

Welcome to Genesis Gradebook!!

My User Name:

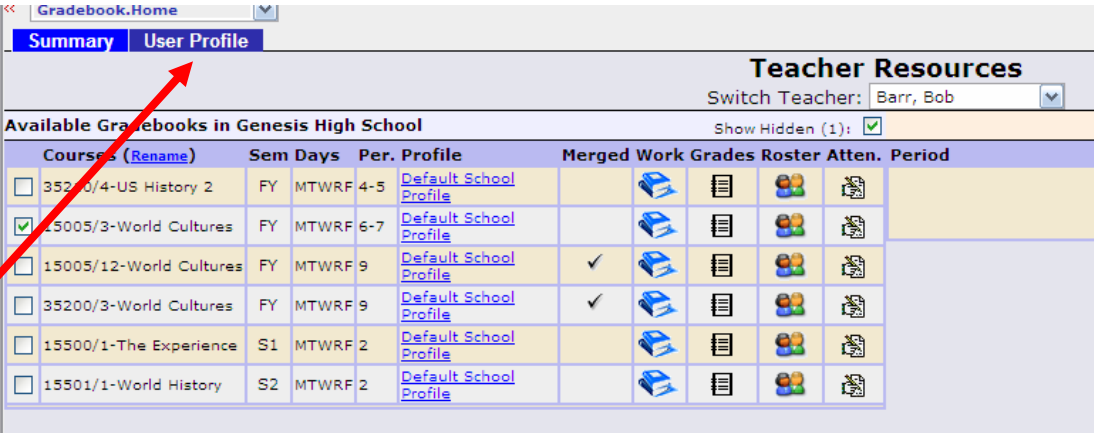
My Temporary Password: plainfield

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) **except** take attendance.

Courses – This column provides a list of all of the classes or subjects 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. On the first row, select **Attendance**.
2. On the second row, select **HR Attendance**. The screen will remain blank until you select the next tab!
3. The Homeroom Attendance screen will open.
4. Under the **Today's Attendance** column, use the dropdown menu to change the student's attendance.
5. When finished, select the **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!
6. Your status message will change to 'Attendance posted at (hh:mm)' and will appear in green.

The screenshot displays the 'Attendance.HR Attendance (Weeks, Karen -102)' screen. At the top, there are navigation tabs including 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next'. Below these are sub-tabs for 'Daily Attendance', 'Codes', 'Cards', 'Letters', 'NJ ASSA', 'Register', 'Auto Dialer', 'HR Attendance', 'Class Conn.', 'Check In', and 'Reports'. The main content area shows a table with columns: ID, Last Name, First Name, Previous Attendance (Wed 9/17/2008), Old Code, Today's Attendance, Time Tardy, and DNC. The 'Today's Attendance' column contains dropdown menus for each student. A red box highlights the 'Attendance Not Yet Posted Today' message in the top right corner. Another red box highlights the 'Post Attendance' button at the bottom center of the page. A red arrow points from the 'Post Attendance' button to the status message.

ID	Last Name	First Name	Previous Attendance Wed 9/17/2008	Old Code	Today's Attendance	Time Tardy	DNC
504495	Daily	Ed	0	1	- Present		<input type="checkbox"/>
1001220	Jones	Jack (DA)	1 Unexcused Absent - Full Day	-	-- Present		<input type="checkbox"/>
403981	Kelly	Bill	- Present	-	-- Present		<input type="checkbox"/>
404165	Leahy	Tom	- Present	-	-- Present		<input type="checkbox"/>
505605	Leicester	Jon	- Present	-	-- Present		<input type="checkbox"/>
1001413	Loiselle	Rich	- Present	-	-- Present		<input type="checkbox"/>
1001548	Martin	Gene	- Present	-	-- Present		<input type="checkbox"/>
505601	Moisan	Bill	- Present	-	-- Present		<input type="checkbox"/>
505821	Ortiz	Jose	- Present	-	-- Present		<input type="checkbox"/>
105798	Sikorski	Brian	- Present	-	-- Present		<input type="checkbox"/>
1004060	Young	Danny	- Present	-	-- Present		<input type="checkbox"/>

7. Your attendance will be sent to the office automatically.
8. If you need to change your homeroom attendance and post it again, you can. Your status message will reflect the last time you posted attendance.

REMEMBER – DO NOT use the attendance icon from the homescreen to take attendance!!!