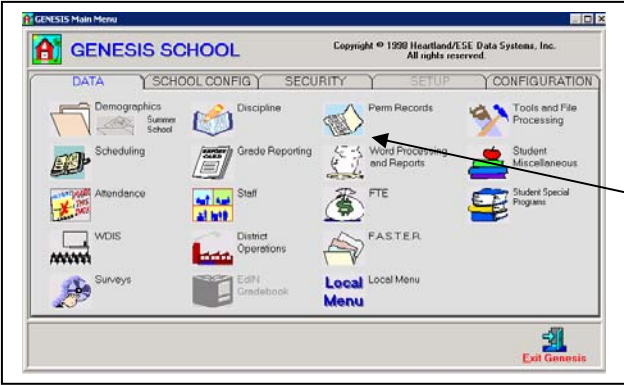
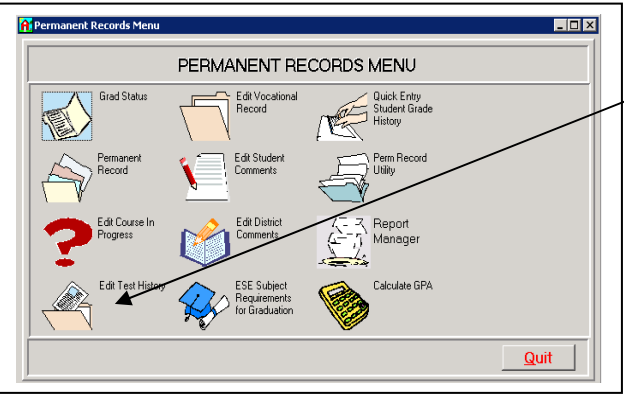
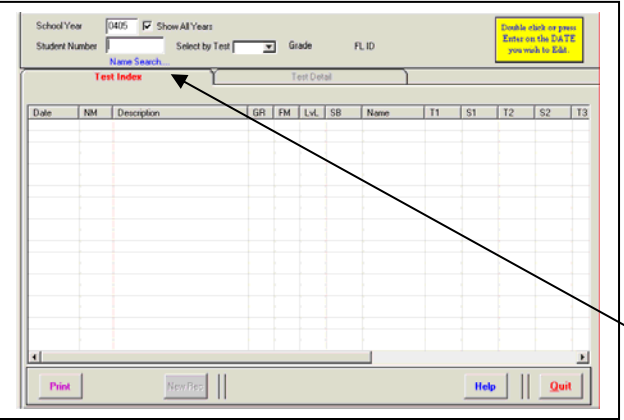
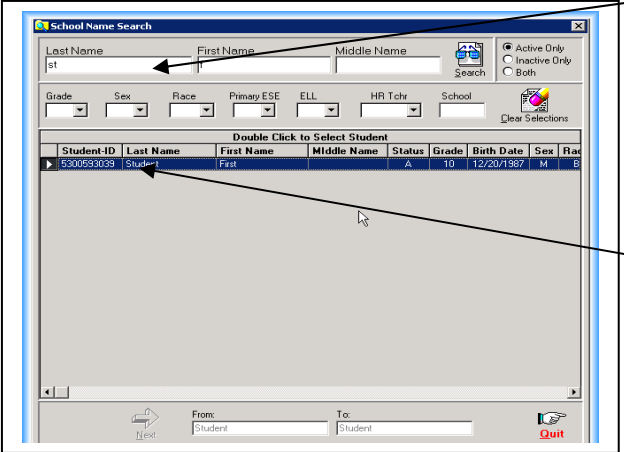
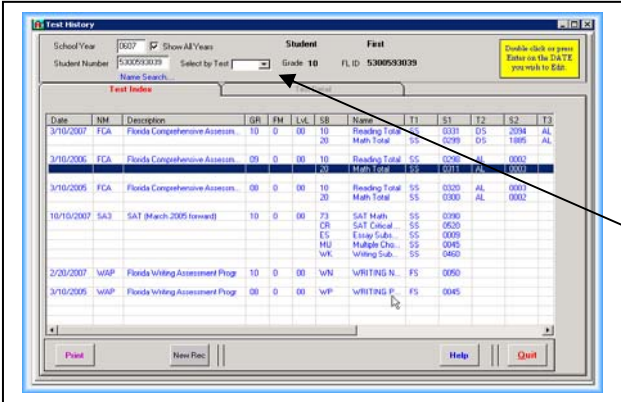
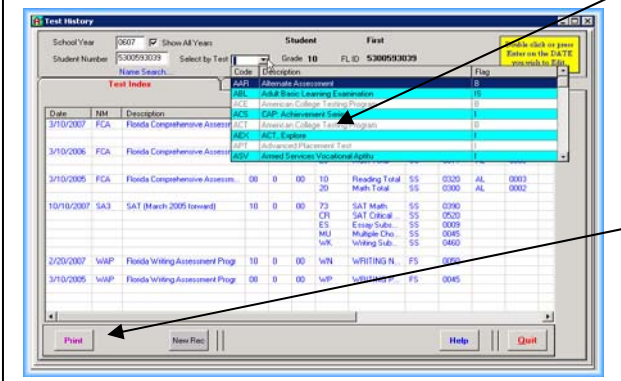
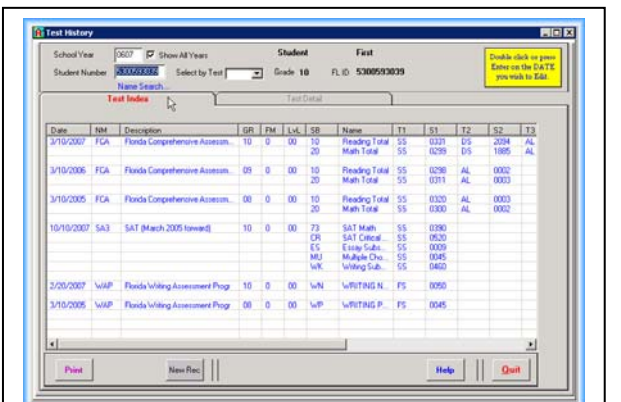


Genesis Perm Records View Test History

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 Perm Records icon <p>The Permanent Record Menu screen will be displayed</p> <ul style="list-style-type: none"> Click on the Edit Test History icon <p>The Test History screen will be displayed.</p>
2	 	<ul style="list-style-type: none"> Type in the Student ID # Press the Enter key <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 Name Search 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 on name to select the Student

Genesis Perm Records View Test History

Steps	Screen Displayed	Procedures
3	 <p>The screenshot shows the 'Test History' window with the 'Select by Test' dropdown menu open. The menu lists various tests such as 'ACT', 'SAT', 'FCA', 'WAP', etc. The 'Print' button is visible at the bottom left.</p>	<p>The test scores will be displayed.</p> <p>To display scores for a specific test</p> <ul style="list-style-type: none"> Click the Select by Test drop down arrow Choose a test to display
4	 <p>The screenshot shows the 'Test History' window with the test scores grid displayed. The grid contains columns for Date, NM, Description, GR, FM, Lvl, SB, Name, T1, S1, T2, S2, T3. The 'Print' button is highlighted at the bottom left.</p>	<p>The test scores for that test only will be displayed.</p> <ul style="list-style-type: none"> Click Print to print the test scores
4	 <p>The screenshot shows the 'Test History' window with the test scores grid displayed. The grid contains columns for Date, NM, Description, GR, FM, Lvl, SB, Name, T1, S1, T2, S2, T3. The 'Quit' button is highlighted at the bottom right.</p>	<p>Important information displayed within the Test History – Grid from left to right:</p> <ul style="list-style-type: none"> • Test Date • Abbreviated Test Name • Name of Test • Grade of Student • Form • Level • Subject Code • Subject Name • Score Type • Score <p>Click the Quit button to Exit</p>