



Homeschool Teacher Guide



Genius SIS Guardian/Homeschool 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/homeschool teacher, view their grades, print reports, and keep on pace. As a guardian/homeschool teacher, you can view the progress for your student(s), print reports, submit payment (this feature is not yet available), add and drop courses (this feature is not yet available), and monitor student achievement.

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

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

The system automatically opens to the Guardian Dashboard option.

Guardian Role

Dashboard

Figure 1 below shows the guardian portal dashboard.

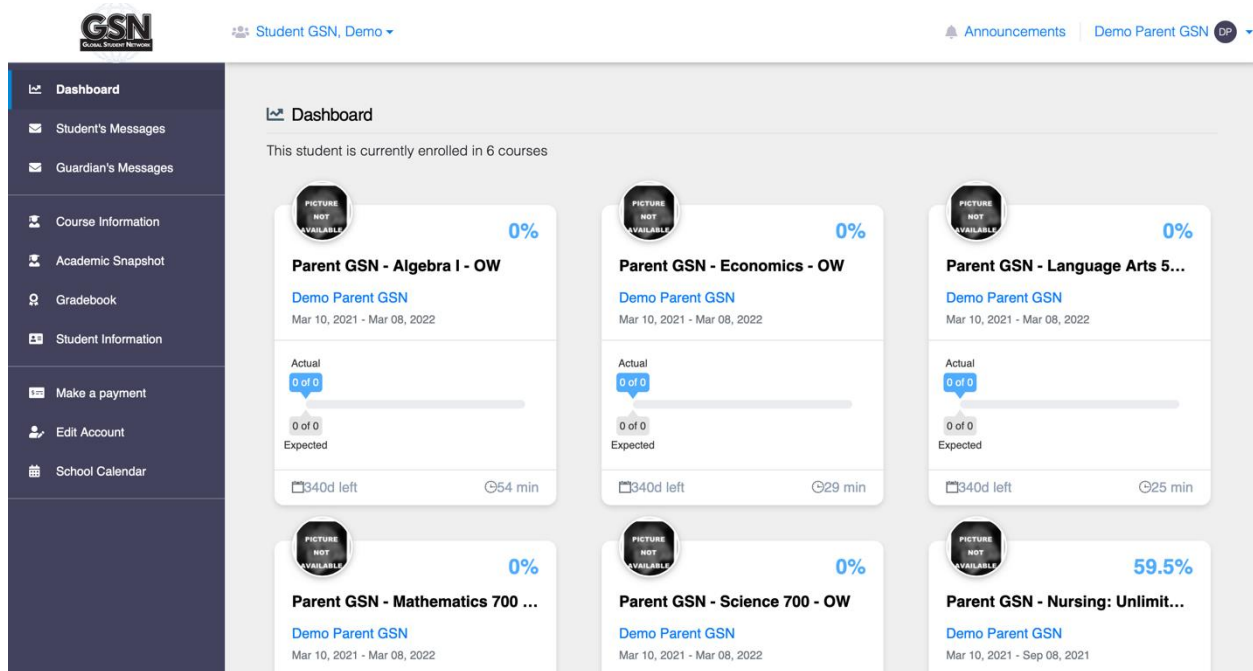


Figure 1

If you have more than one student enrolled with GSN, listed under the same account, you will see a dropdown on the top left next to the GSN log simply click the name of the student and you will see the other student names pop up. You can choose which student to view. *The student names have been blacked out in the above screenshot to protect their privacy.*

This area displays the courses the student is currently enrolled in, including the course name, the current grade, the name of the teacher, the start and end date of the course, the number of assignments completed so far and whether the student is ahead or behind pace.

Activity

This area displays the last activities of the student in each course, as reported by the LMS (The Learning Management System (LMS) is where the curriculum is located). This will show the number of minutes spent on graded activities and not the total time spent in the course that day. If this information is not available, no activity will be displayed. This information is updated once daily. For “Real-time” data you can login to the LMS (instructions below).

Course Requests

This functionality is currently not being used and will display “There are currently no courses requested by this student”. This is under development and will be fully functional in future releases.

Gradebook Quality

This area shows a bar graph of each course’s gradebook with each color indicating the number of assignments that fall into that grade category. The categories are listed in the legend above the graph. You can hover over each bar for more information.

Minutes per Course

This area displays a graph of the number of minutes spent in each course. It will help you to see which course your student has spent the most time in that week. If you hover over any of the colored sections on the graph you can see more information.

--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”

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 right of the screen just above the teacher information.

Academic Snapshot

The Academic Snapshot page provides an “at a glance” view of the current academic status for each course your student is currently enrolled in. For each course, this page displays the following information:

- Current grade in the course
- Name of the course
- Teacher’s name
- Enrollment period (start and end dates of the course)
- Assignments – The number completed versus the total number of assignments and if the student is on pace or not to complete the course by the end date.
- Last Activity date
- Number of 0’s the student received in the gradebook
- Pacing bar

Gradebook

The Gradebook page will display the grade the student has received on each assignment as reported by the LMS. Click the button to the left of the name of each course to view the gradebook for that course. The Gradebook shows information for current enrollments only.

If you scroll down, you will see the name of each assignment, points possible, the grade earned, and the date completed. Assignments without this data have not yet been completed.

Student Information



This page will show you the information we have for your student including their expiration date. This information cannot be edited here. Please email us if any of this information needs to be update. You can edit the student’s profile picture here.

Make a Payment

This area is in development. You currently cannot make a payment in this area. To make a payment login to your GSN account [here](#).

Edit Account

From this page, you can edit your information, password, and secret question used for password reset.

School Calendar

You can use this calendar to add events for you and the student. You can also add assignment due dates. Please note: The assignment due dates from the LMS will not automatically populate on this calendar. This calendar will not change dates within the LMS.

~Teacher Home Schooled Account~

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

My Genius Tab

The screenshot shows the 'My Genius Tab' dashboard. At the top left, it says 'Student GSN, Demo'. At the top right, there are 'Announcements' and 'Demo Parent GSN' with a profile picture icon. Below the header, there is a 'Dashboard' section with the text 'This student is currently enrolled in 6 courses'. A red arrow points to a user menu in the top right corner, which contains 'Edit Account', 'Logout', and 'Login as Teacher'. The main content area displays three course cards, each for 'Parent GSN' with a '0%' progress indicator. The first card is 'Algebra I - OW' (Mar 10, 2021 - Mar 08, 2022) with '0 of 0' actual progress and '340d left' / '54 min'. The second is 'Economics - OW' (Mar 10, 2021 - Mar 08, 2022) with '0 of 0' actual progress and '340d left' / '29 min'. The third is 'Language Arts 500 - ...' (Mar 10, 2021 - Mar 08, 2022) with '0 of 0' actual progress and '340d left' / '25 min'. Each card shows a progress bar and 'Expected' progress.

Figure 3

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

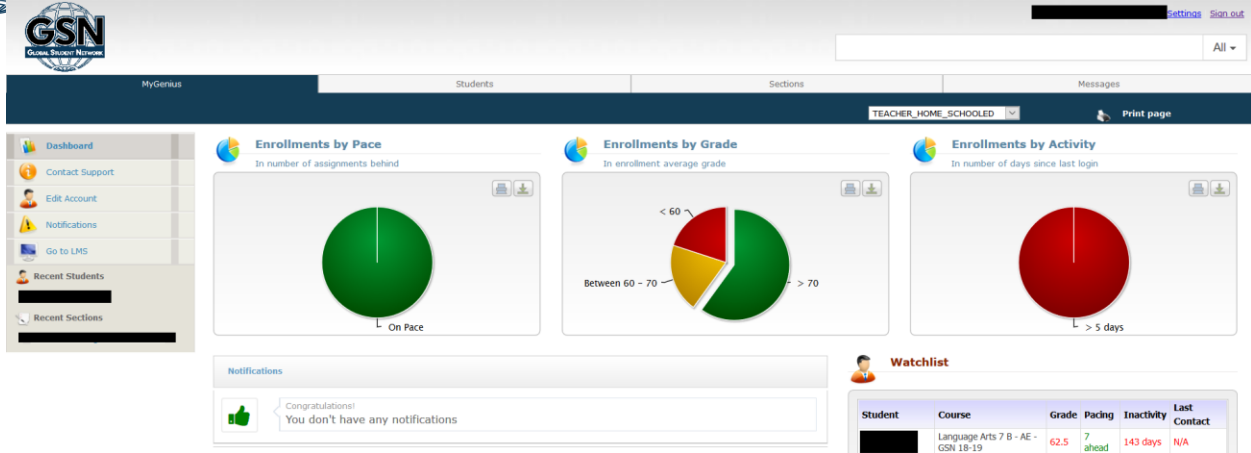


Figure 4

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.

Notifications

You can also view your notifications here.



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/) or copy and paste this link: <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. The find student search will find inactive and active students. 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.

External Files

Here you can upload files to the student's account such as immunization records or previous transcripts/report cards.

View Calendar

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

Historic Data Section:

View Transcript

You can download and view the student's homeschool transcript. Please note: GSN is not a school we are a homeschool curriculum provider and we do not issue official records or transcripts. You as the homeschooling parent are responsible for maintaining and issuing all records and transcripts.



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. 2020-2021.
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. *Please note: The course plan section is currently not operational. This feature will be added in future developments.*

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 the course 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.

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.

Actions Section:

Send Email

You can send an email to your student here. This will be recorded on student’s communication log.

Send SMS

You can send a text message to your student here. This will be recorded on student’s communication log. *Please note: The student*

Sections Tab

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

The screenshot shows the GSN interface with the 'Sections' tab selected. The main content area displays 'Basic Information' for the section 'English 12 Honors'. The 'Enrollments' section shows a table with one enrollment record.

Student	Affiliation	Start	End	Grade	Assignments
[Redacted]	Global Student Network	09/14/2017	09/05/2018	48.8	51 of 163

Figure 5

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.

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 the course 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.

Reports Tab

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

Opening a Report:

To open a report, hover over the report tab and click on the name of the report you would like to open under Custom Reports.

Exporting a Report:

An especially 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:

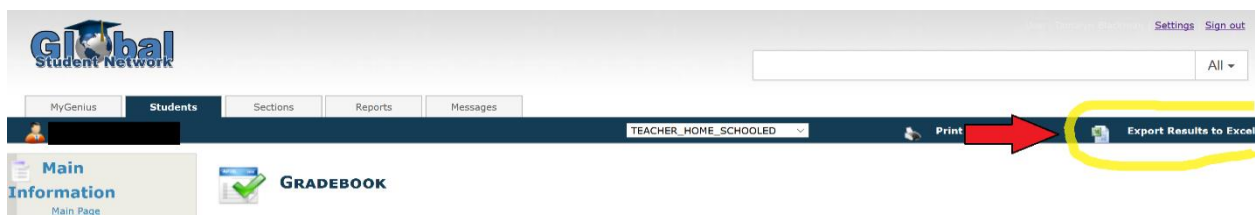


Figure 6



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.

Transcripts

Homeschool transcripts can be made in Genius when you are logged into your Teacher Home Schooled role. Please note: GSN is not a school and does not issue official records or transcripts. 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.