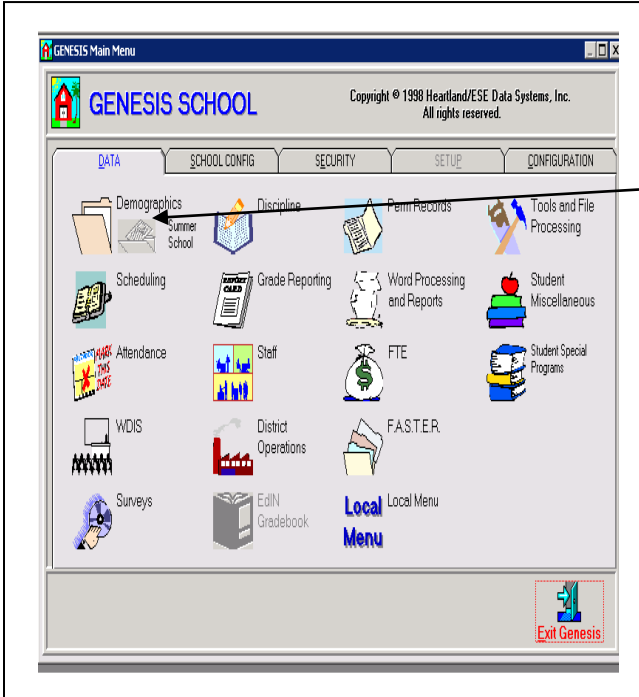
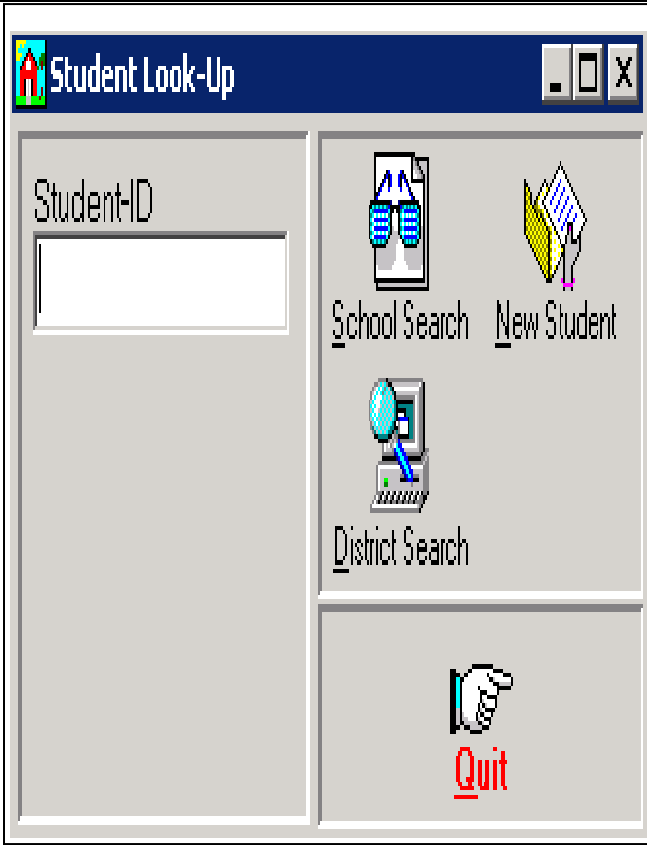
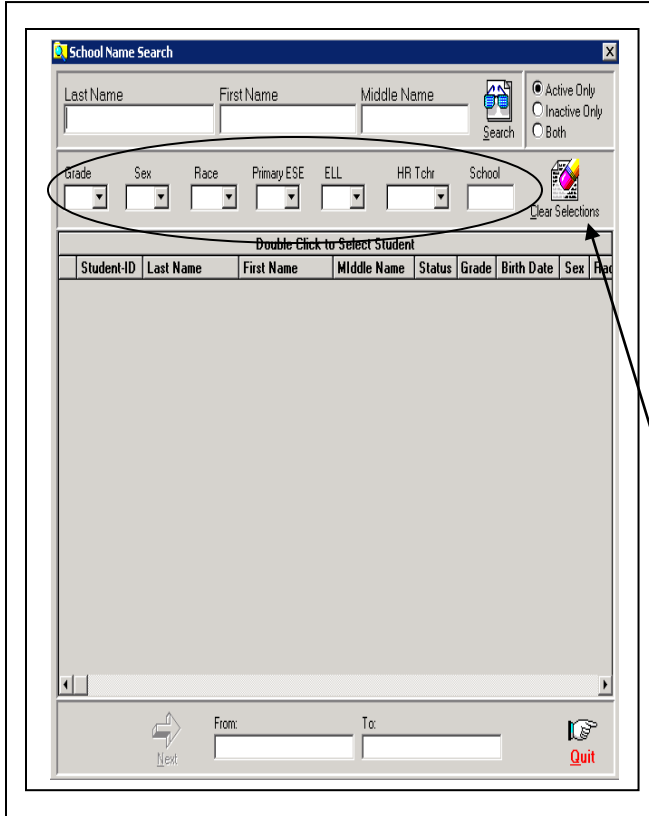
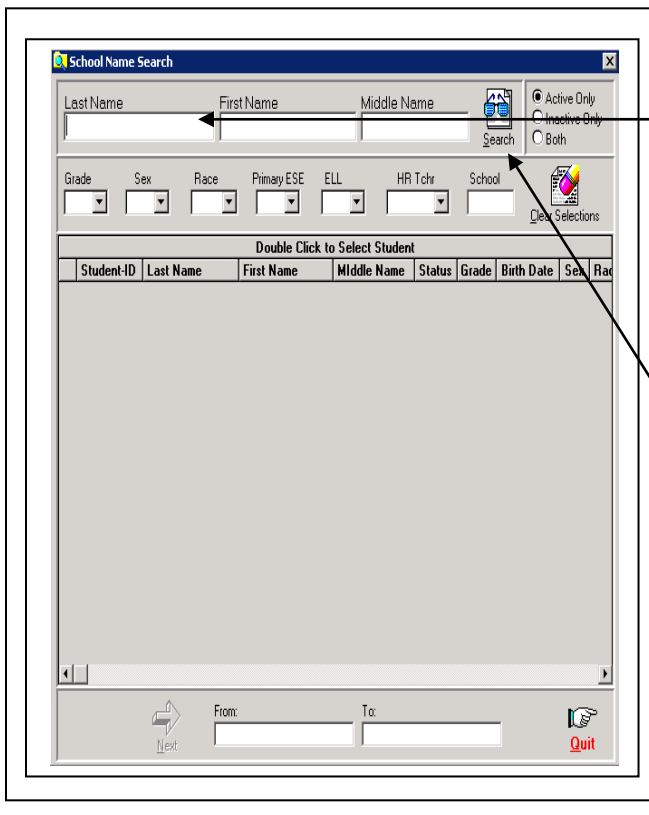


Genesis Demographics

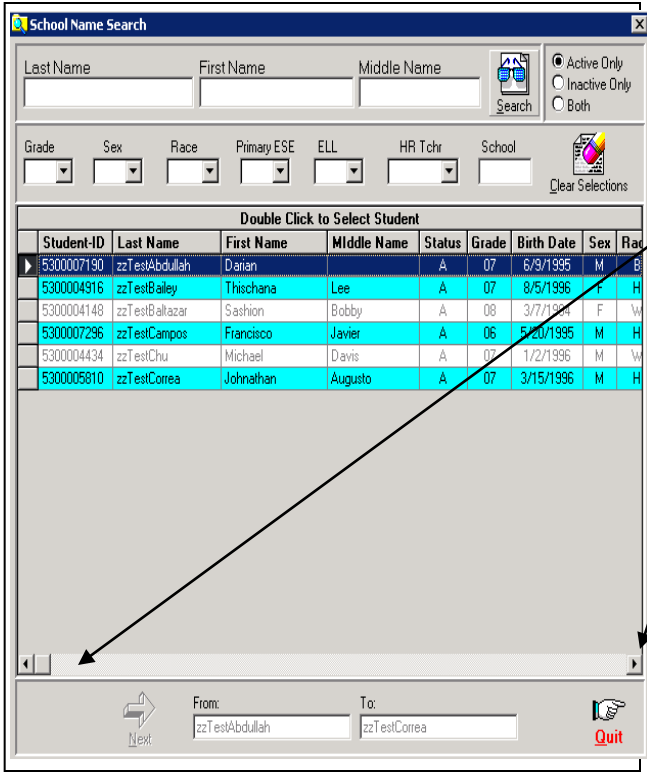
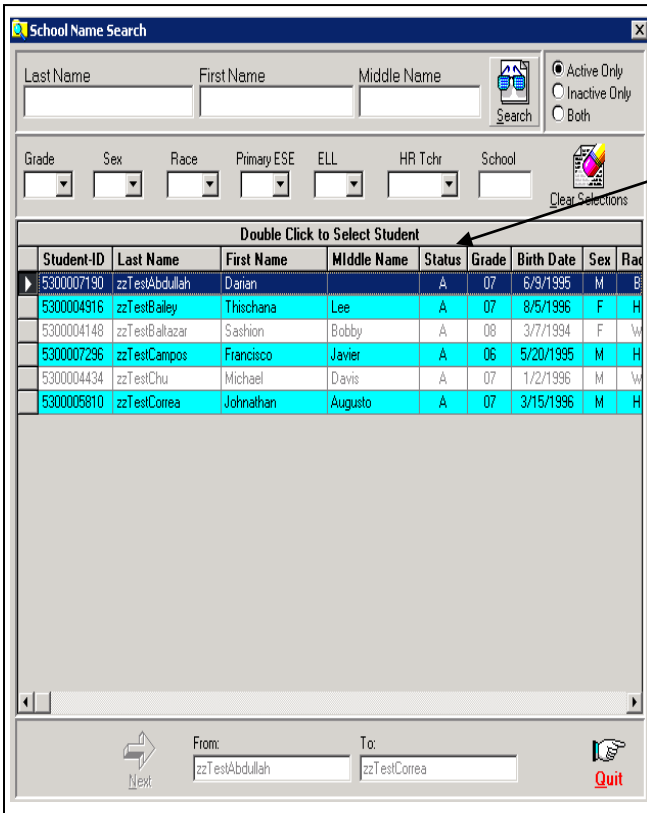
School Search - Look Up Active/Inactive Students

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the Genesis School Menu is displayed.</p> <p style="text-align: right;">Click the Demographics icon</p>
2		<p>The Student Look-Up screen is displayed.</p> <p>Active/inactive students at your school can be accessed directly by entering one of the following:</p> <ul style="list-style-type: none"> • Student ID Number • Florida ID Number • Social Security Number <p>There are two types of searches:</p> <ul style="list-style-type: none"> • School Search is used to search only your specific school. • District Search is used to search all students ever enrolled in the district. <p>This document will be for School Search. District Search is covered in another document.</p> <ul style="list-style-type: none"> • Click the School Search icon

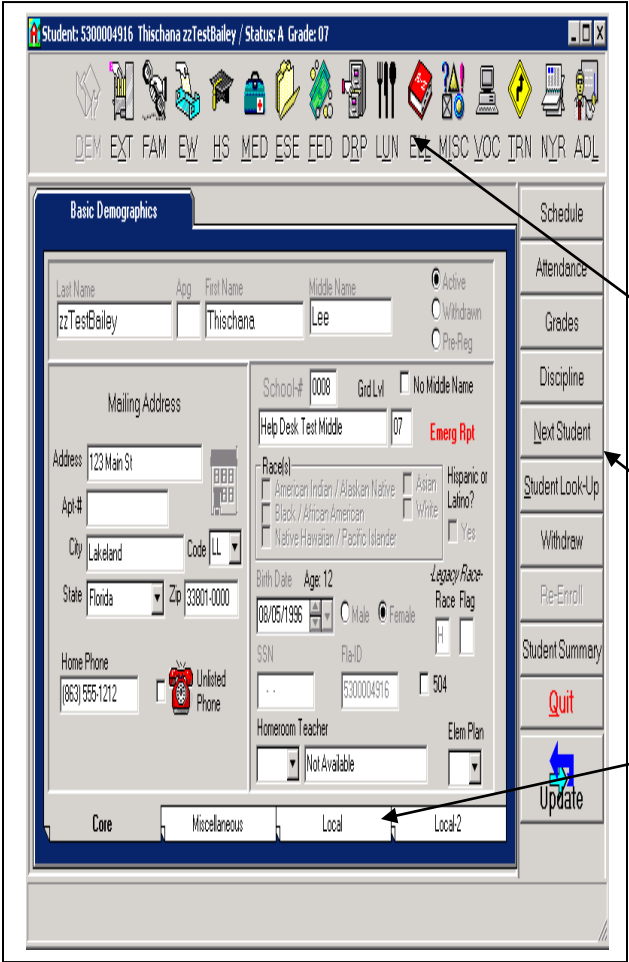
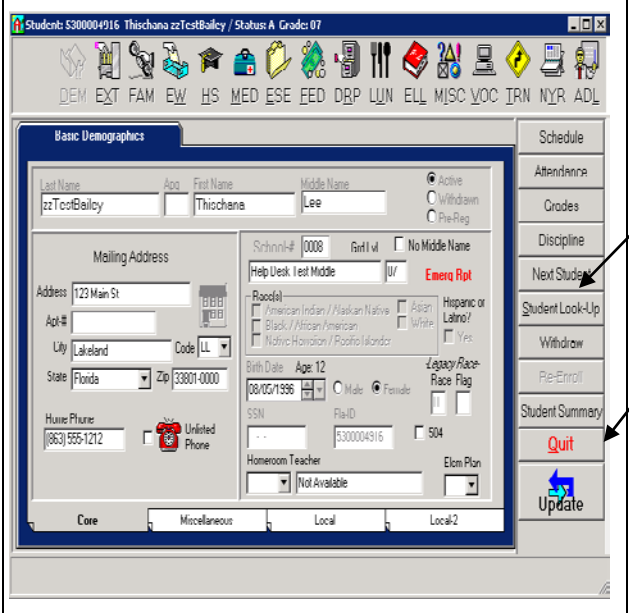
Genesis Demographics School Search - Look Up Active/Inactive Students

Steps	Screen Displayed	Procedures
3		<p>The School Search screen is displayed.</p> <p>School Search Options:</p> <ul style="list-style-type: none"> • Last Name, First Name • Active Only, Inactive Only, Both • Grade • Sex • Race • Primary ESE • LEP • HR Teacher <p>School searches can be done using a single option or combinations of options. Active Only option defaults change this option to Inactive or Both when appropriate.</p> <ul style="list-style-type: none"> • Click on Clear Selections whenever a new search with different options is needed.
4		<p>Search By Student's Last Name, First Name:</p> <ul style="list-style-type: none"> • Click in Last Name box • Type Last Name • Press Tab • Type First Name or portion of First Name • Click the Search icon

Genesis Demographics School Search - Look Up Active/Inactive Students

Steps	Screen Displayed	
5		<p>The School Search screen displays a list of student names, beginning with the Last Name, First Name in the order searched.</p> <ul style="list-style-type: none"> • To view additional data for displayed students, use the scroll bar at the bottom to <i>scroll left</i> and right. • To view additional students, use the scroll bar on the right, to <i>scroll up</i> and down. • Up to fifty (50) student names will display at one time, use the Next button to view any additional names.
6		<p><u>Active/Inactive Students:</u></p> <ul style="list-style-type: none"> • Active Students (Status A) - <i>Double click</i> on the row of the student you want to display or to perform an additional function. • Inactive Students (Status W) - <i>Double click</i> on the row of the student you want to display, student must be enrolled to perform any additional functions.

Genesis Demographics School Search - Look Up Active/Inactive Students

Steps	Screen Displayed	
7		<p>The Basic Demographics screen is displayed when a student is accessed using the School Search.</p> <p>Additional information may be viewed on the displayed student by clicking on appropriate icons, buttons or pages:</p> <p>Examples:</p> <p>Icons LEP ESE MED</p> <p>Buttons Schedule Discipline Withdraw</p> <p>Pages Core Miscellaneous Local</p>
8		<p><u>To Return to the Student Look-Up:</u></p> <p>Click the Student Look-Up button</p> <p>Or</p> <p>Click the Quit button</p>