Manasquan School District

Technology

Parent

Portal

User

Manual

Version 3.0

https://parents.manasquaboe.org

Genesis

EDUCATIONAL SERVICES

Updated August 2013

## GENESIS STUDENT INFORMATION SYSTEM

PARENT PORTAL

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:

- 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.

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
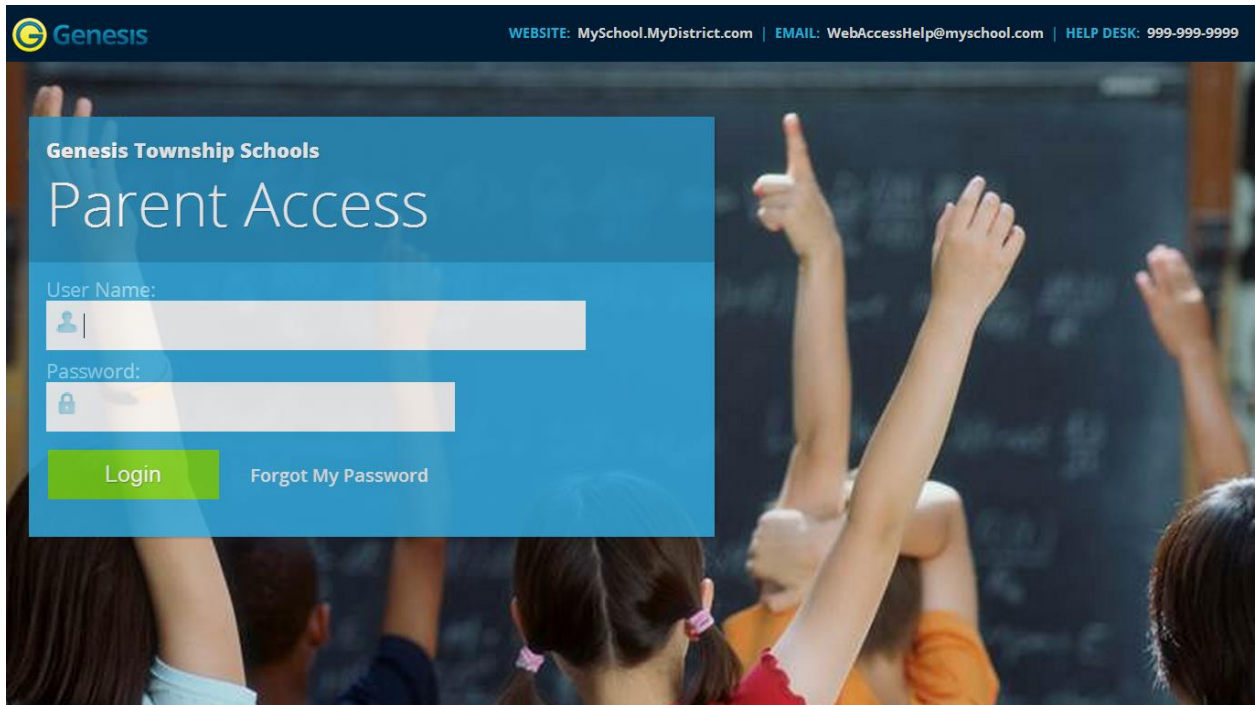
Logging In
Logging into Genesis is very simple:

1. Go to the Web Access URL: 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?
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:

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.

One Student's Dashboard of Information

Top Tabs

There are four available dark blue "top tabs". You may not see all of them, depending on which screens your district has enabled. The four include:

- **HOME** – This is where you set up your user profile and access the "Message Center" which provides up to the minute messages about your students.

- **STUDENT DATA** – This is where you can see information for one specific student. The first screen you see when you click on the **STUDENT DATA** tab is the "Summary" dashboard with a separate "dashboard" panel for each of your students.

- **CONTACTS** – Contacts lists all contact information on record for your students and may allow you to update it.

- **PAYMENT** – If your district has chosen to allow online payment of fees through Genesis, the Payments tab will be present. If not, it will not be there.

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.

Friday, 6/28/2013 2:51PM

Caitlin Daily

GENESIS HIGH SCHOOL | STUDENT ID: **504495** | STATE ID: **7325217730**

GRADE: **12**

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: F
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L			
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John			
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene			
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al			
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff			
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob			
9	*PHYSICS HON	FY	T	C164	Barrett, Bob			
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle			
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt			

Homeroom:
D233   Barry, Jack L
Counselor:
Allen, Myron ✉
Age: 19
Birthdate: 03/26/1994
Lunch PIN #:   4131

Counselor name

Gradebook Assignments & Week's Attendance

Bus Routes

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	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 your child has a schedule (in high school or middle school), click one of the ⬛ icons to get a printable copy of their schedule. It can be had in either 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 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.

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

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.

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

PER	COURSE	SEM	DAYS	ROOM	TEACHER	PDF LIST	PDF BLOCK	DAY: W
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack			
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John			
3	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene			
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al			
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff			
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob			
9	*PHYSICS HON	FY	T	C164	Barrett, Bob			
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle			
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt			

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

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	>

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

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.

To see Class Attendance, click the CLASS ATTENDANCE tab.

Scroll down to see students Class Attendance totals

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.

Each subject summary contains the following attendance totals for the class, overall and by Marking Period:
T - All absences for the subject – the Total
U – The Unexcused absences
E – The Excused absences

Totals

Type: [Absence ▼]

	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

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. 03), the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the comment will appear in a tooltip (e.g. 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 Please click here to view the MP1 form for Ed in Genesis High School. 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.

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.   Report Cards will **not** be available for years before your District began using Genesis:

List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

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

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 email to that teacher.

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.

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.

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

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 Assignment 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

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**.

- o "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- o "Month" - the Assignments for the *month* which contains the date selected in **Assignment Due Date**.
- o "MP1" – All assignments for Marking Period 1.
- o "MP2" – All assignments for Marking Period 2.
- o "MP3" – All assignments for Marking Period 3.
- o "MP4" – All assignments for Marking Period 4.
- o "All Assignments" – All assignments for the entire duration of the course.

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:

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.

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.

> If "Week of" is selected, selecting any date will show that week's Assignments.

Daily, Ed
2012-13 Student Assignment List

Course: Show all courses ▾   Assignments Due Date: 06/14/2013 📅
Status: Show all assignments ▾   Show Assignment Dates: Week of ▾

Search
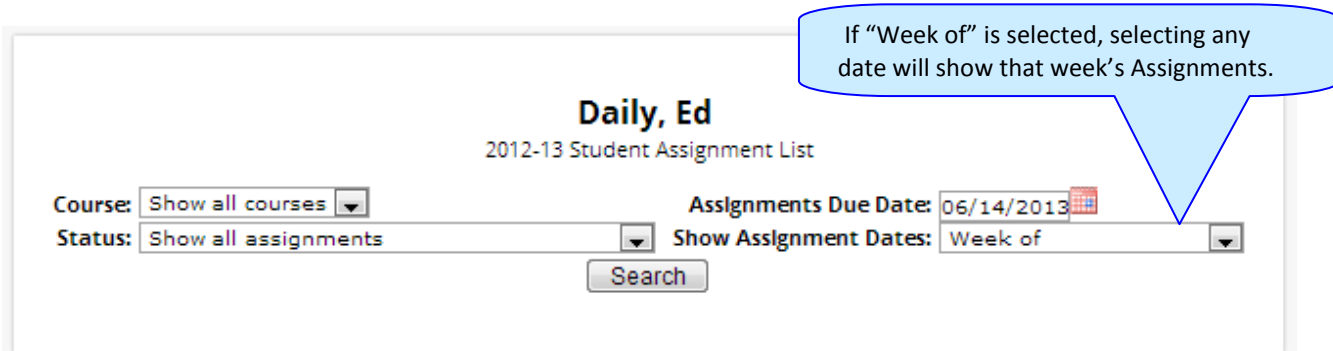
Special Grades and the Previous Grade Column ("Prev")

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE		MAX	%	PREV	DOCS
MP1	9/7/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz *Safety quiz for the lab*			20			
MP1	9/5/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 *problems 1,2,4,6,7,8,9*	CHECKPLUS		100	85%		
MP1	9/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 *problems 11,12,13,14*	CHECK		100	78%		
MP1	9/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 *questions 1,2,3,4,5*	CHECKPLUSPLUS		100	100%		
MP1	9/14/2012	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	

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. 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. Something that "was previously Missing" was turned in 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 doing 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, they are not later given a grade.

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.

Viewing Teacher 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.*

| 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 comments to popup:

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

Comment from Antonelli, John: Close
We need another phone conference

Click for Comment

Downloading Attached Documents

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.

| 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 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 is one document attached). 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: `View Study_Guide` (cursor on 📄 icon)

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

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[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.

Viewing Next Year Requests, Recommendations and Schedule

The **Scheduling** screen shows you your student's course requests for the *next* school year (e.g. 2012-13 if this year is 2011-12), teacher recommendations, if there are any, as well as their "next year" schedule once one has been created.

There are three things listed on this screen:
1. **Your student's list of course requests for next year**. These can be printed out.
2. **The teacher a course was recommended by** – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. **Your student's actual schedule for next year**. Once the student's actual schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

Printing Next Year's Requests
1. Click the PDF Icon next to the "list of requests" header:

Caitlin's Course Requests for 2013-14

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.
3. You may be asked to do print the request list, sign the set of requests and have your student return the signed list to school.

2013-14 Student Requests for Dally, Caitlin
Genesis High School
06/28/2013

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 this out.

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. Scheduling is a long and
complicated process. An empty or missing schedule simply means that your student's school has
not yet completed the scheduling process and is not a cause for alarm.

1. Click the PDF Icon next to the "Next Year Schedule" header:

Caitlin's Course Requests for 2013-14

     This brings up an Adobe PDF view of your student's next year schedule.
2. Use the Adobe Reader's print button to send the report to your printer.

Courses Recommended but Not Requested
The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take. Scroll down to see this list.

This list will appear if a teacher recommends a course for your student and your student decides not to take the course. The course is then "not requested" so that it will not be scheduled for your student.

Making Next Year Course Requests

If your school allows, you may make course requests from the "Requests" screen:

The Requests screen lets you choose courses to request for the next school year.

Making Course Requests

If you are allowed to request courses, the Requests screen will be available and the subjects will be listed there. If a subject is not listed, you cannot make requests for it.

To view the available courses for a subject – to see the course catalog – click on the "Request a Course" button for that subject:

Choose courses to request below:

🔴 Recommended by teacher   👤 Requested by parent   🗑 Remove my request

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION	
			English Subject Area				
10495 *ENGLISH 4 AP	🔴 Autry, Al	5					
10509 COMPOSITION	👤 Demo, Genesis	2.5					🗑
			10	20			Request a course
			Math Subject Area				
13797 *CALCULUS AP	🔴 Antonelli, John	7					
13679 *COLLEGE ALG	👤 Demo, Genesis	2.5					🗑
			12	20			Request a course
			US History Subject Area				
15315 SOCIOLOGY	🔴 Barry, Jack L	5					
15309 PHILOSOPHY	👤 Demo, Genesis	2.5					🗑
15502 New Jersey History	👤 Demo, Genesis	2.5					🗑
			20				Request a course
			Science Subject A				
14595 *PHYSICS AP	🔴 Barrett, Bob	5					
14577 *PHYSICS HON	👤 Demo, Genesis	6					🗑
14595 *PHYSICS AP	👤 Demo, Genesis	5					🗑
			6	20			Request a course
			World Languages Subject Area				
12370 *SPANISH 5 HON	🔴 Anderson, Matt	5					
12270 *FRENCH 5 HON	👤 Demo, Genesis	5					🗑
			5	10			Request a course
			Visual/Performing/Practical Arts Subject Area				
			10	10			Request a course
			Phys. Ed. Subject Area				
			10.5	15			Request a course

Click the Request a course *link to see the course catalog for the selected subject area.*

This is a test of the Parent Access message for English

Course catalog for English:

Status Icons: 🔴 Recommended by a teacher   👤 Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			▾		Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5			🔴			Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		▾		Request This Course
10510	ADV COMPOSITION	2.5				▾		Request This Course
10549	BRITISH LITERATURE	2.5				▾		Request This Course
10509	COMPOSITION	2.5			👤			Already Requested
10569	CONTEMP LIT	2.5				▾		Request This Course
10865	CREAT DRAMA/THEATER	5				▾		Request This Course
10039	CREAT WRITING	2.5		11 12		▾		Request This Course
10884	CREAT WRITNG 1&2	5				▾		Request This Course
10165	ENGLISH 1 AC	5				▾		Request This Course
10135	ENGLISH 1 HSPA	5				▾		Request This Course
10265	ENGLISH 2	5				▾		Request This Course
10245	ENGLISH 2 AC	5				▾		Request This Course
10235	ENGLISH 2 HSPA	5				▾		Request This Course
10365	ENGLISH 3 AC	5				▾		Request This Course
10355	ENGLISH 3 B/T	5				▾		Request This Course
10335	ENGLISH 3 HSPA	5				▾		Request This Course

The Course Catalog screen lists all the available courses in the subject area – English for example.

Deciphering the Course Catalog

Each line in the course catalog provides the following information:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			▾		Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5			🍎			Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		▾		Request This Course
10510	ADV COMPOSITION	2.5				▾		Request This Course
10549	BRITISH LITERATURE	2.5				▾		Request This Course
10509	COMPOSITION	2.5			⚓			Already Requested
10569	CONTEMP LIT	2.5				▾		Request This Course

- **Course Code** – The course number in the school's catalog.
- **Course Name or description** – The name of the course.
- **Credits** – How many credits is it worth?
- **Type or level of course (e.g. Honors or AP)**
- **Grades** – Which grade levels (e.g. 10th grade) is the course aimed at?
- **Status** – Has this course been recommended for your student? Have they already requested it?
- **Priority** – A drop down that allows you to select your priority for the course.
- **Additional Information** – A place where you can enter a short note about your choice.
- **Selector or Message** – This either provides you with a "Request this Course" button or the reason why the student cannot request it. For example, because it is already one of their requests, or they do not have the prerequisites for the course.

The catalog may have expanded descriptions of the course, and may also give reasons why you cannot choose a particular course for your student.   If a course can be requested, the "Request this Course" button will be available. Click this button to choose the corresponding course:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			▾		Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5			🍎			Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		▾		Request This Course
10510	ADV COMPOSITION	2.5				▾		Request This Course
10549	BRITISH LITERATURE	2.5				▾		Request This Course
10509	COMPOSITION	2.5			⚓			Already Requested
10569	CONTEMP LIT	2.5				▾		Request This Course

When you click on a **Request This Course** button, you will be asked to confirm your choice:

The page at 192.168.1.229:8081 says:

Request 10569?
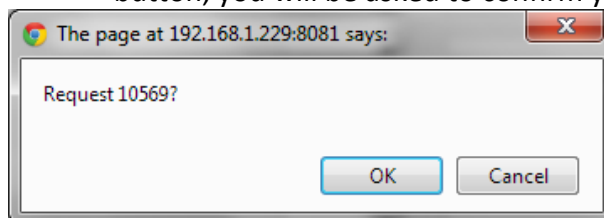
OK   Cancel

Click "OK" to finalize the course request or "Cancel" to cancel it.

Once you have made a request, the "Requests" screen is updated with your choice:

🍎 *Recommended by teacher*   🧑 *Requested by parent*   🗑 *Remove my request*

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION	
English Subject Area							
10495 *ENGLISH 4 AP	🍎 Autry, Al	5					
10509 COMPOSITION	🧑 Demo, Genesis	2.5					🗑
			10	20			Request a course

Prioritizing your Choices

The Course Catalog contains a "Priority" drop down for each course and an "Additional Information" field.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			▼		Request This Course

You can prioritize your choice by selecting a priority. The "Priority" checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

6LA	6th Grade Language arts	0	09 10 11 12	▼		Request This Course
10510	ADV COMPOSITION	2.5		1 (Highest) 2		Request This Course
10549	BRITISH LITERATURE	2.5		3 4		Request This Course
10509	COMPOSITION	2.5		🧑 5 (Lowest)		Already Requested

You can also put a short note in the Additional Information field. Your child's guidance counselor will be able to see both the priority and the short note.

Personal Settings

Changing Passwords

To Change Your Password
1. Click on the ⚙SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

When are you 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.
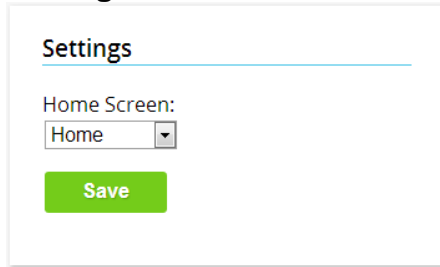4. Click **Save**

Setting Your Home Screen

To set your entry screen:
1. Click on the ⚙ SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Locate the "Settings" panel on the right.
3. Choose a new 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 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.