



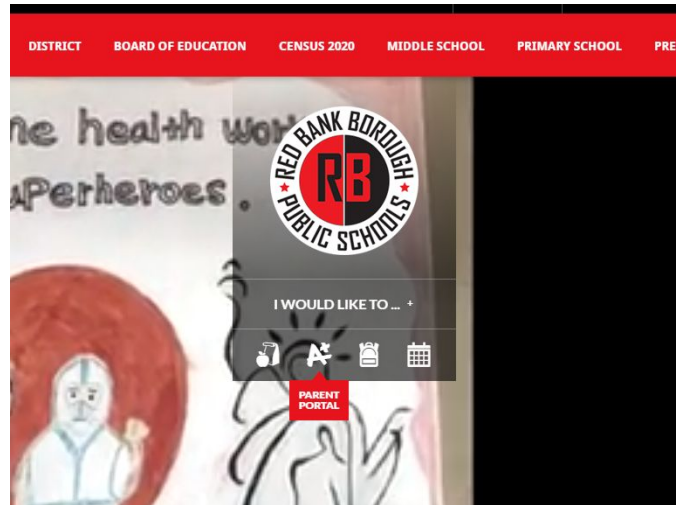
# Genesis Parent Portal Initial Setup Guide

November 2022

HELP? Email [parentportal@rbb.k12.nj.us](mailto:parentportal@rbb.k12.nj.us)

# Accessing the Portal

- Access grades, assignments, attendance and more.
- Direct link: <https://parents.c1.genesisedu.net/redbankborough>
- Through the District website: [rbb.k12.nj.us](http://rbb.k12.nj.us)



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# Summary Screen

- View information at a glance. This is where you will see the Cohort your child is placed in.
- Toggle between students if you have more than one child or scroll down.

The screenshot shows the 'Summary' page for a student named William. The page includes a navigation bar with options like 'MESSAGE CENTER', 'STUDENT DATA', 'CONTACTS', 'SETTINGS', and 'LOGOUT'. Below the navigation bar, there are tabs for 'Summary', 'Attendance', 'Grading', 'Discipline', 'Fees And Fines', 'Gradebook', 'Documents', 'References', and 'Letters'. A yellow arrow points to a dropdown menu with the text 'If you have more than one child, you can toggle between them here'. The student's name 'William' is displayed, along with 'RED BANK MIDDLE SCHOOL' and 'STUDENT ID:'. The grade is listed as '07'. A Minion character is shown on the left. Below the Minion, the text 'Rotation Group: Cohort B: Thu & Fri In Person' is circled in red. The page also features a table for 'THIS WEEK' with columns for days of the week (M, T, W, R, F) and rows for 'ATTENDANCE' and 'ASSIGNMENTS'. A 'BUS' section shows 'WEEK / DAY' as 'TUESDAY' and 'No Transportation' for the route.

THIS WEEK	M	T	W	R	F
ATTENDANCE					
ASSIGNMENTS	0	0	0	0	0

BUS		WEEK / DAY				
		< TUESDAY >				
ROUTE	TIME	BUS STOP	BUS #	PICK UP / DROP OFF	BUS SEAT	
AM		No Transportation				
PM						

Rotation Group:  
Cohort B: Thu & Fri In Person

Age: 12  
Birthdate:



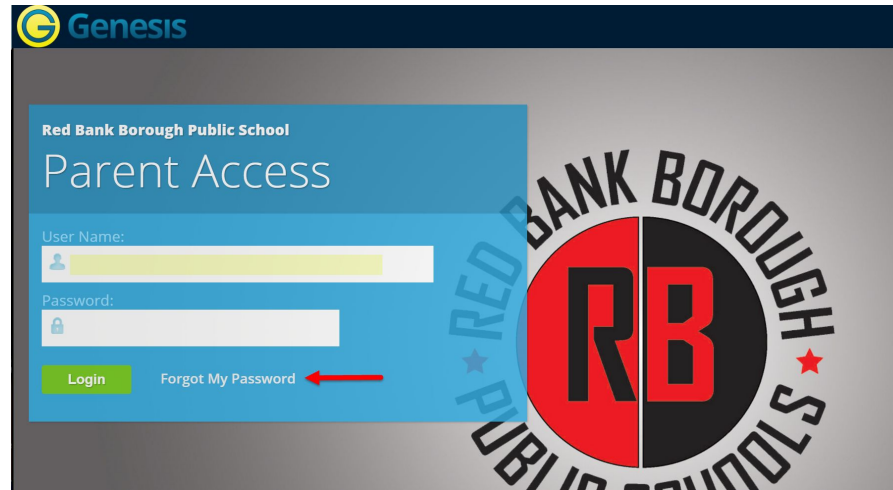
# New Accounts

- Accounts can only be created with a valid email address.
- Login information is sent directly to the email address utilized at the point of registration.
- You will receive an email from [genesis@rbb.k12.nj.us](mailto:genesis@rbb.k12.nj.us) with a temporary password. If you do not see it in your inbox, check the Spam folder.
- Log in using your email and temporary password. Once you are logged in, you will be prompted to change your password.



# Forgot Your Password?

- If you forget your password, click the **Forgot My Password** link on the login screen. A new, temporary one will be sent to your email.



# Contact Information

- The Contacts tab displays the information currently in Genesis. Contact your child's school main office if anything needs to be updated.

ces MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Please review your child's data listed below, and contact the main office (732-758-1500) if any changes are required. Por favor revisen la informacion de su hijo/a y llame la oficina (732-758-1500) si hay cambios.

Contacts for [Redacted]

STUDENT	
Home Phone:	Primary Phone
Home Email:	

GUARDIAN 1 MOTHER	
Home Phone:	Primary Phone
Cell Phone:	

EMERGENCY 1	
	Primary Phone

EMERGENCY 2	
	Primary Phone

# Attendance

→ View dates for absences and tardies.

ent Resources MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS

Summary Attendance Grading Discipline Fees And Fines Gradebook Documents Conferences Letters

SELECT STUDENT: [dropdown]

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1																					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

TOTALS	
Possible Days	0/180
Total Tardies	0
Excused	0
Unexcused	0
Total Absences	0
Excused	0
Unexcused	0

LEGEND

- Present
- Weekend



# Assignments

→ View averages and assignments under the **Gradebook** tab. Click on a course to view the assignments.

Gradebook SELECT STUDENT:

**WEEKLY SUMMARY** | LIST ASSIGNMENTS

Week of 09/21/2015

[Printable Version of Weekly Assignment List](#)

COURSES	TEACHER	MP1	AVG	MON 9/21/15	TUE 9/22/15	WED 9/23/15	THU 9/24/15	FRI 9/25/15
<a href="#">21st AVIDS/1 - Special</a>	Campbell, Amy Email: <a href="#">E3</a>		0.00%	0	0	0	0	0
<a href="#">CHIN8/1 - CHINESE</a>	Li, Queenie Email: <a href="#">E3</a>		96.00%	1	0	0	2	0
<a href="#">8/2 - ENGLISH LANGUAGE ARTS</a>	Kluck, Holly Email: <a href="#">E3</a>		83.80%	1	0	0	0	1
<a href="#">MATH8/2 - MATHEMATICS</a>	Bankowski, Cynthia Email: <a href="#">E3</a>		94.40%	0	0	0	0	1
<a href="#">PE8/4 - PHYSICAL EDUCATION</a>	Merklinger, Adam Email: <a href="#">E3</a>		0.00%	0	0	0	0	0
<a href="#">SCIENCE8/1 - SCIENCE</a>	Costa, Mark Email: <a href="#">E3</a>		88.10%	0	0	0	1	0
<a href="#">SOCSTUD8/4 - SOCIAL STUDIES</a>	Oropallo, Nicole Email: <a href="#">E3</a>		0.00%	3	1	0	0	1

[Print Assignments](#)

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOC
MP1	9/11/2015	Fri	ENGLISH LANGUAGE ARTS		Homework	MP1 HW - voc. w 1 MP1 Homework 1	100	100	100%		
MP1	9/11/2015	Fri	ENGLISH LANGUAGE ARTS		Quizzes	Sentence Diagramming 1 Sentence Diagramming Quiz	70	100	70%		
MP1	9/11/2015	Fri	ENGLISH LANGUAGE ARTS		Graded Practice	Weekly Word Quiz1 Grade Average - Daily Vocabulary Quiz	80	100	80%		
MP1	9/15/2015	Tue	ENGLISH LANGUAGE ARTS		Homework	NVT Articles NVT Articles - Autonomous Weapons - article read, cartoon, answer questions	100	100	100%		

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# Grades & Report Cards

- View marking period averages and report cards for download when they are made available.

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	MP3	MP4	FG	ATT.	EARNED
Special	FY	RBMS	Campbell, Amy	1.00					1.00	
CHINESE	FY	RBMS	Li, Queenie	1.00					1.00	
HEALTH	Q3	RBMS	Merklinger, Adam	1.00					1.00	
ENGLISH LANGUAGE ARTS	FY	RBMS	Kluck, Holly	1.00					1.00	
MATHEMATICS	FY	RBMS	Bankowski, Cynthia	1.00					1.00	
PHYSICAL EDUCATION	FY	RBMS	Merklinger, Adam	1.00					1.00	
SCIENCE	FY	RBMS	Costa, Mark	1.00					1.00	
SOCIAL STUDIES	FY	RBMS	Oropallo, Nicole	1.00					1.00	



# Customization

- Under **Settings**, you can change your password and set your Home Screen.
- On **all webpages** of the portal, you can select a language.

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA SETTINGS LOGOUT

Settings

**Change Password**

Current Password: *(or password received from Forgot Password email)*

New Password:

Confirm New Password:

Save

**Settings**

Home Screen:

Save

Select Language | Mobile

Set your language on the bottom right of any page of the portal.

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