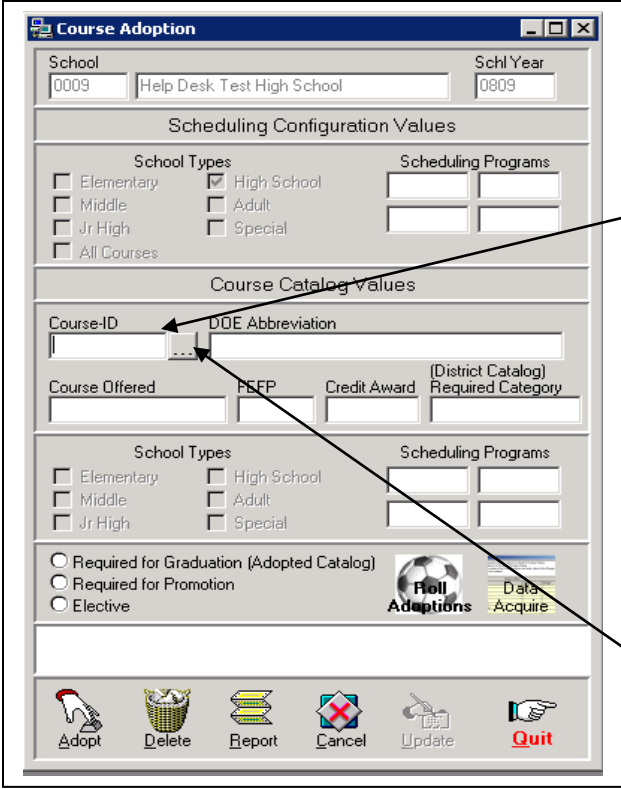
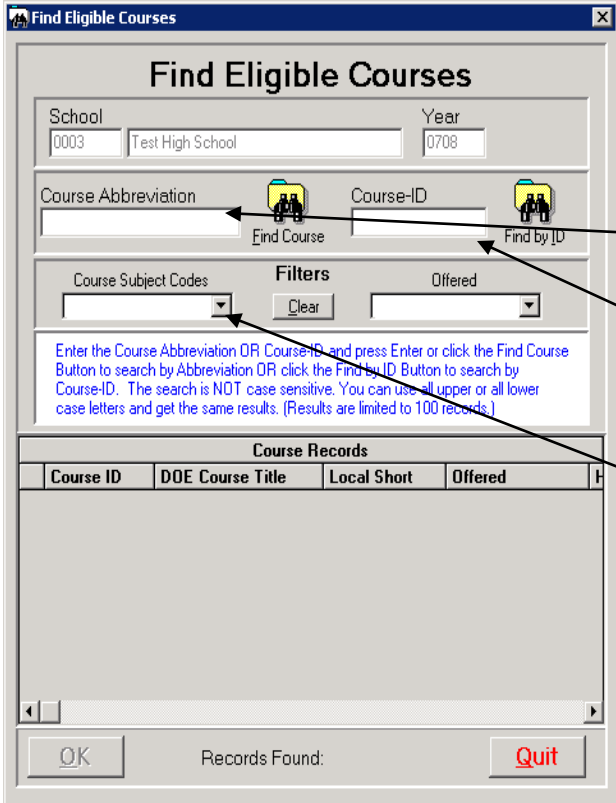


# Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
1		<p>After logging onto <b>Genesis</b>, the Genesis School Menu will be displayed.</p> <ul style="list-style-type: none"> <li>• Click the <b>Scheduling</b> icon</li> </ul>
2		<p><b>Scheduling Menu</b> is displayed.</p> <ul style="list-style-type: none"> <li>• Select the <b>Master Schedule</b> tab</li> <li>• Click the <b>Course Adoption</b> icon</li> </ul>

## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
3		<p>Course Adoption screen is displayed.</p> <p><b><u>If the 8-digit Course-ID number is known:</u></b></p> <ul style="list-style-type: none"> <li>Type the 8-digit Course-ID number in the <b>Course-ID data field</b></li> </ul> <p><b>Genesis Course ID = Course Number + Companion Field</b></p> <ul style="list-style-type: none"> <li>Press Enter</li> <li>Go to Step 11</li> </ul> <p><b><u>If the 8-digit Course-ID number is not known:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Browse</b> button to search for a <b>Course-ID number</b></li> </ul>
4		<p>The <b>Find Eligible Courses</b> screen is displayed.</p> <p>There are three ways to find an 8-digit Course-ID number:</p> <ol style="list-style-type: none"> <li><b><u>Course Abbreviation</u></b> Refer to steps 5 and 6 to search by <b>Course Title Abbreviation.</b></li> <li><b><u>Course-ID</u></b> Refer to steps 7 and 8 to search by <b>Course-ID number.</b></li> <li><b><u>Course Subject Code</u></b> Refer to steps 9 and 10 to search by <b>Course Subject Code</b></li> </ol>

# Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
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<b>5</b>		
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**1. To Search by Course Abbreviation:**

- Type part of the **Course Title Abbreviation** in the Course Abbreviation data field

**Examples:**  
 Type **Kind**, to find Kindergarten  
 Type **Eng**, to find English

- Press **Enter**
- Or
- Click the **Find Course** icon

<b>6</b>		
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**Course-ID numbers and Course Titles** are displayed.

**To Select the Course Record:**

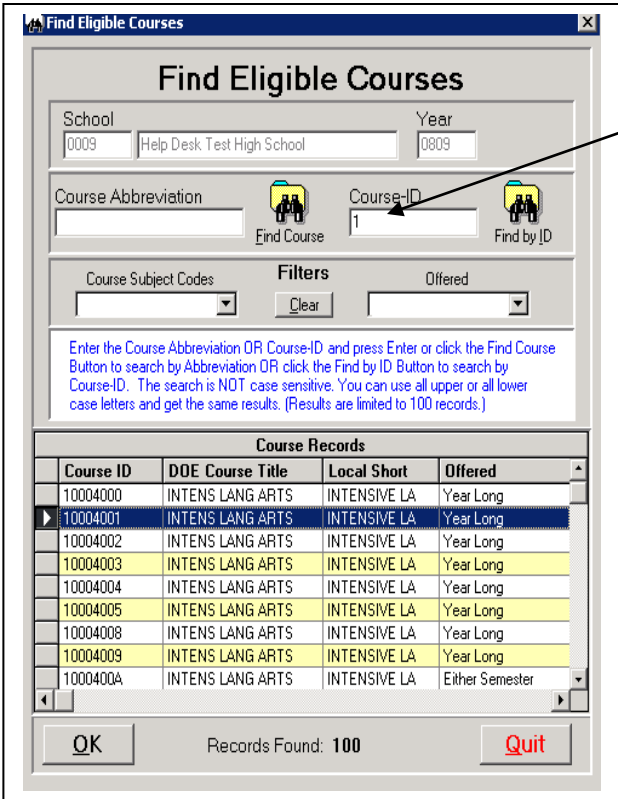

Use the scroll bar to view displayed courses.

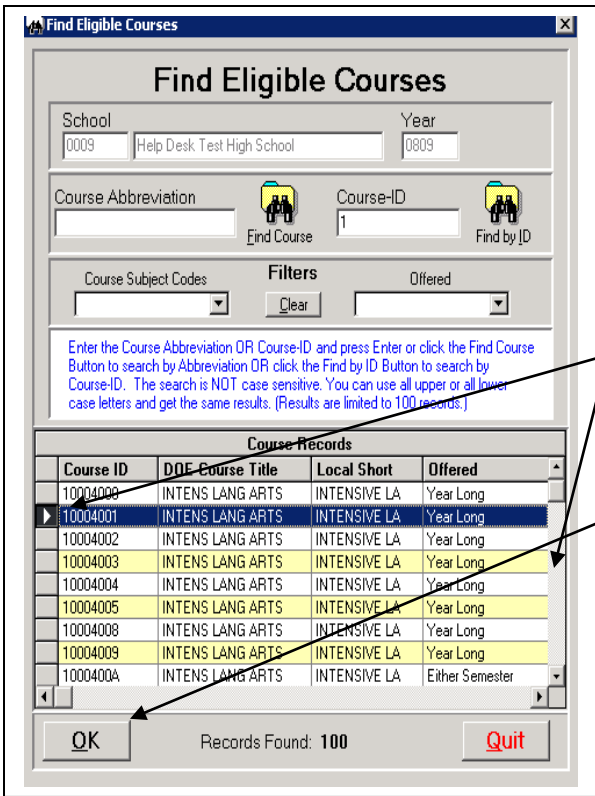
- Click on **gray box** to left of **course number** to highlight the appropriate course
- Or
- **Double Click** the **Course Record**

**(Go to step 11)**

# Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
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7		<p><b><u>2.To Search by Course-ID Number:</u></b></p> <p>Type the <b>first number</b> of the 8-digit Course-ID in the Course-ID data field</p> <p><b>Examples:</b></p> <p>Type <b>5</b>, to find 51000600-Kindergarten</p> <p>Type <b>1</b>, to find 10013100-English I</p> <ul style="list-style-type: none"> <li>• Press <b>Enter</b></li> <li style="text-align: center;">Or</li> <li>• Click on <b>Find by ID</b> icon</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>
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8		<p><b>Course-ID numbers and Course Titles</b> are displayed.</p> <p><b><u>To Select the Course Record:</u></b></p> <p>Use the scroll bar to view displayed courses.</p> <ul style="list-style-type: none"> <li>• Click on <b>gray box</b> to left of <b>course number</b> to highlight the appropriate course</li> <li>• Click <b>OK</b></li> <li style="text-align: center;">Or</li> <li>• <b>Double Click</b> the <b>Course Record</b></li> </ul>
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## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
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**9**

**3.To Search by Course Subject Code:**

- Use the **pull down arrow** to find the **Course Subject** in the **Course Subject Code** field.
- Use the **scroll bar** to view displayed Courses.
- **Click on the Course Subject**
- **Click the Find Course icon**

Find Course

**10**

Course ID	DOE Course Title	Local Short	Offered
10014600	ADV COMMS MTH	ADV COM ME	Year Long
10014200	ADV PL ENG COMPO	AP ENG LANG	Year Long
10014201	ADV PL ENG COMPO	AP ENG LANG	Year Long
1001420V	ADV PL ENG COMPO	AP ENG LANG	Year Long
1001420W	ADV PL ENG COMPO	AP ENG LANG	Year Long
10014300	ADV PL ENG LIT COMPO	AP ENG LIT	Year Long
1001430V	ADV PL ENG LIT COMPO	AP ENG LIT	Year Long
10053100	AMER LIT	AMER LIT	Year Long
1005310I	AMER LIT	AMER LIT	Year Long

**Course-ID numbers and Course Titles** are displayed.

**To Select the Course Record:**

Use the **scroll bar** to view displayed courses.

- **Click on gray box** to left of **course number** to highlight the appropriate course
- **Click OK**

Or

- **Double Click the Course Record**

## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
11		<p><b>Course Adoption</b> screen is displayed.</p> <p><b><u>IMPORTANT:</u></b>  <b>View Only:</b> Information for the selected course cannot be changed on this screen.            School Location Number            School Name            School Year            Course-ID Number            DOE Abbreviation            Course Offered            FEFP Code            Credit Award            School Types</p> <p><b><u>Areas NOT used:</u></b></p> <ul style="list-style-type: none"> <li>▪ Scheduling Programs</li> <li>▪ Required for Graduation</li> <li>▪ Required for Promotion</li> <li>▪ Elective</li> </ul> <p><b><u>School Types</u></b>            The School Types indicate which school types can offer this course.</p> <p><b><u>To Adopt This Course to Your School's Course Catalog:</u></b></p> <p style="text-align: right;">Click the <b>Adopt</b> icon</p>

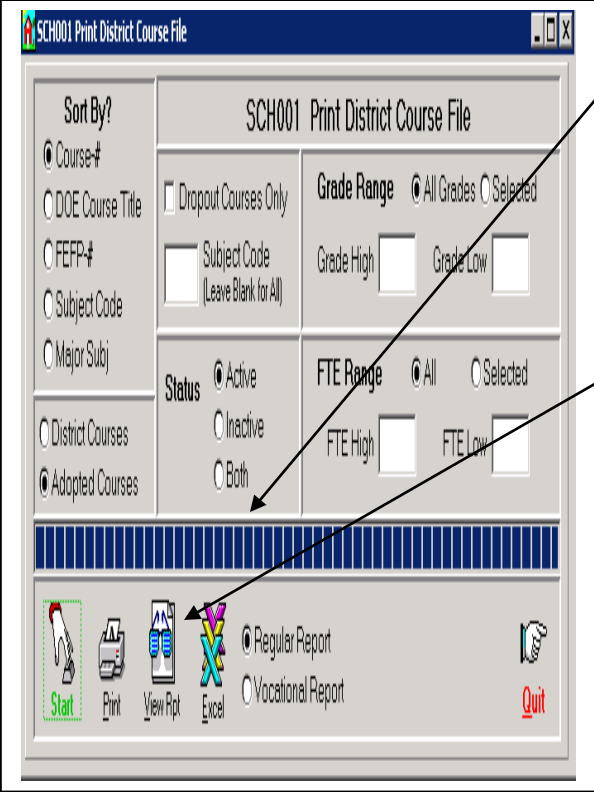
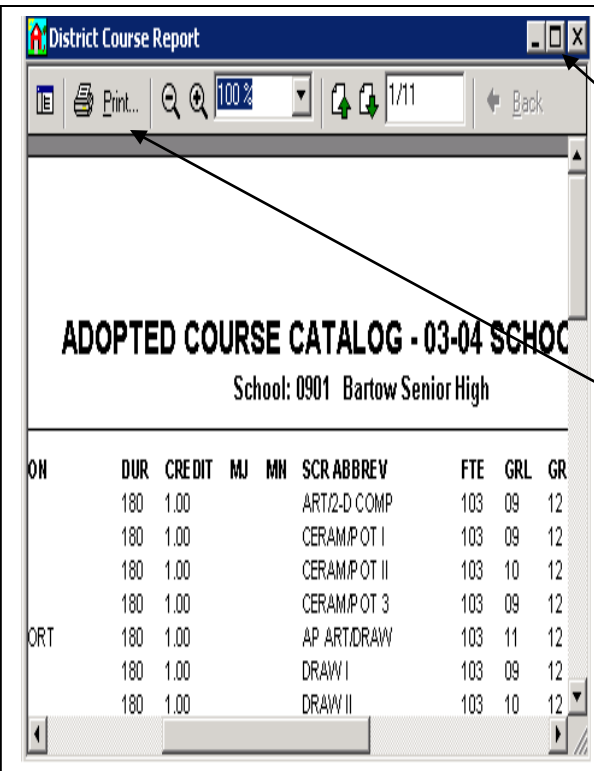

## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
12		<p>A Genesis message “Course Adopted” will appear.</p> <p style="text-align: right;">Click <b>OK</b></p>
13		<p><b>Course Adoption</b> screen will once again display.</p> <p><b><u>To adopt additional courses to your school’s course catalog:</u></b></p> <ul style="list-style-type: none"> <li>• Repeat steps 3 through 10</li> </ul> <p style="text-align: center;">Or</p> <p><b><u>To display or print a list of adopted courses for your school:</u></b></p> <ul style="list-style-type: none"> <li>• Follow steps 14 through 17</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: right;">Click the <b>Quit</b> icon to return to Scheduling Menu</p>

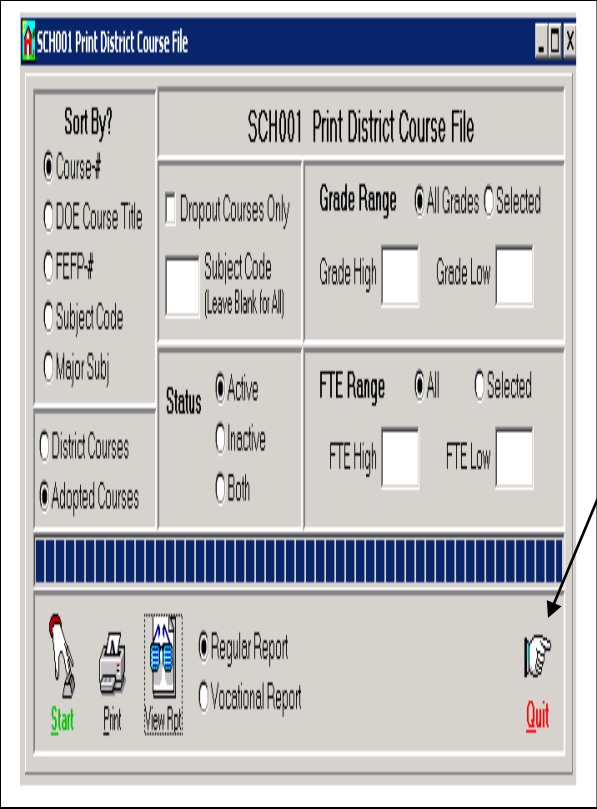
## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
14		<p><b><u>To Display a List of Adopted Courses For Your School:</u></b></p> <p style="text-align: right;">Click the <b>Report</b> icon</p>
15		<p>The <b>Print District Course File (SCH001)</b> screen is displayed.</p> <p style="text-align: right;">Click the <b>Start</b> icon</p>

## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
16		<p>A progress bar will display as the report is compiled.</p> <p><b><u>When the bar displays completely:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>View Report</b> icon</li> </ul>
17		<p>The <b>District Course Report</b> screen displays your school's Adopted Course Catalog.</p> <ul style="list-style-type: none"> <li>Maximize the <b>Screen</b> to view more information</li> </ul> <p><b><u>To Print the Report:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Print</b> icon</li> <li>Close this <b>screen</b> using the  button on the top right (there is no Quit icon)</li> </ul>

## Genesis - Scheduling Adopting a Course

Steps	Screen Displayed	Procedures
18		<p><b>Print District Course File</b> screen is displayed.</p> <p>Click the <b>Quit</b> icon to return to <b>Course Adoption</b> screen.</p>