

Icons and Flags in the Genesis Gradebook

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I. Introduction to Genesis Student Information Bar Icons

Every student-specific screen in Genesis displays a “Student Information Bar” at its top. In the Genesis Gradebook this bar is displayed on the set of “Student Summary” screens accessible through the spreadsheet:

[Gradebook](#)→[Gradebook](#)→[\[Student Summary tabs\]](#) – Student Information Bar

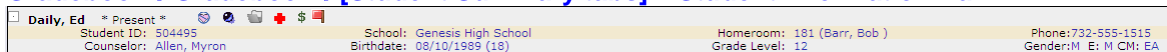
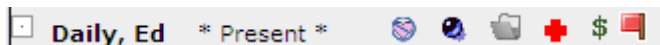







Figure 1 – The **Student Information Bar** appears on all student-specific screens in the Gradebook

The top line of the **Student Information Bar** is always displayed and it can contain one or more icons indicating some situation that applies to the student. There are a fixed set of built-in icons and it is also possible to attach icons to any “User Flag” that has been created for your school or district.




Built-In Icons

There are five built-in icons that may appear on **Student Information Bars**:

-  - Student has a custody issue
-  - Student is 504
-  - Student has an IEP (i.e. is a Special Education student)
-  - Student has a medical condition
-  - Student owes fines

The 504, IEP and Medical Condition icons can be displayed directly on the Gradebook spreadsheet; the custody and fines icons cannot be. See below, Sections II & III.

User Flag Icons

-  In addition to the fixed set of built-in icons, a wide variety of additional icons can be created and linked to any “user flag” in the system. In the above example, the “red flag” icon is one such locally-defined icon.

All icons that apply to a student will be displayed on that student’s Student Information Bar. It is not possible to link icons to Role permissions (i.e. to display an icon to some users but not others).

II. Icons and Flags on the Genesis Gradebook Spreadsheet Screen

The Help Desk information is controlled by fields on the [Setup→Districts→Modify District](#) screen.

Gradebook→Gradebook

The screenshot shows the Genesis Gradebook interface. A callout box on the right lists the following icons and their meanings:

- Student is 504
- Student has an IEP (i.e. is a Special Education student)
- Student has a medical condition
- Student is on Homebound Instruction

A second callout box points to a white 'H' icon in the spreadsheet, explaining: "H - A white 'highlighter' icon indicates the student is linked to at least one Parent Access login."

Figure 2 – The [Gradebook→Gradebook](#) spreadsheet screen with the icons identified

Icons and Flags on the Gradebook Spreadsheet

A variety of flags and icons are displayed on the screen to indicate situations that apply to students. Some of these icons are under the control of the teacher and some are not.

The Highlighter Icon – indicating a Parent Login linked to the student

		504495	Daily, Ed	New					NG	0.0	0.0			DE
		1012100	Daisey, George SHANNEE	New					NG	0.0	0.0			

The normally green “highlighter” icon changes to the color white if there is a Parent login linked to that student. This lets the teacher know whether or not any parent is monitoring the student’s grades via the Parent module. The color of the highlighter icon is not controllable by the teacher – it turns white always and only if a Parent login is linked to the student.

The IEP, 504 & Medical Condition Icons



The three built-in icons that indicate whether or not the student is 504 () , whether or not the student has an IEP () and whether or not the student has a medical condition () are controlled by three separate options on the Gradebook Profile Preferences screen. See Section III below. These three icons are currently never displayed on the [Gradebook→Gradebook→Class Attendance](#) spreadsheet screen.

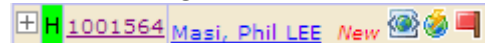
The *Custody* (🔒) and *Fines* (\$) icons are never displayed on the [Gradebook→Gradebook](#) spreadsheet screen, only on the [Student Information Bar](#).

The H Homebound Icon



The **H** icon indicates that the student is currently on Homebound instruction (e.g. they have a medical situation). This icon displays whenever the student’s registration information indicates that they are currently Homebound. It vanishes when the student returns. It is not controllable by the teacher in any way. The **H** Homebound Icon is also displayed on the [Gradebook→Gradebook→Class Attendance](#) spreadsheet screen.

Additional Flags



A wide variety of additional flags (that is, icons) can be displayed for a student. These are linked to the set of “User Flags” defined for your school or district. These will all have local definitions – it is impossible here to predict what each might mean. These flags are not under the control of the teacher. If they are turned on for a student on the student’s record, they will be displayed on the [Gradebook→Gradebook→Assignments](#) and the [Gradebook→Gradebook→Class Attendance](#) spreadsheet screens.

III. Turning Student Information Icons On & Off in the Gradebook

The three built-in icons that display on the [Gradebook](#)→[Gradebook](#) screen are controlled by three separate preferences in the Gradebook Profile that applies to the class.

[Gradebook](#)→[Profiles](#)→[Preferences](#)

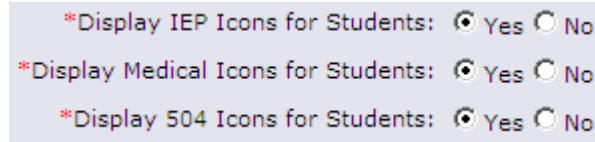


Figure 3 – The [Gradebook](#)→[Profiles](#)→[Preferences](#) screen contains a set of “Display icon” preferences

Procedure to Set the Display Preferences for the IEP, 504 and Medical Condition Icons

1. Go to the [Gradebook](#)→[Profiles](#) screen
2. Locate the Profile you wish to update. Click on the “P” icon corresponding to that Profile. This brings up the [Gradebook](#)→[Profiles](#)→[Preferences](#) screen.
3. Locate “Display Icon” questions in the Display Preferences section at the bottom of this screen.
4. See your profiles as you desire:
 - Display IEP Icons
 - Display Medical Icons
 - Display 504 Icons
5. Click the [Save](#) button to store your revised display preferences.