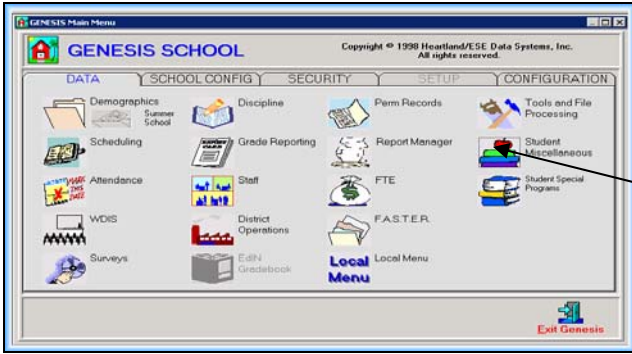
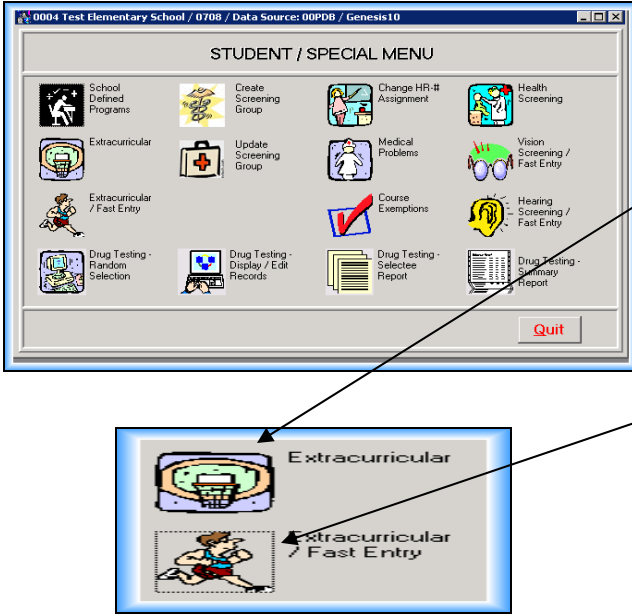
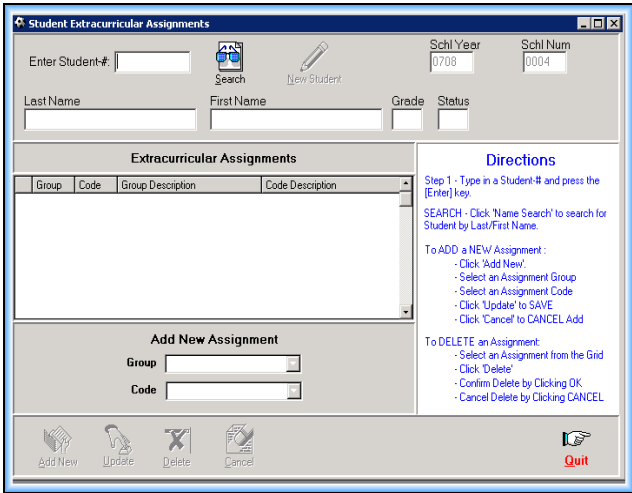
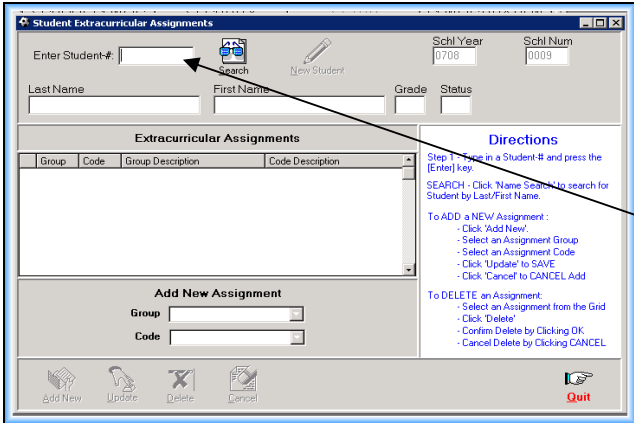
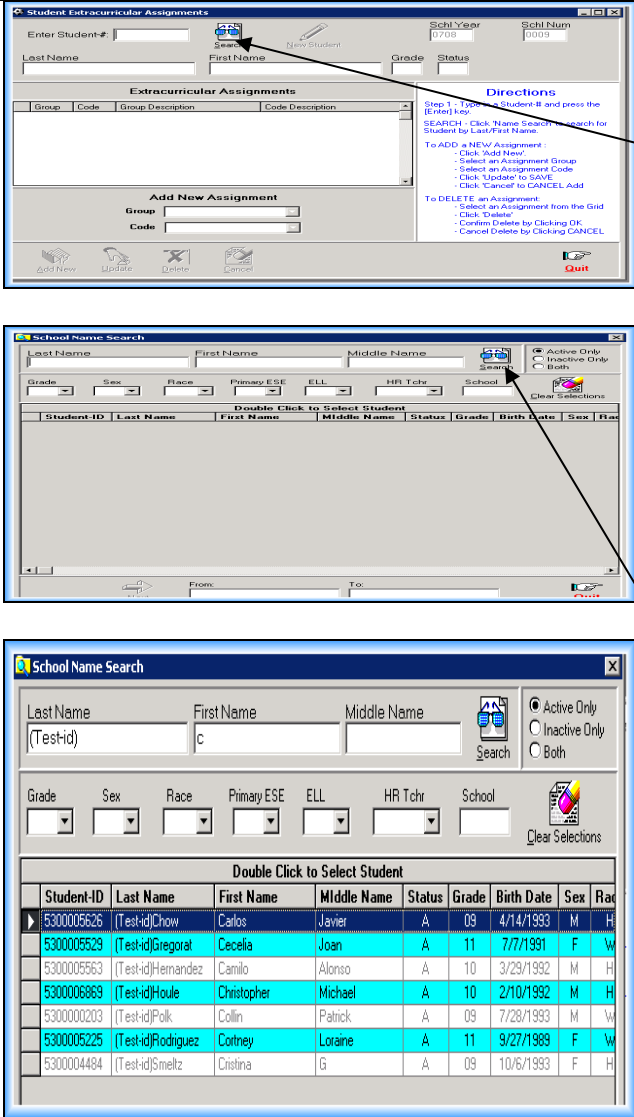



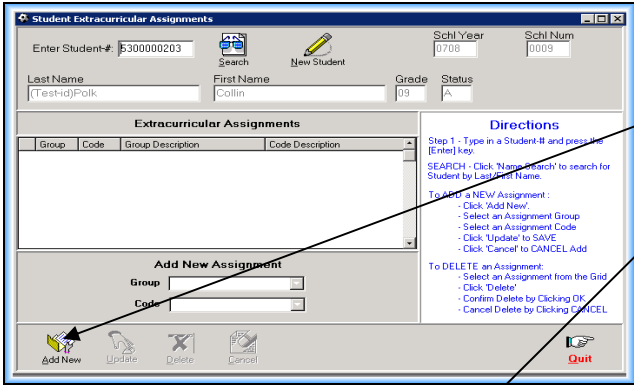
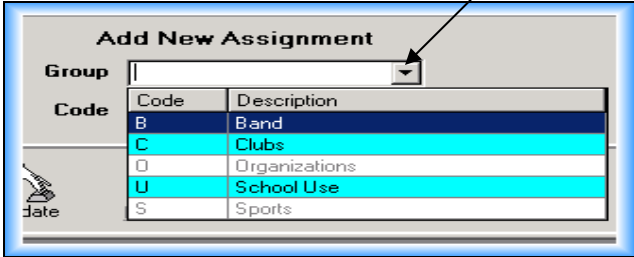
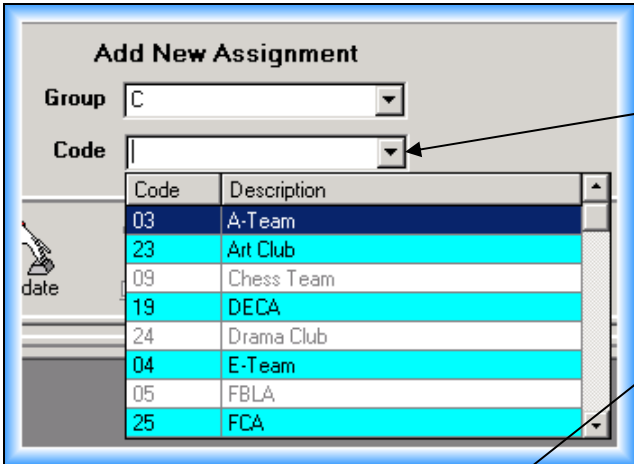
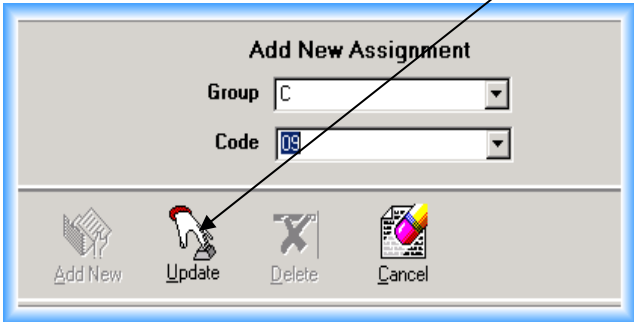
# Genesis Extracurricular Assignment

Steps	Screen Displayed	Procedures
1		<p>Logon to <b>Genesis</b> using the <b>Logon Documentation</b>.</p> <p>From the <b>Genesis School</b> screen:</p> <ul style="list-style-type: none"> <li>Click the <b>Student Miscellaneous</b> icon</li> </ul> <p>The <b>Student/ Special Menu</b> will be displayed.</p>
2		<p>There are two options available to assign <b>Extracurricular Assignments</b> to your students. You can choose:</p> <ul style="list-style-type: none"> <li>The <b>Extracurricular</b> icon where you can assign <b>Extracurricular Groups and Group/Codes</b> (sub-groups) combination(s) to a single student. Refer to Steps 3-8 Or</li> <li>The <b>Extracurricular /Fast Entry</b> icon where you can assign multiple students to a specific <b>Extracurricular Group and Group / Code</b> (sub-group) combination(s). Refer to Steps 9-13</li> </ul>
3		<p><b><u>To Enter Extracurricular Assignments for a Single Student:</u></b></p> <ul style="list-style-type: none"> <li>Select the <b>Extracurricular</b> icon</li> </ul> <p>The <b>Student Extracurricular Assignments</b> screen will be displayed.</p>

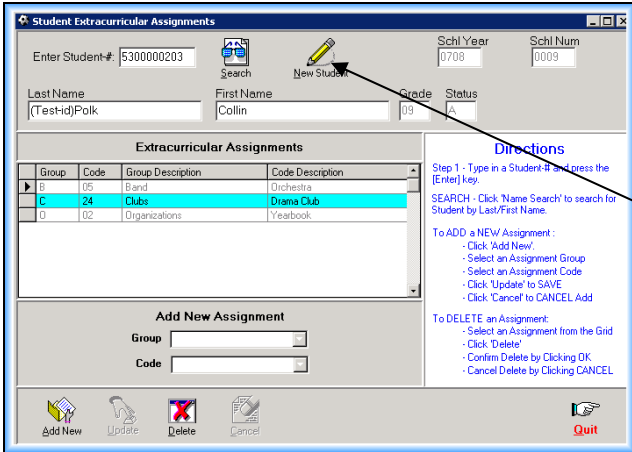
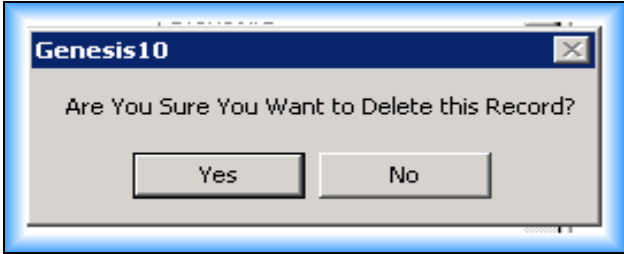

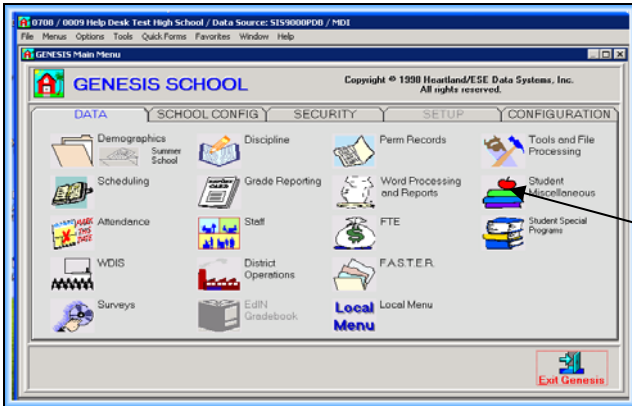
# Genesis Extracurricular Assignment

Steps	Screen Displayed	Procedures
4		<p>You can type a student's <b>Polk-Id number</b> in the "Enter Student-#" field or <i>Click</i> the <b>Search</b> icon to search by a student's name.</p> <p><b><u>To Access a Student by Id Number:</u></b></p> <ul style="list-style-type: none"> <li>Type the last <b>6 digits</b> of Student's ID number, <b>Press Enter</b></li> </ul> <p>Ex: 5300005517</p> <p>The student's name, grade level and status will appear</p>
5		<p><b><u>To Access a Student using the Name Search function:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Search</b> icon</li> </ul> <p>The <b>School Name Search</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>Type the <b>Student's Last Name</b> in the <b>Last Name</b> field, <i>Tab</i> to <b>First Name</b> field, <i>Enter</i> the <b>First letter</b> of the <b>Student's First Name</b></li> </ul> <p>Ex: Smith C</p> <ul style="list-style-type: none"> <li>Click the <b>Search</b> icon</li> </ul>  <p><b><u>To Select a Student:</u></b></p> <ul style="list-style-type: none"> <li><i>Double-Click</i> on the line that displays the <b>Student's</b> information</li> </ul>

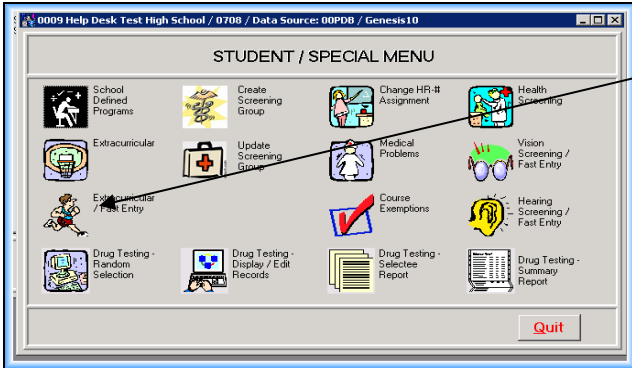

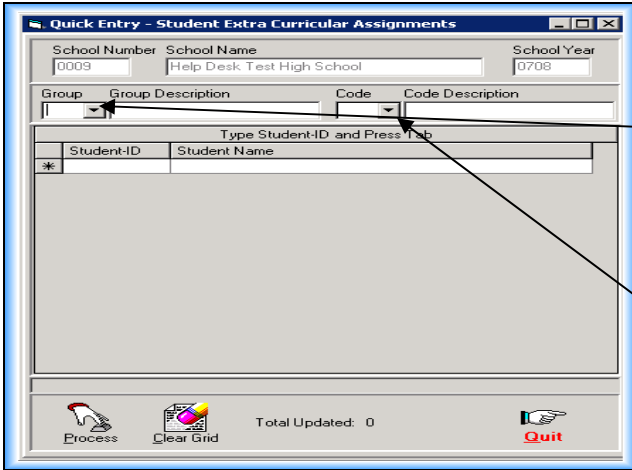
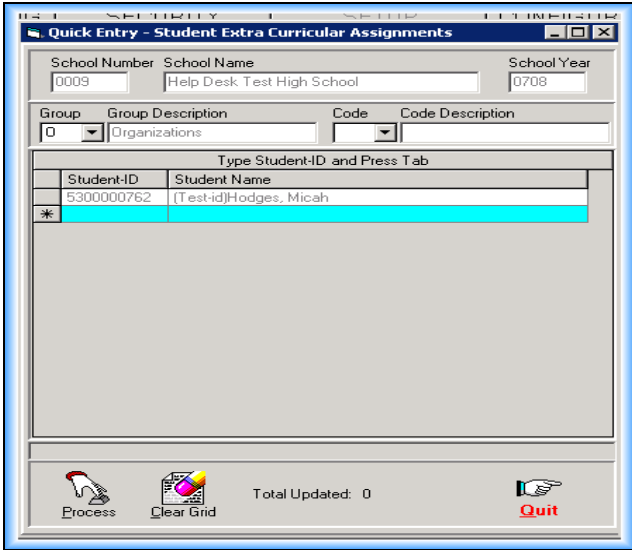
# Genesis Extracurricular Assignment

Steps	Screen Displayed	Procedures
6	 	<p><b><u>To Assign an Extracurricular Group:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Add New</b> icon</li> <li>• Click the <b>pull down</b> at the end of the <b>Group</b> field</li> <li>• Click the <b>Group/Description</b> to <b>Select</b></li> </ul>
7	 	<p><b><u>To Assign a Code:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>pull down</b> at the end of the <b>Code</b> field</li> <li>• Click the appropriate <b>Code /Description</b> to <b>Select</b></li> <li>• Click the <b>Update</b> icon to <b>Save</b></li> </ul> <p><b><u>To Add another Extracurricular Assignment to this student:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Add New</b> icon</li> <li>• <b>Repeat Steps 6 &amp; 7</b></li> </ul>

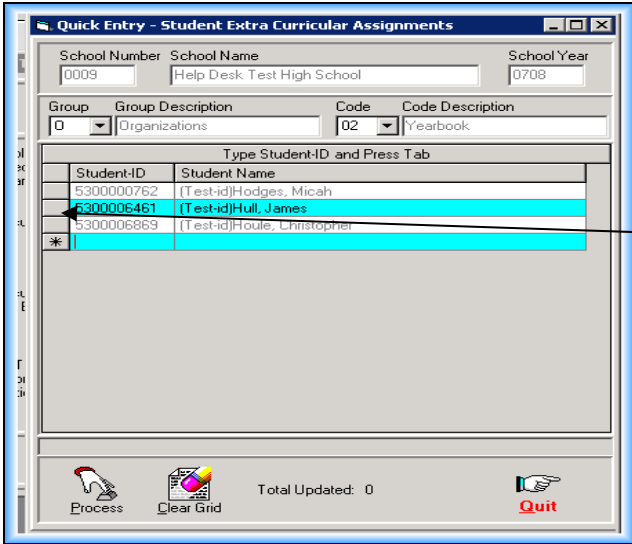
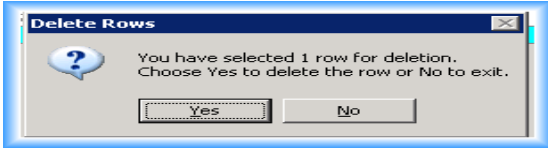
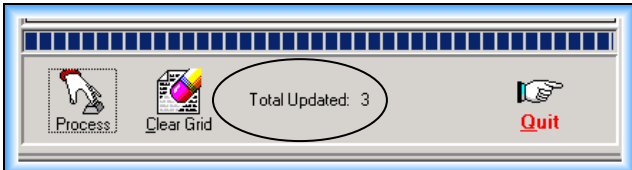
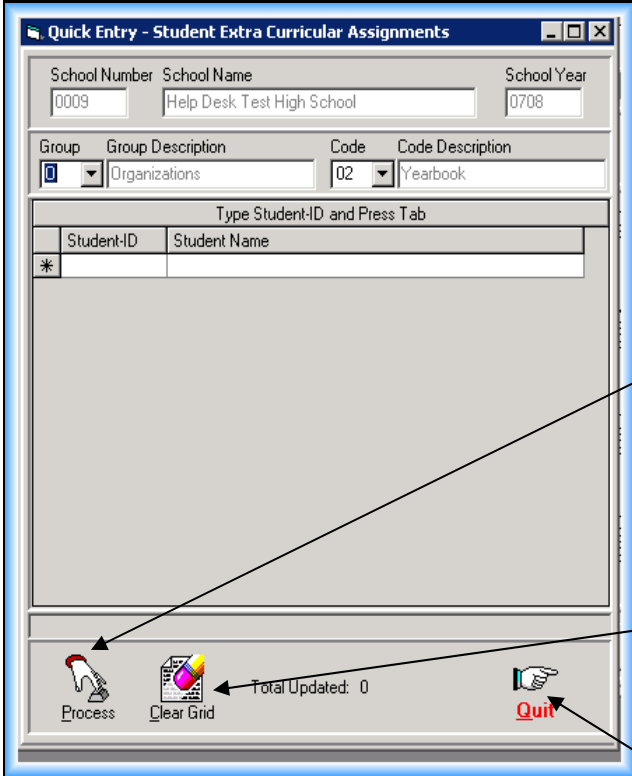
# Genesis Extracurricular Assignment

Steps	Screen Displayed	Procedures
8	  	<p>The <b>Extracurricular Assignments</b> that you have entered will be displayed in the center portion of the screen.</p> <p><b><u>To Add Extracurricular Assignments to another Student:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>New Student</b></li> <li>• Repeat Steps 3-7</li> </ul> <p><b><u>To Delete an Assignment for a Student:</u></b></p> <ul style="list-style-type: none"> <li>• Click the gray box in front of the <b>Group Assignment</b> letter and Press the <b>Delete</b> icon at the bottom of the screen</li> </ul> <p>A confirmation message will be displayed.</p> <ul style="list-style-type: none"> <li>• Click <b>“Yes”</b> to confirm this action. - Or -</li> <li>• Click <b>“No”</b> to return to the <b>Assignment</b> screen without saving your changes.</li> </ul> <p>If you select <b>“Yes”</b>, the message <b>“Record Has Been Deleted!”</b> will display.</p> <ul style="list-style-type: none"> <li>• Click <b>“OK”</b> to continue</li> </ul>
9		<p><b><u>To Assign a Group of students to an Extracurricular Group/Code:</u></b></p> <p>From the <b>Genesis School</b> screen:</p> <ul style="list-style-type: none"> <li>• Click the <b>Student Miscellaneous</b> icon</li> </ul>

# Genesis Extracurricular Assignment

Steps	Screen Displayed	Procedures
10		<p>Click the <b>Extracurricular/ Fast Entry</b> icon</p> 
11		<p><b><u>To Assign Multiple Students to a Group:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>pull down</b> at the end of the <b>Group</b> field, Click the description of the <b>Group</b> to <i>select</i></li> </ul> <p><b><u>To Assign a Code :</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>pull down</b> at the end of the <b>Code</b> field, Click on the description of the <b>Code</b> to <i>select</i></li> </ul>
12		<p><b><u>To Assign students to the selected Group and Code:</u></b></p> <ul style="list-style-type: none"> <li>Click in the <b>Student-ID</b> field</li> <li>Type the last <b>6 digits</b> of the <b>Student ID Number</b> (6 Digits are required)  Example: 5300000762</li> <li>Press <b>Tab</b></li> </ul>

# Genesis Extracurricular Assignment

Steps	Screen Displayed	Procedures
13	   	<p>Continue this process until you have entered all of the <b>Student ID numbers</b> for this Group.</p> <p><b><u>Before you update, if you need to delete a student's name from the list:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>gray box</b> in front of the <b>Student's -ID</b> number and <b>Press</b> the <b>Delete</b> key on your keyboard.</li> </ul> <p>You will receive a <b>Delete Rows</b> message box.</p> <p>If you choose to continue the deletion process:</p> <ul style="list-style-type: none"> <li>Click <b>"Yes"</b></li> </ul> <p><b>The record will be deleted.</b></p> <p>If you wish to <b>Cancel</b> this process:</p> <ul style="list-style-type: none"> <li>Click <b>"NO"</b></li> </ul> <p>You will be returned to the <b>Student Extra Curricular Assignments</b> screen with no changes to the data.</p> <ul style="list-style-type: none"> <li>Click the <b>Process</b> icon to update these records</li> </ul> <p>When the records have been updated, the <b>Total Records Updated</b> will be displayed beneath the <b>Progress Bar</b>.</p> <p><b><u>To Enter Students to Another Group:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Clear Grid</b> icon</li> <li>Repeat steps 11-13</li> </ul> <p><b><u>To Exit the screen:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Quit</b> icon</li> </ul>