

Genesis Grades Display/Edit Student Grades

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> ■ Click on the 'Grade Reporting' Icon
2		<ul style="list-style-type: none"> ■ Click on the 'Student Grades' tab ■ Click on 'Display/Edit Student's Grade Record'

Genesis Grades Display/Edit Student Grades

Steps	Screen Displayed	Procedures
3		<p style="text-align: center;">Enter in the 'Student ID #'</p> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ▪ Click 'Find Student' to search for their ID Number.

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Grades / Credits

Show What Schedule Status? Grade Processing Type: High School

Selected Grading Period: Course/Terms: Regular School Year

Grade Level: 09 To 12 Grade Code Set: 00

Student Grades																				
Course				Semester One Grades					Credit	Semester Two Grades					Credit	Final	Sched			
Course	Sect	School	T	GP1	GP2	Exam	Sem	Credit	Final	Denial	GP3	GP4	Exam	Sem	Credit	Final	Denial	Grade	Status	
21063100	04	0791	1																15	
10063100	03	0791	3	Grade															35	
85063300	01	0791	3	00															35	
20033900	01	0791	3	01															35	
07083500	02	0791	3	02															35	
10014100	01	0791	3	03															35	
13083300	01	0791	3	04															35	
				05																
				06																
				07																

Course ID	Course Title	Teacher Name	Offered	Info
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Grades/Credits tab

- This screen displays all grading periods. It allows you edit grades viewing all grading periods.

- Here is a list of the Courses, Sections, School, and Term.

- To edit a grade, Click on the grading period and the course. This will give you a drop box. Then you can choose the grade from the drop down.

- This method is to be used for the rest of the Columns. (Exam, Sem., etc.)

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Single Grading Period

Select One Grading Period

.....Semester 1..... Semester 2.....

Gp-1 Gp-2 Gp-3 Gp-4

Show What Schedule Status?

Show What Course/Terms?

Grade Processing Type

Grade Level To Grade Code Set

Course							Grades		Absences			Tardies			Schedule
Course ID	Section	School	Term	Period	Teacher	Grade-GP1	SEM1 (4x4)	Total	Exc	Urx	Total	Exc	Urx	Status	
21063100	04	0791	1	01	005									1S	
10063100	03	0791	3	02	114	Grade								3S	
85063300	01	0791	3	03	124	00								3S	
20033900	01	0791	3	04	125	01								3S	
07083500	02	0791	3	05	145	02								3S	
10014100	01	0791	3	06	076	03								3S	
13033200	01	0791	3	07	020	04								3S	

Course ID	Course Title	Teacher Name	Offered	Info
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Single Grading Period tab

- This screen displays one grading period at a time.
- Click which grading period you want to view.
- Here is a list of the Courses, Sections, School, Term, Period, and Teacher.
- To edit a grade, Click on the grading period and the course. This will give you a drop box. Then you can choose the grade from the drop down.
- This method is to be used for the rest of the Columns. (Absences, Tardies, etc.)

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Comment Codes

Schedule Status	<input type="text" value="Scheduled Courses"/>	Grade Processing Type	<input type="text" value="High School"/>
Selected Grading Period	<input type="text" value="1"/>	Course/Terms	<input type="text" value="Regular School Year"/>
		Grade Level	<input type="text" value="09"/> To <input type="text" value="12"/> Grade Code Set <input type="text" value="00"/>

Course				Comment Codes					
Course ID	Section	Term		1	2	3	4	5	6
21063100	04	1							
10063100	03	3							
85063300	01	3			01	Work Below Grade/Ability Level			
20033900	01	3			02	Good Effort			
07083500	02	3			03	Work Has Improved			
0014100	01	3			04	Good Class Participation/Attitud			
13033300	01	3			05	Outstanding Work			
					06	Teacher/Parent/Counselor			
					07	Please Contact Teacher			
					08	Does Not Follow Instructions			

Course ID	Course Title	Teacher Name	Offered	Info
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Comment Codes tab

- This screen displays the comment codes for each course.
- Here is a list of the Courses, Sections, and Term.
- Clicking the Comment boxes, will bring up a drop down with a list of all the Comment Codes and Descriptions.
- Columns 1 & 2 are the columns that will be available to input comments.

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Daily / Attendance

	Semester 1		Semester 2		Year to Date
	Grading Period 1	Grading Period 2	Grading Period 3	Grading Period 4	
Days Present	<input type="text" value="11"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Days Absent Excused	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Absent Unexcused	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Absent Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Tardy Excused	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Tardy Unexcused	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Tardy Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Daily/Attendance tab

- This screen allows displays the Attendance of the child by Semester.
- Type in the Absents and Tardies.
- Click 'Save'