

Paramus Public Schools

Parent Access Instructions For

Genesis Student Information Services



Paramus High School



East Brook



West Brook

Paramus Public Schools
Information Technology
(201) 261-7800 Ext. 3012

Introduction

The Genesis Parents Module is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you may have access to the following information:

Your child or children's:

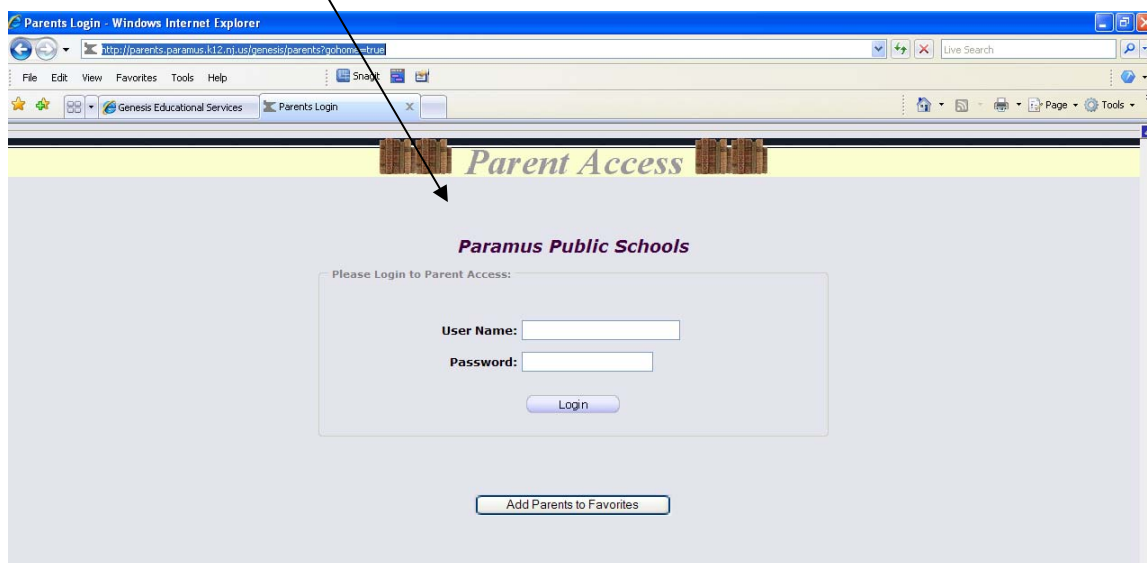
- Grades
- Report Cards
- Daily Attendance Record
- Teacher Gradebook assignments and assignment grades

Logging In

Logging into Genesis Parent Access is very simple. You should have received a user ID and Password with your email confirmation. Simply open any browser on your computer and enter the following URL:

<http://parents.paramus.k12.nj.us>

1. Enter your email address in the "Username" field
2. Enter your Parent Access password in the "Password" field
3. Click "Login"



(We suggest you add this URL to favorites or Bookmark this page)

Genesis Student Information Systems

Parent Access Manual Customized for Paramus by the Paramus Information Technology Department

What if I forget my password?

If you forget your password, you must contact your school or district office. You will be given a new randomly generated password. The new password may be mailed to your email account.

Getting Started

Your "HOME" Screen - The Student Dashboard

The screenshot displays the 'Parent Resources' interface for Paramus High School. A red arrow points to the 'Home' tab in the navigation bar. The dashboard is titled 'Tuesday, 6/1/2010 11:13AM' and shows two student profiles.

Student 1 (Student ID: 0221728):

- Homeroom: 603
- Grade: 11
- Counselor: Reddy, Ashwini
- Age: 16
- Birthdate: 07/02/1993
- Current Class: UNASSIGNED STUDY SPRING
- Current Teacher: (blank)
- Current Room: (blank)

Attendance This Week:

Mon	Tue	Wed	Thu	Fri
X	-	-	-	-

Assignments This Week:

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Schedule (Day: 1):

Per	Course	Sem	Days	Room	Teacher
1	US HIST 2 CP	FY	1234	803	Perri, Ashley
2	INTRO MARINE SCI	S2	1234	302	Klass, Steven
3	ALGEBRA 2 CP	FY	1234	720	Yu, Jennifer
4	ENG 11 HON	FY	1234	703	Gallagher, George
5	UNASSIGNED STUDY SPRING	S2	1234		
6	PHYS ED 11/12	Q4	1234	GYM	Cervino, Joseph
7	SP,EN,T,F MKTG	FY	1234	208	Sabella, Daniel
8	CHEMISTRY CP	FY	1234	302	Mamone, Tara

Student 2 (Student ID: 0551466):

- Homeroom: 811
- Grade: 12
- Counselor: Schucker, Daura
- Age: 18
- Birthdate: 03/11/1992
- Current Class: INTRO TO BUSINESS
- Current Teacher: Sabella, Daniel
- Current Room: 208

Attendance This Week:

Mon	Tue	Wed	Thu	Fri
X	-	-	-	-

Assignments This Week:

Mon	Tue	Wed	Thu	Fri
0	0	0	0	0

Schedule (Day: 1):

Per	Course	Sem	Days	Room	Teacher
1	MARK & ENTRE H	FY	1234	207	Evans, Theodore
2	UNASSIGNED STUDY SPRING	S2	1234		
3	CALCULUS CP	FY	1234	716	Glaser, Kevin
4	PHYS ED 11/12	Q4	1234	GYM	Cervino, Joseph
5	INTRO TO BUSINESS	S2	1234	208	Sabella, Daniel
6	GREAT NON-FICT SHUPA	S2	1234	718	Wilk, Patricia
7	AM CRIM JUST H	S2	1234	810	Wolf, Meggan
8	UNASSIGNED STUDY SPRING	S2	1234		

Selecting A Student

If you have more than one child in the school, you can choose "who" you see via the dropdown. All children will be listed on the home screen. You may need to scroll down to see the schedule you want.

The screenshot shows the 'Parent Resources' interface for Paramus High School. At the top, there is a 'Select Student' dropdown menu with a red arrow pointing to it. Below the navigation tabs (Home, Attendance, Grading, Gradebook), there are two student profiles displayed. Each profile includes a student photo, personal information (ID, Homeroom, Grade, Counselor, Age, Birthdate, Current Class, Current Teacher, Current Room), a weekly attendance table, a weekly assignments table, and a schedule table. The schedule table for the first student (ID: 0221728) shows a highlighted row for 'UNASSIGNED STUDY SPRING' in room 1234. The second student profile (ID: 0551466) shows a highlighted row for 'INTRO TO BUSINESS' in room 208.

The name of the 'currently selected student' will be displayed in the 'Select Student' drop down at the top of the screen. To pick a different student, click the Select Student drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

The "Select Student" Drop Down

This drop down contains the names of all the students that you have access to. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

Attendance

Daily Attendance or Class Attendance is displayed for your child. Paramus High School takes attendance in each class. The middle schools take daily attendance. The legend for the color codes describes the potential reasons for the absence from school.

The screenshot displays the 'Parent Resources' interface for 'Attendance' at Paramus High School. The main content is a calendar grid showing attendance for each day from August to July. Days are color-coded: blue for 'Present', red for 'Abs - Full Day (Unexcused)', and other colors for various reasons like 'Weekend', 'Holiday', etc. A red arrow points from the text above to a red square on the calendar (September 15th). To the right of the calendar is a 'Totals' table and a 'Legend' table.

Totals	
Possible Days	166/181
Total Tardies	0
Excused	0
Unexcused	0
Total Absences	2
Excused	0
Unexcused	2

Legend	
Present	Blue
Abs - Full Day (Unexcused)	Red
Weekend	Light Blue
Holiday	Light Green
Emergency Closure	Light Purple
Home Instruction	Light Orange
Not on Roll	Light Yellow
Snow Day	Light Cyan

If your child is absent from school on any given day, that day will be represented in one of the colors found in the legend. By moving your cursor over that day, a sub-menu will appear giving you additional information on that absence.

Class Attendance

If your child is in high school, class attendance will show for each subject.

Parent Resources										Powered by Genesis Educational Services, Inc				
Home Attendance Grading Gradebook										Log				
Daily Attendance Class Attendance										Code Description				
Class Attendance for the Month of June (2010)										Present				
Day	Date	Daily Attendance	US HIST 2 CP	INTRO MARINE SCI	ALGEBRA 2 CP	ENG 11 HON	UNASSIGNED STUDY SPRING	PHYS ED 11/12	SP,EN,T,F MKTG	CHEMISTRY CP	Class Totals			
Tue (1)	06/01/2010	-				Not Meeting				Not Meeting	US HIST 2 CP			
Wed (2)	06/02/2010	-	Not Meeting				Not Meeting				YTD	All	U	E
Thu (3)	06/03/2010	-		Not Meeting				Not Meeting			MP1	4.0	3.0	1.0
Fri (4)	06/04/2010	-			Not Meeting				Not Meeting		MP2	0.0	0.0	0.0
Mon (1)	06/07/2010	-				Not Meeting				Not Meeting	MP3	2.0	2.0	0.0
Tue (2)	06/08/2010	-	Not Meeting				Not Meeting				MP4	0.0	0.0	0.0
Wed (3)	06/09/2010	-		Not Meeting				Not Meeting			INTRO MARINE SCI			
Thu (4)	06/10/2010	-			Not Meeting				Not Meeting		YTD	All	U	E
Fri (1)	06/11/2010	-				Not Meeting				Not Meeting	MP1	0.0	0.0	0.0
Mon (2)	06/14/2010	-	Not Meeting				Not Meeting				MP2	0.0	0.0	0.0
Tue (3)	06/15/2010	-		Not Meeting				Not Meeting			MP3	0.0	0.0	0.0
Wed (1)	06/16/2010	-									MP4	0.0	0.0	0.0
Thu (1)	06/17/2010	-									ALGEBRA 2 CP			
Fri (2)	06/18/2010	-									YTD	All	U	E
Mon (1)	06/21/2010	-									MP1	0.0	0.0	0.0
Tue (1)	06/22/2010	-									MP2	3.0	2.0	1.0
											MP3	0.0	0.0	0.0
											MP4	0.0	0.0	0.0

Grading

The Grading screen gives you access to your student's marking period grades and teacher comments. In some cases you may also see a link to the student's most recent report card.

Parent Resources										Powered by Genesis Educational Services, Inc				
Home Attendance Grading Gradebook										Logou				
Student Name														
2009-10 Report Card														
Please click here to view the MP3 form for [Student Name] in Paramus High School.														
Course	Sem	School	Teacher	MP1	MP2	MP3	FG	IR1	Attempted	Earned				
INTRO TO BUSINESS	S2	Paramus High School	Sabella, Daniel			A			2.50					
MARK & ENTRE H	FY	Paramus High School	Evans, Theodore	A+ R10	A+ R10	B+ R09		32	5.00					
GT BOOKS & IDEAS H	S1	Paramus High School	Wilk, Patricia	A-	A				2.50					
CREAT NON-FICT SHUPA	S2	Paramus High School	Wilk, Patricia			B+			2.50					
CALCULUS CP	FY	Paramus High School	Glaser, Kevin	B	C	A+ R01 R03			5.00					
PHYS ED 11/12	Q1	Paramus High School	Biggins, Brett	A+					1.25					
PHYS ED 11/12	Q3	Paramus High School	Cervino, Joseph			A+			3.75					
PHYS ED 11/12	Q4	Paramus High School	Cervino, Joseph						3.75					
FAMILY LIVING	Q2	Paramus High School	DeJoseph, Constance		A				1.25					
INTRO MARINE SCI	S1	Paramus High School	Klass, Steven	B+	A				2.50					
AM CRIM JUST H	S2	Paramus High School	Wolf, Meggan			B+ R10			2.50					
AP MACROECONOMICS	S1	Paramus High School	Brewer, Michael	C R07	C+			37	2.50					
Comments Legend														
32	Student has demonstrated solid effort.			37	Student's record has low quiz and test scores.			R01	Parent is requested to contact the teacher at 261-7800			R03	Student should report for extra help	
R07	Student's test record indicates missing, incomplete, and/or low test and/or quiz grades			R09	Student has demonstrated solid effort			R10	Student displays talent in this area					

Gradebook

Under this tab you will be able to see the Weekly Summary of Assignments Screen and Marking Period Averages. You will be able to see your student's current average for the marking period for each semester Gradebook was used. Simply click the marking period from the dropdown.

To view assignments for a course click on the course link:

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

Home Attendance Grading **Gradebook** Logout

Weekly Summary | List Assignments

Weekly Assignment Summary
Week of 05/31/2010

[Printable Version of Weekly Assignment List](#)

Courses	Teacher	MP4 Avg	Mon 05/31/2010	Tue 06/01/2010	Wed 06/02/2010	Thu 06/03/2010	Fri 06/04/2010
B135/2 - INTRO TO BUSINESS	Sabella, Daniel	0.00%	0	0	0	0	0
B220/1 - MARK & ENTRE H	Evans, Theodore	67.90%	0	0	0	0	0
E265/3 - CREAT NON-FICT SHUPA	Wilk, Patricia	0.00%	0	0	0	0	0
M520/2 - CALCULUS CP	Glaser, Kevin	80.20%	0	0	0	0	0
PE330/18 - PHYS EQ 11/12	Cervino, Joseph	100.00%	0	0	0	0	0
SS195/4 - AM CRIM JUST H	Wolf, Meggan	0.00%	0	0	0	0	0

Please peruse this site by experimenting with a variety of views:

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

Home Attendance Grading **Gradebook** Log

Weekly Summary | List Assignments

Student Assignment List

Course: Assignments Due Date:

Status: Show Assignment Dates:

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP4	04/29/2010	Thu	CALCULUS CP	Glaser, Kevin	TEST	Quiz 1: 7.2	88	100		
MP4	05/07/2010	Fri	CALCULUS CP	Glaser, Kevin	TEST	Quiz 2	80	100		
MP4	05/11/2010	Tue	CALCULUS CP	Glaser, Kevin	HW	Extrema App Groups	10	10		
MP4	05/11/2010	Tue	CALCULUS CP	Glaser, Kevin	HW	Optimization CW	17	20		
MP4	05/12/2010	Wed	CALCULUS CP	Glaser, Kevin	HW	CP	100	100		
MP4	05/12/2010	Wed	CALCULUS CP	Glaser, Kevin	TEST	Pop Quiz OPT	100	100		
MP4	05/12/2010	Wed	CALCULUS CP	Glaser, Kevin	HW	Homework	80	100		
MP4	05/27/2010	Thu	CALCULUS CP	Glaser, Kevin	TEST	Test 7	72	100		

Frequently Asked Questions (FAQ)

1. Where do I get my login?

Your Genesis Parent Access login will usually be your email address. By completing the form on our website, the Information Technology Department will set up your access. You will receive an email with this information as well as the instructions.

2. What if I forget my password?

To replace a password you must call your school. In most cases they can tell you the password. If you feel your password has been compromised, please call your school office. They will make arrangements to have your password changed.

For security and safety reasons, the password is a random set of numbers and letters.

3. What is the URL for Parent Access?

The URL for Paramus Public Schools parent access is a secure site as follows:

<http://parents.paramus.k12.nj.us>

4. How can I update my student's Attendance information?

You cannot update any information. If you believe the information is incorrect, you must contact your child's guidance counselor.

5. How do I log out of Parent Access?

There is a small "Log Out" link at the upper right of every Parent Access screen. Please be sure to click this "Log Out" button when you are finished perusing information.

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 reopen your Parent Access session and view your child's information. Logging off properly terminates the Parent Access session.

6. What if I do not have access to all my students and their information?

If you need access to a student that is not yet linked to your Parent Access login, you must call your school office. The Parent Access is in a "roll out" phase. Please be patient as we work to make valuable use out of this powerful system.