Genesis Parent Portal
User Guide

Welcome to the Roxbury School District Parent Module!
# PARENT PORTAL

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Logging In &amp; Logging Out</td>
<td>4</td>
</tr>
<tr>
<td>Select Language</td>
<td>6</td>
</tr>
<tr>
<td>Top Tabs</td>
<td>7</td>
</tr>
<tr>
<td>Student Summary - The Dashboard</td>
<td>7</td>
</tr>
<tr>
<td>Selecting a Student</td>
<td>10</td>
</tr>
<tr>
<td>Assessments – Standardized Test Scores</td>
<td>13</td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
</tr>
<tr>
<td>Daily Attendance</td>
<td>14</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Notify Attendance Office</td>
<td>16</td>
</tr>
<tr>
<td>Grading - Report Cards &amp; Academic History</td>
<td>20</td>
</tr>
<tr>
<td>Discipline</td>
<td>24</td>
</tr>
<tr>
<td>Fees and Fines</td>
<td>25</td>
</tr>
<tr>
<td>Gradebook</td>
<td></td>
</tr>
<tr>
<td>Weekly Summary and Marking Period Averages</td>
<td>26</td>
</tr>
<tr>
<td>List of Assignments</td>
<td>28</td>
</tr>
<tr>
<td>One Day's Assignments</td>
<td>30</td>
</tr>
<tr>
<td>One Week’s Assignments</td>
<td>31</td>
</tr>
<tr>
<td>Special Grades and the Previous Grade Column</td>
<td>31</td>
</tr>
<tr>
<td>Viewing Teacher Comments</td>
<td>32</td>
</tr>
<tr>
<td>Downloading Attached Documents</td>
<td>32</td>
</tr>
<tr>
<td>Scheduling (Next Year Scheduling)</td>
<td></td>
</tr>
<tr>
<td>View Next Year Requests, Recommendations &amp; Schedule</td>
<td>34</td>
</tr>
<tr>
<td>Letters</td>
<td>37</td>
</tr>
<tr>
<td>Documents</td>
<td>39</td>
</tr>
<tr>
<td>Forms</td>
<td>41</td>
</tr>
<tr>
<td>Contacts – Managing Information for School</td>
<td></td>
</tr>
<tr>
<td>Adding Phone Numbers or Email Addresses</td>
<td>43</td>
</tr>
<tr>
<td>Adding a New Contact</td>
<td>48</td>
</tr>
<tr>
<td>Changing Name, Relationship or Delete an Existing Contact</td>
<td>49</td>
</tr>
<tr>
<td>Introduction to the Home Screens</td>
<td>51</td>
</tr>
<tr>
<td>Message Center Section</td>
<td>52</td>
</tr>
<tr>
<td>Alert Screen</td>
<td>55</td>
</tr>
<tr>
<td>Personal Settings</td>
<td></td>
</tr>
<tr>
<td>Changing your Password</td>
<td>58</td>
</tr>
<tr>
<td>Setting Your Home Screen</td>
<td>59</td>
</tr>
<tr>
<td>FAQ</td>
<td>60</td>
</tr>
</tbody>
</table>
Introduction

The Genesis Parent/Student Portal tool is a safe and secure way to view your child’s school record for the current school year. You will have access to the following information:

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

This manual will guide you through all of the screens available to you and instructions on how to use them. Please be aware that if you have more than one student in the school district, you may not see every screen for every one of your students.
Logging In & Logging Out

Logging In
Logging into Genesis is very simple:
1. Go to [https://parents.roxbury.org](https://parents.roxbury.org)
2. Enter your Email Address in the ‘Username’ field
4. Click the ‘Login’ button

Logging In for the First Time
The very first time you Login you will be required to change your password.

What if I forget my password?
Right next to the Login button, you can find a ‘Forgot My Password’ link:

If you forget your password, click the [Forgot My Password](#) link. A new random generated password will submit to your email account. The first time you login with your new password, you will be required to change it.

If for any reason, you do not receive an email with the new random generated password, or if you have trouble with the Login process, please contact the Technology Department by email at webmaster@roxbury.org. Your child’s full name and grade must be included in the email message.
Logging Out

It is important to Logout of Genesis properly.

To Logout, locate the **LOGOUT** button in the upper right corner of every screen and click it:

When you click the Logout icon you are immediately logged out:
Why log out? Why not just close the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. **Be secure, always log out properly.** It is important to close your sessions properly to prevent any unauthorized person(s) from gaining access to your information.

Select Language (English to Arabic, Chinese, Filipino, Gujarati, Italian, Japanese, Korean, Persian, Portuguese, Russian, Spanish or Vietnamese)

There is a Select Language drop down list at the lower left corner of every screen. For example to switch to Spanish, select the language from the drop down list. It then changes the language of the Parent module to Spanish. The Select Language list itself will reflect the current language. Click the drop down list again to select and return to English.
Top Tabs
There are four available dark blue ‘Top Tabs’:

1) **MESSAGE CENTER** – This is where you access up to the minute messages about your students.

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

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

4) **SETTNGS** – This is where you can change your current password and select a Home Screen.

Student Summary – The Dashboard

Genesis Parent Access Student Data Summary – Student Dashboard Screen
When you login to Genesis Web Access the first screen you see is your student’s Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ for every student linked to your login. All your students will be on one screen.
Each student’s ‘dashboard’ contains the following information:

- Basic information about the student: student id, homeroom, grade, age. If you are viewing the screen during the school day, you will also see information about the class your student is in ‘right now’: current class, current teacher and current room.
- Your student’s schedule - The class the student is in ‘right now’ will highlight in green.
- The student’s attendance summary for the current week – Displays a color-coded attendance code for each of the week.
- Assignment summary for the current week – Total assignments due each day.
- Your student’s bus assignments – Optional for display.
More Information about Each Student
The ‘Summary’ screen has a dashboard for each of your students. The other light blue tabs give you more information about one student at a time.

If your high school or middle school student has a class schedule, click one of the icons to generate a printable copy of the schedule. It can be printed in either a list or block form.

The Selected Student
Only one student can be ‘selected’ at one time. When you ‘select’ a student that student’s information then appears on the additional tabs Student Data tabs. For instance, if you click the ‘Attendance’ tab, you will see the selected student’s Daily Attendance calendar for the entire school year.
Student Summary – Selecting a Student

Changing the Selected Student
The name of the ‘currently selected student’ displays in the ‘SELECT STUDENT’ drop down at the top of the screen. To pick a different student, click the ‘SELECT STUDENT’ drop down and choose the name of the student you wish to select. Once selected the tabs will take you to that student’s information.

The “Select Student” Drop Down
This drop down contains the names of all the students linked to your login. If you are missing a student, please contact the Technology Department by email at webmaster@roxbury.org. Your child’s full name and grade must be included in the message.
### Panels on the Dashboard

The student’s information summarizes at the left side of the dashboard. The student’s picture may or may not be there, along with basic information such as homeroom, grade, guidance counselor, age, birth date, and the student’s current location.

**Panels on the Dashboard**

Homeroom:  
Counselor: Barbolino, Carissa  
Age: 15  
Birthdate: 08/02/2004  
Class of: 2023  
Not a Parent:  
Chromebook Insurance Accepted:  

---

## Melissa Students

**ROXBURY HIGH SCHOOL | STUDENT ID: 208887 | STATE ID:**

<table>
<thead>
<tr>
<th>PER</th>
<th>COURSE</th>
<th>SEM</th>
<th>DAYS</th>
<th>ROOM</th>
<th>TEACHER</th>
<th>BLOCK</th>
<th>DAY B (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Homeroom</td>
<td>FY</td>
<td>B</td>
<td>H174</td>
<td>Wood, Paul</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Homeroom</td>
<td>FY</td>
<td>A</td>
<td>Q233</td>
<td>Barbato, Nicole</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>U.S. HISTORY I A</td>
<td>FY</td>
<td>A</td>
<td>Q233</td>
<td>Barbato, Nicole</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SPANISH III A</td>
<td>FY</td>
<td>A</td>
<td>N221</td>
<td>DeWitt, Anna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A</td>
<td>LUNCH 1 SEM</td>
<td>S1</td>
<td>A</td>
<td>CAFE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A</td>
<td>LUNCH 2 SEM</td>
<td>S2</td>
<td>A</td>
<td>CAFE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B</td>
<td>VIP 9-10 S1A</td>
<td>S1</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B</td>
<td>VIP 9-10 S2A</td>
<td>S2</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3CD</td>
<td>BIOLOGY A</td>
<td>FY</td>
<td>A</td>
<td>G166</td>
<td>Burd, Mary Ellen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CULINARY ARTS I</td>
<td>FY</td>
<td>A</td>
<td>B113</td>
<td>Failey, Ruth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>WOOD TECH II</td>
<td>FY</td>
<td>B</td>
<td>H174</td>
<td>Wood, Paul</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DRIVER'S THEORY</td>
<td>Q1</td>
<td>B</td>
<td>C126</td>
<td>Doian, James</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>PE 10 HIGH PERFORMANCE</td>
<td>Q2</td>
<td>B</td>
<td>GYM</td>
<td>Doian, James</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>PE 10 HIGH PERFORMANCE</td>
<td>Q3</td>
<td>B</td>
<td>GYM</td>
<td>Doian, James</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>PE 10 HIGH PERFORMANCE</td>
<td>Q4</td>
<td>B</td>
<td>GYM</td>
<td>Doian, James</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A</td>
<td>LUNCH 1 SEM</td>
<td>S1</td>
<td>B</td>
<td>CAFE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A</td>
<td>LUNCH 2 SEM</td>
<td>S2</td>
<td>B</td>
<td>CAFE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B</td>
<td>VIP 9-10 S1B</td>
<td>S1</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B</td>
<td>VIP 9-10 S2B</td>
<td>S2</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7CD</td>
<td>GEOMETRY A</td>
<td>FY</td>
<td>B</td>
<td>B115</td>
<td>Jaeger, Kathryn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ENGLISH II A</td>
<td>FY</td>
<td>B</td>
<td>Q237</td>
<td>Schmidt, Eric</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRADE:** 10
THIS WEEK

The THIS WEEK panel contains your student’s Attendance for the week and how many Gradebook Assignments they have due each day.

Click a number to see the Assignments for that day.

ASSIGNMENTS 0 0 0 1 0

If present, the Bus Routes panel lists the student’s morning and afternoon routes.

Navigate from weekday to weekday:

< WEDNESDAY >
Assessments shows your student’s standardized test scores

List of Standardized Test Scores
The top section lists your student’s standardized test scores:

Views of Various Groups of Scores
The other sections, if any appear, show groups of your student’s scores. Each section contains a group of related scores:
Attendance – Daily Attendance

Daily Attendance is your child’s official daily attendance.

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

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

Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at the screen, you will see the Attendance codes for your school district. Common Attendance codes include:
• Unexcused absence
• Excused absence
• Unexcused tardy
• Excused tardy
• Left early
• Field Trip

Attendance – Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance may show you their attendance for each separate subject. You must click the tab under to find class attendance. If this button does not appear, your child’s school does not record individual class attendance.

The Class Attendance screen shows your student’s Class Attendance summary for each of their separate subjects. One month at a time displays and the screen always starts by showing you the current month’s attendance.

- Class attendance lists by each school day in the month and shows which classes the student may have missed on each day. Each day for each subject is color-coded.
- The ‘Legend’ of color-coded Attendance codes for your school lists to the right.
- “Today” is in yellow highlight (e.g. above 11/21/2008).
- Along the right side of the screen is a separate summary for each subject for the entire school year, divided by Marking Periods.

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

Parents can create Parent Attendance Notes directly through the Genesis Parents Portal. These notes alert the district of a student being absent or tardy. Based upon District setup, students might have a link on their summary page labeled "Notify Attendance Office." This link is located directly under the "THIS WEEK" attendance and assignments summary.
Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab. Parents may also choose to navigate there directly by clicking on first, the **Attendance** tab, followed by the **NOTIFY ATTENDANCE OFFICE** tab.

To see Notify Attendance Office, click the **NOTIFY ATTENDANCE OFFICE** tab.
The **NOTIFY ATTENDANCE OFFICE** screen allows parents to submit notes to the office. Once on the screen, parents will be able to:

- Select whether the student(s) will be absent or tardy.
- Select the notification date. Parents may only select today or a future date.
- Optionally select the day(s) through which this attendance transaction takes place.
- Select the student for which this notification pertains; not all students are eligible.
- Enter an attendance note describing the transaction.

The attendance note will appear in Genesis on multiple attendance screens and on the student’s information bar. It will advise that there is an attendance note on file for this student.

Once the form is completed, the Parent will need to press the "Submit to Office" button to finish the transaction. Submitted forms will appear on the bottom of the screen for parents to keep track of their created attendance notes.

A note generates for each student for each day absent or tardy. If a parent reports their student will be absent on Monday and Tuesday, a separate note will appear for each day.
If a parent wishes to delete a submitted note, they may remove it as long as the note has not processed in Genesis. To delete a note press the red X button to the right of the note.

Notes processed by the Attendance office will appear with a green check next to them.
Grading – Current Year Report Card
The Grading screen gives you access to your student’s Marking Period grades, teacher comments, and possibly the student’s most recent report card.

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

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

The current Marking Period highlights in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. In addition, the text of the comment will appear in a tooltip (e.g. "Follows Directions Well").
Viewing your Child’s Current or Most Recent Report Card
If you are able to view your child’s actual report card, a message will appear between your child’s name and their list of grades:

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

To Print a Copy of the Report Card
1. Click on the ‘Grading’ tab.
2. If the “Please click here to view” message appears, click it. If it does not appear, your child’s actual report card is temporarily unavailable.
3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader’s border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)
To Save a Copy of the Report Card
1. Click on the ‘Setup’ tab.
2. If the “Please click here to view” message appears, click it. If it does not appear, your child’s actual report card is temporarily unavailable.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader’s border. Click it to access a regular File dialog and print the report card.

To Return to the Genesis Parents Portal
1. When you finished viewing the report card, click the browser “Back” button.

Prior Year Report Cards
The tab brings up Report Cards from previous years that your child’s school has made visible through Genesis.

For a list of available Prior Year Report Cards, click the PDF icon at right to see a Report Card.
Grading - Academic History (Transcript Information)

If your student is in high school, the “Grade History” tab lists the course and final grade information that will appear on the student’s actual transcript.

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

The Discipline screen lists any discipline issues regarding your child that have occurred in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident.
- A list of all actions that have taken place or will take place resulting from your child’s involvement in the incident.
- Dates on which the actions were or are scheduled to take place.
Fees and Fines

The Fines and Fees screen lists all fines and fees assigned to your child. Each record includes the following information:

- The attending school at the time the fee or fine.
- A brief description about the fee or fine.
- The specific fee or fine $$ amount.
- The date of the fee or fine.
- The payment due by date for the fee or fine.
- The total $$ amount paid towards the fee or fine.
- Specific section within Genesis where the fee or fine was processed.
- The outstanding $$ balance due for the fee or fine.
Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages

The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher’s email address to send an email to that teacher.

Choosing the Marking Period Average to Display
The “Avg” column always begins with displaying your student’s up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the “Avg” column header:

Select the Marking Period and the averages in the column update to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again display.

Viewing all Assignments for One Course
To see all of the Assignments for one course, click on the highlighted course name. That will take you to the “One Course/All Assignments” screen.

Viewing all Assignments for a Selected Day
To see all of the Assignments for one day (i.e. Tuesday); click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.
Gradebook Weekly Summary

This summary will show you a snap shot of all Assignments due for the selected week. You may do the following:

- Select a different week by clicking in the “Week of” field.
- See all Assignments for all courses by selecting “All Assignments”.
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your student’s marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers’ Assignment comments for your child.

Click the Print Assignments link to print out the list.

Click on pushpins to see the teacher’s comments about your child’s work or messages to the class.

If the teacher has uploaded files to an Assignment, you will be able to click on each file’s icon to download it.

Select drop down for the “Week of” field.
List of Assignments Screen

List of Assignments
This screen will allow you to look at your child’s Assignments in multiple ways.

The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that the teacher has graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially finished.
  - Missed Assignments – All assignments the student failed to turn in.
  - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked “Absent” if the student is absent on the day it is due. This option shows all assignments currently marked “Absent”.
- **Assignment Due Date** – Select one date. This date can be either a single date, or the week that contains the date you selected or the month.
Show Assignment Dates – This allows you to choose the time period you wish to view assignments for:

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

<table>
<thead>
<tr>
<th>MP</th>
<th>DUE DATE</th>
<th>DAY</th>
<th>COURSE</th>
<th>TEACHER</th>
<th>CATEGORY</th>
<th>ASSIGNMENT</th>
<th>GRADE</th>
<th>MAX</th>
<th>%</th>
<th>PREV</th>
<th>DOCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP1</td>
<td>09/07/2012</td>
<td>Fri</td>
<td>SPANISH</td>
<td>Anderson Matt</td>
<td>WA</td>
<td>Safety quiz Safety quiz for the lab</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>09/09/2012</td>
<td>Wed</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>HW</td>
<td>Section 1: problems 1, 2, 4, 6, 7, 8</td>
<td>100</td>
<td>5</td>
<td>85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>09/11/2012</td>
<td>Tue</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>HW</td>
<td>Section 2: problems 11, 12, 13, 14</td>
<td>100</td>
<td>78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>09/12/2012</td>
<td>Wed</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>HW</td>
<td>Section 3: questions 1, 2, 3, 4, 5</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP1</td>
<td>09/14/2012</td>
<td>Fri</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>HW</td>
<td>Test 1-3 Section 1-3 Test</td>
<td>100</td>
<td>96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP4</td>
<td>04/18/2013</td>
<td>Thu</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>QUIZ</td>
<td>MP Quiz 1 MP Quiz 2</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP4</td>
<td>04/18/2013</td>
<td>Thu</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>QUIZ</td>
<td>MP Quiz 3 MP Quiz 4</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP4</td>
<td>05/02/2013</td>
<td>Thu</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>QUIZ</td>
<td>MP Quiz 5 MP Quiz 6</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP4</td>
<td>05/09/2013</td>
<td>Thu</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>QUIZ</td>
<td>MP Quiz 7 MP Quiz 8</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP4</td>
<td>05/16/2013</td>
<td>Thu</td>
<td>CALCULUS AP</td>
<td>Antonelli John</td>
<td>QUIZ</td>
<td>MP Quiz 9 MP Quiz 10</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
One Day’s Assignments

One Day’s Assignment
When you click on a highlighted day name, the screen changes to the ‘List Assignments’ screen with only the one day selected:

One Day/All Assignments
Click on a day name to access the ‘One Day/All Assignments’ screen. This is the ‘List Assignments’ screen set for one day, all courses, and all assignments.
One Week’s Assignments

Viewing a Week’s Assignments
If you select “Week of” and select any date, the screen will display all assignments for the week containing the selected date. For example, if you select the date “11/18/2016” which was a Friday, you will be shown all assignments for the week Monday, 11/14/2016 through Friday, 11/18/2016.

Special Grades and the Previous Grade Column (“Prev”)

Teachers have four "special” grades that they can give students for any assignment:

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment does not count until the teacher changes the grade to a regular grade or to Missing or Incomplete. When a grade of Absent is changed to another grade, “Absent” appears in the **Prev** column. Something that “was previously Absent” was turned in after your child returned to school following an absence.

- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, **Missing** appears in the **Prev** column. Missing is the most common special grade. A teacher’s comment may accompany a missing. A grade of “Missing” in the **Prev** column means the student submitted the work late. “Previously missing” means “late”.

- **Incomplete** – Your child partially completed an assignment but did not finish it. When Incomplete appears in the **Prev** column, your child has completed the assignment late.
• **Exempt** – Your child is not responsible for this assignment. It does not count for them. It is unusual for an Exempt to appear in the column. Usually when a child is explicitly exempt from an Assignment there is no grade applied.

Initially, these special grades appear in the regular column (e.g. **ABS**). When a teacher gives one of these special grades (e.g. **MI - Missing**) and then later changes it to another grade, the original, special grade (i.e. **Missing**) is displayed in the column on the List Assignments screen. Regular grades will never appear in the column – this column will only list special grades.

The teacher cannot clear the “previous grade” details. This information always displays. You might use this information to help understand why your child may have received their regular grade (“the work was late”). For example, excellent work turned in late often receives a reduced grade.

**Viewing Teacher Comments**

Teacher comments on your child’s performance are located in the List Assignments screen. *If a teacher has entered a comment on an assignment, please take time to view it.*

If a pushpin icon appears on the Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, click the icon. This will cause the Comment to popup:

**Downloading Attached Documents**

Teachers can upload documents to assignments that can downloaded at home. The “documents” may include MS Word, MS Excel, PDF files, .wmv movies, podcasts or other file types. When one or more documents have uploaded and attached to an assignment, icons identifying the type of each attachment will appear in the Docs column on the List Assignment screen.

If icons (e.g. ) appear in the “Docs” column located on the right side of an Assignment line, it means that the teacher has uploaded a file(s) to the assignment for download. Each icon listed represents an uploaded file. For example, (1) MS Excel icon means the teacher uploaded (1) MS Excel file.
The shape of the icon indicates the attachment file type (e.g. 📄 indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the correct application software to view each type of file.¹

To see the description of an attached document, place your cursor on the icon: 📄 (cursor on icon)

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

¹ While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.
Scheduling

‘Scheduling’ in the Parents Module is all about Next Year Scheduling.

Viewing Next Year Recommendations and Scheduled Courses

The [Scheduling] screen lists the student’s course requests for the next school year (e.g. 2017-18 if this year is 2016-17), any teacher recommendations, and their “Next Year” schedule if available.

There are three things listed on this screen:

1. **Your student’s list of course requests for next year** – Printable list.
2. **The teacher who recommended a course** – Any teacher recommendations will appear at the very bottom of the screen.
3. **Your student’s actual Next Year schedule** - Once the student’s actual Next Year schedule is available, it will display on this screen. This may not be available during the current school year. The Next Year schedule is a printable list.

Printing Next Year’s Requests

1. Click the PDF Icon next to the “list of requests” header:

   ![Melissa’s Course Requests for 2017-18](image)

   This brings up an Adobe PDF view of your student’s next year requests (shown below). The printed report includes a “signature” line.
2. Use the Adobe Reader’s print button to send the report to the printer.
3. You might need to print the request list, sign the set of requests and have your student return the signed list to the school.

---

![Image of course requests](image)

Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print.

**Printing Next Year’s Schedule**

Your student’s Next Year schedule will only be available once the scheduling process completes. This may not occur until after the end of the current school year. An empty or missing schedule only means that your student’s school has not yet completed the scheduling process.

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

   ![Melissa's Course Requests for 2017-18](image)

   This brings up an Adobe PDF view of your student’s next year schedule.

2. Use the Adobe Reader’s print button to send the report to your printer.
Courses Recommended and Not Scheduled
If your student is eligible, the very bottom of the Scheduling screen may contain a list of teacher recommended courses that were not scheduled. Scroll down to see this list.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDITS</th>
<th>RECOMMENDED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>12370</td>
<td>*SPANISH 5 HON</td>
<td>5.000</td>
<td>Recommended By: Dilts, Rich</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Current Course: 12364 - SPANISH 4</td>
</tr>
<tr>
<td>13797</td>
<td>*CALCULUS AP</td>
<td>7.000</td>
<td>Recommended By: Dilts, Rich</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Current Course: 13797 - *CALCULUS AP</td>
</tr>
<tr>
<td>15315</td>
<td>SOCIOLOGY</td>
<td>5.000</td>
<td>Recommended By: Dilts, Rich</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Current Course: 35210 - US HISTORY 2</td>
</tr>
</tbody>
</table>

This list will only appear if a teacher recommends a course for your student and the course is not scheduled.
**Letters**

The Letters tab contains a list of letters submitted to the student’s guardians. Once a letter submits to the guardian, it will be available on the Letters screen.

To view a letter, click on the corresponding PDF icon. This will open a separate window and display the letter:
When you are finished viewing the letter, you may close the web browser window.

**Printing Letters**

All Genesis reports are displayed as PDFs using Adobe Reader. To print the letter, use the Adobe Printer icon to bring up a normal print dialog.

**What types of Letters display?**

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).
- **Conduct Letters** – Letters generated when a student is involved in a disciplinary infraction.
- **Scheduling Letters** – Letters related to scheduling classes for next year.
- **General Purpose Letters** – Any letter that does not fall into one of the above categories is then a “general purpose” letter. This category can cover a wide variety of topics.
Documents
The Documents screen contains documents that the school or district has linked to your student’s record.

At the beginning of each school year, there are REQUIRED documents or forms that Parents must complete. Class placement information will not be available in the Genesis Parent portal until the required documents have been completed and acknowledged. Click on Roxbury Back to School to access training videos about how to complete the Genesis portion.

The documents you have access to display in the “Document Library” list on this screen:
Download and View a Document
Click the PDF icon to download and view a document listed on this screen. This will display the contents of the selected document.

Acknowledge that you have read the Document – This is “signing” the document
To acknowledge that you have read the corresponding document, click on the button.

The following confirmation dialog box will appear:

You must type the word **YES (all in capital letters)** into the confirmation dialog box, and then click the OK button to acknowledge that you have read the corresponding document.

**WARNING**: Clicking the button and entering **YES** into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button will no longer display:
Forms

Filling Forms
If any forms are available for you to fill out, they will appear on the Student Data → Forms screen. Clicking the name of a form opens it so that you can answer the questions it contains.
To Fill out a Form

1. Go to the Student Data→Forms tab.
2. Select the Form to fill in and click on its highlighted name:

<table>
<thead>
<tr>
<th>FORM</th>
<th>SUBMITTED ON</th>
<th>SUBMITTED BY</th>
<th>FILLABLE FROM</th>
<th>FILLABLE THRU</th>
<th>FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Template April 16 2013</td>
<td>4/18/2013</td>
<td><a href="mailto:demo@aol.com">demo@aol.com</a></td>
<td></td>
<td></td>
<td>Caitlin</td>
</tr>
<tr>
<td>Simple Template Sept 2013</td>
<td>4/18/2013</td>
<td><a href="mailto:demo@aol.com">demo@aol.com</a></td>
<td></td>
<td></td>
<td>Caitlin</td>
</tr>
<tr>
<td>Basic Information</td>
<td>3/26/2013</td>
<td><a href="mailto:demo@aol.com">demo@aol.com</a></td>
<td></td>
<td></td>
<td>Caitlin</td>
</tr>
<tr>
<td>Activity Questionnaire</td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
<td>Caitlin</td>
</tr>
<tr>
<td>Survey - New School Year</td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
<td>Caitlin</td>
</tr>
<tr>
<td>Transcript Request</td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
<td>Caitlin</td>
</tr>
</tbody>
</table>

3. Click on the form name to access the form. Each form is different.

   Forms Library
   Activity Questionnaire for Caitlin

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you intend to engage in any activities this year?</td>
<td></td>
</tr>
<tr>
<td>What activity are you most interested in engaging in?</td>
<td></td>
</tr>
<tr>
<td>Tell us about your interests?</td>
<td></td>
</tr>
<tr>
<td>Question? Please visit <a href="http://www.askme.com">www.askme.com</a> for help</td>
<td></td>
</tr>
</tbody>
</table>

4. Once you have filled in the form, click on the Update Answers button. This will submit your answers to Genesis. If you do not click on the Update Answers button, your answers will not record or submit to Genesis.
Contact Management

The Contacts screen allows you to view and possibly update the contact information for your student(s). If you do not have permission to update the contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

The PDF icon next to the student’s name will allow you to print out the current contact information.

Part of the Contacts Screen listing all Contact information for your students

What information is on the Contact Management Screen?
The Contact Management screen lists contact information about:
- The student themselves – your children’s own cell phone and email addresses
- The student’s Guardians – the legal guardians – such as you – who have permission to view the student’s information.
- Other contacts – all other people whom you wish the school to be aware including:
  - Emergency – People to contact if an emergency arises and you are not available.
  - Doctors
  - Dentists
  - Hospital - To use in an emergency if hospitalization is required.
  - Other - People who are important for the school to know about.

The Contacts screen has an area for each of your children. There is a separate section for each Contact within each child’s area.
Viewing and Printing Contact Information for all Students linked to your Account

Click the PDF icon next to the student’s name to print the contact information found on the Contacts screen for one student.

This will bring up a report of this student’s Contact information:

The Contacts Report for one student may be multiple pages.

The Contact Report: The report is always for one student. Click the PDF icon listed next to the student name to access that student’s Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student’s Contact information.
Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. If printing to a printer, use the Adobe Printer icon to bring up a normal print dialog.

Scroll down to view additional students and contact information

To change or update Contact information:
1. Print the Contact report
2. Manually note the corrections
3. Submit the print out to the student’s school or district office for processing.
Interpreting Information for a Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

The top line shows the Contact’s name, “contact type” and relationship to the student:

There are multiple contact types to select from:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other
Phone Numbers: A Contact may have an unlimited amount of phone numbers listed for them. It is very important not to duplicate information (ie. Cell phone and Work phone are the same number). If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your student, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.).

![Contacts for AMY SAMPSON GUARDIAN 1 MOTHER](image)

Email Addresses: Multiple different email addresses can be listed for one Contact. It is important not to duplicate information by listing the same email address multiple times under one Contact.

![Email Addresses](image)

A small icon to the right side of the email address means that specific email address is the login for the Genesis Parent portal. For example, the small icon may be next to your home email address indicating that you have a Genesis login.

Updating Information for a Contact
Each section contains information for a single Contact:

![Updating Information for a Contact](image)
Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital). You are able to update Contact information directly on the screen but cannot delete phone numbers or email addresses.

**Updating a Contact’s Email and Phone Numbers**

You can do two things to the Contact’s email addresses and phone numbers:

- Add new phone numbers and email addresses
- Change the information

**Adding a phone number or email address:**

To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:

![Add Phone/Email](image)

Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:

![Add Phone/Email](image)

The drop down contains the list of different phone and email types that you can add to the Contact:

![Add Phone/Email](image)

Select the type of information you want to add.

Then move to the blank text field and enter the phone number or email address.

Go to the top or bottom of the screen and click the **Save All Changes** button.

**Adding a Cell Provider information to an existing phone number:** For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications that can be sent, for example, when a student’s gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

To set or change a cell number, locate the “Provider” drop down below the phone number itself:
Adding a New Contact

To add a New Contact, click on the Show Add Contact... button. This brings up the “New Contact” area right below the button:

Enter the following fields:
- Contact First Name – The person’s first name
- Contact Last Name – The person’s last name
- Relationship to Student – Select the new Contact’s relationship to the student: Mother? Neighbor? There are many relationships listed. It is important to select the correct one.
- Is Emergency Contact? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.

You can enter up to six emergency contacts for each of your students. Emergency contacts are people that you want the school to call in the event of an emergency. Enter the people in the order that you would like them contacted.

Once you have entered all the information, click the Add Contact button to add the new Contact.

**WARNING:** If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child’s contacts.
Changing Name, Relationship or Delete an Existing Contact

You have permission to update relationship information for Emergency contacts only. There will be an Options button in the top line of the Emergency contact’s information. To update the name information for a contact, or to delete the contact entirely, use the Options button.

![Options Button](image)

When you click Options, a pop-up appears:

![Pop-up Options](image)

The pop-up gives you three options:

- **Close** - Clicking the Close button dismisses the pop-up and makes no changes.
- **Change Contact** - Clicking Change Contact lets you change the name and relationship information for this Contact. (Phone numbers and email addresses are changed as described above)
- **Delete Contact** - Clicking Delete Contact removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. **Warning: There is no UNDO button.**

Deleting a Contact: When you click Delete Contact the following confirmation dialog appears:

![Confirmation Dialog](image)

If you click Yes, the contact and all their information is permanently removed. If you click No, then the pop-up is closed and the contact is not deleted.
**Changing a Contact:** When you click Change Contact the following pop-up appears:

You can change the contact’s First or Last name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the **Save All Changes** button.

**Home**

**Introduction to the Home Screens**

There are two screens under the **Home** tab:

1. **Message Center** - Provides a list of all messages received for your student. There are no settings on this screen – it is an information screen.
2. **Message Alert Setup** – Select the Alerts that you would like to receive.
The Message Center Screen & Alerts

The Message Center screen lists all types of messages for your students.

Using the Message Center
The Message Center provides a list of all messages received for your students. Some of the messages will link to Documents or Letters. There is one Message Center for all your students. Information for all students is located on the same screen.
Anatomy of a Message
Each Message includes a date, the message itself (that may include an additional line of information and possibly the View), Link and Delete buttons:

<table>
<thead>
<tr>
<th>5/2/13</th>
<th>New document available.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEWSLETTER MAY 2013</td>
</tr>
</tbody>
</table>

- **The “View” icon**
  If the View icon is present, clicking it will bring up the document or letter.

- **The “Link” icon**
  If the Link icon is present, clicking it will take you to the screen that contains the item related to the message. For example, if the Alert is about a document, clicking the Link icon will take you to the Documents screen. If the Alert is about Attendance, clicking the Link icon will take you to the Attendance screen.

- **The “Delete” trashcan icon**
  To remove the Message, click the Delete trashcan icon.

Viewing the Message Content
If there is a View icon, click it to bring up the document:

![Field Trip Permission Form](image.png)

Click the browser back button to return to Genesis.
When there is a "Link" icon, click it to bring up the Documents screen in the Parents module. You will see the full list of Documents for your student:

Other Message types have Link buttons that bring up the appropriate screen.
Setting Alerts

Alert Setup

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

- **Letters:**
  Receive an alert any time your student receives a letter from the school.

- **Attendance:**
  Receive an alert when your student is given an absence to school.

- **Gradebook Grades:**
  Receive an alert when one of your students grades are updated in a teachers gradebook.

- **Messages:**
  Receive an alert any time school staff sends a Message to your Message Center.

<table>
<thead>
<tr>
<th>Email/Text</th>
<th>LETTERS</th>
<th>ATTENDANCE</th>
<th>GRADEBOOK GRADES</th>
<th>MESSAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email to <a href="mailto:ewdaily@home.com">ewdaily@home.com</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Email to <a href="mailto:gciano@genesisedu.com">gciano@genesisedu.com</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Email to <a href="mailto:rwo@aol.com">rwo@aol.com</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Email to <a href="mailto:jruessk@gmail.com">jruessk@gmail.com</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Email to <a href="mailto:test1233@aol.com">test1233@aol.com</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Email to <a href="mailto:fdaily@isp.com">fdaily@isp.com</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Text to 733-555-9897</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Text to 733-555-9876</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Text to 732-598-0657</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Text to 609-777-0001</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Text to 908-987-5543</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Text to 732-555-1212</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

[Save Alert Preferences]
Alerts

Genesis has the ability to send an alert to your contact emails and text message addresses:

- If your child is absent or tardy
- If a grade is updated in a teacher’s Gradebook
- If an Attendance letter has been generated for one of your children
- For many other types of messages

Turning On Alerts

1. Click on the Home tab.
2. At the top, click the Message Alert Setup button.
3. This will bring up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

   ![Message Alert Setup screen]

4. For each email address or cell number, check the Alert checkboxes for the alerts you wish to receive.
5. Scroll to the bottom and click the Save Alert Preferences button.

Turning Off Alerts

1. Click on the Home tab.
2. At the top, click the Message Alert Setup button.
3. This will bring up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

<table>
<thead>
<tr>
<th></th>
<th>LETTERS</th>
<th>ATTENDANCE</th>
<th>GRADEBOOK GRADES</th>
<th>MESSAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email to <a href="mailto:ewdaily@home.com">ewdaily@home.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:gciano@genesisedu.com">gciano@genesisedu.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:rwd@aol.com">rwd@aol.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:jrussak@gmail.com">jrussak@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:test1233@aol.com">test1233@aol.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.

5. Scroll to the bottom and click the **Save Alert Preferences** button.

**Adding Emails and Cell Phone Numbers to Receive Alerts**

The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those that you provided for your own personal contact information. If you need to add cell phone numbers or email addresses to the list, use the controls on the **CONTACTS** screen. If you do not have permission to change your information there, then you must contact your students’ school(s).

<table>
<thead>
<tr>
<th></th>
<th>LETTERS</th>
<th>ATTENDANCE</th>
<th>GRADEBOOK GRADES</th>
<th>MESSAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email to <a href="mailto:ewdaily@home.com">ewdaily@home.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:gciano@genesisedu.com">gciano@genesisedu.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:rwd@aol.com">rwd@aol.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:jrussak@gmail.com">jrussak@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:test1233@aol.com">test1233@aol.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email to <a href="mailto:fdaily@isp.com">fdaily@isp.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text to 733-555-9897</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text to 733-555-9876</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text to 732-558-0667</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text to 609-777-0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text to 908-987-6543</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text to 732-555-1212</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save Alert Preferences**

All of your personal emails and cell phone numbers will be available here – this will usually be a short list.
Personal Settings

Changing Passwords

When are you required to change your password?
If the system administrator changes your password, then the next time you login, you will be required to change your password. The “Change Password” screen will automatically appear and you will be required to do the following:

1. Enter your current password
2. Enter the new password
3. Re-enter the new password
4. Click \(\text{Save}\)
Setting Your Home Screen

<table>
<thead>
<tr>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Screen:</td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Save</td>
</tr>
</tbody>
</table>

To set your entry screen:

1. Click on the Settings tab at the top right corner of the Parent Access screen. This will bring up the “Settings” screen.
2. Locate the “Settings” panel on the right.
3. Choose a new Home screen.
4. Click Save.
Frequently Asked Questions (FAQ)

1. Where do I get my login?

Your Genesis Web Access login will usually be your email address. You will provide the email address you want to use as your login to the school or district. The school or district will advise once your login is available.

2. What if I forget my password?

If you cannot remember your password, please go to the Parent portal main screen (Click to access Genesis Parent portal) and select “Forgot My Password.”

   Forgot My Password

The system will then generate a new random password. You will be required to change the new password the next time you login to the Genesis Parent portal. For safety reasons, Genesis never displays a user’s password, not even to the system administrators.

3. What is the URL for the Genesis Parent portal?

Go to https://parents.roxbury.org/

4. How do I log out of the portal?

There is a small “Log Off” button at the top right corner of every screen. Click the “Log Off” button.

   LOGOUT

5. How can I update my student’s Attendance information?

You cannot update any Attendance information. If you believe any information is wrong, you must contact your child’s guidance counselor.

6. What if I do not have access to all my students?

Please contact the School’s Main Office if you need to have a student linked to your login. Please be sure to include your child’s full name and grade if inquiring by email.
7. **What if I cannot access my student’s Report Card?**

If there is no report card link, then the report card is not available. A report card may be “turned off” so that the new Marking Period’s report card can be prepared. The “Available Report Card” tab will show report cards from previous years.

8. **What if I don’t have access to all my student’s screens?**

There are a couple reasons why you may not have access to all your student’s screens.

You might not have access to all screens if you did not complete the required documents or forms. In the Genesis Parent portal, click on the “Documents” or “Forms” tabs to view the required items.

Click on the following link for training videos on how to complete required documents, Emergency contacts, and forms in Genesis. [How to Complete - Required Genesis Portion](#)

Another possible reason why you cannot access all screens is if the student has an open fine. In the Genesis Parent portal, click on the “Fees and Fines” tab to view any open balances or past balance due history.

9. **How do I maintain my contact information?**

All contact information for parents, emergency contacts, and your children’s physicians are located in the Genesis Parent portal under the Contacts tab.

10. **How can I receive notification if a document, form, letter, or grade has posted in the Parent portal?**

Parents can receive emails or text messages automatically when a document, form, letter, or grade has posted in the Parent portal. To receive a text message you must have your cell
phone number entered on the contact page along with your cell phone provider. Alerts can be set up through the Parent portal under the Messages Center tab, Message Alert Setup screen.

11. How do students access their Genesis account?

All students in grade 5-12 have access to their own accounts. There is no need to let them use your Parent account or to give them your password. Student accounts can view everything the parents see except for contact information and they cannot sign forms electronically.