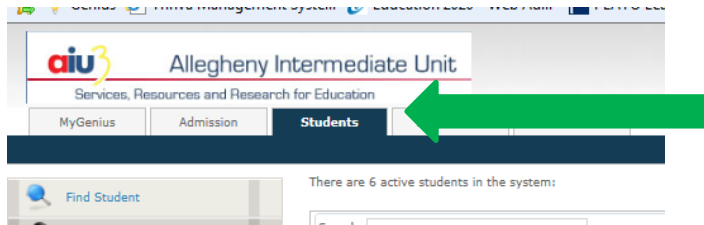


How to Progress Monitor in Genius

Below are directions on how to progress monitor the Pillars of Success: Attendance, Performance, Progress, and Communication for students enrolled in Waterfront Learning.

Attendance

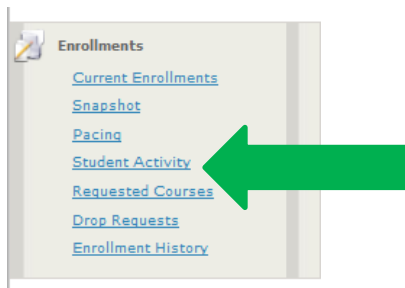
1. Select the **Students** tab from the top menu.



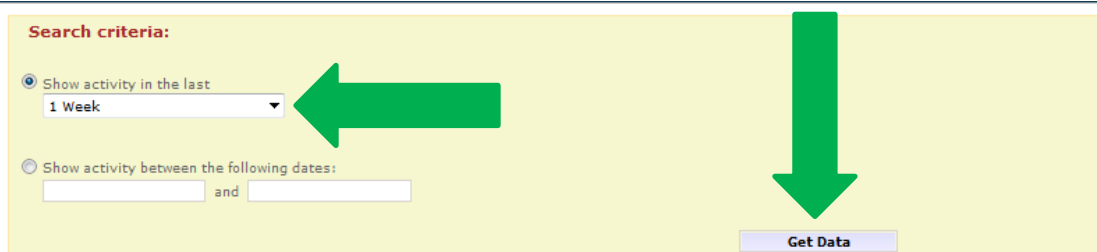
2. Click on the student's name to select the student.



3. Click on **Student Activity** on the left side menu in the "Enrollments" box.



4. Set the timeframe that you are looking for the attendance information and click on **Get Data**. (This can be set by weeks or by individual dates).



- The chart provided indicates the minutes the student has been active in a course for the timeframe you have selected. **Note:** The minutes listed include only the time the student actually worked in the course. All “idle time” has been removed.

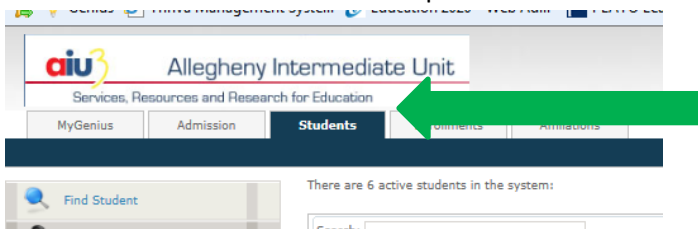
There are 8 days in the selected period:

Date	US History I
Wed, Oct 9	7
Thu, Oct 10	49
Fri, Oct 11	47
Sat, Oct 12	0
Sun, Oct 13	0
Mon, Oct 14	46
Tue, Oct 15	120
Wed, Oct 16	0
Total	269 (30.4%)

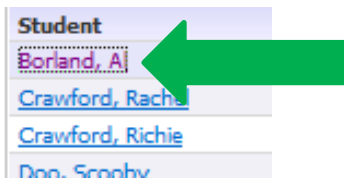
Active Minutes

Performance

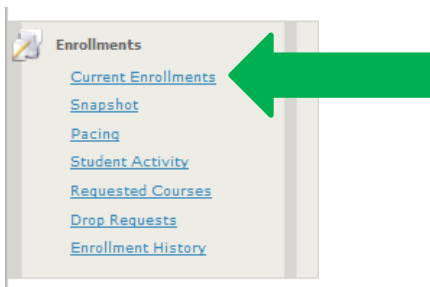
- Select the **Students** tab from the top menu.



- Click on the student's name to select the student.



- Click on **Current Enrollments** on the left side menu in the “Enrollments” box.

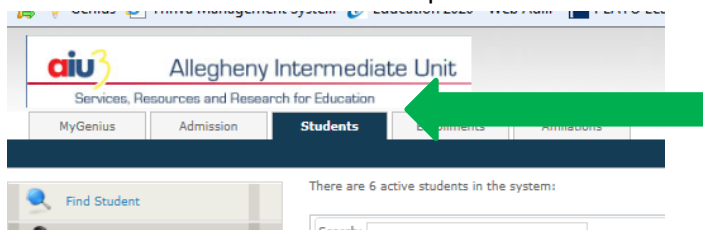


4. View the start date, end date, current grade, and assignments completed for each active section for that student.

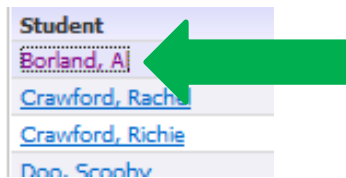
Select	Edit	Section	Start	End	Grade	Assignments
<input type="checkbox"/>		WFL Geometry Q4 [1447]	08/26/2013	10/28/2013	72	63 of 84
<input type="checkbox"/>		WFL 3D Art I - Modeling A - EL5717 [13824]	08/26/2013	10/28/2013	89	75 of 93

Progress

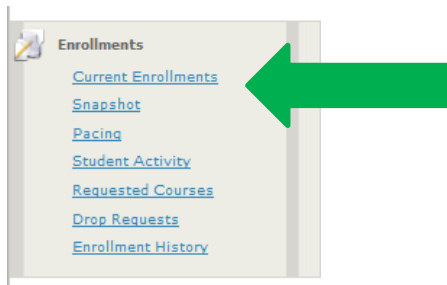
1. Select the **Students** tab from the top menu.




2. Click on the student's name to select the student.



3. Click on **Current Enrollments** on the left side menu in the "Enrollments" box.



4. View the number of assignments completed out of the total number of assignments in the **Assignments** column.

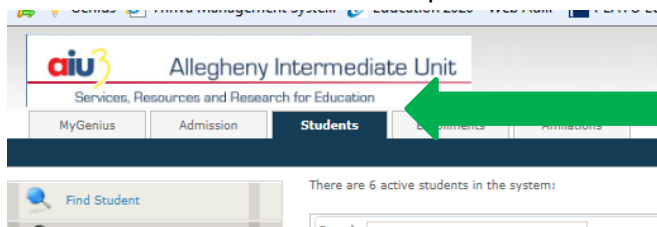


Select	Edit	Section	Start	End	Grade	Assignments
<input type="checkbox"/>		WFL Geometry Q4 [1447]	08/26/2013	10/28/2013	72	63 of 84
<input type="checkbox"/>		WFL 3D Art I - Modeling A - EL5717 [13824]	08/26/2013	10/28/2013	89	75 of 93

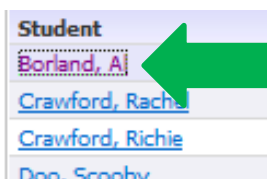
This number is manually updated by the teacher of the course within 24 hours of assignment submission.

Communication

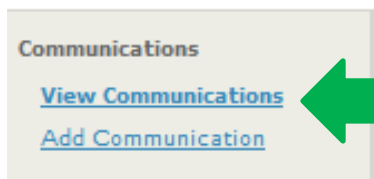
1. Select the **Students** tab from the top menu.



2. Click on the student's name to select the student.







3. Click on **View Communications** on the left side menu in the "Communications" box.

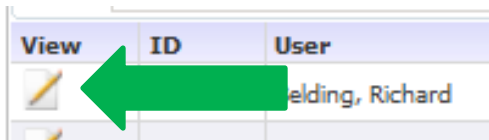


4. All communications for a student will be listed on this main screen; this will include communications from the teachers, from our central office team, anything a district sends to a student through Genius, and all automatic registration emails.

Search:

View	ID	User	Date	Category	Subject
	112676	Belding, Richard	10/19/2013 11:47:12 AM	Email	Keep it up!
	112666	Johnston, Sarah	10/19/2013 9:46:23 AM	Email	Great Job Catching Up!
	112665	Johnston, Sarah	10/15/2013 9:42:45 AM	Phone Call	Touch Base Phone Call
	112664	Johnston, Sarah	10/14/2013 9:42:07 PM	Email	Falling Behind

5. To view a specific communication, click the icon under "View" beside the communication.



Communication Details

Date: 10/19/2013 11:47:12 AM Confidential

Category: Email Subject: Keep it up!

Contents:

Paragraph Font Size Color **B** *I* U abc x² x₂ ↺

Hi Al,

I can see that you have been working hard to get caught up in your courses, keep it up, you are almost back on track!

Your PrinciPAL,

Mr. Belding

Design HTML