

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

The screenshot shows a Mozilla Firefox browser window displaying the Northern Star Online website. The address bar shows the URL <http://mn.geniussis.com/PublicWelcome.aspx?id=2>. The page has a blue header with the Northern Star Online logo and navigation links. The main content area is titled "WELCOME TO NORTHERN STAR ONLINE!" and contains a "Login" form with fields for "Login" and "Password", a "Login" button, and a link for "Forgot your Login and/or Password?". Below the login form is a "NEXT STEPS:" section with a list of instructions for new users. At the bottom right, there is a "NEW TO NORTHERN STAR ONLINE?" section with a link to "Click here to get started." Two blue arrows are overlaid on the image: one pointing from the URL in the address bar to the "Forgot your Login and/or Password?" link, and another pointing from the "Forgot your Login and/or Password?" link to the "Click here to get started." 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:

Request Courses: add, review or edit requests.

Drop a Course: add, review or edit a drop.

Sign off on requests:

Click the green "✓" or red "X" and enter your initials to sign off on course requests. Must do this here!

Logout

The screenshot shows the Northern Star Online Parent Dashboard. The top navigation bar includes the logo, a 'Demo Test' button, and a 'Hello, Dad Test' greeting with a 'Logout' link. A left sidebar contains links to Dashboard, Request Courses, Drop a Course, Academic Snapshot, Suggested Pacing, Gradebook, Student Activity, View Transcript, Edit Account, Student Information, and Progress Calendar. The main content area displays a 'DASHBOARD' header and a message about a requested course. Below this is a table of requested courses with columns for Course, Type, StartDate, Reason, Affirmed, and Not_Affirmed. A signature line is present below the table. Another table shows requested drops with columns for Drop, Reason, Affirmed, and Not_Affirmed. Arrows from the surrounding text boxes point to specific elements: 'Request Courses' points to the sidebar link; 'Drop a Course' points to the sidebar link; 'Sign off on requests' points to the 'Affirmed' column in the requested courses table; 'Logout' points to the 'Logout' link; 'Edit Account' points to the 'Edit Account' sidebar link; 'Student Information' points to the 'Student Information' sidebar link; 'Menu choices for academic progress' points to the 'Progress Calendar' sidebar link; and 'Summary of drop requests' points to the 'Requested Drop' table.

Requested Course

Requested Course	Type	StartDate	Reason	Affirmed	Not_Affirmed
Chinese 5	IS	04/04/2011	Enrichment/Advanced learning opportunity	✓	✗

By selecting the response affirmed or not affirmed, I am submitting my secure digital signature. (Initials typed here) JV

Requested Drop

Requested Drop	Reason	Affirmed	Not_Affirmed
Sample Course 2	Course is not interesting	✓	✗

Edit Account: Change your login and contact info

Student Information: Change your student's data

Menu choices for academic progress: Further details of summary topics explained in *Progress Tracking Guide*.

Summary of drop requests: Click your choice for signing off on drop requests.

Parent Dashboard: lower half

A few other boxes provide summary information in other topics:

Academic Snapshot:
Summary of quality of work, assignments completed and overall Progress indicator.

Activity: most recent login date and time, and approximate minutes spent in the course system.

Academic Snapshot

This student is currently enrolled in 2 courses:

Course	Grade	Assignments	Progress
Constitutional Law		0 of 10	
AP US History		0 of 52	

Upcoming Events

There are no events scheduled for this student.

[See more events...](#)

Activity

These are the latest activities for this student:

Course	Time	Minutes
Chinese 5	3/31/2011 3:19:56 PM	1
Sample Course	3/31/2011 2:24:44 PM	55

Messages

You do not have any new messages.

Course Requests

There are 4 courses requested by this student:

Course	School	Guardian
Writing Process	VERIFIED	AFFIRMED
Advanced Web Design	VERIFIED	AFFIRMED
Career Investigation	WAITING REVIEW	AFFIRMED
Sample Course	WAITING REVIEW	AFFIRMED

Admission Status

This student is currently **ACTIVE**.

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Messages: Messages can be sent within Genius to and from parents, counselors, teachers and staff.

Course Request Status:
View the status of sign-offs on course requests

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.

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Hello, Dad Test [Logout](#)

Demo Test

STUDENT INFO

Here you can see and edit the student's personal information.

Basic Information

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

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** Status: **ACTIVE**
(this will be your Genius login)

Address

Street: **555 5th**

State: **MINNESOTA**

County:

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)

Guardian 2

Relationship: **Select...**

Last Name: **Test**

First Name: **Mom**

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

City: **Minneapolis**

State: **MINNESOTA**

Zip: **55555**

County:

Phone: **555-5555**

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: **Regular Semester**

Submit

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Annotations:

- School info: District School Counselor Schedule** (points to School District, School Name, and Counselor Name)
- Review key student and guardian contact information, grade level, date of birth, etc., and edit as necessary** (points to Basic Information and Address sections)
- Be sure to click "Submit" to save the changes.** (points to the Submit button)

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.

To enter a new request, click: "Request new course"

To **review or edit** an existing request, click the icon next to the request.

NOTE: Sign-off on request must still be done on the Dashboard by clicking the green check!

Edit	Course	Organization	Term	Type	Credits	Reason
	Advanced Writing	Northern Star Online	NSO Spring 2011	TU	0.5	Select...
	Chinese 5	Northern Star Online	NSO Spring 2011	IS	0.5	Enrichment opportunity
	Sample Course 2	Northern Star Online	NSO Spring 2011	TU	0.25	Schedule...
	AP US History	Northern Star Online	NSO Summer 2011	TU	0.5	Course not offered at School
	Writing Process	Northern Star Online	NSO Spring 2011	SU	0.5	Credit Recovery
	Constitutional Law	Northern Star Online	NSO Spring 2011	TU	0.5	Enrichment/Advanced learning opportunity
	Advanced Web Design	Northern Star Online	NSO Summer 2011	TU	0.25	Course not offered at School
	Career Investigation	Northern Star Online	NSO Spring 2011	Select...	0.5	Course not offered at School
	Sample Course	Northern Star Online	NSO Spring 2011	TU	0.5	Course not offered at School

Course Request

Term: Spring 2011
Course: Constitutional Law - 891 (NSO)
Segment: Select...

Please read carefully the description of enrollment types:
PH: I am a private or home schooled student and will pay tuition for which I will be billed
SU: I am a public School student and this course work will substitute for a class period in my regular schedule
IS: I meet the criteria for at-risk graduation incentives and will take the course IN ADDITION TO A FULL SCHEDULE at School through Independent Study (counselor must verify)
TU: This course work is being taken in addition to a full load at School and I agree to pay the tuition

Select Enrollment Type: TU: In addition to a full load at school and will pay tuition
Start Date: 5/2/2011
Requested End Date: 6/3/2011
Credits: Select...
Reason: Enrichment/Advanced learning opportunity

My current grade level is 10

☐ I have discussed enrollment in online learning with my enrolling school representative and the online learning program representative.
I have reviewed this online course and program and understand the expectations of enrolling in online learning.

By making the checkmark in the box above, I am submitting my secure digital signature. (Initials typed here)

Save Delete Cancel

Review of request details (see Request New course Entry for explanation of fields and options)

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

Sign-off for entering or changing a request is done here by checking the box and entering initials, BUT **approval MUST still be done on the Dashboard.**

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:

Term: Select... (indicated by a blue arrow)

Course: Select...

Segment: Select...

Please read carefully the description of enrollment types:

PH: I am a private or home schooled student and will pay tuition for which I will be billed
SU: I am a public School student and this course work will substitute for a class period in my r
IS: I meet the criteria for at-risk graduation incentives and will take the course IN ADDITION
Study (counselor must verify)
TU: This course work is being taken in addition to a full load at School and I agree to pay the tuition

Select Enrollment Type: Select...

Start Date: [Field]

Requested End Date: [Field]

Credits: Select...

Reason: Select...

My current grade level is 10

☐ I have discussed enrollment in online learning with my enrolling school representative and the online learning program representative.
I have reviewed this online course and program and understand the expectations of enrolling in online learning.

By making the checkmark in the box above, I am submitting my secure digital signature. (Initials typed here) [Field]

Save **Cancel**

Requested By	Requested On
	01/19/2011
	05/09/2011
Counselor	03/31/2011
no	04/30/2011
no	04/30/2011
no	04/30/2011
no	04/30/2011
no	05/09/2011
	05/11/2011

Term: Fall, Spring, Summer
This may not correspond to your school terms, but simply refers to the semester in which you are expecting to begin

Term: Spring 2011

Course: Algebra 1 - 711 (NSO)

Segment: Select...

Select Enrollment Type

Start Date: [Field]

Requested End Date: [Field]

Credits: [Field]

Reason: [Field]

Algebra 1 - 711 (NSO) (indicated by a blue arrow)

Algebra 1 - MA_ALG1 (INFINITY)
Algebra 1a - MA_ALGCR (INFINITY)
Algebra 2 - 712 (NSO)
Algebra 2 - MA_ALG2 (INFINITY)
Algebra I - 10141 (SOCRATES)
Algebra II - 10150 (SOCRATES)
American Literature - 320 (NSO)
Anthropology I: Uncovering Human Mysteries - 10175 (SOCRATES)
Anthropology II: More Human Mysteries Uncovered - 10000 (SOCRATES)
AP English Lit and Comp - LA_ALC (INFINITY)
AP Human Geography - 835 (NSO)
AP Statistics - 771 (NSO)
AP U.S. Government & Politics - SS_GOV (INFINITY)

Course: choose from the drop-down list

Choose the courses that end in (NSO).

You may request courses from the other programs, but you will need to visit the SOCRATES or INFINITY websites for further information, as NSO will not be processing these requests.

Only the name will be listed. You will choose credits and other features further on.

Course: Algebra 1 - 711 (NSO)

Segment: Select...

Select Enrollment Type

Start Date: [Field]

Qtr A
Qtr B
Qtr C
Qtr D
Sem A (indicated by a blue arrow)
Sem B
Tri A
Tri B
Tri C

Segment: refers to the part of the course you will need.

See Segment Definition at <http://bit.ly/nsosegments> on the NSO website for details.

Segment is NOT based on the TIME, but on the amount of WORK to do.

If in doubt, choose “Sem A” and consult your counselor.

Please read carefully the description of enrollment types:

PH: I am a private or home schooled student and will pay tuition for which I will be responsible.

SU: I am a public School student and this course work will substitute for a class period.

IS: I meet the criteria for at-risk graduation incentives and will take the course INDEPENDENT STUDY (counselor must verify)

TU: This course work is being taken in addition to a full load at School and I agree to pay tuition.

Select Enrollment Type: **SU: Public school student and will substitute for a class period**

Start Date: Select...

Requested End Date: **SU: Public school student and will substitute for a class period**

Credits: **IS: At-risk graduation incentives and Independent Study**

Reason: **TU: In addition to a full load at school and will pay tuition**

Type: Private, Supplemental, IS, Tuition
If you are not sure which to choose, enter "SU" and contact enrollment@district287.org

Start Date:

Requested End Date:

Credits: 0.5

Reason: **Schedule Conflict**

☐ I have discussed enrollment in online learning with my enrolling school representative and the online learning program representative.

Please see the NSO Term Schedule at <http://bit.ly/nsoterms> to determine which window applies to you.

You may enter your preference for specific start and end dates if necessary.

NSO reserves the right to recommend start-end dates prior to final approval to accommodate reporting requirements.

Credits: These will be auto-entered based on the SEGMENT chosen (see above)

Reason: We are required by law to collect the reason for enrolling.

Check the box that confirms you understand and agree to the program requirements and expectations

Check your Grade Level

My current grade level is 10

☐ I have discussed enrollment in online learning with my enrolling school representative and the online learning program representative. I have reviewed this online course and program and understand the expectations of enrolling in online learning.

By making the checkmark in the box above, I am submitting my secure digital signature. (Initials typed here)

Save Cancel

Enter your initials as a digital signature

BE SURE TO CLICK SAVE

NOTE: Sign-off on request must still be done on the Dashboard by clicking the green ✓ check!

You have entered a Request! NEXT—return to the Dashboard and click the green check ✓ to approve the request.

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.

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

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

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Hello, Dad Test [Logout](#)

Demo Test

DROP COURSES

Here you can see and edit the list of courses the student would like to drop.

[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
	Advanced Writing	WAITING_REVIEW	APPROVED	Scheduling conflicts	Test, Demo	04/18/2011
	Advanced Writing	VERIFIED	AFFIRMED	Course is not interesting	Demo, Counselor	04/30/2011
	Sample Course 2	WAITING_REVIEW	WAITING_REVIEW	Course is not interesting	Demo, Counselor	05/01/2011

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Drop Request

Course:

Reason:

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 DASHBOARD. Counselor and NSO approval are also necessary for drops to be accepted.

View Transcript Page

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

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

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Demo Test

STUDENT TRANSCRIPT

Here you can see an unofficial copy of the current student transcript.

GENIUS UNOFFICIAL STUDENT TRANSCRIPT [Export to PDF](#)

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 5/31/2011

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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