



EDUCATIONAL SERVICES

Web Access User Manual

For assistance with the Genesis Parent Portal, contact the guidance office at your child's school.

Manasquan Elementary School Guidance Office
732-528-8810 x2012
E-Mail: mespa@manasquanboe.org

Manasquan High School Guidance Office
732-528-8820 x1007
E-Mail: genesispa@manasquanboe.org

GENESIS STUDENT INFORMATION SYSTEM**WEB ACCESS**

I	Introduction	p. 3
II	Logging In & Logging Out	p. 4
III	Student Summary Dashboard (Home) Screen A. Viewing the Dashboard B. Choosing a Student	p. 6 P. 6 P. 8
IV	Attendance A. Daily Attendance B. Class Attendance	P. 9 P. 9 P. 10
V	Grading See a student's most recent report card	P. 11 P. 12
VI	Gradebook A. Weekly Summary and Marking Period Averages B. List of Assignments C. One Day's Assignments D. One Week's Assignments E. Special Grades and the Previous Grade Column F. Viewing Teacher's Comments G. Downloading Attached Documents	P. 14 P. 14 P. 16 P. 17 P. 18 P. 18 P. 19 P. 19
VII	Setup A. Introduction to the Setup Screen B. Changing your Password C. Selecting your Home Screen	P. 21 P. 21 P. 22 P. 22
VIII	FAQ	P. 23

I. Introduction

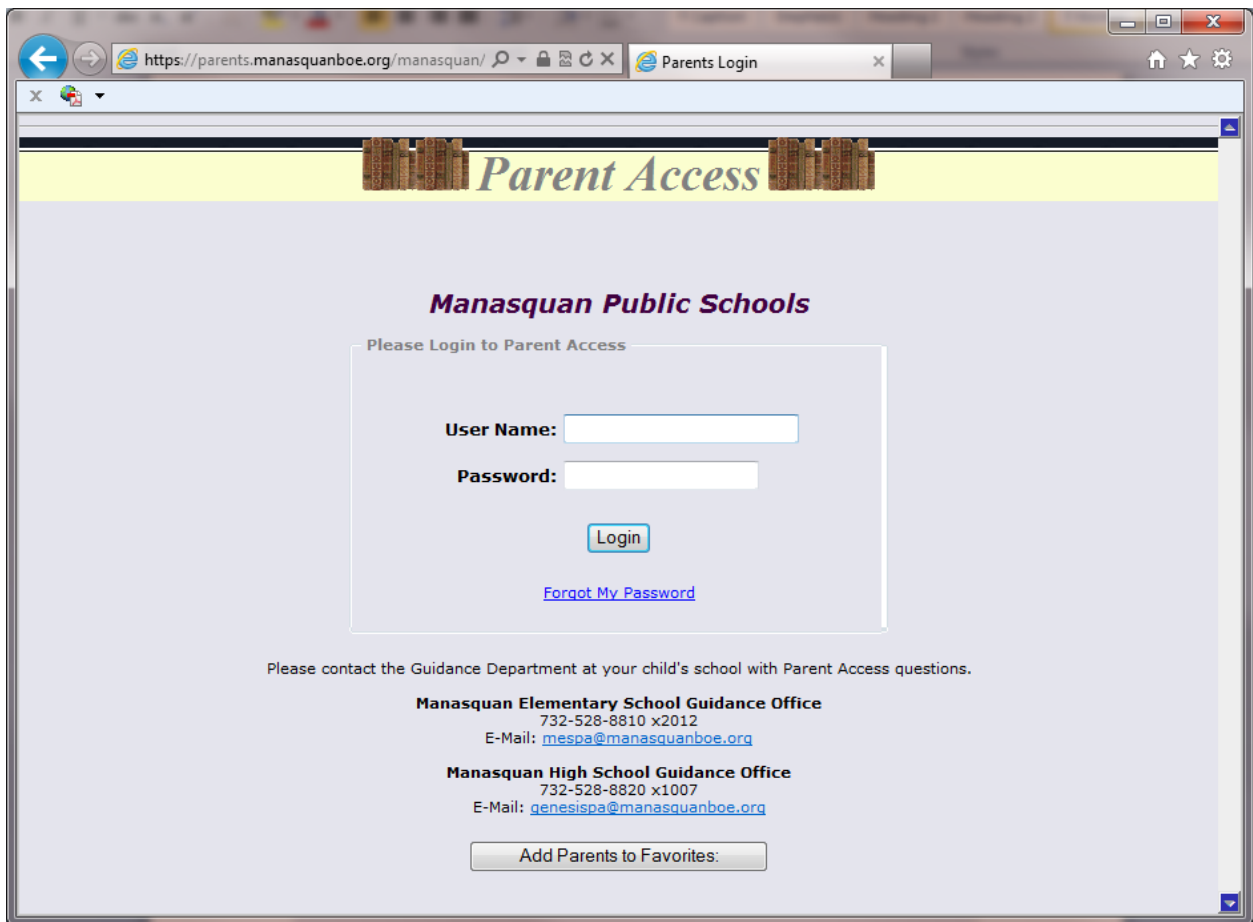
The Genesis Parent Web Access tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you **may** have access to the following information:

- 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.

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.

II. Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL:
https://parents.manasquanboe.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.

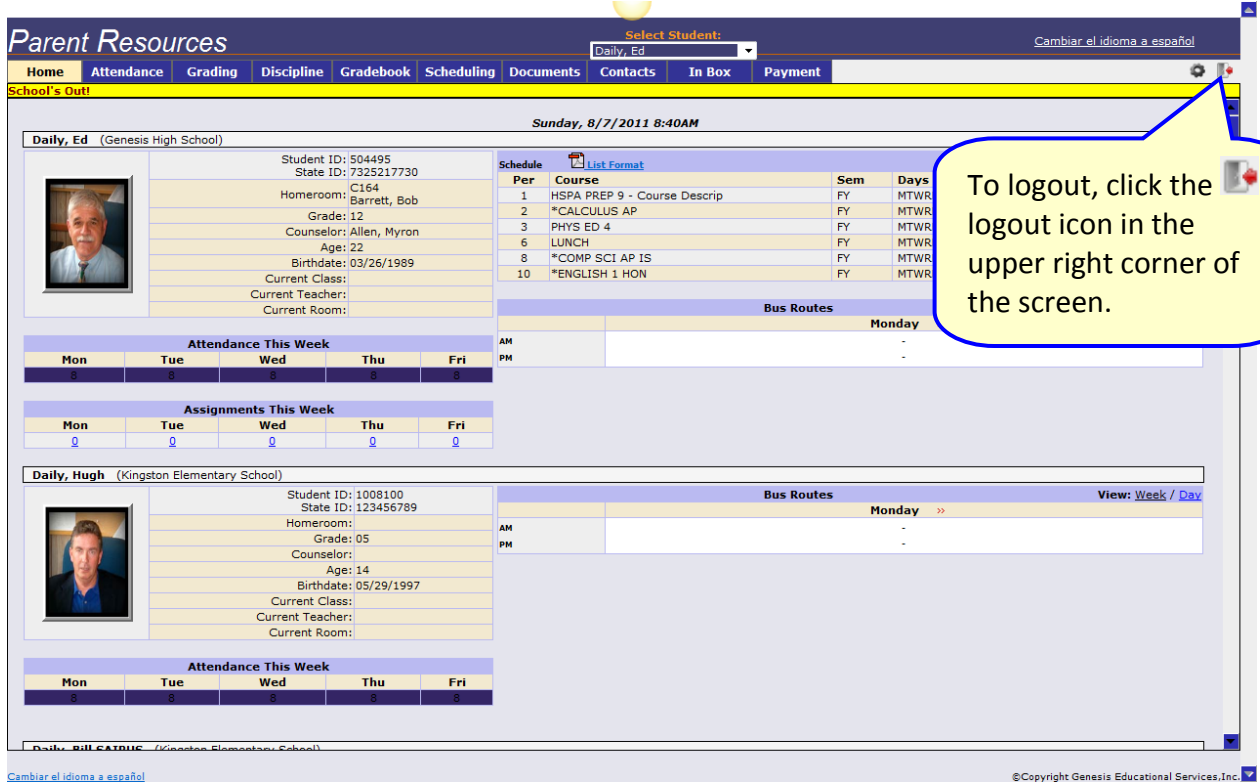
What if I forget my password?

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.

Logging Out

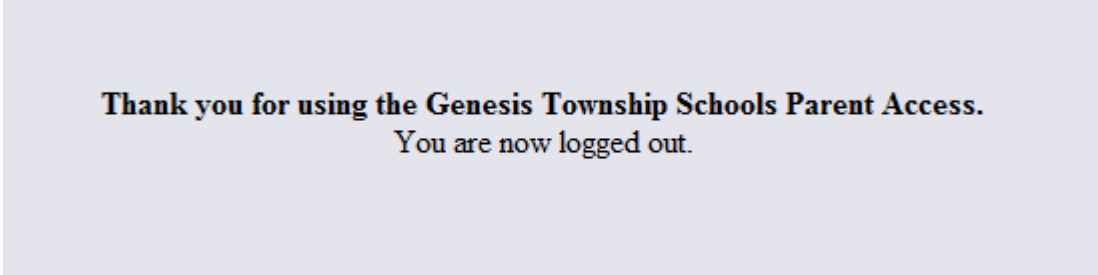
It is important to log out of Genesis Web Access properly: It is important to log out of all web applications properly.

To logout, locate the  icon in the upper right corner of every screen and click it:



The screenshot displays the 'Parent Resources' web application. At the top, there is a navigation menu with options like Home, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, Contacts, In Box, and Payment. Below this, the user is logged in as 'Daily, Ed' (Genesis High School). The main content area shows student details for 'Daily, Ed' (Student ID: 504495) and 'Daily, Hugh' (Kingston Elementary School). A yellow callout bubble with a blue border points to a red logout icon in the upper right corner of the page, with the text: 'To logout, click the logout icon in the upper right corner of the screen.'

When you click the logout icon you are immediately 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.

III. Student Summary Dashboard Screen

A. Your "HOME" Screen - The Student Dashboard

The screenshot shows the 'Parent Resources' interface with a navigation menu where 'Home' is highlighted. The main content area displays the dashboard for 'Daily, Ed' (Genesis High School) on Thursday, 1/7/2010 at 2:03PM. The dashboard is divided into several sections:

- Student Information:** Student ID: 504495, Homeroom: D232, Grade: 12, Counselor: Allen, Myron, Age: 20, Birthdate: 09/23/1989, Current Class: "ENGLISH 1 HON", Current Teacher: Bagwell, Bill, Current Room: 145.
- Schedule:** A table listing courses for the current week. The row for "ENGLISH 1 HON" (Per 9, Sem FY, Days MTWRF, Room 145, Teacher Bagwell, Bill) is highlighted in green.
- Attendance This Week:** A color-coded summary for Monday through Friday.
- Assignments This Week:** A summary table for assignments due each day.
- Bus Routes:** Information for Route A10, starting at 06:50AM.

A callout box points to the highlighted row in the schedule table with the text: "The highlighted course is the one the student is scheduled to be in 'right this very minute'."

Genesis Parent Access "Home" – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is Web 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
- Optionally, the student's bus assignments will be displayed.

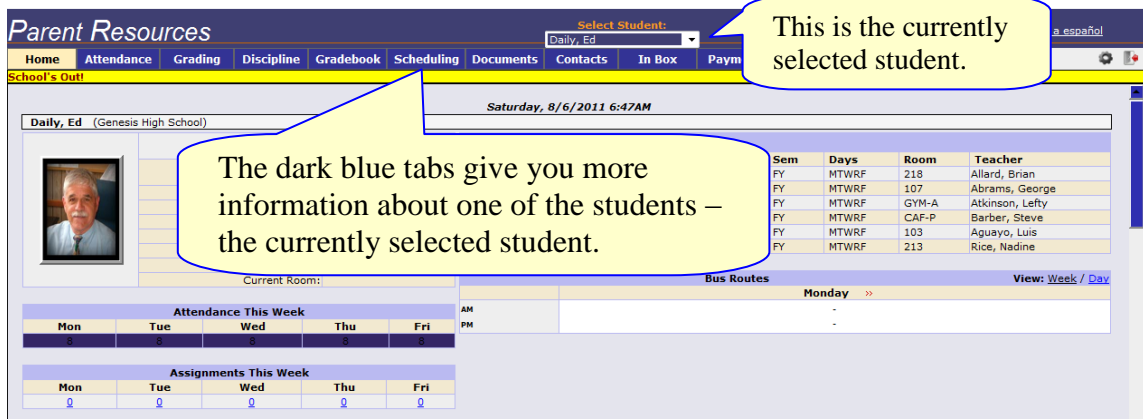
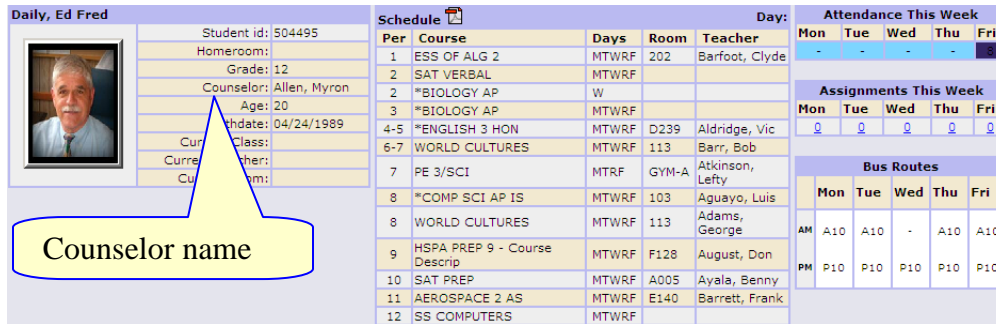


Figure 1 – Screen view without Bus Assignments displayed

More Information About Each Student

The ‘Web Access Home’ screen has a dashboard for each of your students. The other tabs give you more information about one student at a time.



Bus route information may also appear in your child’s dashboard.

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

The screenshot shows the 'Parent Resources' web application interface. At the top, there is a navigation bar with tabs for 'Home', 'Attendance', 'Grading', 'Discipline', and 'Setup'. A 'Select Student:' dropdown menu is open, showing a list of student names: 'Daily, Ed', 'Daily, Hugh', and 'Daily, Con JOHNATHON'. The 'Daily, Ed' student is currently selected. Below the dropdown, the student's information is displayed in three main sections: personal details, a schedule table, and attendance/assignment tables.

Student Information for Daily, Ed:

- Student id: 504495
- Homeroom: 142
- Grade: 11
- Age: 16
- Birthdate: 08/11/1989
- Current Class: HSPA PREP 11
- Current Teacher: Baez, Jose
- Current Room: 142

Schedule Table:

Per	Course	Days	Room	Teacher
1	ALGEBRA 1	MTWRF	F128	August, Don
2	GRAPHIC DES 1	MTWRF	B138	Anderson, Bill
3	*ENGLISH 3 HON	MTWRF	D239	Aldridge, Vic
4-5	US HISTORY 2	MTWRF	113	Barr, Bob
6	LUNCH	MTWRF	CAF-A	Arndt, Larry
7-8	ARCHITEC DR 1	MTWRF	B140	Ardoin, Danny
9	PE 3/SCI	MWRF	GYM-A	Angley, Tom
10	HSPA PREP 11	MTWRF	142	Baez, Jose

Attendance This Week:

Mon	Tue	Wed	Thu	Fri
T	1	-	-	-

Assignments This Week:

Mon	Tue	Wed	Thu	Fri
1	0	1	2	0

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.

Parent Resources | Select Student: Daily, Ed

Home | **Attendance** | Grading | Discipline | Gradebook

Daily Attendance | Class Attendance

School: 2002 - Genesis High School

August | September | October | November

December | January | February | March

April | May | June | July

Totals	
Possible Days	102/248
Total Tardies	7
Excused	3
Unexcused	4
Total Absences	25
Excused	20
Unexcused	5

Legend

- Present
- Field Trip
- In-School or ICE Suspension
- Unexcused Absent - Full Day
- Tardy (Unexcused)
- College Visit
- Out of School Suspension
- Home Instruction
- Excused Tardy
- Absent - College Visit
- IEP Exempt from Attendance
- Weekend
- Holiday
- Emergency Closure
- Home Instruction
- Not on Roll
- Snow Day

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

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.

Parent Resources
Home Attendance Grading

Daily Attendance **Class Attendance**

Class Attendance for the Month of June (2009)

Legend:
 Present
 AB Absence
 NO Nurse
 LE Left Class Early

Class Totals

ESS OF ALG 2			
	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

SAT VERBAL			
	All	U	E
YTD	24.0	23.0	1.0
MP1	1.0	1.0	0.0
MP2	6.0	5.0	1.0
MP3	9.0	9.0	0.0
MP4	8.0	8.0	0.0

*BIOLOGY AP			
	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

*BIOLOGY AP			
	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0

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.

*CALCULUS AP			
	All	U	E
YTD	1.0	0.0	1.0
MP1	1.0	0.0	1.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

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.

Parent Resources | Select Student: Daily, Ed | Powered by: [Logo]

Home | Attendance | **Grading** | Discipline | Gradebook | Setup

Daily, Ed
2008-09 Report Card

Please click here to view the MP1 form for Ed.

Course	Sem	School	Teacher	MP1	MP2	MP3	MP4	FE	FG	Attempted	Earned
*ENGLISH 3 HON	FY	Genesis High School	Anderson, Garret	A+ 12 22						5.00	
NEWSPAPER PROD	FY	Genesis High School	Allen, Dusty							5.00	
ITALIAN 2	FY	Genesis High School	Barr, Bob (Italian)	A+		A				5.00	
*CALCULUS AP	FY	Genesis High School	Weeks, Karen	A+ 03 29						7.00	
*COMP SCI AP IS	FY	Genesis High School	Aguayo, Luis							5.00	
*BIOLOGY HON	FY	Genesis High School	Adlesh, Dave							6.00	
PE 3/SCI	FY	Genesis High School	Atkinson, Lefty							3.00	
US HISTORY 2	FY	Genesis High School	Barr, Bob	B-						5.00	

Comments Legend

03 Completes Assignments Promptly	09 Exceeds Requirements	12 Excellent Student	16 Has Constructive Ideas
17 Has Good Organizational Skills	19 Homework is Complete	22 Initiates Discussion	29 PLEASURE TO HAVE AS A STUDENT

©Copyright Genesis Educational Services, Inc.

The Grading Screen

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

The current Marking Period is highlighted in green.

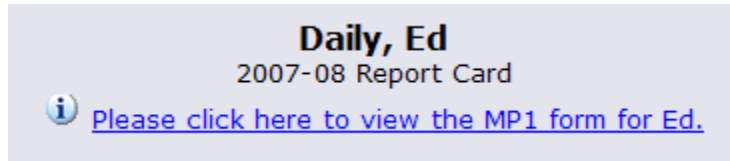
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g.

03 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:



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.


Adobe Printer icon

Student No.	Student Name	Grade	Homeroom	Date	Year	Counselor's Name
504495	Daily, Ed	12	181	10/11/2007	2007-08	Allen, Myron Almonte, Edwin

Subject	Course	Instructor	Per	1 st MP	2 nd MP	Mid Exam	3 rd MP	4 th MP	Final Exam	Final Grade	Comments	Earned Credits
ITALIAN 2	12545-3	Barr, Bob	1	HL								
The African -American Experien	15500-1	Barr, Bob	2	IN							26	
US HISTORY 2	15205-6	Barr, Bob	4-5	HL							13	
WORLD CULTURES	15005-12	Barr, Bob	9	IN							29	
*ENGLISH 1 HON	10175-4	Bane, Eddie	10	WP								

REPORT CARD GRADING SYSTEM		SCHOOL ATTENDANCE			Total Attendance	Total Credits
95 - 100 Outstanding	70 - 74 Fair	ABSENT	7		7	
90 - 94 Excellent	65 - 69 Below Average	TARDY	1		1	
85 - 89 Very Good	0 - 64 Not Passing					
80 - 84 Above Average	WP/WF Withdraw Pass/Fail					
75 - 79 Average	IN Incomplete					

Procedure 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.

VI. Gradebook

A. Weekly Summary of Assignments Screen and Marking Period Averages

Parent Resources
 Select Student: Daily, Ed
 Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline **Gradebook** Setup Log Off

Weekly Summary List Assignments

Daily, Ed
 Weekly Assignment Summary
 Week of 12/01/2008

Printable Version of Weekly Assignment List

Courses	Teacher	MP2	Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
10375/4 - *ENGLISH 3 HON.	Anderson, Garret		0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature				The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY				The TRIGONOMETRY teacher does not have an electronic gradebook.				
13797/1 - *CALCULUS AP	Weeks, Karen		0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS				The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON				The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI				The PE 3/SCI teacher does not have an electronic gradebook.				
35210/4 - US HISTORY 2	Barr, Bob		0.00%	0	0	0	0	0

Parent Access Module
 ©Copyright Genesis Educational Services, Inc.

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.

The screenshot shows the 'Gradebook' section of the Parent Access Module. At the top, there is a 'Select Student:' dropdown menu set to 'Daily, Ed'. Below this are tabs for 'Discipline', 'Gradebook', and 'Setup'. The main content area is titled 'Daily, Ed Weekly Assignment Summary Week of 12/01/2008'. A table lists courses and their teachers, with columns for 'Avg', 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri'. A callout points to the 'MP2' dropdown in the 'Avg' column, explaining that it allows users to view averages for previous marking periods. Another callout points to the 'Wed' column header, explaining that clicking it shows assignments for that specific day. A third callout points to the 'Week of' field, explaining that clicking it allows users to select a different week.

Courses	Teacher	MP2 Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
10375/4 - *ENGLISH 3 HON	Anderson, Garret	0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature			The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY			The TRIGONOMETRY teacher does not have an electronic gradebook.				
13797/1 - *CALCULUS AP	Weeks, Karen	0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS			The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON			The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI			The PE 3/SCI teacher does not have an electronic gradebook.				
35210/4 - US HISTORY 2	Barr, Bo	0.00%	0	0	0	0	0

Figure 2 – Gradebook→Weekly Summary Screen

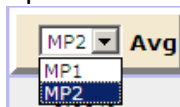
Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

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

B. List of Assignments Screen

Parent Resources Select Student: Daily, Ed Powered by Genesis Educational Services

Home Attendance Grading Discipline **Gradebook** Setup




Weekly Summary **List Assignments**

Daily, Ed
Student Assignment List

Course: Show all courses Assignments Due Date: 10/06/2008

Status: Show all assignments Show Assignment Dates: Week of

Search

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion		100		
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI	100		
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1 Tests 15		100		
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen	QUIZ	Chapter 1, Pgs 23-49, #'s 37,19,2324	50	100	Missing	
MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		  
MP1	10/10/2008	Fri	US HISTORY 2	Barr, Bob	HW	Chapter 31	ABS	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 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.

C. 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:

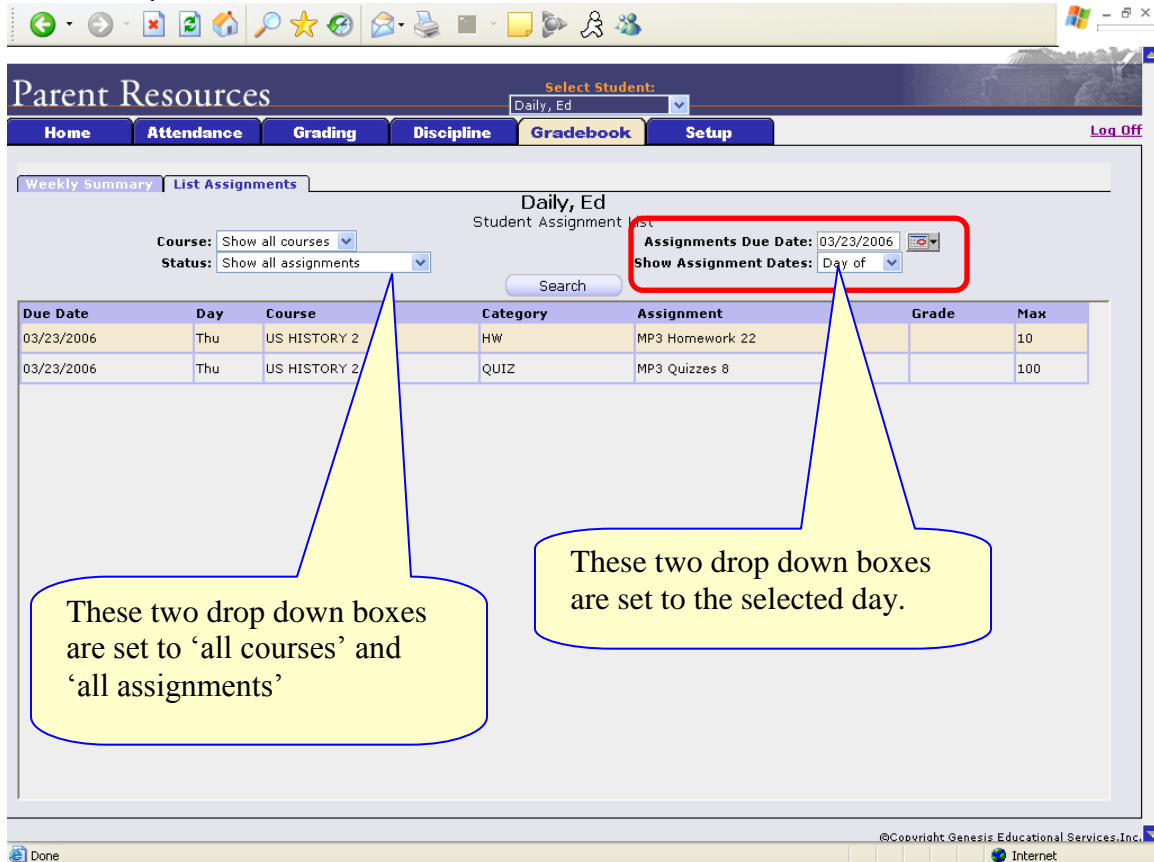


Figure 3 – The "List Assignments" screen in "One Day/All Assignments" mode

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.

D. 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.

The screenshot shows the 'List Assignments' screen for a student named 'Daily, Ed'. The interface includes a navigation bar with 'Home', 'Attendance', 'Grading', 'Discipline', and 'Gradebook'. Below this, there are tabs for 'Weekly Summary' and 'List Assignments'. The main area is titled 'Daily, Ed Student Assignment List'. It features search filters for 'Course' (set to 'Show all courses'), 'Status' (set to 'Show all assignments'), 'Assignments Due Date' (set to '10/06/2008'), and 'Show Assignment Dates' (set to 'Week of'). A 'Search' button is located below these filters. The main data is presented in a table with the following columns: MP, Due Date, Day, Course, Teacher, Category, Assignment, Grade, Max, Prev, and Docs. The table contains several rows of assignment data, including 'Special Discussion', 'Homework 14', 'TEST', 'Chapter 1, Pgs 23-49, #'s 37,19,2324', and 'Chapter 31'. A callout box points to the 'Prev' column, stating: 'If "Week of" is selected, selecting any date will show that week's Assignments.' Another callout box points to the 'Prev' column of a row, stating: 'Previous grade column'.

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion		100		
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI	100		
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1		100		
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen		Chapter 1, Pgs 23-49, #'s 37,19,2324	50	100	Missing	
MP1	10/09/2008	Thu	U				88	100		
MP1	10/10/2008	Fri	U			Chapter 31	ABS	100		

Figure 4 – A view of the List Assignments screen for 1 week, with the "previous grade" column

E. 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.

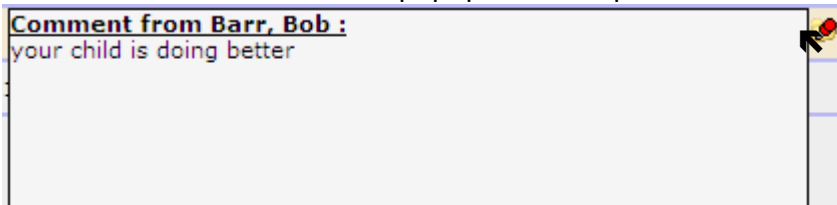
F. Viewing Teacher Comments

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.***

MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		
-----	------------	-----	--------------	-----------	------	------	----	-----	--	--

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 pop up in a tooltip box:



G. 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.

MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100				
-----	------------	-----	--------------	-----------	------	------	----	-----	--	--	--	--

If icons (e.g.) 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. 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:



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.

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

The screenshot shows the 'Parent Resources' web application interface. At the top, there are navigation tabs: Home, Attendance, Grading, Discipline, **Gradebook**, and Setup. A 'Select Student' dropdown menu is set to 'Daily, Ed'. The main content area is titled 'Daily, Ed Student Assignment List'. It features search filters: 'Course: Show all courses', 'Status: Show all assignments', 'Assignments Due Date: 10/06/2008', and 'Show Assignment Dates: Week of'. A 'Search' button is located below these filters. Below the search area is a toolbar with icons for file operations and a 'Sign' button. The central part of the screen displays a table for an 'essay' assignment. The table has columns for 'Teacher', 'Course', and 'Student'. Below these are columns for performance metrics: Superior Value: 6, Good Value: 3, Adequate Value: 4, Emerging Value: 2, Inadequate Value: 1, None Value: 1, and Points. The table rows are labeled 'Content', 'Organization', 'Mechanics', and 'Style'. A 'Total Points' column is at the bottom right of the table.


Teacher	Course	Student	Superior Value: 6	Good Value: 3	Adequate Value: 4	Emerging Value: 2	Inadequate Value: 1	None Value: 1	Points
	352104 - US HISTORY 2								
Content									
Organization									
Mechanics									
Style									
Total Points:									

Click "Search" to return to the list of Assignments.

VII. Setup

A. Introduction to the Setup Screen

The screenshot shows the 'Parent Resources' web application interface. At the top, there is a navigation bar with links for Home, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, In Box, and Payment. Below this is a 'School's Out' banner and a 'User Settings' section. The 'Change Password' section has fields for Current Password, New Password, and Confirm New Password, with a 'Save' button. The 'Settings' section has a 'Home Screen' dropdown menu set to 'Home' and a 'Save' button. The 'Your Contact Information' section includes a list of contact entries with columns for Email Address or Cell Number, Cell Phone Provider, and Emergency Broadcasts. The 'Parent Notifications' section has checkboxes for various alerts and a 'Save' button. A callout box in the upper right corner points to a gear icon and contains the text: 'To get to the Setup screen, click the icon in the upper right corner.'

The Setup screen is where you set up your Web Access Module. You may only see the top part of this screen. Do not be concerned. Only certain features may be available. To get to the Setup screen, click the  icon in the upper right hand corner of your screen.

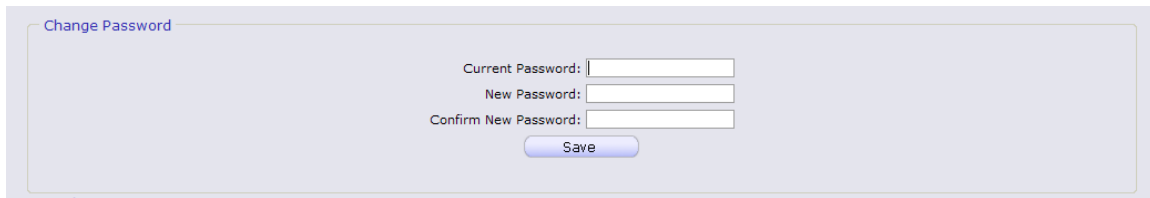
There are four functions located on this screen:

1. Changing your password
2. Selecting your “startup” screen
3. Managing your Email and Text Message Contact list (this may not appear)
4. Selecting Alerts (this may not appear)

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



Change Password

Current Password:

New Password:

Confirm New Password:

Save

Procedure to Change Your Password

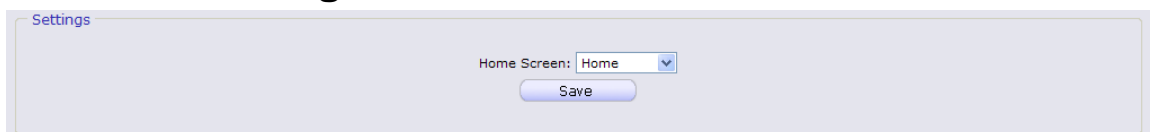
1. Click on the **'Setup'** tab.
2. Enter your current password
3. Enter the new password you desire
4. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
5. Click **'Save'**

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



Settings

Home Screen: Home

Save

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 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?

The URL for Web Access is:

<https://parents.manasquanboe.org>

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 the main office of your child's school.

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?

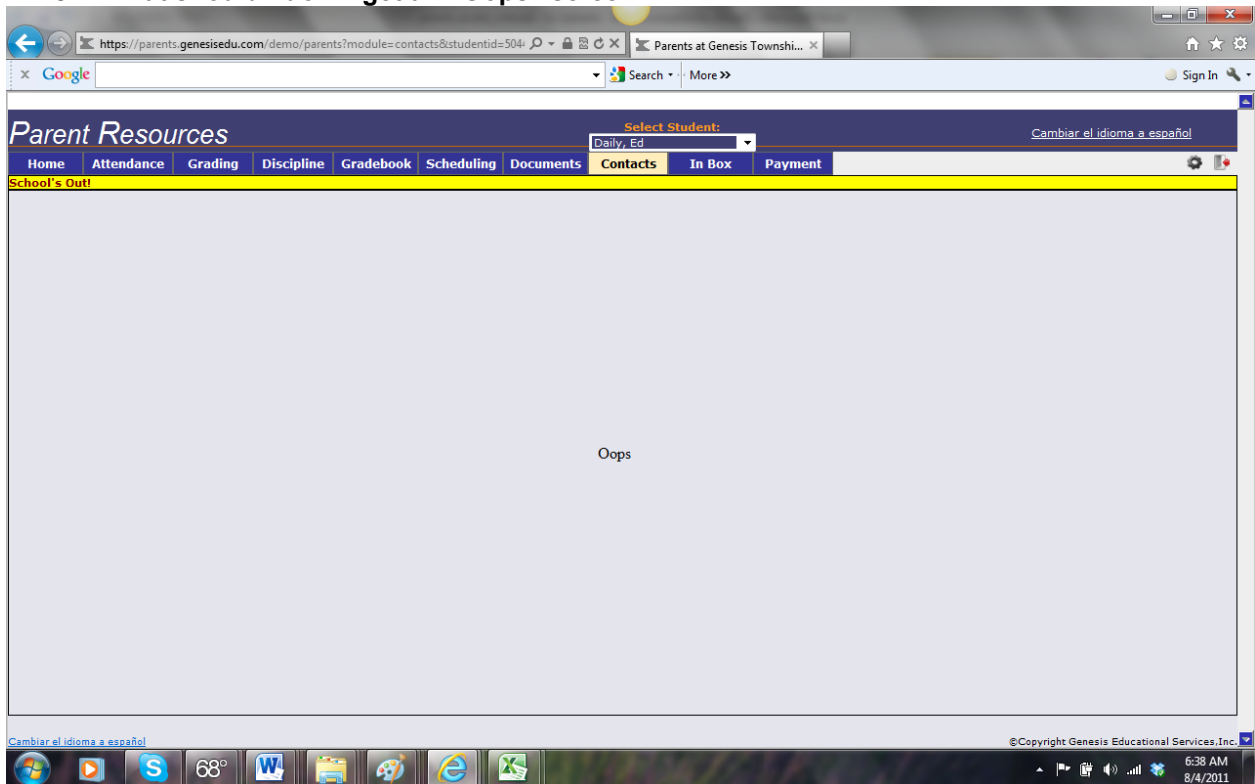
If you need access to a student that is not yet linked to your Web Access login you must call your school's guidance office.

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 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.

9. What should I do if I get an "Oops" screen:



If you see this screen, hit the browser back button to return to where you were before it appeared. Also please contact your district's help line to report the screen. Write down and give the following information to your district's help staff:

- What screen you were on just before the Oops appeared
- What you were trying to do
- Exactly what you had typed in and what button you clicked just before Oops appeared.