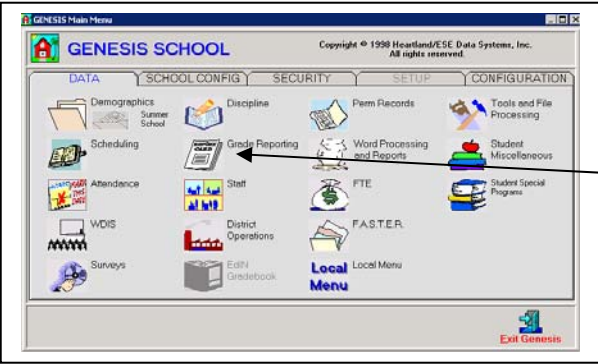
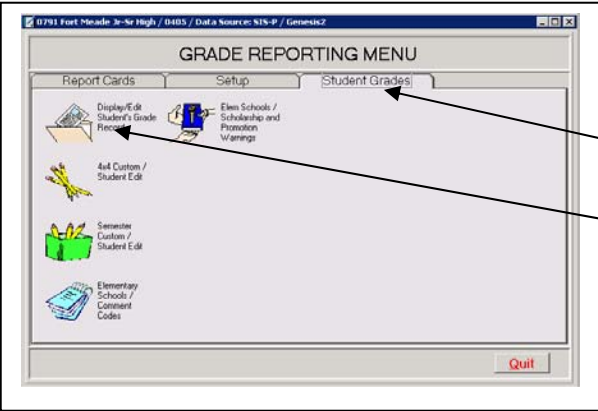
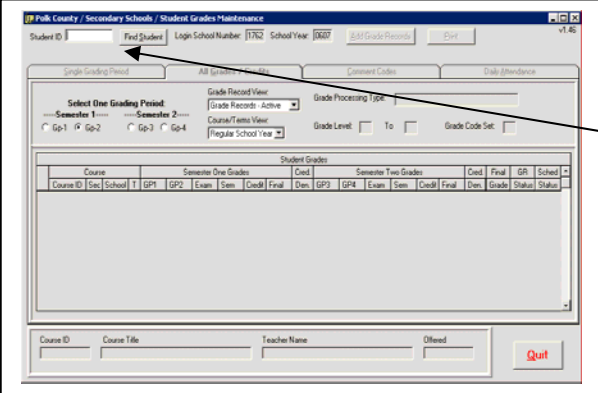
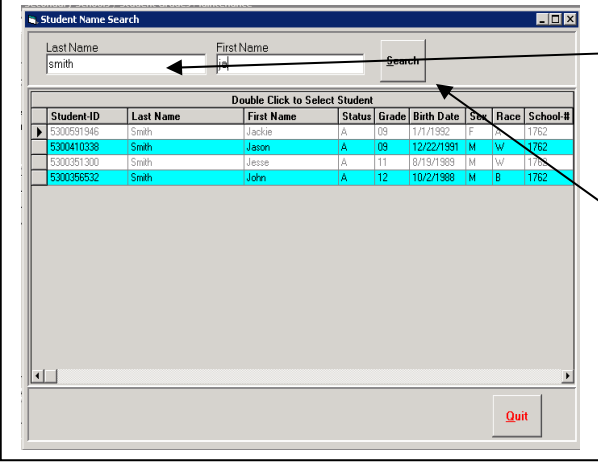


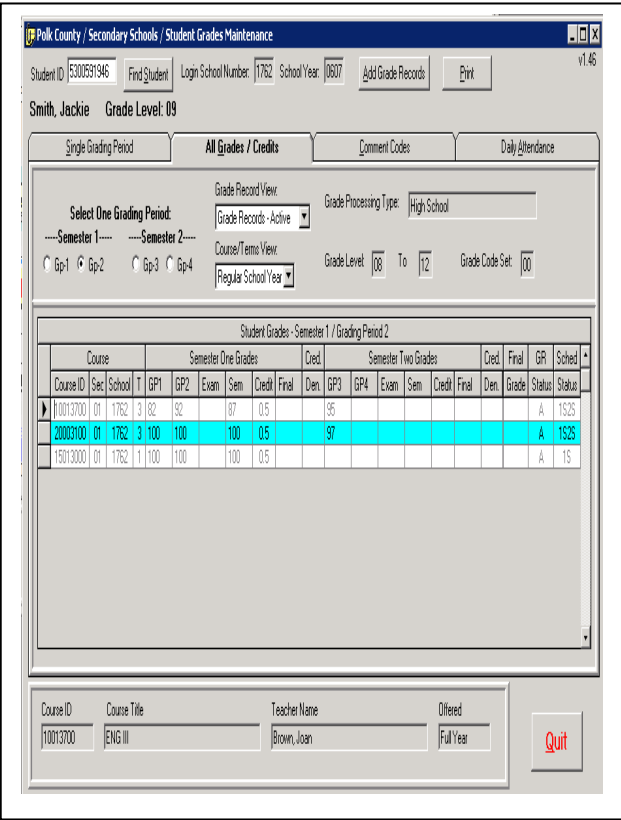
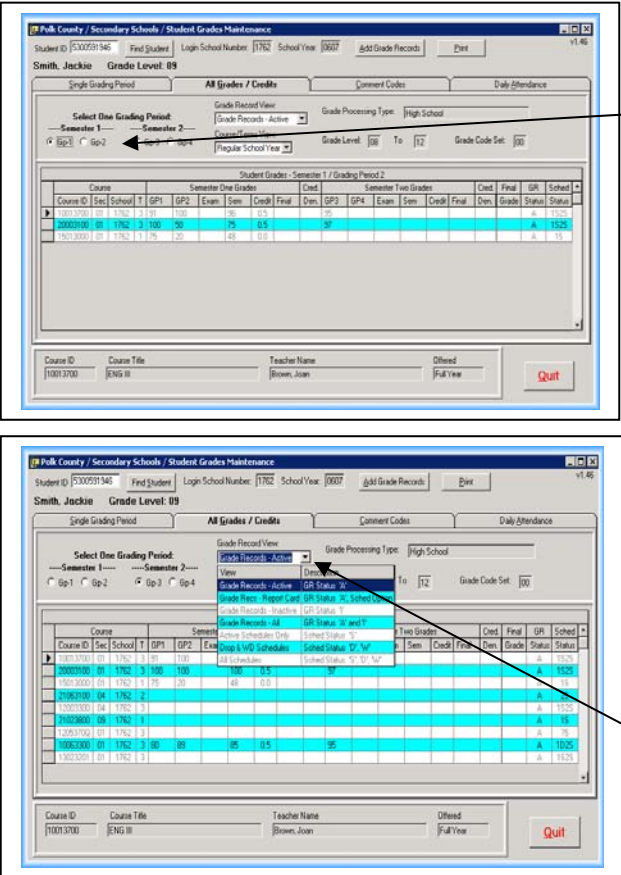
Genesis Grades

View / Change /Delete Student Grades

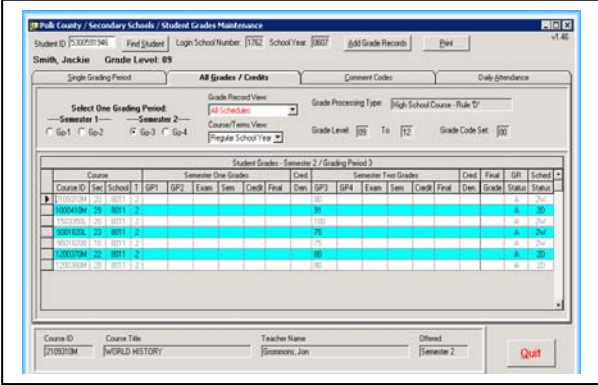
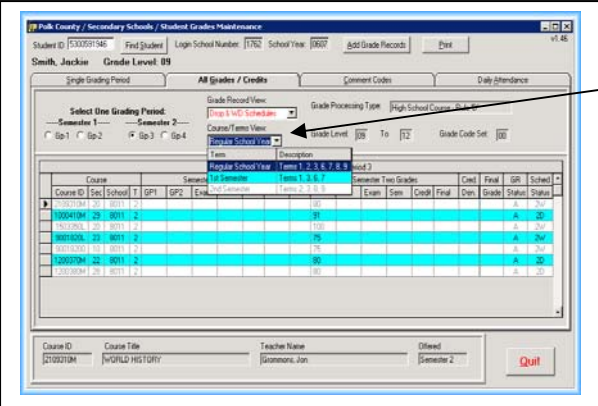
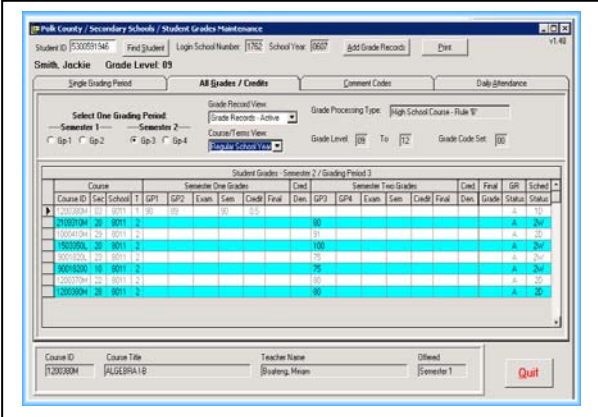
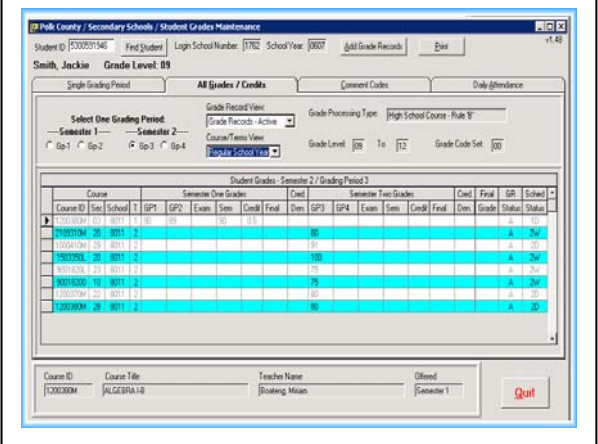
Steps	Screen Displayed	Procedures
1	 	<p>After logging onto Genesis, the Genesis Main Menu will be displayed.</p> <ul style="list-style-type: none"> • Click on the Grade Reporting icon <p>The Grade Reporting Menu will be displayed.</p> <ul style="list-style-type: none"> • Click on the Student Grades tab • Click on the Display/Edit Student's Grade Record icon
2	 	<p>The Student Grades Maintenance screen will be displayed.</p> <ul style="list-style-type: none"> • Type in the Student ID # <p style="text-align: center;">Or</p> <p><u>Search for the Student Id Number By Student's Last Name, First Name</u></p> <ul style="list-style-type: none"> • Click the Find Student button • Type Last Name or portion of the Last Name • Press Tab key • Type First Name or portion of the First Name • Click the Search icon • Double Click to select the Student

Genesis Grades

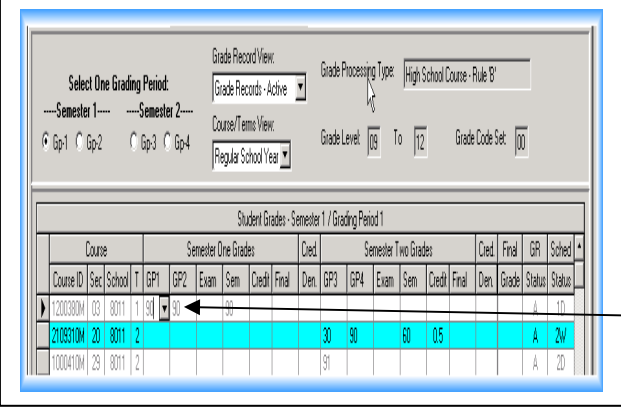
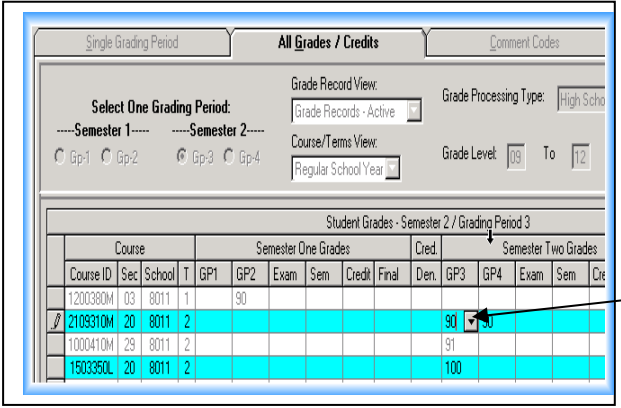
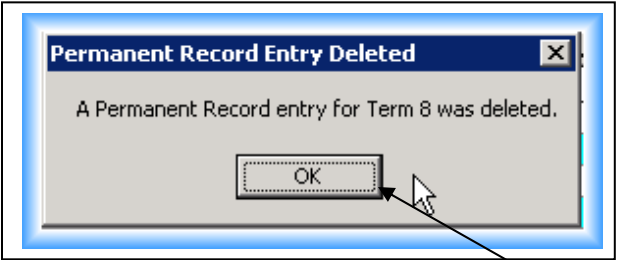
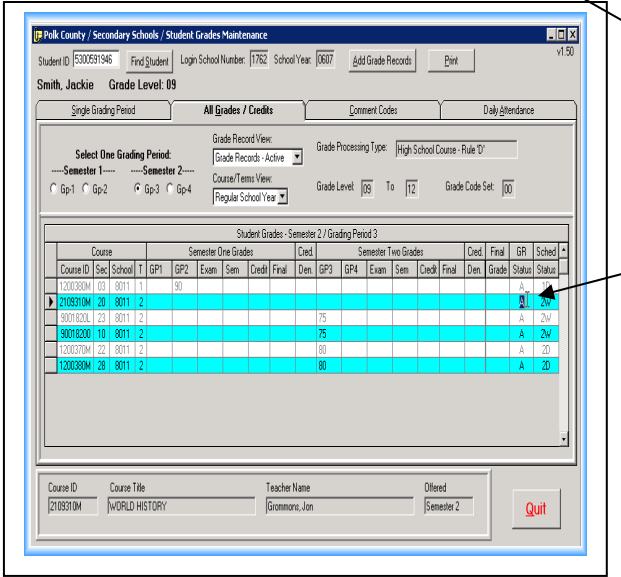
View / Change /Delete Student Grades

Steps	Screen Displayed	Procedures
3		<p>The Student Grades Maintenance screen will be displayed with that student's information.</p> <p>The All Grades/Credits tab displays important information displayed within the All Grades / Credits Students Grades – Grid for example are:</p> <ul style="list-style-type: none"> Courses ID Section School Term Grading Periods Semester Average Grade Record Status Schedule Status
4		<p><u>To Select one Grading Period</u></p> <ul style="list-style-type: none"> Click in front of the correct Grading Period <p>Note: Although you can view all Grading Periods you will only be able to Edit Grades in the selected Grading Period</p> <p>The Grading Period that is displayed by default is the current Grading Period.</p> <p><u>To change the Grading Period Selection</u></p> <ul style="list-style-type: none"> Select the desired Grading Period <p>The Grade Record View will default to display Grade Records – Active.</p> <p><u>To change the Grade Record view</u></p> <ul style="list-style-type: none"> Click the drop down arrow to the far right end of the Grade Record View line

Genesis Grades View / Change /Delete Student Grades

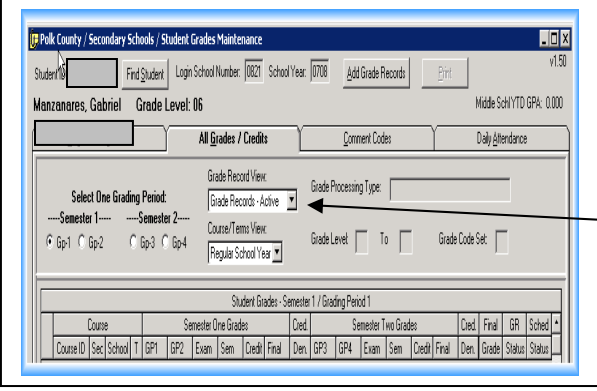
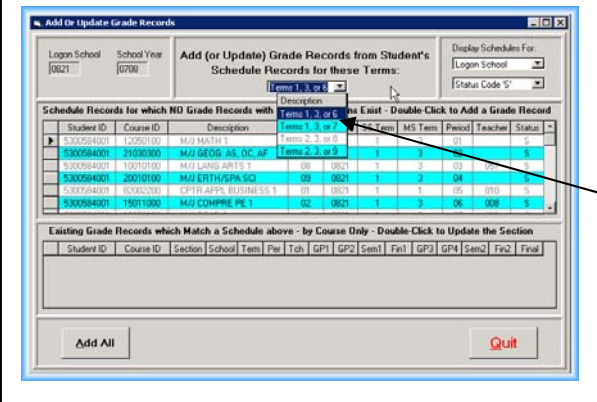
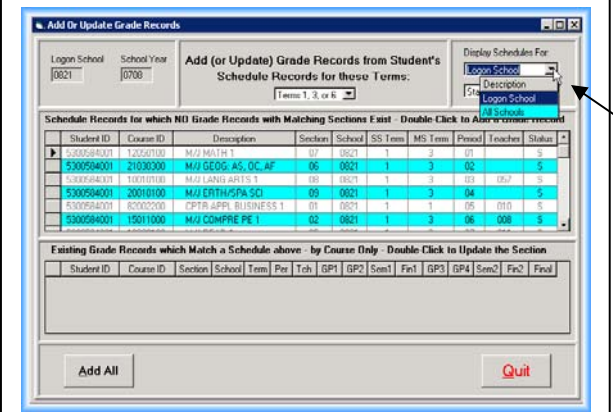
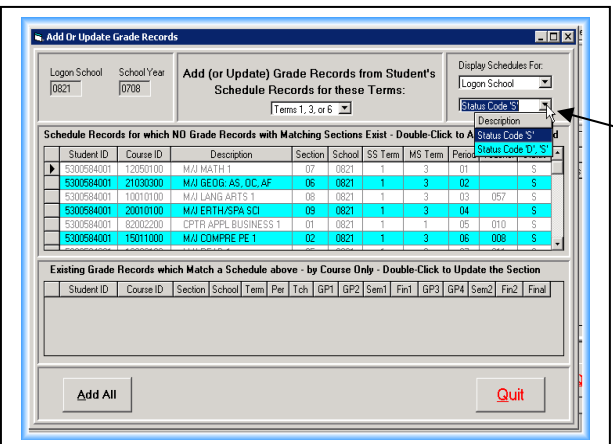
Steps	Screen Displayed	Procedures
5	 	<p>The Students Grade Grid will display the Grade Record View selected.</p> <p>The Course/Terms View will default to display Regular School Year</p> <p><u>To change the Course/Terms View</u></p> <ul style="list-style-type: none"> Click the drop down arrow to the far right end of the Course / Terms View <p>The Students Grade Grid will display the Grade Record for the Course/Terms View selected.</p>
6	 	<p>The Add Grade Records button – This adds Grade Records of schedule changes made after the Grade Records have been created programmatically. (See steps 9-11 for using the Add Grade Records button)</p> <p><u>GR Status</u></p> <ul style="list-style-type: none"> “A” Active courses will be recorded on the student’s report cards and used for GPA calculations. “I” Inactive courses are not displayed on the report cards, but may be used for the GPA calculation if already posted to permanent records. <p><u>Schedule Status</u></p> <ul style="list-style-type: none"> Displays the status of the student schedule for both semesters.

Genesis Grades View / Change /Delete Student Grades

Steps	Screen Displayed	Procedures
7	 	<p><u>To delete Grades from the Student Grades Maintenance screen</u></p> <ul style="list-style-type: none"> • Follow the steps listed above to select the correct Grading Period, Grade Record View and Course/Terms View • Click on right side of the Grade number in the Grade field to be deleted • Backspace over the Grade number to remove it <p><u>Example: To delete the Grade item in Semester two Grading period three.</u></p> <ul style="list-style-type: none"> • Click inside the Grade field • Highlight and Delete the Grade number • Click in a different line
8	 	<p>If the Grade has posted to Permanent Records, a Permanent Record Entry Deletion message will be displayed</p> <p><u>Note: Once the Grade is removed from the Permanente records the Grade Status should be changed to an "I" Inactive Status</u></p> <ul style="list-style-type: none"> • Click the Ok button to continue <p><u>To change a Grade Status</u></p> <p><i>Remove the current letter code</i></p> <ul style="list-style-type: none"> • Click to the Right side of the letter • Back Space to remove the letter • Replace it with the correct code (the replacement letter must be capitalized) • Click in a different line

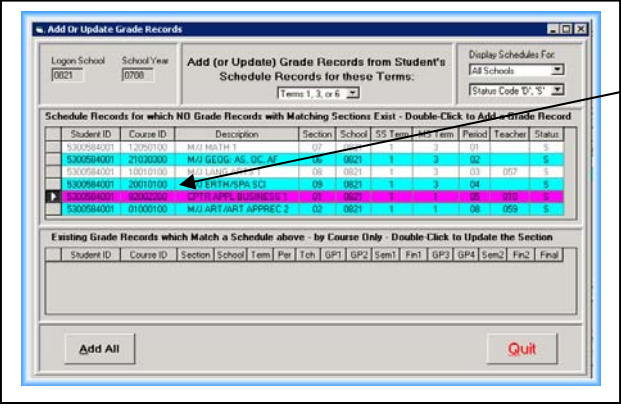
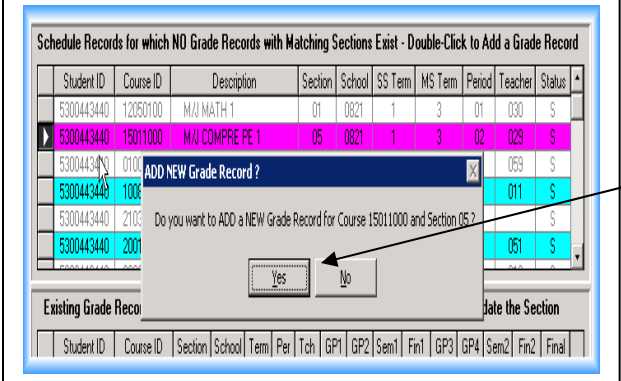
Genesis Grades

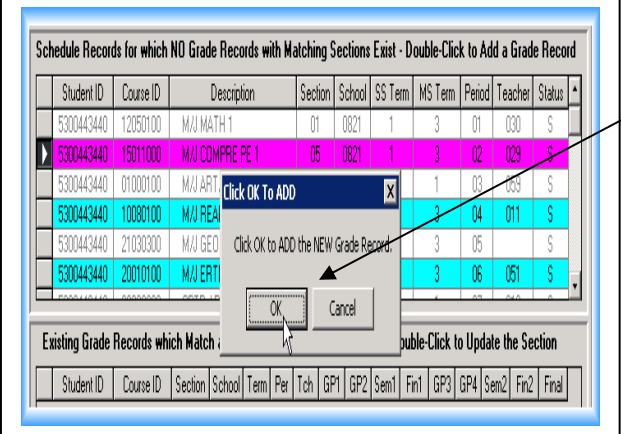
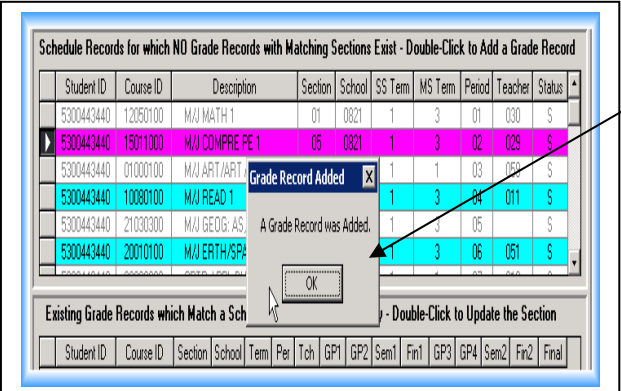
View / Change /Delete Student Grades

Steps	Screen Displayed	Procedures
9	 	<p><u>To add Grades for new students or students who have had a schedule change after Grade records have been created.</u></p> <ul style="list-style-type: none"> Click the Add Grade Records button <p>The Add Or Upgrade Grade Records screen will be displayed.</p> <p><u>To display the Terms</u></p> <ul style="list-style-type: none"> Click the search arrow Select the appropriate Terms to Add or Update Grade Records from the Students Schedule Records
10	 	<p><u>To display the Schedules For Logon School or All Schools</u></p> <ul style="list-style-type: none"> Click the search arrow Select the appropriate location Description <p><u>To display the Status codes</u></p> <ul style="list-style-type: none"> Click the search arrow Select the appropriate Status Code Description

Genesis Grades

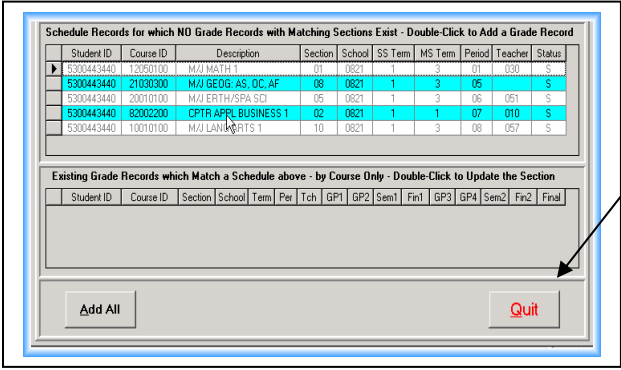
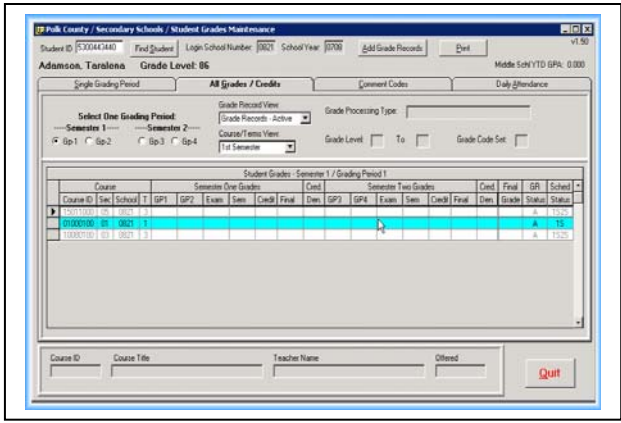
View / Change /Delete Student Grades

Steps	Screen Displayed	Procedures
11	 	<ul style="list-style-type: none"> • Double Click the appropriate Course Code line <p><u>To create a Grade Record for all scheduled classes with no current Grade Record.</u></p> <ul style="list-style-type: none"> • Click the Add All button <p>The ADD New Grade Record screen will be displayed.</p> <ul style="list-style-type: none"> • Click Yes to continue

12	 	<ul style="list-style-type: none"> • Click Ok to continue <ul style="list-style-type: none"> • Click Ok to continue
----	--	--

Genesis Grades

View / Change /Delete Student Grades

Steps	Screen Displayed	Procedures
<p>13</p>		<p>Click Quit to return to the Grade Records Screen</p>
		<p>The Student Grades Maintenance screen including the new Grade Records just added will be displayed.</p> <ul style="list-style-type: none"> Click Quit to Exit the Students Grade Maintenance Screen