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# Parent Portal

# User Manual

[www.nhanover.com](http://www.nhanover.com)

**GENESIS STUDENT INFORMATION SYSTEM**

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## Introduction

The Genesis Parent Portal tool is a safe, secure way to view your child's school record for the current school year. You will have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your child or children's daily attendance record.
- Teacher Gradebook assignments and assignment grades for your child or children.

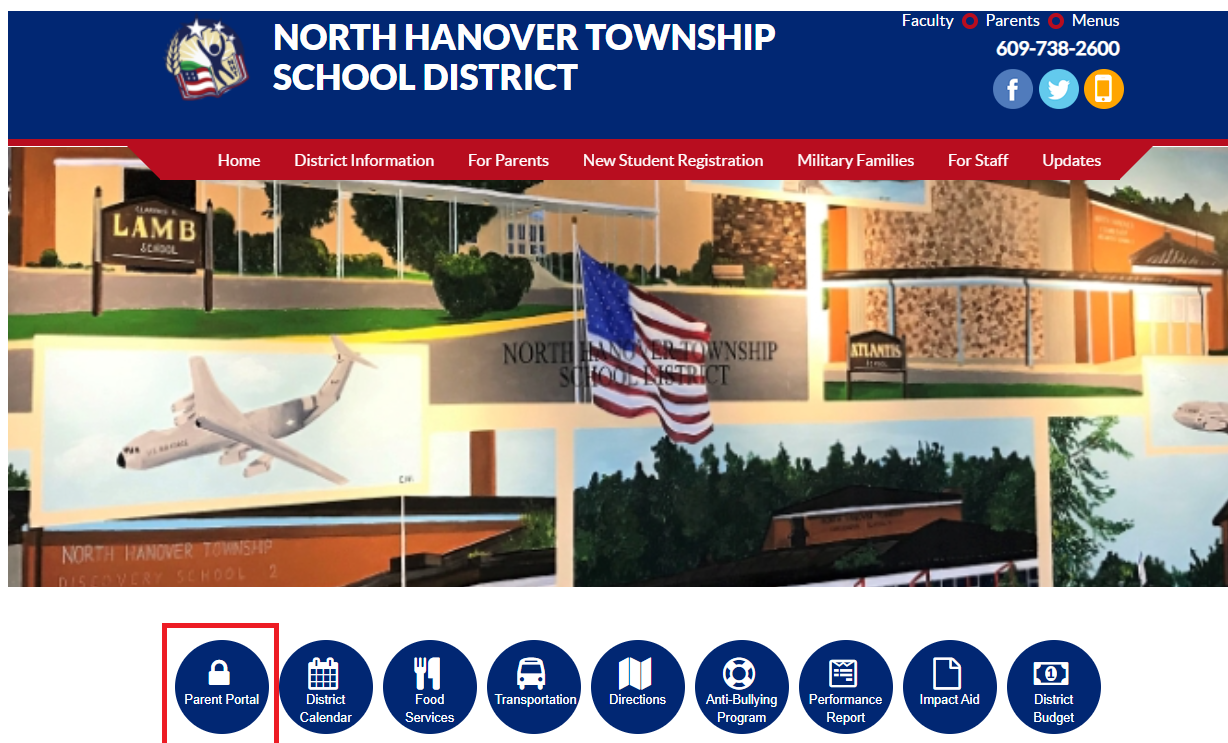
The rest of this manual will guide you through all of the screens which may be available to you and how to use them. Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).

## Logging In & Logging Out

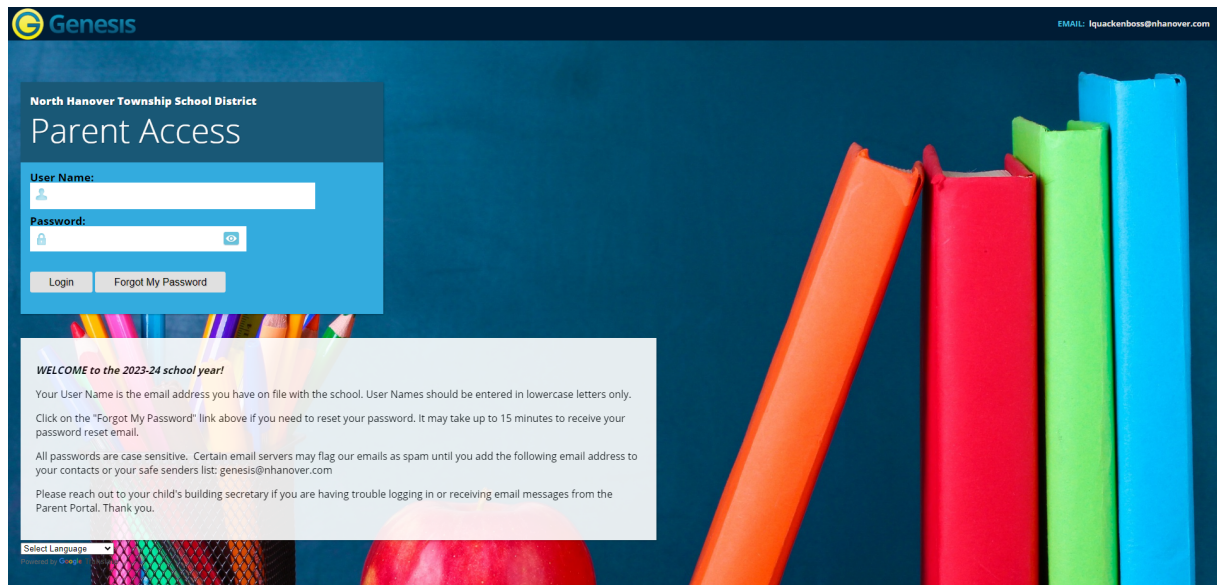
### Logging In

Logging into the Parent Portal is very simple:

1. Go to [www.nhanover.com](http://www.nhanover.com) and click on the **Parent Portal** icon in the center of the Home screen.



2. Once you are on the login screen, enter your Email Address in the '**Username**' field
3. Enter your Parent Portal password in the '**Password**' field.
4. Click the '**Login**' button



### **Logging in for the First Time**

The very first time you login you will be required to change your password.

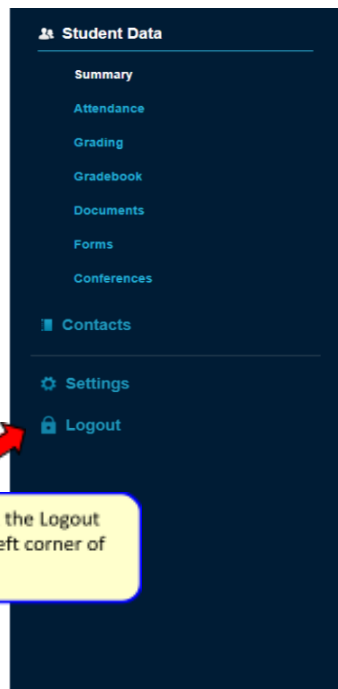
### **What if I forget my password?**


If you forget your password, click the **Forgot My Password** link on the login screen. A new randomly generated password will be mailed to your email account. Please wait to receive your new password; you should receive it within approximately 15 minutes. The first time you login with your new password, you will be required to change it.

### **Logging Out**

***It is important to logout of the Genesis Parent Portal properly:*** It is important to logout of *all* web applications properly.

To logout, locate the **Logout** button in the left lower corner of the screen and click it. When you click the logout icon you are immediately logged out.





**Caroline Jones**  
 Endeavour Elementary School  
 Student ID: **165803**  
 State ID: **7325217730**

Grade: **02**

Print Schedule: [List](#)

Today's Cycle: W  
 Schedule For: Full Year

Art - 2 (s)	FY
HOMEROOM Habits of Mind - 2	FY
Technology - 2 (s)	FY
Mathematics - 2	FY
Music - 2 (s)	FY
Physical Education - 2	FY
Reading - 2	FY
Science - 2	FY
Speaking and Listening - 2	FY

**Bus Info**
[View Bus Pass](#)

Week / Day ← Wednesday →

<b>AM</b>	Route: 42 AM Time: 7:29 AM Pick Up / Drop Off: 51 Cottonwood Rd
<b>PM</b>	Route: 31 PM Time: 3:11 PM Pick Up / Drop Off: 51 Cottonwood Rd

This Week	M	T	W	R	F
Attendance	-	E	-	-	-
Assignments	1	0	0	0	0

**Information**

Homeroom:	Prats, Isabel
Age:	7
Birthdate:	01/28/2016
Lunch PIN #:	5385
Google Username:	cjones@nhanover.org
Google student password:	es233408
Field Trip YES:	<input checked="" type="checkbox"/>
PG rated movie YES:	<input checked="" type="checkbox"/>

### Switching language

There is a [Select language](#) button at the lower right corner of every screen. To switch to another language, click this button. It then changes the language of the Parent module.

## Student Data Summary Screen

Welcome to the 2023-24 school year!  
Click here to navigate to the [Parent Portal User Manual](#)

**Caroline Jones**  
Endeavour Elementary School  
Student ID: 165803  
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Print Schedule: [List](#)

Today's Cycle: W  
Schedule For:

Art - 2 (s)	FY
HOMEROOM Habits of Mind - 2	FY
Technology - 2 (s)	FY
Mathematics - 2	FY
Music - 2 (s)	FY
Physical Education - 2	FY
Reading - 2	FY
Science - 2	FY
Speaking and Listening - 2	FY

### Genesis Parent Access “Student Data Summary”

When you login to Genesis Web Access the first screen you see is “Student Data Summary”. This is the Student Dashboard screen. You will see a ‘dashboard’ for every student linked to your login. All your students will be on one screen.

Each student’s ‘dashboard’ contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**.
- Class schedules for high school and middle school students. This is not shown for elementary school students.
- The student’s attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day

### Side Tabs

There are three available dark blue “side tabs”, in addition to the Logout tab. They are:

**STUDENT DATA** – This is where you can see your student’s information. The first screen you see when you click on the **STUDENT DATA** tab is the “Summary” dashboard.

**CONTACTS** – Contacts list all contact information on record for your student(s).

**SETTINGS** – This is where you can select and update your personal log on settings.

## Selecting a Student

Welcome to the 2023-24 school year!

Click here to navigate to the [Parent Portal User Manual](#)



**Caroline Jones**

Endeavour Elementary School

Student ID: 165803

State ID: 7325217730

Grade:

**02**

Print Schedule: [List](#)

Today's Cycle: W

Schedule For:

Art - 2 (s)	FY
HOMEROOM Habits of Mind - 2	FY
Technology - 2 (s)	FY
Mathematics - 2	FY
Music - 2 (s)	FY
Physical Education - 2	FY
Reading - 2	FY
Science - 2	FY
Speaking and Listening - 2	FY

<< Caroline

Select the student  
whose information  
you wish to look at

## Changing the Selected Student

The name of the 'currently selected student' is displayed in the '**Select Student**' drop down at the top right of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

### The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact your school secretary.

## Attendance

Daily Attendance is your child's official daily attendance record.

**Student Data**

---

Summary

Attendance

Daily Attendance

Day: **W**

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Totals	
Possible Days	59/180
Total Tardies	0
Total Absences	1

Legend	
	Present
	Absent - Full Day Unexcused
	Early Out (w/ time)
	Weekend
	Holiday
	Emergency Closure
	Home Instruction
	Not on Roll
	Snow Day

If you have multiple students in the district, you will select each student from the "Select Student" drop-down list located at the top of the screen.

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

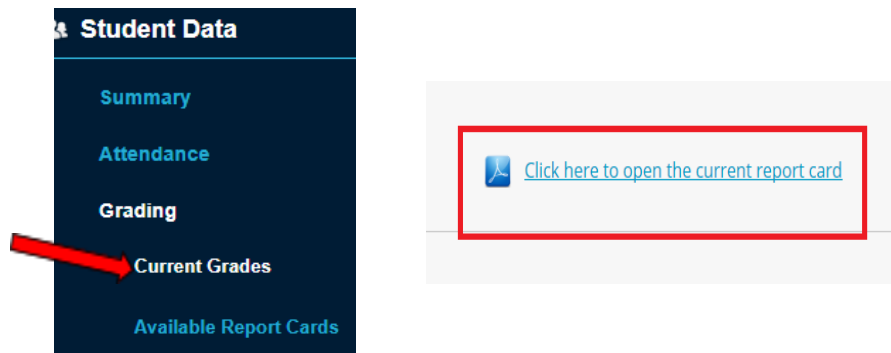
- The Attendance Calendar with each day color coded
- A summary of your child's Attendance for the year
- The 'Legend' of Attendance codes.



## Grading

### Current Grades

Current Grades is where you will find your child's current Report Card or Interim Progress Report. Report Cards and Interim Progress Reports are each posted to the Parent Portal 3 times per school year. They are posted for approximately 2 weeks at a time.



If a Report Card or Interim Progress Report is not currently posted, then you will see a message indicating that there is no grading data available for your student at this time.

### Available Report Cards

If your child has been in our school district for more than one school year, then his/her final Report Card(s) and/or final Progress Report(s) will be listed on this screen.

The image shows the 'Student Data' sidebar menu on the left, with a red arrow pointing to 'Available Report Cards'. To the right is a table titled 'Available Report Cards'.

Year	School	Name	Marking Period	View
No report cards found in 2023-24 school year				
<b>Previous Year Report Cards</b>				
2022-23	Endeavour Elementary School	Report Card Grade 1		
	Endeavour Elementary School	Progress Report - 1st		
2021-22	Endeavour Elementary School	Report Card Kindergarten		
	Endeavour Elementary School	Progress Report - K		

## Gradebook

### Weekly Summary of Assignments Screen

The screenshot shows the 'Student Data' sidebar on the left with a red arrow pointing to 'Weekly Summary'. The main content area displays the student's name 'Jones, Caroline' and a 'Print Assignments this Week' link. Below this are six colored boxes, each representing a course: Art - 2 (s), HOMEROOM Habits of Mind - 2, Technology - 2 (s), Mathematics - 2, Music - 2 (s), and Physical Education - 2. Each box contains the course name and a 'Teachers Name' link with an email icon.

Course	Teachers Name
Art - 2 (s)	Teachers Name
HOMEROOM Habits of Mind - 2	Teachers Name
Technology - 2 (s)	Teachers Name
Mathematics - 2	Teachers Name
Music - 2 (s)	Teachers Name
Physical Education - 2	Teachers Name

#### Gradebook Weekly Summary

This screen lists all courses your child is taking during the current school year. It may show courses that are not meeting right now. Click on a teacher's email address to send email to that teacher. You may select a different week by clicking in the "Week of" field.

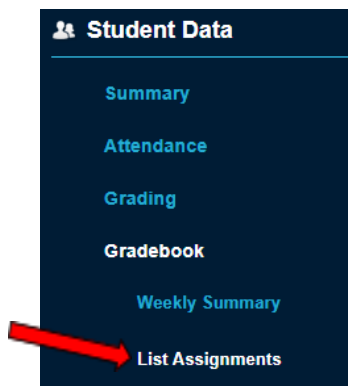
#### Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the List Assignment screen for that course.

#### Viewing all Assignments for a Selected Day

To see all Assignments that are due on a particular day (for example, Tuesday), click on the highlighted day name. That will take you to the List Assignment screen for that particular day.

## List of Assignments Screen



### Jones, Caroline

Assignments:

Course:

Status:

Print Assignments

Due	Course	Assignment	Grade
Mon 12/4	Mathematics - 2	Formative Assessment Unit 3 Lesson 5 Measure in Meters	
Thu 11/30	Mathematics - 2	Formative Assessment Unit 3 Lesson 4 Measure and Estimate in Centimeters	M
Wed 11/29	Mathematics - 2	Formative Assessment Unit 3 Lesson 3 Create and Use a Ruler	M
Tue 11/28	Mathematics - 2	Formative Assessment Unit 3 Lesson 2 Measure in Centimeters	M
Mon 11/27	Mathematics - 2	Formative Assessment Unit 3 Lesson 1 Standard Units of Measure	
Mon 11/20	Mathematics - 2	Formative Assessment Unit 2 Assessment Adding and Subtracting within 100	P
Wed 11/15	Mathematics - 2	Formative Assessment Unit 2 Lesson 13 Story Problems and Equations	M
Tue 11/14	Mathematics - 2	Formative Assessment Unit 2 Lesson 14 Solve it your way	

### List of Assignments

This screen will allow you to look at your student's Assignments in multiple ways.

The controls at the top of the screen allow you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments that are in progress but not completely finished.
  - Missed Assignments – All assignments that were not turned in.
  - Assignments have not been completed yet because the student was absent on the due date. An assignment is marked "Absent" if your student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected **or** as the **week** which contains the date you selected **or** as the **month**.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:

- o “Day of” – the Assignments for the date selected in **Assignment Due Date**.
- o “Week of” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- o “Month” - the Assignments for the **month** which contains the date selected in **Assignment Due Date**.
- o “MP1” – All assignments for Marking Period 1.
- o “MP2” – All assignments for Marking Period 2.
- o “MP3” – All assignments for Marking Period 3.
- o “All Assignments” – All assignments for the entire duration of the course.

### **NHT School District Scale of Learning**

#### **E Exceeds grade level standards independently**

- Applies essential skills and concepts to other subjects and life situations
- Seeks new learning experiences
- Consistently produces accurate and thorough work of exceptional quality

#### **M Meeting grade level standard**

- Demonstrates proficiency in essential skills and concepts
- Consistently produces accurate and thorough work of good quality

#### **P Progressing toward grade level standard**














- Demonstrates partial proficiency in essential skills and concepts
- Requires support to produce quality work with accuracy

#### **AOC Area of Concern**




- Not meeting grade level expectations
- Progress towards proficiency in essential skills and concepts is minimal

## Documents


The Documents screen lists documents that the school or district has linked to your student's record. You can view these and maybe be asked to provide consent using an electronic signature.

Document Library for Caitlin		
FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
 January 24 TEST DOC	Caitlin	<a href="#">Acknowledge that you have read this document</a>
 Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
 THURSDAY JAN 24	Caitlin	<a href="#">Acknowledge that you have read this document</a>
Student Documents Mine		
 FIELD TRIP FORM	Caitlin	
 My Doc 1	Caitlin	
General Document		
 HONOR ROLL CERT	Caitlin	
 HONOR ROLL CERT	Caitlin	
 HONOR ROLL CERT 5-10	Caitlin	
 January 23 Announcement	Caitlin	
 NEWSLETTER MAY 2013	Caitlin	
 Sample Form	Caitlin	
 SHORT FORM AUG12	Caitlin	
 Welcome Back Newsletter	Caitlin	

Documents you have access to are displayed in the "Document Library" list on this screen:

Document Library for Caitlin		
FOLDER NAME / TITLE	FOR	
ReportWriter Form Output		
 January 24 TEST DOC	Caitlin	<a href="#">Acknowledge that you have read this document</a>
 Sample Form 6-13-2013	Caitlin	Signed on 6/11/2013 2:34:PM by demo@aol.com
 THURSDAY JAN 24	Caitlin	<a href="#">Acknowledge that you have read this document</a>
Student Documents Mine		
 FIELD TRIP FORM	Caitlin	
 My Doc 1	Caitlin	

**Download and View a Document**

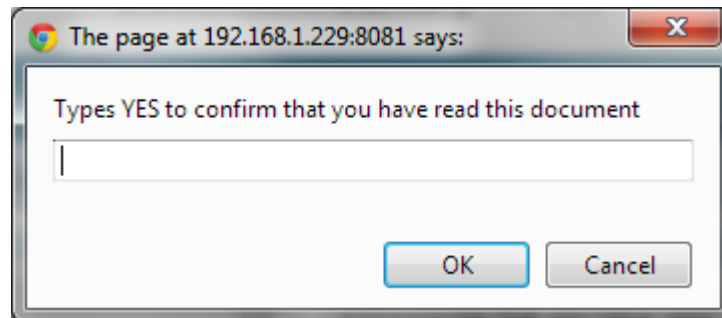
To download and view a document listed on this screen, click the  PDF icon. This displays the contents of the selected document.

**Acknowledge that you have read the Document – This is “signing” the document**

To acknowledge that you have read the corresponding document, click the

**Acknowledge that you have read this document**

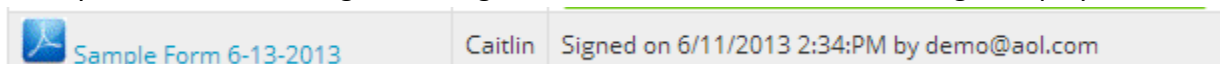
button. This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

**WARNING:** Clicking the **Acknowledge that you have read this document** button and entering YES into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button is no longer displayed:



## Forms

**Student Data**

- Summary
- Attendance
- Grading
- Gradebook
- Documents
- Forms
- Forms Library

**Forms Library**

Today is 12/7/2023

**Forms for Caroline**

- 1. School Volunteers Policy and Name Submission**  
Submitted: **Not Yet Submitted**
- 2. MFLC Consent Form for Military Students**  
Submitted: **Not Yet Submitted**
- 3. Passport and Math Clubs Interest and Signup Form**  
Fillable Thru **11/2/2023**  
Submitted: **✓ 10/17/2023**
- 4. END Student Handbook Acknowledgement Form**  
Submitted: **✓ 9/1/2023** *Required for Access*
- 5. Acceptable Use of Computers Policy & Student Photo Consent Form**  
Submitted: **✓ 9/1/2023** *Required for Access*
- 6. Fragrance Free School Environment & Service Dog Notifications**  
Submitted: **✓ 9/1/2023** *Required for Access*

### Completing & Submitting Forms

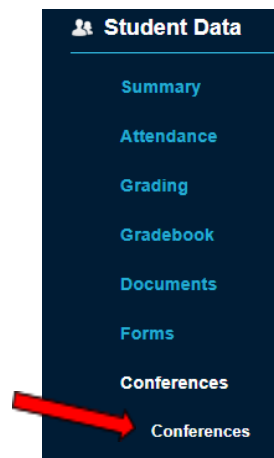
If any forms are available for you to fill out, they will appear on the **Student Data** ☐ **Forms** screen. Clicking on the name of a form opens it so that you can answer the questions it contains.

When you are done filling in the form, click the **Update Answers** button. This sends your answers to Genesis. If you do not click **Update Answers** button your answers will not be recorded.

## Conferences




### Scheduling Conferences


Click on the blue Conferences Tab.



If you have more than one child in the district, then select the desired student from the Select Student dropdown.

Once you've made your student selection, you will see links to the conference time slots available for that student.

-  [Schedule conference for END Conferences 11/6/23, 3:00 - 5:00 pm](#)
-  [Schedule conference for END Conferences 11/7/23, 5:00 - 7:00 pm](#)
-  [Schedule conference for END Conferences 11/8/23, 1:00 - 3:00 pm](#)

Click on the  [Schedule conference](#) link that correlates to the date and time you'd like to schedule your conference.

Each teacher has a column which will show all available slots:



To select a conference slot, locate a date and time that works for you and click the button for that slot. A verification dialog will appear:

Click OK to reserve the slot.