

Genesis Grades

Display/Edit Student Grades (4x4)

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'
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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.

Genesis Grades Display/Edit Student Grades (4x4)

4

Grades / Credits

Show What Schedule Status?

Selected Grading Period

Course/Terms

Grade Processing Type

Grade Level To Grade Code Set

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
82180100	01	0031	1																1S
81023800	01	0031	6																6S
8013700	02	002	1																1S
82084103	01	0031	1																1S

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

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.

- If the Term is 6,7,8,9, then for each Grading Period it will only let you an asterisk (*). It will only let you put the grade in the Semester column.

- 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.)

Genesis Grades Display/Edit Student Grades (4x4)

5

Single Grading Period

Select One Grading Period

Semester 1: Gp-1 Gp-2 Gp-3 Gp-4

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:

Student Grades														
Course						Grades		Absences			Tardies			Schedule
Course ID	Section	School	Term	Period	Teacher	Grade-GP1	SEM1 (4x4)	Total	Exc	Unw	Total	Exc	Unw	Status
12023000	01	0031	1	01	283									1S
01033500	01	0031	1	02	242									1S
21063200	11	0031	6	03	247									6S
00014000	02	0031	1	04	243	Grade								1S

Course ID	Course Title	Teacher Name	Offered	Info

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.
- If the Term is 6,7,8,9, then for each Grading Period it will only let you an asterisk (*). It will only let you put the grade in the SEM1 (4x4) column
- 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.)

Genesis Grades Display/Edit Student Grades (4x4)

6

Comment Codes

Schedule Status:

Selected Grading Period:

Course/Terms:

Grade Processing Type:

Grade Level: To: Grade Code Set:

Course			Comment Codes					
Course ID	Section	Term	1	2	3	4	5	6
21063100	04	1						
10063100	03	3						
85063300	01	3						
20033900	01	3						
07083500	02	3						
0014100	01	3						
13033300	01	3						

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

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.
- Comments 1 & 2 will be the only columns available.