

## Genius SIS Student Guide

Our program uses Genius SIS to assist students and parents with their educational needs. With Genius, you can access your courses, contact your parent/teacher, view your grades, print reports, and keep on pace.

To sign in go to <https://www.globalstudentnetwork.com/genius-login.html> enter the username and password provided to you.

The system automatically opens to the Main Dashboard.

### Dashboard

Figure 1 below shows the student portal dashboard.

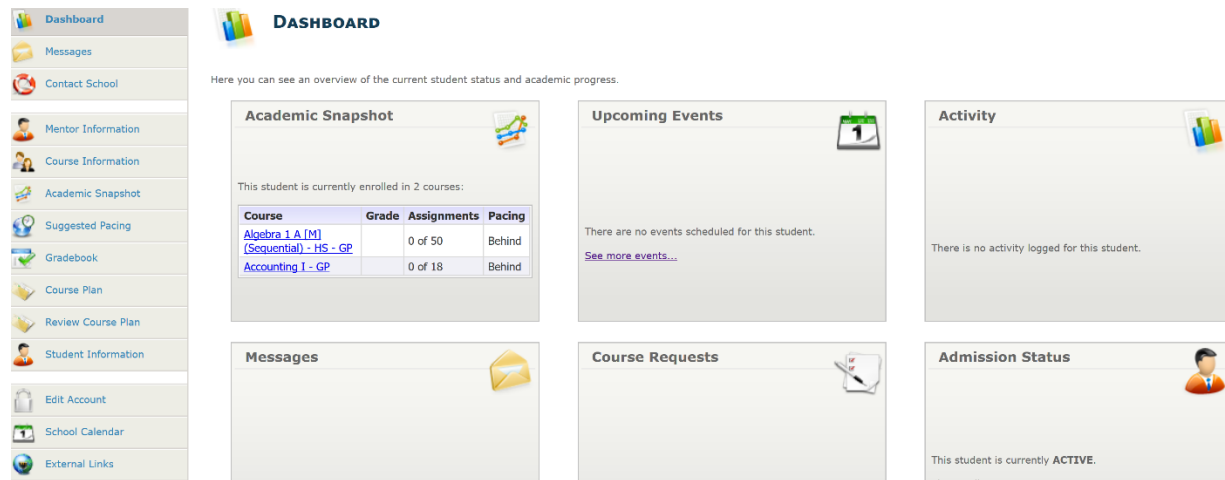


Figure 1

### Academic Snapshot

This widget will display the courses the student is currently enrolled in, including the course name, the current grade, the number of assignments completed so far and whether the student is ahead or behind pace.

Click on the name of a course to access your coursework.

### Upcoming Events

Here you will see any events scheduled for the future. These events can be added by the student, teacher or administrator.

## Activity

This widget will display the last activities of the student on his/her courses, as reported by the LMS. Some LMS's do not report activity to Genius. If this information is not available, no activity will be displayed. This information is updated twice daily.

## Messages

This widget will alert the user if there are messages sent to him/her. Clicking on the link will take the user to a page where messages can be accessed.

## Course Requests

This widget shows the status for any course requests, including the requested course, the requested term and whether the request has been approved or not. *This widget is currently not being used and will display "There are currently no courses requested by this student".*

## Admission Status

This widget will display the student admission status.

## Side Bar Menu

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### Messages

The system features internal messaging. It makes it possible for you to communicate with your teacher/parent within the system. Figure 2 shows a sample message screen. Each message can be replied to or deleted.



Figure 2

### Sending a message

- Click "Compose"
- Begin typing the name of the person you would like to send a message to
- Choose the person when their name appears
- Enter a Subject
- Type your message
- Click "Send"

## Contact School

If you have any questions, you can use this page to contact a customer service representative. Once you have sent the email, you will receive a response within 24 business hours. Please do not use this page to ask questions about course material you do not understand.

*Please note: Global Student Network is not a school. This page is used to contact a customer service representative.*

## Course Information

Students and parents can see detailed course information on this page, including the course description, the course length and teacher/parent information. Users can also send a message to the teacher/parent through this page by clicking the “Email Teacher” link. Only courses in which the student is currently enrolled are shown.

## Academic Snapshot

The Academic Snapshot page provides an “at a glance” view of the current academic status for each student. For each course which the student is enrolled, this page displays the enrollment dates, the current average grade, pacing status, last activity, and number of assignments completed and total assignments.

This page also uses a bar to show each student’s grade, pacing, activity level (last date logged into that course), and number of 0’s. **Green = Everything is OKAY.** **Yellow = Caution. Student needs to work harder in that area.** **Red = There is a problem and immediate attention is needed.**

## Suggested Pacing

The Suggested Pacing tab shows how many assignments are recommended to be completed each week to finish the course by the set end date. This is just a recommendation the student may work at their own pace.

Original Assignments are the number of assignments the system recommends the student completes that week to finish the course by the set end date.

Extra Assignments are the number of additional assignments added to the week if the student did not complete the recommended number of assignments in the previous week.

Total Assignments are the TOTAL number of assignments the student needs to complete that week to finish the course by the set end date.

Users can navigate between courses by clicking on the arrows on the top portion of the screen, or by directly clicking on the course name. Only courses in which the student is currently enrolled are shown.

## **Gradebook**

The Gradebook page is where students and parents/guardians can see how the student is doing in each course. The Gradebook shows information for current enrollments only.

Click on the button next to the name of the course you would like to see detailed information about. If you scroll down, you will see the name of each assignment, points possible, points earned, the grade percentage, and the date completed. Assignments without this data have not yet been completed.

## **Review Course Plan**

This feature is currently not in use.

## **Student Information**

This page will allow you to edit your information, including name, address, phone number, email, and guardian information.

## **Edit Account**

From this page, you can edit the student's password and secret question used for password reset.

## **School Calendar**

On this page, you can see events scheduled by you, your parent/teacher, or administrator. Click on the name of the event for details.

## **External Links**

The External Link page provides a place for administrators to post links to additional resources. You can use this area to find the logins for other curriculum such as Rosetta Stone.