

Middle School Parent Guide to Genesis Scheduling

IMPORTANT DATES:

Teachers enter course recommendations and inform students: **JANUARY 31 – FEBRUARY 7, 2020**

Genesis parent access opens to select electives: **FEBRUARY 7, 2020**

Final date for parents to select electives: **FEBRUARY 14, 2020**

APPEAL DEADLINE: **MARCH 3, 2020**

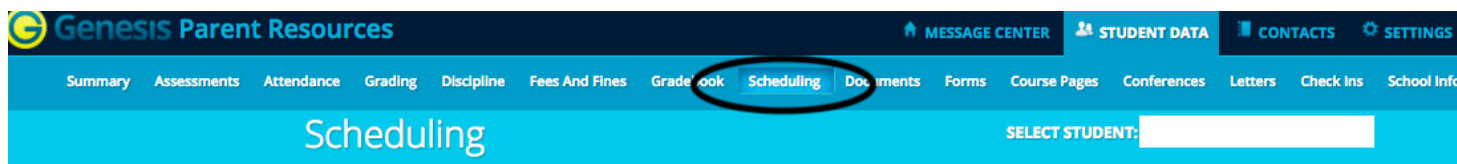
Information to Register for Classes via Genesis Parent Access

(Screenshots can be found on pages 2-5)

- ❖ All registration is done on Genesis Parent Portal website→ <https://parents.pthsd.k12.nj.us>
- ❖ Please look on the **Scheduling tab** to review your child's course placement.
- ❖ On the **Request tab** you will see the courses that teachers have recommended for your child for next year.
- ❖ If you agree with the recommended course, you can skip to the elective selection portion.
- ❖ If you would like to appeal one of the teacher recommendations, go to the request screen, click **Request a Course** and select the course you would like. You must follow the appeal process for EACH separate course that you are requesting. The appeal process can be found on the district website or in the guidance website. Please note that the request will not be considered without following the steps in the appeal process.
- ❖ All students (Current Grade 5,6,7) need to select **FIVE** elective courses to request (even if you are going to take full year music). After making the requests, they should be ranked in order by preference using the **Priority** box. Number 1 indicates top choices.
- ❖ Students currently in Grade 5 should also select a World Language. *Please keep in mind that students take the same language in middle school for all three years.*
- ❖ You are encouraged to add **notes** in the **Additional Information box**. Your child's counselor will be able to view these notes when reviewing your request.
- ❖ **All Students/Parents MUST** complete this Course Registration Process by clicking the “**Submit**” button on the scheduling request tab. After you click the “**Submit**” button, you must type the word **ACCEPT** in all capitals and click ok. This is your electronic signature.
- ❖ If you have any questions or concerns, please contact your current school counselor.

The Scheduling Tab

The “Scheduling” tab in the Parents Module is where all information about Next Year Scheduling is located.

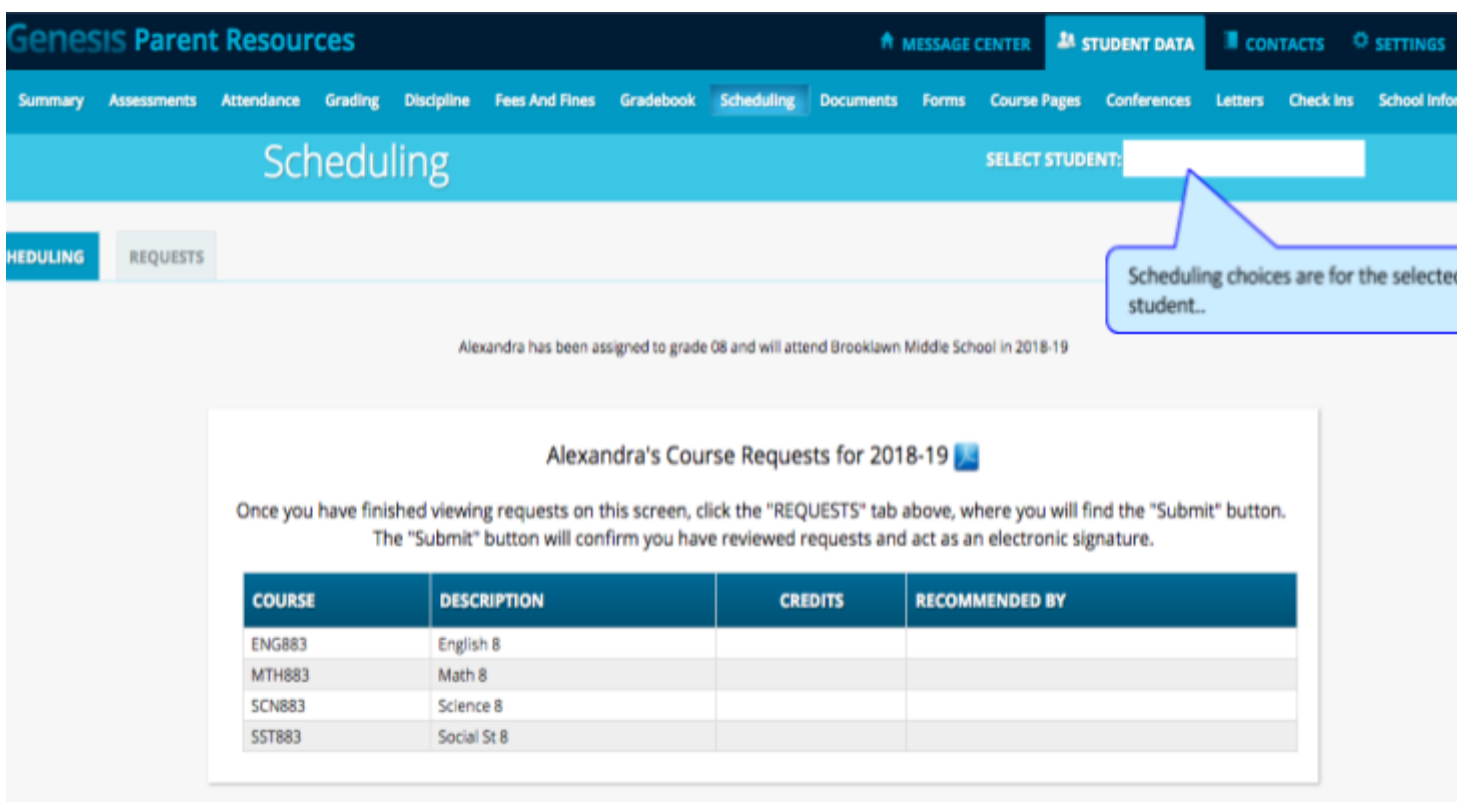


Viewing Teacher Recommendations, Your Requested Electives and Final Schedule

The **Scheduling** screen shows you all information for your child for next school year. Teacher recommendations, requested electives and your child’s final schedule will appear on this screen.

Summary of Important Features:

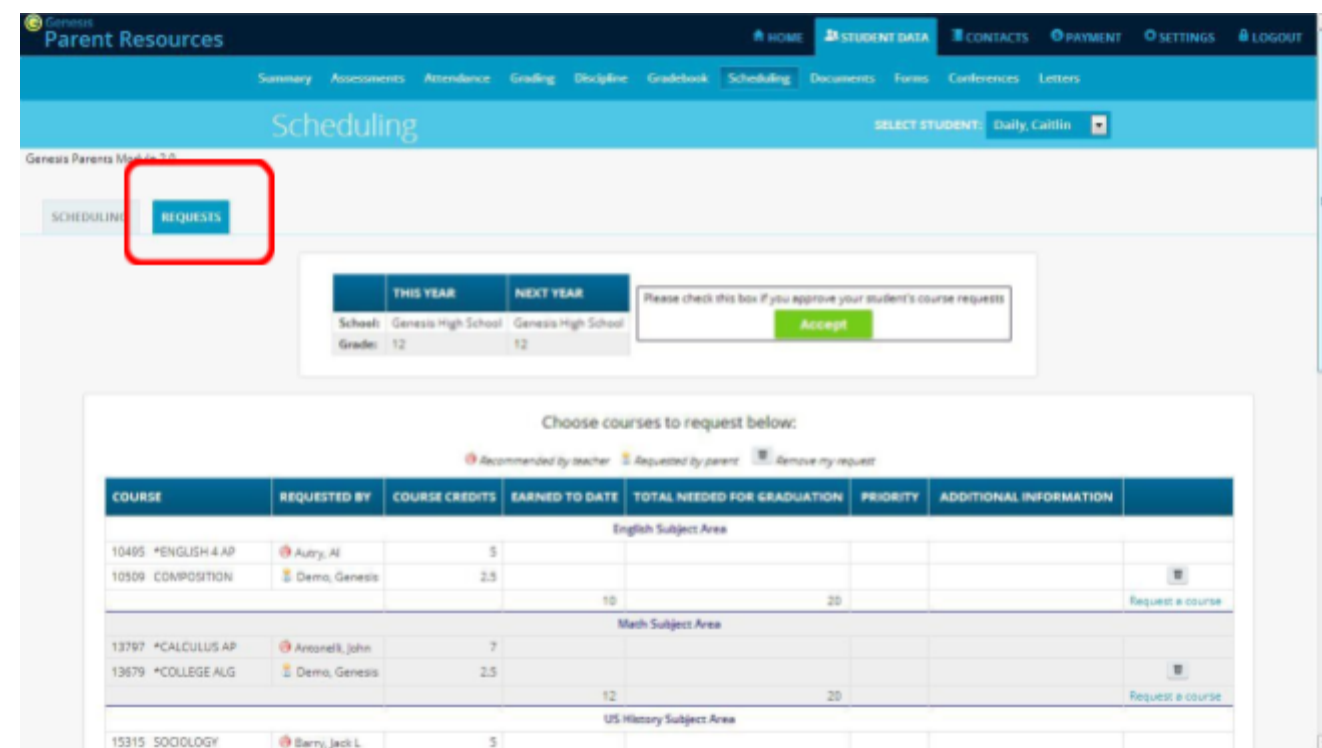
1. **Course recommendations by the teacher** – All teacher recommendations will appear on this screen. (Will open on February 8, 2019)
2. **Requested Courses** - When you enter elective requests they will appear on this screen. (To be done from February 8 - 15)
3. **Your student’s actual schedule for next year**. Once the student’s actual schedule for next year is ready, it will be displayed on this screen as well. (August, 2019)

A screenshot of the Genesis Parent Resources website showing the Scheduling screen. The top navigation bar is dark blue with white text for 'MESSAGE CENTER', 'STUDENT DATA', 'CONTACTS', and 'SETTINGS'. Below this is a light blue navigation menu with various tabs: 'Summary', 'Assessments', 'Attendance', 'Grading', 'Discipline', 'Fees And Fines', 'Gradebook', 'Scheduling', 'Documents', 'Forms', 'Course Pages', 'Conferences', 'Letters', 'Check Ins', and 'School Info'. The 'Scheduling' tab is highlighted. Below the navigation menu is a large blue header with the word 'Scheduling' in white and a 'SELECT STUDENT:' dropdown menu. Below the header is a light blue bar with two tabs: 'SCHEDULING' and 'REQUESTS'. Below the tabs is a message: 'Alexandra has been assigned to grade 08 and will attend Brooklawn Middle School in 2018-19'. Below the message is a white box with the title 'Alexandra's Course Requests for 2018-19' and a blue icon. The box contains the following text: 'Once you have finished viewing requests on this screen, click the "REQUESTS" tab above, where you will find the "Submit" button. The "Submit" button will confirm you have reviewed requests and act as an electronic signature.' Below the text is a table with four columns: 'COURSE', 'DESCRIPTION', 'CREDITS', and 'RECOMMENDED BY'. The table has four rows of data.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
ENG883	English 8		
MTH883	Math 8		
SCN883	Science 8		
SST883	Social St 8		

Selecting Elective Courses, World Language & Entering Appeal

Course requests take place on the “Requests” screen:



The Requests screen lets you choose courses to request for the next school year.

To Select an Elective:

All elective course options are listed under “Electives”. Hit the green “Request this course”

Course catalog for Electives:

Status icons: ● Recommended by a teacher ● Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION
ELA700	Art and Design Crafters 7 Art and Design Crafters 7 Art is a middle school art course designed to introduce art students to the computer as a medium for creating art. Students will work with a variety of input devices and output devices. Students will work in the areas of drawing, painting, and design. This course has been designed to present digital arts for the twenty-first century, combining traditional symbolic manipulation with discovery based, hands-on practical problem solving. It will incorporate group learning, authentic assessment methods, and the use of technology as a learning tool throughout the year. Real world, non-routine problems will be an important part of the Digital Art curriculum. They will not be grouped separately, but will be integrated throughout the curriculum. Technology, such as computers and art applications, will be used in the creating of all projects.	0		07			Request This Course
ELA720	Band 7 Full Year Grade 7 Band will refine tone awareness, intonation, and blending skills with the primary goal being a mature performance. Emphasis will be placed on utilization of each instrument's full range and each student's ability to control the instrument throughout the range. The difficulty of performance will be chosen to challenge the band to its fullest potential. A wide variety of styles will be included in the performance in order to utilize the full range of the students' skills, both as an individual and within the ensemble. Time will be spent on ensemble playing, method books, scales in various keys, and use of additional materials chosen by the band director in order to achieve the goals of this level. Grade 7 Band can be selected as a full year or a one-semester course	0		07			Request This Course
ELA725	Band 7 semester Grade 7 Band will refine tone awareness, intonation, and blending skills with the primary goal being a mature performance. Emphasis will be placed on utilization of each instrument's full range and each student's ability to control the instrument throughout the range. The difficulty of performance will be chosen to challenge the band to its fullest potential. A wide variety of styles will be included in the performance in order to utilize the full range of the students' skills, both as an individual and within the ensemble. Time will be spent on ensemble playing, method books, scales in various keys, and use of additional materials chosen by the band director in order to achieve the goals of this level. Grade 7 Band can be selected as a full year or a one-semester course	0		07			Request This Course

[Request This Course](#)

button to add it.

Prioritizing your Choices

The Course Catalog screen contains a “Priority” drop down for each course and an “Additional Information” field.



You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

You can also put a short note in the Additional Information field. Your child’s guidance counselor will be able to see both the priority and the short note.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
ELAB10	Art Palooza Past Present Future Art Palooza is a fusion of Art History and Art Making. In this course, students will study and create art inspired by different movements, the artists who helped create these movements, and their work. Art history, art appreciation, problem solving, and critical thinking are integrated throughout this course, allowing students to develop increasingly sophisticated creative strategies, skills, and habits of mind.	0		08				Request This Course

To Enter an Appeal Request:



As a reminder, a hard copy **appeal form** is required for EACH separate course that you are requesting. Appeal forms can be found on the district website or in the guidance website. Please note that the request will not be considered without an appeal form being submitted.

- Under the department, hit the request a course button for the recommendation that you are not in agreement with.
- Available course options will show for that department. Hit the green “Request this course”  button.
- When you click on a  button, you will be asked to confirm your choice. Click “OK” to add the course request or “Cancel” to cancel it.
- Once you have made a request, the “Requests” screen is updated with your choice.

SCHEDULING
REQUESTS
COURSE CATALOG

	THIS YEAR	NEXT YEAR
School:	Brooklawn Middle School	Brooklawn Middle School
Grade:	06	07

Course catalog for English:

Status Icons:  Recommended by a teacher  Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
ENG775	English 7 Advanced	0		07				Request This Course

Select Language ©Cr

Electronic Signature For Verification:

When you have finished viewing, click the “Requests” tab where you will find the “Submit” button. After you click the “Submit” button, you must type the word ACCEPT in all capitals and click ok. This is your electronic signature. This will verify that you have reviewed your child’s teacher recommendations and elective choices.

If you disagree with a teacher recommendation you must request the course and fill out an appeal form. Please note – appeal forms will not be accepted until after parents have clicked submit verifying that they have viewed recommendations.

Please click the “Submit” Button to indicate you are finished with the Request step.

	THIS YEAR	NEXT YEAR
School:	Brooklawn Middle School	Brooklawn Middle School
Grade:	06	07

Please click the submit button to indicate that you have reviewed your child's request.

Submit

Please click the Submit button to indicate you have reviewed your child's recommendations and completed elective courses requests.

If you disagree with a teacher recommendation, please request the course below and complete a paper waiver form.

Paper waiver forms can be found on the district homepage or from your child's counselor.

Choose courses to request below:

 Recommended by teacher  Requested by parent  Remove my request

COURSE	REQUESTED BY	PRIORITY	ADDITIONAL INFORMATION
Electives Subject Area			
			Request a course
English Subject Area			
			Request a course
Math Subject Area			
			Request a course
Social Studies Subject Area			
			Request a course