

# Genius SIS: Frequently Asked Questions



Questions	Answers	Resources
<b>How do I get started with Genius?</b>	The link to the Getting Started page in the right column will provide you with information for a successful start.	<a href="#">Getting Started</a>
<b>How do I reset my password?</b>	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.	<a href="#">Forgot Password</a>
<b>How do I add students?</b>	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.	<a href="#">Adding a Student</a>
<b>How do I submit a request to add a student to a course?</b>	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.	<a href="#">Adding a Course Request</a>
<b>How can a Site Coordinator approve a course request?</b>	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'.	<a href="#">Approving a Course Request</a>
<b>How do I drop a student?</b>	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'.	<a href="#">Dropping Enrollment</a>
<b>What do I do if I am unable to launch a course?</b>	If you select launch course, but the page is not progressing, enable pop-ups.	<a href="#">Steps to Enable Pop-Ups</a>
<b>How do I manage student records?</b>	First, search for the student under Active students, Select the user, and from there you can edit student information.	<a href="#">Managing Student Records</a>

<b>How do I run a Student Activity Report?</b>	<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>	<a href="#">Genius User Guide</a>
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