



Genesis News...

... for Teachers



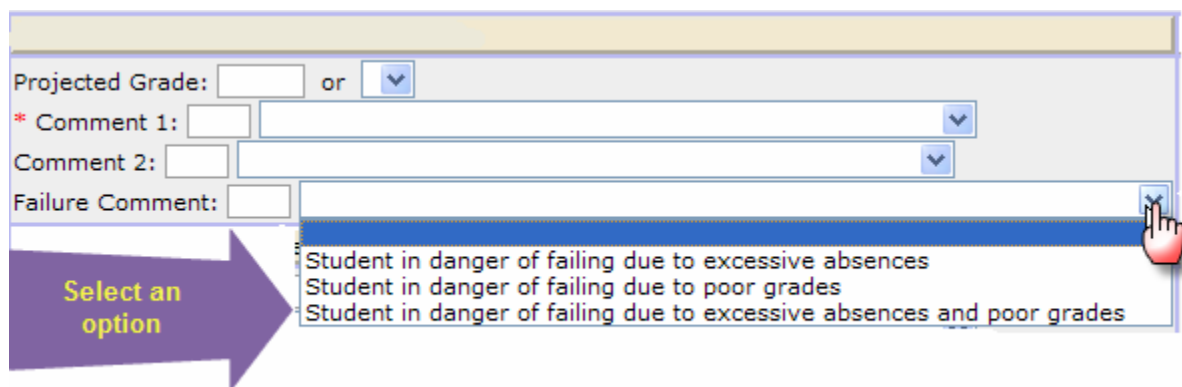
Did You Know... New Comment Field!

When you go to post your interim grades in Genesis, you will notice a new comment field – Failure Comment. This field will be used to track students that are in danger of failing a specific course. You will have three options within the comment field:

- Student in danger of failing due to excessive absences
- Student in danger of failing due to poor grades
- Student in danger of failing due to excessive absences and poor grades

If you have a student that is in danger of failing your class, please select one of these comments. These comments will not appear on the Progress Report or on the Report Card. However, the Office personnel will be able to run reports to view which students are in danger of failing a course.

To use these comments, when posting your Progress Report grades, select an option from the Failure Comment field and continue to post your grades as normal. If the student is NOT in danger of failing, leave this option blank.



Projected Grade: or

* Comment 1:

Comment 2:

Failure Comment:

Select an option

- Student in danger of failing due to excessive absences
- Student in danger of failing due to poor grades
- Student in danger of failing due to excessive absences and poor grades



For more help on posting comments, refer to the 'How Do I... Posting Progress Report Grades' HelpSheet. This is available on the PPS Genesis website.

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
Or call
Ext. 5555
Be sure to include your location
when calling or emailing!