



Genesis News

November 2008, Issue 1

Teacher Edition

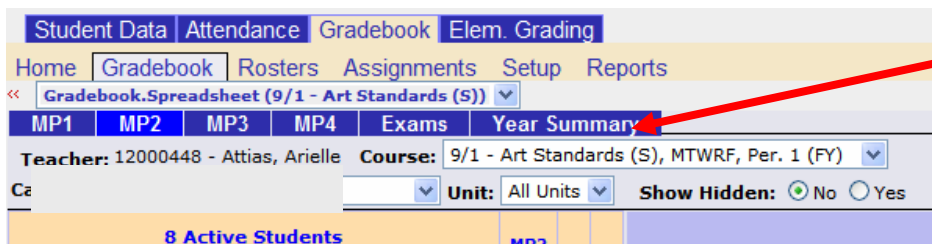


Did You Know...

Changing the Marking Period

When you log into your gradebook, if your spreadsheet and assignments are blank, don't panic!! Now that we are in a new marking period, your view will automatically change!!

This change affects the Gradebook spreadsheet.



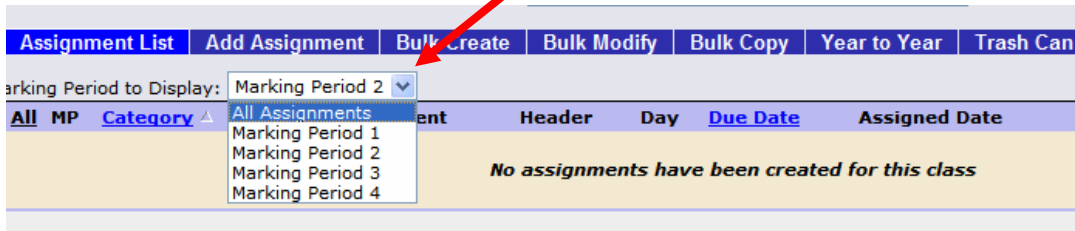
At the top of your gradebook spreadsheet, there is a Gradebook View Toolbar. Use this to select which marking period you want to view!



To go back to a previous marking period, simply select the tab that you want to view. (ie: selecting MP1 will show you the grades for the 1st marking period)

This change also affects the 'Add Assignment' screen.

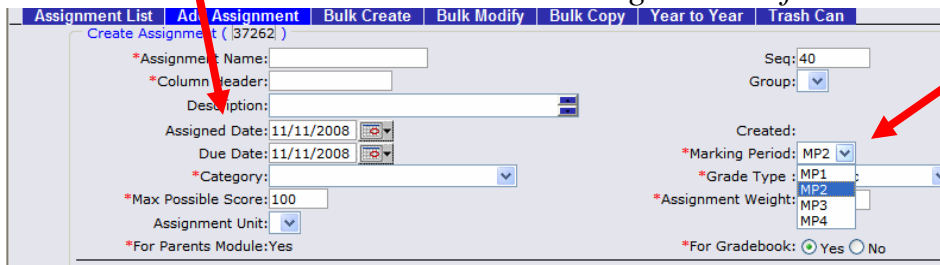
When you try to add an assignment, you will automatically be directed to the new marking period. To view assignments from another marking period, use the dropdown to select the marking period you want to view.



You can also view all assignments by selecting 'All Assignments'.



- When creating an assignment, make sure the dropdown box has the right marking period and the dates in the Due date and Assigned date fields are correct!



For help, contact

helpdesk@plainfield.k12.nj.us

Or call

Ext. 5555

Be sure to include your location when calling or emailing!