

Welcome to Genesis Gradebook!!

My User Name:

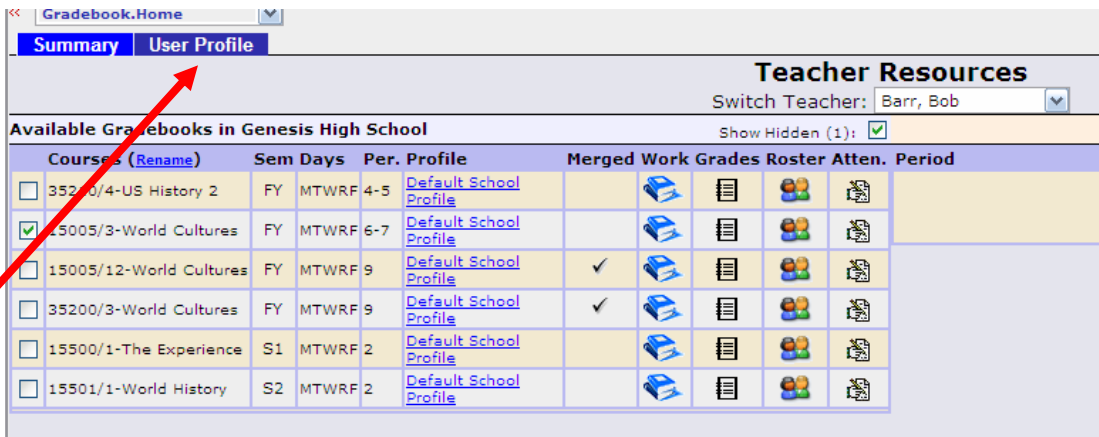
My Temporary Password: plainfield

My New Password:

Remember – never type in ‘www’ when typing in the Genesis address!!

Logging Into Genesis

1. Log into Genesis either from the link on the Plainfield District website or from genesis.genesisedu.com/plainfield
2. If this is your first time logging in, you will be prompted to change your password. Passwords must be 6 characters, alpha or numeric, and are case sensitive.
3. You will be taken to the Genesis Gradebook homescreen.



Courses (Rename)		Sem	Days	Per.	Profile	Merged	Work	Grades	Roster	Atten.	Period
<input type="checkbox"/>	35200/4-US History 2	FY	MTWRF	4-5	Default School Profile						
<input checked="" type="checkbox"/>	15005/3-World Cultures	FY	MTWRF	6-7	Default School Profile						
<input type="checkbox"/>	15005/12-World Cultures	FY	MTWRF	9	Default School Profile	✓					
<input type="checkbox"/>	35200/3-World Cultures	FY	MTWRF	9	Default School Profile	✓					
<input type="checkbox"/>	15500/1-The Experience	S1	MTWRF	2	Default School Profile						
<input type="checkbox"/>	15501/1-World History	S2	MTWRF	2	Default School Profile						

4. If you have not yet set up your User Profile, click on the User Profile tab and enter your email address.

The Home Screen

You can do almost everything you need to do from the Gradebook homescreen (Gradebook.Home)

Courses – This column provides a list of all of the classes you are teaching. To rename any of your classes to something you can remember, select ‘Rename’ and type in the name you want. Be sure to save!

Sem – This shows you when the class meets. FY = Fullyear, S1 = Semester 1, S2 = Semester 2

Days - This shows you the days of the week your class meets.

Per. - This is the period of the day your class is scheduled to meet.

Profile - The profile is where all grading information and options are stored, like categories, weighting, etc. This area is inaccessible to users. All grading options are set at the district level.

Merged – This is an advanced feature of Genesis. It will allow you to merge 2 or more of your classes into one gradebook. This will be covered in Advanced Training sessions.

Taking Attendance in Genesis

1. From the Homescreen, you can click on the Attendance icon for the class you want to take attendance for. **OR** from the First Row, select Class Attendance and then Post Attendance from the Second Row (ClassAttendance.Post Attendance)
2. The Attendance screen will open.
3. Under the Class Attendance column, use the dropdown menu to change the student's attendance.
4. When finished, select the Save or Post Attendance button at the bottom of the page. **You must select this to post attendance!!** If all students are present, you must still select the Save / Post Attendance button!
5. Your status message will change to 'Attendance posted at (hh:mm)' and will appear in green.

Genesis Township Schools
Module: classattendance
Genesis High School

Prev Core Admin Gradebook Conduct Class Attendance Elem. Grading Parents Nurses Next ...

Update Class Attendance Attendance Codes Post Attendance Mass Updates Reports

Class Attendance.Post Attendance (Aardsma, David)

Teacher: Aardsma, David Course: Period 3 - 22415/3 GRAPHIC ARTS 1 (MTWRF), FY Type of Attendance To View: Section

Attendance Date: 09/17/2008 Current Period(s):
Period 5 11:07 AM - 11:30 AM
Period 5-6 10:46 AM - 11:30 AM
Period 5-9 11:07 AM - 1:10 PM
Period 6 11:07 AM - 11:30 AM
Period 6-7 11:07 AM - 11:51 AM
Period 6-10 11:07 AM - 2:00 PM

ID	Student	Daily Attendance	Default	Class Attendance	Time
1011126	Burke, Mike RICHARD	Present	Apply Default (f)	Present	
105810	Calvo, Jack	Present	Apply Default (f)	Present	
105856	Carter, Howie NICOLE	Present	Apply Default (f)	Present	
105912	Chris, Mike JAMAAL	Present	Apply Default (f)	Present	
1012068	Culp, Ray	Present	Apply Default (f)	Present	
1008672	Dillhoefer, Pickles	Present	Apply Default (f)	Present	
1000261	Fuentes, Miguel	Present	Apply Default (f)	Present	
504971	Infante, Omar	Present	Apply Default (f)	Present	
403956	Kauffman, Dick FREDERICK	Present	Apply Default (f)	Present	
505041	Keas, Ed LOUISE	Present	Apply Default (f)	Present	
404193	Leon, Izzy LYNN	Present	Apply Default (f)	Present	
505170	Lidle, Cory N	Present	Apply Default (f)	Present	
1001957	Niekro, Joe D	Present	Apply Default (f)	Present	

Post Attendance

6. Your attendance will be sent to the office automatically.
7. If you need to change your class attendance and post it again, you can. Your status message will reflect the last time you posted attendance.
8. To switch to another class, you can use the Course Dropdown at the top of the screen to switch classes.