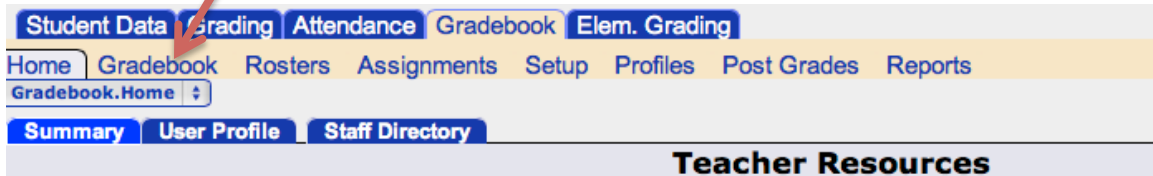


GENESIS – LETTERS

Please log on to Genesis and go to Gradebook

Click on Gradebook



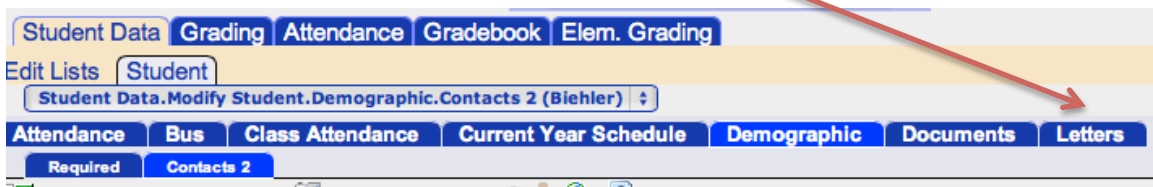
Click on the Student's ID #

A screenshot of the Genesis Gradebook interface showing a table of student data. The table is titled '5 Active Students' and '0 Dropped Students'. The columns are 'ID', 'Name', 'Gr', 'MP3 Calc. Grade', 'E', and 'A'. The table contains five rows of student data. A red arrow points to the first student's ID, 16101.


ID	Name	Gr	MP3 Calc. Grade	E	A
H 16101	[REDACTED]	05	NG	0.0	0.0
H 16117	[REDACTED]	05	NG	0.0	0.0
H 16097	[REDACTED]	05	NG	0.0	0.0
H 16099	[REDACTED]	05	NG	0.0	0.0
H 12193	[REDACTED]	05	NG	0.0	0.0

Assignment Average:
Assignment Median:

Look for the Letters tab at the top of the page



Click on the PDF icon and you will see the letter the parent received as well as the dates in question.

Student Attendance Letters						
Letter Code	Letter Date	Address	Description	Course	PDF	On Parent Portal
tardy5	03/13/2013	[REDACTED]	tardy more than 5 days			✓

Student Letters						
Letter Code	Letter Date	Address	Description	PDF	On Parent Portal	
[REDACTED] no student letters.						

Conduct Letters						
Letter Code	Letter Date	Address	Description	PDF	On Parent Portal	
[REDACTED] has no conduct letters.						