## **GENESIS Lunch Counts and Attendance Cheat Sheet**

- 1. Click the "Grades and Attendance" button on school or district Web site to log in at http://fusd1.apscc.org.
- 2. After login, accept any messages. You should arrive at the Genesis home screen (a.k.a. "Seating Chart").
- 3. Submit lunch counts by clicking "Lunch counts not taken today." On the next screen, fill in counts, click



 Submit AM attendance by clicking "AM Attendance not taken for today." On the next screen, click any student to toggle status from present to absent (UNV) to tardy (TDY) and back again:



- 5. Next, click Save Attendance . (You will automatically be taken back to the Seating Chart.)

## "Grades & Attendance" Button (top right)



## "Seating Chart" View (before submission)

GENESIS		Education Technology Consortium School Services etc.nau.edu			Adams Elementary Year:2010-2011 User:Jennifer Zaur Show only active		
Monday, July 25, 2011					Lock	Sign Out 🛛	Support   Hel
Class Info		Seating Char	t - sub				
Teacher Room	Period	No Photo	No Photo	No Photo	No Photo	No Photo	No Photo
Zaur, Jennifer 0016		Edupoint	Edupoint	Edupoint	Edupoint	Edupoint	Edupoint
		On file	On file	On file	On file	On file	On file
Details Preferences	Students	Acuna, Annie	Amador, Gregory	Barrera Melo, De	Celaya, Karen	Charley, Brian	Daggett, Jose
Term				(	(	1	
4th Qtr		No Photo	No Photo	No Photo	No Photo	No Photo	No Photo
Section Course S	tudent	Edupoint	Edupoint	Edupoint	Edupoint	Edupoint	Edupoint
0316 3/4 Grade 2	8	On file	On file	On file	On file	On file	On file
Lunch counts not taken for t	oday						
AM Attendance not taken for	r today	Dunnuck, Debora	Frausto, Sean	Fuelling, Frank	Gomez, Steve	Gonzalez, Jerry	Hampton, Martha
PM Attendance not taken for	r today	No Photo	No Photo	No Photo	No Photo	No Photo	No Photo
Student Tallies (	Count	Edupoint	Edupoint	Edupoint	Edupoint	Edupoint	Edupoint
Total	28	On file	On file	On file	On file	On file	On file
Present Today 2	28	Hernandez, Beve	Laurent Hernand	Lizer, Shirley	Lopez Avala, Bra	Mancera Corone	Mancera Herrera
Absent Today	)						
Tardy Today (	)	No Photo	No Photo	No Photo	No Photo	No Photo	No Photo
Seating Charts		Edupoint	Edupoint	Edupoint	Edupoint	Edupoint	Edupoint
Edit Seating Charts		On file	On file	On file	On file	On file	On file
		Martinez, Cynthia	Martinez, Henry	Matter, Andrea	Matter, Clarence	McCasland, Alice	McClung, Sarah

## "Seating Chart" View (after submission)

Lunch counts taken for today						
M Attendance taken for today						
PM Attendance taken for today						
Student Tallies	Count					
Total	28					
Present Today	25					
Absent Today	3					
Tardy Today	2					