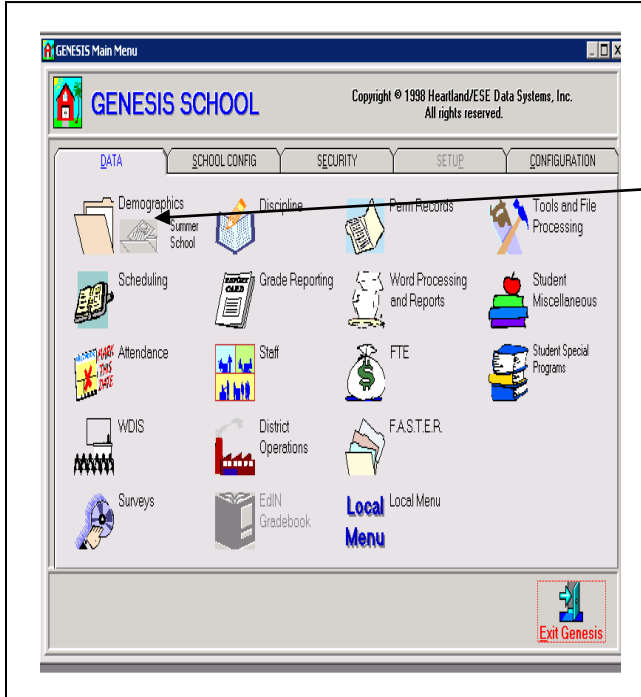
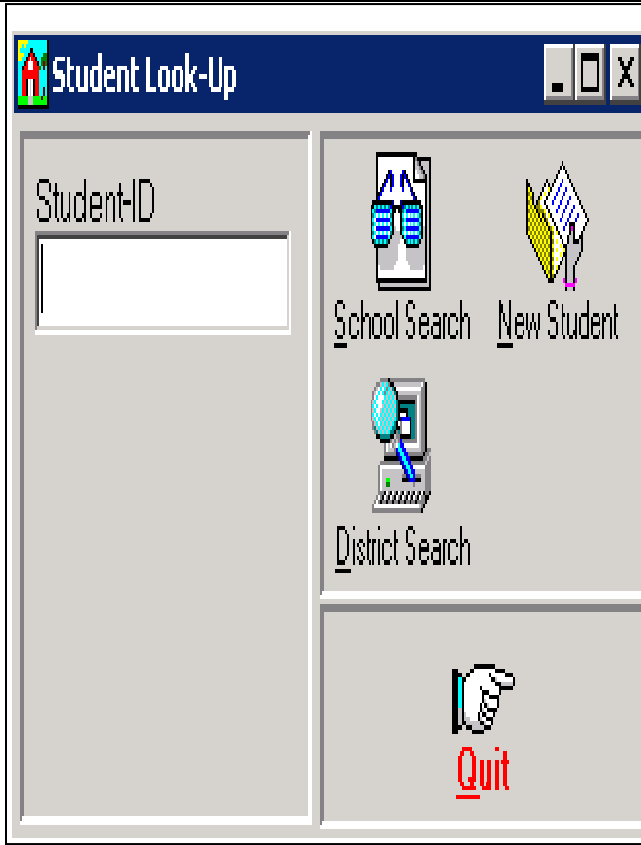
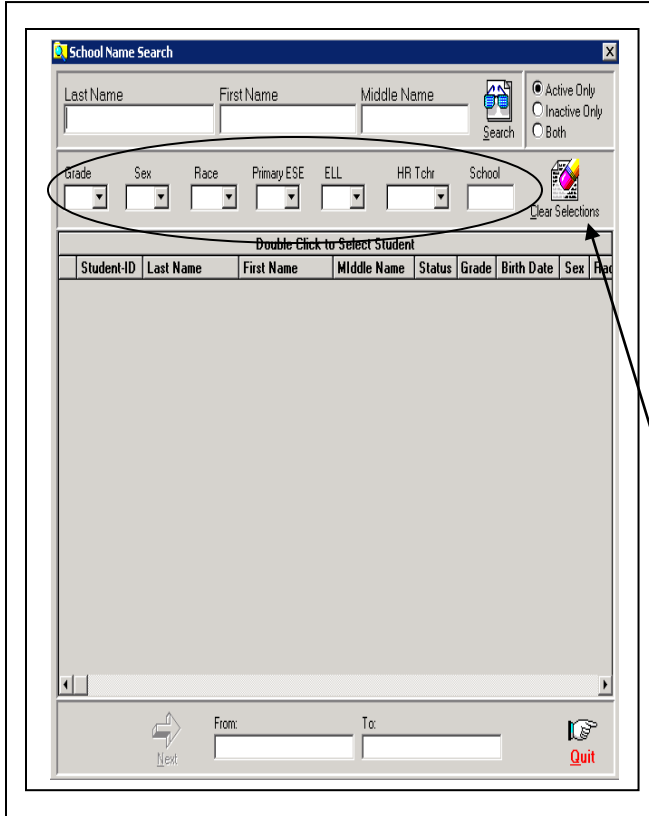
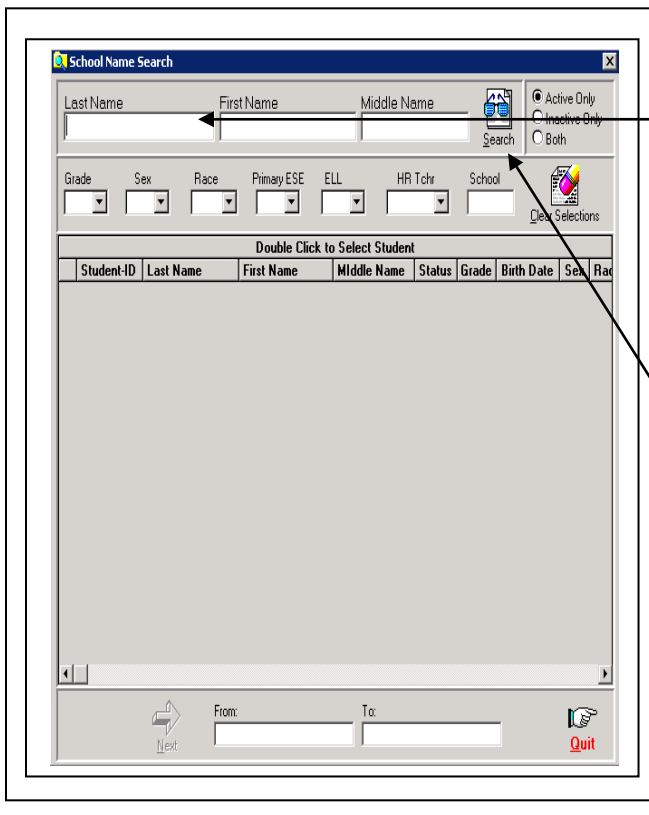


# Genesis Demographics

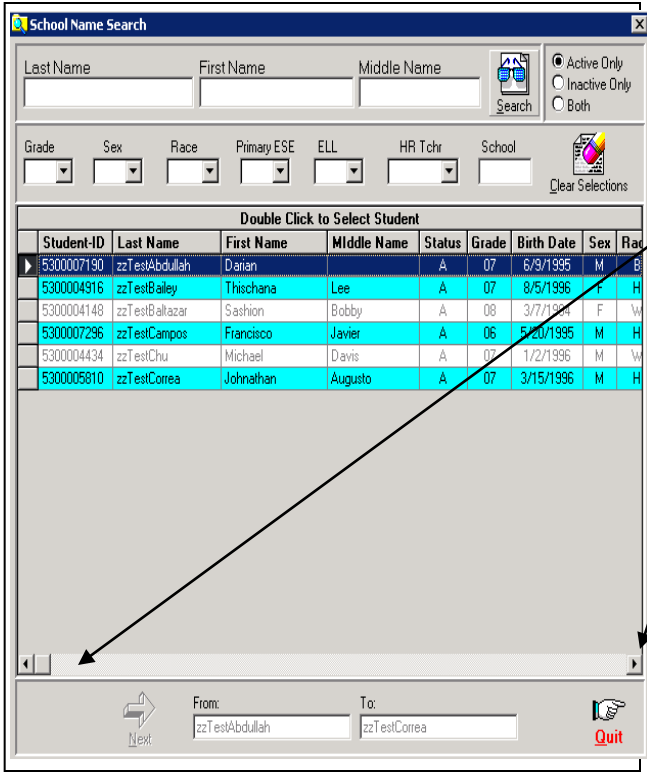
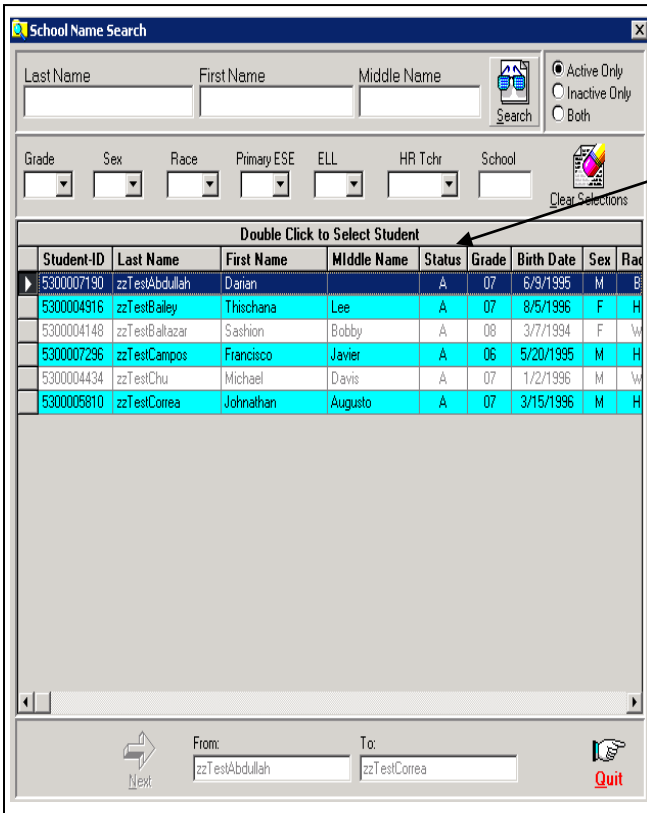
## School Search - Look Up Active/Inactive Students

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

## Genesis Demographics School Search - Look Up Active/Inactive Students

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

## Genesis Demographics School Search - Look Up Active/Inactive Students

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

## Genesis Demographics School Search - Look Up Active/Inactive Students

Steps	Screen Displayed	
7		<p>The <b>Basic Demographics</b> screen is displayed when a student is accessed using the School Search.</p> <p><b>Additional information may be viewed on the displayed student by clicking on appropriate icons, buttons or pages:</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li><b>Icons</b> <ul style="list-style-type: none"> <li>LEP</li> <li>ESE</li> <li>MED</li> </ul> </li> <li><b>Buttons</b> <ul style="list-style-type: none"> <li>Schedule</li> <li>Discipline</li> <li>Withdraw</li> </ul> </li> <li><b>Pages</b> <ul style="list-style-type: none"> <li>Core</li> <li>Miscellaneous</li> <li>Local</li> </ul> </li> </ul>
8		<p><b><u>To Return to the Student Look-Up:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Student Look-Up</b> button</li> <li>Or</li> <li>Click the <b>Quit</b> button</li> </ul>