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
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

- **Change your account info**
  - Click “Edit Account”

- **Find a student**
  - Enter part of the student’s name and click the blue icon

- **Go to Course Requests**
  - Click the link to go right to the request list
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

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
- Go to other functions: Edit student info, Check and approve requests, Check and approve drops, View and Print Transcripts
- View key student activity information: Enrollments, Assignments completed, Communications, Activity
- Go to specific screens for further detailed progress info
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.

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.

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.

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

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

Click “View Transcript” to view and print student transcript.
To print or save copy, click “Export to PDF”

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)