
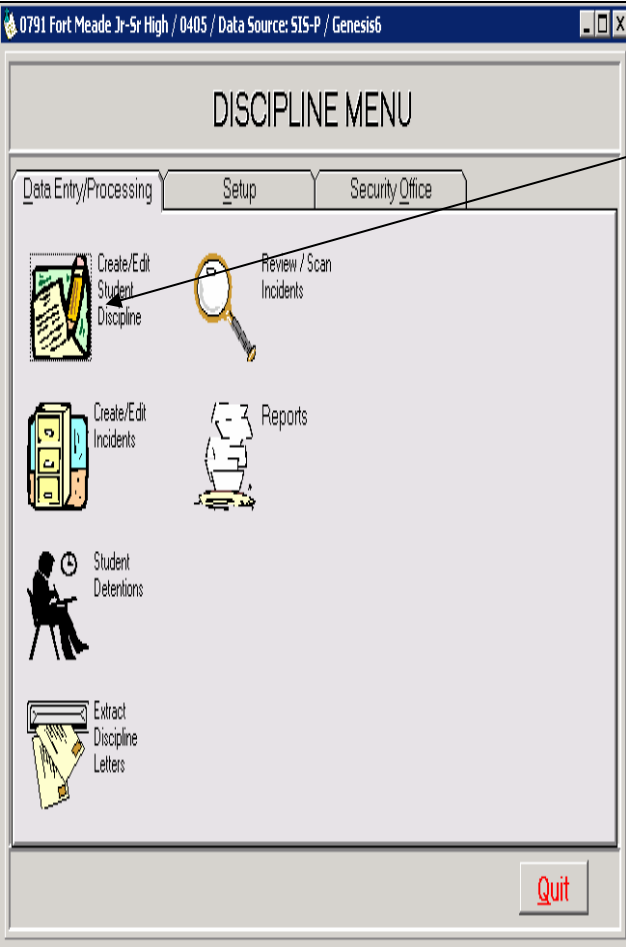
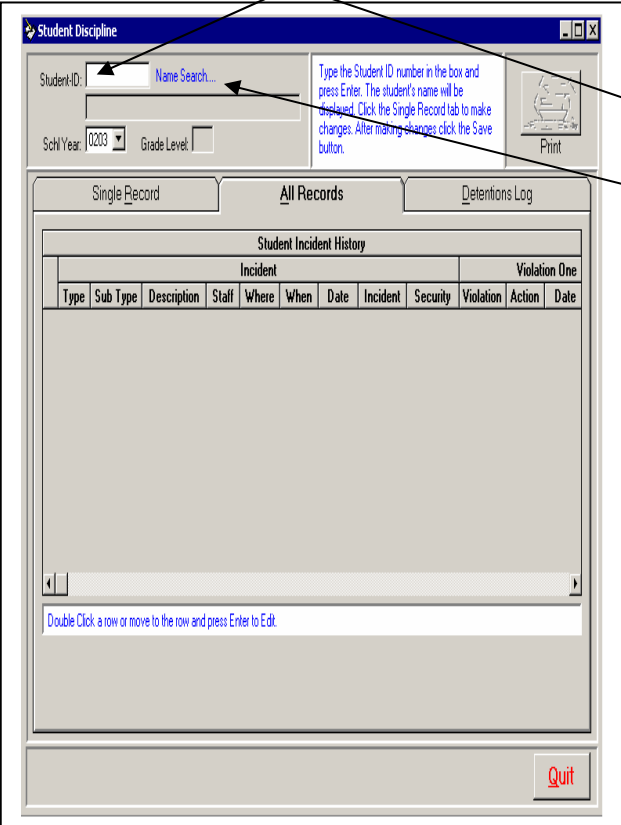

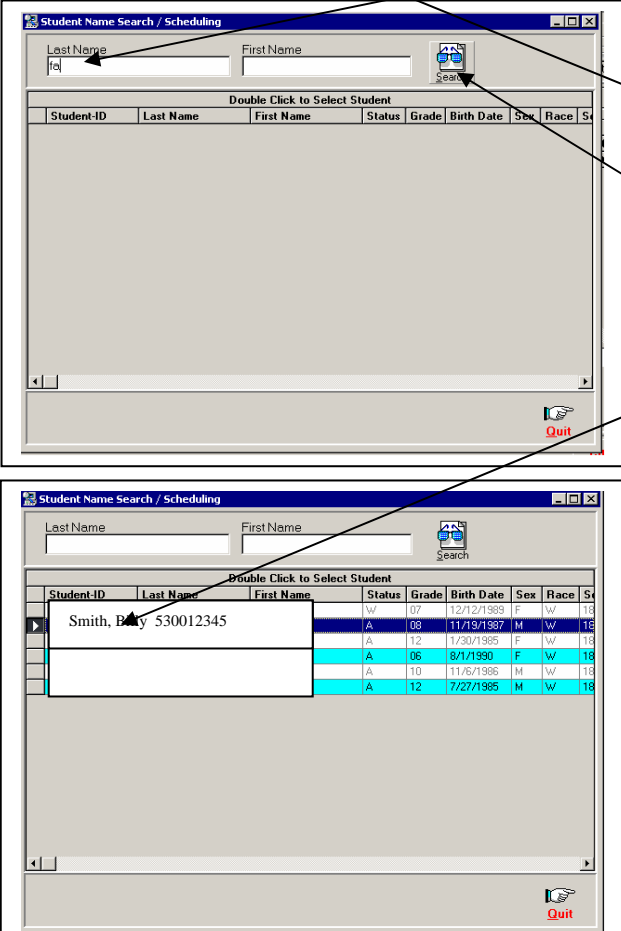




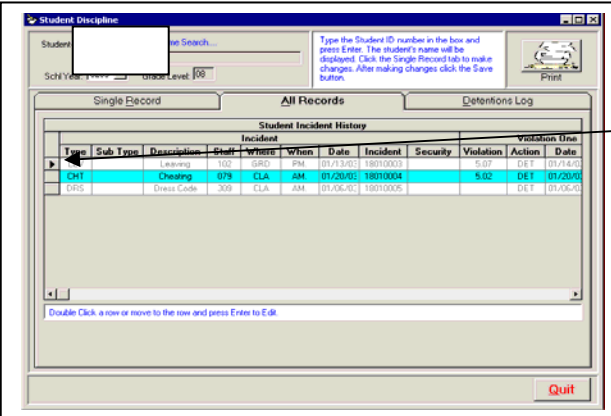
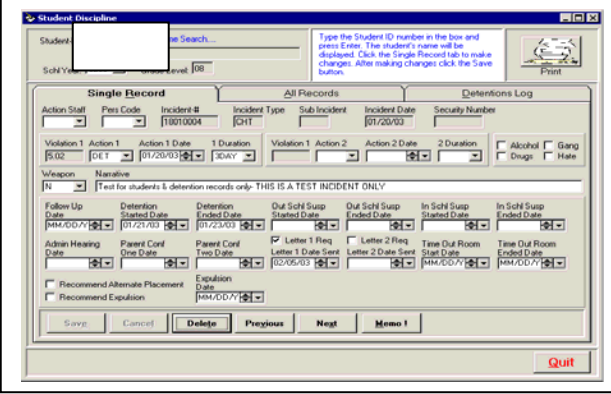

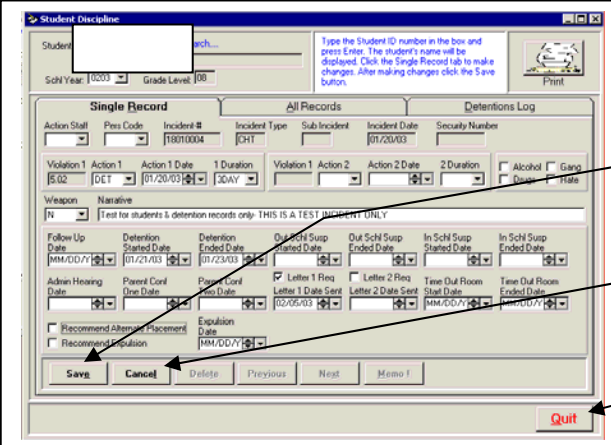

Genesis Edit Student Discipline

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the system will come up to the Genesis Main Menu screen.</p> <p>Click the Discipline icon</p>
2		<p>The Discipline Menu screen is displayed.</p> <p>Click the Edit Student Discipline icon</p>

Genesis Edit Student Discipline

Steps	Screen Displayed	Procedures
3		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Student Discipline </div> <ul style="list-style-type: none"> • Type Student ID if known -or - • Click Name Search
4		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Student Name Search / Scheduling </div> <ul style="list-style-type: none"> • Type Last Name or part of the Last Name • Click Search icon  - or - • Press Enter • <i>Double click</i> the row with the Student ID of student you desire to edit Discipline record -or- • Click the row to highlight it • Press Enter

Genesis Edit Student Discipline

Steps	Screen Displayed	Procedures
<p>5</p>	 	 <ul style="list-style-type: none"> • Double click the row with the desired incident -or- • Go to the row and <i>press Enter</i> <p>Make any required changes and additions to each incident. You can use the <i>Previous</i> and <i>Next</i> icons to scroll through this students discipline records.</p>
<p>6</p>		 <ul style="list-style-type: none"> • Click the Save icon after editing the record to save changes -or- • Click Cancel to leave the record with out saving change • Click Quit to return to the Discipline menu