

TEACHERS

GENESIS BLUE SCHOOL HOUSE

SECONDARY GRADES

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sem 1	Grade 1-9	CIT 1-9	Ex Abs 1-9	Un Abs 1-9	COM 1-9	WUR 1-9
	C	2			01	3.5
	A	3			21	5.5

Genesis Online Help

- Go to <http://www.leon.k12.fl.us> and click Employees, Staff Resources, Training.

Genesis Help Desk

- Email: GenesisUserSupport@mail.leon.k12.fl.us
- Phone: 850.487.7524

Frequently Asked Questions

- Contact Genesis Help Desk for User Names and Passwords problems
- Contact your school's attendance personnel for withdrawing, transferring or missing students, and misspelled names.



Nondiscrimination Contact Information

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.”

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Ruth S. Hobbs, Equity Officer

Leon County Schools

2757 West Pensacola Street

Tallahassee, Florida 32304

(850) 487-7306

hobbsr@mail.leon.k12.fl.us

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Margot Palazesi, 504 Specialist

Leon County School Board Office

2757 West Pensacola Street

Tallahassee, Florida 32304

(850) 487-7161

palazesim@mail.leon.k12.fl.us

Leon County School District

Tallahassee, Florida

Jackie Pons, Superintendent

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A. LOG IN

1. Double click on the **Blue School House** on your desktop.
2. Click **Login** (upper right). Enter your assigned user name and password.
 - Your **User Name** is the same as your network login name. Example: smithj (Jane Smith)
 - Your **Password** is assigned, but you can change this password by clicking on the link with your name.



B. ENTER CLASS GRADES (PER PERIOD)

Next you will navigate to the Period and the Course, Open the Gradebook, and Enter the Grades.

1. Select **Gradebook** on the upper menu bar.
2. Your school year and school name automatically display. Select your **Teacher Name**.
3. Single click the + next to **Teacher**.



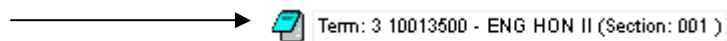
4. Single click the + next to **Scheduled Classes**.



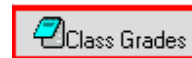
5. Single click the + next to the **Period**.



6. Single click the **Notebook Icon**.



7. Also, you can click on **Class Grades** in the upper menu bar. The **Gradebook** window opens to **Class Grades**.



8. Click on **Semester 1** (the word Semester 1) or the current semester.

9. Click **Hide** to hide the navigation bar. This will allow you to see all of the left screen.
Note: To display the navigation bar again click **Show Navigation**.



10. Under **Grade** enter a grade for each student and click **Save**.
11. Under **Cit 1-9 (Citizen)** enter the citizenship grade for each student and click **Save**.

Note: Excused Absences and Unexcused Absences are colored blue and locked. To be populated by District.

12. Under **Com 1-9 (Comment)** enter the comment for each student and click **Save**.
13. Under **WUR 1-9 (Writes Upon Request)** enter the grade for each student and click **Save**. (Only if your administration notifies you.)
14. **Always remember to click Save in the upper left corner. Otherwise, you will lose all your work.**
Note: Any unsaved work will be lost.

C. DEFINITIONS OF CODES

Semester 1	Grade 1 - 9 means 1 st Nine Wks Grade 2 - 9 means 2 nd Nine Wks
Semester 2	Grade 3 - 9 means 3 rd Nine Wks Grade 4 - 9 means 4 th Nine Wks
WUR – Writes Upon Request	
Ex Abs – excused absence – automatically populated Un Abs – unexcused absence – automatically populated	
Grades	Cit – Citizenship
A Excellent	1 Unsatisfactory
B Good	2 Needs improvement
C Average	3 Satisfactory
D Poor	4 Outstanding
F Failing	
I Incomplete	
N No Grade Awarded at this time	
W Withdrew from class before grade given	
Comments	
01 MAKES EXTRA EFFORT	16 DOES NOT STAY ON TASK
02 MAKING PROGRESS	17 NEEDS TO APPLY HIMSELF/HERSELF
03 EXCESSIVELY TARDY	18 IEP GOALS OBTAINABLE BY END OF YR
04 EXCESSIVELY ABSENT	19 CONTACT INSTRUCTOR FOR CONFER
05 WORK NOT MADE UP WHEN ABSENT	20 DIDN'T MEET MINIMUM STANDARDS
06 OFTEN UNPREPARED	21 A PLEASURE TO HAVE IN CLASS
07 DISRUPTIVE IN CLASS	22 NEW STUDENT-GRADE NOT ASSIGNED
08 FAILS TO DRESS OUT	23 RECOMMEND HOMEWORK CENTER
09 ACADEMIC WARNING SENT HOME	24 HANDWRITING NEEDS IMPROVEMENT
10 LOW TEST GRADES	25 LOST TEXTBOOK
11 ASSIGNMENTS INCOMPLETE	26 IEP PROGRESS INADEQUATE
12 DOES NOT HAND IN ASSIGNMENTS	27 PERFORMING BELOW GRADE LEVEL
13 DOES NOT WORK IN CLASS	28 MODIFICATIONS IMPLEMENTED
14 INATTENTIVE IN CLASS	29 DID NOT MEET ATTENDANCE CRITERIA
15 NOT WORKING UP TO ABILITY	30 HOME SCHOOLED - MISSING GRADES OKAY
	31 MS GRADE RECOVERY
	32 GRADE EARNED OUT OF COUNTY
	Codes shown below are assigned by attendance program
	51 EARNED GRADE D
	52 EARNED GRADE C
	53 EARNED GRADE B
	54 EARNED GRADE A

D. ENTER GRADES BY THE FILL DOWN PROCESS

Another time saving feature is to quickly fill down a column with one letter grade, edit a few grades and click **Save**. This is referred as the **Fill Down Process**.

In this example we will fill the **Grade 1-9** Category with **A**'s.

1. Click on the word **Semester 1**.
2. Give the first student an **A**.
3. Check the Box above **Grade 1-9**.
4. Select **Fill column with contents of row 1**.
5. Click **Go**. You can make edits to any grades.
6. Click **Save**.

Student_id	view	Last	First	Semest 1	Grade 1-9	CIT 1-9	Ex Abs 1-9	Un Abs 1-9	COM 1-9	WUR 1-9	Grade 2-9	CIT 2-9
952316853	view	Brown	Kadejah		A							
922055286	view	Brundage	Shakyila									
960717543	view	Gilbert	Jordan									
963610595	view	Gloss	Jonathan									
155013516	view	Guthrie	Urban									

E. ADD NOTES TO CLASS GRADES

Notes can be added to any class grades. The notes will not print on the report cards and they are for the teachers and admin only.

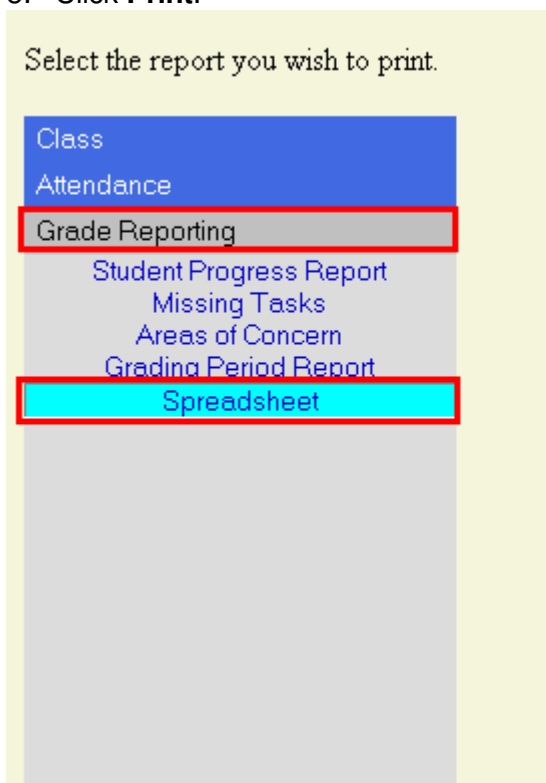
1. Click in the grade field where you want to add note.
2. Click **Notes** located on the upper menu bar.
3. Click **Add New Notes**. Enter your note.
Note: Apple users will click on the cell and click **N**.
4. Click **Update**.
5. Click **Close**. The cell will turn **yellow** because it is a note.

F. PRINT GRADES

1. Click **Reports** on the upper menu.



2. Click **Grade Reporting**.
3. Click **Spreadsheet**.
4. Select the **Grading Period**.
5. Click **Print**.



Spreadsheet - Print Options

Grading Period:

- Print folders and assignments.
- Print folders only.
- Print assignments only.
- Only print the items that have been specifically chosen.

Sort: Name Student number

6. A report will open up in Adobe PDF format. You can print to the printer from the Adobe PDF.

G. LOG IN FROM HOME

NOTE: Please make sure that all pop-ups are disabled or the Genesis screens will not work.

1. Go to **Leon County Schools Website** at <http://www.leon.k12.fl.us>.
2. Click **Employees, Staff Resources, Training** and **Genesis Online Help**.
3. Click either **Elementary** or **Secondary** under Genesis Training Guides.



4. Click **Teacher Home Login**.

Note: The sign-in screen below will appear. This is **not** your Genesis sign-in screen. It is your network sign-in screen where you will sign-in from home.

5. In the User Name box, type the word **schools**.



6. After the word **schools**, hit the back slash symbol \ located above the Enter key.



7. Enter your network **User Name**. (Often last name & first initial.)

8. Enter your network **Password**.

9. Click **OK**.

10. Click **Teacher Portal** or **Blue School House**.



Note: Apple users may need to enter above information in the following format:

User name: network **User Name**
 Password: network **Password**
 Domain: **schools**

User Name or ID: doej
Password: *****
Domain: schools

H. DISABLING POP-UP BLOCKERS

Pop-up blockers in Internet Explorer need to be disabled in order for Genesis to work. If you have toolbars like Yahoo, Google and Advanced Search, be sure their pop-up blockers are also disabled.

If your class view will not appear after clicking on your notebook or you may even hear a pinging noise, then check your pop-up settings to make sure the pop-ups are disabled.

A. Genesis Pop-Ups

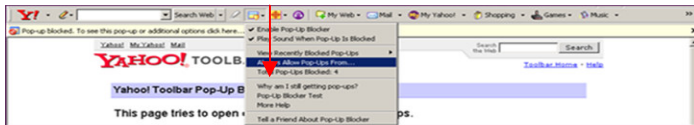
1. To disable your pop-up blockers, open your Internet Explorer.
2. Click **Tools** (upper menu bar), click **Pop-up Blocker** and click **Pop-up Blocker Settings**.
3. Enter **leon.k12.fl.us** and click **ADD**.

B. Yahoo Pop-Ups

When a Yahoo pop-up is blocked, the Yahoo Pop-up Blocker icon looks like this.



1. To disable a Yahoo pop-up blocker, click the drop down arrow.



2. From the menu, select **“Always Allow Pop-ups From...”**
3. Highlight **apps.leon.k12.fl.us** and click **Allow**.
4. Answer **OK** to the prompt.
5. Click **Close**. You should now be able to access your class.

Note: To temporarily allow pop-ups, press the CTRL key while clicking the Genesis Notebook icon.

C. Google Toolbar

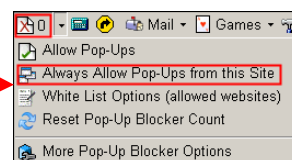
Click here to always allow pop-ups for this URL.



NOTE: To temporarily allow pop-ups, press the CTRL key while clicking the Genesis Notebook icon.

D. Advanced Search Bar

1. To change the pop-up blocker settings, click the dropdown arrow.
2. Click **Always Allow Pop-ups from this Site**.



NOTE: To temporarily allow pop-ups, press the CTRL key while clicking the Genesis Notebook icon.