



Eisenhower Middle School Parent User's Guide for the Wyckoff Parent Resources Portal May 2012

1. Parents and guardians, you have been registered for this secure site based on the email address we have on file for you. *You should receive a notification email that reads as follows:

Welcome to the Wyckoff Public Schools Parent Access Module. Please use the "User Name" and "Password" below to access your account at the following website:
<http://parents.genesisedu.com/wyckoff::>

User Name: youremailaddress@yourprovider

Password: (your unique password)

The Parent Access Module, provided by Genesis Educational Services, is a safe, secure way of enabling parents to access their own student's records using the internet.

If you have any questions or concerns, please email the Eisenhower Parent Resources Portal Help Desk at genesis@wyckoffps.org.

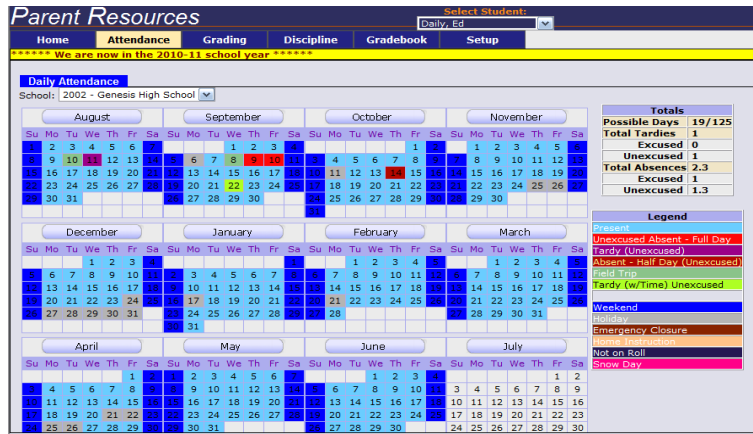
*You will be required to change the password the first time you login. If you do not receive a notification email, notify the Eisenhower Parent Resources Portal Help Desk at genesis@wyckoffps.org.

2. Parents with multiple children in the middle school can select a specific student from the drop down menu at the top of the Home Page.

3. Home screen displays access tabs beneath the "Parent Resources" heading and basic information next to the photo that includes your child's class schedule and summary of

weekly attendance. (This picture shows Discipline / Setup tabs and BUS ROUTE information that our portal does not display at this time.)

4. Tabs at the top open to give more information on Attendance, Grading, and Gradebook. (The Gradebook Tab will be open on a trial basis during specific periods relative to report card and progress reports.)



5. Attendance – displays color coded calendar with Tardy and Absence totals

6. Grading – this tab will display this year’s TRIMESTER REPORT CARDS and the current PROGRESS REPORT. The reports will be posted AFTER they have been distributed by the school.

7. Gradebook – a list of courses, teachers (with email address), and current grade to date. This will be open on a trial basis at announced times.

The screenshot shows the 'Parent Resources' interface with the 'Gradebook' tab selected. It displays a 'Daily, Ed Weekly Assignment Summary' for the week of 08/23/2010. The table below shows the current grades for various courses.

Courses	Teacher	MP1	Avg	Mon 08/23/2010	Tue 08/24/2010	Wed 08/25/2010	Thu 08/26/2010	Fri 08/27/2010
10245/6 - ENGLISH 2 AC	Augustine, Dave		No Grades	0	0	0	0	0
12364/2 - SPANISH 4	Anderson, Matt		No Grades	0	0	0	0	1
13705/1 - *CALCULUS HON	Antonelli, John		No Grades	0	0	0	0	0
14527/5 - PHYSICS	Barrett, Bob		82.80% (B-)	0	0	0	0	0
15205/6 - US HISTORY 2	Barrett, Dick		No Grades	0	0	0	0	0

You can switch to “List Assignments” and select a specific class or filter assignments (All, Missing, Incomplete). Posted grades and comments about assignments and attachments are displayed here. **Note:** not all assignments will have an attachment, nor will all graded assignments have comments.

The screenshot shows the 'Parent Resources' interface with the 'Gradebook' tab selected. The 'List Assignments' link is circled. Below the navigation links, there are filters for 'Course' (Show all courses) and 'Status' (Show all assignments). The 'Assignments Due Date' is 08/23/2010, and 'Show Assignment Dates' is set to 'All assignments'. A 'Search' button is present. Below the filters is a table of assignments.

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	08/27/2010	Fri	SPANISH 4	Anderson, Matt	\$XTRAS	ORAL EXAM		100		
MP1	07/29/2010	Thu	PHYSICS	Barrett, Bob	HW	Homework 1	70	100		
MP1	08/04/2010	Wed	PHYSICS	Barrett, Bob	HW	HW 2	CHECKPLUS Updated	100		