

GENESIS GRADEBOOK: Set Up Course Profiles

- I. List of Course Profiles**
- II. Create a New Profile: Make a Copy of an Existing Profile**
- III. Rename a Profile**
- IV. What is controlled via the Course Profile?**

I. Your List of Course Profiles

The Genesis Gradebook “Merge” Screen:

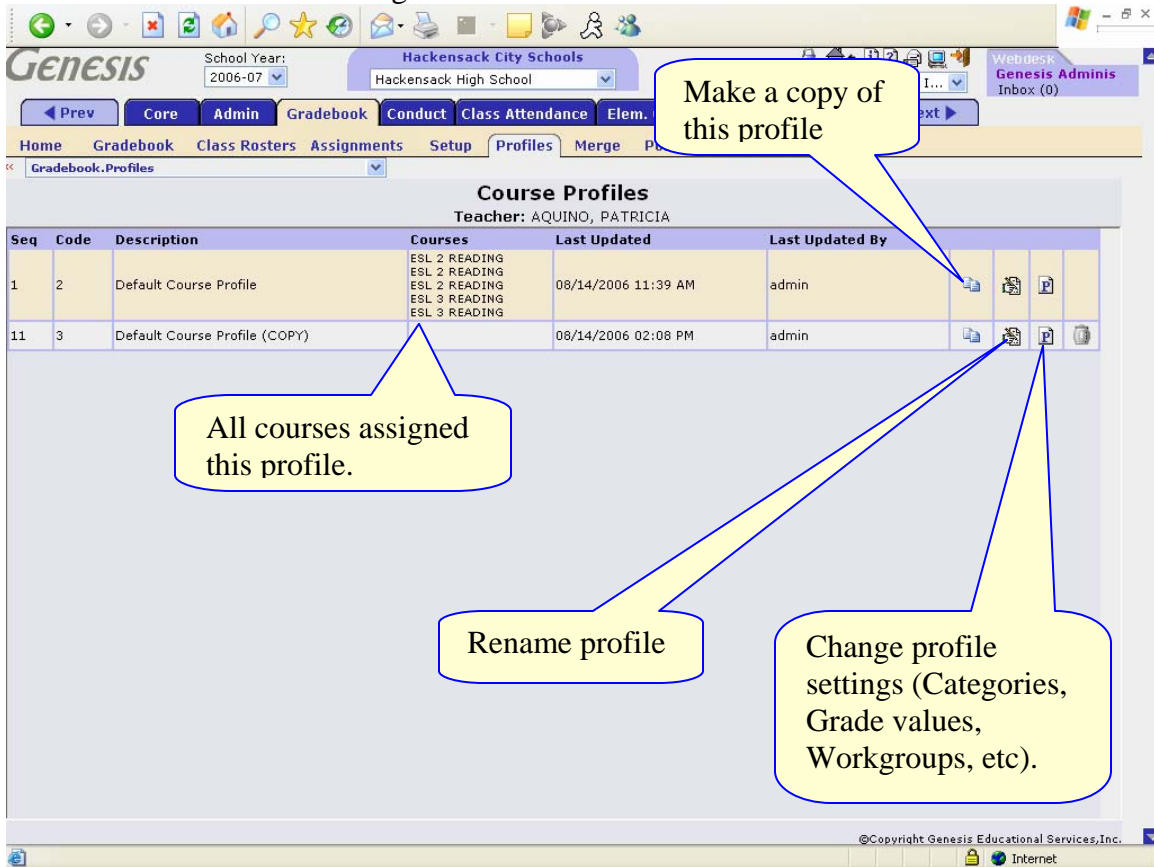


Figure 1 = The list of your existing class profiles

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”. From this you can make all the additional course profiles you may need.

II. Copy a Class Profile (i.e. Make a New Profile)

Gradebook→Profiles

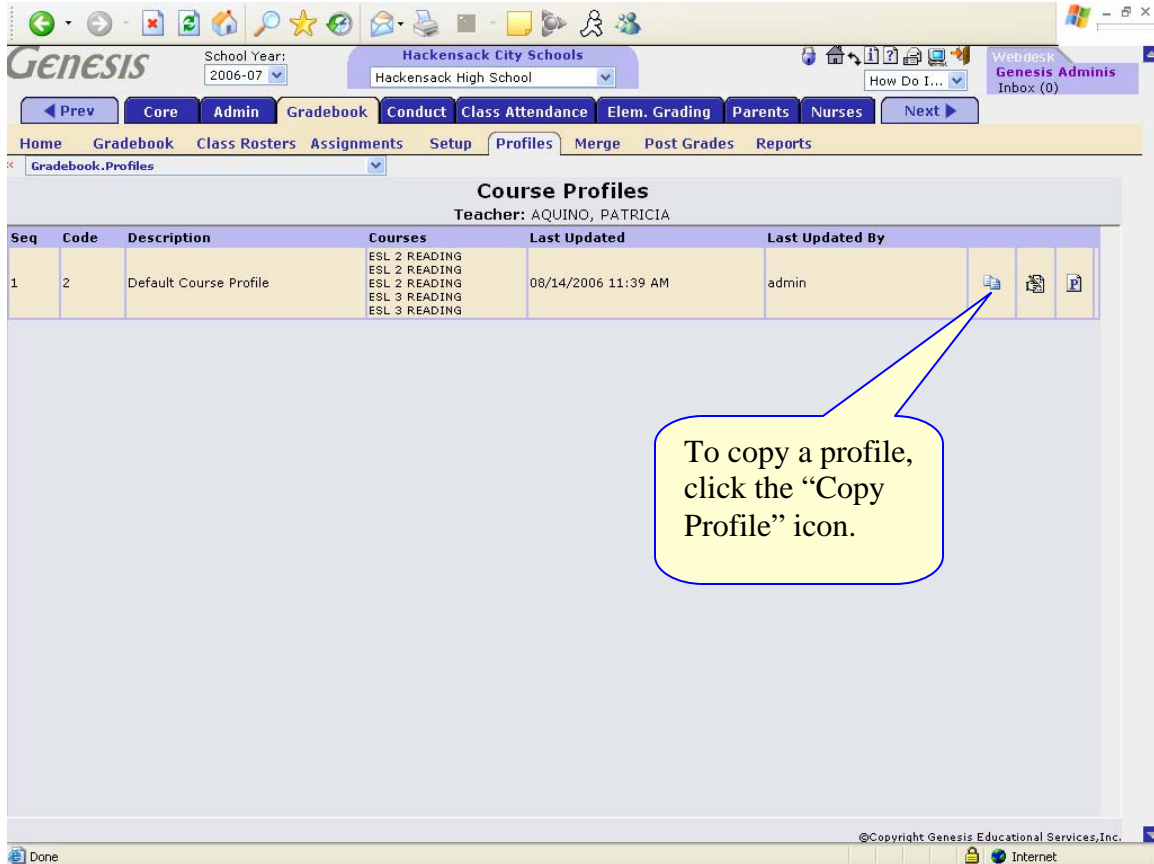


Figure 2 – List of Course Profiles

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.

Gradebook→Profiles

The screenshot shows the Genesis Student Information System interface in a Microsoft Internet Explorer browser window. The page title is "Hackensack High School - Microsoft Internet Explorer". The address bar shows the URL: <https://genesis.hackensackschools.org/genesis/sis/view?module=gradebook&category=profiles&action=list>. The page content includes a navigation menu with tabs for Core, Admin, Gradebook, Conduct, Class Attendance, Elem. Grading, Parents, and Nurses. Below the navigation menu, there are links for Home, Gradebook, Class Rosters, Assignments, Setup, Profiles, Merge, Post Grades, and Reports. The main content area is titled "Course Profiles" and "Teacher: AQUINO, PATRICIA". It contains a table with the following data:

Seq	Code	Description	Courses	Last Updated	Last Updated By
1	2	Default Course Profile	ESL 2 READING ESL 2 READING ESL 3 READING ESL 3 READING	08/14/2006 11:39 AM	admin
11	3	Default Course Profile (COPY)		08/14/2006 02:08 PM	admin

A yellow callout box with a blue border points to the second row of the table, containing the text: "Note that the name indicates that this is a copy".

Figure 3 – When you copy a profile, you get a new profile with “(COPY)” as part of its name

The Order of Profiles in this List

Profiles are sorted numerically by the “Sequence number” in the first column. You can change this sequence number on the “[Modify Profile Information](#)” screen. See the Section II, “[Renaming a Profile](#)” below.

III. Renaming a Profile

Gradebook→Profiles

Seq	Code	Description	Courses	Last Updated	Last Updated By
1	2	Default Course Profile	ESL 2 READING ESL 2 READING ESL 3 READING ESL 3 READING	08/14/2006 11:39 AM	admin
11	3	Default Course Profile (COPY)	ESL 3 READING	08/14/2006 02:08 PM	admin

Figure 4 – List Profiles screen after a “Copy Profile” operation

Renaming a Profile

Merged course sections may be split apart if the merged course has no Assignments.

To split a merged roster, go to the [Gradebook→Profiles](#) screen and do the following:

1. Click on the “**Modify Profile Information**” icon for the Profile you wish to rename. This brings up the “**Edit Profile**” screen where you can change the profile’s name and sequence number.
2. Enter a new name.
3. Optionally also enter a new sequence number.
4. Click **Save**.
5. Click on the “Profiles” 2nd level tab to return to the list.

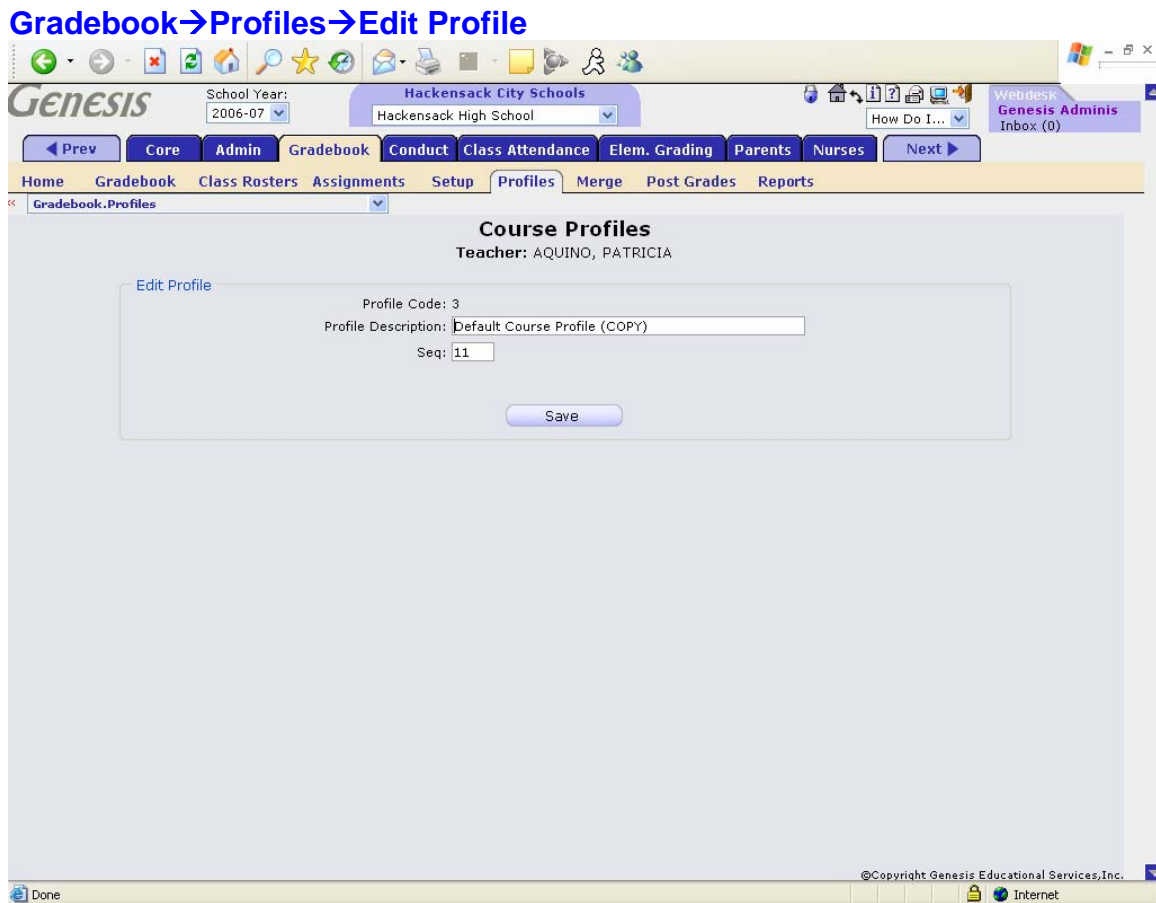


Figure 5 - Rename Profile Screen

The Modify Profile Information Screen

This simple screen allows you to update the name of the profile and its sequence number.

Change the Sequence Number for a Profile:

The sequence number determines the order in which the profiles are listed in the list of profiles ([Gradebook→Profiles](#)). Enter a new number on this screen and click “**Save**”.

IV. What is controlled by a Course Profile?

Gradebook→Profiles

The screenshot shows the Genesis Student Information System interface. The browser address bar displays the URL: <https://genesis.hackensackschools.org/genesis/sis/view?module=gradebook&category=profiles&action=list>. The page title is "Hackensack High School - Microsoft Internet Explorer". The main content area shows the "Course Profiles" section for Teacher: AQUINO, PATRICIA. The table below lists the course profiles:

Seq	Code	Description	Courses	Last Updated	Last Updated By
1	2	Default Course Profile	ESL 2 READING ESL 2 READING ESL 3 READING ESL 3 READING	08/14/2006 11:39 AM	admin
11	3	Default Course Profile (COPY)		08/14/2006 02:08 PM	admin

A yellow callout box with a blue border points to the "P" icon in the table, containing the text: "To access the settings in the profile, click the 'P' icon".

Figure 6 – Accessing the Data in a Course Profile

Viewing and Changing Course Profile Data

Each course profile has six 3rd level tabs:

- **Preferences** – Basic preferences such as Grading type (Total Points vs. Category Weights), the value for the grades of Missing and Incomplete and display preferences for the Spreadsheet (“Gradebook”) screen.
- **Grade Values** – Translation values for non-numeric grades.
- **Categories** – Assignment categories E.g. “Homework”, “Quizzes”, “Class Projects”, “Tests”, etc.
- **Units** – The units or chapters of the course
- **Workgroups** – Sub-groups of students.
- **Calculations** – How to calculate Final Grades for this course section

To access these tabs, click the “P” icon button on the profile you wish to view or update.

Gradebook→Profiles→Preferences

The screenshot shows the Genesis Student Information System interface. At the top, there is a navigation bar with tabs for Core, Admin, Gradebook, Conduct, Class Attendance, Elem. Grading, Parents, and Nurses. Below this is a secondary navigation bar with tabs for Home, Gradebook, Class Rosters, Assignments, Setup, Profiles, Merge, Post Grades, and Reports. The main content area is titled 'Profile Preferences' and is for a teacher named AQUINO, PATRICIA, with a profile of 'Honors Course Profile'. The page has six tabs: Preferences, Grade Values, Categories, Units, Workgroups, and Calculations. The 'Preferences' tab is active, showing two sections: 'Grading Preferences' and 'Display Preferences'. The 'Grading Preferences' section includes options for 'Select the Marking Period Grade Calculation Method' (Total Points or Category Weights), 'Calculate Category Weights By Assignment Count' (Yes/No), 'Calculate Unit Averages By Assignment Count' (Yes/No), and 'Use Weighting on Assignments' (Yes/No). The 'Display Preferences' section includes options for 'Round Numbers To' (Whole Numbers, Tenths, Hundredths), 'Display Letter Grade' (Yes/No), 'Display Point Totals' (Yes/No), and abbreviations for Incomplete (INC), Exempt (EX), Absent (ABS), and Missing (M).

Figure 7 – The Six Profile Tabs: Preferences, Grade Values, Categories, Units, Workgroups and Calculations

Note that the name of the profile being edited is displayed at the top.

Specific information about each profile tab is contained the document titled “**Modify Course Profiles**”.