

Frequently Asked Questions (FAQ)

Through the Genesis Parent Module you will have access to your child's records.



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 you 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, current teacher and current room.
- The student's attendance summary for the current week – this shows you the color coded attendance for each day of the week.

1. When will I have access to the Parent Module for my child's information?

Your child's attendance and report card is available effective March 15, 2011. You will find more specific information regarding this feature on your school's webpage at www.hillside12.org.

2. Where do I get my login?

Send an email request including your name, your

APM: APobutkiewicz@hillside12.org
CC: PGallo@hillside12.org
HL: KMilner@hillside12.org
GW: CRawls@hillside12.org
WOK: SNorman@hillside12.org
HHS: SMcPherson@hillside12.org

3. What if I forget my password ? To replace a lost password, send an email request including your name, your child's name and birth date to

APM: APobutkiewicz@hillside12.org
CC: PGallo@hillside12.org
HL: KMilner@hillside12.org
GW: CRawls@hillside12.org
WOK: SNorman@hillside12.org
HHS: SMcPherson@hillside12.org
<https://parents.hillside12.org>

5. How do I log out of the Parent Access?

There is a small "Log Off" button at the upper right of every Parent Screen. Click the "log off" button.

**ALWAYS LOG OFF PARENT ACCESS
NEVER JUST CLOSE YOUR BROWSER**

6. 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 .

7. What if I do not have access to my child's information ?

If you have a middle of high school child whose records are not visible to you on the parent module, please email the individuals above.



**PARENT
MODULE
ACCESS
INFORMATION**



Attendance

The screenshot shows a calendar for the current year with days color-coded by attendance status. A legend on the right side lists the codes: Unexcused Absence (blue), Excused Absence (orange), Unexcused Tardy (green), Left early (red), and Field Trip (purple).

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

- The Attendance Calendar with each school day is color coded.
- A summary of the student's Attendance for the year.
- The Legend of Attendance code for the school district

ATTENDANCE COLOR CODES

- The district selects it's own set of Attendance codes and selects the color for each one. When you look at the screen you will see the Attendance codes for our school district. Common Attendance Codes include
 - Unexcused Absence
 - Excused Absence
 - Unexcused Tardy
 - Left early
 - Field Trip

Grading

The screenshot shows a table of courses with columns for Name, ID, School, Marking Period, and Grades. The current marking period is highlighted in green. A yellow callout box points to the green highlight with the text: "The current Marking Period is shown in green (typically it will not yet contain grades)." Below the table is a section for "Gradebook" which lists courses and assignments by day.

The Grading Screen

This screen summarizes your student's Report Card grades for the current year. The current Marking Period is highlighted in green.

Gradebook

A list of Courses with Assignment by Day of the Current Week
This screen lists all courses your child is currently taking.

Viewing all of the assignments of one course. Click on the highlighted course name. This 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

Assignments

The top screenshot shows a table of courses with columns for Name, ID, School, Marking Period, and Assignments. One course name is highlighted in yellow. A yellow callout box points to the highlight with the text: "Click on the highlighted course name to see all the Assignments for that course." The bottom screenshot shows a detailed list of assignments for a selected course, with columns for Date, Day, Name, Category, Assignment, and Grade.

List of Assignments

This screen will allow you to look at your child's assignments in multiple ways.

