

# Counselor Instructions for Genius SIS

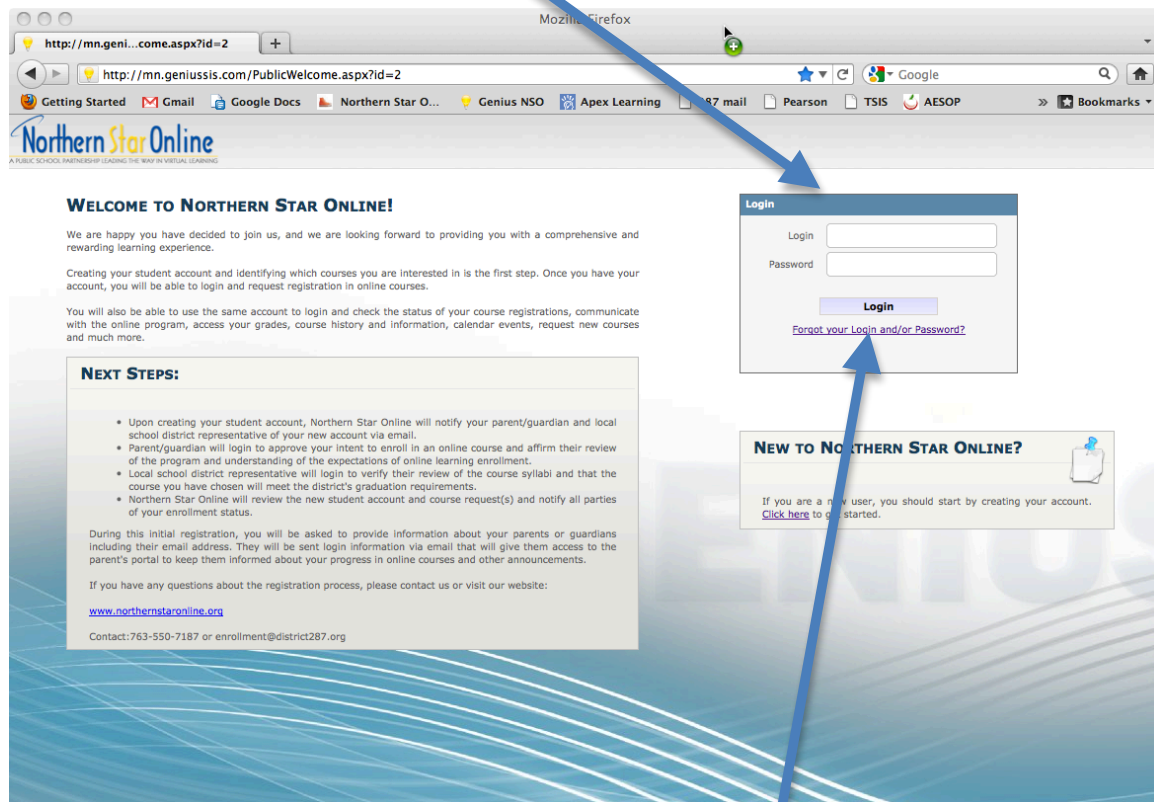
To begin, log in to the NSO Genius page:

<http://mn.geniussis.com/PublicWelcome.aspx?id=2>

There is also a link from the NSO website: [www.northernstaronline.org](http://www.northernstaronline.org)

Username: your email address

Password: set by you



*If you forget your password, you can have it reset here.*

Note: Students can create their own accounts on the site, and should be encouraged to begin the process here once the system has become familiar.

Counselor accounts will need to be created by the online program so they can be linked to the correct school and district.

Parent accounts will be created when student accounts are set up. Parents will receive an email notification when an account has been created for them.

# Counselor welcome page

On the welcome page, you can navigate to a number of key areas:

View a list of all students  
Click the "Students" tab

View a list of all enrollments  
Click the "Enrollments" tab

Run a report:  
Click the "Reports" tab

The screenshot shows the Northern Star Online Counselor Dashboard in a Mozilla Firefox browser. The address bar shows the URL <http://mn.geniussis.com/Dashboard.aspx>. The page features a top navigation bar with tabs for "MyGenius", "Students", "Enrollments", and "Reports". Below this is a sidebar with links for "Dashboard", "Edit Account", "Students recently viewed", "Favorite Reports", and "Messages". The main content area displays "Students recently viewed" (listing a demo test and 3 students), "Favorite Reports" (listing course requests), and "Messages" (no new messages). A search bar labeled "Find a student..." is located in the top right. Blue arrows point from the instructional boxes to the "Students", "Enrollments", "Reports", "Edit Account", "Course Requests", and search bar.

Change your account info:  
(Click "Edit Account")

Go to Course Requests:  
Click the link to go right to  
the request list

Find a student:  
Enter part of the student's  
name and click the blue icon

# Course Request Page

To view all course requests, choose “Course Requests” under “Favorite Reports.”

Click “Get Data” to view all course requests for the year

Use the filter menus to narrow the list by category

The screenshot shows the Northern Star Online interface. On the left is a sidebar with navigation links: General Reports (Overview), Communications, Activity, Completion, Enrollments (Enrollment History, Course Requests, Drop Requests), Admission, Finance, Asset Tracking, and Dynamic Reports. The main area has a 'Reports' tab selected. Below it is a 'Search criteria' section with dropdown menus for School, Program, Department, Course, Guardian Affirmation, Enrolled, Requested By, Start Date, Term, School Verification, and Counselor. A 'Get Data' button is at the bottom of this section. Below the search criteria, it says 'There are 13 records matching your criteria:' followed by a table of course requests. Annotations with arrows point to the 'Get Data' button, the filter menus, a student's name in the table, and a column heading in the table.

Enroll	Student	Course	Term	GuardianApproval	SchoolApproval	Segment	Start Date	Requested By	Requested On	Enrollment Date
<input type="checkbox"/>	<a href="#">Test_Demo</a>	Advanced Writing	NSO Spring 2011	AFFIRMED	VERIFIED	Sem A	02/07/2011	Voss, Jon	01/19/2011	04/18/2011
<input type="checkbox"/>	<a href="#">Test_Demo</a>	Advanced Writing	NSO Spring 2011	AFFIRMED	VERIFIED	Sem A	02/07/2011	Voss, Jon	01/19/2011	04/30/2011
<input type="checkbox"/>	<a href="#">Test_Demo</a>	Chinese 5	NSO Spring 2011	WAITING_REVIEW	WAITING_REVIEW	Sem A	04/04/2011	Test, Dad	05/09/2011	03/31/2011
<input type="checkbox"/>	<a href="#">Test_Demo</a>	Sample Course 2	NSO Spring 2011	AFFIRMED	VERIFIED	Qtr 1	04/04/2011	Demo, Counselor	03/31/2011	04/18/2011
<input type="checkbox"/>	<a href="#">Test_Demo</a>	Sample Course 2	NSO Spring 2011	AFFIRMED	VERIFIED	Qtr A	04/04/2011	Demo, Counselor	03/31/2011	04/18/2011
<input type="checkbox"/>	<a href="#">Demo1_Student1</a>	Sample Course	NSO Spring 2011	AFFIRMED	VERIFIED	Sem A	04/04/2011	Voss, Jon	04/01/2011	
<input type="checkbox"/>	<a href="#">Test_Demo</a>	AP US History	NSO Summer 2011	AFFIRMED	VERIFIED	Sem A	06/13/2011	Test, Demo	04/30/2011	04/30/2011

Click a student's name to go right to their account

Sort by clicking on any column heading to sort by that column

View student requests and the status of sign-offs from guardians and counselors

# Student Page

To approve a request, enter a request, or check student information: click on a student's name from any of the previous locations. The student page will appear.

Review basic student contact and guardian info

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User: Counselor Demo | [Settings](#) | [Sign out](#)

MyGenius | **Students** | Enrollments | Reports

**Test, Demo** | [Print page](#) | [Export Results to Excel](#)

**Main Information**  
[Main Page](#)  
[Edit Information](#)  
[Requested Courses](#)  
[Drop Requests](#)  
[External Files](#)  
[View Calendar](#)

**Basic Information**  
Student ID: 3498  
Name: Test, Demo  
Gender: Male  
Grade: 10  
Phone: 555-5555  
Mobile: 123-4567  
Email: stgenius287@gmail.com  
Notes:  
LMS ID:  
District Number: 0287  
Guardian 1 First Name: Dad  
Guardian 1 Last Name: Test  
Guardian 1 Phone 1: 555-5555  
Guardian 1 Phone 2: 555-5555  
Guardian 1 Phone 3:  
Guardian 1 Email: dadtest287@gmail.com  
Preferred Name:  
Date of Birth:  
Student ID:  
Program ID:  
Program Description:  
Counselor ID:  
Counselor Email:  
Guardian 2 First Name:  
Guardian 2 Last Name:  
Guardian 2 Phone 1:  
Guardian 2 Phone 2:  
Guardian 2 Phone 3:  
Guardian 2 Email:

**Go to other functions:**  
Edit student info  
Check and approve requests  
Check and approve drops  
View and Print Transcripts

**Historic Data**  
[Student Log](#)  
[View Transcript](#)

**Communications**  
[View Communications](#)  
[Add Communication](#)

**Enrollments**  
[Current Enrollments](#)  
[Snapshot](#)  
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[Gradebook](#)  
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**Academic Snapshot**  
This student is currently enrolled in 2 section(s):

Semester	Section	Teacher	StartDate	Grade	Progress	Type	Assignments	LastActivity
Spring 2011	CnstLwSA SP11	Christopherson, Sarah	05/02/2011			TU	0 of 10	
Summer 2011	APUSHSA SU11	Rien, Greg	06/13/2011			TU	0 of 52	

**Recent Communications**  
Here are the last communications with this student:

User	Date	Category	Subject
Demo, Counselor	5/17/2011 11:37:02 PM	Email	Follow up
Voss, Jon	5/10/2011 12:37:39 AM	Email	Course Dropped
Voss, Jon	5/10/2011 12:24:53 AM	Email	Course Dropped
Voss, Jon	5/10/2011 12:09:01 AM	Email	Grade Report
Voss, Jon	5/10/2011 12:03:47 AM	Email	Grade Report

**Recent Activity**  
Here is the student's activity in the last 7 days:

Date	Activity
Mon, May 23	0
Sun, May 22	0
Sat, May 21	0
Fri, May 20	0
Thu, May 19	0
Wed, May 18	0
Tue, May 17	0
<b>Total</b>	<b>0 (0%)</b>

**Go to specific screens for further detailed progress info**

**View key student activity information:**  
Enrollments  
Assignments completed  
Communications  
Activity

# Student Information

The entry of basic student information (MARSS#, demographics, etc.) is done under “Edit Information.” Once this is done, *it will not need to be done again* for any further requests, adds, or drops, which should save considerable time.

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Find a student...

MyGenius | **Students** | Enrollments | Reports

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[View Communications](#)  
[Add Communication](#)

**Enrollments**  
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[Enrollment History](#)

**Actions**  
[Send Email](#)

**Basic Information**

Online Learning Program: **Northern Star Online** | Local District Student ID Number:

Last Name: **Test** | First Name: **Demo**

Middle Name:  | Grade Level: **10**

Phone: **555-5555** | Cell Phone: **123-4567**

Gender: **Male** | Date of Birth: **9/9/1999** (MM/DD/YYYY)

Email: **stgenius287@gmail.com** (this will be your Genius login) | Status: **ACTIVE**

**Address**

Street: **555 5th** | City: **Minneapolis**

State: **MINNESOTA** | ZIP: **55555**

County:  | Connected By: **Select...**

Lives with: **Both**

**Guardians**

Guardian 1

Relationship: **Father**

Last Name: **Test**

First Name: **Dad**

Street: **555 5th** | [Same address as student](#)

City: **Minneapolis**

State: **MINNESOTA**

Zip: **55555**

County:

Phone: **555-5555**

Phone 2: **555-5555**

Phone 3:

Email: **dadtest287@gmail.com** (Please use a different email than the student's)

State: **Select...**

Zip:

County:

Phone:

Phone 2:

Phone 3:

Email:  (Please use a different email than the student's)

**Program Information**

School District: **INTERMEDIATE SCHOOL DISTRICT 287 (06 - #0287)** (Choose from the drop-down or start typing the district name)

School Name: **NSO - INDEPENDENT STUDY**

Counselor Name: **Counselor Demo** | Schedule Type: **Select...**

**Additional Information**

MARSS ID Number:

Home Language: **Select...**

Ethnic Code: **Select...**

Receiving ELL: **Select...**

Meets the graduation incentives for at-risk students: **Select...**

Immunization records on file: **Select...**

Student has an active IEP on file: ☐

**Submit**

**Add district-level demographic info:**  
MARSS#  
Home Language  
Ethnic Code  
ELL  
At-risk  
IEP

**Review key student and guardian contact information, grade level, date of birth, etc., and edit as necessary**

**Be sure to click “Submit” to save the changes.**

Note: This only needs to be done *the first time* a student enrolls, or if they need information updated.

# Course Request Entry, Review and Sign-off

Click on “Requested Courses” from the student page to see their requests.

The screenshot shows the Northern Star Online interface for course requests. The left sidebar contains navigation links: Main Information (Main Page, Edit Information, Requested Courses, Drop Requests, External Files, View Calendar), Historic Data (Student Log, View Transcript), Communications (View Communications, Add Communication), Enrollments (Current Enrollments, Snapshot, Pacing, Gradebook, Student Activity, Enrollment History), and Actions (Send Email). The main content area is titled 'Course Request' and includes a 'Print page' button. A dropdown menu for 'Please select an existing request:' is set to 'Sample Course - NSO Spring 2011 (Sem A)'. The 'Basic Information' section contains fields for Term (Spring 2011), Course (Sample Course - 00000 (NSO)), Segment (Sem A), Start Date (5/9/2011), End Date (6/3/2011), Credits (0.5), and Reason (Course not offered at School). Below these are radio button options for enrollment types: PH (private/home schooled), SU (public school substitute), IS (at-risk graduation incentives), and TU (course work in addition to a full load). The 'Midpoint Information' section has a 'Check one of the options:' section with three radio buttons regarding notification and a 'Midpoint Date' field set to 1/1/1900. The 'Graduation Requirements' section includes a checkbox for district requirements and another 'Check one of the options:' section with three radio buttons regarding OLL supplemental registration. The 'Authorization Information' section has dropdowns for 'Verified by Local School' (set to WAITING REVIEW) and 'Affirmed by Guardian' (set to WAITING REVIEW), with a 'NOT VERIFIED' option also visible. At the bottom are 'Save', 'Delete', and 'Cancel' buttons. Annotations with arrows point to various parts of the form: 'Add new course request' link, 'Requested Courses' link, 'Print page' button, 'Basic Information' section, 'Midpoint Information' section, 'Graduation Requirements' section, 'Authorization Information' section, and the 'Save' button.

To enter a new request for a student, click: “Add new course request”

To review, edit, or sign off on an existing request, choose from the drop-down menu

Page can be printed for paper sign-offs or review

Basic course request info pre-loaded based on student entry—can be edited

School info needs to be entered here based on regular state form checks

Be sure to click “Save” to keep the record and your sign-off.

Sign-off done electronically by choosing option drop-down, and entering initials

Note: Parent approval is also necessary for course requests to be accepted.

# Drop Request Page

Click on “Drop Requests” to view, edit and approve student requests to drop courses.

To enter a new drop request for a student, click: “Request new drop”

To review, edit, or sign off on an existing request, click the icon next to the request

Request new drop

There are 5 drops requested for this student:

Edit	Course	School Approval	Guardian Approval	Reason	Requested By	Requested On
	Sample Course	WAITING_REVIEW	APPROVED	Course is not interesting	Demo, Counselor	03/31/2011
	Chinese 5	WAITING_REVIEW	APPROVED	Course is too hard	Test, Demo	03/31/2011
						04/18/2011
						04/30/2011
						05/01/2011

**Drop Request**

Course:

Reason:

School Verification:

Select...  
WAITING\_REVIEW  
**VERIFIED**  
NOT\_VERIFIED

Note: Parent approval is also necessary for drops to be accepted.

To sign off on a request, choose from the drop-down options, then click “Save.”

# View Transcript Page

Click "View Transcript" to view and print student transcript.

To print or save copy, click "Export to PDF"

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[Add Communication](#)

**Enrollments**  
[Current Enrollments](#)  
[Snapshot](#)

**OFFICIAL STUDENT TRANSCRIPT**

Student Name: Test, Demo | Student ID: 3498  
DOB: 09/09/1999 | Address: 555 5th Minneapolis, MN 55555

Course	Segment	Section	Term	Grade	Attempted	Earned	Start Date	End Date	Teacher
Sample Course 2	Sem A	Samp2 SA	NSO Spring 2011		0	0	04/04/2011	08/21/2011	TBD, TBD
Sample Course 2	Qtr A	Samp2 QA	NSO Spring 2011	C	0	0.5	02/07/2011	04/17/2011	TBD, TBD
Sample Course 2	Sem B	Samp2 SB	NSO Spring 2011	W	0	0	04/04/2011	05/27/2011	TBD, TBD
Sample Course 2	Sem A	Samp2 SA	NSO Spring 2011	WD	0	0	04/04/2011	08/21/2011	TBD, TBD
Sample Course	Sem A	SampSA	NSO Spring 2011	ISO	0.5	0	02/07/2011	06/26/2011	TBD, TBD

Cumulative Credits: 0.50  
Weighted GPA: 2.00  
Unweighted GPA: 2.00

Transcript generated on 5/24/2011

## Notes on transcript headings:

- **Course:** Subject studied
- **Segment:** Portion of the course CONTENT that was studied
- **Section:** Section heading that combines course, segment and term
- **Term:** Time of year the work was done
- **Grade:** Final grade assigned by teacher
- **Attempted:** Credits normally associated with the segment
- **Earned:** Credits earned based on work completed

For further grade information, see [www.northernstaronline.org](http://www.northernstaronline.org)