## 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 , then
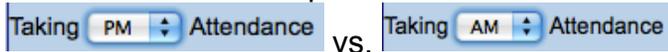
4. Submit AM attendance by clicking "AM Attendance not taken for today." On the next screen, click any student to toggle status from present to absent (UNV) to tardy (TDY) and back again:
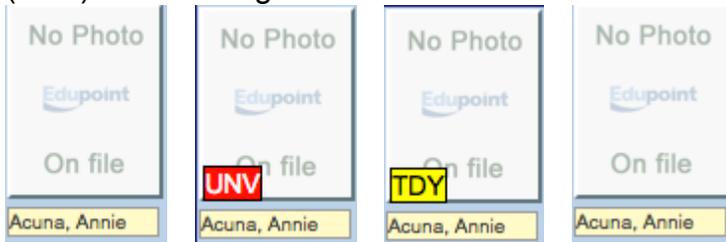
5. Next, click . (You will automatically be taken back to the Seating Chart.)
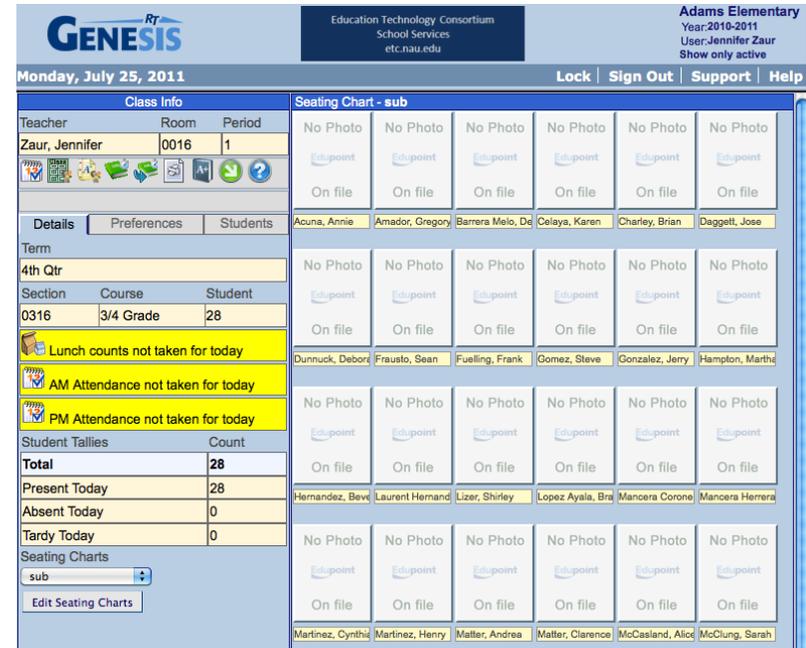
6. Submit PM attendance by repeating Steps 4 and 5. Be sure the left-hand drop-down menu indicates "PM":

"Grades & Attendance" Button (top right)

"Seating Chart" View (before submission)

"Seating Chart" View (after submission)