

## GENESIS GRADEBOOK: Assign Profiles to Courses

- I. Choose a Course in order to change its Profile**
- II. Select a Profile for a Course**
- III. Update the Selected Profile**
- IV. Review Course Profile Settings**

## I. Choose a Course in order to Update its Profile

[Gradebook](#)→Home

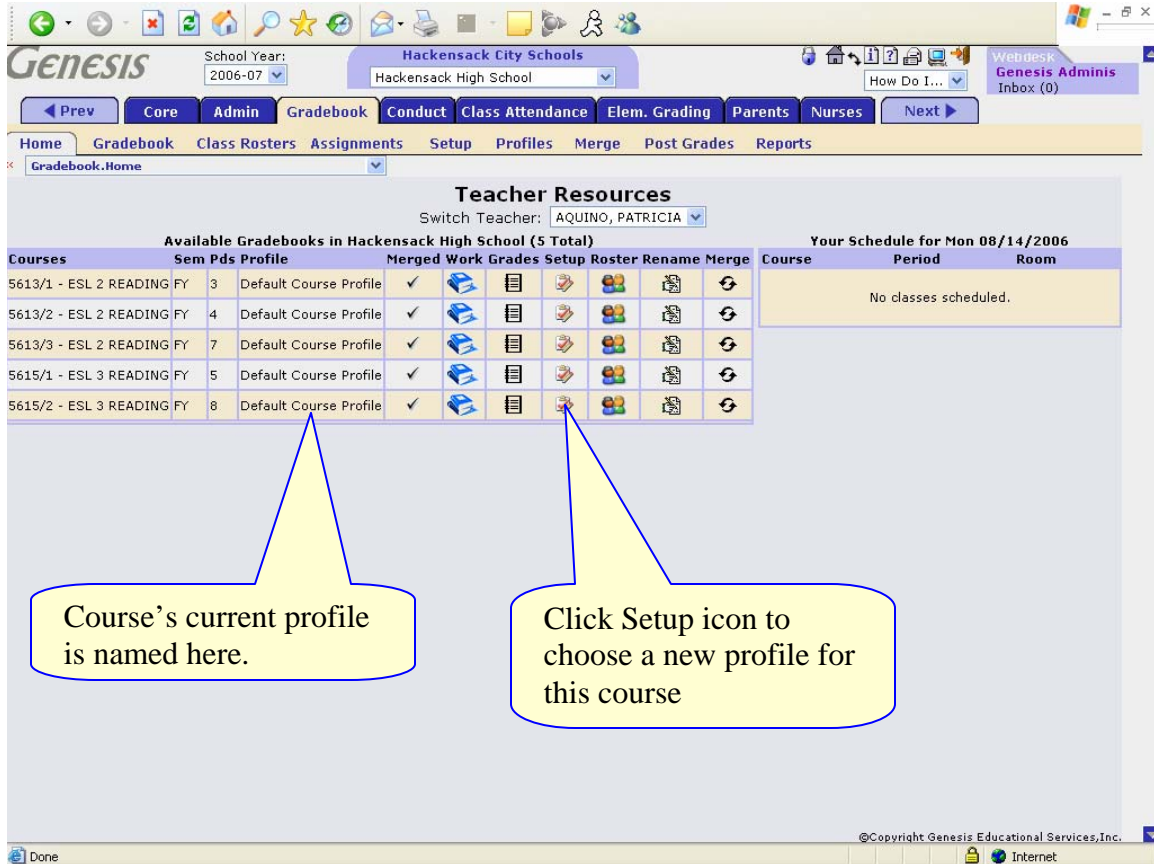


Figure 1 – The Gradebook “Home” screen illustrating the “Setup” icon buttons

### Courses and Course Profiles

Course settings are specified by the *course profile* assigned to the course. Course profiles are named and every user has at least one profile, their “Default Course Profile”.

To change the assigned course profile, click the “Setup” icon button. This will take you to the Gradebook→Setup screen and allow you to choose a different profile for the course.

**WARNING:** You must create the new profile *before* attempting to assign one to a course section. That is, you cannot create a new profile on the fly.

## II. Choose a Profile for a Course

### Gradebook→Setup

The screenshot shows the Genesis Gradebook Setup interface. At the top, there are navigation tabs: Home, Gradebook, Class Rosters, Assignments, Setup, Profiles, Merge, and Print. The 'Setup' tab is active. Below the navigation, there are fields for 'School Year: 2006-07' and 'Hackensack City Schools'. The main content area is titled 'Course Setup' and shows 'Switch Course: 5615/1 - ESL 3 READING' and 'Course: 5615/1 - ESL 3 READING'. A 'Course Profile:' dropdown menu is set to 'Default Course Profile'. Below this, there are sections for 'Edit Preferences' and 'Edit Grade Translations'. The 'Edit Preferences' section includes settings for 'Grade Calculation', 'Calculate Category Average', 'Calculate Unit Average', 'Round Numbers To', 'Display Letter Grades', 'Display Total Points', 'Abbrev. for Incomplete', 'Abbrev. for Exempt', 'Abbrev. for Absent', 'Abbrev. for Missing', 'Incomplete Value', 'Missing Value', 'Display Assignments By', 'Sort Assignments By', 'Default for Parents Module', and 'Use Weighted Assignments'. The 'Edit Grade Translations' section is a table with columns: Type, Grade, From, Thru, Equal, Default Comment, Grading Comment Category, and Grading Comment.

Type	Grade	From	Thru	Equal	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	90.0	100.0	95.0			
ALPHA	B	80.0	89.0	85.0			
ALPHA	C	72.0	79.0	77.0			
ALPHA	D	66.0	71.0	71.0			
ALPHA	F	0.0	65.0	65.0			
CHECKS	CHECK	78.0	78.0	78.0			
CHECKS	CHECKMINUS	72.0	72.0	72.0			

Figure 2 – Select a profile and all its settings are displayed

### Class Profiles

A “class profile” contains all of the setup and preference information needed for a class. When you first enter Genesis Gradebook you have one profile, your “Default Course Profile” and it is assigned to all your course sections.

After you create additional profiles (see the “**Setup Course Profiles**” and “**Modify Course Profile**” documents).

### Choose a New Profile for the Course Section

1. Select the course you wish to update via the “Switch Course” drop down on the upper left.
2. Use the “Course Profile” drop down to select the name of the profile you wish to assign to the selected course. This brings up the newly selected profile’s settings.
3. Verify that this is the profile you wish to assign to this course.
4. Click the “Save” icon button (i.e. the disk icon).

### III. Update the Selected Profile

Gradebook → Setup

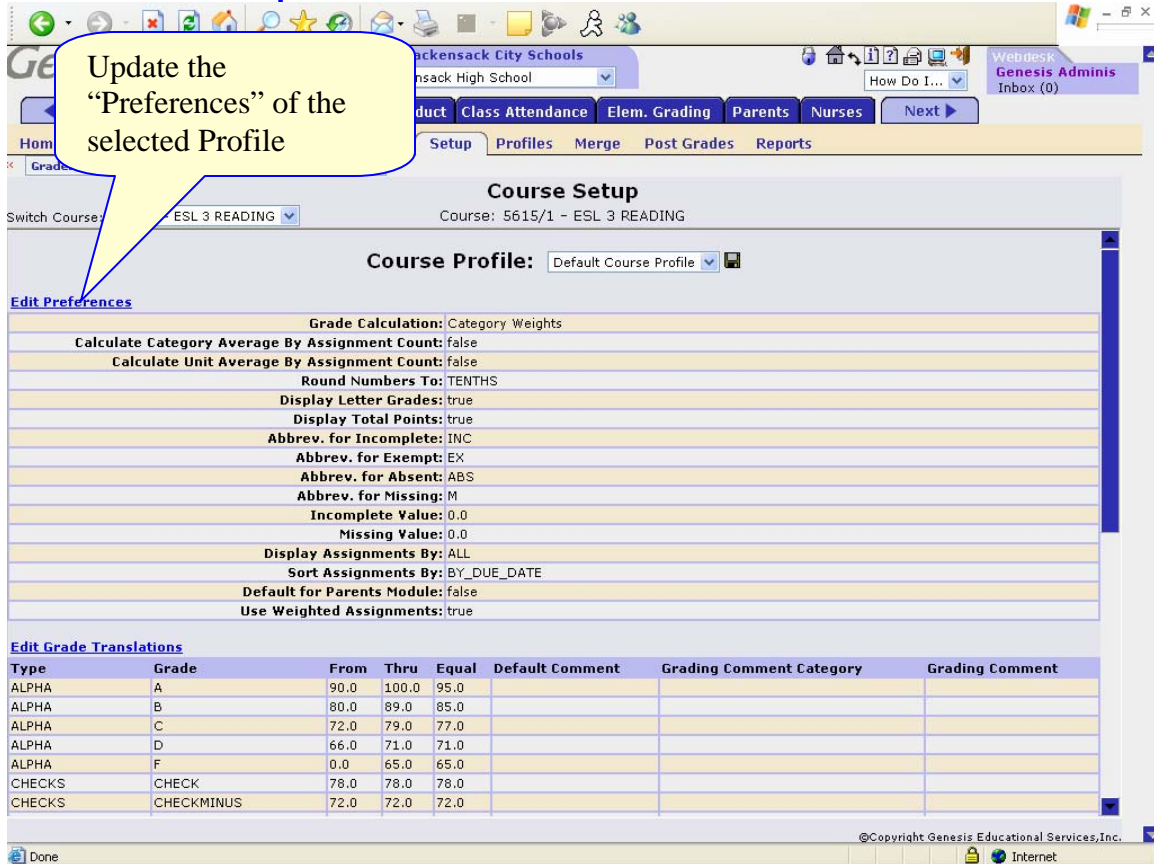


Figure 3 – There are a series of “Edit” buttons along the left side. These take you directly to the appropriate update screen of the selected Profile.

#### Identifying courses that use this profile

On the “Profiles” screen, all course sections that use each profile are listed under the “Courses” column.

You may have many class profiles and you may have profiles that are not assigned to any class. Your profiles will persist from year to year.

## IV. Reviewing the Course Profile Settings

### Gradebook→Setup

Switch Course: 5615/1 - ESL 3 READING Course: 5615/1 - ESL 3 READING

Course Profile: Default Course Profile

[Edit Preferences](#)

Grade Calculation:		Category Weights	
Calculate Category Average By Assignment Count: false			
Calculate Unit Average By Assignment Count: false			
Round Numbers To: TENTHS			
Display Letter Grades: true			
Display Total Points: true			
Abbrev. for Incomplete: INC			
Abbrev. for Exempt: EX			
Abbrev. for Absent: ABS			
Abbrev. for Missing: M			
Incomplete Value: 0.0			
Missing Value: 0.0			
Display Assignments By: ALL			
Sort Assignments By: BY_DUE_DATE			
Default for Parents Module: false			
Use Weighted Assignments: true			

[Edit Grade Translations](#)

Type	Grade	From	Thru	Equal	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	90.0	100.0	95.0			
ALPHA	B	80.0	89.0	85.0			
ALPHA	C	72.0	79.0	77.0			
ALPHA	D	66.0	71.0	71.0			
ALPHA	F	0.0	65.0	65.0			
CHECKS	CHECK	78.0	78.0	78.0			
CHECKS	CHECKMINUS	72.0	72.0	72.0			

Figure 4 – There are a series of “Edit” buttons along the left side. These take you directly to the appropriate update screen of the selected Profile.

### The “Setup” Screen

The Setup screen displays the contents of the selected course profile. There are five sections displayed, and each section has its own “Edit” button:

- Preferences – Lists all the preferences specified in the selected profile.
- Grade Translations – Lists all the preferences specified in the selected profile.
- Categories – Lists all the Assignment Categories defined in the selected profile.
- Units - Lists all course Units defined in the selected profile (can be empty)
- Workgroups - Lists all the Workgroups specified in the selected profile (can be empty).

If you click one of the edit buttons you will be *editing the profile, not the one course.*