## Parent Instructions for Transcripts in Genius View and Print Student Transcripts

To begin, log in to the NSO Genius page:

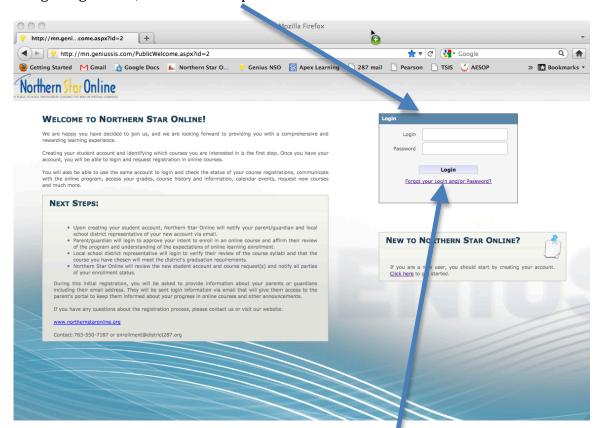
http://mn.geniussis.com/PublicWelcome.aspx?id=2

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 access, please email <a href="mailto:enrollment@district287.org">enrollment@district287.org</a> or call 763-550-7187.

Username & Password: Sent on account creation, or can be requested from the "Forgot login" link, or can be set up with NSO staff.

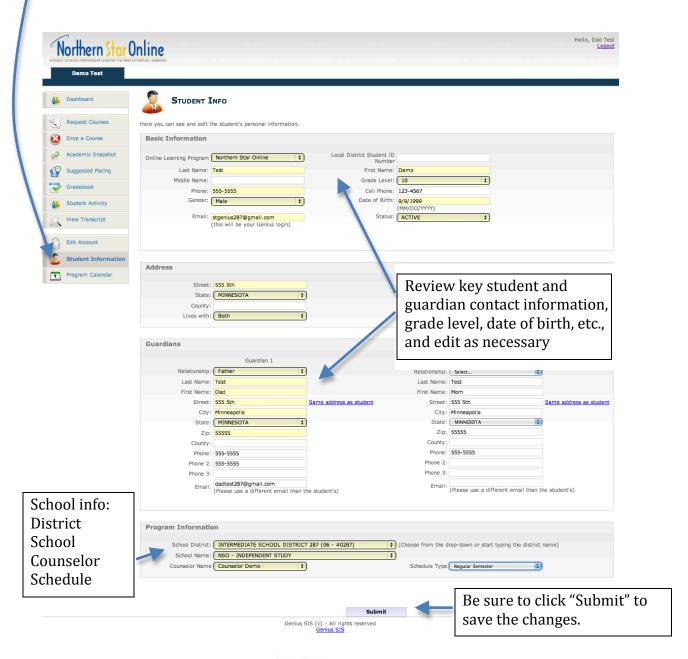


If you forget your password, you can have it sent to you here.

Note: Student accounts are also created based on their email address. A separate student and parent email will need to be provided to maintain security.

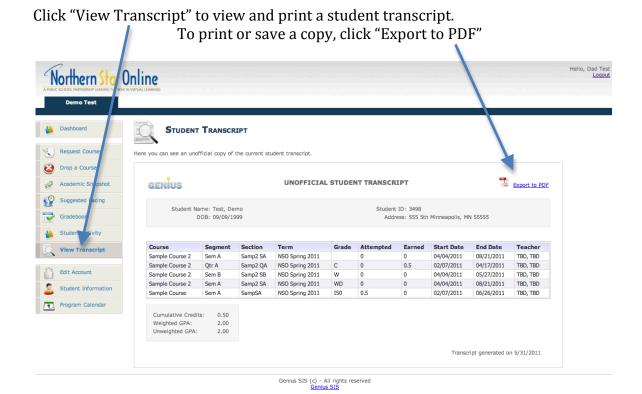
## Student Information

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.

## 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.