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:

**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!

**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.

**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.

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!

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

**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.

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

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”.

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