Parent Instructions for Registration in Genius Course Requests, Drop Requests & Transcripts

To begin, log in to the NSO Genius page:

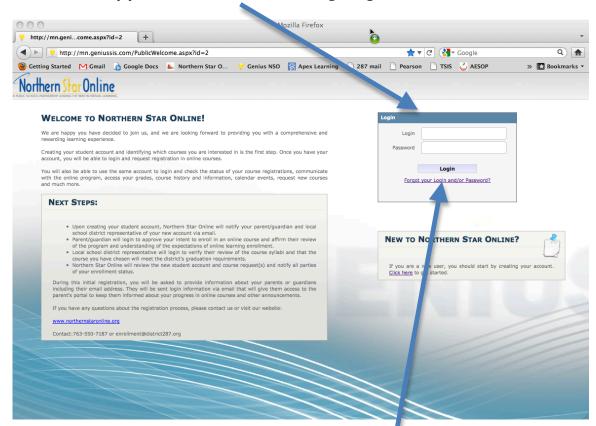
http://mn.geniussis.com/PublicWelcome.aspx?id=2

There is also a link from the NSO website: www.northernstaronline.org

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.

However, if a separate parent email is not provided in the student account setup process, then a parent account will not have been created automatically. To request an account, please email enrollment@district287.org or call 763-550-7187.

Username: Will be sent, or can be requested from the "Forgot login" link Password: set by you, can also be reset on "Forgot login" link

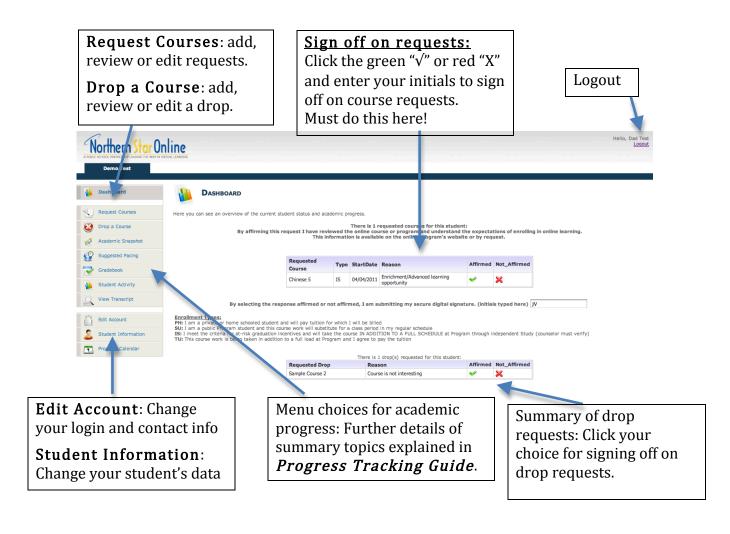


If you forget your password, you can have it reset here.

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.

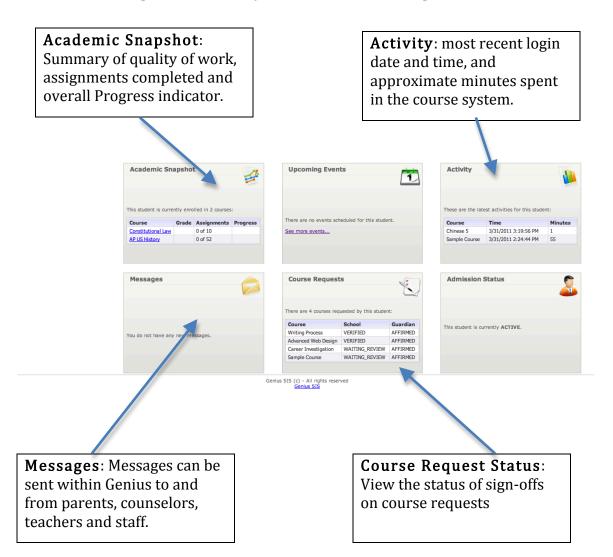
Parent Dashboard: upper half

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



Parent Dashboard: lower half

A few other boxes provide summary information in other topics:



Student Information

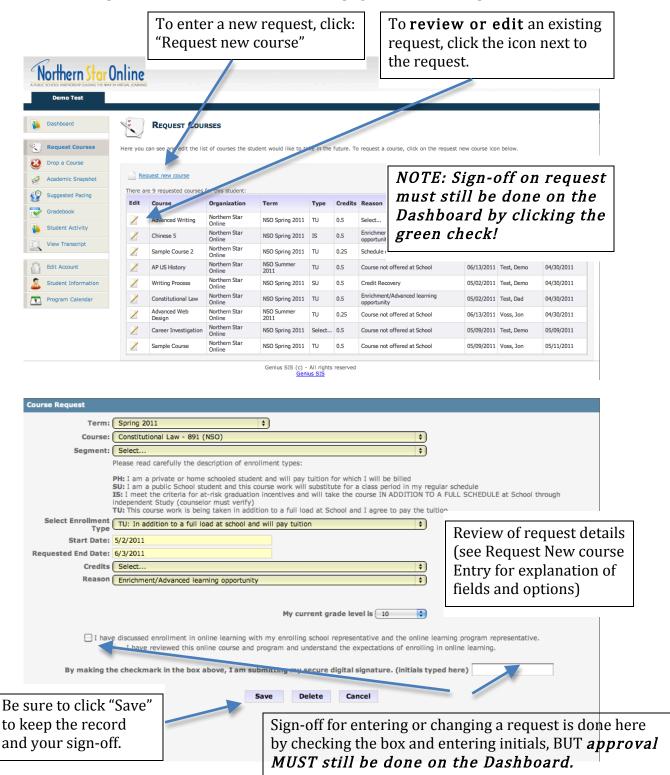
The review and editing of basic student information (contacts, demographics, etc.) is done under "Student Information." Once this is done, *it will not need to be done again* for any further requests, adds, or drops, which should save considerable time.



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

Course Request Review and Sign-off

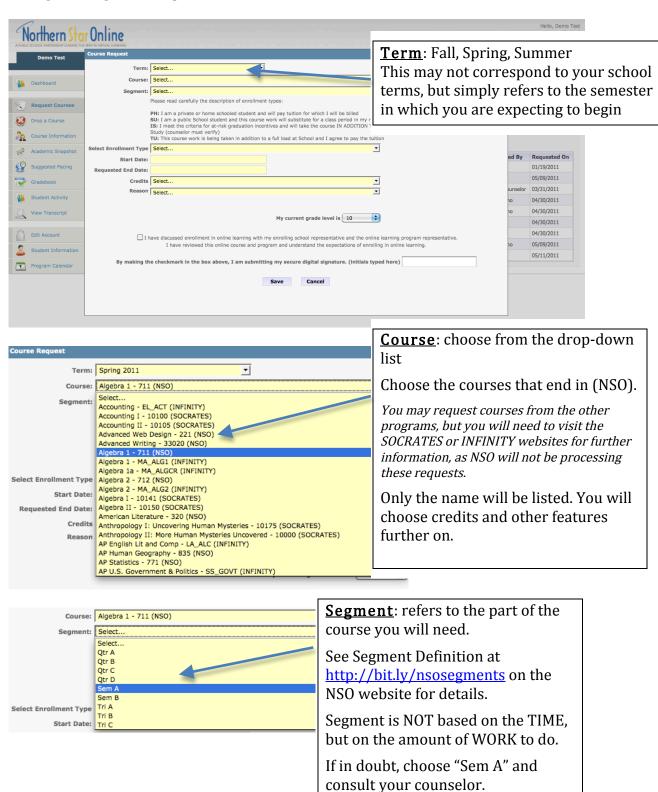
Click on "Requested Courses" from the student page to see their requests.

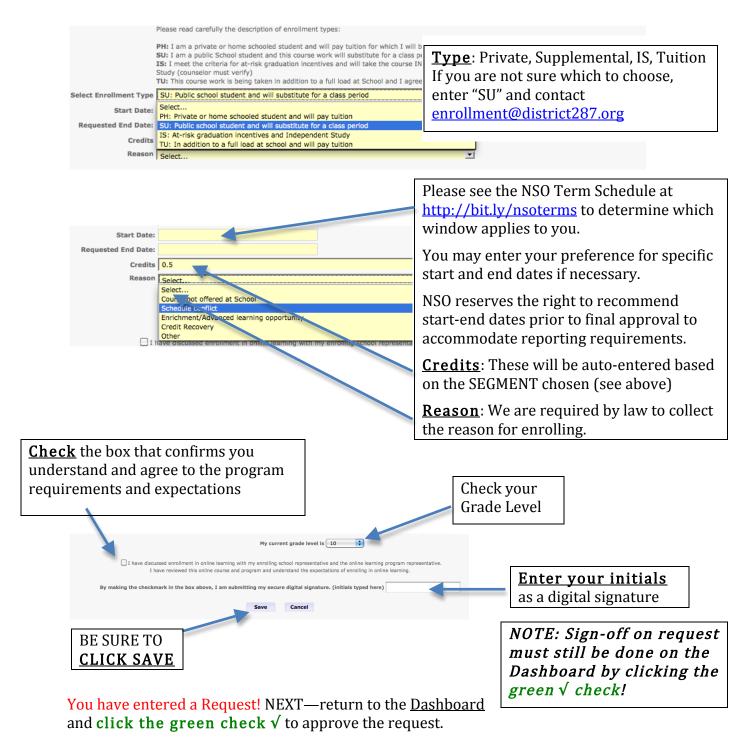


Note: Counselor approval is also necessary for course requests to be accepted.

Request New Course Entry

To enter a new request, click "Request new course" from the Requested Courses List. Then go through the drop-down menus to select the course and related information:



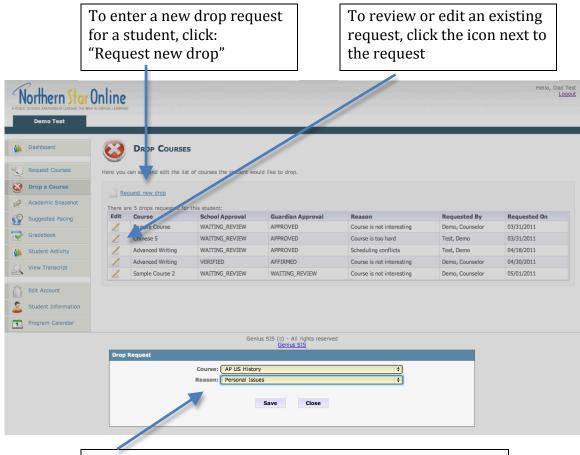


Your student's counselor and NSO staff will be able to review, edit, and sign-off as the next step.

If you wish to enter another course request, choose "Request new course" again from the Requested Courses List.

Drop Request Page

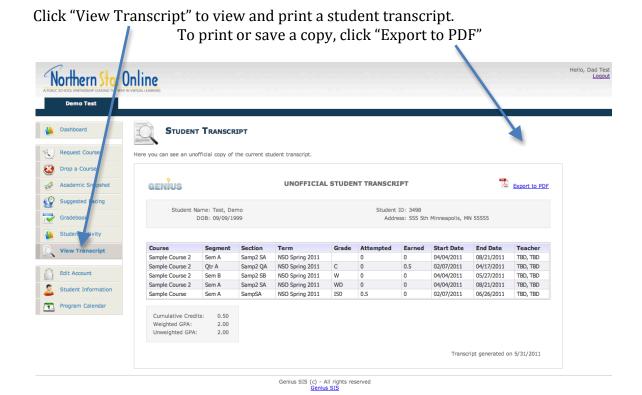
Click on "Drop a Course" to view, edit and approve student requests to drop courses.



When editing or adding a request, choose the **Course** and **Reason** from the drop-down options, then click "Save."

NOTES: SIGN-OFF to approve or deny a drop must still be done on the <u>DASHBOARD</u>. Counselor and NSO approval are also necessary for drops to be accepted.

View Transcript Page



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 doneGrade: 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