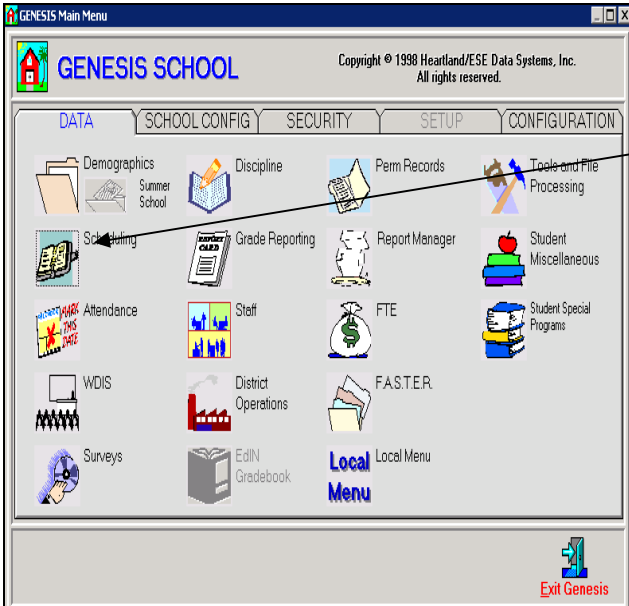
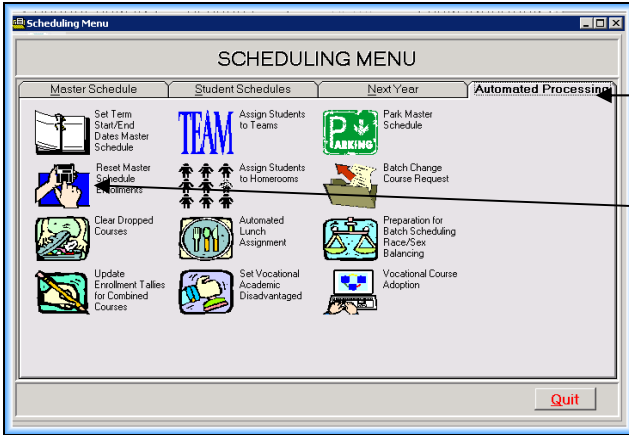
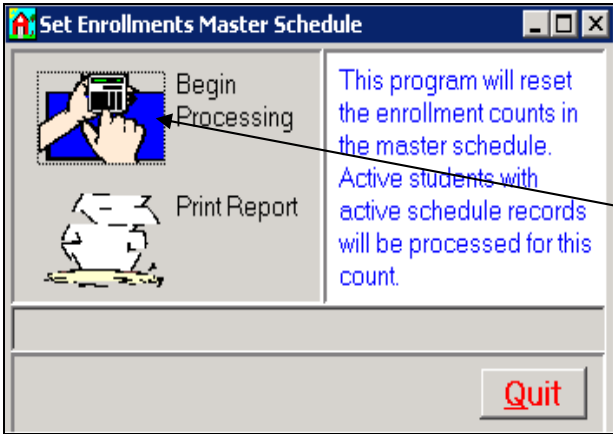
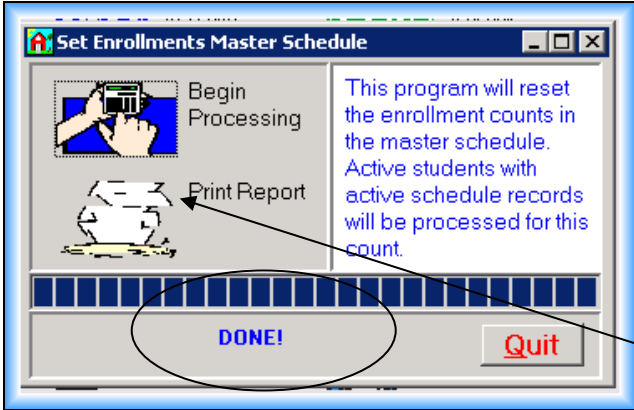
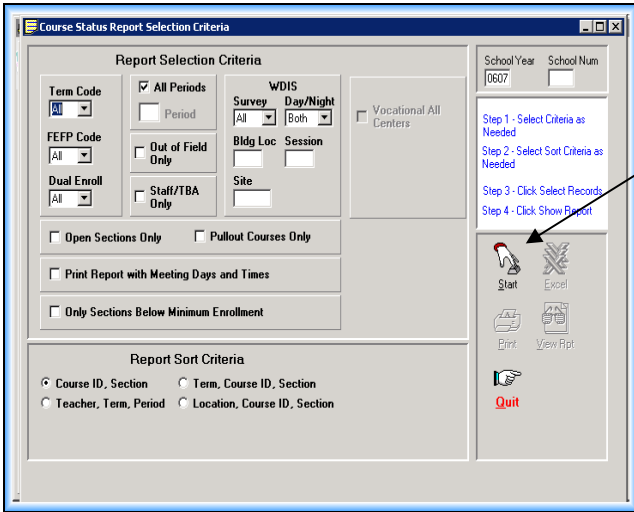
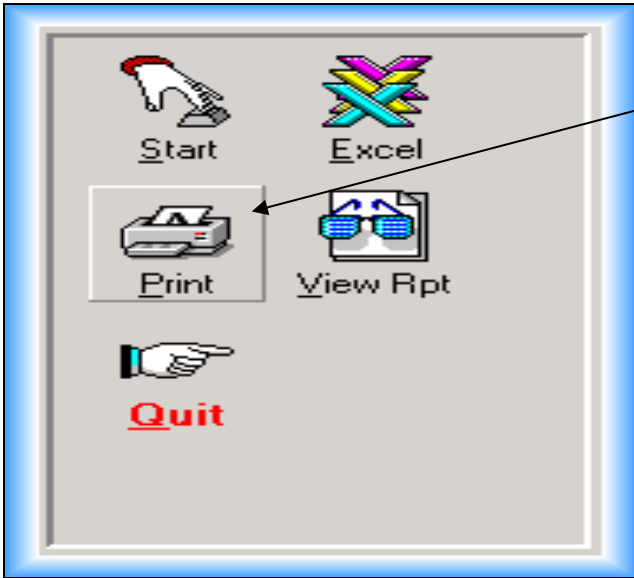


Genesis Scheduling

Reset Master Schedule Enrollments


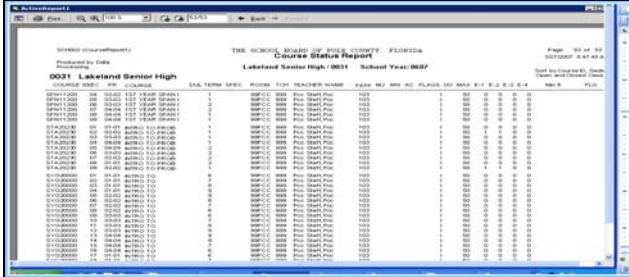

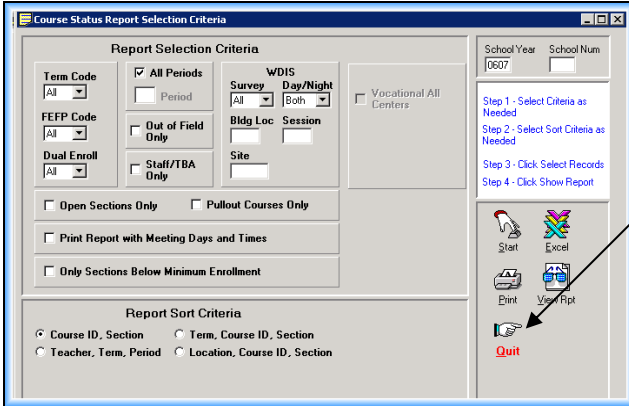
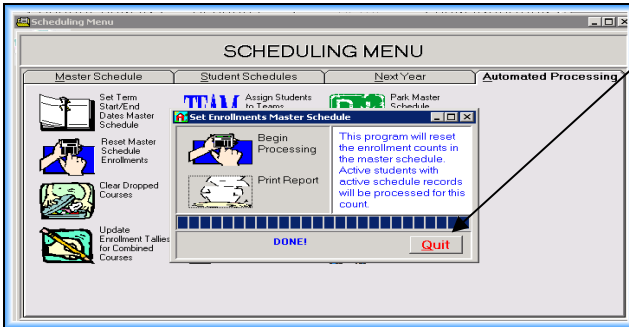
Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the Genesis School Menu is displayed.</p> <p>Click the Scheduling Icon</p> <p><u>Important- Please Read !!!:</u></p> <p>Before beginning this process make <u>certain</u> all users at your location have exited the Scheduling function in Genesis.</p> <p>It is recommended that you run this process <u>regularly</u> (daily) when numerous schedule changes have been made, to update your Master Schedule enrollment counts.</p>
2		<p>From the Scheduling Menu:</p> <p>Click the Automated Processing tab</p> <p>Click the Reset Master Schedule Enrollments icon</p>
3		<p><u>Reminder: Make certain all users have exited the Scheduling function in Genesis.</u></p> <p>Click the Begin Processing icon</p>

Genesis Scheduling Reset Master Schedule Enrollments

Steps	Screen Displayed	Procedures
4		<p>The blue status bar and the word DONE! will indicate when the process has been completed.</p> <p>After the processing has been completed, you can view and print the Course Status Report.</p> <p>To View or Print the report:</p> <ul style="list-style-type: none"> Click the Print Report icon
5		<p>The Course Status Selection Criteria screen is displayed.</p> <ul style="list-style-type: none"> Click the Start button <p>The Records Processing Complete message box will appear.</p> <ul style="list-style-type: none"> Click OK to continue
6		<p>To Print the report:</p> <ul style="list-style-type: none"> Click the Print icon <p>The print window is displayed.</p> <ul style="list-style-type: none"> Click OK

Genesis Scheduling

Reset Master Schedule Enrollments

Steps	Screen Displayed	Procedures
7	    	<p><u>To View the Report before you print:</u></p> <ul style="list-style-type: none"> Click View Rpt <p>NOTE: If you view the report and notice <i>all</i> your courses have zero (0) enrollments, someone at your school had not completely exited the Scheduling function in Genesis. If this occurred, contact Information Services (534-0714) for assistance.</p> <p>The Course Status report(SCH002) is displayed</p> <p>If you choose to print the report after reviewing:</p> <ul style="list-style-type: none"> Click the Print option <p><u>To Return to the Scheduling Menu:</u></p> <ul style="list-style-type: none"> Click Quit