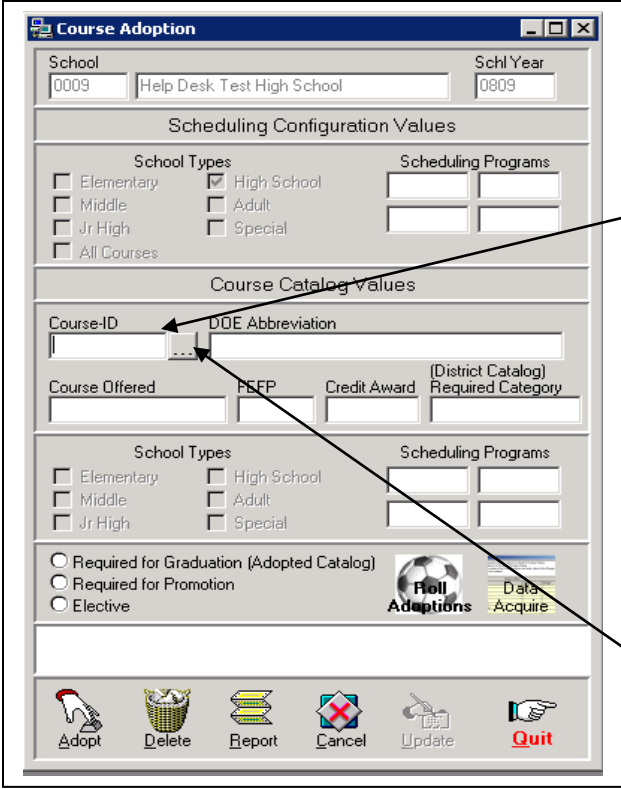
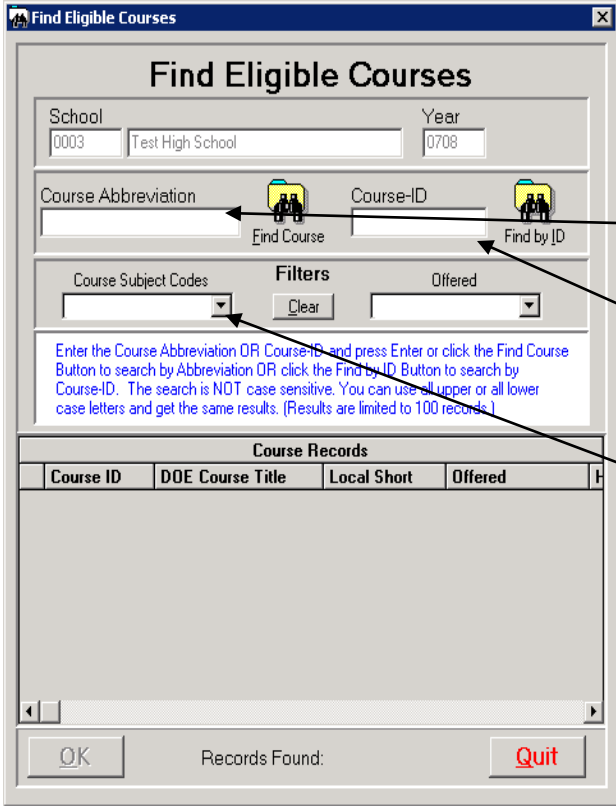


Genesis - Scheduling Adopting a Course

<i>Steps</i>	<i>Screen Displayed</i>	<i>Procedures</i>
1		<p>After logging onto Genesis, the Genesis School Menu will be displayed.</p> <p><i>Click the Scheduling icon</i></p>
2		<p>Scheduling Menu is displayed.</p> <p><i>Select the Master Schedule tab</i></p> <p><i>Click the Course Adoption icon</i></p>

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
3		<p>Course Adoption screen is displayed.</p> <p><u>If the 8-digit Course-ID number is known:</u></p> <ul style="list-style-type: none"> Type the 8-digit Course-ID number in the Course-ID data field <p>Genesis Course ID = Course Number + Companion Field</p> <ul style="list-style-type: none"> Press Enter Go to Step 11 <p><u>If the 8-digit Course-ID number is not known:</u></p> <ul style="list-style-type: none"> Click the Browse button to search for a Course-ID number
4		<p>The Find Eligible Courses screen is displayed.</p> <p>There are three ways to find an 8-digit Course-ID number:</p> <ol style="list-style-type: none"> <u>Course Abbreviation</u> Refer to steps 5 and 6 to search by Course Title Abbreviation. <u>Course-ID</u> Refer to steps 7 and 8 to search by Course-ID number. <u>Course Subject Code</u> Refer to steps 9 and 10 to search by Course Subject Code

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
-------	------------------	------------

5

1. To Search by Course Abbreviation:

Type part of the **Course Title Abbreviation** in the Course Abbreviation data field

Examples:

Type **Math** to find Math Grade K
Type **Eng**, to find English

- Press **Enter**
- Or
- Click the **Find Course** icon



6

Course ID	DOE Course Title	Local Short	Offered
10014200	ADV PL ENG COMPO	AP ENG LANG	Year Long
10014201	ADV PL ENG COMPO	AP ENG LANG	Year Long
1001420w	ADV PL ENG COMPO	AP ENG LANG	Year Long
10014300	ADV PL ENG LIT COMPO	AP ENG LIT	Year Long
10014400	BUSINESS ENG 1	BUS ENG 1	Year Long
1001440I	BUSINESS ENG 1	BUS ENG 1	Year Long
1001440L	BUSINESS ENG 1	BUS ENG 1	Year Long
1001440M	BUSINESS ENG 1	BUS ENG 1	Either Semester
1001440N	BUSINESS ENG 1	BUS ENG 1	Either Semester

Course-ID numbers and Course Titles are displayed.

To Select the Course Record:

Use the scroll bar to view displayed courses.

- Click on **gray box** to left of **course number** to highlight the appropriate course

Click **OK**

Or

- **Double Click** the **Course Record**
- (Go to step 11)**

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
-------	------------------	------------

7

Find Eligible Courses

School: 0009 Help Desk Test High School Year: 0809

Course Abbreviation: Find Course Course-ID: 1 Find by ID

Course Subject Codes: Filters: Offered

Enter the Course Abbreviation OR Course-ID and press Enter or click the Find Course Button to search by Abbreviation OR click the Find by ID Button to search by Course-ID. The search is NOT case sensitive. You can use all upper or all lower case letters and get the same results. (Results are limited to 100 records.)

Course ID	DOE Course Title	Local Short	Offered
10004000	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004001	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004002	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004003	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004004	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004005	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004008	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004009	INTENS LANG ARTS	INTENSIVE LA	Year Long
1000400A	INTENS LANG ARTS	INTENSIVE LA	Either Semester

OK Records Found: 100 Quit

2.To Search by Course-ID Number:

Type the **first number** of the 8-digit Course-ID in the Course-ID data field

Examples:

Type **5**, to find 50120200
Math Grade K

Type **1**, to find 10013100-
English I

- Press **Enter**
- Or
- Click on **Find by ID** icon

8

Find Eligible Courses

School: 0009 Help Desk Test High School Year: 0809

Course Abbreviation: Find Course Course-ID: 1 Find by ID

Course Subject Codes: Filters: Offered

Enter the Course Abbreviation OR Course-ID and press Enter or click the Find Course Button to search by Abbreviation OR click the Find by ID Button to search by Course-ID. The search is NOT case sensitive. You can use all upper or all lower case letters and get the same results. (Results are limited to 100 records.)

Course ID	DOE Course Title	Local Short	Offered
10004000	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004001	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004002	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004003	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004004	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004005	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004008	INTENS LANG ARTS	INTENSIVE LA	Year Long
10004009	INTENS LANG ARTS	INTENSIVE LA	Year Long
1000400A	INTENS LANG ARTS	INTENSIVE LA	Either Semester

OK Records Found: 100 Quit

Course-ID numbers and Course Titles are displayed.

To Select the Course Record:

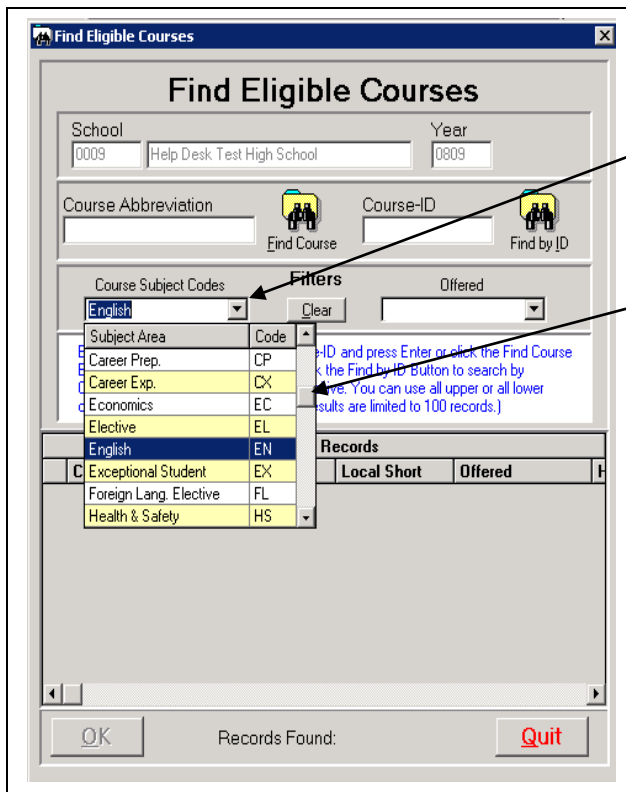
Use the scroll bar to view displayed courses.

- Click on **gray box** to left of **course number** to highlight the appropriate course
- Click **OK**
- Or
- **Double Click** the **Course Record**

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
-------	------------------	------------

9



3.To Search by Course Subject Code:

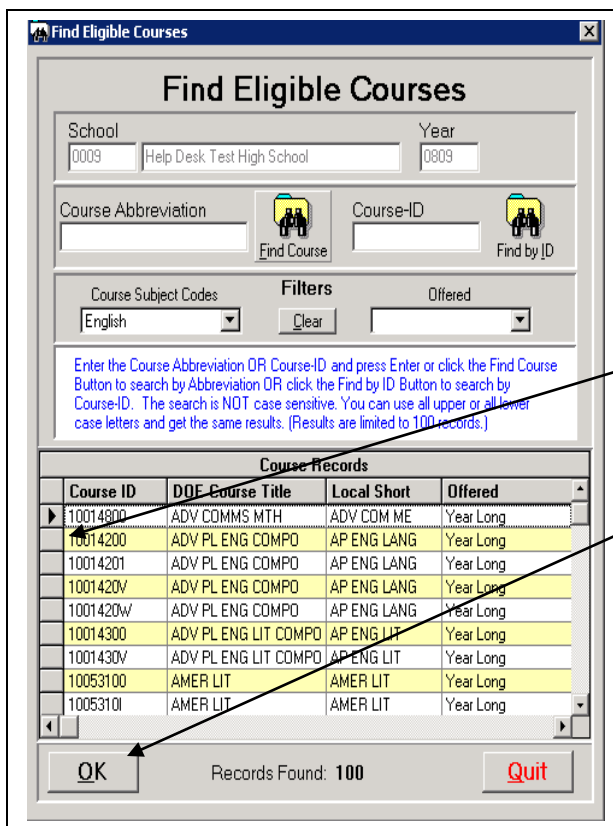
Use the pull down arrow to find the **Course Subject** in the **Course Subject Code** field.

Use the scroll bar to view displayed Courses.

- Click on the **Course Subject**
- Click the **Find Course** icon



10



Course-ID numbers and Course Titles are displayed.

To Select the Course Record:

Use the scroll bar to view displayed courses.

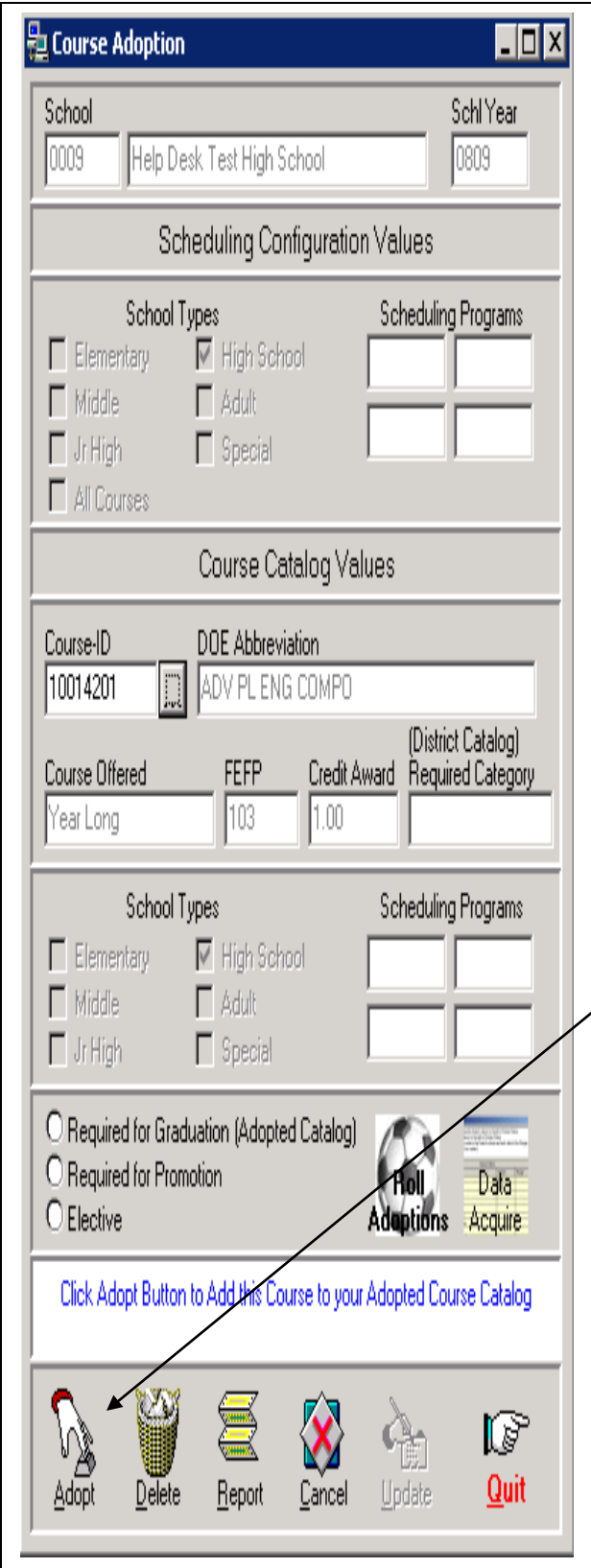
Click on **gray box** to left of **course number** to highlight the appropriate course

Click **OK**

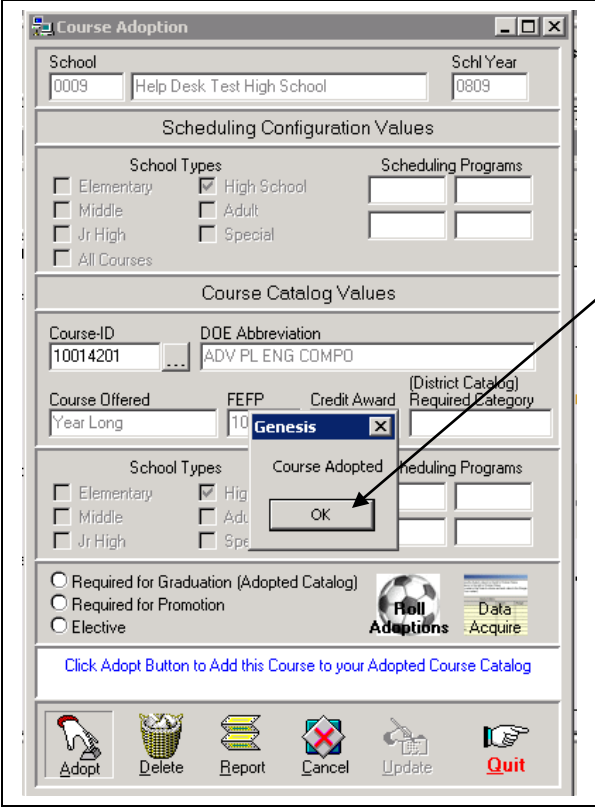
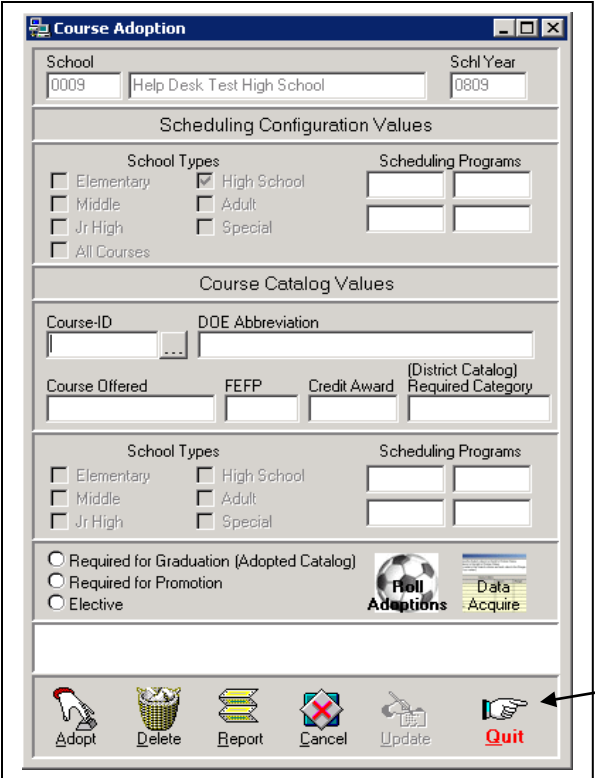
Or

- **Double Click** the **Course Record**

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
11		<p>Course Adoption screen is displayed.</p> <p><u>IMPORTANT:</u> View Only: Information for the selected course cannot be changed on this screen. School Location Number School Name School Year DOE Abbreviation Course Offered FEFP Code Credit Award School Types</p> <p><u>Areas NOT used:</u></p> <ul style="list-style-type: none"> ▪ Scheduling Programs ▪ Required for Graduation ▪ Required for Promotion ▪ Elective <p><u>School Types</u> The School Types indicate which school types can offer this course.</p> <p><u>To Adopt This Course to Your School's Course Catalog:</u></p> <p style="text-align: right;">Click the Adopt icon</p>

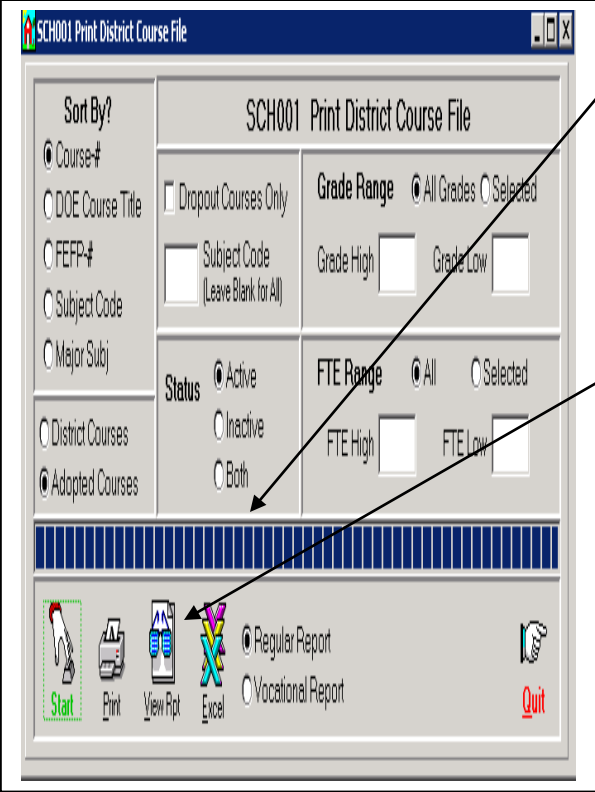
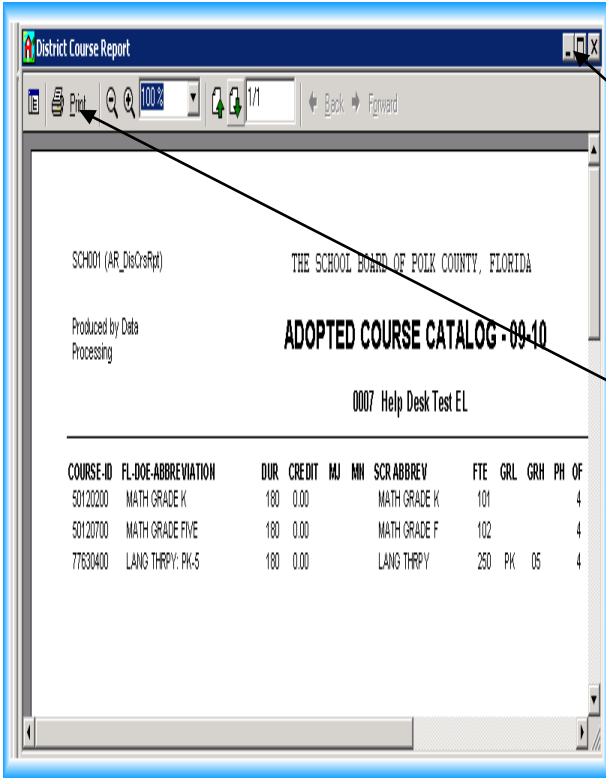

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
12		<p>A Genesis message “Course Adopted” will appear.</p> <p style="text-align: right;"><i>Click OK</i></p>
13		<p>Course Adoption screen will once again display.</p> <p><u>To adopt additional courses to your school’s course catalog:</u></p> <ul style="list-style-type: none"> • <i>Repeat steps 3 through 10</i> <p style="text-align: center;">Or</p> <p><u>To display or print a list of adopted courses for your school:</u></p> <ul style="list-style-type: none"> • <i>Follow steps 14 through 17</i> <p style="text-align: center;">Or</p> <p style="text-align: right;"><i>Click the Quit icon to return to Scheduling Menu</i></p>

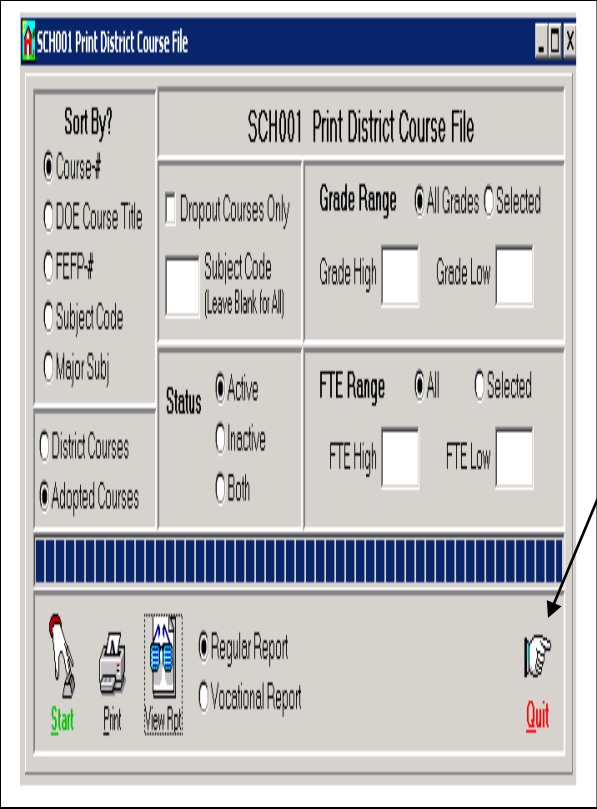
Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
14		<p><u>To Display a List of Adopted Courses For Your School:</u></p> <p style="text-align: right;">Click the Report icon</p>
15		<p>The Print District Course File (SCH001) screen is displayed.</p> <p style="text-align: right;">Click the Start icon</p>

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
16		<p>A progress bar will display as the report is compiled.</p> <p><u>When the bar displays completely:</u></p> <ul style="list-style-type: none"> Click the View Report icon
17		<p>The District Course Report screen displays your school's Adopted Course Catalog.</p> <ul style="list-style-type: none"> Maximize the Screen to view more information <p><u>To Print the Report:</u></p> <ul style="list-style-type: none"> Click the Print icon Close this screen using the  button on the top right (there is no Quit icon)

Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
18		<p>Print District Course File screen is displayed.</p> <p>Click the Quit icon to return to Course Adoption screen.</p>