

PARENT ADMINISTRATION – VIEWING REPORT CARDS

If enabled, a [“Please click here to view”](#) a report card link is displayed on the Genesis Parent Grading screen. This document illustrates the interface provided to parents and describes how to control whether or not to display a report card and how to select which report card to display.

Parents Module Grading Screen

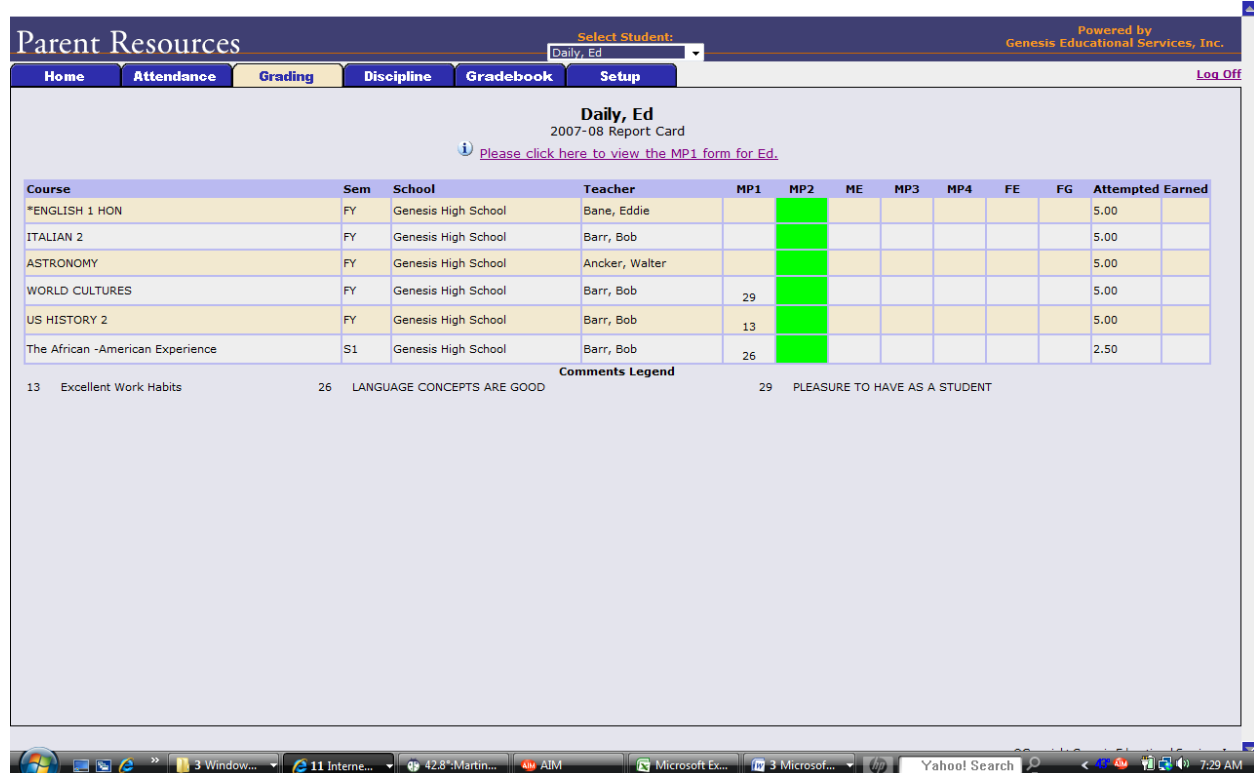


Figure 1 – The Parent Grading screen – Note the [Please click here to view the MP1 form for Ed.](#) link

Viewing Report Cards in the Parent Module

A [“Please click here to view”](#) report card link can be enabled for the Parents Module Grading screen. This must be set up via a Report Card selector on the screen. In Figure 1 above, the Marking Period 1 (i.e. MP1) Report Card has been selected for display. Parents viewing the Parents Module Grading screen see a [Please click here to view the MP1 form for Ed.](#) link (with their own child’s name) and can click it to view the actual report card as shown below.

CAVEAT: It is not possible to say “Show all Report Cards”. The Report Card to display – e.g. the MP1 Report Card as illustrated in Figure 1 above – must be specifically selected. This is detailed below.

Report Card Display Screen

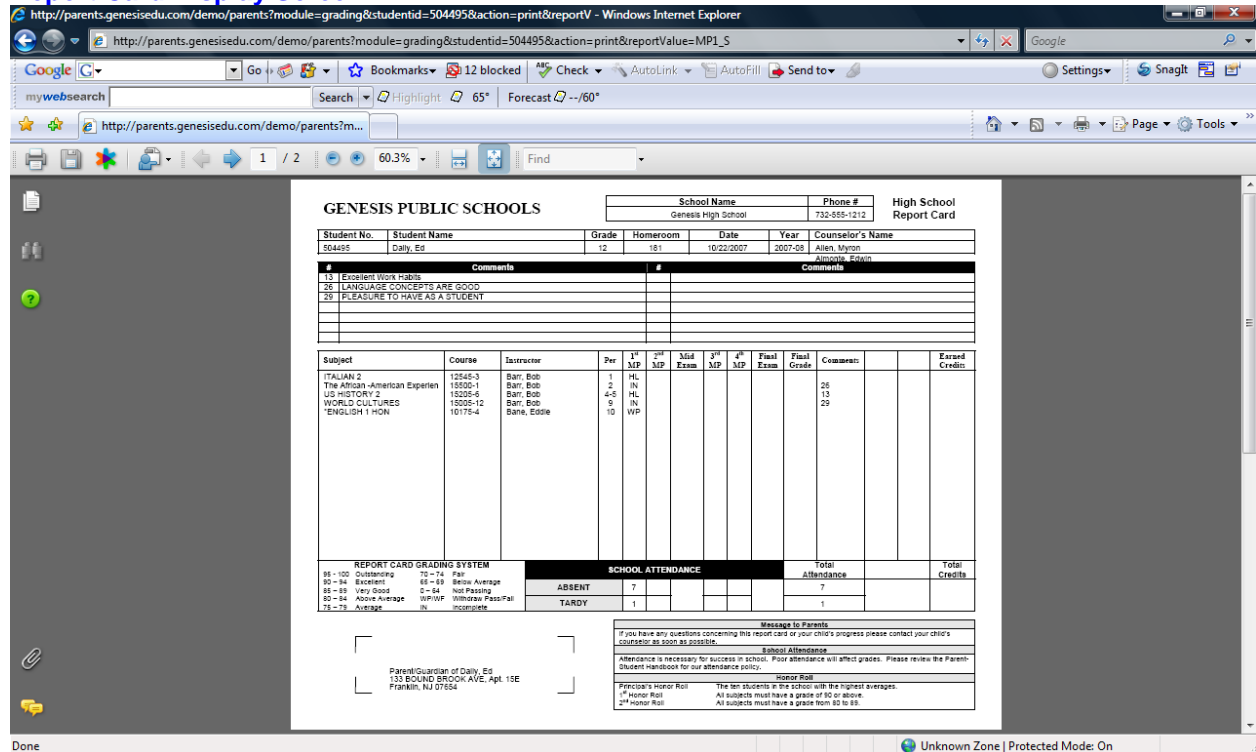



Figure 2 – The Report Card displayed. Users must click the browser back button to return to Genesis

The Report Card Display

When the parent clicks the [“Please click here to view”](#) report card link, they see a copy of the actual report card displayed in Adobe Reader. (Users should be informed that Adobe Reader must be installed on their computer.) The report card can be printed out using the Adobe Reader “printer icon” button.

To return to Genesis, the parent must click on the browser’s back button ().

Selecting the Report Cards to Display in the Parents Module

Parents→Setup→Settings

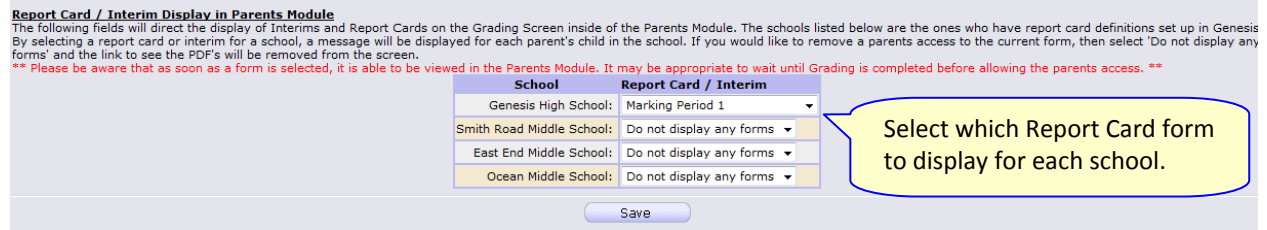


Figure 3 – The “Report Card Display” section of the Parents→Setup→Settings screen

Selecting Report Cards to Display

You must explicitly choose which Report Card to display for each school. You may also choose not to display any Report Card. Once a Report Card is selected that Report Card – and no other – is displayed until you explicitly make a different choice.

CAVEAT: It is a good idea not to display a Report Card until grades have been reported and finalized and the actual Report Cards mailed home.

Procedure to Select Report Cards to Display in Parents Module

1. Go to the [Parents→Setup→Settings](#) screen.
2. Locate the “**Report Card/Interim Display in Parents Module**” section in the middle of the screen
3. Locate the School or Schools for which you wish to select a Report Card to display.
4. Select the Report Card to display from the list of Report Cards. If no Report Cards are included in the drop down, you have not yet configured your Grading Module to produce Report Cards.

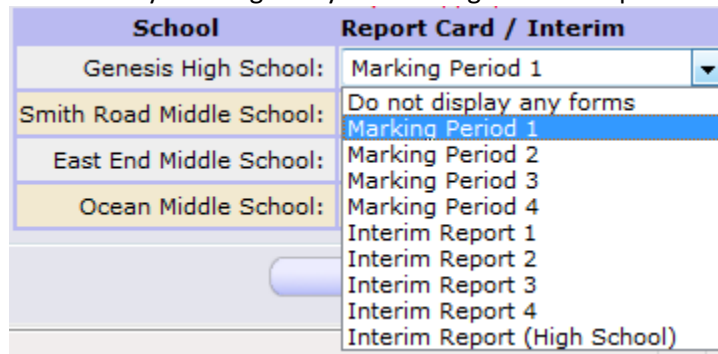


Figure 4 - Selecting a Report Card to display

5. Click the [Save](#) button to store your choices of Report Cards to display.