

Genius SIS Guardian/Teacher Guide

Our program uses Genius SIS to assist students and parents with their educational needs. With Genius, a student can access their courses, contact their guardian/teacher, view their grades, print reports, and keep on pace. As a guardian/teacher, you can view the progress for your student(s), print reports, submit payment, add and drop courses, and monitor student achievement.

To sign in go to [LOGIN](#) enter the username and password provided to you.

As a guardian/teacher with Global Student Network you will have two different Genius Roles. One of a guardian and one of a teacher.

The system automatically opens to the Guardian Dashboard option.

Guardian Role

Dashboard

Figure 1 below shows the guardian portal dashboard.

The screenshot displays the Guardian Dashboard with the following sections:

- Academic Snapshot:** Lists 5 enrolled courses with their respective grades, assignment counts, and pacing.

Course	Grade	Assignments	Pacing
Language Arts 7 B - AE - GSN 18-19	62.5%	7 of 93	Ahead
Math 7 B - AE - GSN 18-19	100%	1 of 33	On Pace
Science 7B - AE - GSN 18-19	77.27%	3 of 68	Ahead
Social Studies 7 B - AE - GSN 18-19	100%	3 of 76	Ahead
Spanish 1A - AE - GSN 18-19		0 of 70	On Pace
- Upcoming Events:** No events are currently scheduled for this student.
- Activity:** Shows the latest activities for the student.

Course	Date	Minutes
Math 7 B - AE - GSN 18-19	03/18/2019	8
Science 7B - AE - GSN 18-19	03/18/2019	0
Social Studies 7 B - AE - GSN 18-19	03/18/2019	54
Language Arts 7 B - AE - GSN 18-19	02/25/2019	7
Math 7 B - AE - GSN 18-19	02/25/2019	2
- Messages:** No unread messages are present.
- Course Requests:** No courses are requested by this student.
- Admission Status:** The student is currently ACTIVE.

Figure 1

If you have more than one student enrolled with GSN, listed under the same account, you will see a tab for each of their names across the top. Click on the student’s name to switch between students. *The student names have been blacked out to protect their privacy.*

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.

Upcoming Events

Here you will see any events scheduled for the future. These events can be added by the student, teacher or administrator. You can add assignment due dates for the student here if you would like to, but assignment due dates will not be automatically added by the system.

Activity

This widget will display the last activities of the student on his/her courses, as reported by the LMS. 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.

--Left Side Bar – Guardian Dashboard--

Student's Messages

Here you can view the messages sent to the student or from the student within the system.

Guardian's Messages

The system features internal messaging. It makes it possible for you to communicate with your student 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 information. Users can also send a message to the teacher through this page by clicking the “Email Teacher” link.

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.

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 O'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.

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.

Please note: This is only suggested pacing as determined by the system. As the homeschooling parent you can choose if you want the student to follow this pacing recommendation. This pacing is automatically done and cannot be adjusted you can simply ignore it if you choose to not follow this recommended pacing.

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 item is currently not in use and will be removed in future development.

Student Information

This page will allow you to edit the student’s 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.

~Teacher Home Schooled Account~

As a GSN guardian/teacher you will also have a teacher account in Genius. To switch to your teacher account, click “Login as Teacher” on the top left. See Figure 3 below:

My Genius Tab

The screenshot shows the GSN Genius Guardian/Teacher Dashboard. At the top right, there is a user profile and a "Login as Teacher" button, which is highlighted with a red arrow. The dashboard is divided into several sections:

- Academic Snapshot:** This section shows the student's current enrollment in 5 courses. The data is as follows:

Course	Grade	Assignments	Pacing
Language Arts 7 B - AE - GSN 18-19	62.5%	7 of 93	Ahead
Math 7 B - AE - GSN 18-19	100%	1 of 33	On Pace
Science 7B - AE - GSN 18-19	77.27%	3 of 88	Ahead
Social Studies 7 B - AE - GSN 18-19	100%	3 of 76	Ahead
Spanish 1A - AE - GSN 18-19		0 of 70	On Pace
- Upcoming Events:** This section indicates that there are no events scheduled for this student.
- Activity:** This section shows the latest activities for the student. The data is as follows:

Course	Date	Minutes
Math 7 B - AE - GSN 18-19	03/18/2019	8
Science 7B - AE - GSN 18-19	03/18/2019	0
Social Studies 7 B - AE - GSN 18-19	03/18/2019	54
Language Arts 7 B - AE - GSN 18-19	02/25/2019	7
Math 7 B - AE - GSN 18-19	02/25/2019	2
- Messages:** This section indicates that the user does not have any unread messages.
- Course Requests:** This section indicates that there are no courses requested by this student.
- Admission Status:** This section indicates that the student is currently ACTIVE.

Figure 3

When you click “Login as Teacher,” it will bring you to your teacher main dashboard (Figure 4).

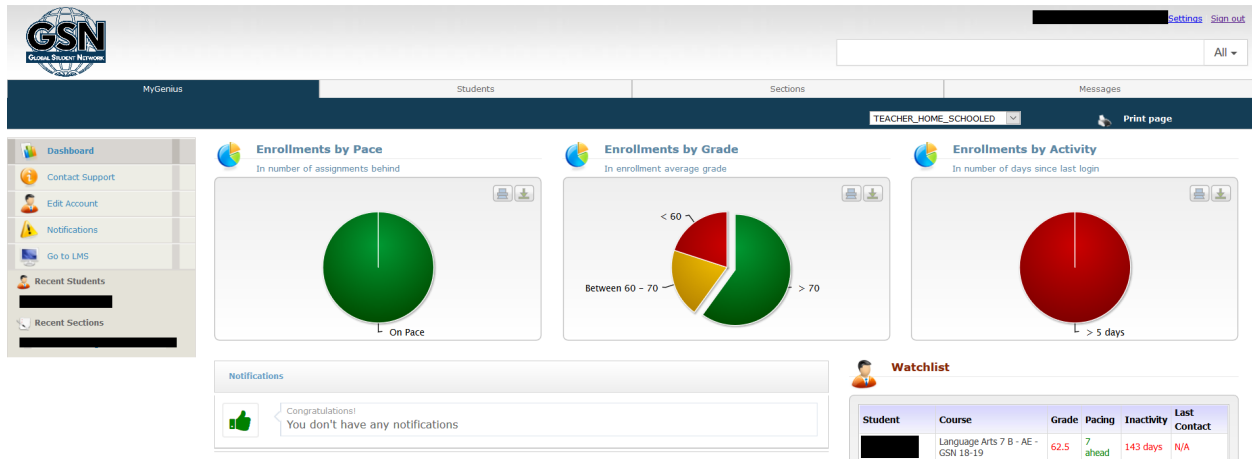


Figure 4

Enrollments by Pace

This widget will show you the percentage of enrollments(courses) that are on pace. The green is on pace and the red means they are behind. An enrollment is each course the student is enrolled in.

Enrollments by Grade

This widget will show you the percentage of enrollments for which the student is currently earning a passing grade of 70% or higher.

Enrollments by Activity

This widget will show you the percentage of enrollments that have been inactive.

Notifications

You will see any notifications you have in this widget.

Watchlist

The watchlist will show you your top ten enrollments to monitor.

--Left Sidebar – My Genius Tab – Teacher Account--

Dashboard

Click here to return to the main dashboard.

Contact Support

Click here to email support with any questions or concerns you may have.

Edit Account

From this page, you can edit your teacher information and password.

Notifications

You can also view your notifications here.

Go To LMS

The Learning Management System (LMS) is where the courses can be accessed. You will need to go to the LMS to grade work, unlock, reset assignments, etc. Click on the name of the LMS you would like to access. You will only be able to access the LMS for the curriculum your student is enrolled in. The instructions for each LMS can be found here: <https://globalstudentnetwork.com/knowledgebase-category/student-teacher-parent-manuals/>

Students Tab

From the students tab you can access your student's information. Find the student you would like to view on the active student's tab or by using the Find Student search. Click on the name of the student for which you would like to view the information. This will open the student page. Here you will see all the student's information.

--Left Sidebar – Students Tab – Teacher Account--

Main Information Section:

Main Page

This is the student's main page. In the center of the page under the student's basic information you will see three options. Reset Password – Clicking this will send an email to the student with instructions to reset their password. Sync with LMS – Clicking this will send the changes you made to the student's account to the LMS. Login as User – This will allow you login to Genius as the student. See the student guide for more detailed information on the Genius Student account.

Dashboard

You can view the dashboard specific to the student you are reviewing.

Edit Information

Use this area to edit the information of the student.

Graduation Path – You can edit the student's graduation path here. Simply choose the path you would like them to follow on the drop-down bar. You can

view the requirements for this path in the course plan section once the plan has been selected.

External Files

Here you can upload files to the student's account such as immunization records or previous transcripts/report cards. You can access the login link to Rosetta Stone and A+ here.

View Calendar

You can view the events you or the student has scheduled on the calendar.

Historic Data Section:

Student Log

The student log can be viewed here. You will see all logs for this student's account.

View Transcript

You can download and view the student transcript.

Transcript Analysis

Use this area to add previous courses (courses not entered in Genius) to the student's transcript. To do this:

1. Click Add new course to history
2. Complete the required information on the form that pops up. Term is the academic school year the course was taken i.e. 2017-2018.
3. Click the box to the right of "Show in transcript" if you want it to appear on the student's transcript.
4. Click "Save"
5. Repeat for each course you would like to add.

The Summary section shows the credits the student has earned in each of the various subject areas, the credits needed, the credits currently being attempted, the credit planned on the course plan, and the credits missing.

Test History

Add SAT and ACT test scores to the student's records.

Logins

You can view the logins made to the student's account.

Communications Section:

View Communications

You can view the record of all communications made on this student account.

Add Communication

You can add a communication to the student account for documentation purposes. There are various communication types to choose from.

Enrollments Section:

Current Enrollments

View the courses the student is currently enrolled in. You can edit the enrollment here. To edit the enrollment, click the paper and pencil icon to the left of the course you would like to edit. This is where you can change the start and end date of the course. You can also mark the course complete here. *Please note: Marking a course completed or dropped will remove it from the student's dashboard in both Genius and the LMS. It will also add it to the transcript in Genius.*

Snapshot

Provides you a snapshot of the student's courses. See the Academic Snapshot Section above for more detailed information.

Pacing

See the Suggested Pacing section above for more detailed information.

Gradebook

You can view the gradebook for each course the student is enrolled in. Click the button to the left of the course you would like to view. The system will show each assignment that counts towards the student's grade, the points earned (if completed) and the date it was recorded. *Please note: Information in Genius is retrieved from the LMS twice daily so recent work may not yet be reflected in the gradebook.*

Enrollment History

You can view the enrollment history for the student. *Please note: Only the courses the student has taken since the inception of Genius SIS system will show in the enrollment history.*

Activity Heatmap

A color coded “map” of the student’s activity in each course. Hover over the boxes under the calendar for an explanation of each one.

Sections Tab

On this tab you can see all the sections you are currently teaching. Click on the name of the section to view more detailed information. (Figure 5)

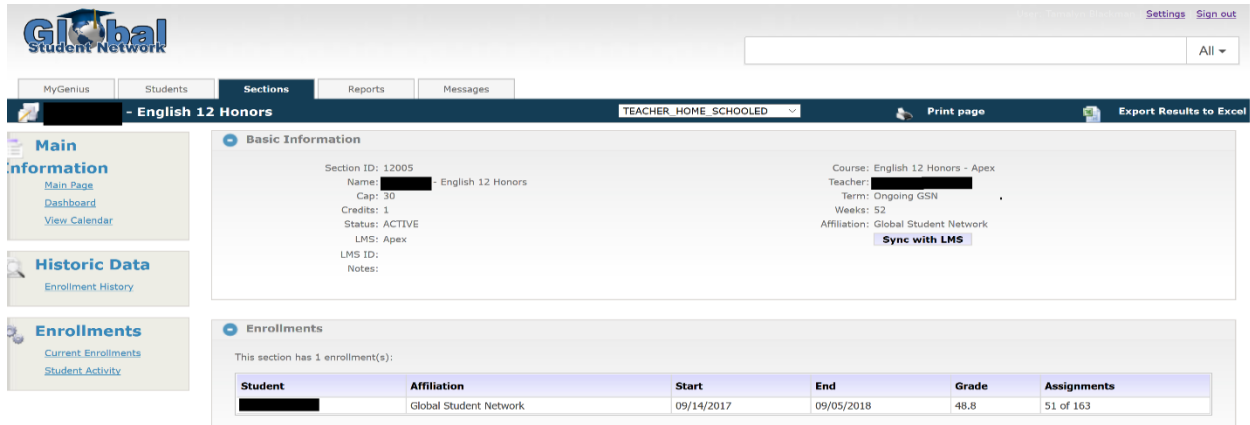


Figure 5

Section Page Sidebar

Main Page

This is the section’s main page. In the center of the page you can see the information about the section and the name of the student(s) that are enrolled. Sync with LMS – Clicking this will send the section’s information to the LMS.

Dashboard

The dashboard for the section chosen will be shown here. See the Dashboard section above for more detail.

View Calendar

You can view the events you or the student has scheduled on the calendar.

Enrollment History

You can view the enrollment history for this section using the various filtering options.

Current Enrollments

View the student(s) that are currently enrolled in the section. You can edit the enrollment here. To edit the enrollment, click the paper and pencil icon to the left of the course you would like to edit. This is where you can change the start and end date of the course. You can also mark the course complete here. *Please note: Marking a course completed or dropped will remove it from the student's dashboard in both Genius and the LMS. It will also add it to the transcript in Genius.*

Student Activity

See the Student Activity section above for more detailed information.

Messages Tab

See the Guardian's Message section above for detailed information.

Reports - Exporting Data

Most of the reports you need will be pulled by logging into the LMS (see instructions to do this above). You can use the reports feature in Genius as well.

A very useful feature on most screens is in the upper right-hand corner. **Export Results to Excel** is a feature that can save you time in creating reports see figure 6 below:

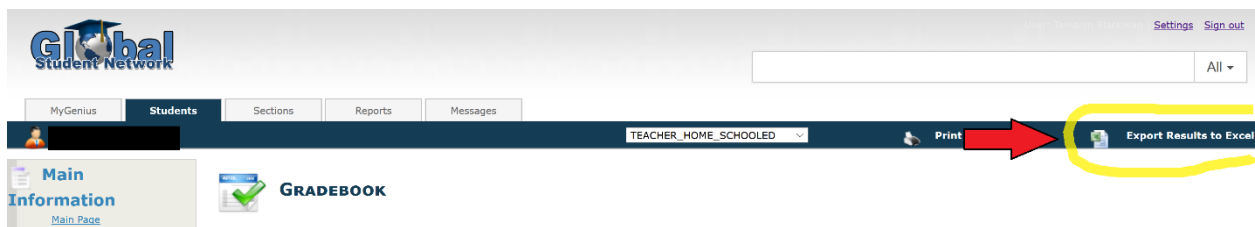


Figure 6

Additional Information

Apex Enrollments

- The Apex LMS calculates a zero for each assignment that is past due (if the assignment calendar is set up in the Apex LMS) until the assignment is submitted and graded. This will show in Apex as the “Grade to Date”. This is the grade

Genius will pull into Apex. Their current grade for all work completed is called the “Quality of Work”. You can find this grade in Apex.

- Changing the dates in Genius will not change the dates in the Apex LMS. You can find the instructions for the calendar in Apex by following these steps:
 - Go to your Dashboard in Genius
 - Click on “Go to LMS”
 - Choose Apex
 - When in Apex, Click “Help” on the top right
 - In the search bar on the top right enter “Due Dates”
 - Click the “Due Dates” result and follow the instructions provided
- Changing the dates in Genius will not change the dates in Apex and changing the dates in Apex will not change the dates in Genius.

Edmentum Enrollments

- Changing the dates in Genius will not change the dates in Edmentum. You will need to login to the Edmentum LMS to change the end date of a course in the LMS. You can find the instructions in the [Edmentum manual](#).

Transcripts

Homeschool transcripts can be made in Genius when you are logged into your Teacher Home Schooled role. To make transcripts:

1. Login to Genius using the link provide above
2. Follow the instructions on page 5 above to switch to your Teacher Home Schooled role
3. Go to the Student Tab
4. Click on the student you would like to create a transcript for. Please note the student must have at least one active course to be able to access their transcript.
5. Click on view transcript – you can see all the courses on the transcript
6. “Click to Download Transcript’ on the top right of the transcript
7. The transcript will download as a PDF
8. Print and sign the transcript

Add Courses to Transcript

1. Login to Genius using the link provide above
2. Follow the instructions on page 5 above to switch to your Teacher Home Schooled role
3. Go to the Student Tab

4. Click on the student you would like to create a transcript for. Please note the student must have at least one active course to be able to access their transcript.
5. Click on “transcript analysis”- you will see all the courses the student has taken. If you need to edit a course, click the pencil and paper icon to the left of the course name. If not, icon appears the course cannot be edited here. Courses taken through Genius cannot be edited here. You will need to follow the instructions below to edit those courses.
6. Click Add new course to history
7. Complete the required information on the form that pops up. Term is the academic school year the course was taken i.e. 2017-2018.
8. Click the box to the right of “Show in transcript” if you want it to appear on the student’s transcript.
9. Click “Save”
10. Repeat for each course you would like to add.

Edit a Course on Transcript

1. Login to Genius using the link provide above
2. Follow the instructions on page 5 above to switch to your Teacher Home Schooled role
3. Go to the Student Tab
4. Click on the student you would like to create a transcript for. Please note the student must have at least one active course to be able to access their transcript.
5. Click on “Enrollment History”
6. Adjust the filters until the class you need appears
7. Click the pencil and paper icon to the left of the course name
8. Edit the items you need to change – Please note comments do not appear on transcripts
9. Click “Save”

Edit Additional Information for a Course on the Transcript

Some information on the courses cannot be changed. If there is information on a course on the student’s transcript that you cannot edit using the instructions listed above, they can contact us for assistance or follow the instructions below.

1. Login to Genius using the link provide above
2. Follow the instructions on page 5 above to switch to your Teacher Home Schooled role
3. Go to the Student Tab

4. Click on the student you would like to create a transcript for. Please note the student must have at least one active course to be able to access their transcript.
5. Click on “Enrollment History”
6. Adjust the filters until the class you need appears
7. Click the pencil and paper icon to the left of the course name
8. For “Show in Transcript” select “No” – this will prevent this course from showing on the student transcript.
9. Click “Save”
10. Follow the instructions above on “Add Courses to Transcript” – You can enter the data in each field as needed.