

Completing Interim (Mid-Marking Period) Reports in Genesis

Step 1: Log into your Genesis Gradebook

Step 2: select **Gradebook->Post Grades**

Step 3: Fill in the information for your Interim Reports, as shown on the screenshot below

The screenshot shows the 'Post Grades for Interim Report Period 1' interface. At the top, it displays 'Switch to: 614/2 - Freshman Seminar, ABD, Per. 2 (FY)' and 'Grades were posted as: Salisbury, Angela'. The course is identified as '614/2 - Freshman Seminar'. The student being graded is '150576 - Cund, Christian'. The 'IR1 Absences' are 0.0 and 'IR1 Tardies' are 0.0. The 'GB IR1 Score' is 40.0 (F) and the 'School' is F. There are three callouts: one pointing to the 'IR1 Grade' dropdown (set to 'F') with the text 'Enter the Current Letter Grade here'; one pointing to the 'Class Section' dropdown (set to '614/2 - Freshman Seminar, ABD, Per. 2 (FY)') with the text 'Select Class Section here'; and one pointing to the 'Use Score' link with the text 'Click on this link if you want your Current Gradebook Average (Letter Grade) to be used as the Interim Report Grade'. Below the student information, there are nine comment fields. The first three are populated with codes and text: 'I04 Student is in danger of failing for the marking period', 'I15 Student needs to improve organizational skills', and 'I14 Homework assignments are submitted inconsistently'. A callout points to these comment fields with the text 'Use these menus to select up to 9 comments'. Another callout points to the 'IR1 Grade' dropdown with the text 'You may also enter the comment codes directly'. A final callout points to the 'GB IR1 Score' with the text 'Current Average in your Gradebook. This is for your information only'.

Step 4: When you have completed entering the information for your students receiving progress reports, click on the "Save" button at the bottom

Interim (Mid-Marking Period) Report
Comment Codes

Code	Comment
I01	Student is performing in an exemplary manner in this course
I02	Student is performing in a satisfactory manner in this course
I03	Student is improving in this course
I04	Student is in danger of failing for the marking period
I05	Student is in danger of failing for the year
I06	Student shows a great deal of effort in this course
I07	Student tries hard but finds subject difficult
I08	More attention is needed to the quality of projects
I09	Student is achieving below apparent ability
I10	Test grades need improvement
I11	Quiz grades need improvement
I12	Assignment/project grades need improvement
I13	Classwork assignments are submitted inconsistently
I14	Homework assignments are submitted inconsistently
I15	Student needs to improve organizational skills
I16	Student needs to manage class time more effectively
I17	Student needs to manage time more effectively in order to complete long-term assignments
I18	Student has difficulty with analysis and interpretation skills
I19	Failure to make up work in a timely manner is lowering student grade
I20	Please contact teacher at your earliest convenience by e-mail or by calling (973) 571-6750 for VHS and (973) 571-6751 for HBW
I21	Student has a positive attitude towards learning and school work
I22	Student exhibits courtesy and respect for teachers and peers
I23	Student needs to exhibit courtesy and respect for teacher and/or peers more consistently
I24	Study preparation for assessments needs improvement
I25	Student's overall learning and performance will benefit from more consistent home study
I26	Student needs to be more attentive in class
I27	Student needs to follow directions more consistently
I28	Student needs to observe classroom rules and procedures more consistently
I29	Student should participate more actively in classroom discussions/activities
I30	Student is not regularly prepared with class materials
I31	Student's lateness to class is affecting learning
I32	Student needs to utilize daily planner more effectively and consistently
I33	Student needs to transition more effectively from one activity to another
I34	Student needs to improve independent work skills
I35	Student's inappropriate social interactions are impacting learning
I36	Student needs to take initiative to make up work after missing a class
I37	Poor attendance is affecting school work
I38	Student needs to take initiative to report for extra help