



# Genesis News...

... for Teachers



## Did You Know...

### All About the Parent Portal

*The Parent Portal is a module in Genesis that allows parents to view their children's information. It will also facilitate two way communications between teachers and parents via email.*

#### • What do the parents see when they log in?

Parents have 6 tabs available to them when they login.

1. **Home** – This tab shows the picture on file for their child (if there is one), basic demographic info, what class their child is currently in (including the teacher and room number - secondary schools only), the child's current schedule, his/her attendance for the current week, and any assignments the child has been graded on
2. **Attendance** – This tab gives the parent a calendar of the school year and the child's daily attendance summary year-to-date
3. **Grading** – Provides a printable version of the most recent report card or progress report
4. **Discipline** – Lists any discipline incidents for that student
5. **Gradebook** – Provides a weekly view of any assignments you have created, as well as the grade. Parents can also print a Weekly Assignment List
6. **Setup** – Allows parents to change their contact information (email address and/or cell phone number).

#### • Can I use the Parent Portal to contact parents?

Yes. There are several features you can use to share information with parents.

- o Assignments – When creating assignments, use the Description field to explain in detail what the assignment is.
- o Gradebook – When entering grades for an assignment, you can comment on assignments and send them to the Parent Portal so that when the parent logs on, they will see it. For example, "Johnny did an excellent job on this assignment!"
- o Status Reports – You can set up contacts within your gradebook and email Student Progress Reports directly to the parent. This report contains a list of the assignments for the current marking period. (For more information, see the "[How Do I... Create Email Lists in my Gradebook](#)" helpsheet).



*If you know a parent that wants to use the Parent Portal, direct them to the Main Office in your school to gain access. They must complete an Access Request Form at the school their child attends, as well as show picture id to verify their identity. Once this is done, they will be sent an email, using the email address they have provide, with their login information and instructions for using the portal.*

**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