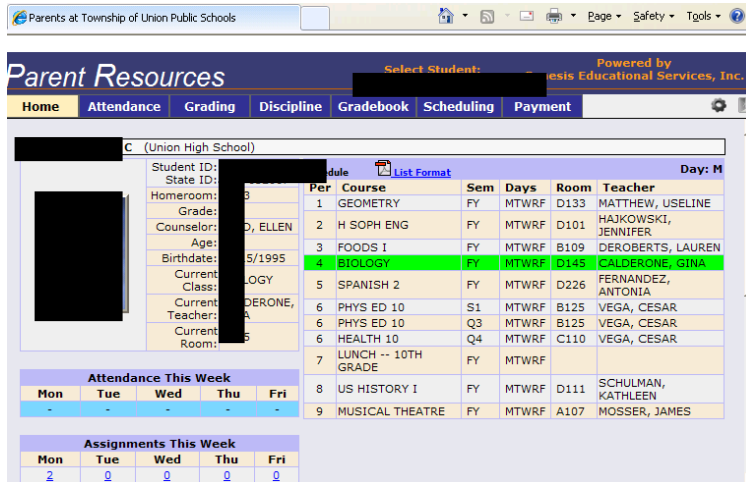


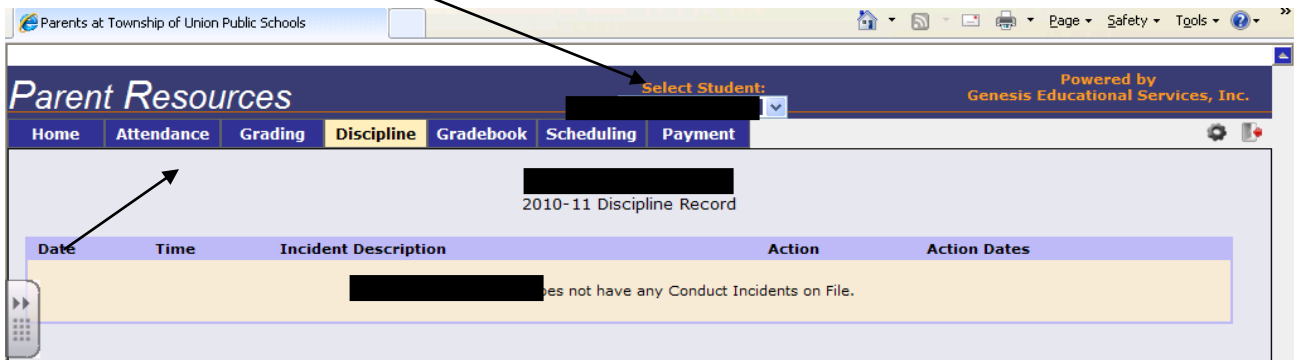
## QUICK REFERENCE GUIDE Genesis

1. Log in at <https://parents.twpunionschools.org> and enter your username and password. Your user name is your email address, including the extension – for example [abc@aol.com](mailto:abc@aol.com). Both your user name and password is case sensitive.
2. After you log in you will be directed to the home page where you can view your child’s current schedule, attendance, assignments for the week, and other student information, depending on the grade level of the child.



Here, at the home tab, for students in grades 6-12, you will see their schedule. If you log in during a school day, the green highlighted class is where the student is at that time. You can also see the assignments for the week. You can click on an assignment number to see the assignment.

3. In the middle of the screen, if you have more than one child you will have a drop down. You can use this to switch between children. When you change students, the tabs will change to be relevant to that student.





4. Under where it says “Parent Resources” you will see tabs. The tabs may differ by the grade level of the child. The tab you are viewing will be highlighted—I am viewing discipline above, so it is yellow.

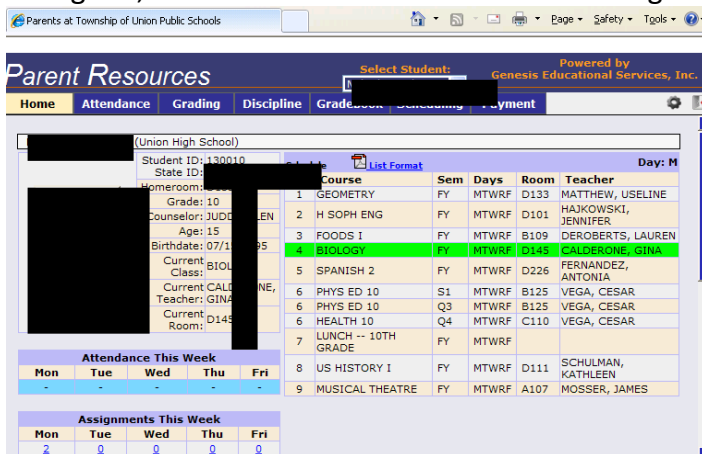
Please note that for some tabs, you have the option to change marking periods. There will be a MP2 (or current marking period) drop down. The program defaults to the current marking

period, so there may not be any information for the new marking period. You can change the previous marking period to view that marking period's information.

### The Tabs:

- a. **Home** -- Allows you to view basic information about your child.
- b. **Attendance** – Allows you to view attendance, daily attendance for Pre-K – 12, class attendance for grades 6-12. To view class attendance, click on the class attendance tab. If you roll (or float) the mouse over a date, you will see more info on the date, for example, “sick—mom called”.
- c. **Grading (grades 6-12)** –
  - Current Grades: Shows the posted marking period grades and final grades for each course. The final grade column will remain blank until the course has been completed.
  - Grade History—shows previous year's grades from same school (so 6<sup>th</sup> and 9<sup>th</sup> graders will not have any grade history until they earn grades from the school they are currently attending)
- d. **Discipline** — allows you to view the discipline records for your child.
- e. **Gradebook (grades 6-12)** -- allows parents to see the student's current, running average.
  - The weekly summary page will allow you to see the “running” average for the course. (You may need to change marking periods) Remember, the average is dependent upon the teacher having entered all grades.
  - If you click on a course name, or change to the list assignments tab, you can view all assignments for a course. There are options above the assignments you can use to change what you view—ie “show all courses” or “ALGEBRA 1”.
- f. **Scheduling (grades 6-12)** -- Will have the course requests for next year. These are not usually completed until the springtime.

5. You can change your password, home screen, and contact information by clicking the setting icon  to the right of the tabs.
6. To log out, click on the door icon  to the far right of the tabs.



The screenshot shows the 'Parent Resources' website interface. At the top, there are navigation tabs: Home, Attendance, Grading, Discipline, Gradebook, Scheduling, and Payment. A gear icon for settings is located to the right of the tabs, and a door icon for logging out is at the far right. Below the tabs, a student's profile information is displayed, including their name, grade (10), and current classes. A table lists the student's current courses, including Geometry, H Soph Eng, Foods 1, Biology, Spanish 2, Phys Ed 10, Health 10, Lunch -- 10th Grade, US History I, and Musical Theatre. The 'Biology' row is highlighted in green. Below the course list, there are sections for 'Attendance This Week' and 'Assignments This Week', both showing a grid for the days of the week.