



EDUCATIONAL SERVICES

**River Dell Regional School
District**

Parent Access

User Manual

The Genesis Parents Module is a safe, secure way to view your child's school record for the current school year. Through the Parent Access Portal you will have access to the following information regarding your child\children:

- Report Cards and Progress\Interim Reports
- Daily attendance and class attendance records
- Grades and Grade History
- Schedule
- Discipline records
- Contact information

I. Logging In

Vist our website for the link to the Parent Access website

The screenshot shows the River Dell Regional School District website. At the top, there are navigation tabs for 'district', 'high school', and 'middle school', along with 'email' and 'sign in' buttons. The main header features the district logo and name, 'River Dell Regional School District'. Below this is a secondary navigation bar with links for 'Home', 'Board of Education', 'Departments', 'Our District', 'Resources', 'Genesis Login', and 'Calendar'. The main content area displays 'River Dell Parent Access' with the URL <https://parents.riverdell.org> and 'River Dell Genesis Staff Login' with the URL <https://genesis.riverdell.org>. A sidebar on the left shows 'Genesis Login' with an 'Overview' link. The footer includes a language selection tool, a 'How Are We Doing?' button, and contact information: '230 Woodland Avenue, River Edge, NJ 07661, Phone: (201) 599-7200'.



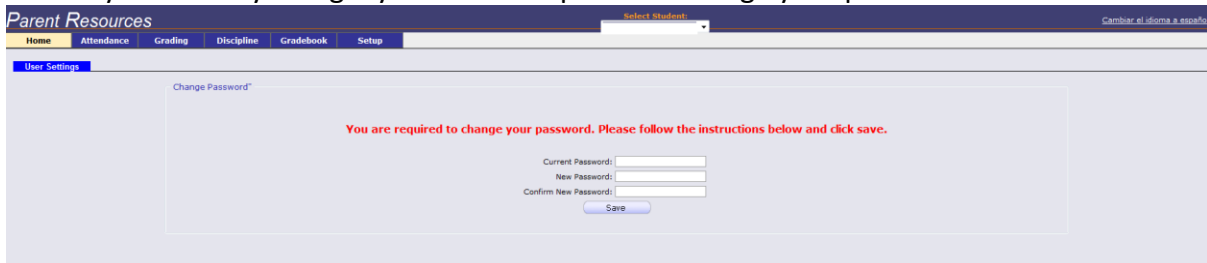
Logging In

Logging into Genesis is very simple:

1. Enter your Email Address in the '**Username**' field which you received in an e-mail from 'RegisterHelp'.
2. Enter your Parent Access password in the '**Password**' field.
3. Click the '**Login**' button

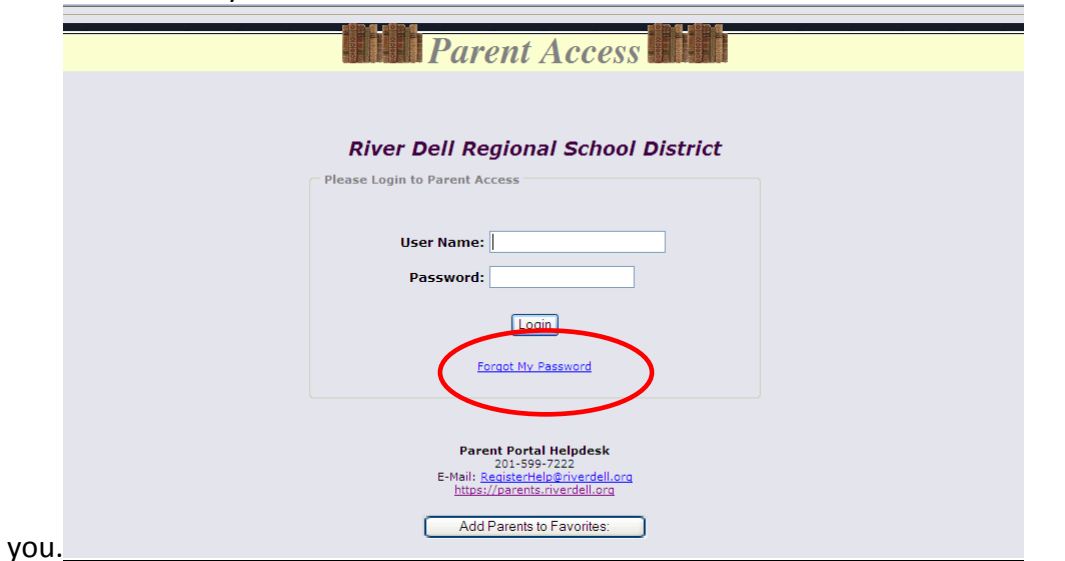
Logging In for the First Time

The very first time you login you will be required to change your password.



What if I forget my password?

Click on the Forgot my password link and follow prompt. Use the same e-mail address that was used in your username and account information e-mail that was sent to

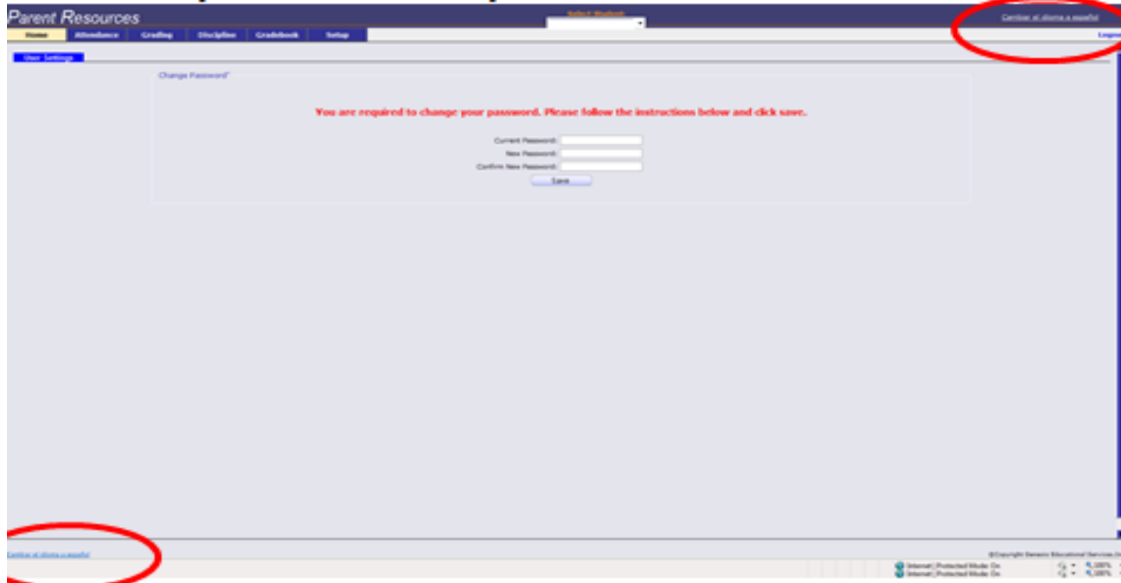


you.



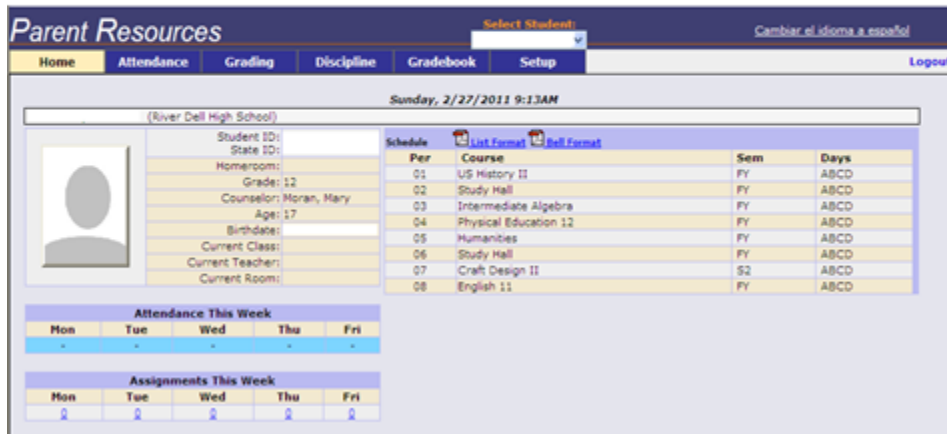
There is an option to switch to a Spanish translation if you prefer.

Option for Spanish Translation



Home Screen:

Student Dashboard-Overview



Genesis Parent Access “Home” – Student Dashboard Screen

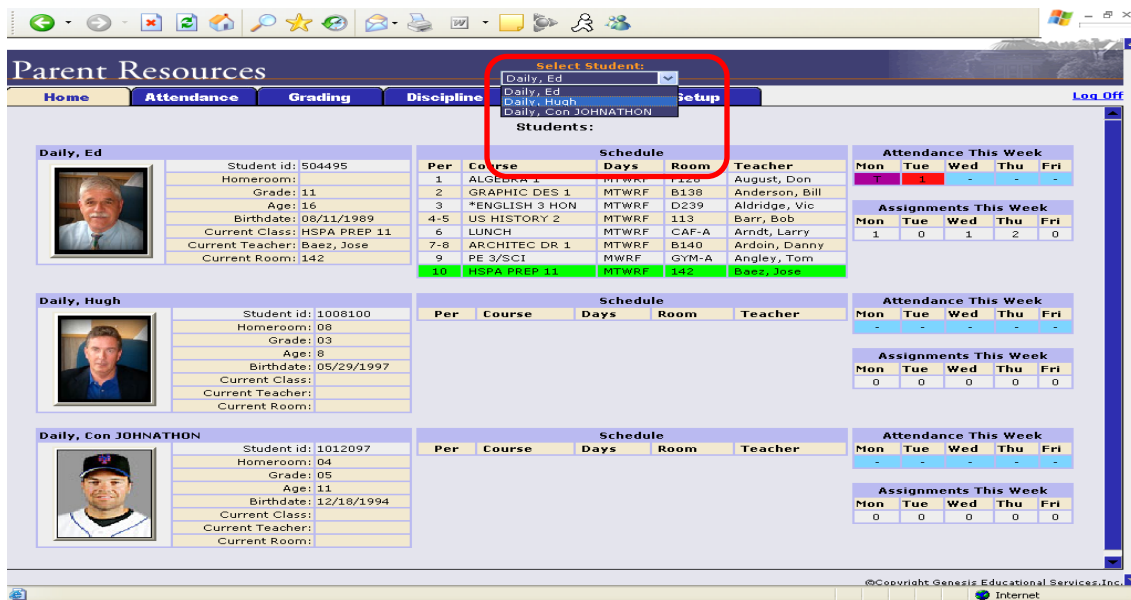
When you login to Genesis Parent Access the first screen you see is Parent Access “Home”. This is the Student Dashboard screen. You will see a ‘dashboard’ for every student linked to your login.

Each student’s ‘dashboard’ contains the following information:

- Basic information about the student: **student id, homeroom, grade, age**. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': **current class**.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.

A. Selecting a Student-

If you have more than one child in the district, you can access the records of each child by clicking in the drop down menu and selecting the child.

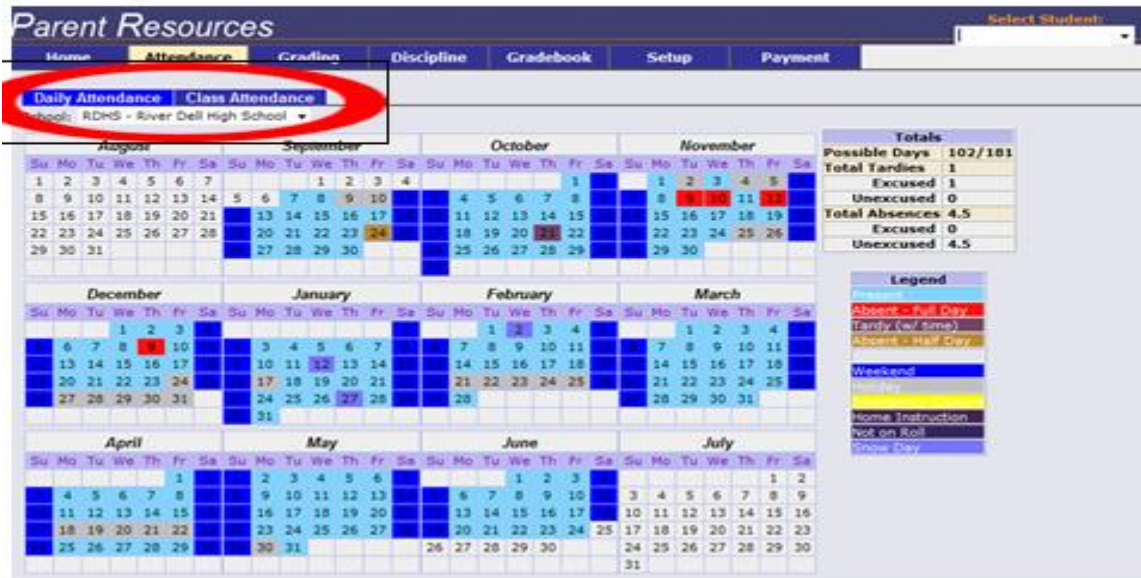


II. Attendance

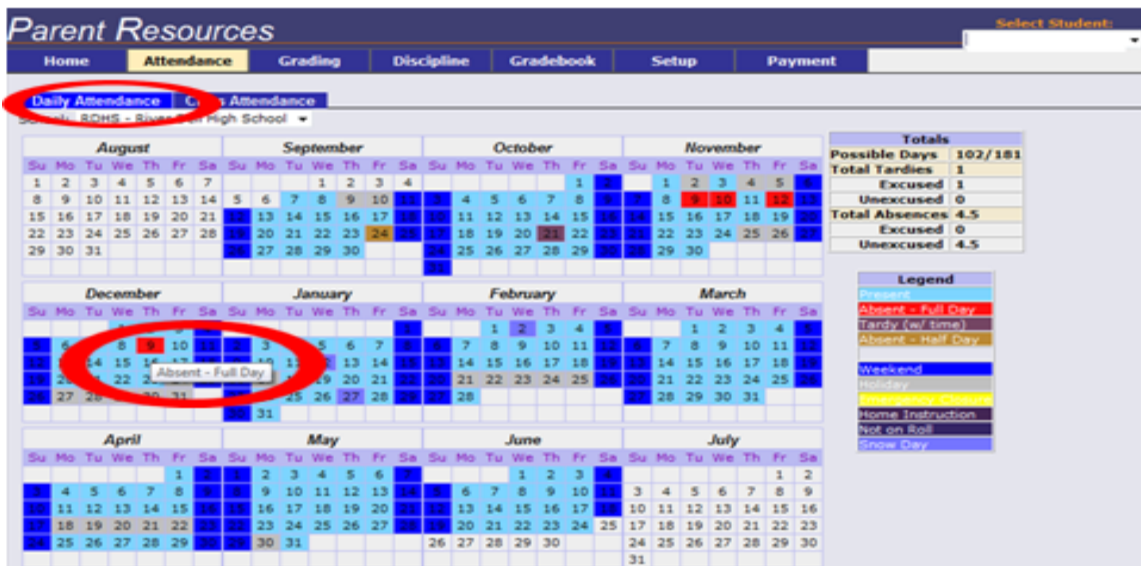
A. Daily Attendance

Daily Attendance is your child's official daily attendance. The attendance tab will show the student's daily and class attendance. The attendance is color coded and a legend is provided. You can also mouse over the daily attendance for viewing the code for the absence.

Attendance-Overview



Daily Attendance-Mouse Over and Legend



This is your student's Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day is color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for our school district. Only the codes used in class attendance will display.

Class Attendance-Displays Only Codes Used

Day	Date	Daily Attendance	Math	Language Arts	Science	History	Art	Music	Physical Education	Health	Other
Mon	03/13/2011	1	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Tue	03/15/2011	1	CUT	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Wed	03/16/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Thu	03/17/2011	1	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Mon	03/19/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Tue	03/22/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Wed	03/23/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Thu	03/24/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Mon	03/28/2011	1	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Tue	03/29/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Wed	03/30/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Thu	03/31/2011	1	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Mon	04/04/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting
Tue	04/05/2011	1	CUT	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting	Not Reporting

Code	Description
	Present
ABE	Absent Excused
ABU	Absent Unexcused
CUT	Cut
T	Tardy (w/ time)

III. Discipline

Discipline Records

Date	Name	Incident Description	Action	Action Status
2010-11 Discipline Record				
You do not have any Conduct Incidents on file.				

IV. Grading

Grading -Current Grades and Grade History

Course	Term	School	Teacher	MP1	MP2	MP3	SI	SD	SE	FC	Attempted	Current
Law	21	River Dell High School										3.00
Human Medicine & Literature	21	River Dell High School							99	99		3.00
Senior Internship Experience Semester	22	River Dell High School										3.00
Advanced Placement Calculus AB	21	River Dell High School							90	95		3.00
Advanced Placement Chemistry	21	River Dell High School							86	91		3.00
Physical Education 12	21	River Dell High School							88	88		3.00

The Grading Screen

This screen summarizes your student’s Report Card grades for the current year.

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. **03 Completes Assignments Promptly**). In addition, the text of the comment will appear in a tooltip (e.g. **Completes Assignments Promptly**).

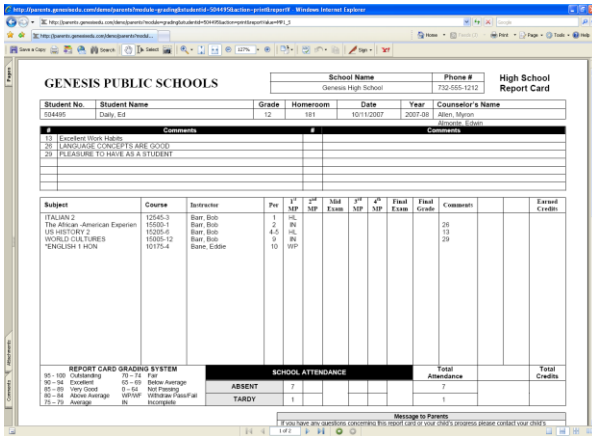
Viewing your Child’s Most Recent Report Card

If you are able to view your child’s actual report card, a [“Please click here to view”](#) message will appear between your child’s name and their list of grades:

View MP averages and Report Card

Course	Term	School	Teacher	MP1	MP2	MP3	SI	SD	SE	FC	Attempted	Current
Business Management	21	River Dell High School										2.00
Marketing	21	River Dell High School										2.00
Advanced Placement English Language/Composition	21	River Dell High School							90	86		3.00
honors 12 History 1	21	River Dell High School							84	86		3.00
Pre-Calculus	21	River Dell High School							82	86		3.00
honors Chemistry	21	River Dell High School							79	88		3.00
Human Anatomy & Physiology	21	River Dell High School							88	94		3.00
Spanish II	21	River Dell High School							86	82		3.00
Physical Education 12	21	River Dell High School							88	97		3.00

- The current Marking Period is highlighted in green.
- View Report Card



V. Gradebook

A. Weekly Summary of Assignments Screen and Marking Period Averages

Parent Resources Powered by Genesis Educational Services, Inc.

Select Student: Daily, Ed

Home Attendance Grading Discipline **Gradebook** Setup Log Off

Weekly Summary List Assignments

Daily, Ed
Weekly Assignment Summary
Week of 12/01/2008

[Printable Version of Weekly Assignment List](#)

Courses	Teacher	MP2	Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
10375/4 - *ENGLISH 3 HON	Anderson, Garret		0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature				The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY				The TRIGONOMETRY teacher does not have an electronic gradebook.				
13797/1 - *CALCULUS AP	Weeks, Karen		0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS				The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON				The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI				The PE 3/SCI teacher does not have an electronic gradebook.				
35210/4 - US HISTORY 2	Barr, Bob		0.00%	0	0	0	0	0

Click on the highlighted course name to see all the Assignments for that course.

Parent Access Module ©Copyright Genesis Educational Services, Inc.

A list of Courses with Assignments by Day of the Current Week

This screen lists all courses your child is currently taking.

Marking Period Averages for the Courses

The “Avg” column shows you your student’s current Marking Period average – for the current or a previous Marking Period. A ‘projected’ alpha grade may also appear if your school uses alpha grades.

Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the “One Course/All Assignments” screen.

Viewing all Assignments for a Selected Day

To see all of the Assignments for one **day** (for example, Tuesday), click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.

The screenshot shows the 'Gradebook' section of the Parent Access Module. At the top, there is a 'Select Student:' dropdown menu with 'Daily, Ed' selected. Below this are tabs for 'Discipline', 'Gradebook', and 'Setup'. The main content area is titled 'Daily, Ed Weekly Assignment Summary Week of 12/01/2008'. A callout points to the 'Week of' field, stating: 'To select a different week, click here.' Below the title is a 'Printable Version of Weekly Assignment List' link. The main table has columns for 'Courses', 'Teacher', 'MP2', 'Avg', and days of the week: 'Mon 12/01/2008', 'Tue 12/02/2008', 'Wed 12/03/2008', 'Thu 12/04/2008', and 'Fri 12/05/2008'. The 'Wed' column is highlighted. A callout points to this column, stating: 'To see one day's Assignment's click on the highlighted day'. The table lists several courses with their respective teachers and averages. A callout points to the 'MP2' dropdown menu, stating: 'To see your child's average in a previous Marking Period, use the drop down to select the one for which you want to see their average.' The table includes the following data:

Courses	Teacher	MP2	Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
10375/4 - *ENGLISH 3 HON	Anderson, Garret		0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature				The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY				The TRIGONOMETRY teacher does not have an electronic gradebook.				
13797/1 - *CALCULUS AP	Weeks, Karen		0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS				The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON				The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI				The PE 3/SCI teacher does not have an electronic gradebook.				
35210/4 - US HISTORY 2	Barr, Bo		0.00%	0	0	0	0	0

Figure 1 – Gradebook→Weekly Summary Screen

Gradebook Weekly Summary

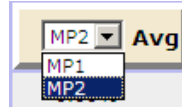
This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the “Week of” field
- See all the Assignments for one course by clicking on the highlighted name of a course in the list
- See all the Assignments for one day by clicking on the highlighted day name

- See your student's marking period averages for either the current Marking Period or a previous Marking Period.

Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the "Avg" column header:



Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

VI. Setup

A. Introduction to the Setup Screen

Parent Resources Select Student: Daily, Ed ▼ Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline **Gradebook** Setup Log Off

Change Password

Current Password:

New Password:

Confirm New Password:

Save

Settings

Home Screen: Home ▼

Save

Your Contact Information

- If you would like an alert sent as a text message to a cellphone, please provide us with the cell number and provider.
- The Emergency Broadcast option allows you to receive notifications to your cellphone or email in the event of an emergency.
- Standard text messaging rates do apply.

	Email Address or Cell Number (Cell Ex.: 555-555-5555)	*Cell Phone Provider	Emergency Broadcasts	
1)	<input type="text" value="demo@aol.com"/>	▼	<input type="checkbox"/>	Send Test Message
2)	<input type="text" value="rwd@aol.com"/>	▼	<input checked="" type="checkbox"/>	Send Test Message
3)	<input type="text" value="732-598-0666"/>	Verizon ▼	<input checked="" type="checkbox"/>	Send Test Message
4)	<input type="text"/>	▼	<input type="checkbox"/>	Add

Parent Notifications

Available Alerts for Genesis High School

Alert me if my student is absent

Alert me when my child's Gradebook Grades have changed

Save

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Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.

B. Changing Passwords

Change Password

Current Password:

New Password:

Confirm New Password:

Save

Procedure to Change Your Password

1. Click on the **'Setup'** tab.
2. Enter your current password
3. Enter the new password you desire
4. Re-enter the new password you desire. **BE SURE TO WRITE DOWN YOUR NEW PASSWORD.**
5. Click **'Save'**

c. Adding Contacts for Email, Text Messages and Emergency Broadcasts

Your Contact Information

- If you would like an alert sent as a text message to a cellphone, please provide us with the cell number and provider.
- The Emergency Broadcast option allows you to receive notifications to your cellphone or email in the event of an emergency.
- Standard text messaging rates do apply.

	Email Address or Cell Number (Cell Ex.: 555-555-5555)	*Cell Phone Provider	Emergency Broadcasts		
1)	demo@aol.com	<input type="text"/>	<input type="checkbox"/>		Send Test Message
2)	shemp@AOL.COM	<input type="text"/>	<input checked="" type="checkbox"/>		Send Test Message
3)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="button" value="Add"/>

Procedure to Add a Contact (disabled at this point in time)

1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the blank fields at the bottom of the contact list. Fill them in:
 - a. Enter the contact Email or Cell #
 - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
 - c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click **'Add'**

Procedure to Change a Contact

1. Click on the **'Setup'** tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to Change:
 - a. Update the contact Email or Cell #
 - b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
 - c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click the **'Save'** button.

D. Setting Alerts

Parent Notifications

Available Alerts for Genesis High School

Alert me if my student is absent

Alert me when my child's Gradebook Grades have changed

Save

Alerts (River Dell will not be using this option in the immediate future)

Genesis has the ability to send an alert to your contact emails/text message addresses:

- if your child is absent or tardy or
- if a grade is updated in any of their teacher's Gradebooks

Procedure to Turn On Alerts

1. Click on the **'Setup'** tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Check the Alert checkboxes for the alerts you wish to receive.
4. Click **'Save'**.

Procedure to Turn Off Alerts

1. Click on the **'Setup'** tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Uncheck the Alert checkbox for those alerts you wish to turn off.
4. Click **'Save'**.

Frequently Asked Questions (FAQ)

1. Where do I get my login?

Complete the letter that was sent to your home and return it to the Registrar in the HS Guidance office.

2. What if I forget my password?

Click on Forgot My Password link and follow the prompts.

3. What is the URL for Parent Access?

On our homepage, www.riverdell.org

4. How do I log out of Parent Access?

There is a small “Log Off” button at the upper right of every Parent Access screen. Click the “Log Off” button.

5. How can I update my student’s Attendance information?

You cannot update any information. If you believe any information is wrong, you must contact your child’s guidance counselor.

6. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

Closing your browser is not the same as logging off. You *must* log off of Parent Access to eliminate the possibility of someone else accidentally getting access to your student’s information.

For example, if you are accessing Parent Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Parent Access session and view your child’s information. Logging off properly terminates the Parent Access session.

Always log off of Parent Access – Never just close your browser

7. What if I do not have access to all my students?

If you need access to a student that is not yet linked to your Parent Access login you must call your school or district office. If the information is not correct, please contact the registrar in the HS guidance office or e-mail the address on the opening screen of parent access. RegisterHelp@riverdell.org