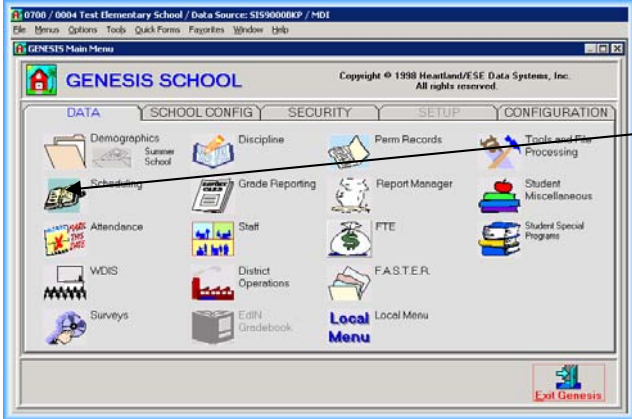
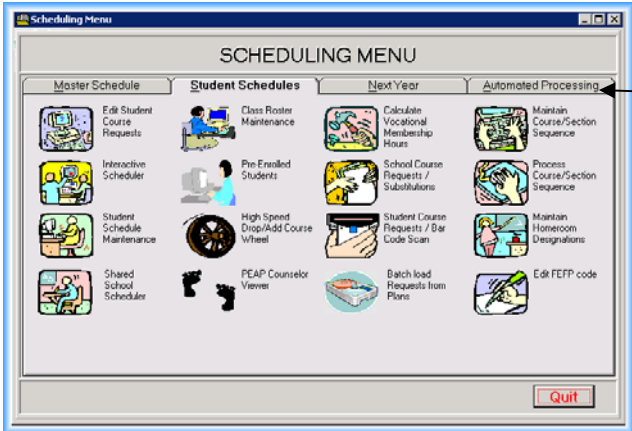
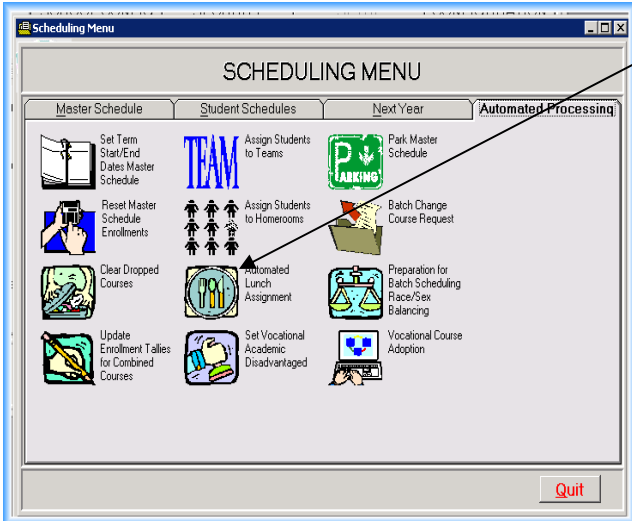
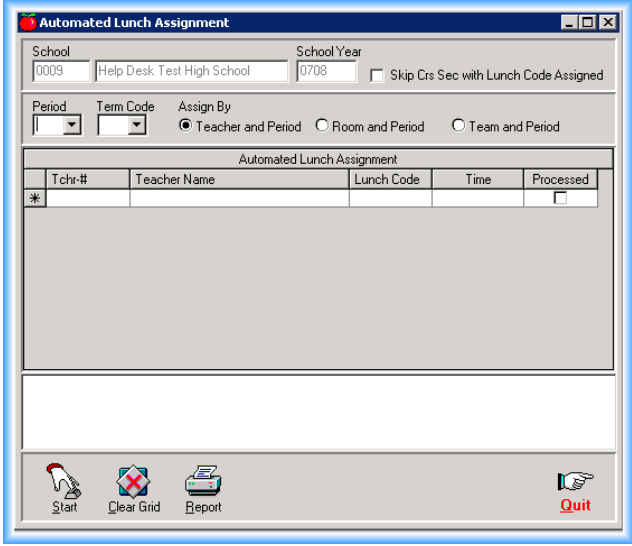
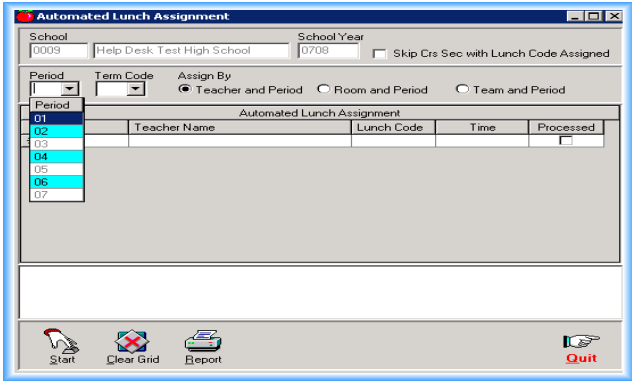
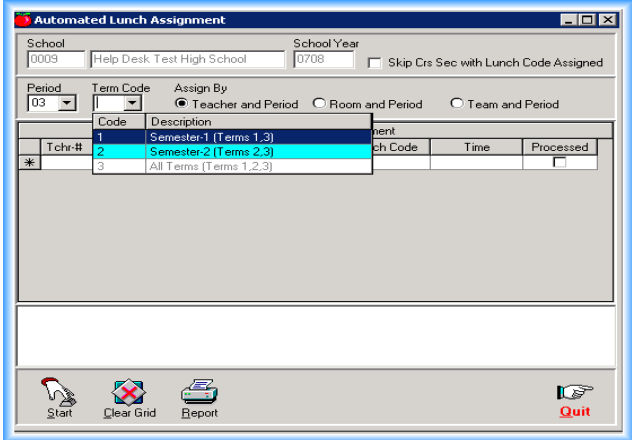


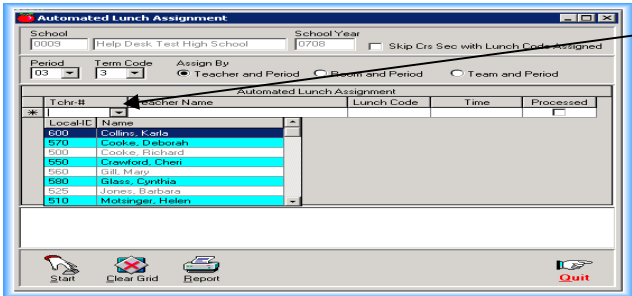
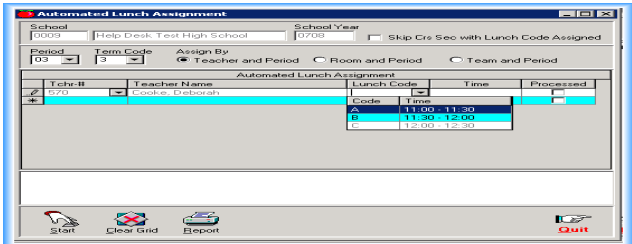
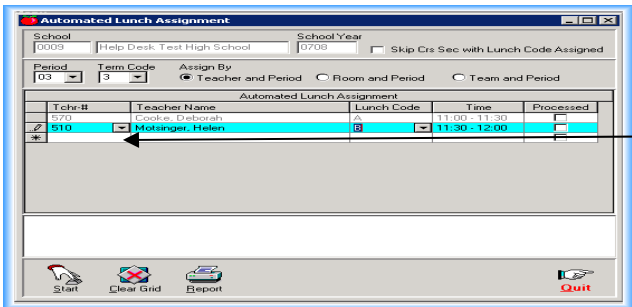
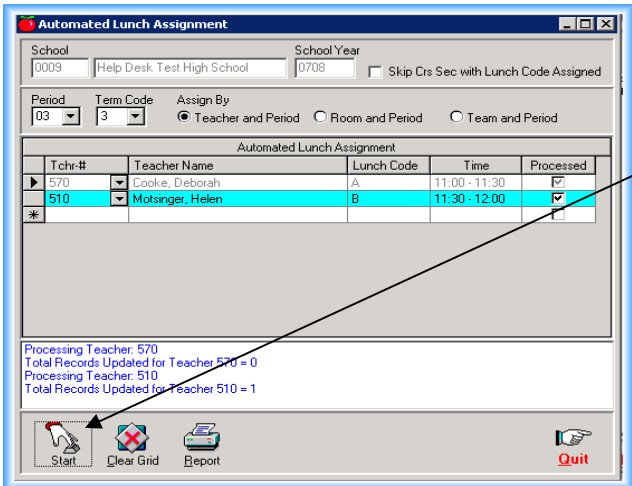
Genesis Automated Lunch Assignment

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the Genesis School Menu is displayed.</p> <p>Click the Scheduling icon</p>
2		<p>The Scheduling Menu is displayed.</p> <p>Click the Automated Processing tab</p>
3		<p>Click the Automated Lunch Assignment icon</p>

Genesis Automated Lunch Assignment

Steps	Screen Displayed	Procedures
4		<p>The Automated Lunch Assignment screen is displayed.</p> <p><u>To Assign Lunch Periods to appear on the Student's Schedule printouts, you must:</u></p> <ul style="list-style-type: none"> • <i>Select the Period</i> • <i>Select the Term Code</i> • <i>Enter the Teacher numbers</i> • <i>Assign Lunch codes to the teacher numbers</i> <p>Any student who has a schedule with that teacher, in that period, for that term will be assigned the Selected Lunch Schedule.</p>
5		<p><u>In the Period field:</u></p> <ul style="list-style-type: none"> • <i>Click the pull-down, Select the Lunch Code</i>
6		<p><u>In the Term Code field:</u></p> <ul style="list-style-type: none"> • <i>Click the pull-down, Select the Term Code</i> <p><u>Note:</u> If you <i>Select Semester 1 or 2</i>, you must complete this assignment process for each semester.</p> <p>If you <i>Select All Terms</i>, you will only need to make changes /updates to your lunch assignments.</p>

Genesis Automated Lunch Assignment

Steps	Screen Displayed	Procedures
7		<ul style="list-style-type: none"> Click in the Tchr-# field Click the pull-down and Select the Teacher's name from the list <p>Note: You can select a TBA teacher number, but no teacher name (ex: TBA-English I) will appear on the student's schedule.</p>
8		<ul style="list-style-type: none"> Click the pull-down in the Lunch Code field, and Select the Lunch Code to be assigned
9		<p><u>To Add Lunch Assignments for Additional Teachers:</u></p> <ul style="list-style-type: none"> Click the next available line in Tchr-# field, and Repeat Steps 7 & 8
10		<p><u>Once you have entered all the Lunch Assignments for a Period & Term:</u></p> <ul style="list-style-type: none"> Click the Start icon <p>The Processing /Updated Records message will display the teacher numbers that were processed and the number of records that were updated.</p> <p><u>To Exit this Screen:</u></p> <ul style="list-style-type: none"> Click the Quit icon