

## Frequently Asked Questions (FAQ)

Through the Genesis Parent Module you will have access to your child's records.



### Genesis Parent Access "Home" – Student Dashboard Screen

When you login to Genesis Parent Access the first screen you see is Parent Access "Home." This is the Student Dashboard Screen. You will see a "dashboard" for every student linked to you login.

### Each student's 'dashboard' contains the following information:

- Basic Information about the student: student id, homeroom, grade, age. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': current class, current teacher and current room.
- The student's attendance summary for the current week – this shows you the color coded attendance for each day of the week.

### 1. When will I have access to the Parent Module for my child's information?

Your child's attendance and report card is available effective March 15, 2011. You will find more specific information regarding this feature on your school's webpage at [www.hillside12.org](http://www.hillside12.org).

### 2. Where do I get my login?

Send an email request including your name, your child's name and birth date to

APM: [apobutkiewicz@hillside12.org](mailto:apobutkiewicz@hillside12.org)  
CC: [PPereira@hillside12.org](mailto:PPereira@hillside12.org)  
HL: [KMilner@hillside12.org](mailto:KMilner@hillside12.org)  
GW: [ALawler@hillside12.org](mailto:ALawler@hillside12.org)  
WOK: [SNorman@hillside12.org](mailto:SNorman@hillside12.org)  
HHS: [SMcPherson@hillside12.org](mailto:SMcPherson@hillside12.org)

### 3. What if I forget my password : To replace a lost password, send an email request including your name, your child's name and birth date to

APM: [apobutkiewicz@hillside12.org](mailto:apobutkiewicz@hillside12.org)  
CC: [PPereira@hillside12.org](mailto:PPereira@hillside12.org)  
HL: [KMilner@hillside12.org](mailto:KMilner@hillside12.org)  
GW: [ALawler@hillside12.org](mailto:ALawler@hillside12.org)  
WOK: [SNorman@hillside12.org](mailto:SNorman@hillside12.org)  
HHS: [SMcPherson@hillside12.org](mailto:SMcPherson@hillside12.org)

### 4. What is the URL for Parent Access ?

<https://parents.hillside12.org>

### 5. How do I log out of the Parent Access?

There is a small "Log Off" button at the upper right of every Parent Screen. Click the "log off" button.

**ALWAYS LOG OFF PARENT ACCESS  
NEVER JUST CLOSE YOUR BROWSER**

### 6. How can I update my student's Attendance information? You cannot update any information. If you believe any information is wrong, you must contact your child's guidance .

### 7. What if I do not have access to my child's information ?

If you have a middle or high school child whose records are not visible to you on the parent module, please email the individuals above.



**PARENT  
MODULE  
ACCESS  
INFORMATION**

## Attendance



The screenshot shows a web interface for 'Parent Resources' with a navigation menu (Home, Attendance, Grading, Discipline, Homework, News). The main content area displays a calendar for the current year, where each day is color-coded to represent different attendance statuses. A legend on the right side of the screen explains the color codes used in the calendar.

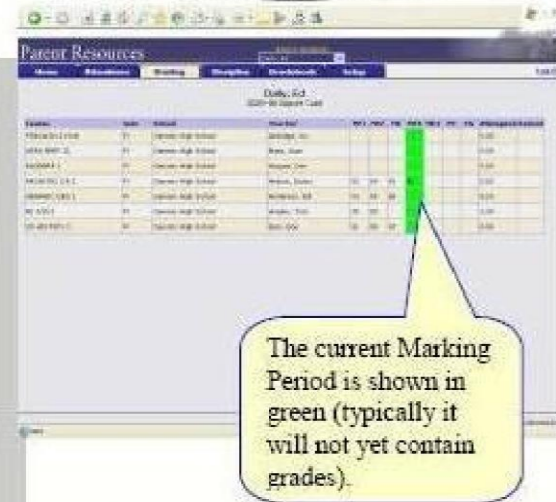
This is your student's Daily Attendance summary for the whole year.

- The Attendance Calendar with each school day is color coded.
- A summary of the student's Attendance for the year.
- The Legend of Attendance code for the school district

### ATTENDANCE COLOR CODES

- The district selects it's own set of Attendance codes and selects the color for each one. When you look at the screen you will see the Attendance codes for our school district. Common Attendance Codes include
  - Unexcused Absence
  - Excused Absence
  - Unexcused Tardy
  - Left early
  - Field Trip

## Grading



The screenshot shows a web interface for 'Parent Resources' with a navigation menu (Home, Attendance, Grading, Discipline, Homework, News). The main content area displays a table titled 'Daily, Ed' showing report card grades for the current year. A yellow callout bubble points to a green highlight in the table, indicating the current marking period.

The current Marking Period is shown in green (typically it will not yet contain grades).

### The Grading Screen

This screen summarizes your student's Report Card grades for the current year. The current Marking Period is highlighted in green.

### Gradebook


A list of Courses with Assignment by Day of the Current Week  
This screen lists all courses your child is currently taking.

**Viewing all of the assignments of one course.** Click on the highlighted course name. This will take you to the "One Course All Assignments" screen.

### Viewing all Assignments for a Selected Day

To see all of the Assignments for one day (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day All Assignments" screen

## Assignments



The top screenshot shows a web interface for 'Parent Resources' with a navigation menu (Home, Attendance, Grading, Discipline, Homework, News). The main content area displays a table titled 'Daily, Ed' showing assignments for a selected course. A yellow callout bubble points to a highlighted course name, indicating that clicking on it will lead to a screen showing all assignments for that course.

The bottom screenshot shows a web interface for 'Parent Resources' with a navigation menu (Home, Attendance, Grading, Discipline, Homework, News). The main content area displays a table titled 'List Assignments' showing assignments for a selected day.

Click on the highlighted course name to see all the Assignments for that course.

### List of Assignments

This screen will allow you to look at your child's assignments in multiple ways.