

USER INSTRUCTIONS: GENESIS PARENT REQUESTS

1. Login to the Parent Portal at <https://parents.edison.k12.nj.us>.

2. Click > SCHEDULING

On this screen the parent can see the recommended course schedule for next year and the requests.

The PDF icon next to the Course Request title provides a printable version of the requests that includes a signature line for both the parent and counselor.

The screenshot shows the 'Scheduling' page in the Genesis Parent Resources system. The navigation bar includes 'HOME', 'STUDENT DATA', 'CONTACTS', 'PAYMENT', 'SETTINGS', and 'LOGOUT'. Below the navigation bar, there are tabs for 'Summary', 'Assessments', 'Attendance', 'Grading', 'Gradebook', 'Scheduling', 'Documents', 'Forms', 'Conferences', and 'Letters'. The 'Scheduling' tab is active, and the 'SELECT STUDENT:' dropdown is set to 'Student, Test'. A message states: 'Marking Period 2 Report Cards are available in the Grading Tab.' Below this, there are two tabs: 'SCHEDULING' and 'REQUESTS'. A message indicates: 'Test has been assigned to grade 07 and will attend Test_School(DO NOT USE) in 2014-15'. A box titled 'Test's Course Requests for 2014-15' contains a PDF icon and the text: 'These courses have been requested for the next school year.' Below this is a table of requested courses:

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
T100	T100 - Test Course English		
T101	T101 - Test Course Math		
T102	T102 - Test Course Science		
T103	T103 - Test Course Social Studies		

3. To make a REQUEST – Click the REQUEST sub-tab. Then click the REQUEST A COURSE link.

The screenshot shows the 'REQUESTS' sub-tab in the Genesis Parent Resources system. The navigation bar and tabs are the same as in the previous screenshot. The 'REQUESTS' tab is active. A message states: 'Marking Period 2 Report Cards are available in the Grading Tab.' Below this, there are two tabs: 'SCHEDULING' and 'REQUESTS'. A form for submitting a request is shown, with a table for 'THIS YEAR' and 'NEXT YEAR' information, and a 'Submit' button. Below the form, there is a section titled 'Choose courses to request below:' with a table of course information. The table has columns: 'COURSE', 'REQUESTED BY', 'COURSE CREDITS', 'EARNED TO DATE', 'TOTAL NEEDED FOR GRADUATION', 'PRIORITY', and 'ADDITIONAL INFORMATION'. The table is filtered for 'World Languages Subject Area'. A 'Request a course' link is highlighted in yellow in the 'ADDITIONAL INFORMATION' column of the 'Totals' row.

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
World Languages Subject Area						
			0	10		Request a course
Totals:			0	10		

ANY QUESTIONS REGARDING COURSE REQUESTS SHOULD BE DIRECTED TO THE STUDENT'S GUIDANCE COUNSELOR.

4. COURSE CATALOG SELECTION: Once the Request a Course link is selected, the next screen will show a course catalog of courses that may or may not be selected.

(The image below is a sample image. Course Catalogs are specific to the subject area and will vary.)

Marking Period 2 Report Cards are available in the Grading Tab.

Summary Assessments Attendance Grading Gradebook **Scheduling** Documents Forms Conferences Letters

Scheduling SELECT STUDENT: Student, Test

Marking Period 2 Report Cards are available in the Grading Tab.

SCHEDULING REQUESTS **COURSE CATALOG**

	THIS YEAR	NEXT YEAR
School:	Test_School(DO NOT USE)	Test_School(DO NOT USE)
Grade:	06	07

Course catalog for World Languages:

Status Icons: Recommended by a teacher Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
T105	Test Course - French 7	0		07				Request This Course
T104	Test Course - Spanish 7	0		07				Request This Course

The Course Catalog shows the course code; the name of the course; the credit value; type of course (i.e. Honors, Advanced Placement); the grade level(s) the course is available for; the course status; the Priority Dropdown; additional information and the "Request this Course" button. NOTE: The course will only be available for selection if the course meets the prerequisite requirements. (Any questions about this topic should be directed to the student's counselor.)

*The number of course selections available will depend on the Graduation Requirements and those areas that have not been fulfilled.
 ** Courses that do not meet the prerequisite requirements will not be eligible for selection.

To make a course selection:

1. Set the priority level. "1" = the highest priority -- "5" = the lowest priority
2. Click > Request this Course
3. Once "Request this Course" has been selected, the next screen is where parents can submit their requests. Click > Submit

Summary Assessments Attendance Grading Gradebook **Scheduling** Documents Forms Conferences Letters

Scheduling SELECT STUDENT: Student, Test

Marking Period 2 Report Cards are available in the Grading Tab.

SCHEDULING **REQUESTS**

	THIS YEAR	NEXT YEAR
School:	Test_School(DO NOT USE)	Test_School(DO NOT USE)
Grade:	06	07

[Submit](#)

Choose courses to request below:

Status Icons: Recommended by teacher Requested by parent Remove my request

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
World Languages Subject Area						
T105 Test Course - French 7	Benedict, Richard	0	0	10	2	
Totals:			0	10		Request a course

4. Parents will then be prompted to confirm their requests.

The screenshot shows the 'Scheduling' page with a confirmation dialog box. The dialog box contains the text: 'The page at https://parents.edison.k12.nj.us sa... Please type the word SUBMIT (in all caps) to confirm.' Below the text is an input field and two buttons: 'OK' and 'Cancel'. In the background, the 'Scheduling' page is visible, showing a 'REQUESTS' tab and a table with columns 'THIS YEAR' and 'NEXT YEAR'. The table contains the following data:

	THIS YEAR	NEXT YEAR
School:	Test_School(DO NOT USE)	Test_School(DO NOT USE)
Grade:	06	07

Below the table is a 'Submit' button. Further down, there is a section titled 'Choose courses to request below:' with a table of course requests. The table has columns: COURSE, REQUESTED BY, COURSE CREDITS, EARNED TO DATE, TOTAL NEEDED FOR GRADUATION, PRIORITY, and ADDITIONAL INFORMATION. The table contains the following data:

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
World Languages Subject Area						
T105 Test Course - French 7	Benedict, Richard	0			2	
			0	10		Request a course
Totals:			0	10		

5. Once the requests have been made, an electronic signature will be displayed indicating the date and time of receipt.

The screenshot shows the 'Scheduling' page with an electronic signature displayed. The signature is: 'signed by: genesis.help@edison.k12.nj.us on 2/21/2014 6:35PM'. Below the signature is a table of course requests. The table has columns: COURSE, REQUESTED BY, COURSE CREDITS, EARNED TO DATE, TOTAL NEEDED FOR GRADUATION, PRIORITY, and ADDITIONAL INFORMATION. The table contains the following data:

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
World Languages Subject Area						
T105 Test Course - French 7	Benedict, Richard	0			2	
			0	10		Request a course
Totals:			0	10		

6. Course requests can be deleted using the Trash Can Icon.

ANY QUESTIONS REGARDING COURSE REQUESTS SHOULD BE DIRECTED TO THE STUDENT'S GUIDANCE COUNSELOR.