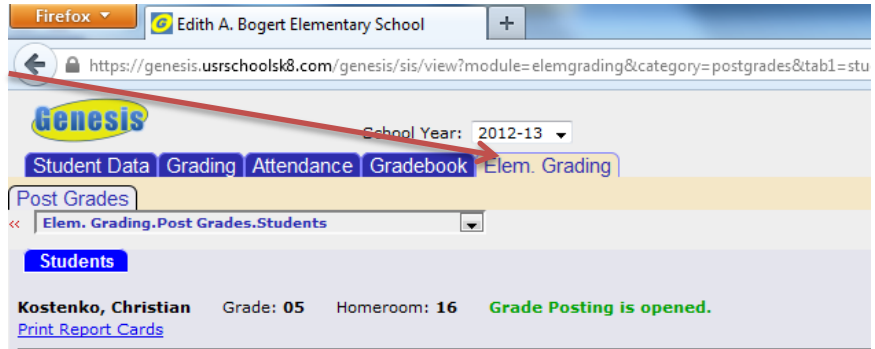


# Genesis

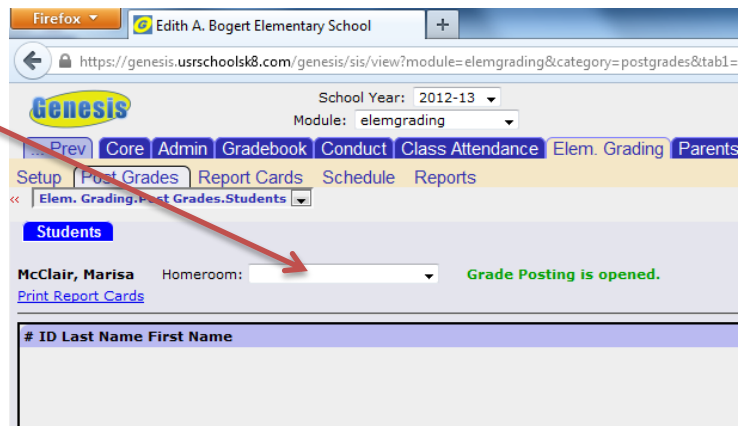
## Post Elementary Grades Special Education Teachers

### To Enter Grades

- 1) Log on to Genesis
- 2) Click on Elementary Grading
- 3) Click on Post Grades



- 4) Click on the HR dropdown and select the HR where your student(s) are located. (If you have students in multiple HRs, you will need to go to each HR.)



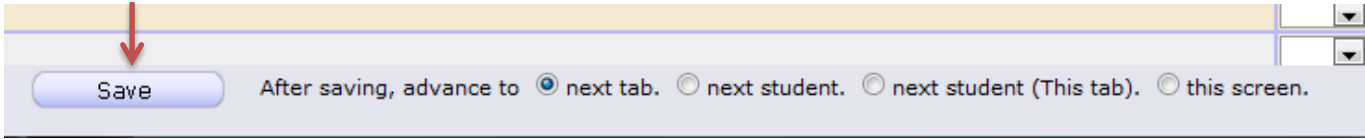
- 5) Click on the grades icon  for a student to enter their grades.

The screenshot shows the student list table in the Genesis web application. The table has columns for "# ID", "Last Name", "First Name", "Grade", "Age", "Grades", "Posted", "Grades", "Comments", and "Conferences". The student "Kostenko, Christian" is highlighted. A red arrow points to the grades icon in the "Grades" column for the student "Alajbegu Altin".

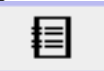
# ID	Last Name	First Name	Grade	Age	Grades	Posted	Grades	Comments	Conferences
1	18124	Alajbegu	Altin	05	10	0%			
2	16025	Belardinelli	Anthony	05	11	0%			
3	15003	Boyer	Brooke	05	11	0%			
4	15172	Chaudhry	Yasmin	05	10	0%			

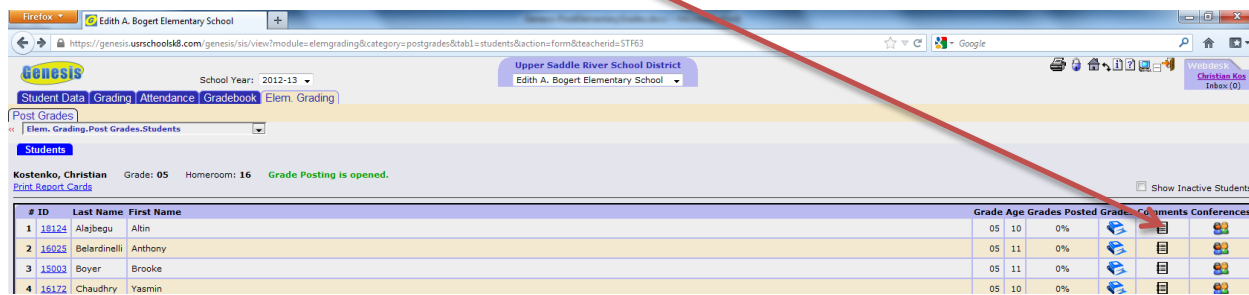
6) Once their grades have been entered **hit the save button at the bottom of the page**. Before you click the save option, select:

- a. Next tab – go to the comment page for the student
- b. Next student and Next Student (this tab) – go to the next student
- c. This screen – saves the current page and stays on the page



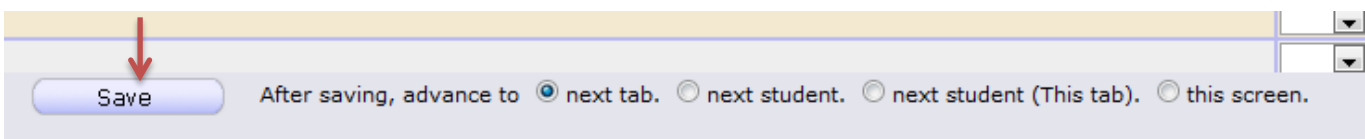
### To Enter Comments

1) After logging into Genesis and going to the Post Grades page and selecting the appropriate HR, click on the comments icon  for a student to enter their grades.



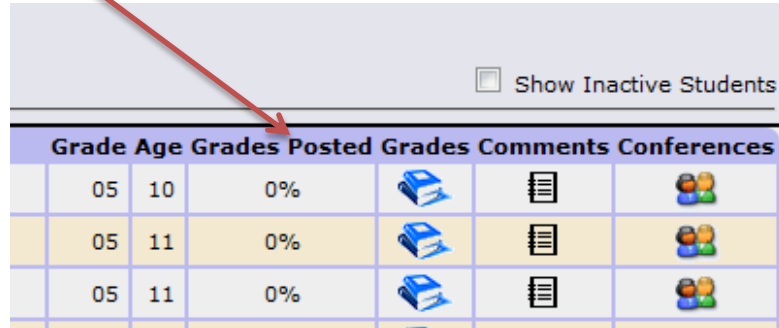
2) Once their comment has been entered hit the **save button at the bottom of the page**. Before you click the save option, select:

- d. Next tab – go to the comment page for the student
- e. Next student and Next Student (this tab) – go to the next student
- f. This screen – saves the current page and stays on the page









## Easily View which Students need Grades

- 1) To determine how many more grades you need to enter for a student, please look at the Grades Posted column. 0% indicates no grades posted and 100% indicates all grades have been posted.



The screenshot shows a table with a header row and three data rows. The header row is blue and contains the following columns: Grade, Age, Grades Posted, Grades, Comments, and Conferences. The data rows are white and contain the following information: Row 1: Grade 05, Age 10, Grades Posted 0%, Grades icon, Comments icon, Conferences icon. Row 2: Grade 05, Age 11, Grades Posted 0%, Grades icon, Comments icon, Conferences icon. Row 3: Grade 05, Age 11, Grades Posted 0%, Grades icon, Comments icon, Conferences icon. A red arrow points from the top left towards the 'Grades Posted' column in the first row. In the top right corner of the table area, there is a checkbox labeled 'Show Inactive Students'.

Grade	Age	Grades Posted	Grades	Comments	Conferences
05	10	0%			
05	11	0%			
05	11	0%	