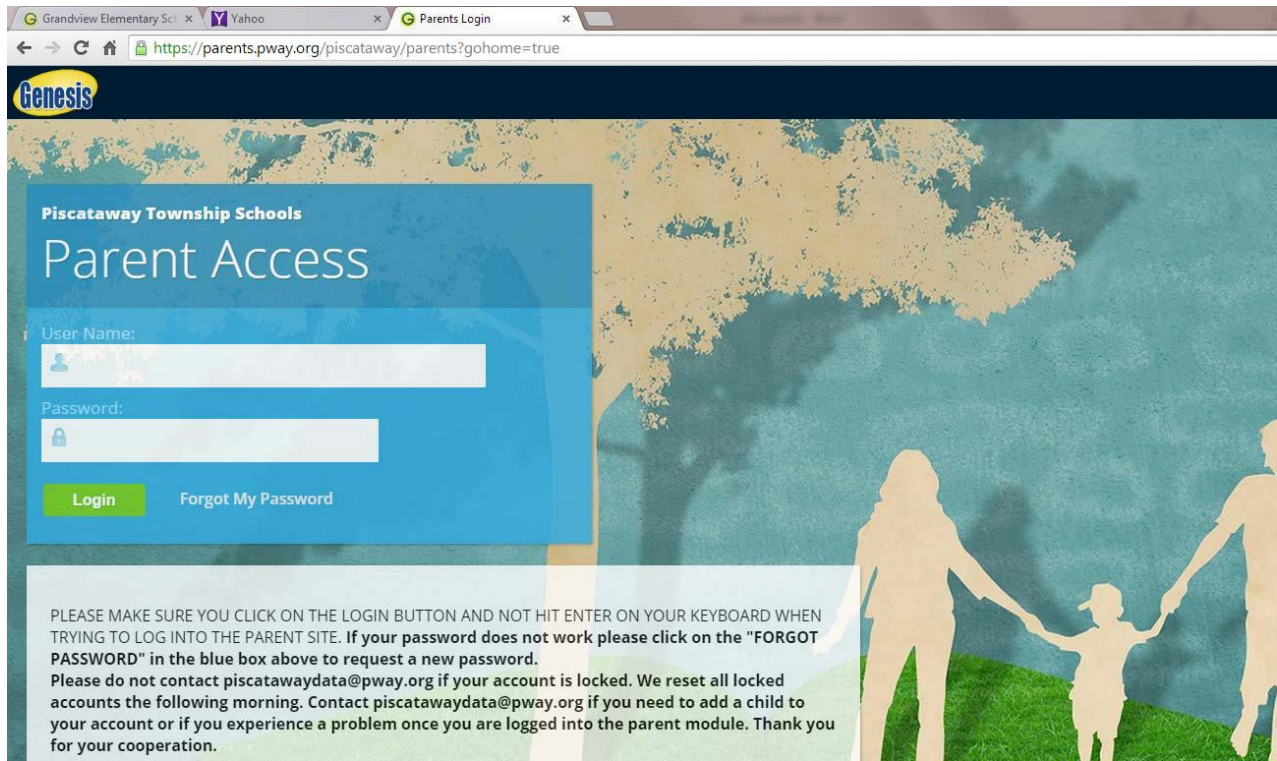


# Genesis Parent Portal Conference Sign-Up User's Guide

\*\*conference portal opens at <insert time/date here>

1. Go to the Genesis Parent Portal login screen: <https://parents.pway.org>

The following window will appear:



2. Log into your parent access account. If you forgot your password, click on Forgot my Password link next to the login button. If you don't have a parent access account, call your school secretary to schedule an appointment for you.

3. Once you login, you will be redirected to the following screen:

The screenshot shows the 'Summary' page for a student named Connor. The page header includes 'Genesis Parent Resources' and navigation tabs for 'HOME', 'STUDENT DATA', 'CONTACTS', and 'SETTINGS'. Below the header are sub-tabs for 'Summary', 'Attendance', 'Grading', 'Discipline', 'Documents', and 'Conferences'. The 'Summary' sub-tab is active, and a 'SELECT STUDENT:' dropdown is visible. A notice at the top states: 'At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be reported to the school's main office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.' The date and time are 'Thursday, 10/9/2014 8:17PM'. The student's profile shows a placeholder for a photo, the name 'Connor', school 'FLORENCE L WALTHER SCHOOL', and grade 'KF'. Below the profile is a table with columns: PER, COURSE, SEM, DAYS. To the right is a bus schedule table for 'THURSDAY' with columns: BUS, WEEK / DAY, ROUTE, TIME, BUS #, PICK UP / DROP OFF. The bus schedule shows a route '6' at '08:00AM'. Below the bus schedule, the student's homeroom is listed as 'Gizelbach, Amanda', the counselor is blank, and the age is '5'.

4. Click on the conferences tab, which is below student data tab. The following screen will appear:

The screenshot shows the 'Conferences' page for the same student, Connor. The page header is identical to the 'Summary' page. The 'Conferences' sub-tab is active. A notice at the top is the same as in the 'Summary' page. The date and time are 'Thursday, 10/9/2014 8:17PM'. The student's profile information is the same. Below the profile is a box titled 'Your Conference List for Connor'. Inside this box is a table with columns: STUDENT, CONFERENCE DATE, TIME, SUBJECT, STAFF, LOCATION. Below the table, it says 'No conferences have been scheduled'. Below the table is a button with a calendar icon and the text 'Request a Conference'. At the bottom right of the page, there is a copyright notice: '©Copyright Genesis Educational Services, Inc.'.

5. Click on the Request a Conference hyperlink. The following screen will appear:

Genesis Parent Resources

HOME STUDENT DATA CONTACTS

Summary Attendance Grading Discipline Documents Conferences

## Conferences

SELECT STUDENT:

At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.

### Available Conferences

Week of 10/06/2014

	10/06/2014 MONDAY	10/07/2014 TUESDAY	10/08/2014 WEDNESDAY	10/09/2014 THURSDAY	10/10/2014 FRIDAY
<b>Scacco, Patti</b> Art, FY					
<b>Travaglini, Paul</b> Health & Physical Education, FY					
<b>Wilkinson, Susan</b> Kindergarten, FY					

6. Change the “Week of” pull-down to the week(s) conferences are being held. Teachers will be scheduling conferences on October 26, October 27 and October 30.

7. Once you change the pull-down to the appropriate dates, the following will appear:

**Conferences** SELECT STUDENT: XXXXXXXXXX

At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be submitted to the office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.

Available Conferences

Week of

	11/17/2014 MONDAY	11/18/2014 TUESDAY	11/19/2014 WEDNESDAY	11/20/2014 THURSDAY	11/21/2014 FRIDAY
<b>Scacco, Patti</b> Art,FY					
<b>Travaglini, Paul</b> Health & Physical Education,FY					
<b>Wilkinson, Susan</b> Kindergarten,FY				6:30PM-6:45PM 6:45PM-7:00PM 7:00PM-7:15PM 7:15PM-7:30PM 7:30PM-7:45PM 7:45PM-8:00PM 8:00PM-8:15PM 8:15PM-8:30PM	1:45PM-2:00PM 2:00PM-2:15PM 2:15PM-2:30PM 2:30PM-2:45PM 2:45PM-3:00PM 3:00PM-3:15PM 3:15PM-3:30PM 3:30PM-3:45PM

8. Click on date and times next to the teacher that you'd like to schedule a conference for. You should start by scheduling a conference with your child's classroom teacher. The following screen will appear:

The screenshot shows the 'Available Conferences' interface. At the top, there is a date selector set to '11/20/2014'. Below this, the teacher's name 'WILKINSON, SUSAN' and grade 'KINDERGARTEN, FY' are displayed. A list of time slots follows, each with a 'Reserve' button. The first slot, from 6:30PM to 6:45PM, is highlighted in green, while the subsequent slots (6:45PM-7:00PM, 7:00PM-7:15PM, and 7:15PM-7:30PM) are highlighted in red.

Day	Start	End	Status
Thu 11/20	6:30PM	6:45PM	Available
	6:45PM	7:00PM	Unavailable
	7:00PM	7:15PM	Unavailable
	7:15PM	7:30PM	Unavailable

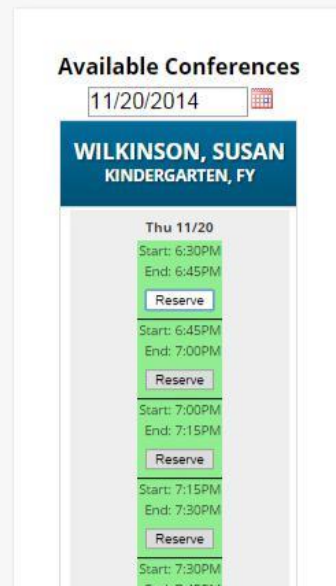
9. Notice that the conference time availability for all teachers on the date you selected appears. Change the date in the upper left corner of the screen if you want to check availability on one of the other conference dates.

10. Any times listed in green are available. Times listed in red are unavailable / already booked. Figure out a time that works within your schedule.

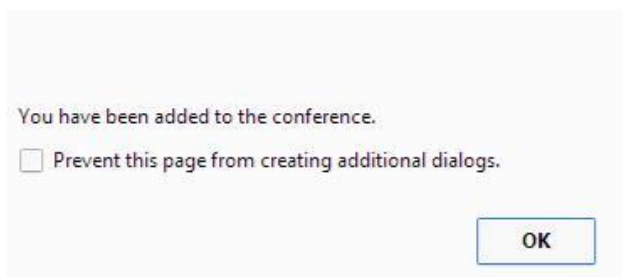
11. Click on reserve. A pop-up window stating that you are reserving this particular time will appear. Click on ok.



At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.



12. Another pop-up window will appear stating that you've been added to the conference. Click on ok.



13. The time you have reserved will now appear in white. If you need to cancel that particular day / time, click on the cancel button. However, please avoid last minute cancellations if at all possible.

14. From this screen, you can schedule conferences with additional teachers as needed. Just repeat steps 9-13.

15. Click on the conferences tab that you clicked on at the beginning of this process. The following screen will appear:

The screenshot shows the 'Genesis Parent Resources' website interface. The top navigation bar includes 'HOME', 'STUDENT DATA', and 'CONTACTS'. Below this, a secondary navigation bar lists 'Summary', 'Attendance', 'Grading', 'Discipline', 'Documents', and 'Conferences'. The main heading is 'Conferences' with a 'SELECT STUDENT:' dropdown menu. A notice states: 'At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be reported to the office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.' The main content area displays 'Your Conference List for Connor Wilkinson:' followed by a table with the following data:

STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION	
Connor Wilkinson	Thu 11/20/14	6:30PM to 6:45PM	Meeting	Wilkinson, Susan	My Room	<a href="#">Update</a>

Below the table is a 'Request a Conference' button with a person icon.

16. Notice that the conference that you have scheduled is now listed on this screen. If you click on update, it will take you back to the conference screen with all teachers and times listed for the date you chose.

17. Repeat this process for your other children as needed. Thank you for being a part of this process.