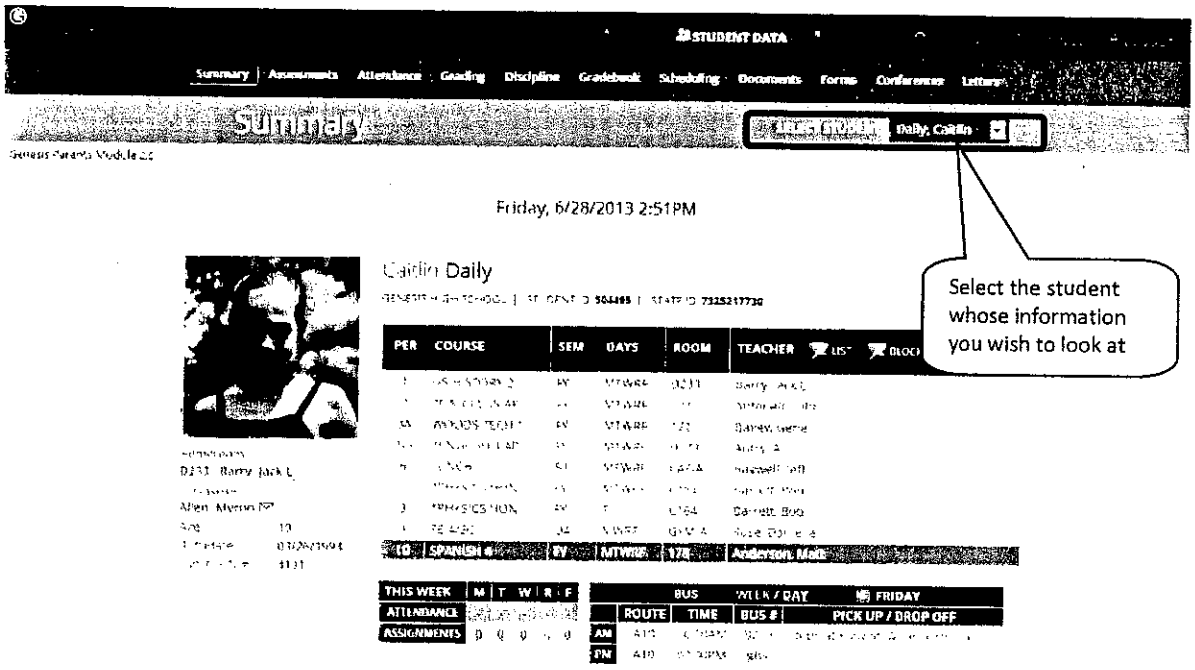

**Genesis Parent Access Student Data Summary – Student Dashboard Screen**

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

Each student's 'dashboard' contains the following information:

- Basic information about the student: student id, homeroom, grade, age. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': current class, current teacher and current room.
- Your student's schedule. The class the student is in 'right now' is highlighted in green.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
- Optionally, the student's bus assignments will be displayed.

## 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 linked to your login. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

### Panels on the Dashboard

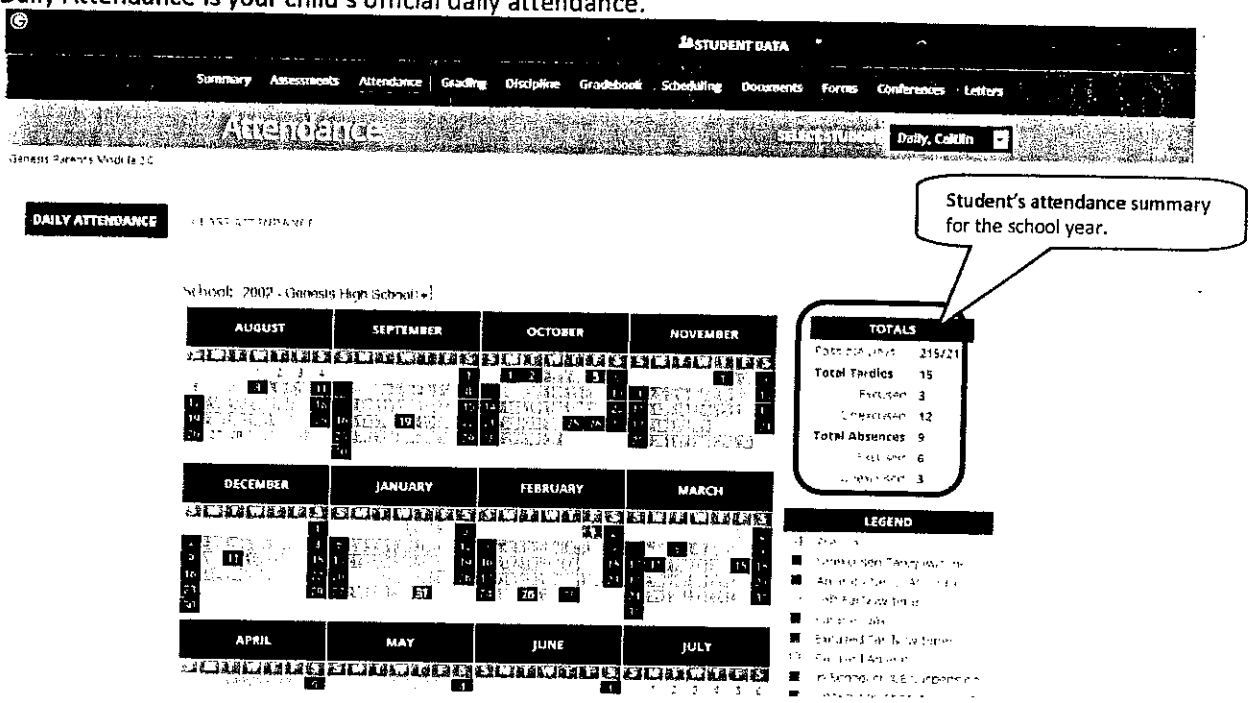
Homeroom:
D233 Barry, Jack L
Counselor:
Allen, Myron
Age: 19
Birthdate: 03/26/1994
Location: 4131

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

# Attendance

## Daily Attendance

Daily Attendance is your child's official daily attendance.



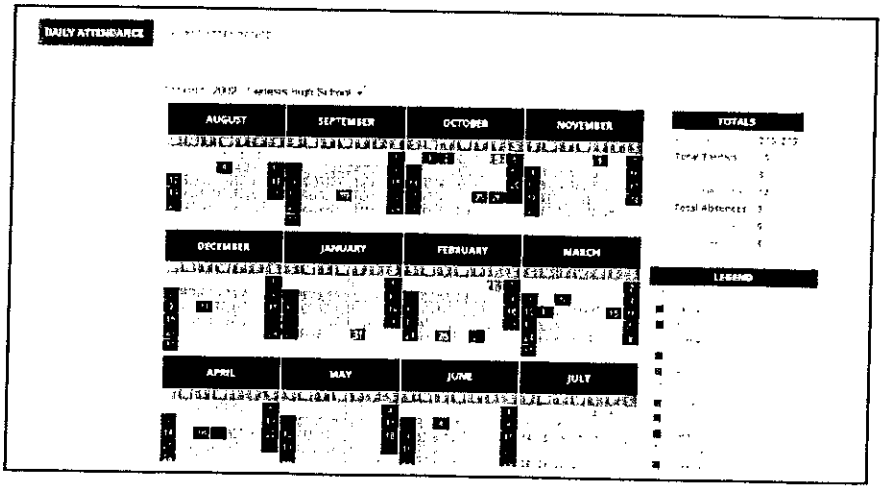

This is your student's Daily Attendance summary for the whole school year.

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

**Attendance Color Codes**

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

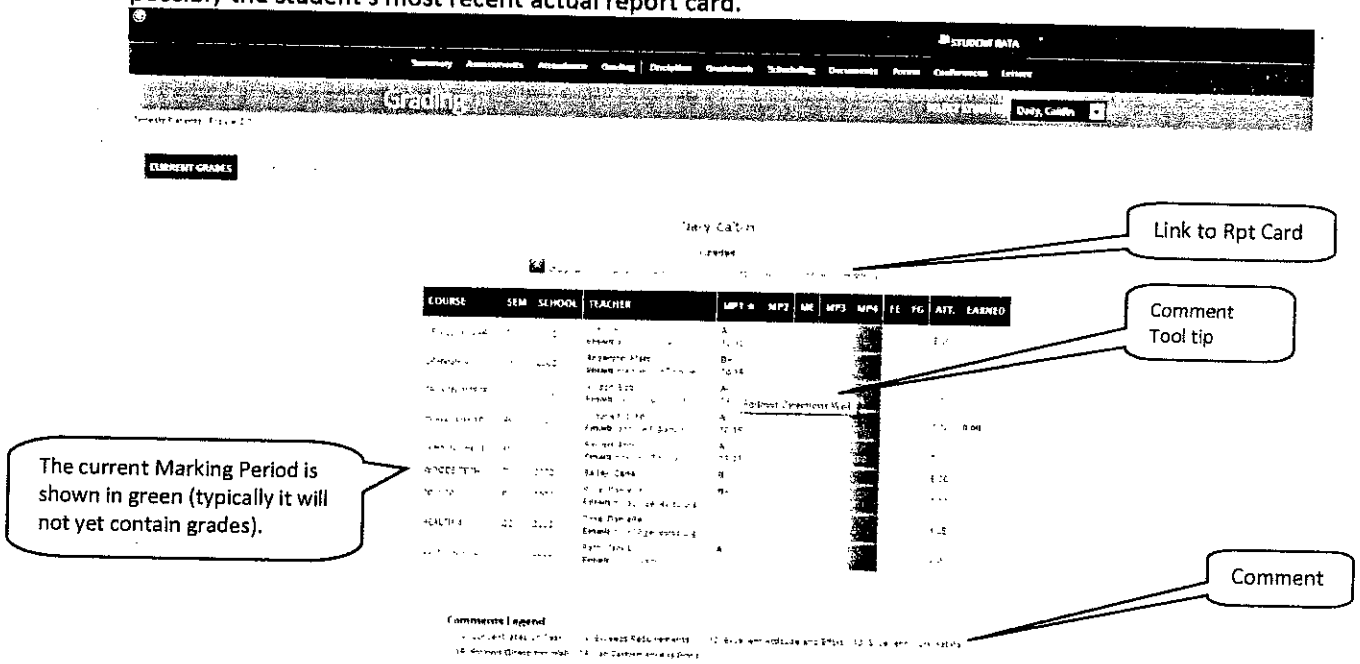
- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip



# Grading

## Current Year Report Card Grades & Current Report Card

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




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

### The Grading Screen

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

The current Marking Period is highlighted in green.

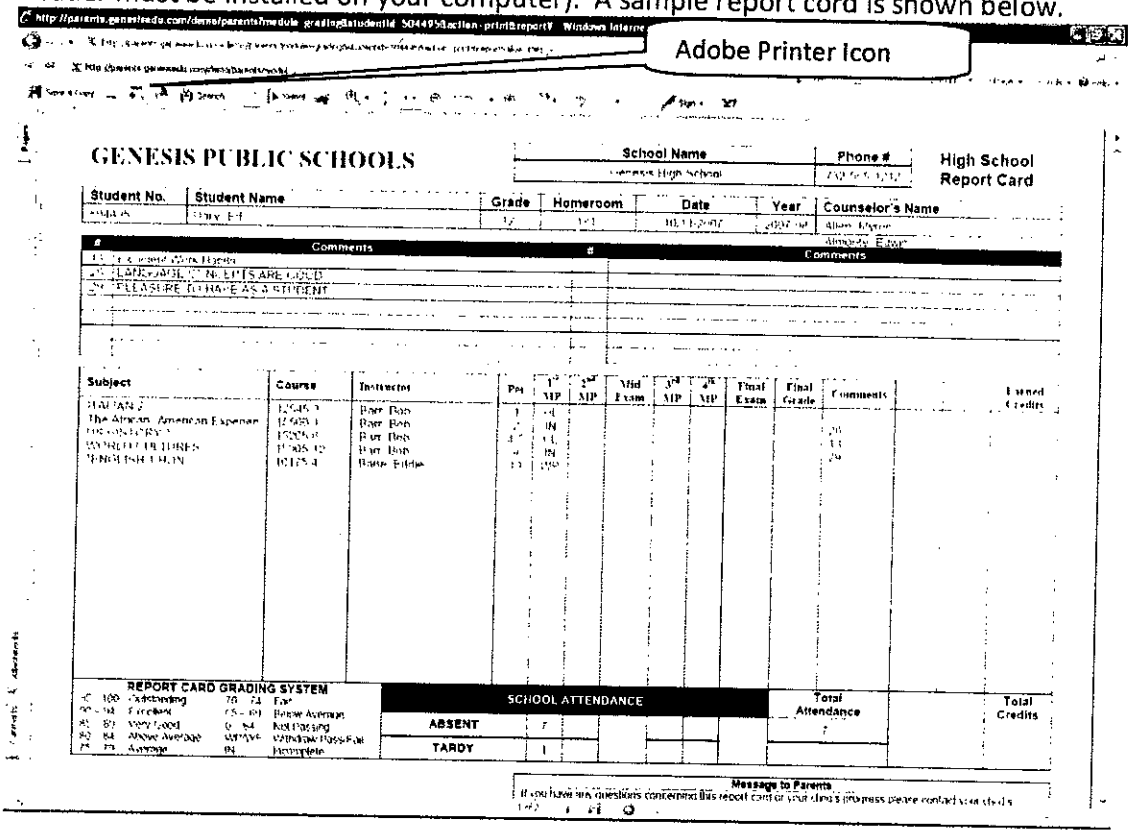
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 15 Follows Directions Well ). In addition, the text of the comment will appear in a tooltip (e.g. A- 13 Follows Directions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

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

### Viewing your Child's Current or Most Recent Report Card

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

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




**To Print a Copy of the Report Card**

1. Click on the 'Grading tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

**To Save a Copy of the Report Card**

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

**To Return to the Genesis Parents Portal**

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

# Frequently Asked Questions (FAQ)

1. Where do I get my login?

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

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

2. What if I forget my password?

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

3. What is the URL for Web Access?

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

4. How do I log out of Web Access?

   There is a small "Log Off" button at the upper right of every Web 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 Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

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

   *Always log off of Web Access – Never just close your browser*

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 Web 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 Web Access login.

   It may be possible that Web 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 Web Access Welcome Packet for information on whom or where to call.

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

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