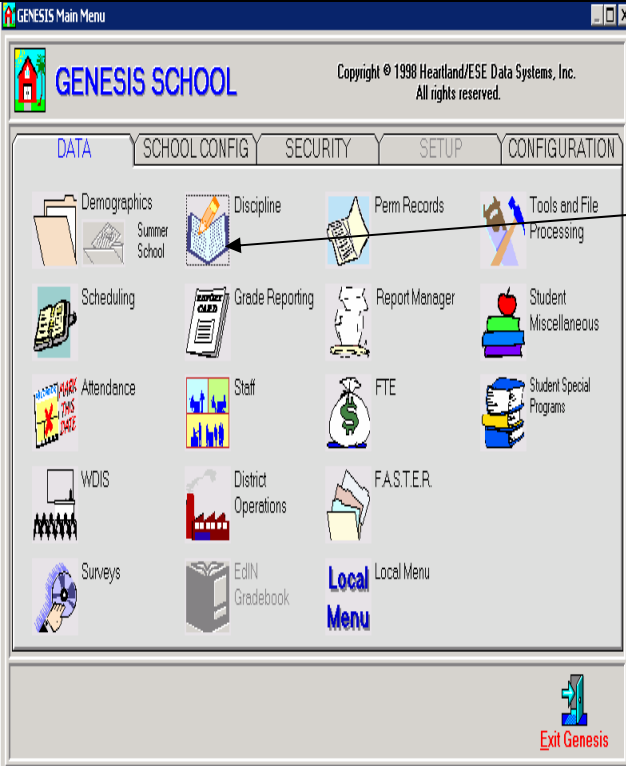
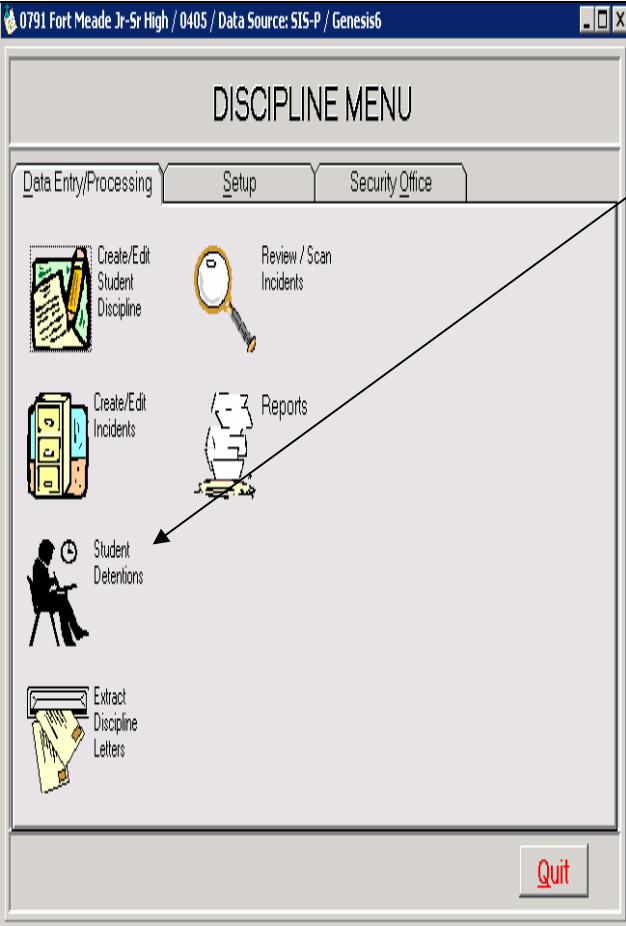
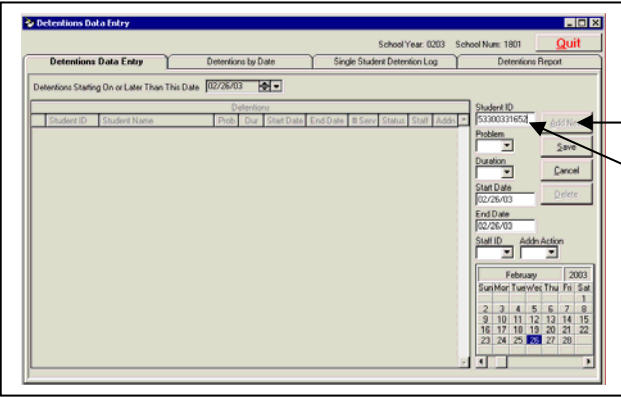
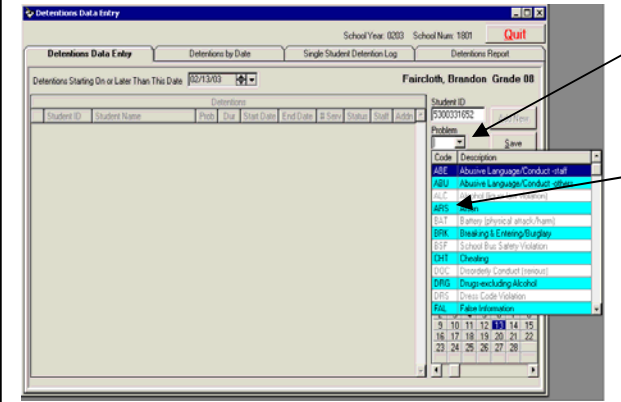
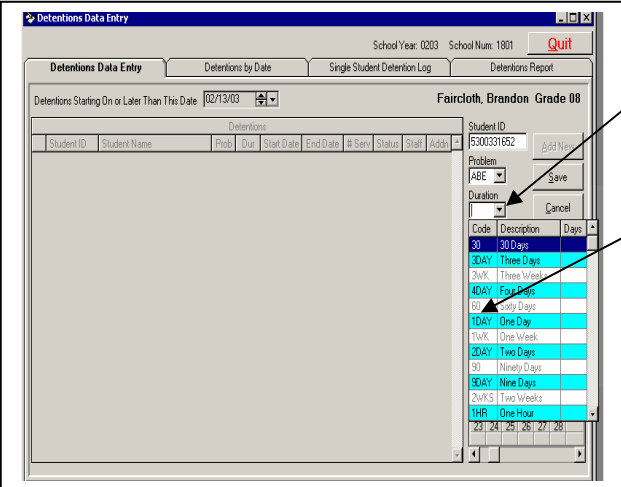
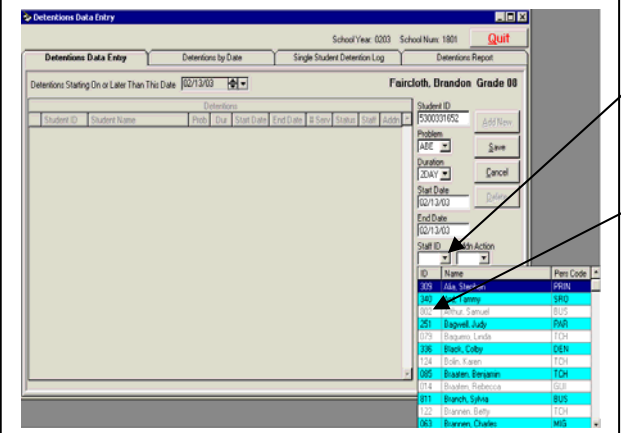


Genesis- Student Detentions

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 Student Detentions icon</p>

Genesis- Student Detentions

Steps	Screen Displayed	Procedures
3	 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> ➤ Detentions Data Entry </div> <ul style="list-style-type: none"> • Click Add New button • Type Student ID and press Enter • Click the drop down arrow for Problem code and select the appropriate 3 character code <li style="text-align: center;">-or- • Type the appropriate 3 character Problem code
4	 	<ul style="list-style-type: none"> • Click the drop down arrow for Duration code and select the appropriate code <li style="text-align: center;">-or- • Type the appropriate Duration code • Click the drop down arrow for Staff ID and select the appropriate 3 character code <li style="text-align: center;">-or- • Type the appropriate 3 character Problem code

Genesis- Student Detentions

Steps	Screen Displayed	Procedures
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5

Detentions Data Entry

Type the appropriate **Staff ID** code (see if this is the person assigning discipline or person that reported incident)

Click the **Save** button to save the **Detention** record

Click the **Delete** button to remove the selected record, detention records cannot be edited, you must delete and reenter edit

6

Detentions by Date

- Click the single drop down arrow to bring up the calendar and select date

You must select the date using the drop down box or the up and down arrows.

Single Student Detention Log

- Type **Student ID** (the student detention records will come up after you enter the Student ID and press **Enter**)
- Select **Sort By** criteria
- Click **Print** button

Genesis- Student Detentions

Steps	Screen Displayed	Procedures
7		<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0; text-align: center; margin-bottom: 10px;"> <h2 style="margin: 0;">Detentions Report</h2> </div> <ul style="list-style-type: none"> Select the criteria for your report Click Select Reports button Click Print Report to print a hardcopy