

# **WILLINGBORO PUBLIC SCHOOLS**

**Genesis: New Staff Training**

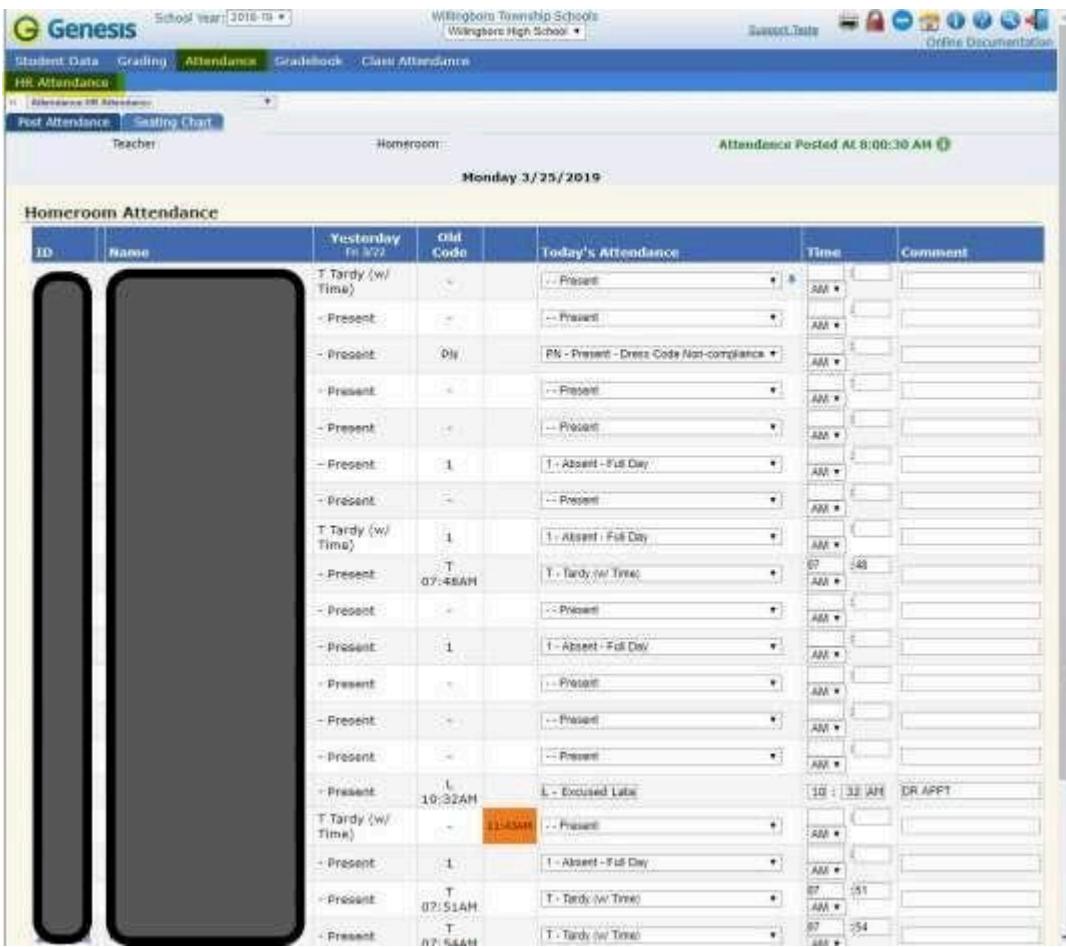


# Homeroom Attendance

## 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.



The screenshot shows the Genesis software interface for Homeroom Attendance. The top navigation bar includes links for Student Data, Grading, Attendance, Gradebook, Class Attendance, and HR Attendance. The HR Attendance link is highlighted. The main content area is titled "Homeroom Attendance" and shows data for "Homeroom: Homeroom". A message at the top right indicates "Attendance Posted At 8:00:30 AM". The date "Monday 3/25/2019" is displayed. The table lists student attendance for the day, with columns for ID, Name, Yesterday (w/ Time), Old Code, Today's Attendance, Time, and Comment. Several students are marked as "Tardy (w/ Time)" with specific times like 07:45AM and 07:51AM. One student is marked as "Excused Late" at 10:32AM. The "Old Code" column shows various codes such as "PV - Present - Dress Code Non-compliance" and "A - Absent - Full Day". The "Time" column shows AM and PM with dropdown arrows. The "Comment" column contains empty text boxes.

### 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.



# 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

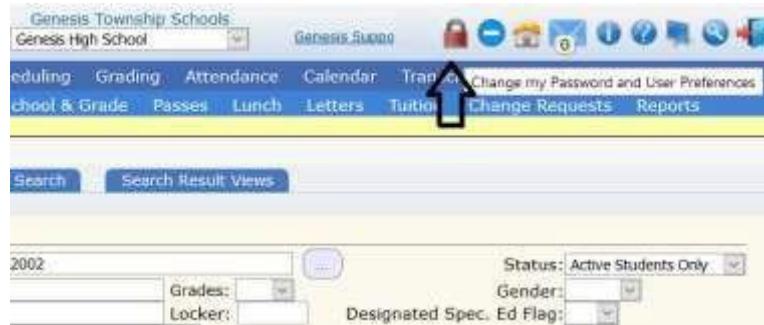
It is possible to have teachers sign off that they have read a student's 504 or IEP. To be able to do this, the teacher must have set up their signature.

## 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, you 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.



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 23569	Baker, Christine
H 1010370	Biddle, Caitlin
H 105730	Brunberg, Christina
H 1012142	Dauss, Hooks

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



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



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.



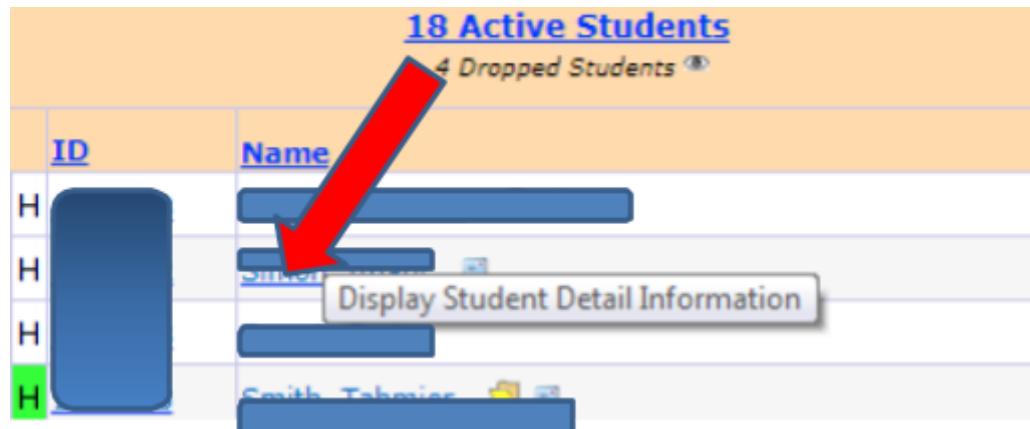
# Gradebook Student Details Screens

## Overview



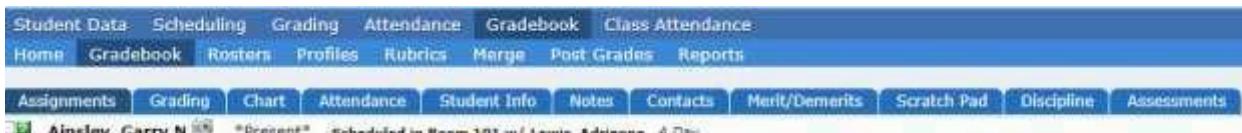
The screenshot shows a navigation bar with the following tabs: Student Data, Scheduling, Grading, Attendance, Gradebook (which is highlighted in green), and Class Attendance. Below the tabs are sub-links: Home, Gradebook, Rosters, Profiles, Rubrics, Merge, Post Grades, and Reports. At the bottom, there are four tabs labeled MP1, MP2, MP3, and MP4, followed by a Year Summary link.

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



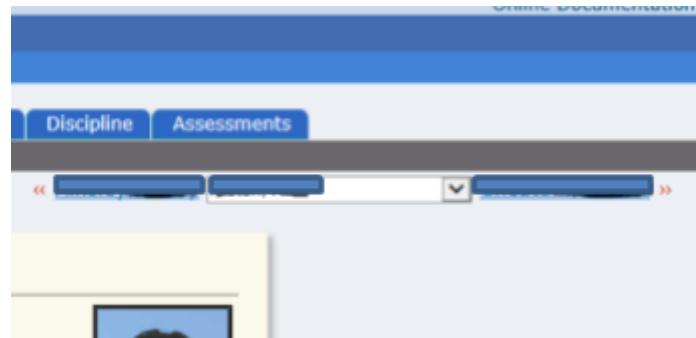
The screenshot shows a list of students with 18 Active Students and 4 Dropped Students. A red arrow points to the "SILVER" link in the Name column for a student named "SILVER". A tooltip "Display Student Detail Information" is shown over the "SILVER" link.

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



The screenshot shows the Student Details screen with the following tabs: Student Data, Scheduling, Grading, Attendance, Gradebook, Class Attendance, Home, Gradebook, Rosters, Profiles, Rubrics, Merge, Post Grades, and Reports. Below the tabs, there is a message: "Ainsley Carru N 100 \*Present\* Scheduled in Room 101 w/ Teacher: Address: A Date:".

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



The screenshot shows the Student Details screen with the Discipline and Assessments tabs at the top. Below the tabs, there is a list of students with arrows indicating the ability to tab through them.

# 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.



Assignment	Assigned	Due	Status	Category	Pr	Grade	Points	Max	Avg	Abs	Inc	Ex	H	Hide	C	PC
Homework (None 0)	8/25/16	8/25/16	Complete	HW	20.0	89.00	100.0	100.0	89.0%							
Classwork 1	9/0/16	9/14/16	Complete	HW	50.0	50.0	100.0	100.0	50.0%							
QUIZ 1	9/29/16	9/29/16	Complete	QUIZ	100.0	89.00	100.0	100.0	89.0%							
BENCHMARK 1	9/29/16	9/29/16	Complete	TEST	100.0	95.00	100.0	100.0	95.0%							
							323.00	400.0								
MP1 Calc. Avg: 87.1 (8)																

## 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 see 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 a 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: Category Average = (MP Weight / 100) × Category Score  
Final Grade Calculation: ((Sum of Category Scores) \* 100) / (Sum of Category Weights) + 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 %	50.0	45.7200
		<b>100.0</b>	<b>77.0950</b>

Grade calculation using assignments from **MP1**

**Final Grade Calculation**  
$$((77.0950 * 100) / 100.0 + 0.0 = 77.1\% \text{ ** Rounded to TENTHS}$$

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

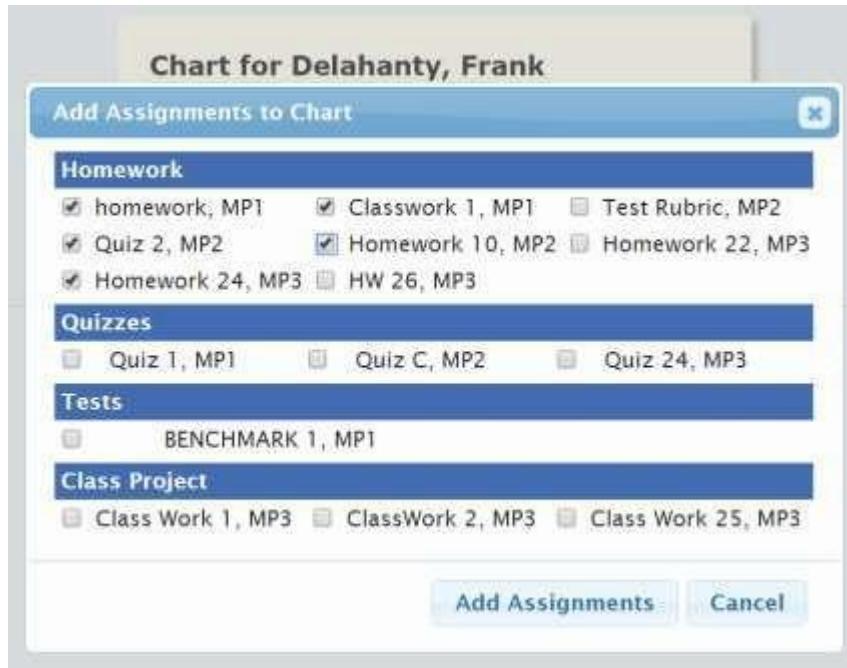
In Categories Mode, a bar panel is shown for the student's overall performance vs the class average, and then a separate panel for each Category:



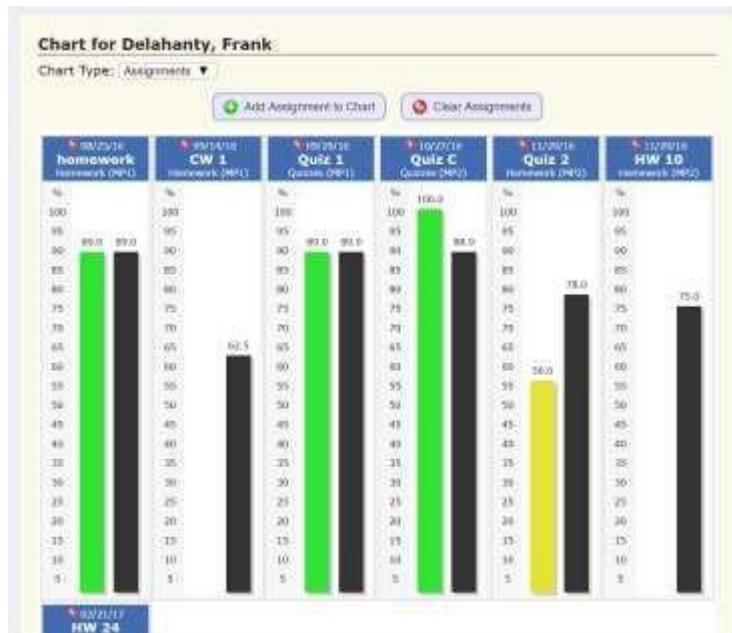
# Assignments Mode

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:



Charts are then displayed for each of the selected Assignments:



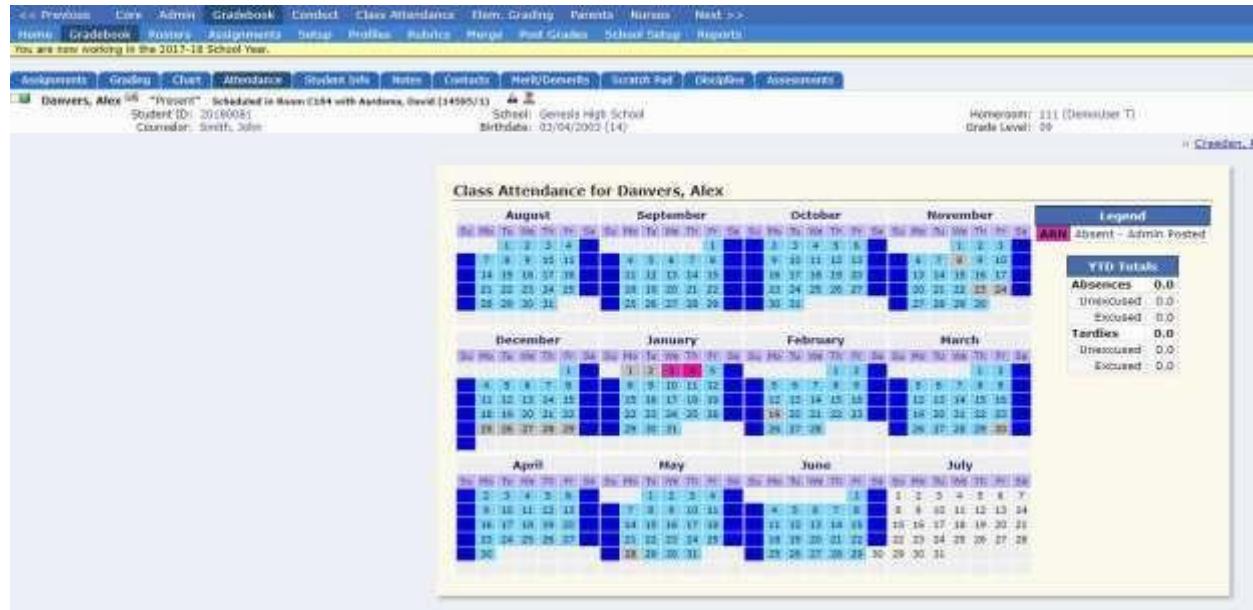
# Student Attendance

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.



The screenshot shows a 'Student Information for [REDACTED]' form. It includes fields for Student ID, GB Student ID, Student Name, Nickname, Student Email, Grade (L2), Sex (M), Date of Birth, Workgroup (N/A), Status (ACTIVE as of Jul 09/07/2018), Parent Access Usage (Yes), Accept Status (checked), and Show Student (checked). A 'Save Screen' button is at the bottom.

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 be 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.



Date	Note	Last Modified
01/16/2018	01/16/2018 GRADEBOOK NOTE EXAMPLE	01/16/2018 10:26 AM by genesis

# Student Contacts

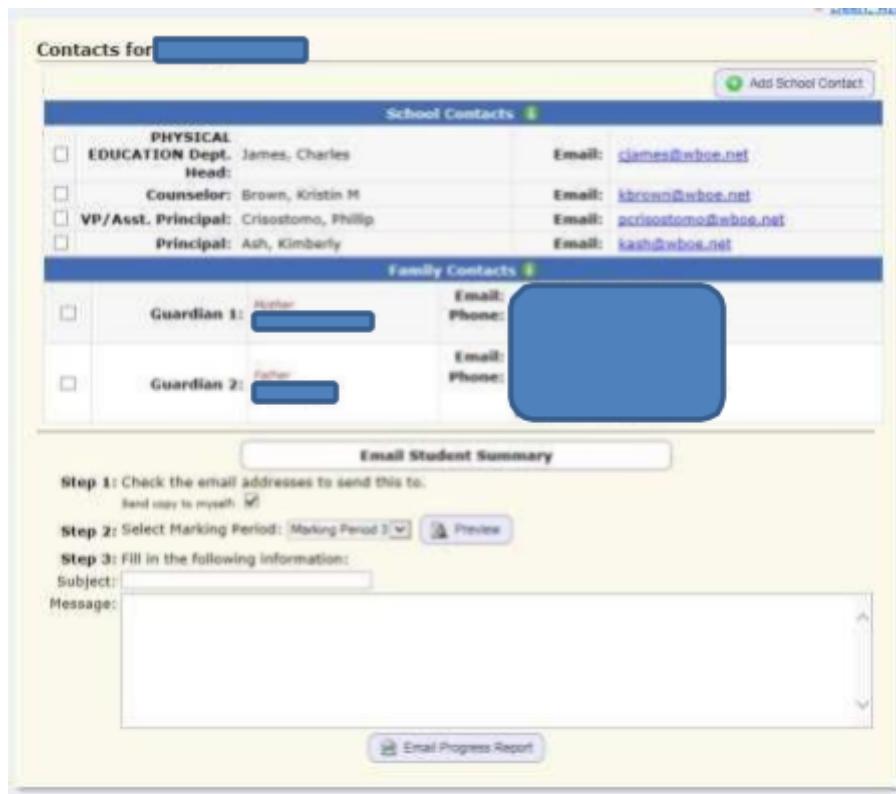
## Contacts List

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.



### 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"><li>• Graded - The number of Grade Assignments for the Category.</li><li>• Sum - The sum of all the assignment percentages.</li></ul>
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	Assignments	Weight	Best Worst	Current Totals		Current Average	Remaining Points	Points Possibly Achieved	Possible Avg.
				Count	Total				
1 Class Work	0.0	00.0	15.0%	0	0.0	0.0	1000.0 (10 Assignments)	00.0%	100.0%
2 Homework	0.0	00.0	10.0%	0	0.0	0.0	0.0 (0 Assignments)	00.0%	00.0%
3 Quizzes	0.0	00.0	15.0%	0	0.0	0.0	100.0 (1 Assignments)	00.0%	100.0%
4 Tests	0.0	00.0	20.0%	0	0.0	0.0	100.0 (2 Assignments)	10.0%	10.0%
				0.0	0.0	00.0%	1200.0 (12 Assignments)	1000 out of 1200	33.33%
<a href="#">Edit Scores</a>									
<a href="#">Category Weights Average Product</a>									
CW: 15.0 00.0% 13.3000									
HR: 10.0 00.0% 7									
QUIZ: 15.0 00.0% 13.5000									
TEST: 20.0 10.0% 8.0000									
Total: 60.0 33.0000									

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

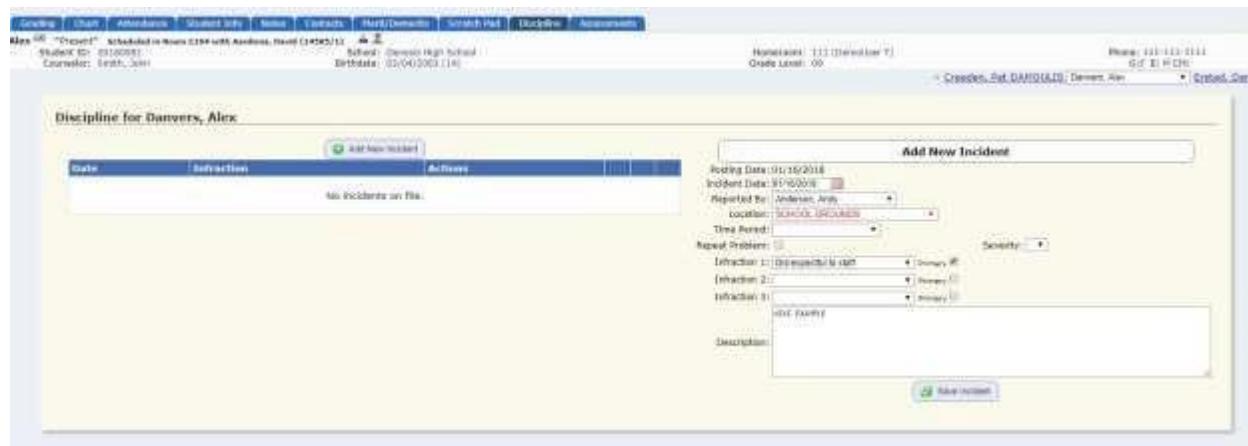
The **Gradebook>Gradebook>Student>Discipline** screen allows you to create a discipline referral incident inside of Genesis.

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.



The screenshot shows the Genesis software interface for managing student discipline. At the top, there is a navigation bar with tabs: General, Staff, Attendance, Student Info, Notes, Contacts, Marks/Comments, Scratch Pad, Discipline, Assessments. Below the navigation bar, there is a student profile summary: Name: Danvers, Alex, Student ID: 01100981, Scheduled in Room 1234 with Advisor: Name: (245651), Advisor: (Davens High School), Birthdate: 02/04/2003 (18). To the right of the profile, there are buttons for Homeless (111 (Homeless Y)), Grade Level: 09, and a link to Create, Edit, DAN010110 (Danvers, Alex). Below the profile, there is a section titled "Discipline for Danvers, Alex" with a sub-section "Add New Incident". The "Add New Incident" form contains fields for: Incident Date: 01/16/2018, Incident Date: 01/16/2018, Registered By: Anderson, Ardis, Location: SCHOOL (LOCATIONS), Time Period: 1, Incident Problem: (No incident is listed), Severity: (Priority 1), Description: (Note: FAMILY), and a "Save Incident" button.

## 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.

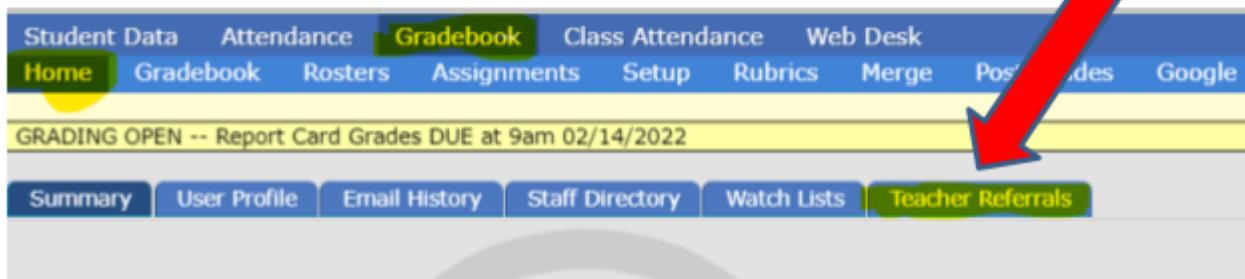
Once you hit the "Save Incident" button, the incident will be saved and it will appear on the left hand side.

*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

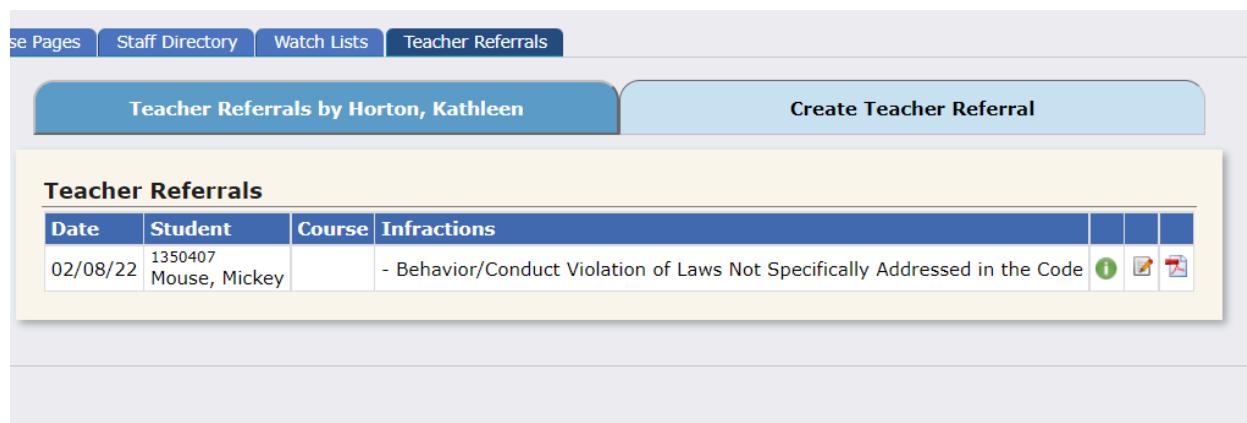
## Overview

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



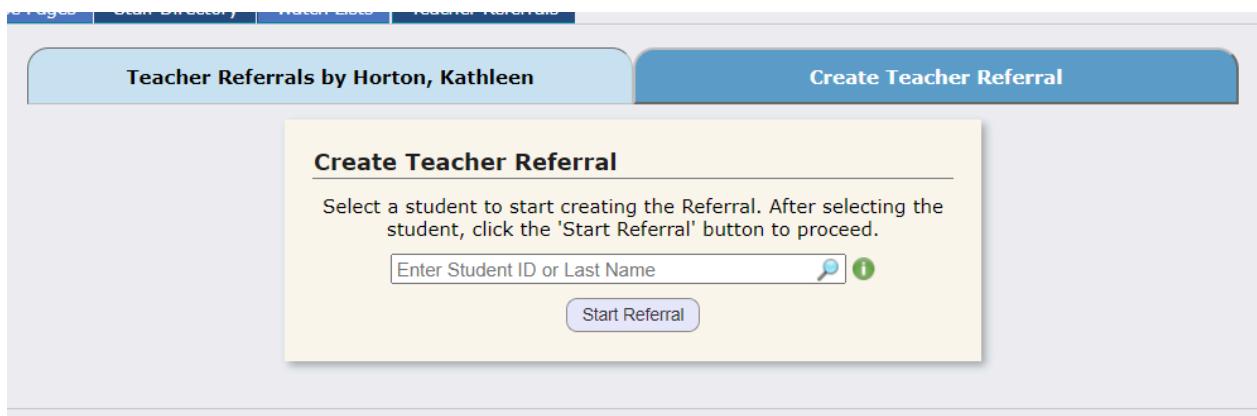
## Teacher Referrals by Tab

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 by Tab" screen. At the top, there are several tabs: Home, Gradebook, Rosters, Assignments, Setup, Rubrics, Merge, Posts, Grades, Google, Summary, User Profile, Email History, Staff Directory, Watch Lists, and Teacher Referrals. Below these tabs is a sub-navigation bar with tabs: Home Pages, Staff Directory, Watch Lists, and Teacher Referrals. The "Teacher Referrals" tab is highlighted in blue. The main content area has a title "Teacher Referrals by Horton, Kathleen" and a "Create Teacher Referral" button. Below the title is a table with the following data:

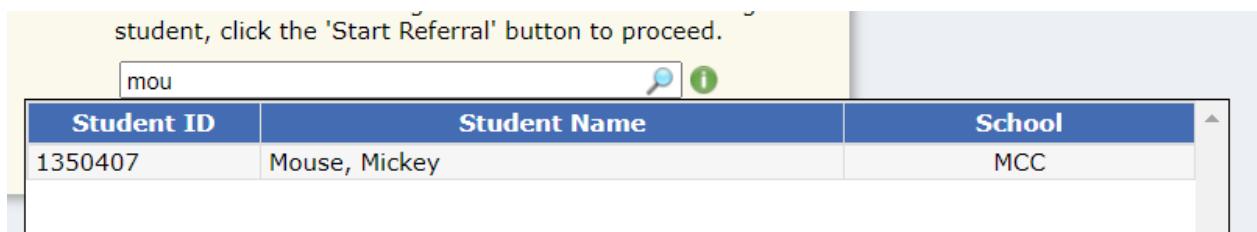
Date	Student	Course	Infractions	Actions
02/08/22	1350407 Mouse, Mickey		- Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code	 

# Create Teacher Referral Tab



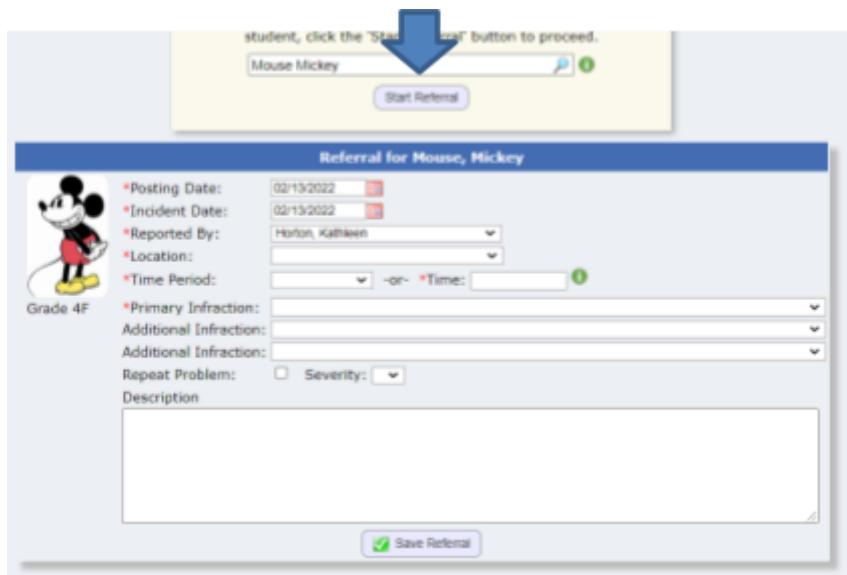
The **Gradebook>Teacher Referral>Create Teacher Referral** screen allows you to create a new discipline referral incident inside of Genesis.

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



## Adding and Editing an Incident

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



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 [student]

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](#)  $\square$  [Gradebook \[Student Summary\]](#)  $\square$  [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](#)  $\square$  [Setup](#)  $\square$  [Email/Progress Reports](#)  $\square$  [Available Email Lists](#) tab.

## Gradebook Setup - Email Lists

The [Gradebook](#)  $\square$  [Setup](#)  $\square$  [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:

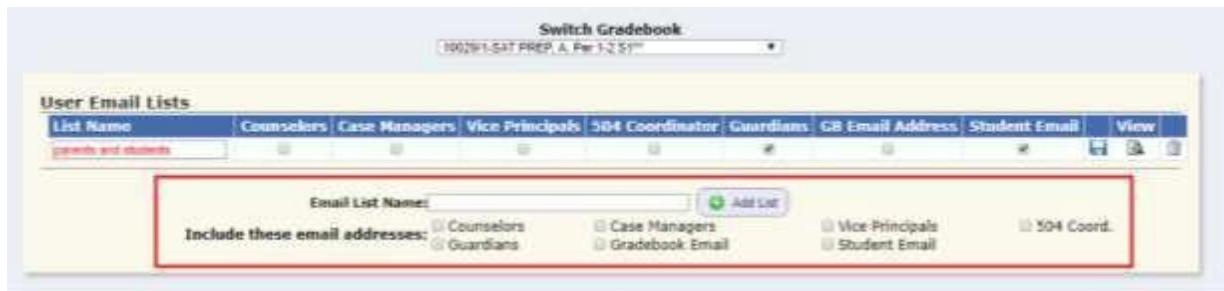
Field	Description
Counselors	A student's counselor.
Vice Principals	A student's vice principal.
Case Managers	A student's case manager.
Legal Residence Contacts / Guardians	If entered the email address for any of the contacts associated with the student's Legal Address, you will be able to see this contact.
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.

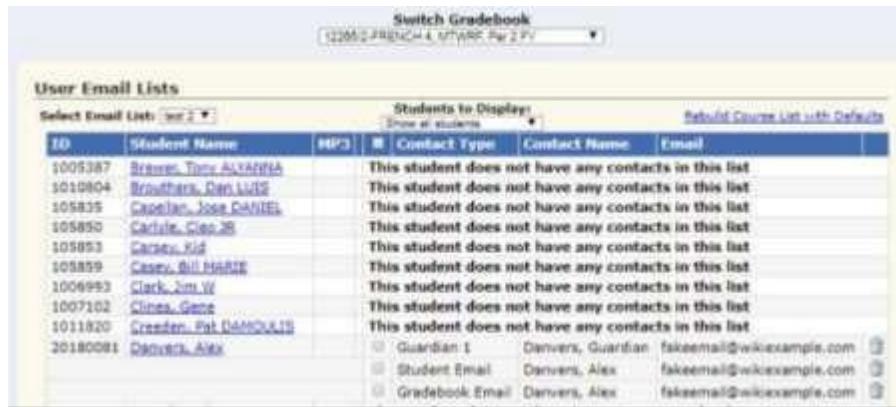
## Updating Your Lists

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



ID	Student Name	Email	Contact Type	Contact Name	Email
1005387	Browne, Tina ALEXANDRA		This student does not have any contacts in this list		
1010804	Brouthers, Dan LUKE		This student does not have any contacts in this list		
105835	Capellan, Jose DANIEL		This student does not have any contacts in this list		
105830	Carville, Celia SP		This student does not have any contacts in this list		
105853	Casey, Kid SP		This student does not have any contacts in this list		
105859	Casey, Bill SPARTA		This student does not have any contacts in this list		
1006993	Clark, Jim W		This student does not have any contacts in this list		
1007102	Cline, Gage		This student does not have any contacts in this list		
1011820	Creedon, Pat DANIEL		This student does not have any contacts in this list		
2018081	Dekker, Alex		<input type="radio"/> Guardian 1: Danvers, Guardian: fakeemail@will@example.com <input type="radio"/> Student Email: Danvers, Alex: fakeemail@will@example.com <input type="radio"/> Gradebook Email: Danvers, Alex: fakeemail@will@example.com		

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

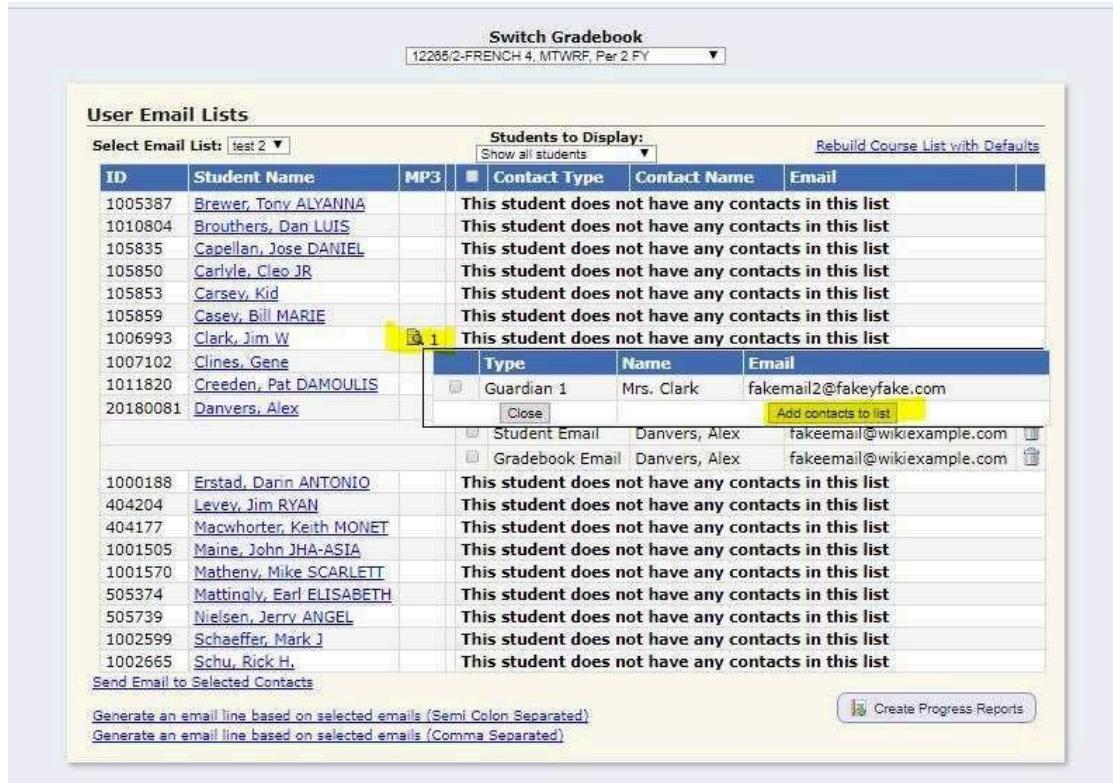
If a student has additional contacts, then you can add them at any time to your list by clicking on the icon immediately after the student’s name (This icon does not appear if all of the student’s contacts are already in the list).

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.



The screenshot shows the 'User Email Lists' screen. At the top, there are dropdown menus for 'Select Email List' (set to 'test 2'), 'Students to Display' (set to 'Show all students'), and 'Rebuild Course List with Defaults'. The main table lists student names and their contact status. A yellow box highlights the 'Add contacts to list' button for student Clark, Jim W. This button is part of a modal window that appears when a student's contact status is 'This student does not have any contacts in this list'. The modal window has fields for 'Type' (Guardian 1), 'Name' (Mrs. Clark), and 'Email' (fakeemail2@fakeyfake.com). There are also 'Close' and 'Add contacts to list' buttons. At the bottom of the main table, there are buttons for 'Send Email to Selected Contacts', 'Generate an email line based on selected emails (Semi Colon Separated)', and 'Generate an email line based on selected emails (Comma Separated)'. A 'Create Progress Reports' button is also visible.

## 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’s 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

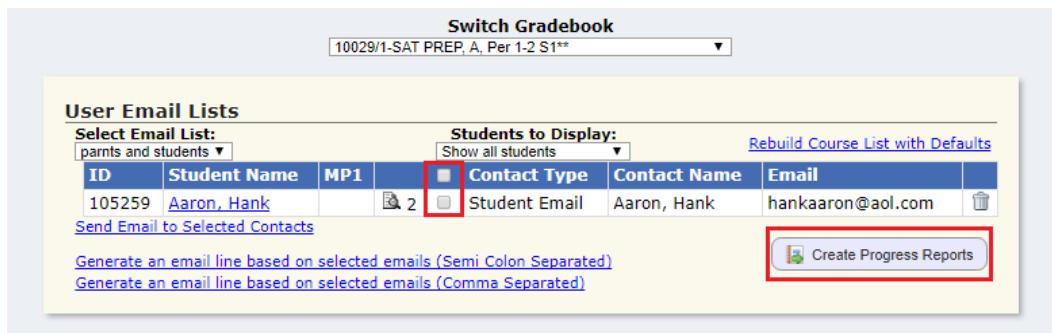
An added bonus is that this screen provides the ability to create Progress Reports from your Email List. You begin by selecting the contacts for the students that you want to send to. You can do this simply by clicking on the check box at the top of the list and all contacts get automatically checked.

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.



The screenshot shows a software interface for managing student contacts. At the top, there is a dropdown menu labeled "Switch Gradebook" with the option "10029/1-SAT PREP A, Per 1-2 S1\*\*". Below this is a section titled "User Email Lists" with a "Select Email List:" dropdown set to "parents and students". To the right is a "Students to Display:" dropdown set to "Show all students". A "Rebuild Course List with Defaults" button is also present. The main area is a table with columns: ID, Student Name, MP1, Contact Type, Contact Name, and Email. A single row is shown for "105259 Aaron, Hank" with "Contact Type" set to "Student Email". The "Email" column contains "hankaaron@aol.com". Below the table are three links: "Send Email to Selected Contacts", "Generate an email line based on selected emails (Semi Colon Separated)", and "Generate an email line based on selected emails (Comma Separated)". At the bottom right of the table area is a button labeled "Create Progress Reports" with a red box drawn around it.

- 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.

<b>Email Information</b> From Address: <a href="mailto:donotreply@genesisedu.com">donotreply@genesisedu.com</a> <a href="#">i</a> Marking Period: <b>Marking Period 1</b> <a href="#">▼</a> Email Subject: Example Subject Test 1111  Email Body:  <input type="button" value="Email Progress Report"/>																	
<b>Contacts for Email</b> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Student</th> <th>Type</th> <th>Contact Name</th> <th>Email</th> <th>Preview Progress Report</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Aaron, Hank</td> <td>Student Email</td> <td>Aaron, Hank</td> <td>hankaaron@aol.com</td> <td><input type="button" value="Preview Progress Report"/></td> </tr> </tbody> </table>						<input checked="" type="checkbox"/>	Student	Type	Contact Name	Email	Preview Progress Report	<input checked="" type="checkbox"/>	Aaron, Hank	Student Email	Aaron, Hank	hankaaron@aol.com	<input type="button" value="Preview Progress Report"/>
<input checked="" type="checkbox"/>	Student	Type	Contact Name	Email	Preview Progress Report												
<input checked="" type="checkbox"/>	Aaron, Hank	Student Email	Aaron, Hank	hankaaron@aol.com	<input type="button" value="Preview Progress Report"/>												

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

Student Progress Report Genesis High School (2002) Aardvark, David - 1962811 - SAT PREP									
Student: Aaron, Hank									
Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Avg	Status
Totals: 3.0 3.0 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									
Guardian/Parent Signature: _____									

## Emailing your Reports

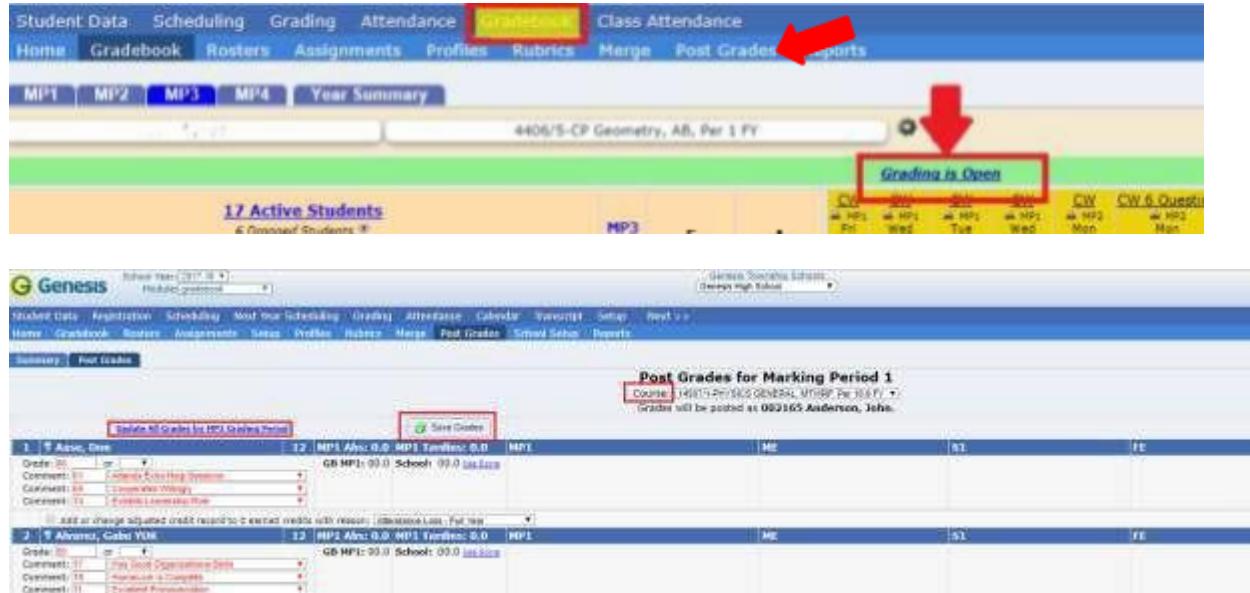
<b>Email Information</b> From Address: <a href="mailto:donotreply@genesisedu.com">donotreply@genesisedu.com</a> <a href="#">i</a> Marking Period: <b>Marking Period 1</b> <a href="#">▼</a> Email Subject: Example Subject Test 1111  Email Body:  <input type="button" value="Email Progress Report"/>																	
<b>Contacts for Email</b> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Student</th> <th>Type</th> <th>Contact Name</th> <th>Email</th> <th>Preview Progress Report</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Aaron, Hank</td> <td>Student Email</td> <td>Aaron, Hank</td> <td>hankaaron@aol.com</td> <td><input type="button" value="Preview Progress Report"/></td> </tr> </tbody> </table>						<input checked="" type="checkbox"/>	Student	Type	Contact Name	Email	Preview Progress Report	<input checked="" type="checkbox"/>	Aaron, Hank	Student Email	Aaron, Hank	hankaaron@aol.com	<input type="button" value="Preview Progress Report"/>
<input checked="" type="checkbox"/>	Student	Type	Contact Name	Email	Preview Progress Report												
<input checked="" type="checkbox"/>	Aaron, Hank	Student Email	Aaron, Hank	hankaaron@aol.com	<input type="button" value="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 id Open".



The top screenshot shows the software's main menu bar with 'Post Grades' highlighted. Below the menu, there are tabs for 'Home', 'Gradebook', 'Rosters', 'Assignments', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', and 'Reports'. A red arrow points to the 'Post Grades' tab. The bottom screenshot shows the 'Post Grades for Marking Period 1' screen. It displays two student rows. Each row has a 'Grade' field, a 'Comments' dropdown, and a 'Save Grades' button. A red box highlights the 'Save Grades' button. A red arrow points to the 'Comments' dropdown in the first student row.

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.

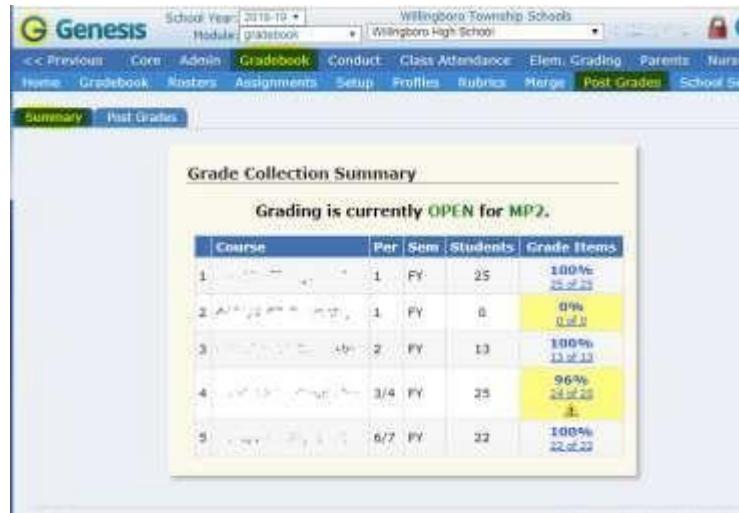
Once you have assigned the grades and comments for each student, click "Save Grades." Notice that all data stays **red** until you click "Save Grades."

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 Semester	Students	Grade Items
1	1	25	100% 25 of 25
2	1	0	0% 0 of 0
3	2	13	100% 13 of 13
4	3/4	25	96% 24 of 25
5	6/7	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.

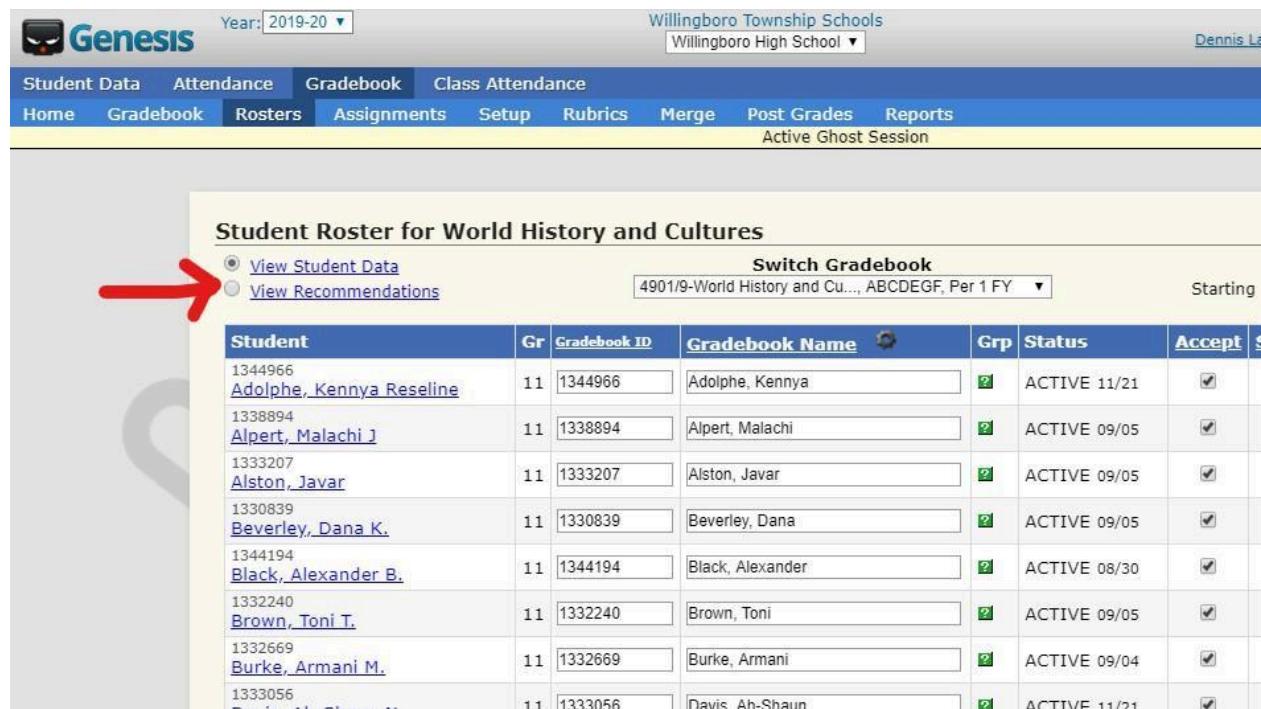


The screenshot shows the Genesis Gradebook interface. At the top, it displays the year (2019-20), the school (Willingboro Township Schools, Willingboro High School), and the navigation menu (Home, Gradebook, Rosters, Assignments, Setup, Rubrics, Merge, Post Grades, Reports, Active Ghost Session). Below the menu, there are links for Summary, User Profile, Email History, Staff Directory, and Watch Lists. The main content area is titled 'Teacher Summary' for 'Land, Dennis'. It shows a table titled 'Gradebooks in Willingboro High School' with the following data:

	Courses	Rename	Sem	Days	Per		Merged	Grades	Roster	Att	Per	
	4901/9		FY	ABCDFG	1		Default Secondary School Profile					Block 1
	4901/7		FY	ACDEFGB	2		Default Secondary School Profile	✓				Block 2
	5901/4		FY	ACDEFGB	2		Default Secondary School Profile	✓				Block 3
	4901/8		FY	BCDEFGA	4		Default Secondary School Profile					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.



Genesis

Year: 2019-20 ▾

Willingboro Township Schools

Willingboro High School ▾

Dennis La

Student Data Attendance Gradebook Class Attendance

Home Gradebook Rosters Assignments Setup Rubrics Merge Post Grades Reports

Active Ghost Session

**Student Roster for World History and Cultures**

[View Student Data](#)

[View Recommendations](#)

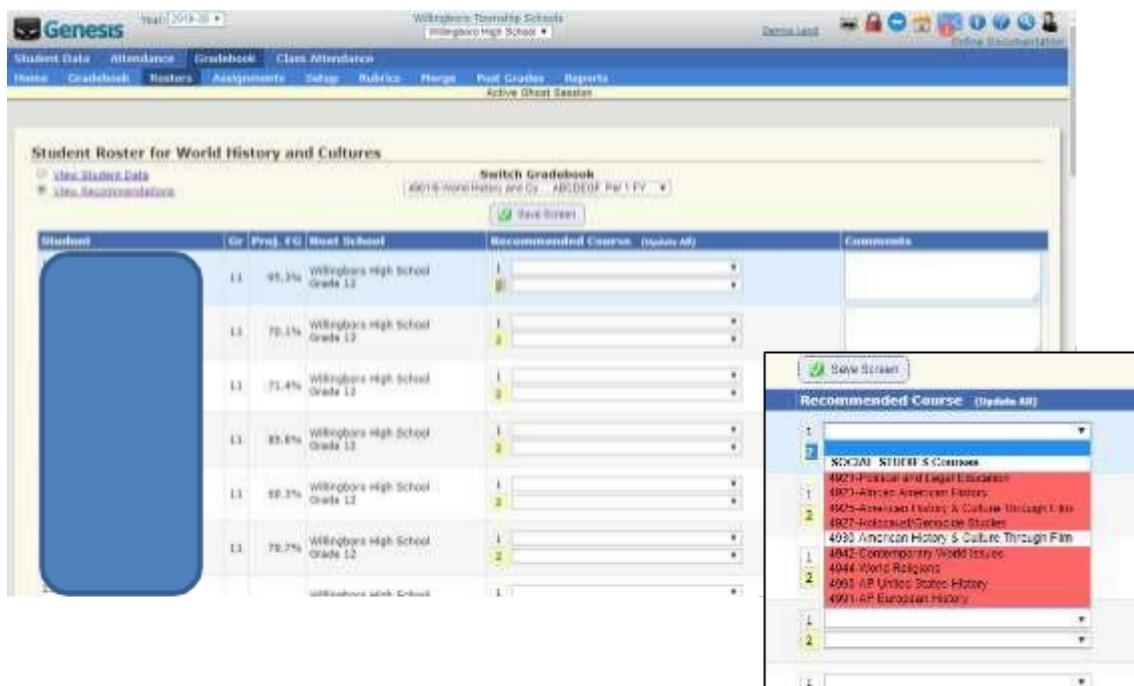
**Switch Gradebook**

4901-9-World History and Cu..., ABCDEGF, Per 1 FY ▾

Starting

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



Genesis

Year: 2019-20 ▾

Willingboro Township Schools

Willingboro High School ▾

Dennis La

Student Data Attendance Gradebook Class Attendance

Home Gradebook Rosters Assignments Setup Rubrics Merge Post Grades Reports

Active Ghost Session

**Student Roster for World History and Cultures**

[View Student Data](#)

[View Recommendations](#)

**Switch Gradebook**

4901-9-World History and Cu..., ABCDEGF, Per 1 FY ▾

**View Screen**

Student	Gr	Proj. FG	Next School	Recommended Course (Update All)	Comments
	11	95.2%	Willingboro High School Grade 12	1 2	
	11	70.1%	Willingboro High School Grade 12	1 2	
	11	71.4%	Willingboro High School Grade 12	1 2	
	11	89.8%	Willingboro High School Grade 12	1 2	
	11	69.3%	Willingboro High School Grade 12	1 2	
	11	79.7%	Willingboro High School Grade 12	1 2	

**Recommended Course (Update All)**

**SOCIAL STUDIES Courses**

4921-World and Local Studies  
1 4921-World and Local Studies  
2 4925-American History & Culture Through Art  
3 4927-Religious Studies  
4930-American History & Culture Through Film  
4942-Contemporary World Issues  
4944-World Religions  
4951-AP United States History  
4991-AP European History

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	1 4927-Holocaust/Genocide Studies 2	Blah, Blah, Blah
2	1 4927-Holocaust/Genocide Studies 2	
3	1 4927-Holocaust/Genocide Studies 2	
4	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.

The image contains three screenshots labeled A, B, and C, showing student profiles and course dropdown menus.

- Screenshot A:** Shows a student profile for a Grade 10 student at Willingboro High School with a 98.8% completion rate. The dropdown menu for recommended courses shows "SOCIAL STUDIES Courses" and "4903-US History I" (highlighted in red), while "4927-Holocaust/Genocide Studies" is not highlighted.
- Screenshot B:** Shows a student profile for a Grade 10 student at Willingboro High School with a 92.4% completion rate. The dropdown menu shows "SOCIAL STUDIES Courses", "4903-US History I" (highlighted in red), and "4927-Holocaust/Genocide Studies" (highlighted in red).
- Screenshot C:** Shows a student profile for a Grade PG student at Willingboro High School with a 50.0% completion rate. The dropdown menu shows "SOCIAL STUDIES Courses", "4903-US History I" (highlighted in red), and "4927-Holocaust/Genocide Studies" (highlighted in red). A yellow callout box with a red border contains the text: "The WHS curriculum does not have any courses that can be recommended by this class in 2020-21."

## Reports

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

Total Students to give Recommendations: 24, Total Recommendations: 0



# Teacher WebDesk

## Introduction

WebDesk is a centralized data viewer, where a user can see multiple areas of Genesis at one time, examples Daily Class schedule, Calendar Appointments and Student watch lists and Favorite Reports all on one screen.



The screenshot shows the Genesis Web Desk interface with several sections:

- My Scheduled Appointments (1)**: Shows a list of scheduled appointments with columns for Date, Time, Student, and Status.
- My Unresolved Incidents (1)**: Shows an unresolved incident with columns for Date, Offender, Primary Offense, and Status.
- My Scheduled Appointments (1)**: Shows another list of scheduled appointments with columns for Date, Time, Student, and Status.
- Today's Class Schedule (0)**: Shows a table with columns for Period, Teacher, Course, Time, and Room.
- My Student Watch List (0)**: Shows a table with columns for Student, Course, and Action.
- My Discipline Incidents (0)**: Shows a table with columns for Date, Offender, Primary Offense, and Action.
- My Favorite Reports (0)**: Shows a table with columns for Report Name and Description.
- My Students Who Are Absent Today (0)**: Shows a table with columns for Student, Grade, HK, Code, and Attendance.
- My Students Who Are Absent Today (0)**: Shows another table with columns for Student, Grade, HK, Code, and Attendance.
- Class Enrollment**: Shows a table with columns for Class and Grade.
- Attendance**: Shows a table with columns for Date, Grade, and HK.
- Student Watch (10)**: Shows a table with columns for Student, Course, Teacher, and GPA Average.

## Your WebDesk

### Getting to your WebDesk

If you have security access to the WebDesk, you can get there by clicking on your name in the upper right hand corner of any screen or selecting the “WebDesk” tab.



The screenshot shows the Genesis Student Search interface with the following details:

- Header:** School Year: 2019-20, Module: Mathematics, Open Modules, Log In.
- Navigation:** Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, Next >, Student List, Edit Link, Labels, Main Charge, Next School & Grade, Passes, Lunch, Letters, Tuition, Vehicles, Reports.
- Search Bar:** Student Search, Address Search, Grade Search.
- Form:** Student Search with fields for Last Name, First Name, Birth Date, Vice Principal, Counselor, Next School, Next Grade, School, Grade, Status, and Gender.
- Result Table:** Shows a table with columns for ID, Last Name, First Name, School, HK, GR, and G.
- Message:** No qualifying data found.
- Web Desk Tab:** A red box highlights the "Web Desk" tab in the top navigation bar.

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

The screenshot shows the Genesis WebDesk interface with several sections:

- My Favorites Reports** (Left): A list of reports with descriptions and links:
  - 1. Class Roster List 2013-14
  - 2. L1000 - Combination Request Report
  - 3. L4000 - Counselor Student Distribution for One or All
  - 4. L4000 - Counselor Student Requests
  - 5. L5040 - This report is a differential between Daily Periods daily pickup values
  - 6. L5090 - 50 per Student with intent of LEAST one of the 5
  - 7. L60540 - Homeroom Attendance Posting Report
  - 8. L7325 - Homeroom Class Period Requests
  - 9. L8080 - Homeroom Class Period Requests
  - 10. L8117 - Homeroom Class Period Requests for 2013
  - 11. L8125 - Request Total Report
- Attendance** (Top Left): A table showing student attendance for the day.
- Attendance Watch List** (Top Right): A table showing a list of students with attendance issues.
- Attendance** (Bottom Left): A table showing student attendance for the day.
- Attendance Watch List 3+** (Bottom Right): A table showing a list of students with attendance issues.
- Attendance** (Bottom Center): A table showing student attendance for the day.
- Attendance** (Bottom Right): A table showing student attendance for the day.

## 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 <input type="text" value="Webdesk, Principal (principalwebdesk)"/>			
All staff members who have been attached to <b>Principal Webdesk</b> are shown on this screen. Please check off the staff members who represent this user.			
	Staff Member	Schools	Type
<input checked="" type="checkbox"/>	Aardsma, David	Genesis High School East End Middle School	(VP) (D) (T)
<input checked="" type="checkbox"/> <b>Save Staff</b>			

## 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 screenshot shows a table titled 'Available Data Peeps for' with a dropdown menu 'Data Peep Type: Data Peeps for Teachers'. The table has columns for 'Display Name', 'Description', 'Color', and 'Type'. Each row represents a different data panel, such as 'My Scheduled Appointments', 'Requested Appointments', 'Todays Class Schedule', etc. Each row includes a checkbox to select it, a description of what it does, and a color swatch and icon indicating its type (Font, List, etc.). A 'Save Data Peeps' button is at the bottom.

Available Data Peeps for			
Display Name	Description	Color	Type
<input checked="" type="checkbox"/> My Scheduled Appointments	Shows today's and future scheduled appointments.		Font
<input type="checkbox"/> Requested Appointments	All requested appointments where one of your identities is listed as staff.		Font
<input checked="" type="checkbox"/> Todays Class Schedule	This will show all classes that one of your identities is teaching today.		Font
<input type="checkbox"/> My discipline Incidents	This will show you all discipline incidents created by one of your identities.		Font
<input type="checkbox"/> My students who are absent today	This will show you all students who are absent today who have one of your identities as a teacher.		Font
<input type="checkbox"/> My Favorite Reports	This will show a list of your favorite reports. Favorite reports can be added from any report screen.		Font
<input checked="" type="checkbox"/> Students who are absent today	This will show a list of absent students in your school.		Font
<input type="checkbox"/> My Teaching Watch List	This will show you all students who qualify for your watch list and who have one of your identities as a teacher.		Font
<input type="checkbox"/> Student Watch List	This will show you all students who qualify for your watch list in the school.		Font
<input checked="" type="checkbox"/> My students with discipline today	This will show you all students with discipline today who have one of your identities as teacher.		Font
<input type="checkbox"/> Student Watch (Student List)	This will show you all students who qualify for your watch list who are in a specific student list.		Font

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

The screenshot shows a table titled 'Your Student Lists' with a dropdown menu 'List Name: (None Selected)'. The table has columns for 'List Name' and 'Display'. Each row represents a student list, with a checkbox to select it and a 'Configure Data Peep' button. A 'Save List Data Peeps' button is at the bottom.

Your Student Lists	
List Name	Display
<input type="checkbox"/> test list example	<input type="button" value="Configure Data Peep"/>

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:

The screenshot shows a configuration dialog for 'My Student Watch List Data Peep'. It has fields for 'Data Peep Name: My Student Watch List', 'Display Name: My Student Watch List', 'Background: #e0330f', and 'Font: #000000'. Below is a 'Watch List Parameters' section with 'Marking Period: 401' and 'Students with grades below: 85'. Buttons for 'Save' and 'Cancel' are at the bottom.

### Student List Data Peep:

The screenshot shows a configuration dialog for 'Student List Data Peep'. It has fields for 'Display Name: test', 'Background: #ddd0ff', and 'Font Color: #000000'. Below is a 'Add Extra Columns:' section with checkboxes for various student attributes. Under 'User Text Fields to Display:', there are three dropdown menus for 'User Text 1', 'User Text 2', and 'User Text 3'. Buttons for 'Save' and 'Cancel' are at the bottom.

## Selecting the Number of Columns on your WebDesk

Your WebDesk display 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.



## 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.

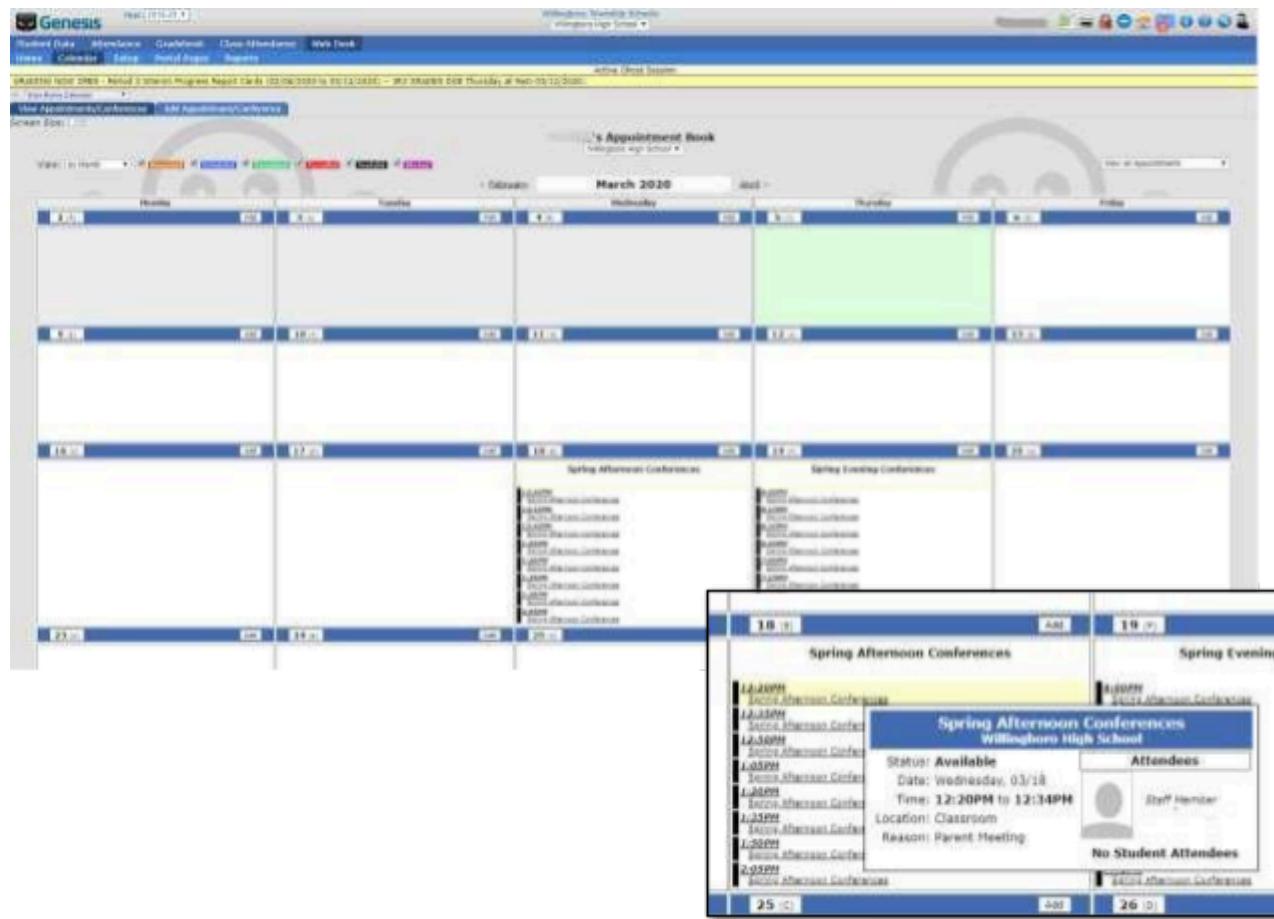
### What can I do with it?

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.

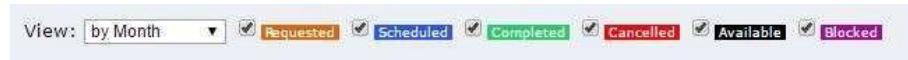
On the right hand side of the screen, you can select your appointments and/or another staff ID's appointments if you happen to be tied to another staff member.



The screenshot shows the WebDesk Appointment Book for March 2020. The calendar grid highlights specific conference times. A detailed view of the afternoon conference on March 18th is shown in a pop-up window. The window title is "Spring Afternoon Conferences" at Willingboro High School. It lists the following details:

- Status: Available
- Date: Wednesday, 03/18
- Time: 12:20PM to 12:34PM
- Location: Classroom
- Reason: Parent Meeting
- Attendees:
  - Staff Member
  - Staff Hiltner
  - No Student Attendees

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 Joeseph
<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:**
- **Start Time:**
- **End Time:**
- **Reason:**
- **Location:**
- **Who the appointment is with:** Select yourself in order to have the appointment appear on your personal Calendar.

- **The free form Description:**
- **Appointment Status:**
- Whether or not to display this conference in the **parent module:**  Yes  No
- Optionally add 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.

## 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:

My Favorite Reports		Displaying 10 of 15
Code	Name/Description	
1 20250	<b>Birthday List</b> This report shows a list of students birthdays	
2 20352	<b>Class Roster Report with Marking Period Grades</b> Class Roster Report with the current Marking Period Grades.	
3 19051	<b>Course Roster 2</b> Course Roster Report with Spec Ed and LEP Info option for given date	<a href="#">View</a>
4 20995	<b>Demographic Data and Address Profiles</b> Prints one sheet for each student giving all addresses on file.	
5 20775	<b>Gradebook Empty Spreadsheet Report</b> List of students with grid lines.	
6 20775	<b>Gradebook Spreadsheet Report</b> Printed copy of the front page of the gradebook.	
7 20780	<b>Gradebook Spreadsheet Summary Report</b> This report delivers a list of student grades similar to the spreadsheet, but includes informati...	
8 1325	<b>Homeroom Attendance Posting</b> Homeroom Attendance Posting Report	<a href="#">View</a>
9 81352	<b>Immunization Alert Report</b> This report alerts you of students who may not have met minimum immunization requirements. Report...	
10 81335	<b>Medication Log</b> This report shows a log of medications dispensed for each student.	

**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 student 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 todays 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

Schedule Report

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	<b>Course Roster 2</b> Course Roster Report with Spec Ed and LEP Info option for given date	<a href="#">View</a>
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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:



Display Name	Description	Color	Type
My Scheduled Appointments	Show today and future scheduled appointments.	Green	Panel
Rescheduled Appointments	All rescheduled appointments where one of your identities is listed as staff.	Green	Panel
Today's Class Schedule	This will show all classes that one of your identities is teaching today.	Green	Panel
My discipline incidents	This will show you all discipline incidents created by one of your identities.	Green	Panel
My students who are absent today	This will show you all students who are absent today who have one of your identities as a teacher.	Green	Panel
My Favorite Reports	This will show a list of your favorite reports. Favorite reports can be added from any report screen.	Green	Panel
Students who are absent today	This will show a list of absent students in your school.	Green	Panel
My Teaching Watch List	This will show you all students who qualify for your watch list who have one of your identities as a teacher.	Green	Panel
Student Watch List	This will show you all students who qualify for your watch list in the school.	Green	Panel
My students with discipline today	This will show you all students with discipline today who have one of your identities as teacher.	Green	Panel
Student Watch (Student List)	This will show you all students who qualify for your watch list who are in a specific student list.	Green	Panel

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:



Page	Seq	Name	Last Run	Last Run By	Q	Time
1	70199	Assessment Grade Report	0 16 07			
1	70295	Attendance List	0 16 07			
1	70300	Class Attendance Report	0 16 07			
1	70310	Class Attendance Assessment	0 16 07			
1	70320	Class Report	0 16 07			
1	70330	Class Report Class	1 16 07			
1	70332	Class Report Ready with Working Periods Enabled	0 16 07			
1	70350	Class Grade Report	0 16 07			
1	70360	Class Grade Report	0 16 07			
1	70370	Grade Translations Report	0 16 07			
1	70373	Grade Verification and Status	1 16 07			
1	70375	Gradebook Entry Approval Report	0 16 07			
1	70376	Gradebook Gradebook Report	1 16 07			
1	70380	Gradebook Gradebook Summary Report	0 16 07			
1	70389	Missing Assignment Report	0 16 07			
1	70391	Student Assignment Report	0 16 07			
1	70393	Student Assessment Assessment	0 16 07			

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.



Code	Name/Description
1 10001	Attendance Totals Report
1 10002	Attendance Totals-Poly Monthly Report by Date
1 10003	Chronic Absenteeism
1 10004	Students with a given absenteeism rate
1 10005	Curriculum Report
1 10006	Curriculum Report
1 10007	Daily Attendance Reports
1 10008	Daily Attendance Report
1 10009	Daily Attendance Total
1 10010	Whole year 2022 attendance report for each student/teacher for each specified year
1 10011	Individual Attendance Pending
1 10012	Individual Attendance Pending
1 10013	Individual Report
1 10014	List of lists to the report within a class
1 10015	School Classes Report
1 10016	Lists with total number of valid comments that have students and course sections from...
1 10017	Student Staff Schedules
1 10018	Student Staff Schedules
1 10019	Student Block Schedules
1 10020	Block Schedules for one or more teaching faculty for one or more students

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.

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



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

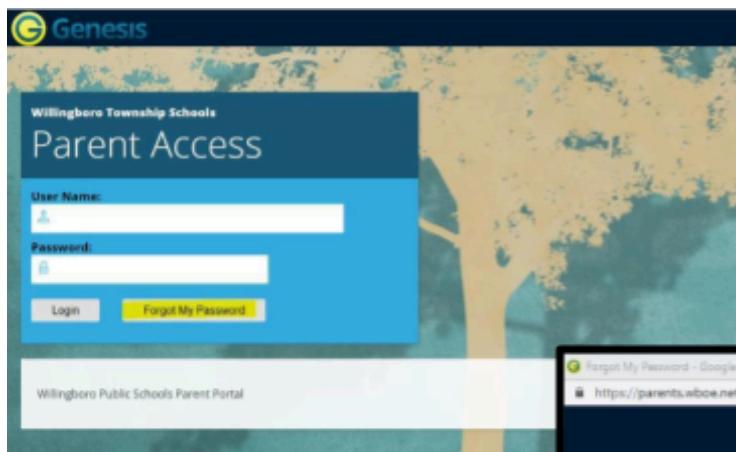
	<b>IEP</b> – This indicates a student has an active IEP on record. You can add an IEP record via <a href="#">Student Data&gt;Modify Student&gt;Special Ed</a> . The icon will change colors after the IEP has expired. Speech only IEPs are green: 
	<b>Medical Icon</b> – This indicates a student has a medical condition marked in the system. You can add a condition via <a href="#">Student Data&gt;Modify Student&gt;Medical&gt;Health Records</a> , 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.
	<b>IHP Icon</b> - 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 <a href="#">Student Data&gt;Modify Student&gt;Medical&gt;IHP</a> screen.
	<b>Fine</b> – This indicates the student has an unpaid fine. You can add a fine via <a href="#">Student Data&gt;Modify Student&gt;Fees and Fines</a> . Once it is paid, the icon goes away.
	<b>Parent Icon</b> – This indicates that the student has at least one Parent Portal account linked. These accounts exist in <a href="#">Parent Portal-&gt;Setup-&gt;Users</a> .
	<b>Student Icon</b> – This indicates that the student has at least one Student Portal account linked. These accounts exist in <a href="#">Parent Portal-&gt;Setup-&gt;Users</a> .
	<b>Birthday Cake icon</b> - This is just triggered automatically once a student's birthday comes around. It is only displayed during the student's birthday itself.

# Forgot Password for Parent Portal

## Overview

Willingboro Public Schools Genesis Parent Portal can be found at:

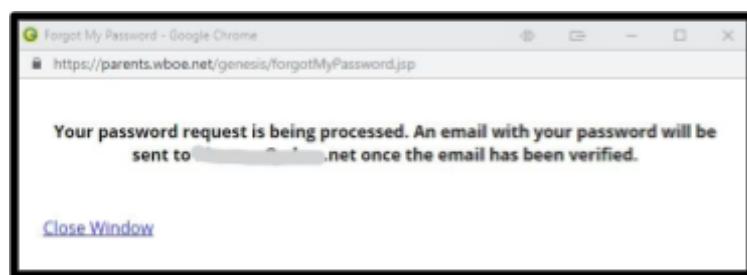
<https://parents.c1.genesisedu.net/willingboro>



Your User Name is your full email address. If you have forgotten your 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 their district emails ([7digit-student-id@wboe.net](mailto:7digit-student-id@wboe.net))

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

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