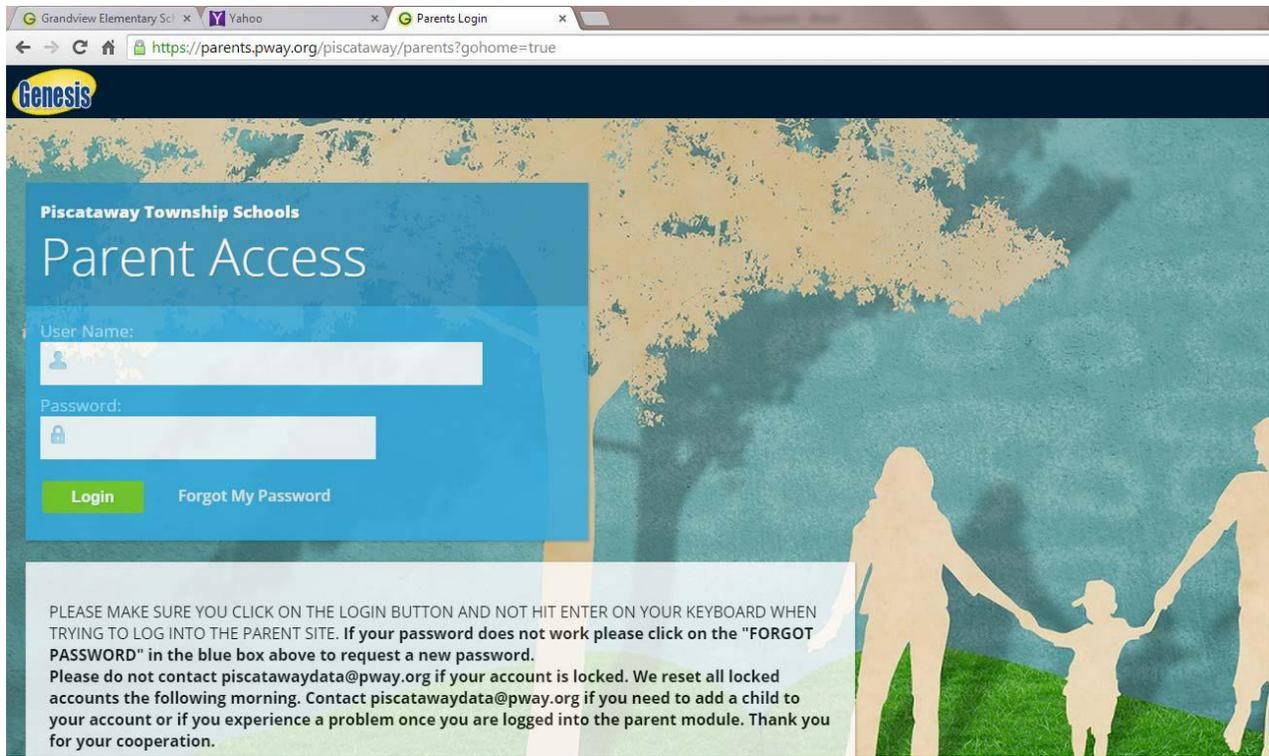


Genesis Parent Portal Conference Sign-Up User's Guide

**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. The main content area displays the student's name 'Connor', school 'FLORENCE L WALTHER SCHOOL', and grade 'KF'. A table shows attendance for the current week (M, T, W, R, F) with values '-', '-', '-', '-', and 'X'. Another table shows bus information for 'THURSDAY', including route '6' and time '08:00AM'. Below the bus table, it lists 'Homeroom: Gizelbach, Amanda', 'Counselor:', and 'Age: 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 previous screenshot, but the 'Conferences' sub-tab is now active. The main content area displays the title 'Your Conference List for Connor' above a table with columns: 'STUDENT', 'CONFERENCE DATE', 'TIME', 'SUBJECT', 'STAFF', and 'LOCATION'. The table is currently empty, with the text 'No conferences have been scheduled' below it. A 'Request a Conference' button with a plus icon is located below the table. The footer of the page contains the 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
Scacco, Patti Art, FY					
Travaglini, Paul Health & Physical Education, FY					
Wilkinson, Susan 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
Scacco, Patti Art,FY					
Travaglini, Paul Health & Physical Education,FY					
Wilkinson, Susan 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 for 'Thu 11/20' is shown, each with a 'Reserve' button. The first slot, from 6:30PM to 6:45PM, has a green background and a green 'Reserve' button. The subsequent slots, from 6:45PM to 7:00PM, 7:00PM to 7:15PM, and 7:15PM to 7:30PM, have red backgrounds and red 'Reserve' buttons, indicating they are unavailable.

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

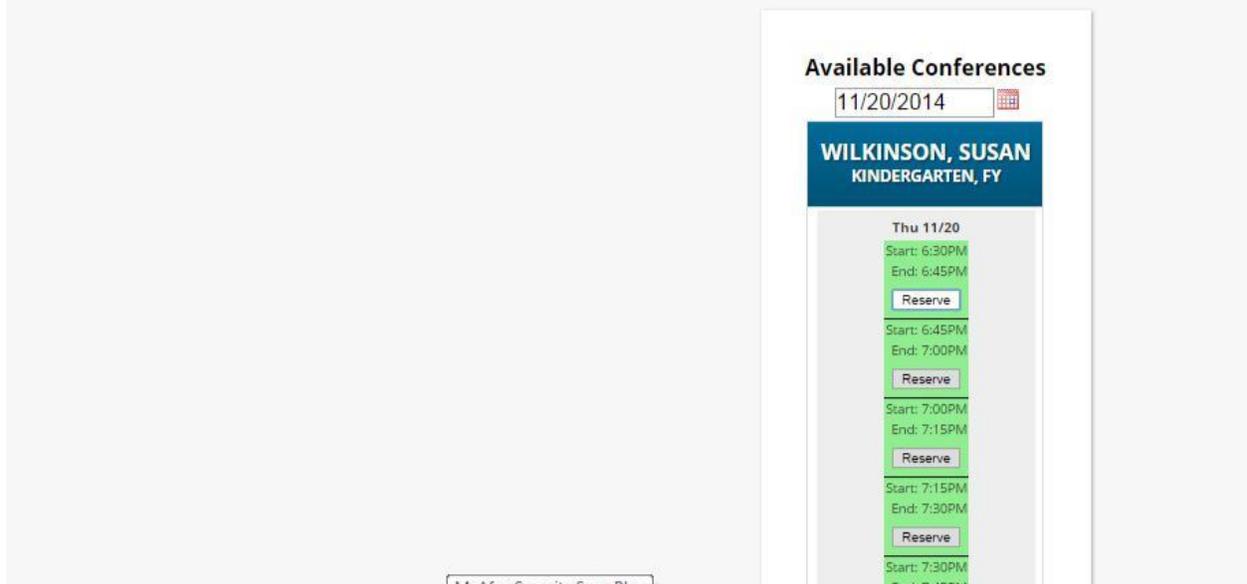
9. Notice that the conference time availability for all teachers on the date you selected appears. Change the date in the upper left corner of the screen if you want to check availability on one of the other conference dates.

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.

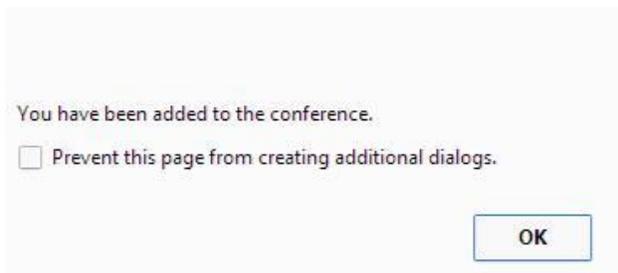
11. Click on reserve. A pop-up window stating that you are reserving this particular time will appear. Click on ok.



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	Update

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.