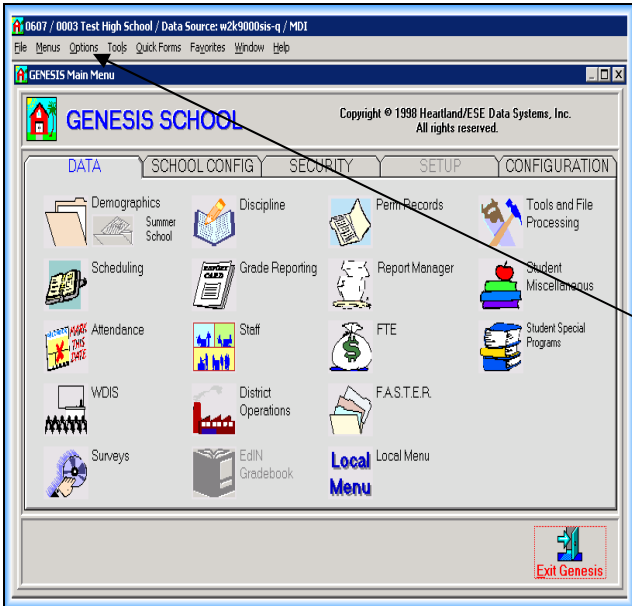
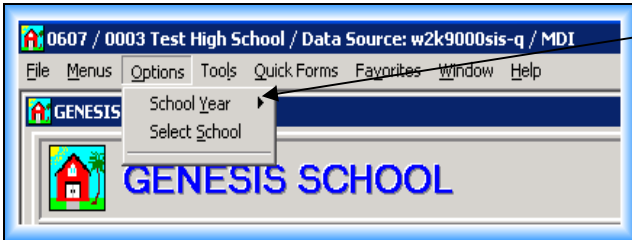
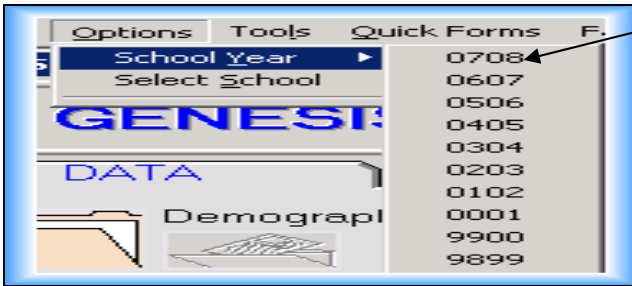
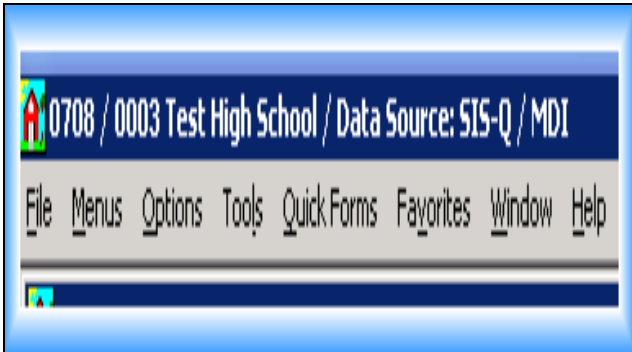
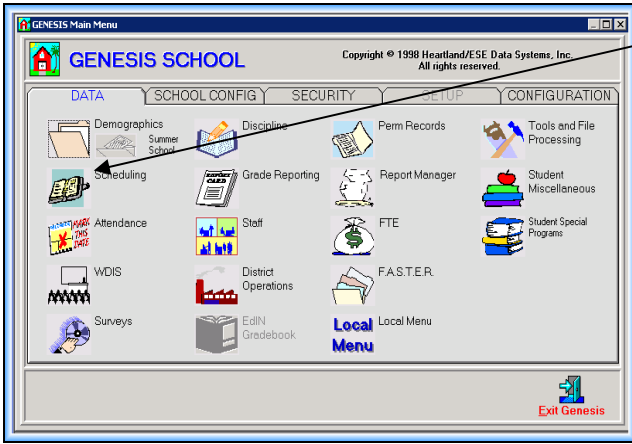
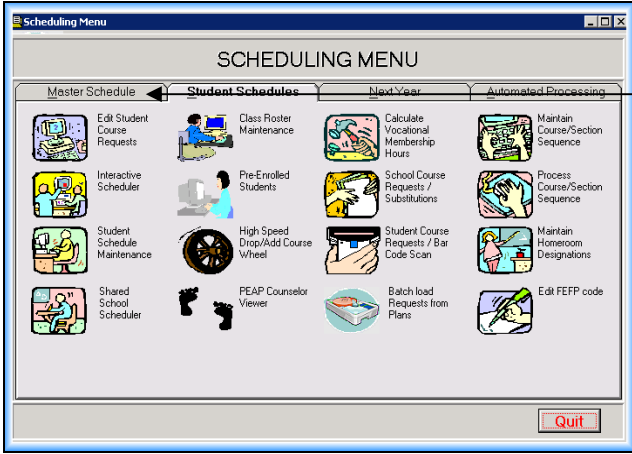
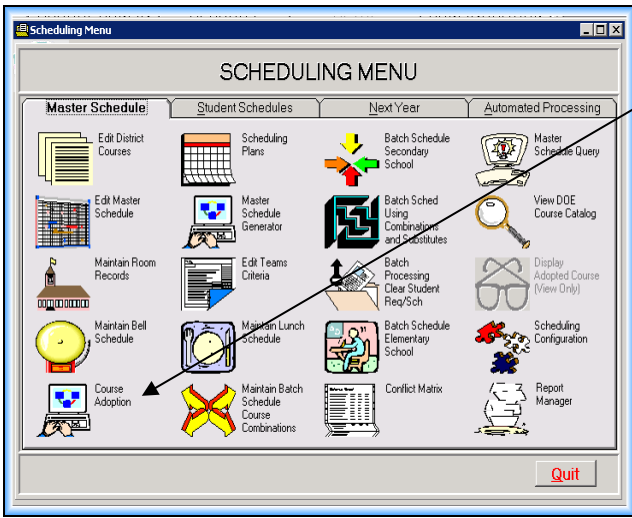


# Genesis Scheduling

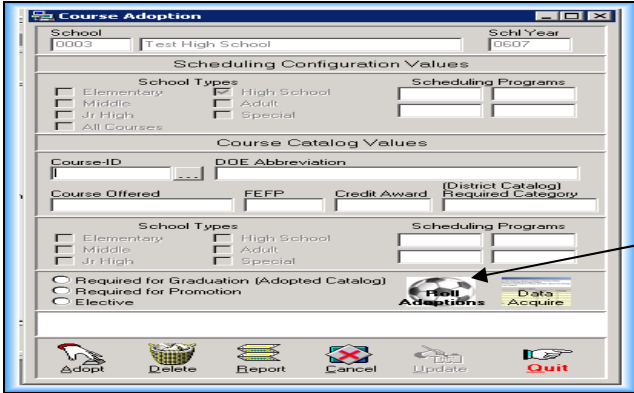

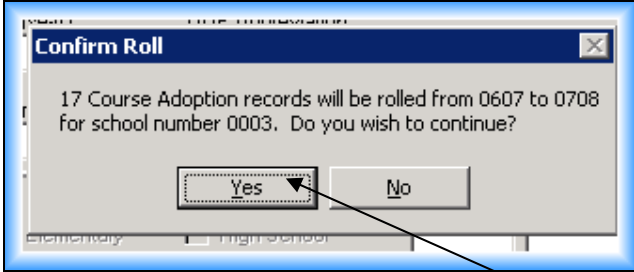
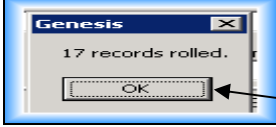
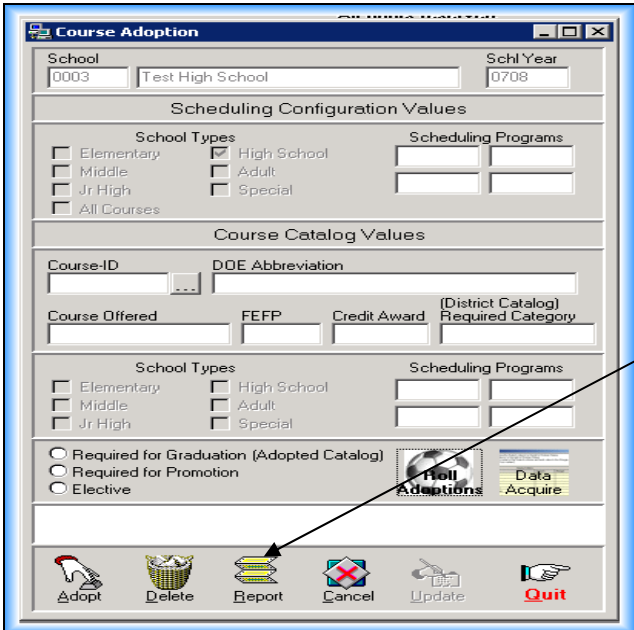
## Roll Current Year Adopted Courses to Next Year

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the Genesis School Menu is displayed.</p> <p><b><u>Important: You must log on to the Next School year before beginning this process.</u></b></p> <p><b><u>To Log on to the Next School Year:</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Options</b> at the top of the Genesis School menu</li> </ul>
2	  	<ul style="list-style-type: none"> <li>Click the arrow at the end of <b>School Year</b></li> <li>Click the <b>Next School</b> year from the pull down to select</li> </ul> <p>The School Year you selected will display in the dark blue line at the top left area of the screen.</p>

## Genesis Scheduling Roll Current Year Adopted Courses to Next Year

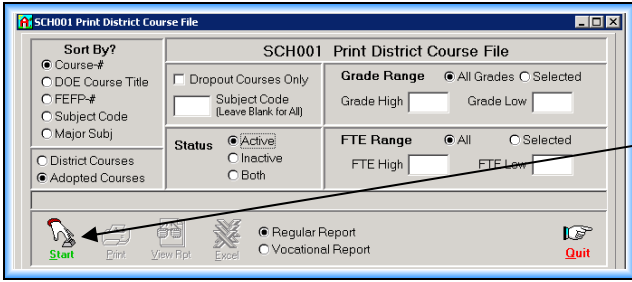
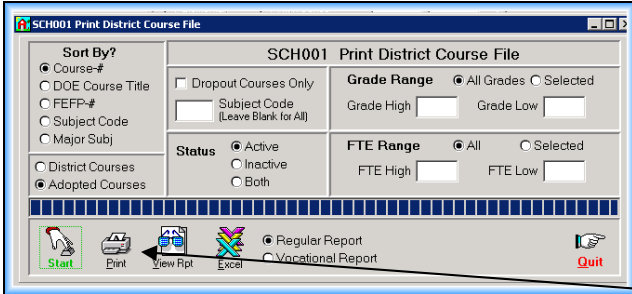
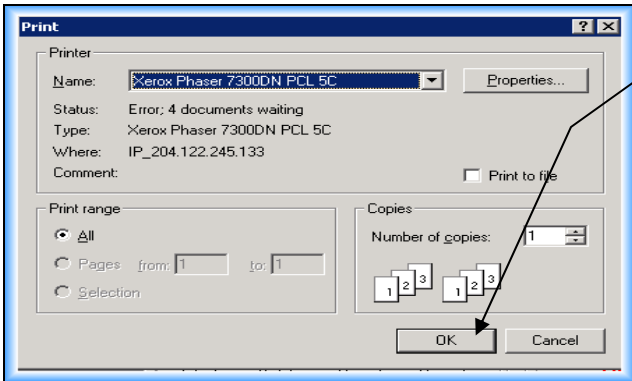
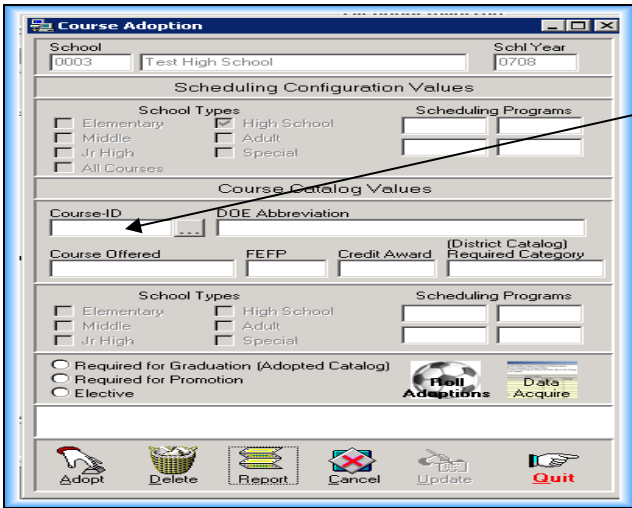
Steps	Screen Displayed	Procedures
3		<p>Click the <b>Scheduling</b> icon</p>
4		<p>The <b>Scheduling Menu</b> is displayed</p> <p>Select the <b>Master Schedule</b> tab</p>
5		<p>Click the <b>Course Adoption</b> icon</p>

## Genesis Scheduling Roll Current Year Adopted Courses to Next Year

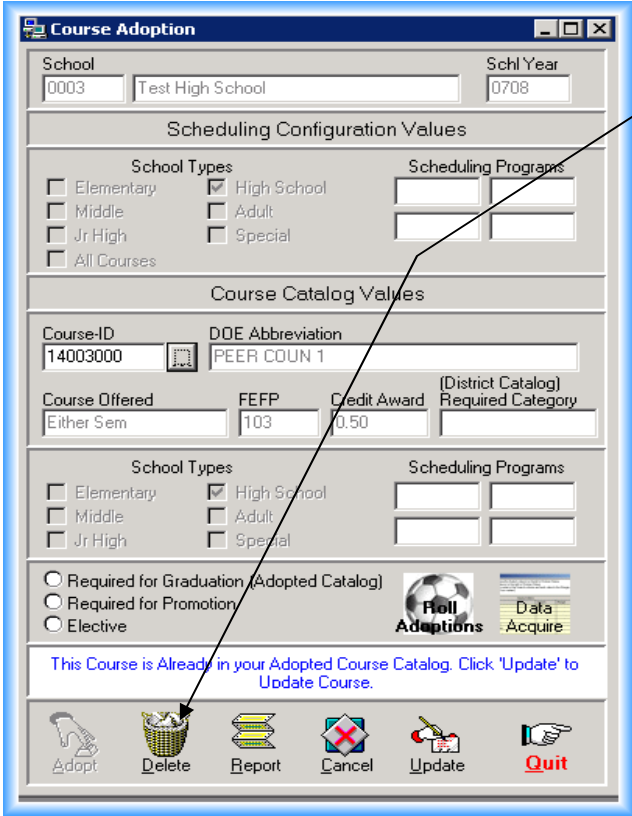
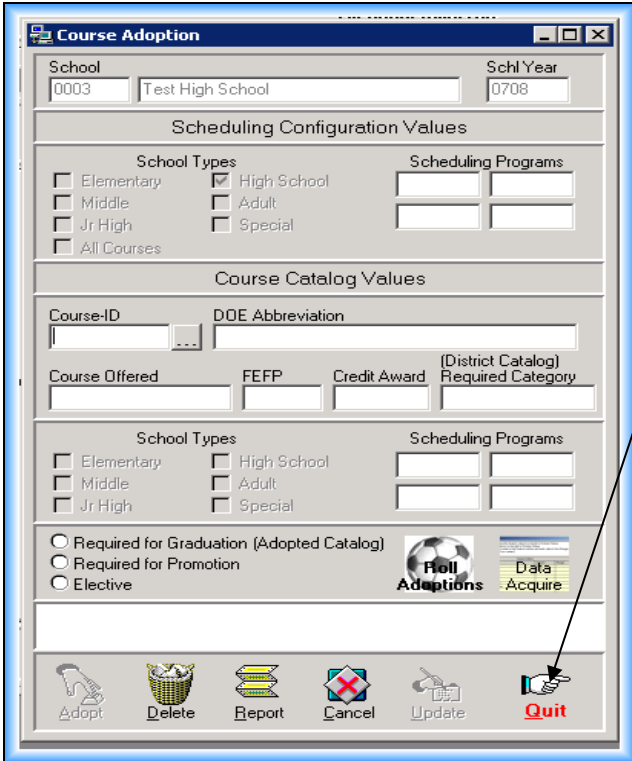
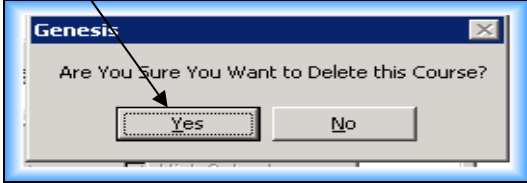

Steps	Screen Displayed	Procedures
6		<p>The <b>Course Adoption</b> screen is displayed.</p> <p><b><u>To Roll Current Year Adopted Courses to Next Year:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Roll Adoptions</b> icon</li> </ul> 
7	 	<p>A message box will display with the number of <b>Course Adoption</b> records that will be rolled from Current Year to Next Year.</p> <p><b><u>This process will roll all currently adopted courses except for those courses that are not valid for Next Year.</u></b></p> <ul style="list-style-type: none"> <li>Click “<b>Yes</b>” to continue</li> <li>Click “<b>OK</b>”</li> </ul>
8		<p>After you have Rolled the Adopted Courses, it is suggested that you print a list of courses and check for courses you do not plan to offer in Next Year.</p> <p><b><u>To Print a List of Courses that have been rolled:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Report</b> icon</li> </ul>

## Genesis Scheduling

### Roll Current Year Adopted Courses to Next Year

Steps	Screen Displayed	Procedures
9	 	<p><b>SCH001 Print District Course File</b> is displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Start</b> icon to process the report</li> </ul> <p>When the process bar is completely displayed, you can <b>Print the Report</b>, <b>View the Report</b> or <b>Export the Data</b> to an excel spreadsheet.</p> <p><b>To Print the Report:</b></p> <ul style="list-style-type: none"> <li>Click the <b>Print</b> icon</li> </ul>
10		<ul style="list-style-type: none"> <li>Click <b>OK</b> to print</li> </ul> <p>Use your printed report to review the list of Adopted Courses and delete any course that will not be offered at your school in the Next School Year.</p>
11		<p><b>To Delete a course:</b></p> <ul style="list-style-type: none"> <li>Type the <b>8-digit course number</b> in the <b>Course ID</b> field</li> <li>Press <b>Enter</b> or Press the <b>tab</b> key</li> </ul> <p>The course information will be displayed.</p>

## Genesis Scheduling Roll Current Year Adopted Courses to Next Year

Steps	Screen Displayed	Procedures
12	 	<p>Click the <b>Delete</b> icon</p> <p>A message box will be displayed to confirm the action.</p> <p>Click <b>“YES”</b> to delete</p>  <p>Click <b>“OK”</b> to complete the process</p>  <p><b><u>To Exit the Course Adoption screen:</u></b></p> <p>Click the <b>Quit</b> icon</p> <p><b>Please call Cathy Hester at 534-0701/51499 or email with any questions or concerns.</b></p>