



# Genesis News...

... for Office Staff



## Did You Know... **All About Lists**

*Student lists are a necessity for printing reports and labels. If you have not created any student lists, when you go to print a report, you will only be able to print the report for all students or one student. Student lists allow you to print reports for a particular group of students.*



*There are two types of lists: static and dynamic.*

### **Static Lists**

*A static list means the list does not change. For example, if you create a static list for all students born in May, when a John Doe is enrolled, whose birthday is in May, he will not be added to your list.*

### **Dynamic Lists**

*A dynamic list does change. If I create a dynamic list, once a new student is enrolled that fits my list's criteria, that child will be added to my list. It is live updating. So, take that same list for example. Once John Doe is enrolled, if I have created a dynamic list, he will automatically be added to the list.*

### **So why bother using a static list if it doesn't automatically update??**

*Because with a static list, you can view the names of the students on that list. A dynamic list does not show you its contents. You have to generate a report to see the names on the list.*



To learn more about creating lists, see "[How Do I... Create a Static List](#)" and "[How Do I... Create a Dynamic List](#)".

These HelpSheets can both be found on the PPS Genesis page at:  
[http://www.plainfieldnj12.org/Departments/Information\\_Technology\\_Genesis.htm](http://www.plainfieldnj12.org/Departments/Information_Technology_Genesis.htm)

**All requests for help must be  
made by contacting the  
HelpDesk.**



For help, contact  
[helpdesk@plainfield.k12.nj.us](mailto:helpdesk@plainfield.k12.nj.us)

Or call  
Ext. 5555

*Be sure to include your location  
when calling or emailing!*