

WILLINGBORO PUBLIC SCHOOLS

Genesis: New Staff Training



Homeroom Attendance

Overview

The [Attendance>HR Attendance](#) screen allows teachers to post attendance for their Homerooms.

This screen posts to the students' Daily Attendance, not Class Attendance.

Genesis School Year: 2018-19 Wilmington Township Schools Wilmington High School

Student Data Grading Attendance Gradebook Class Attendance

HR Attendance

Post Attendance Posting Chart

Teacher: Homeroom: Attendance Posted At 8:00:30 AM

Monday 3/25/2019

Homeroom Attendance

ID	Name	Yesterday Fri 3/22	Old Code	Today's Attendance	Time	Comment
		T Tardy (w/ Time)		-- Present	AM	
		- Present		-- Present	AM	
		- Present	01	PN - Present - Dress Code Not-compliance	AM	
		- Present		-- Present	AM	
		- Present		-- Present	AM	
		- Present	1	T - Absent - Full Day	AM	
		- Present		-- Present	AM	
		T Tardy (w/ Time)	1	T - Absent - Full Day	AM	
		- Present	T 07:48AM	T - Tardy (w/ Time)	07:48 AM	
		- Present		-- Present	AM	
		- Present	1	T - Absent - Full Day	AM	
		- Present		-- Present	AM	
		- Present		-- Present	AM	
		- Present		-- Present	AM	
		- Present	L 10:32AM	L - Excused Late	10:32 AM	DRAFT
		T Tardy (w/ Time)		-- Present	AM	
		- Present	1	T - Absent - Full Day	AM	
		- Present	T 07:51AM	T - Tardy (w/ Time)	07:51 AM	
		- Present	T 07:54AM	T - Tardy (w/ Time)	07:54 AM	

How do we determine what students are shown?

The students who are shown on this screen are based on the Homeroom that you see at the top of the screen. If Homeroom 101 is selected, then Genesis will look for any active student assigned to HR 101 in the school. Whatever students are found in that Homeroom will be shown on this screen. If students are not appearing or there are incorrect students, you can make changes to a student's record via [Student Data>Modify Student>Demographics>Required](#), using the "Home Room" dropdown.

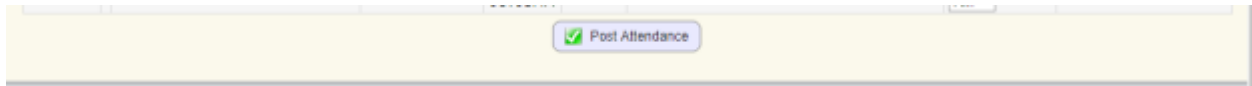
Taking Attendance

In order to take attendance, simply select the attendance code from the drop down in the "Today's Attendance" column. Sometimes, a time is required with the code. If this is the case, then 3 fields will open under the Time Tardy column when the code is selected.

You enter the time into these fields by putting in the hour in the first box, minute in the second and then selecting AM or PM in the drop down.

Clicking the Blue Arrow next the first drop-down will populate everyone in the homeroom with value set for the first student.

Once you have filled out the information, click on the **"Post Attendance"** button and then all the students in your Homeroom will be updated.

A screenshot of a web application interface. At the top is a blue header bar with the text "Today's Attendance" in white. Below the header is a dropdown menu. The first option is "-- Present" and is highlighted in blue. To the right of this option is a small blue arrow icon, which is circled in red. Below the first option are several other options: "PN - Present - Dress Code Non-compliance", "1 - Absent - Full Day", "T - Tardy (w/ Time)", and "TNU - Tardy - Dress Code Non-compliance".A screenshot of a web application interface showing a single button. The button is light blue with a green checkmark icon on the left and the text "Post Attendance" in black.

Seating Chart

A relatively newer screen has been added to [Attendance>HR Attendance](#). You can arrange the seats as well as take attendance through the [Seating Chart](#) tab (just as you can through Gradebook.) The Seating Chart screen will display the students in their HR - no course section need.

Requiring Teachers to Sign off via Gradebook

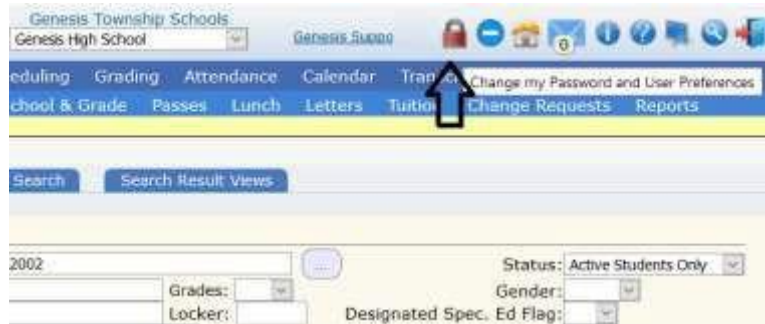
It is possible to have teachers sign off that they have read a student's 504 or IEP. To be able to do this, the teacher must have set up their signature.

Staff Signatures

Staff members may store a graphical image of their signature in Genesis in order to be used in Letters, Report Cards and Transcripts.

In order to save a signature, your user account must have a staff member associated that is marked with **"Represents User"**.

Once this is set a user will be able to create a signature by clicking on the LOCK icon on the top right of any Genesis screen.




After clicking the lock, a screen will pop up allowing you to set your password, screen preferences and signature.

A screenshot of the "Signature Setup" dialog box. It has a title bar with the text "Signature Setup". Below the title bar, it says "Sign the box below to use when signing forms." There is a large empty rectangular box for the signature. To the right of the box is a red circular button with a white lock icon. At the bottom of the dialog box is a button labeled "Update Signature" with a pencil icon.


Sign your name and click the "Update Signature" button.

Signing the 504 or IEP

When this feature is enabled, students with an active 504 or IEP appear on the Gradebook spreadsheet ([Gradebook](#)→[Gradebook](#)) in red highlight with a pencil icon next to the student's name. When the teacher clicks on the pencil icon they have an opportunity to sign the active 504 or IEP.



	ID	Name
[+]	H 100437	Abernathie, Arlo
[+]	H 23563	Baker, Christine
[+]	H 1010370	Biddle, Caitlin
[+]	H 105730	Brunsberg, Christina
[+]	H 1012142	Dauss, Hooks

Clicking the  pencil icon brings up the student's Info screen ([Gradebook](#)→[Gradebook](#)→[Student Info](#)):



Student Information for Baker, Christine

Student ID: 23563

Student Name: Christine Baker

Student Email: christine.baker@school.edu

Student Phone: (555) 555-1234

Student Address: 123 Main St, Anytown, CA 90210

Student Birthdate: 01/01/2000

Student Gender: F

Student Ethnicity: White

Student Religion: None

Student Allergies: None

Student Medical Conditions: None

Student IEP: [Click the icon to view the IEP](#)

IEP has not been signed

[Sign IEP with Stored Signature](#)

This screen now includes a “Student IEP” (or Student 504) section on its right side:




Student IEP

Click the icon to view the IEP: 

IEP has not been signed

[Sign IEP with Stored Signature](#)

From here the teacher can sign the 504 or IEP.

Simply clicking the  Sign IEP with Stored Signature button signs the 504 or IEP, if the teacher has not set up a signature this button will not appear.



Student IEP

Click the icon to view the IEP: 

IEP has been signed



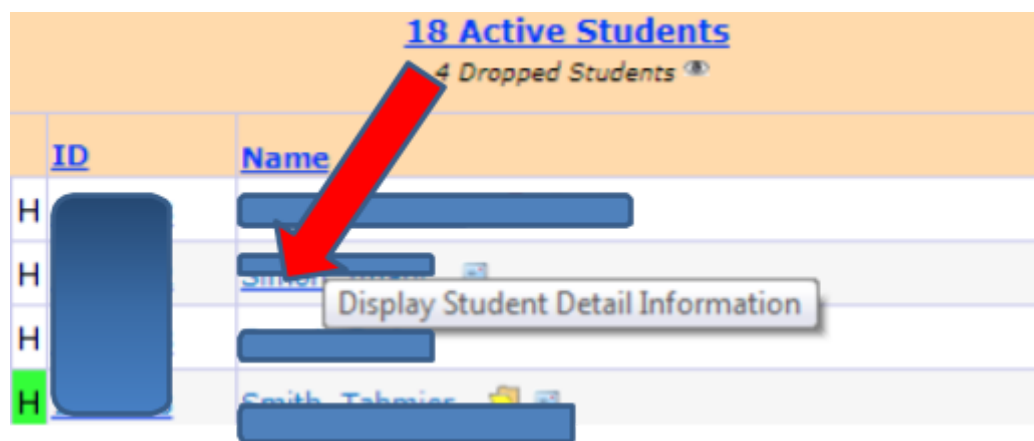
[Remove Signature from IEP](#)

Gradebook Student Details Screens

Overview



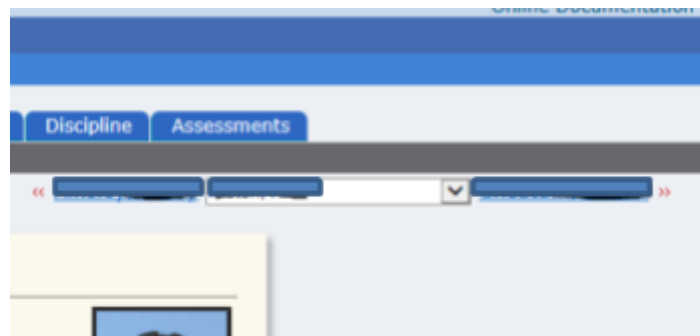
To access the student details screens, click on the student's NAME link in from the Gradebook screen.



This will bring up the Student Details for that specific student,



And on the top left of screen you can tab thru the students:



Assignments Tab

The **Gradebook>Gradebook>Student>Assignments** screen shows you a marking period's worth of student assignments and grades.

The screen allows you to filter your assignments by category, or status.

The categories (Test, Homework, etc.) are defined in your Profile Categories screen while the status can be any one of the following values; Graded, Not Graded, Absent, Complete, Exempt, Incomplete, or Missing.

You can easily navigate through your student's by using the student drop down at the top of the screen.

The screenshot shows the 'Assignments' tab in the Genesis software. At the top, there are navigation tabs: Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next >>. Below these are more specific tabs: Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, and Reports. A banner at the top right says 'Last day of MP3 is April 6th. MP3 Grading opens 4/7 and closes 4/17. Please make sure to have all grades entered by then.' The main header area includes the student's name 'Brunenberg, Christina MARIE', Student ID '105730', Counselor 'Allen, Grace', School 'Genesis High School', Birthdate '08/31/1990 (26)', Homeroom '0233 (Barry Jack)', Grade Level '11', and a list of teachers: 'Bode, Caitlin ALLEN', 'Brunenberg, Christina MARIE', and 'Delahanty, Frank'. The main section is titled 'Assignments for Brunenberg, Christina MARIE'. It features a table with columns: Assignment, Assigned, Due, Status, Category, Pr, Grade, Points, Max, Avg, Abs, Inc, Ex, M, Hide, C, and PC. The table lists four assignments: 'Homework (Group 1)', 'Classwork 1', 'Quiz 1', and 'Benchmark 1'. The bottom row shows a total of 323.00 points out of 400.00, with an MP3 Calc. Avg of 80.75. A 'Save Grades' button is at the bottom right.

Assignment	Assigned	Due	Status	Category	Pr	Grade	Points	Max	Avg	Abs	Inc	Ex	M	Hide	C	PC
1. Homework (Group 1)	8/25/16	8/25/16	Complete	HW		89.0	89.00	100.0	89.0%							
2. Classwork 1	9/08/16	9/14/16	Complete	HW		50.0	50.00	100.0	50.0%							
3. Quiz 1	9/29/16	9/29/16	Complete	QUIZ		88.0	88.00	100.0	88.0%							
4. Benchmark 1	9/29/16	9/29/16	Complete	TEST		95.0	95.00	100.0	95.0%							
							323.00	400.0								
							MP3 Calc. Avg: 80.75									

Assignment Screen Columns

This screen shows you a ton of information for each student's assignment and grade.

The columns are designed to let you see all of the important information easily and quickly.

You can the score, average and any comments for an assignment by viewing this screen.

You also can see the student's calculated average for the marking period on the last row of the table.

Note: The calculated average will not always be the average of your earned and attempted points. This average depends on the Grade Calculation Method that you have defined on your profile.

Printing the screen

In Gradebook, there are many screens that you can turn into a PDF Report and this happens to be one of them.

On the top of the screen above the Module Tabs, there are several icons.

One of them is a "Print" icon that looks like printer. If you click on this icon, you will get a print out of the screen based on the filters that you have selected in the drop downs.

Grade Breakdown

The [Gradebook>Gradebook>Student>Grade Breakdown](#) screen shows you how the Gradebook has calculated the Final Grade for the selected marking period.

This means that the screen will show different information based on the Grade Calculation Method that you selected in your Profile's Preferences.

The following screen shots and formulas tell you how the Gradebook will derive a Final Grade for a marking period.

Category Weighting Formula:

Category Score Calculations: $\text{Category Average} * (\text{MP Weight} / 100) = \text{Category Score}$
Final Grade Calculation: $((\text{Sum of Category Scores}) * 100) / (\text{Sum of Category Weights}) + \text{Extra Credit Points}$

Category	Category Avg.	Weight	Score
Class Work	75.5000 %	15.0	11.3250
Homework	83.5000 %	10.0	08.3500
Quizzes	78.0000 %	15.0	11.7000
Tests	76.2000 %	60.0	45.7200
		100.0	77.0950

Grade calculation using assignments from **MP1**

Final Grade Calculation

$((77.0950 * 100) / 100.0) + 0.0 = 77.1\%$ ** Rounded to TENTHS

The Parents Module is setup to show the MP average based on assignments that are being shown to the Parents.
Parents Module MP1 Grade: 76.2% ⓘ

Student Chart

A [Gradebook>Gradebook>Student>Charts](#) screen was added to the Gradebook which charts the students overall and category grades vs the average of the class.

The screen has two modes:

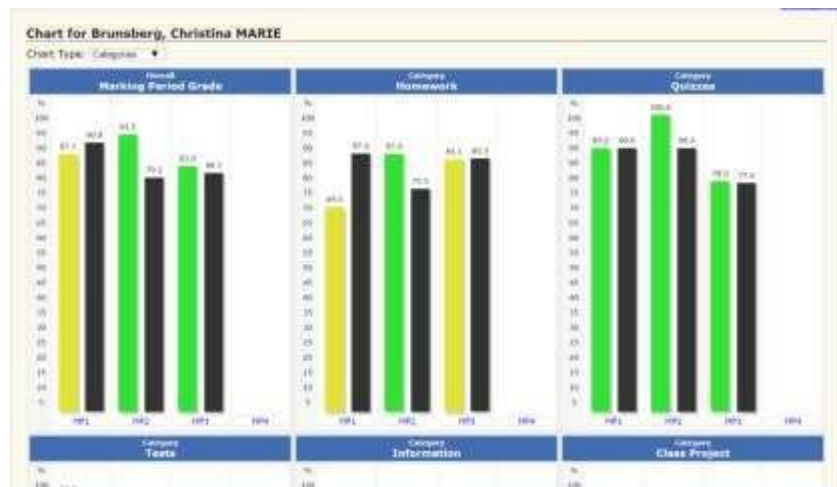
- Categories Mode - Show student's performance vs the class average by Category and for the overall marking period average.
- Assignments Mode - Show student's performance vs the class average on selected, individual Assignments.

The screen can be exported as a PDF by clicking the printer icon at the top of the screen.



Categories Mode

In Categories Mode, a bar panel is shown for the student's overall performance vs the class average, and then a separate panel for each Category:



Assignments Mode

In Assignments Mode, you first must choose the Assignments to include in the view.

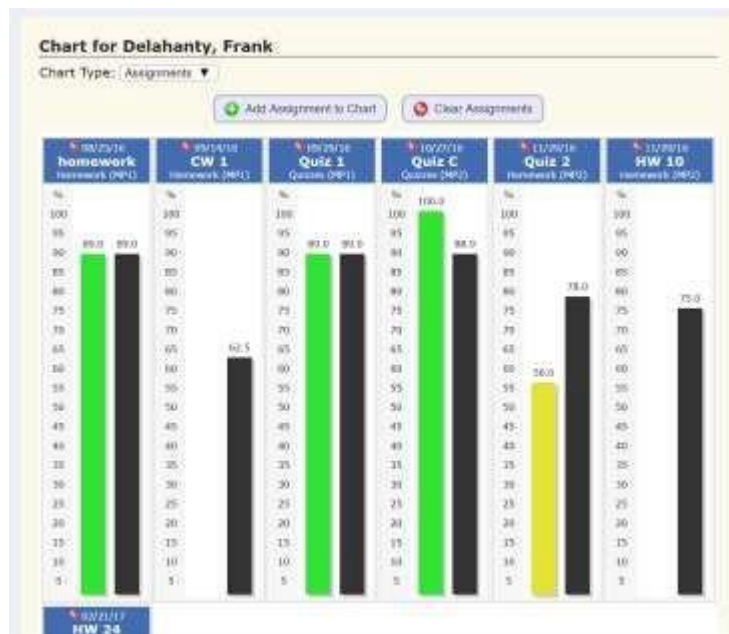
An "Add Assignments to Chart" dialog is shown and you select which Assignments, in which Categories, to include in the view:

The dialog box is titled "Chart for Delahanty, Frank" and "Add Assignments to Chart". It contains several sections with checkboxes for selecting assignments:

- Homework:**
 - ☒ homework, MP1
 - ☒ Quiz 2, MP2
 - ☒ Homework 24, MP3
 - ☒ Classwork 1, MP1
 - ☒ Homework 10, MP2
 - ☐ HW 26, MP3
 - ☐ Test Rubric, MP2
 - ☐ Homework 22, MP3
- Quizzes:**
 - ☐ Quiz 1, MP1
 - ☐ Quiz C, MP2
 - ☐ Quiz 24, MP3
- Tests:**
 - ☐ BENCHMARK 1, MP1
- Class Project:**
 - ☐ Class Work 1, MP3
 - ☐ ClassWork 2, MP3
 - ☐ Class Work 25, MP3

Buttons at the bottom: "Add Assignments" and "Cancel".

Charts are then displayed for each of the selected Assignments:



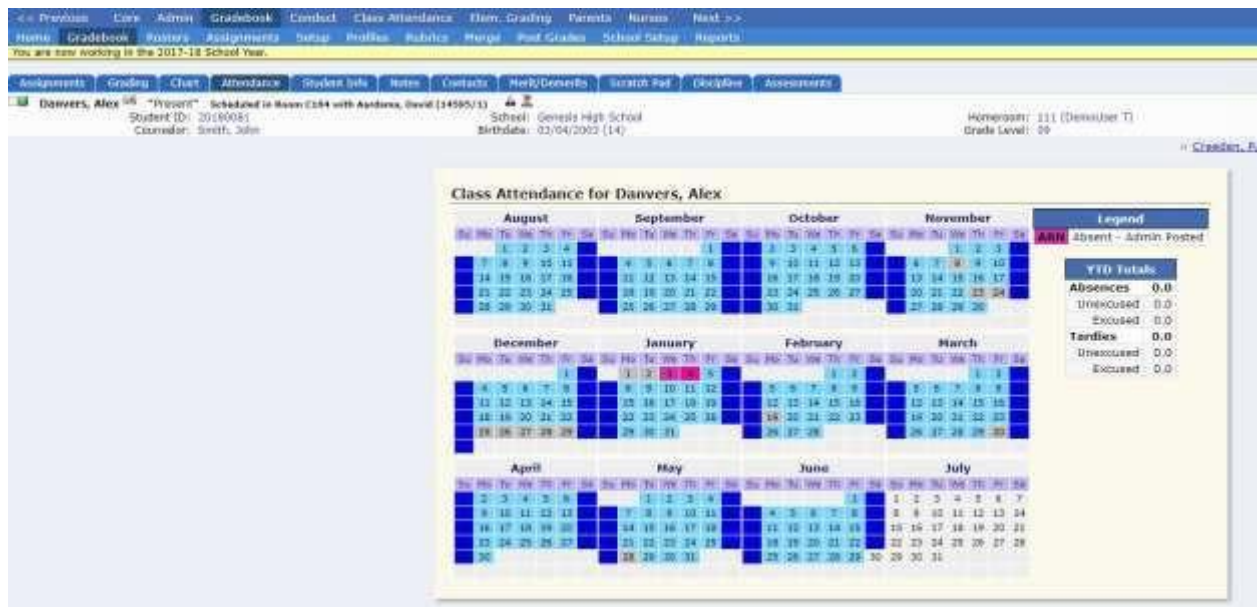
Student Attendance

The [Gradebook>Gradebook>Student>Attendance](#) screen shows you a student's class or daily attendance for the year. It includes a color code chart so that you can see what each color means in the calendar.

Attendance View: ☒ Class Attendance ☐ Daily Attendance

Year to Date totals are also included on this screen.

You can see more information on Class Attendance in the Attendance Spreadsheet section.



Student Info

The [Gradebook](#)→[Gradebook](#)→[Student](#)→[Student Info](#) screen shows you the all the student data that can be modified in the gradebook.

Here is the listing of all the fields and how they effect the Gradebook.

Field	Description
Student ID	This is the districts ID for your Student. This can not be changed or modified.
Gradebook Student ID	The ID field is the ID for that you want displayed for the student in the Gradebook. All of your Gradebook screens, and reports will show this field for the student's ID. This ID does not show in any of your districts administrative screens.
Student Name	This is the districts name for your Student. This can not be changed or modified.
Nickname	The nickname field is the name that you want displayed for the student in the Gradebook. All of your Gradebook screens, and reports will show this field for the student's name. This name does not show in any of your districts administrative screens.
Student Email	The email field is an email address that you can get from your student that your school does not have on file. This email field only shows in your Gradebook and does not go into any of your districts administrative screens. <i>(FYI – soon all student district emails will populated into this field, teachers can add an additional email if they choose)</i>
Grade	This is the grade level of your Student. This can not be changed or modified.
Sex	This is the sex of your Student. This can not be changed or modified.
Date of Birth	This is the birthdate of your Student. This can not be changed or modified. When it is your student's birthday, a "Cake" icon will appear next to your student on the Assignment Spreadsheet screen.

Workgroup	This is the workgroup that the student is in.
Status	This is the status of the student. When student enters your class, he will be listed as ACTIVE. If a student drops your course, the status will change to DROPPED with the date that the student changed.
Parents use Parent Access	This tells you if a student has any user of the Parent Module that is tied to the student. Another message related to this field will appear at the bottom of the screen if this field is yes. The message will tell you how many logons are tied to the student and when the last one logged in.
Accept Status	This controls whether the "New" message appears on any of the spreadsheet screens. If you check this box, then the "New" will be suppressed.
Show Student	This controls whether the student appears on any of the spreadsheet screens or any of your reports.

Student Notes

Overview

The [Gradebook>Gradebook>Student>Notes](#) screen is an easy way for you to write notes about a student.

- The Notes are only accessible in the Gradebook.
- You can print the notes whenever you like by clicking on the Printer icon at the top of the screen.



Student Contacts

Contacts List

The [Gradebook>Gradebook>Student>Contacts](#) screen will provide you with a list of student contacts. The contacts include the student's counselor, vice-principal, case manager and any contact on the student's LR Address Record.

Contacts will only appear if the contact has an email address on their record.

In order to email one of the contacts on the screen, you can click on the email address.

This will open a window that will allow you to compose your email.

Contacts for [Student Name]

[Add School Contact](#)

School Contacts	
<input type="checkbox"/> PHYSICAL EDUCATION Dept. Head: James, Charles	Email: cjames@wboe.net
<input type="checkbox"/> Counselor: Brown, Kristin M	Email: kbrown@wboe.net
<input type="checkbox"/> VP/Asst. Principal: Crisostomo, Phillip	Email: pcrisostomo@wboe.net
<input type="checkbox"/> Principal: Ash, Kimberly	Email: kash@wboe.net

Family Contacts	
<input type="checkbox"/> Guardian 1: [Name]	Email: [Redacted] Phone: [Redacted]
<input type="checkbox"/> Guardian 2: [Name]	Email: [Redacted] Phone: [Redacted]

Email Student Summary

Step 1: Check the email addresses to send this to.
Send copy to myself: ☒

Step 2: Select Marking Period: [Marking Period 3] [Preview](#)

Step 3: Fill in the following information:
Subject: [Field]
Message: [Text Area]

[Email Progress Report](#)

Available staff if they have an email address on their staff record:

- Co-Teachers
- Department Head
- Principal

Available staff if they are tied to the student and have an email address on their staff record:

- Counselor
- Asst/Vice Principal
- Resource Teacher
- 504 Coordinator

Email Student Summary

This portion of the screen will allow you to send a report to any of the contacts on the top of the screen regarding the student's progress.

You can select a contact by checking the check box to the left of the name.

Once you have selected your contacts, select the marking period that you would like the report to be for.

You can preview the report by clicking on the "Preview" link next to the Marking Period drop down.

The "Subject" and "Message" fields are required to successfully send out the report.

Scratch Pad

The [Gradebook>Gradebook>Student>Scratch Pad](#) screen is a sandbox where you can play with scenarios for students grades.

Nothing done on this screen will alter a student's grade.

It simply allows you to present "What If" scenarios to the grading calculations to see what it will take for a student to could achieve higher grades.

Important Notes

- If you are dropping grades for a category, these calculations can not predict which future assignment grade will be dropped. Keep in mind that this calculation will not reflect a grade that is dropped at a later date.
- Do not use these calculations as fact. There are many factors in setup that will increase or decrease the calculation's error margin.

How to Use the "Scratch Pad"!

The table that you see on this screen is the Categories that have been defined in your courses Profile.

Each one is displayed with the Grading information put into the Gradebook so far.

Let's take a look at some of the columns that you are seeing.

Column	Description
Category	This is the description of the category.
Assignments	This column has two sub categories: <ul style="list-style-type: none">• Graded - The number of Grade Assignments for the Category.• Sum - The sum of all the assignment percentages.
Weight	This is the weight that you defined for this category in the marking period.
Drop Worst	This is the number of assignments that you have defined to be dropped for the marking period
Current Totals	This is also broken down into two columns: Earned Points and Attempted Points
Current Average	This is the current average of the category.

Remaining Points	This is the number of assignments and the total number of points that a student can achieve for the remainder of the marking period.
Points Possibly Achieved	This column has a text box in it. All you have to do is fill in the number of points that you want to see the student achieve and then the Gradebook will calculate the Category Average and the Final Average based on your entry. The average that is calculated next to the text box is the percentage that the student would have to achieve on each of the assignments.
Possible Average	This is the average that a student can possibly achieve by using the number you filled in from the previous column.

Note: The columns that are shaded in light red are being used in the calculation.

Category Score Calculations: Category Average * (WP Weight / 100) = Category Score Final Grade Calculation: ((Sum of Category Scores) * 100) / (Sum of Category Weights) + Extra Credit Points										
Category	Assignments Graded	Points	Weight	Drop Worst	Extremes Totals		Current Average	Remaining Points	Points Possibly Achieved	Possible Avg.
1 Class Work	0.0	00.0	15.0%	0	0.0	0.0		1000.0 (10 Assignments)	90.0%	90.0%
2 Homework	0.0	00.0	10.0%	0	0.0	0.0		0.0 (0 Assignments)	0	
3 Quiz/200	0.0	00.0	15.0%	0	0.0	0.0		100.0 (1 Assignments)	90.0%	90.0%
4 Tests	0.0	00.0	80.0%	0	0.0	0.0		100.0 (1 Assignments)	10.0%	10.0%
					0.0	0.0	00.0%	1200.0 (12 Assignments)	1000 out of 1200	36.67%
Calculate										
Category Weighted Average Product										
CW	15.0	00.0%	13.3000							
HW	10.0		7							
QUIZ	15.0	00.0%	13.5000							
TEST	80.0	10.0%	8.0000							
Totals:	100.0		32.8000							

This example has 12 assignments currently not graded for the current period. It allows you to work with the student to show what is needed to achieve a passing grade for any remaining or outstanding assignments.

Student Discipline

The [Gradebook>Gradebook>Student>Discipline](#) screen allows you to create a discipline referral incident inside of Genesis.

No actions can be given to the student upon creation of this referral but any points that are setup to automatically calculate based on an infraction code will be applied to the student.

Once you submit the incident, your disciplinarian will have complete access to the incident, allowing discipline issues to be dealt with quickly and efficiently.

All of the incidents that you have created for the student appear in a list of incidents for the student, allowing you to see the student's discipline history.

Best of all, teachers can see when and what happened to the student once it has been submitted.

Adding and Editing an Incident

You can add an incident by clicking on the "Add Incident" button.

This will display the incident form on the right hand side of the screen.

At least one infraction has to be chosen in order to save the incident.

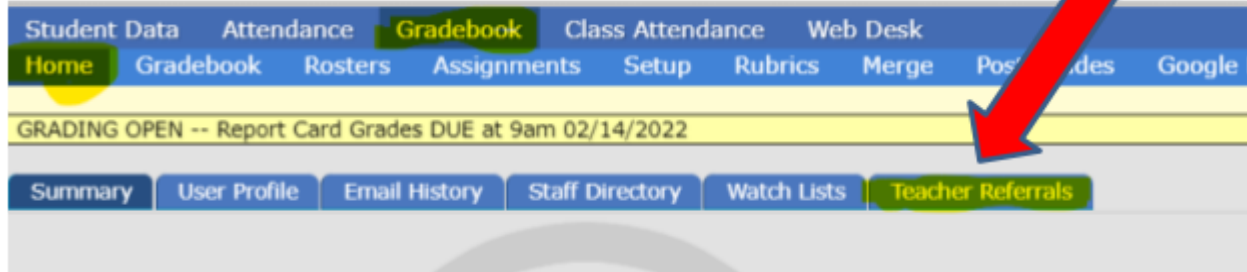
Once you hit the "Save Incident" button, the incident will be saved and it will appear on the left hand side.

Important Notes: Once you have saved the incident, it will be listed on the left hand side of the screen. Depending on your districts setup, you will be able to see what action was taken by your disciplinarian in the Actions column.

Gradebook Teacher Referrals Screens

Overview

To access the Gradebook Teacher Referrals screens, click on the “Teacher Referrals” tab in the Gradebook main screen.



Teacher Referrals by Tab

This will bring up Student Referrals Details the current school year for any/all students the teacher had previous submitted.

A screenshot of the Teacher Referrals screen. At the top, there are tabs for Home Pages, Staff Directory, Watch Lists, and Teacher Referrals (selected). Below the tabs are two buttons: "Teacher Referrals by Horton, Kathleen" and "Create Teacher Referral". The main content area is titled "Teacher Referrals" and contains a table with the following data:

Date	Student	Course	Infractions			
02/08/22	1350407 Mouse, Mickey		- Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code	i		

Create Teacher Referral Tab

The screenshot shows the 'Create Teacher Referral' tab selected. Below the tab, there is a yellow box with the title 'Create Teacher Referral'. Inside the box, it says: 'Select a student to start creating the Referral. After selecting the student, click the 'Start Referral' button to proceed.' Below this text is a search bar with the placeholder text 'Enter Student ID or Last Name' and a magnifying glass icon. Below the search bar is a button labeled 'Start Referral'.

The [Gradebook>Teacher Referral>Create Teacher Referral](#) screen allows you to create a new discipline referral incident inside of Genesis.

Lookup student by Student ID or last name, select the student you are referring

The screenshot shows a table with three columns: 'Student ID', 'Student Name', and 'School'. The first row contains the following data:

Student ID	Student Name	School
1350407	Mouse, Mickey	MCC

Adding and Editing an Incident

Add an incident by clicking on the "Start Referral" button.

The screenshot shows the 'Referral for Mouse, Mickey' form. At the top, there is a yellow box with the text: 'student, click the 'Start Referral' button to proceed.' Below this text is a search bar with the text 'Mouse Mickey' and a magnifying glass icon. Below the search bar is a button labeled 'Start Referral'. A blue arrow points from the 'Start Referral' button to the form below. The form has a blue header with the text 'Referral for Mouse, Mickey'. On the left side of the form is a Mickey Mouse icon and the text 'Grade 4F'. The form contains the following fields:

- *Posting Date: 02/13/2022
- *Incident Date: 02/13/2022
- *Reported By: Horton, Kathleen
- *Location: [dropdown menu]
- *Time Period: [dropdown menu] -or- *Time: [dropdown menu]
- *Primary Infraction: [dropdown menu]
- Additional Infraction: [dropdown menu]
- Additional Infraction: [dropdown menu]
- Repeat Problem: [checkbox] Severity: [dropdown menu]
- Description: [text area]

At the bottom of the form is a button labeled 'Save Referral'.

This will display the incident form on the bottom of the screen.

At least one primary infraction has to be chosen in order to save the incident.

Once you hit the "Save Incident" button, the incident will be saved and it will appear on the left hand side.

No actions can be given to the student upon creation of this referral but any points that are setup to automatically calculate based on an infraction code will be applied to the student.

Once you submit the incident, your disciplinarian will have complete access to the incident, allowing discipline issues to be dealt with quickly and efficiently.

All of the incidents that you have created for the student appear in a list of incidents for the student, allowing you to see the student's discipline history.

Best of all, teachers can see when and what happened to the student once it has been submitted.

Important Notes: Once you have saved the incident, it will be listed on the "Teacher Referral by" tab. Depending on your districts setup.

Assessments

The [Gradebook>Gradebook>Student>Assessments](#) screen allows you to see current assessment scores for the student.

Assessments for

Select a view: Assessments ▼ [All students](#)

Desc.	Test	Exam	Year	Month	Sem	Grade
There are no scores on record for this student.						

Gradebook Emails

Overview

There are two distinct types of Email in the Genesis Gradebook.

It is possible to send individual emails/progress reports to one or more contacts for a single student, and it is possible to configure *distribution lists* that include set of email contacts for more than a single student and send progress reports to that list “en masse.”

The different types of Email are originated in radically different locations in the Gradebook:

- The “individual” emails are sent from each student’s “Contacts” screen. This is the [Gradebook](#) > [Gradebook \[Student Summary\]](#) > [Contacts](#) screen that is located, with a student’s other personalized Gradebook screens, “beneath” the spreadsheet. (more information in Gradebook Student Details Screens training)
- The Email Distribution lists are accessed, configured and used via the [Gradebook](#) > [Setup](#) > [Email/Progress Reports](#) > [Available Email Lists](#) tab.

Gradebook Setup - Email Lists

The [Gradebook](#) > [Setup](#) > [Email Lists](#) screens allows you to create contact lists of email addresses and the gives you the ability to email out Progress Reports for your students to those contacts.

This feature insures that Parents, and the School Staff are always kept in touch with the progress of the students.

There are 3 screens that make up the Email Lists:

- Available Lists
- View Contacts
- Email Progress Reports



Available Lists

Overview

The [Gradebook](#) > [Setup](#) > [Email/Progress Reports](#) > [Available Email Lists](#) screen will display any lists that you have created for your gradebooks.

The types of contacts that can be automatically included in the lists are the following:

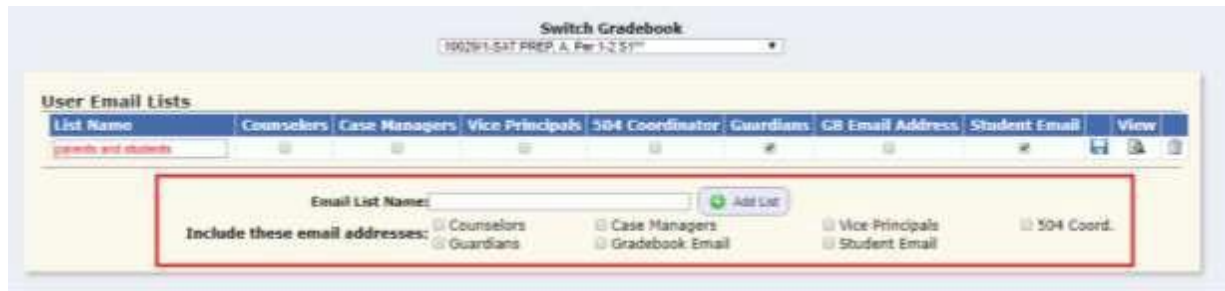
Field	Description
Counselors	A student's counselor.
Vice Principals	A student's vice principal.
Case Managers	A student's case manager.
Legal Residence Contacts / Guardians	If entered the email address for any of the contacts associated with the student's Legal Address, you will be able to see this contact.
Gradebook Contact	This is the email address that you provide for your student's on the Student Data Tab
Student Email	The primary email address in your districts records for the Student contact
504 Coordinator	Staff are marked as 504 coordinators via in Genesis – for Willingboro Public Schools this is also the Counselor.

Once a list is created, you can then use that list to send out mass emails and/or progress reports.

Because there can be so many available email addresses for a student in Genesis, there is no simple “one-click” email to all students in the class without some configuration required.

The reason is that it is necessary to ensure you are not sending email to addresses to which it should not go.

Creating Your Lists



The lists are created right from the bottom of the [Gradebook ▢ Setup ▢ Email/Progress Reports ▢ Available Email Lists](#) screen. Here are the fields that you need to complete and a quick explanation how they are used in list creation:

Field	Description
Email List Name	This is just a friendly, descriptive name.
Include these email addresses	This is a series of check boxes that include the contact types that are described above. By checking the boxes, then that contact type will be added to the list for every one of your students.

Once you have selected a name and the contact types to include in the Email List, just click on the “Add Email List” button and the list will be created.

The contacts are not added into the list until you actually view your list by hitting the View icon on the right hand side of the list table.

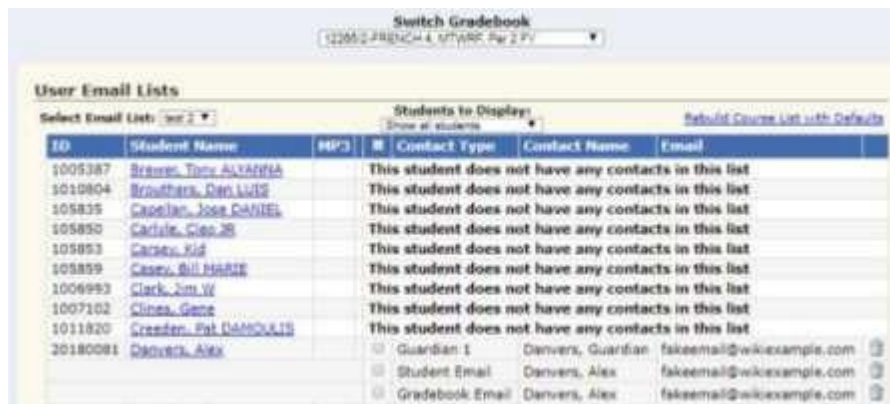
Updating Your Lists

Lists are updated by making the changes that you require on the [Gradebook ▢ Setup ▢ Email/Progress Reports ▢ Available Email Lists](#) screen and then hitting the disk icon on the right hand side of the list you are updating.



Note: Your changes to the list do not immediately affect the contacts within the list (If they have been created by viewing the contacts). If you need to reconstruct your list with the default contacts you set up, then see the View Contacts section.

View Contacts



Once you enter [Gradebook](#) [Setup](#) [Email/Progress Reports](#) [View List Contacts](#) screen, the list contacts will be automatically created for you (Please see List Creation - Under the Hood section below).

You will see a list of all the students in the Gradebook that you are viewing (Drop down at the top of the screen) and the contacts who are included in the list.

There can switch the list that you are viewing at any time by changing the value in the “Select Email List” drop down at the top of the screen, and you can view students who do not have contacts in this list by changing the “Students To Display” drop down.

Adding contacts to your list

If a student has additional contacts, then you can add them at any time to your list by clicking on the icon immediately after the student’s name (This icon does not appear if all of the student’s contacts are already in the list).

This icon will pop up a small window that displays any contact for the student (See picture below).

In order to add a contact, simply click on the check box next to the name, and then hit the “Add contacts to list” button.

If a student is not appearing in your list that is in your class, then make sure to change the filter on top to include all students.

This way you can add contacts from that student to the list.

Switch Gradebook
12285/2-FRENCH 4, MTWRF, Per 2 FY

User Email Lists

Select Email List: test 2 ▾

Students to Display: Show all students ▾ [Rebuild Course List with Defaults](#)

ID	Student Name	MP3	Contact Type	Contact Name	Email
1005387	Brewer, Tony ALYANNA		This student does not have any contacts in this list		
1010804	Brouthers, Dan LUIS		This student does not have any contacts in this list		
105835	Capellan, Jose DANIEL		This student does not have any contacts in this list		
105850	Carlyle, Cleo JR		This student does not have any contacts in this list		
105853	Carsev, Kid		This student does not have any contacts in this list		
105859	Casey, Bill MARIE		This student does not have any contacts in this list		
1006993	Clark, Jim W	1	This student does not have any contacts in this list		
1007102	Clines, Gene				
1011820	Creeden, Pat DAMOULIS				
20180081	Danvers, Alex				
			Type	Name	Email
			<input type="checkbox"/> Guardian 1	Mrs. Clark	fakemail2@fakeyfake.com
			<input type="checkbox"/> Student Email	Danvers, Alex	fakemail@wikiexample.com
			<input type="checkbox"/> Gradebook Email	Danvers, Alex	fakemail@wikiexample.com
1000188	Erstad, Darin ANTONIO		This student does not have any contacts in this list		
404204	Levey, Jim RYAN		This student does not have any contacts in this list		
404177	Macwhorter, Keith MONET		This student does not have any contacts in this list		
1001505	Maine, John JHA-ASIA		This student does not have any contacts in this list		
1001570	Matheny, Mike SCARLETT		This student does not have any contacts in this list		
505374	Mattingly, Earl ELISABETH		This student does not have any contacts in this list		
505739	Nielsen, Jerry ANGEL		This student does not have any contacts in this list		
1002599	Schaeffer, Mark J		This student does not have any contacts in this list		
1002665	Schu, Rick H.		This student does not have any contacts in this list		

[Send Email to Selected Contacts](#)

[Generate an email line based on selected emails \(Semi Colon Separated\)](#)

[Generate an email line based on selected emails \(Comma Separated\)](#)

[Create Progress Reports](#)

Removing contacts from your list

Contacts can be easily removed by clicking on the trash can icon at the far right of the contact's column.

Rebuild Course List with Defaults

If you have mangled your email list with lots of contacts that you did not want, you can always rebuild your list based on the default contacts that you set up on the Available Lists screen.

Just click on the "Rebuild Course List with Defaults" to remove all your extra contacts and rebuild the list.

List Creation - Under the Hood

Once you view a list for the first time, or you hit the “Rebuild Course List with Defaults” link, several things happen under the hood. First, all active students for your gradebook are gathered and each student will be analyzed in the following way:

- If you have selected any of the school personnel types, then Gradebook will automatically grab the email address that has been entered for the contact by the school administration. If no email address exists for the contact, the Gradebook will not include that contact in the Email List.
- If you have chosen a Legal Residence Contact, then Gradebook will automatically grab the email addresses that exist for any of the contacts on a student’s LR Address record. If none exist, then no contacts will be added.
- The same is true for the Gradebook Contact. If you have not entered an email address for a student, then that contact is skipped for that student.

Sending out Emails and Progress Reports

Mass Emails

First you have to select the emails that you want to deliver the email to by clicking on each of your contacts check boxes. If you want to select all of the contacts, simply click on the check box at the top of the list and the Gradebook will check off every contact for you.

Next you find the link labeled “Send Email to Selected Contacts” on the bottom left hand side of the screen.

When clicked, the Gradebook will pop up a window to compose your new email.

Each email will be sent individually so the people who receive your email will not be able to see the other recipients for privacy reasons.

You also have the ability CC recipients. By default, the CC field will be populated with the email address in your [Gradebook](#) [Home](#) [User Profile](#) screen.

Progress Reports

An added bonus is that this screen provides the ability to create Progress Reports from your Email List. You begin by selecting the contacts for the students that you want to send to. You can do simply by clicking on the check box at the top of the list and all contacts get automatically checked.

Once you have selected the proper contacts, you click on the “Create Progress Reports” button on the bottom right hand side of the screen. Once clicked you are moved to the Email Progress Reports screen.

Email Progress Reports

Overview

The Email/Progress Reports Screen allows you to view and send out progress reports to the contacts that you selected from the View Contacts screen.

Switch Gradebook
10029/1-SAT PREP, A, Per 1-2 S1**

User Email Lists

Select Email List: parents and students ▾ Students to Display: Show all students ▾ [Rebuild Course List with Defaults](#)

ID	Student Name	MP1		Contact Type	Contact Name	Email
105259	Aaron, Hank		<input checked="" type="checkbox"/>	Student Email	Aaron, Hank	hankaaron@aol.com

[Send Email to Selected Contacts](#)

[Generate an email line based on selected emails \(Semi Colon Separated\)](#)
[Generate an email line based on selected emails \(Comma Separated\)](#)

[Create Progress Reports](#)

- Choose the contacts that you would like to email a Progress Report to and click the ‘**Create Progress Reports**’ button

Other options:

- “Generate an email line based on selected emails (Comma Separated)”
- “Generate an email line based on selected emails (Semi Colon Separated)”
 - If you click either option, a popup will appear with the contact emails you have checked off, with each email separated by a comma or a semi colon. You can then copy and paste emails into your email client etc.
- “Rebuild Course List with Defaults” - By clicking this, the email list will get rebuilt with the correct emails

Previewing your Reports

After you click “Create Progress Reports” on the previous screen, you will be able to select the Marking Period, enter the Email Subject, and enter text in the “Email Body.” You can then Email the Progress Reports and/or PREVIEW the Progress Reports.

Email Information

From Address: donutreply@genesishedu.com ⓘ

Marking Period: Marking Period 1 ▼

Email Subject: Example Subject 1

Test: 1111

Email Body:

[Email Progress Reports](#)

Contacts for Email

<input checked="" type="checkbox"/> Student	Type	Contact Name	Email	Preview Progress Report
<input checked="" type="checkbox"/> Aaron, Hank	Student Email	Aaron, Hank	hankaaaron@aol.com	Preview Progress Report

- Click the 'Preview Progress Report' button and a PDF Progress Report will open up:

Student Progress Report Genesis High School (2002) Aardana, David - 1962811 - SAT PREP									
Student: Aaron, Hank									
Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Avg	Status
Totals:						8.0	8.0	Calculated Avg: 0.0%	
Category Description			Category Average		Category Weight		Category Score		
Homework (This category has not received a grade.)			00.00%		25.0		00.0000		
Quizzes (This category has not received a grade.)			00.00%		25.0		00.0000		
Tests (This category has not received a grade.)			00.00%		50.0		00.0000		
** Student's Extra Credit Points: 0.0 **									
Category Weight Calculation: Category Average * (MP Weight / 100) = Category Score Final Grade Calculation: (Sum of Category Scores) / 100 = (Sum of Category Weights) + Extra Credit Points									
Quartermaster Signature: _____									

Emailing your Reports

Email Information

From Address: donutreply@genesishedu.com ⓘ

Marking Period: Marking Period 1 ▼

Email Subject: Example Subject 1

Test: 1111

Email Body:

[Email Progress Reports](#)

Contacts for Email

<input checked="" type="checkbox"/> Student	Type	Contact Name	Email	Preview Progress Report
<input checked="" type="checkbox"/> Aaron, Hank	Student Email	Aaron, Hank	hankaaaron@aol.com	Preview Progress Report

- Fill in the email subject and body and click the "Email Progress Reports" button, and Genesis will send them out to each selected contact

Posting Grades in Gradebook

Post Grades Tab

To post your grades and comments, click on the **Gradebook>Post Grades** tab or click on the link at top of page "Grading is Open".



Pick the course to assign comments to from the "Course" dropdown.

To use the calculated marking period grade for all students click the "Update All Grades for MP1 Grading Period" link which assigns the calculated grade from gradebooks.

You can now use that grade **or** change it by simply clicking into the Grade field.

You can assign up to two (2) comments per student from the Comment 1 or 2 dropdown.

Once you have assigned the grades and comments for each student, click "Save Grades." Notice that all data stays **red** until you click "Save Grades."

You can print this screen at any time by clicking on the printer icon in the top right hand corner of the screen.

Summary Tab

The [Gradebook>Post Grades>Summary](#) gives you an overview of the progress of what grades has been posted. Sections Highlighted in Yellow show where grades have not been posted, clicking on that link will take you to the Post Grade screen for that section.

Course	Per	Sem	Students	Grade Items
1	1	FY	25	100% 25 of 25
2	1	FY	8	0% 0 of 8
3	2	FY	13	100% 13 of 13
4	3/4	FY	25	96% 24 of 25
5	6/7	FY	22	100% 22 of 22

FAQ

Q: When I enter a final grade for student, it is changing when I hit save. What is happening?

Some schools automatically calculate Final Grades based on your schools own calculation. That means that any grade you enter into the Final Grade field will not stick unless you are able to override the grade. In order to do this, simply check the override check box for each grade prior to saving the screen. If the check box is not available to you, contact your system administrator.

Q: Can I post grades for dropped students?

When a student is dropped from a course section prior to Marking Period grades being posted, grades will not automatically be collected for them in the section they were dropped from. However, a function exists to allow the responsible teacher to post grades for any of the students who have dropped the section. At the top right of the [Gradebook>Post Grades](#) screen, locate the "**Show Dropped Students**" radio buttons. Set it to "Yes". Then, wait for the screen to refresh and the dropped student(s) to be displayed. You can then give those students a grade as well.

Q: I have a merged course and all the students are not appearing on the Post Grades screen. Why not?

Grades in genesis are posted to for a course section. For that reason, entire merged rosters are not shown for the individual Gradebooks. The teacher must switch through each of the Gradebooks to post student grades for each specific section.

Teacher Recommendations


Introduction

Genesis allows teachers to create a course recommendations for the next school year inside of the Genesis Gradebook.

Inputting the Recommendations in Gradebook

The Teacher Recommendations are created inside of the gradebook under the Class Roster tab.

From the [Gradebook Home](#) ▢ [Summary Tab](#), click on the Roster icon for the class you would like to make recommendations for the students in that class.



The screenshot shows the Genesis Gradebook interface for Willingboro Township Schools, Willingboro High School, for the 2019-20 school year. The 'Gradebook' tab is selected, and the 'Teacher Summary' page for Land, Dennis is displayed. A table titled 'Gradebooks in Willingboro High School' lists four courses: 4901/9 World History and Cultures, 4901/7 World History and Cultures, 5901/4 World History and Cultures, and 4901/8 World History and Cultures. Each course row has a 'Roster' icon in the 'Grades' column. A red arrow points to the 'Roster' icon for the 5901/4 course. To the right of the table is a 'Per' column with a dropdown menu showing 'Block 1', 'Block 2', 'Block 3' (highlighted in green), and 'Block 5'.

Courses	Rename	Sem	Days	Per	Merged	Grades	Roster	Att	Per
4901/9 World History and Cultures		FY	ABCDEGF	1					Block 1
4901/7 World History and Cultures		FY	ACDEFGB	2	✓				Block 2
5901/4 World History and Cultures		FY	ACDEFGB	2	✓				Block 3
4901/8 World History and Cultures		FY	BCDEFGA	4					Block 5

If Recommendations have been opened in the school, two radio buttons will appear on the top left hand side of the screen.

User clicks on the 'View Recommendations' button, then the recommendations will appear for the courses roster.

The screenshot shows the Genesis software interface for Willingboro Township Schools. The top navigation bar includes tabs for Student Data, Attendance, Gradebook, and Class Attendance. Below this is a secondary bar with Home, Gradebook, Rosters, Assignments, Setup, Rubrics, Merge, Post Grades, and Reports. The main content area is titled 'Student Roster for World History and Cultures'. It features two radio buttons: 'View Student Data' (selected) and 'View Recommendations'. A red arrow points to the 'View Recommendations' button. To the right of the radio buttons is a 'Switch Gradebook' dropdown menu showing '4901/9-World History and Cu... ABCDEFG, Per 1 FY'. Below the radio buttons is a table with columns: Student, Gr, Gradebook ID, Gradebook Name, Grp, Status, and Accept. The table lists several students with their respective IDs, grades, and status.

Student	Gr	Gradebook ID	Gradebook Name	Grp	Status	Accept
1344966 Adolphe, Kenya Reseline	11	1344966	Adolphe, Kenya	2	ACTIVE 11/21	<input checked="" type="checkbox"/>
1338894 Alpert, Malachi J	11	1338894	Alpert, Malachi	2	ACTIVE 09/05	<input checked="" type="checkbox"/>
1333207 Alston, Javar	11	1333207	Alston, Javar	2	ACTIVE 09/05	<input checked="" type="checkbox"/>
1330839 Beverley, Dana K.	11	1330839	Beverley, Dana	2	ACTIVE 09/05	<input checked="" type="checkbox"/>
1344194 Black, Alexander B.	11	1344194	Black, Alexander	2	ACTIVE 08/30	<input checked="" type="checkbox"/>
1332240 Brown, Toni T.	11	1332240	Brown, Toni	2	ACTIVE 09/05	<input checked="" type="checkbox"/>
1332669 Burke, Armani M.	11	1332669	Burke, Armani	2	ACTIVE 09/04	<input checked="" type="checkbox"/>
1333056 Davis, Ah-Shaun M.	11	1333056	Davis, Ah-Shaun	2	ACTIVE 11/21	<input checked="" type="checkbox"/>

The screen features a drop down of courses that the teacher can choose from.

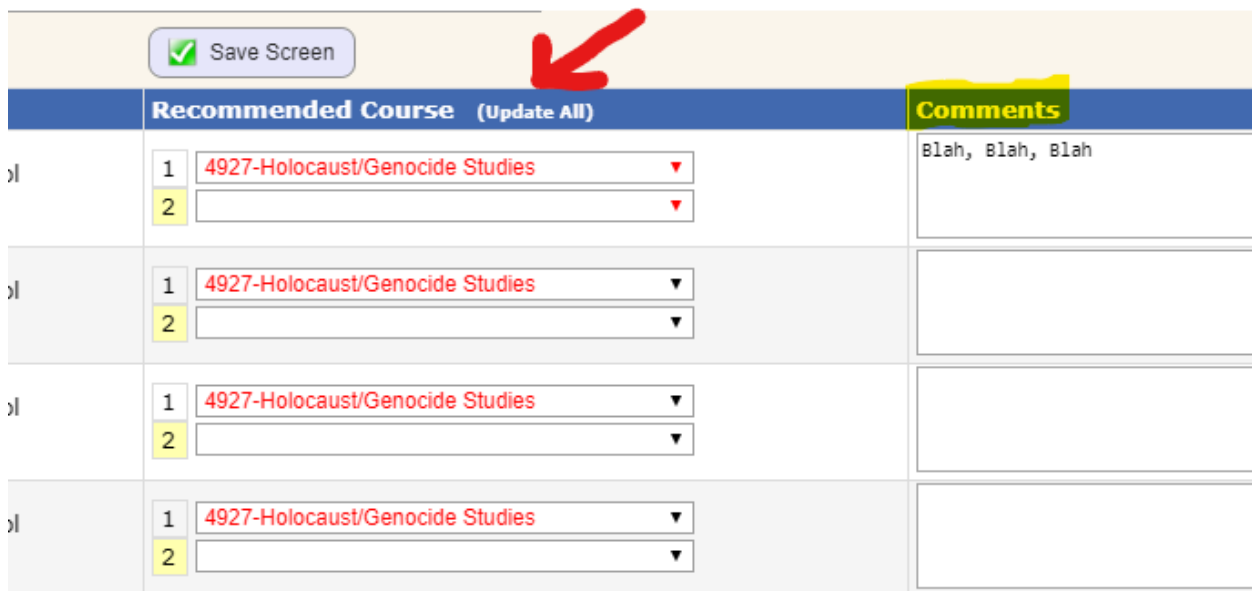
This screenshot shows the same 'Student Roster for World History and Cultures' screen, but with the 'View Recommendations' radio button selected. A blue box highlights the 'Recommended Course' dropdown menu, which is open, showing a list of course options. The dropdown menu includes a search bar and a list of courses with checkboxes next to them. The courses listed are: 4901/9-World History and Cultures Through Film, 4902/9-World History and Cultures Through Film, 4903/9-World History and Cultures Through Film, 4904/9-World History and Cultures Through Film, 4905/9-World History and Cultures Through Film, 4906/9-World History and Cultures Through Film, 4907/9-World History and Cultures Through Film, 4908/9-World History and Cultures Through Film, 4909/9-World History and Cultures Through Film, 4910/9-World History and Cultures Through Film, 4911/9-World History and Cultures Through Film, 4912/9-World History and Cultures Through Film, 4913/9-World History and Cultures Through Film, 4914/9-World History and Cultures Through Film, 4915/9-World History and Cultures Through Film, 4916/9-World History and Cultures Through Film, 4917/9-World History and Cultures Through Film, 4918/9-World History and Cultures Through Film, 4919/9-World History and Cultures Through Film, 4920/9-World History and Cultures Through Film, 4921/9-World History and Cultures Through Film, 4922/9-World History and Cultures Through Film, 4923/9-World History and Cultures Through Film, 4924/9-World History and Cultures Through Film, 4925/9-World History and Cultures Through Film, 4926/9-World History and Cultures Through Film, 4927/9-World History and Cultures Through Film, 4928/9-World History and Cultures Through Film, 4929/9-World History and Cultures Through Film, 4930/9-World History and Cultures Through Film, 4931/9-World History and Cultures Through Film, 4932/9-World History and Cultures Through Film, 4933/9-World History and Cultures Through Film, 4934/9-World History and Cultures Through Film, 4935/9-World History and Cultures Through Film, 4936/9-World History and Cultures Through Film, 4937/9-World History and Cultures Through Film, 4938/9-World History and Cultures Through Film, 4939/9-World History and Cultures Through Film, 4940/9-World History and Cultures Through Film, 4941/9-World History and Cultures Through Film, 4942/9-World History and Cultures Through Film, 4943/9-World History and Cultures Through Film, 4944/9-World History and Cultures Through Film, 4945/9-World History and Cultures Through Film, 4946/9-World History and Cultures Through Film, 4947/9-World History and Cultures Through Film, 4948/9-World History and Cultures Through Film, 4949/9-World History and Cultures Through Film, 4950/9-World History and Cultures Through Film, 4951/9-World History and Cultures Through Film, 4952/9-World History and Cultures Through Film, 4953/9-World History and Cultures Through Film, 4954/9-World History and Cultures Through Film, 4955/9-World History and Cultures Through Film, 4956/9-World History and Cultures Through Film, 4957/9-World History and Cultures Through Film, 4958/9-World History and Cultures Through Film, 4959/9-World History and Cultures Through Film, 4960/9-World History and Cultures Through Film, 4961/9-World History and Cultures Through Film, 4962/9-World History and Cultures Through Film, 4963/9-World History and Cultures Through Film, 4964/9-World History and Cultures Through Film, 4965/9-World History and Cultures Through Film, 4966/9-World History and Cultures Through Film, 4967/9-World History and Cultures Through Film, 4968/9-World History and Cultures Through Film, 4969/9-World History and Cultures Through Film, 4970/9-World History and Cultures Through Film, 4971/9-World History and Cultures Through Film, 4972/9-World History and Cultures Through Film, 4973/9-World History and Cultures Through Film, 4974/9-World History and Cultures Through Film, 4975/9-World History and Cultures Through Film, 4976/9-World History and Cultures Through Film, 4977/9-World History and Cultures Through Film, 4978/9-World History and Cultures Through Film, 4979/9-World History and Cultures Through Film, 4980/9-World History and Cultures Through Film, 4981/9-World History and Cultures Through Film, 4982/9-World History and Cultures Through Film, 4983/9-World History and Cultures Through Film, 4984/9-World History and Cultures Through Film, 4985/9-World History and Cultures Through Film, 4986/9-World History and Cultures Through Film, 4987/9-World History and Cultures Through Film, 4988/9-World History and Cultures Through Film, 4989/9-World History and Cultures Through Film, 4990/9-World History and Cultures Through Film, 4991/9-World History and Cultures Through Film, 4992/9-World History and Cultures Through Film, 4993/9-World History and Cultures Through Film, 4994/9-World History and Cultures Through Film, 4995/9-World History and Cultures Through Film, 4996/9-World History and Cultures Through Film, 4997/9-World History and Cultures Through Film, 4998/9-World History and Cultures Through Film, 4999/9-World History and Cultures Through Film, 5000/9-World History and Cultures Through Film.

The drop down is populated by courses set up in the next year school's curriculum.

The list is filtered by department based on the current courses department. The teacher can choose a one or two courses from the drop down and then move on to the next student. A common occurrence for teachers is that most students in the class will be moving into the same course for the next school year.

To facilitate this process, the teacher can select the course for the first student in the class, and then click on the 'Update All' link in the column heading. This will update every student in the class with the same recommendation.

Once the teacher has finished choosing the courses, they should hit they "Save Screen" button on the bottom of the screen.



	Recommended Course	(Update All)	Comments
1	4927-Holocaust/Genocide Studies		Blah, Blah, Blah
2			
1	4927-Holocaust/Genocide Studies		
2			
1	4927-Holocaust/Genocide Studies		
2			
1	4927-Holocaust/Genocide Studies		
2			

Teacher Recommendation are available for parents and students to see, but Comments will only be visible to school counselors.

Course found in Drop-Downs

Courses are highlighted in RED when a course is not a valid choice for the student. Reason why:

1. Student has already completed that course
2. Student has not meet the prerequisites for the next course.

EX: to take “US History I – Honors”, student needs to have a 93% or higher in World History and Cultures and English I & to take “Holocaust/Genocide Studies”, student need to pass World History and Cultures (60% or Higher)

StudentA currently has a 92.4% in their World History and Cultures, so US History I is RED but Holocaust/Genocide Studies is not. StudentB currently has a 58.9% in their World History and Cultures, so both US History I and Holocaust/Genocide Studies is RED.

Teachers can still select a course in RED, but should include a Comment for the counselor on why they selected the course.

A

09	58.8%	Willingboro High School Grade 10	1		2
09	92.4%	Willingboro High School Grade 10	1	LOCAL STUDIES Courses	2
11	77.8%	Willingboro High School Grade 12	1	9903-10 History I	2
			2	9904-10 History I - Honors	
				9907-10 Holocaust/Genocide Studies	

B


09	58.9%	Willingboro High School Grade 10	1		2
09	92.4%	Willingboro High School Grade 10	1	9903-10 History I	2
			2	9904-10 History I - Honors	
				9907-10 Holocaust/Genocide Studies	

3. Student should be gradating and there is no courses for them to take.

12	50.0%	Willingboro High School Grade PG	1	▼	2	▼
The WHS curriculum does not have any courses that can be recommended by this class in 2020-21.						
						9907-10 Holocaust/Genocide Studies

Reports

Report #14168 - Teacher Recommendation Status Report, will show the recommendation that have been made, sorted by Teacher and courses they currently teach.

Teacher Recommendation Status Report - Report 14168				
WHS-Willingboro High School 2019-20				
02/18/2020				
Department: MA, Course 4403/4-Algebra II, Teacher(s): Aboyme-Brennan, Charlene, Aboyme-Brennan, Charlene, Sem: FY, Period(s): 2, 2				
ID	Name	Next School	Next Grade	Recommended Course
		Willingboro High School	12	
		Willingboro High School	11	
		Willingboro High School	11	
		Willingboro High School	12	
		Willingboro High School	12	
		Willingboro High School	12	
		Willingboro High School	11	
		Willingboro High School	12	
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		Willingboro High School	12	
		Willingboro High School	12	
		Willingboro High School	12	
		Willingboro High School	12	
		Willingboro High School	12	
Total Students to give Recommendations: 24, Total Recommendations: 0				

[illegible]

The screenshot displays the Genesis software interface. At the top, there is a navigation bar with the following options: Student Data, Attendance, Gradebook, Class Attendance, and Web Desk. The 'Web Desk' option is highlighted with a red box. Below the navigation bar, there is a search area with fields for Last Name, First Name, Birth Date, and School. A 'Search' button is visible. The main content area shows a table with columns for ID, Last Name, First Name, School, and GR. The table is currently empty, with a message 'No matching data found'.

The WebDesk is your personal Genesis dashboard. You can setup and edit your WebDesk without fear of affecting any other user's WebDesk



WebDesk Setup

How It Works

To use the Genesis WebDesk you must be linked to at least one "Staff Object". If you are a teacher or a counselor or a nurse you are already linked to at least one Staff object.

Click on the **WebDesk** **Setup** tab. On the right side of the **WebDesk** **Setup** screen there will be a list of all the Staff objects your Genesis user login is linked to. Select one of those and save it. That will turn your WebDesk on.

Activating your WebDesk

To activate your WebDesk:

Go to the **WebDesk** **Setup** **Staff to User** screen.

Check the checkbox next to your primary identity - your primary Staff object on the left

Click "Save Staff" button

Staff Mapping for Webdesk, Principal (principalwebdesk) ▼

All staff members who have been attached to **Principal Webdesk** are shown on this screen. Please check off the staff members who represent this user.

<input type="checkbox"/>	Staff Member	Schools	Type
<input checked="" type="checkbox"/>	Aardsma, David	Genesis High School East End Middle School	(VP) (D) (T)

☒ Save Staff

Selecting Panels and Student Lists for the WebDesk

On the right side of the **WebDesk ▢ Setup ▢ Data Peeps** screen there are two sets of things that can be added to your WebDesk:

1. Data panels, called 'peeps'
2. Your student lists

The top of the **WebDesk ▢ Setup ▢ Data Peeps** screen contains a list of data panels that you can add to your WebDesk.


Data Peeps are available by job type (teacher, counselor, vice principal, etc.). You only have access to the data peeps that match your job type(s).



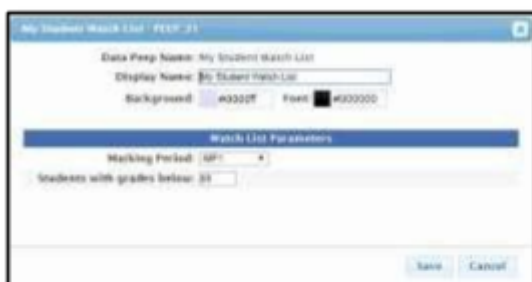
The bottom contains all of your existing Student Lists: any combination of student lists and data peeps can be displayed on your WebDesk:



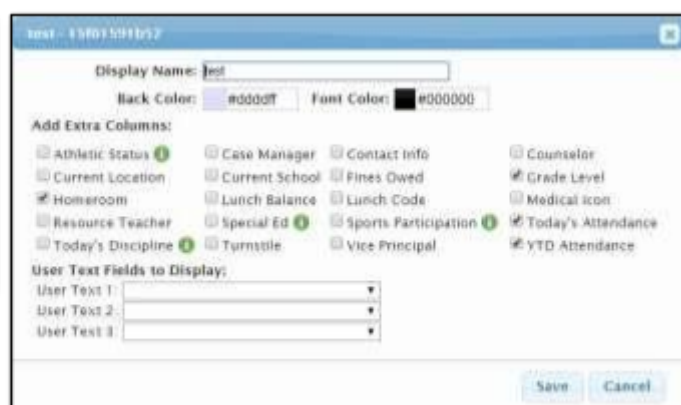
To add data panels and student lists to your WebDesk, check their checkboxes, and click the "Save List Data Peeps" button on the **WebDesk ▢ Setup** screen.

You will then be able to configure the panels and lists you have selected. Selected panels and lists have an  icon. Click this icon to bring up the "configure panel" or "configure list" popup. Config pop up examples below.

My Student Watch List Data Peep:



Student List Data Peep:



Selecting the Number of Columns on your WebDesk

Your WebDesk displays the panels you have selected in one, two or three columns. There is a "Screen Layout" drop down on the upper right side of the screen. You can change the number of columns at any time. The example shown below has 3 columns displayed.

Positioning Panels on the WebDesk: Changing the Panel Layout

You can position your selected panels on your WebDesk via drag and drop. Panels can be pulled into the position in which you want to see them.

You can change your panel layout at any time. Changing the layout does not affect the data that is displayed.

The screenshot displays the Genesis WebDesk interface, which is organized into a 3-column layout. The top navigation bar includes links for Home, My Dashboard, My Grades, My Schedule, My Attendance, My Assignments, My Reports, My Settings, and My Help. The main content area is titled "Sum of a WebDesk" and contains several panels:

- My Dashboard:** A summary panel showing student status and attendance.
- My Grades:** A table showing student grades for various courses.
- My Schedule:** A table showing student schedules for different classes.
- My Attendance:** A table showing student attendance records.
- My Assignments:** A table showing student assignments and due dates.
- My Reports:** A table showing student reports and scores.
- My Settings:** A panel for configuring user preferences.
- My Help:** A panel providing access to help resources.


The interface is designed to be user-friendly, with clear labels and organized data presentation. The 3-column layout allows for a comprehensive view of student information at once.

WebDesk Calendar and Conferences

What is it?

WebDesk Calendar is a tool for scheduling and recording conferences between you, students and other staff members. Even scheduled parent-teacher conferences will appear here.

Where is it?

The Calendar is located on the **WebDesk**  **Calendar** screen. To access it, click on your WebDesk icon and then click on the 2nd level **Calendar** tab.

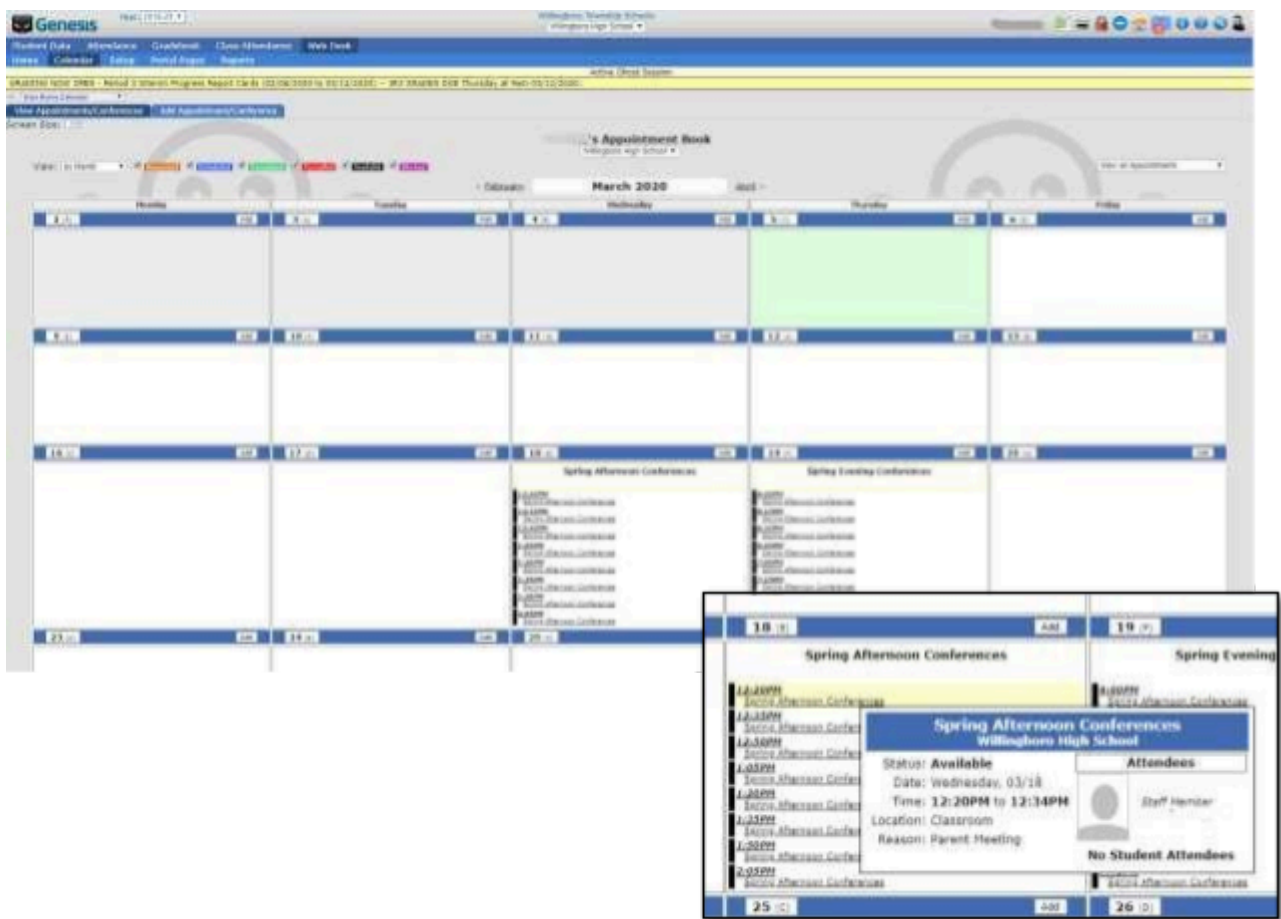
What can I do with it?

You can search through your appointments and add in new ones. Click the "Add" button to start creating a conference.

You can check/uncheck "Requested," "Scheduled," "Completed" etc. in the top left to change your view.

Additionally, you can choose to view your appointments By Month, By Week, By Day, List - Current, or List - All Dates.

On the right hand side of the screen, you can select your appointments and/or another staff ID's appointments if you happen to be tied to another staff member.



When a Conference is added to the Calendar, it has a "status". There are five values for Status:



- **Requested** – The slots has been created because someone has requested a Conference
- **Scheduled** – The slot represents a scheduled Conference that has not yet been marked as either Completed or Cancelled
- **Completed** – A Conference that has been successfully held.
- **Cancelled** – A Conference that was cancelled
- **Available** – A status of "Available" represents "an available slot" that can be scheduled through Parent or Student Access. A status of "Available" is a special status that is recognized by Genesis as meaning "this is a slot that was created so it could be scheduled by others".

Make a Conference Appointment

How to Make a Conference Appointment

To make an appointment either click on the [WebDesk](#) [Calendar](#) [Add](#)

[Appointments/Conferences](#) tab, or click on the "[Add](#)" button for a Calendar day. This will bring up the Add Appointment/Conferences popup. The only difference between clicking on the [Add Appointments/Conferences](#) tab directly or clicking on a day-specific [Add](#) button is that clicking on the [Add](#) button fills in the date of the conference for you and clicking on the tab does not.

You must fill in the following fields:

- **Reason** for the conference - Select from a drop down
- **Location** of the conference - Select from a drop down
- **Start Time** of the conference - Enter a time (e.g. 10:45). You do not have to enter the AM or PM.
- **Subject** of the conference - Enter text
- **"Appointment with"** - This should default to you. It is NOT where you add conference invitees - students or staff members.

Other fields that are not required include:

- **Description** - text description of the conference
- **Notify Parents** flag

- **Status** - This will default to "Scheduled" but can also have the values of "Requested", "Completed" and "Canceled".
- **Conference Notes** - A large text field where you can enter notes about the conference.

To create the conference, click on the "Save Conference" button. You cannot add other attendees until you save and create the conference.

Adding Students and Staff to Calendar Appointments

Once you have created a Conference, an "Add Attendees" button appears. Click the Add Attendees button to bring up a "Search for Attendees" popup.

You can choose to search for either students or staff members. To add people to your conference as attendees, click the "Add Attendees" button, enter a search string and search.

When you get a list of people, check those you wish to add, scroll to the bottom of the list in the popup and click "Save".

[Close Search Window](#)

Search Type: ☒ Student ☐ Staff

Last Name:

List:

■	School	ID	Name
<input type="checkbox"/>	2002	1014083	Daily, Bradley Joeseeph
<input type="checkbox"/>	2002	504495	Daily, Ed
<input type="checkbox"/>	2002	20024184	Daily, Edwina
<input type="checkbox"/>	2002	1000059	Daily, Hugh
<input type="checkbox"/>	2002	161018	Daily, Joe
<input type="checkbox"/>	2002	1014149	Daily, Mark Anthony
<input type="checkbox"/>	2002	20024187	Daily, Michael
<input type="checkbox"/>	2002	20024185	Daily, Nicole
<input type="checkbox"/>	2002	20024173	Daily, Sandra
<input type="checkbox"/>	2002	20024163	Daily, Shawn
<input type="checkbox"/>	2002	1014145	Daily, Simon
<input type="checkbox"/>	2002	1012100	Daisey, George SHANNEE

Modifying an Appointment

To modify an appointment, click the entry on the Calendar. This will bring up the "Edit Appointments/Conferences" screen:



Update any field:

- **Date:** "Conference Date: 08/10/2009"
- **Start Time:** "Start Time: 01:00PM"
- **End Time:** "End Time: 02:00PM"
- **Reason:** "Reason: College"
- **Location:** "Location: Guidance"
- **Who the appointment is with:** Select yourself in order to have the appointment appear on your personal Calendar.

- **The free form Description.**

Description: College Planning - Ed is going to go to college!

- **Appointment Status:** Status: Scheduled

- Whether or not to display this conference in the **parent module**: Notify Parents: ☐ Yes ☒ No
- Optionally add conference notes:

Conference Details

Conference Notes:

- Click the **Save Conference** button when you are done editing the conference data.
- To alter the list of student attendees to the conference, locate the student attendee list at the



upper right:

- To remove students from the conference, locate the student you wish to remove and click the corresponding delete icon.
- To add Students to the conference, click the **Add** button. A "Locate and Select Student" search panel will be displayed:

Locate Student to Add to Conference Panel – Search for Student and Select

- Enter a student's last name, or partial name with wildcard ('*') character.
- Click Search. This locates all matching students.
- Locate the student you wish to add and click the corresponding **Select** button. This selects the student and dismisses the popup.
- Repeat these steps to add additional students to your conference.

Using Your Favorite Reports Panel

Your Favorite Reports panel lists the reports you've chosen to have on it:

To add or remove reports from your Favorite Reports panel, use the instructions below.



	Code	Name/Description	
1	70250	Birthday List This report shows a list of students birthdays	
2	70352	Class Roster Report with Marking Period Grades Class Roster Report with the current Marking Period Grades.	
3	19051	Course Roster 2 Course Roster Report with Spec Ed and LEP Info option for given date	View
4	20995	Demographic Data and Address Profiles Prints one sheet for each student giving all addresses on file	
5	70773	Gradebook Empty Spreadsheet Report List of students with grid lines.	
6	70775	Gradebook Spreadsheet Report Printed copy of the front page of the gradebook.	
7	70780	Gradebook Spreadsheet Summary Report This report delivers a list of student grades similar to the spreadsheet, but includes informatio...	
8	1325	Homeroom Attendance Posting Homeroom Attendance Posting Report	View
9	81352	Immunization Alert Report This report alerts you of students who may not have met minimum immunization requirements. Report...	
10	81335	Medication Log This report shows a log of medications dispensed for each student.	

Running a Report

To run one of the reports listed on your panel, click the report number for it. This will bring up a normal "Schedule Report" dialog box:



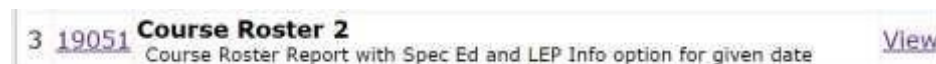
70250 - Birthday List

Report: **70250 - Birthday List**
[Click here for online documentation for this report](#)
Engine: com.genesis.sis.report.iTextEngine
Description: This report shows a list of students birthdays
iText Report Class: com.genesis.sis.report.iTextReports.GradebookBirthdayReport
Storage: Report is stored per user
When: Run Immediately
* Report Type: Birthdays on Date Below
* Teacher: Barry, Jack
Birthdate (or Month): 11/20/2016 **\$(TODAY)** will substitute today's date at run time
* Sort by: By Birthday, Student Name
Course (Blank for All):
E-Mail report to this user: and to these users:
☐ Export to path/filename on server:
☐ (S)FTP Report:
☐ Save current parameters as default

From there, that runs the report normally.

Viewing a Previously Run Report

Once a report has been run, a "View" link appears for it:



3	19051	Course Roster 2 Course Roster Report with Spec Ed and LEP Info option for given date	View
---	-----------------------	--	----------------------

Click the View link to bring up the last run for the report. Only the most recent run is available.

Adding the Favorite Reports Panel to Your WebDesk

To add a Favorite Reports panel to your WebDesk, do the following:

1. Go to the **WebDesk Setup** screen.
2. Locate the "My Favorite Reports" entry in the list of built-in data peeps (i.e. panels) on the upper right of the screen:



3. Check the checkbox for the "My Favorite Reports" built-in panel and click the "Save Data Peeps" button. The panel will now appear on your WebDesk Home screen.

Adding Reports to Your Favorite Reports Panel

To add reports to the Favorite Reports panel, you must go to a **Reports** panel.

Go to a Reports panel that contains a report you want to appear on your personal Favorite Reports panel.

On every Reports panel you will find a column of checkboxes where the column header is a gold star:



This is the **"Select to Favorite Reports"** checkbox.

Check the checkboxes for the reports you want to add to your Favorite Reports panel - you do **NOT** need to save anything, just check the checkbox.

The reports you check will automatically appear on your panel:

Removing Reports from Your Favorite Reports Panel

To remove reports from your Favorite Reports panel, you must go back to the Reports panel contains those reports.

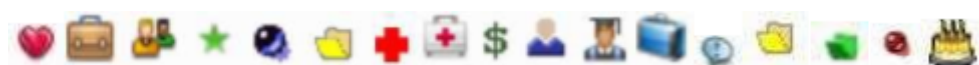
Once you locate the report you wish to remove, **uncheck** the checkbox for it.

This automatically removes it from your panel.








Built-In Icons

Overview

The Built-In Icons are system-defined icons that get turned on and off by certain conditions and situations marked on a student's record. The full set includes:











The chart below explains what each icon represents, and how it is triggered in the system.

 	<p>Custody – This indicates a custody record exists for the student. You can add a record via Student Data>Modify Student>Demographics>Custody. If there is no end date, it will remain red. If an end date exists and has passed, the icon turns green.</p>
	<p>DCPP – This indicates a student has a DCP Rep as a contact. You can add a contact via Student Data>Modify Student>Demographics>Contacts that has “DCPP Representative” selected in the “relationship” dropdown. (Formerly, DYFS.)</p>
	<p>Intervention and Referral Services – Add a record via Student Data>Modify Student>Tracking>Other>I&RS. Any IRS record with a BLANK End Date will be considered ACTIVE until manually deleted or until an End Date is applied.</p>
	<p>504 – Add a record via Student Data>Modify Student>Tracking>Other>Student 504. Check off “Show 504 Icon in Student Information Bar?” as well. There is also a “Show 504 Icon” checkbox via Student Data>Modify Student>Demographics>Categories – but the <i>tracking record</i> needs to be added. Any 504 record with a BLANK End Date will be considered ACTIVE until manually deleted or until an End Date is applied. Any student with an ACTIVE 504 record will be counted as a 504 Student. The icon will turn red once an end date is added.</p>
	<p>Gifted and Talented – Check off “Gifted and Talented” via Student Data>Modify Student>Demographics>Categories.</p>
	<p>Homeless – This indicates the student is marked as homeless. You can add a record via Student Data>Modify Student>Tracking>Other>Homeless.</p>



ELL – Add a record via [Student Data>Modify Student>Tracking>ELL](#).  Indicates they have been *referred* or have exited ELL services.

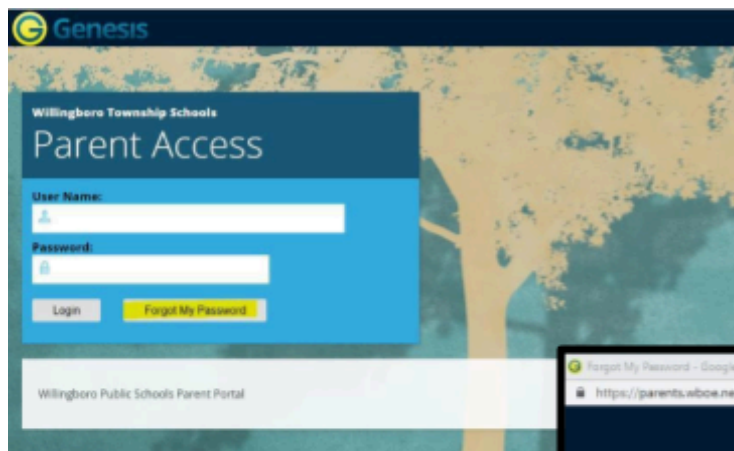
	<p>IEP – This indicates a student has an active IEP on record. You can add an IEP record via Student Data>Modify Student>Special Ed. The icon will change colors after the IEP has expired. Speech only IEPs are green: </p>
	<p>Medical Icon – This indicates a student has a medical condition marked in the system. You can add a condition via Student Data>Modify Student>Medical>Health Records, using the “Add Conditions” button. You can also enter text that will appear when hovering over the icon in the “Text for Medical Icon” field.</p>
	<p>IHP Icon - Student has an IHP, an Individualized Healthcare Plan. The nurse has turned on this icon. It may be clickable and, when clicked, may show a "need to know" document of important medical information. It is controlled on the Student Data>Modify Student>Medical>IHP screen.</p>
	<p>Fine – This indicates the student has an unpaid fine. You can add a fine via Student Data>Modify Student>Fees and Fines. Once it is paid, the icon goes away.</p>
	<p>Parent Icon – This indicates that the student has at least one Parent Portal account linked. These accounts exist in Parent Portal->Setup->Users.</p>
	<p>Student Icon – This indicates that the student has at least one Student Portal account linked. These accounts exist in Parent Portal->Setup->Users.</p>
	<p>Birthday Cake icon - This is just triggered automatically once a student's birthday comes around. It is only displayed during the student's birthday itself.</p>

Forgot Password for Parent Portal

Overview

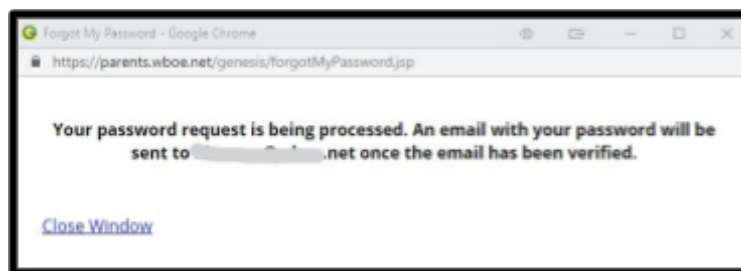
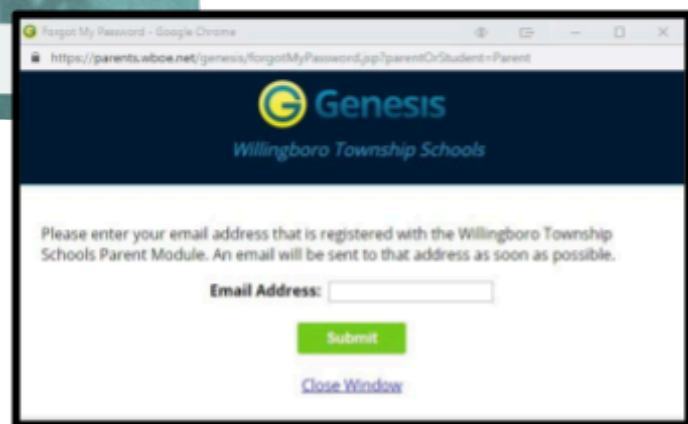
Willingboro Pubic Schools Genesis Parent Portal can be found at:

<https://parents.c1.genesisedu.net/willingboro>



Your User Name is your full email address. If you have forgotten you password, please click the “Forgot my Password” button.

Enter your email address to request a password reset. The email will be sent directly to you. If you don't receive something after 10-15 minutes, please check your SPAM/JUNK folder. The email will come from Willingboro Genesis SIS “genesisadmin@wboe.net”



Student Grades 5 to Grade 12, will also have their own Genesis Logins. Their login ids will be there district emails (7digit-student-id@wboe.net)

Willingboro Pubic Schools Genesis **Student** Portal can be found at:

<https://students.c1.genesisedu.net/willingboro>