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# Open Your Grade Book

genesis.monroe.k12.nj.us....log in....select Gradebook tab and then a Default School Profile

**Teacher Resources**  
Switch Teacher: Kusher, Jack

**Available Gradebooks in Oak Tree Elementary School**

Courses (Rename)	Sem	Days	Per.	Profile	Merged Work	Grades Roster	Atten.	Period	Course	Time	Room
<input type="checkbox"/> 140/3-Mathematics Grade Four	FY	MTWRF	1	<a href="#">Default School Profile</a>					No classes scheduled.		
<input type="checkbox"/> 240/3-Language Arts Literacy Grade Four	FY	MTWRF	2	<a href="#">Default School Profile</a>							
<input type="checkbox"/> 241/3-Reading Grade Four	FY	MTWRF	3	<a href="#">Default School Profile</a>							
<input type="checkbox"/> 340/3-Science Grade Four	FY	MTWRF	4	<a href="#">Default School Profile</a>							
<input type="checkbox"/> 440/3-Social Studies Grade Four	FY	MTWRF	5	<a href="#">Default School Profile</a>							
<input type="checkbox"/> 541/3-Health Grade Four	FY	MT	6	<a href="#">Default School Profile</a>							

**Each subject PROFILE needs to be SET to configure your specific grade level and/or specials gradebook**

**Run your mouse cursor over icons and Genesis will display icon text**

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# Naming your Courses

Click Gradebook & "RENAME"

You can create your own name for the course.

The screenshot shows the Genesis gradebook interface for Oak Tree Elementary School. The browser address bar shows the URL: <http://genesis.monroe.k12.nj.us/genesis/sis/view?module=gradebook&category=home&action=form&teacherid=511>. The interface includes a navigation menu with options like Student Data, Registration, Scheduling, Next Year, **Gradebook**, Conduct, Class Attendance, and Next. Below this is a sub-menu with Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, and Reports. The main content area is titled "Teacher Resources" and shows a list of available gradebooks for Todd Abrahams. A table lists these gradebooks with columns for Sem, Days, Per., Profile, Merged Work, Grades, Roster, Atten., Period, Course, and Time. A red arrow points to the "Gradebook" menu item, and another red arrow points to the "(Rename)" link in the first row of the table.

Available Gradebooks in Oak Tree Elementary School	Sem	Days	Per.	Profile	Merged Work	Grades	Roster	Atten.	Period	Course	Time
<input type="checkbox"/> 150/1-Mathematics Grade Five	FY	MTWRF	1	Mathematics					1	150 - Mathematics Grade Five	9:15A
<input type="checkbox"/> 250/1-Language Arts Literacy Grade Five	FY	MTWRF	2	Language Arts					2	250 - Language Arts Literacy Grade Five	10:01
<input type="checkbox"/> 251/1-Reading Grade Five	FY	MTWRF	3	Reading Grade Five					3	251 - Reading Grade Five	10:46
<input type="checkbox"/> 450/1-Social Studies Grade Five	FY	MTWRF	5	Social Studies					5	450 - Social Studies Grade Five	12:18
<input type="checkbox"/> 450/4-Social Studies Grade Five	FY	MTWRF	5	Social Studies					5	450 - Social Studies Grade Five	12:18
<input type="checkbox"/> 551/1-Health Grade Five	FY	MT	6	Health							

# Step 1

Click Profile Tab and COPY

The screenshot shows the Genesis software interface for Oak Tree Elementary School. The 'Profiles' tab is selected, displaying a table of Course Profiles. A red arrow points to the 'Profiles' tab. Two yellow callout bubbles are present: one pointing to the 'Subjects you teach' column and another pointing to the 'Copy' column.

Seq	Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Open	Delete
1	661	Default Course Profile	Mathematics Grade Four Language Arts Literacy Grade Four Reading Grade Four	TEACHER	✓	08/18/2008 05:49 PM	koconnel				
11	797	Default School Profile	Science Grade Four Social Studies Grade Four Health Grade Four	SCHOOL		08/24/2008 11:25 AM	koconnel				

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# Step 2

Click Rename, erase “Default School Profile (COPY)” and Label Course to identify class. **Click SAVE** (Ex: “Health Grade Four”)

Course Profiles

Seq. Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Open	Delete
1	661	Default Course Profile	TEACHER	<input checked="" type="checkbox"/>	08/18/2008 05:49 PM	lcoconnel				
11	797	Default School Profile	SCHOOL	<input type="checkbox"/>	08/24/2008 11:25 AM	lcoconnel				
21	1347	Default School Profile (COPY)	TEACHER	<input type="checkbox"/>	08/07/2008 09:35 AM	lcoconnel				

Course Profiles

Teacher: Kushar, Jack

Profile Code: 1347

Profile Description:

Seq: (21)

Click to return to Profile

SAVE

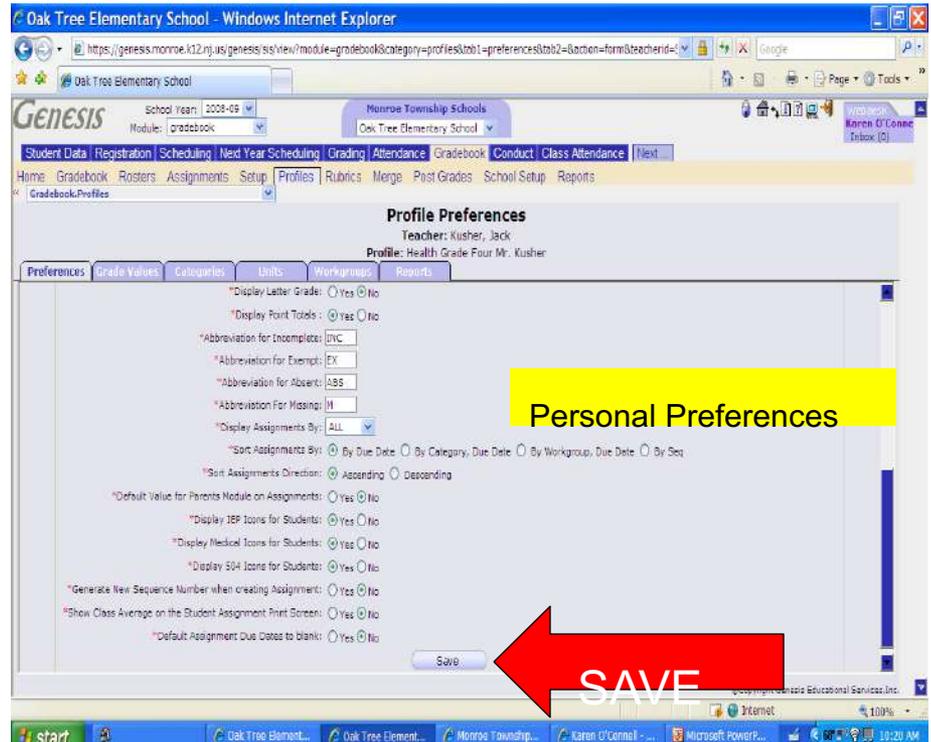
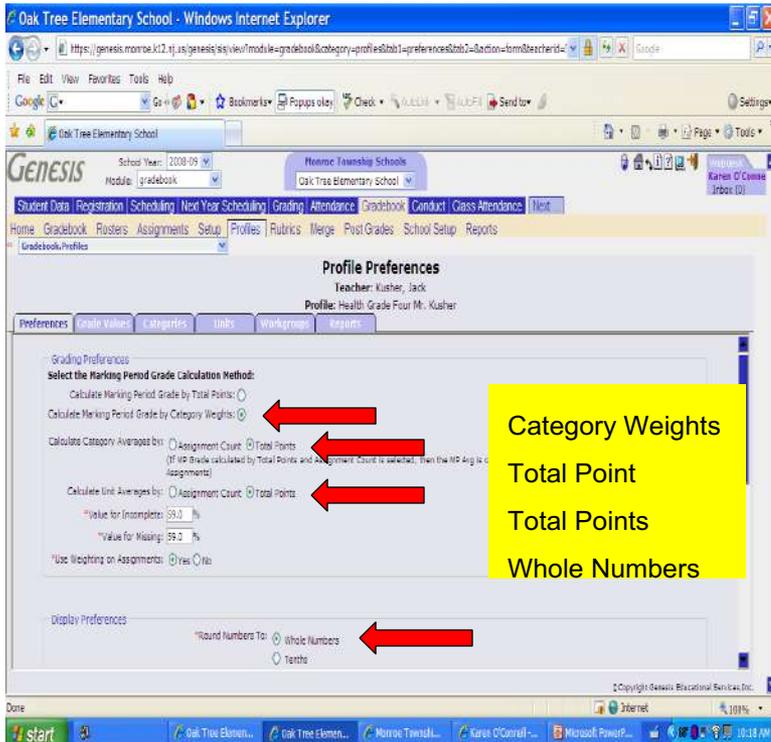
Click Profile Again to return to “Course Profiles”

You will do this for EACH course you teach.

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# Step 3

## Profile Tab then Preference TAB



Don't Forget **SAVE**

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Oak Tree School

# Step 4

## Grade Value Tab

**Profile Translations**  
Teacher: Kusher, Jack  
Profile: Health Grade Four Mr. Kusher

Preferences | **Grade Values** | Categories | Units | Workgroups | Reports

Type	Grade	From %	Thru %	Equal %	Default Comment	Gr
ALPHA	A	90.0 %	100.0 %	95.0 %		
ALPHA	B	80.0 %	89.9 %	85.0 %		
ALPHA	C	70.0 %	79.9 %	77.0 %		
ALPHA	D	60.0 %	69.9 %	71.0 %		
ALPHA	F	0.0 %	59.9 %	55.0 %		
Add New Alpha Grade						
CHECKS	✓ ++			95.0 %		
CHECKS	✓ +			90.0 %		
CHECKS	✓			85.0 %		
CHECKS	✓ -			80.0 %		
CHECKS	✓ --			70.0 %		
C-S-U	OUTSTANDING			100.0 %		
C-S-U	SATISFACTORY			80.0 %		

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Done

start | Oak Tree Element... | Oak Tree Element... | Monroe Township... | Karen O'Connell - ... | Microsoft PowerP... | Internet | 100% | 10:46 AM

**You only need to configure letter grades if they are used in your school**

**Elementary Grade Teams should be consistent with CHECKS' value (use key "V" for check)**

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# Step 5

## Categories and Weights

Click Here for District Weights

**Profile Categories**  
Teacher: Kusher, Jack  
Profile: Health Grade Four Mr. Kusher

Category	MP1 % of MP	MP1 Dropped	MP2 % of MP	MP2 Dropped	MP3 % of MP	MP3 Dropped	MP4 % of MP	MP4 Dropped	Grade Type	Max Poss. Points	Colors	Preset
10 HW - Homework	100.0%	0	100.0%	0	100.0%	0	100.0%	0	NUMERIC	100	Font Color	0.0
20 ASSESSMENT -	100.0%	0	100.0%	0	100.0%	0	100.0%	0	NUMERIC	100	Font Color	0.0
30 CLASS WORK -	100.0%	0	100.0%	0	100.0%	0	100.0%	0	NUMERIC	100	Font Color	0.0
40 SA - Special Ass	100.0%	0	100.0%	0	100.0%	0	100.0%	0	NUMERIC	100	Font Color	0.0
50 EFFORT - Effort	100.0%	0	100.0%	0	100.0%	0	100.0%	0	NUMERIC	100	Font Color	0.0
<b>Totals:</b>	<b>500.0%</b>		<b>500.0%</b>		<b>500.0%</b>		<b>500.0%</b>					

Click Add to Create Categories and Assign Weights  
Click Trash Can on Right to Erase Genesis Categories  
Add Homework, Assessment, Class Work, Effort and Special Assignments

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# Step 6

## Adding or Modifying Categories & Weights

Profile Categories  
Teacher: Kusher, Jack  
Profile: Health Grade Four Mr. Kusher

Preferences | **Grade Values** | **Categories** | Units | Workgroups | Reports

Create Category

\*Category Code:

\*Description:  Ex: Homework for Code and Description

\*Background Color:  - or - #ffeebb (Hex format: #FFFFFF, #000000)

\*Font Color: Black  - or - #000000 (Hex format: #FFFFFF, #000000)

Color Scheme:  [Click here for a chart](#)

\*Default Grade Type: Numeric

Default Max Possible Points: 100 ← 100

Preset Earned Points:

\*Seq:

**Percentage of MP Grades**

Percentage of MP1 Grade: <input type="text"/> %	Number of Grades to Drop in MP1: <input type="text"/>
Percentage of MP2 Grade: <input type="text"/> %	Number of Grades to Drop in MP2: <input type="text"/>
Percentage of MP3 Grade: <input type="text"/> %	Number of Grades to Drop in MP3: <input type="text"/>
Percentage of MP4 Grade: <input type="text"/> %	Number of Grades to Drop in MP4: <input type="text"/>

Put District Weights for this Subject Here

Don't Forget to SAVE

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# Step 7

Aligning your Profile to the Course

Click Setup

**Match Course and profile and click SAVE icon!**

Type	Grade	From	Thru	Equal	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	90.0	100.0	95.0			

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# Save Some Time

- Once you have set your categories and weights for one subject, you should copy this Profile (not the default) for the next subject.
- This way the categories will be there. You just need to modify the weights.
- Special teachers should create 1 profile and use this for all their classes.

# Last Step

## Copying Profile

Go back to Profile

Copy this Profile and Rename for each Subject you Teach

Click the “P” and adjust the weights for that subject

The screenshot shows the Genesis software interface for Oak Tree Elementary School. The main window displays a list of Course Profiles. The table below is a representation of the data shown in the screenshot:

Seq	Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Open	Delete
1	651	Default Course Profile		TEACHER	✓	08/18/2008 05:49 PM	koconnel				
11	797	Default School Profile	Mathematics Grade Four Language Arts Library Grade Four Reading Grade Four Science Grade Four Social Studies Grade Four Health Grade Four	SCHOOL		08/24/2008 11:25 AM	koconnel				
21	1347	Health Grade Four Mr. Kusher		TEACHER		09/07/2008 09:42 AM	koconnel				
31	1348	Mathematic Grade Four Mr. Kusher		TEACHER		09/07/2008 09:56 AM	koconnel				
41	1349	Social Studies Grade Four Mr. Kusher		TEACHER		09/07/2008 09:57 AM	koconnel				
51	1350	Science Grade Four Mr. Kusher		TEACHER		09/07/2008 09:57 AM	koconnel				
61	1351	Reading Grade Four Mr. Kusher		TEACHER		09/07/2008 09:57 AM	koconnel				
71	1352	Language Arts Grade Four Mr. Kusher		TEACHER		09/07/2008 09:58 AM	koconnel				

Red arrows point to the 'Copy', 'Rename', and 'Delete' icons in the table. A yellow box highlights the 'Delete' icon with the text 'If you make a mistake, click the trash can'.

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# Progress Reports

Gradebook/ Reports Tab/ select 71910 Student Assignment Report

The screenshot shows the 'Genesis' software interface for 'Oak Tree Elementary School'. The 'Reports' tab is active, and the 'Student Assignment Report' configuration page is displayed. The page includes the following settings:

- Teacher: DaMarco, Sonny
- Course: 150/2 - Mathematics Grade Five, MTWRF, Per. 1 (FY)
- Marking Period: NP1 - Marking Period 1
- Student ID (Blank for all):
- Page Break on Student: Yes
- Display Dropped Students: No
- Only Show Graded Assignments: Yes
  - Assignment Name: Show Assignment Name
  - Assignment Sort: By Due Date
- Show Category Summary: Yes
- Round Category Averages to 2 Decimals: No
- Show Class Average: Do Not Show Class Average
- Show Signatures Line: Yes
- Show Status: Yes
- Show Earned and Max Points: No
- Comment:
- E-Mail report to this user:

At the bottom, there is a checkbox for 'Save current parameters as default' and a link to 'Click here to clear your saved parameters'.

Choice Selection Suggestions

Select:

Course= Open drop down menu

Marking Period = 1<sup>st</sup>, 2<sup>nd</sup>, etc.

Page Break = Yes

Display Dropped = No

Show only Graded = No

Show Assignment Name

Sort by = Due date

Category Summary= Yes

Round to 2 decimals = No

Class Average= Do NOT Show

Signature Line = Yes

Show Earned & Max = No

Left corner please check

"Save current Parameters"

# District Categories and Weights

## Grade 4

<b>GRADE 4</b>	<b>Reading</b>	<b>Math</b>	<b>LAL</b>	<b>Social Studies</b>	<b>Science</b>	<b>Health</b>
<b>Homework</b>	<b>15%</b>	<b>20%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>Assessment</b>	<b>35%</b>	<b>50%</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>	<b>30%</b>
<b>Class Work</b>	<b>30%</b>	<b>20%</b>	<b>30%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>
<b>Effort</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>Special Assignments</b>	<b>10%</b>	<b>0%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>

Click to Print Out Documents

Grade 5

Grade 6

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CONTINUE

# Grade Five District Weights

<b>Grade 5</b>	<b>Reading</b>	<b>Math</b>	<b>LAL</b>	<b>Social Studies</b>	<b>Science</b>	<b>Health</b>
<b>Homework</b>	<b>15%</b>	<b>20%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>Assessment</b>	<b>35%</b>	<b>50%</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>
<b>Class Work</b>	<b>30%</b>	<b>20%</b>	<b>30%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>
<b>Effort</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>Special Assignments</b>	<b>10%</b>	<b>0%</b>	<b>10%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>

CONTINUE

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# Grade Six District Weights

<b>Grade 6</b>	<b>Reading</b>	<b>Science</b>	<b>LAL</b>	<b>Social Studies</b>	<b>Math</b>	<b>Health</b>
<b>Homework</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>
<b>Assessment</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>	<b>50%</b>	<b>40%</b>
<b>Class Work</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>
<b>Effort</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>Special Assignments</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>0%</b>	<b>10%</b>

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# Posting Grades

Click Gradebook/ Post Grades

Gradebook/Post Grades/Update all Grades for XX MP/ **SAVE**

The screenshot shows the Genesis Gradebook interface for Oak Tree Elementary School. The page title is "Post Grades for Marking Period 3". The course is "140/4 - Mathematics Grade Four, MTWRF, Per. 1 (FY)". The interface includes a navigation menu with options like "Student Data", "Registration", "Scheduling", "Next Year Scheduling", "Grading", "Attendance", "Gradebook", "Conduct", "Class Attendance", and "Next...". The "Gradebook" menu is expanded, showing "Home", "Gradebook", "Rosters", "Assignments", "Setup", "Profiles", "Rubrics", "Merge", "Post Grades", "School Setup", and "Reports". The "Post Grades" option is selected. The main content area shows a table of student grades for Marking Period 3. The table has columns for "Total Absences", "Total Tardies", "District", and "Use Score". The "Save" button is circled in red, and a red arrow points to the "Update All Grades for MP3 Grading Period" button. Another red arrow points to the "Grade" dropdown menu for the first student.

Student ID	Name	Total Absences	Total Tardies	District	Use Score	MP1	MP2	MP3	MP4	ME S1	IR1	IR2	IR3	IR4	FG
84221	Alfajora, Deion	0.0	0.0	91	Use Score	80	85								
81460	TONA, JON	0.0	0.0	91	Use Score	92	88								

- After you post your grades you have the option of changing the report card grade in that column.
- After you post grades you will see the drop down for 2 comments
- REMEMBER to SAVE**
- REMEMBER to SAVE if you make a grade adjustment**