

Genius SIS: Frequently Asked Questions



Questions	Answers	Resources
How do I get started with Genius?	The link to the Getting Started page in the right column will provide you with information for a successful start.	Getting Started
How do I reset my password?	Select 'Click here to Recover your Password' on the login page. Enter your email address or login to recover your password through a private email. To email a password reset to students, go to 'Students', 'Active Students', search for the student, select the student's name then Reset Password.	Forgot Password
How do I add students?	To add a student, verify the student is not already in the program under 'Active Student'. If the student is not, go to 'Students', select 'add student' and complete the form, including the affiliation.	Adding a Student
How do I submit a request to add a student to a course?	To request a course be added to a student, select 'Students'. Search for student and select the student you would like to add to a course. On the left side, select 'Requested Courses' under 'Enrollments'. Select 'Add New Course Request' and complete the fields.	Adding a Course Request
How can a Site Coordinator approve a course request?	Go to 'Reports' and select 'Course Requests'. Search for the Student and respective Courses. Select the check box to the left of the students/courses and scroll to the bottom and select 'Approve Selected'.	Approving a Course Request
How do I drop a student?	Go to Enrollments, search and select the Student. Select 'Current Enrollments'. Select the checkbox for the student then choose 'Change Dates, Drop Selected, or Complete Selected'.	Dropping Enrollment
What do I do if I am unable to launch a course?	If you select launch course, but the page is not progressing, enable pop-ups.	Steps to Enable Pop-Ups
How do I manage student records?	First, search for the student under Active students, Select the user, and from there you can edit student information.	Managing Student Records

How do I run a Student Activity Report?	<p>For a section, go to 'Sections' and search and select the Section. Select 'Student Activity'. Adjust the time frame for the activity and select 'Get Data.'</p> <p>For a student, go to 'Students' and search and select the student. Select 'Student Activity Report', adjust the time-frame for the activity and select 'Get Data.'</p>	Genius User Guide
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