

**STUDENT DATA: STUDENT LISTS**

- I. Introduction to Student Lists**
- II. Creating a Student List**
- III. Using Student Lists**
- IV. Adding Students to a Student List**
- V. The "Edit List" Screen**
- VI. Changing a List's Sort**
- VII. Sharing a List**
- VIII. Removing Students from a Student List**
- IX. Removing Student Lists**
- X. "Copying a List"**

## I. Introduction to Student Lists

Genesis has a feature called Student Lists that allows you to create lists of students and then use those lists for various functions throughout the product.

### **What is a Student List?**

A student list is just that: a named list of a specific set of students.

- You can create as many lists as you want. There is no limit on the number of lists you can have.
- Lists can hold as many students as you need. There is no limit to the number of students on a list.
- You can sort your list in any one of six possible sorts:
  - Alphabetically by the students' last and first names.
  - By School and then alphabetically by student names
  - By School, grade level and then alphabetically by student names
  - By School, counselor's name and then alphabetically by student names
  - By School, counselor's name, grade-level and then alphabetically by student names
  - By School, homeroom and then alphabetically by student names
- You can share your lists with as many other Genesis users as you wish, either with full add/delete and share privileges, or with read-only privileges.
- If you have add/delete/share privileges for a student list, you will be able to add students to it, delete students from it and share it with other users.
- If you have read-only access to a list, you will only be able to delete your own access to it: you will not be able to add students to it, share it with other users or delete students from it.

### **Are Lists Automatically Updated?**

Lists are never automatically updated. You *cannot*, for example, "create a list that always contains all 9<sup>th</sup> grade girls". You can only make a list of all the 9<sup>th</sup> grade girls that exist *right now*. In other words, the list is always a specific set of students: it is never a *query*. If a new 9<sup>th</sup> grade girl enters the school, you must manually update any list that includes "all 9<sup>th</sup> grade girls".

### **How do I use Student Lists?**

In many places in Genesis, there will be "Student List" drop down selector boxes. Wherever one of these Student List selector drop down boxes occur, you can use your student lists. For example, on the [Student Data](#)→[Student Search](#) screen you can use student lists to search for a named group of students.

## II. Creating Student Lists

### Student List Screen

Select students to put on list checkboxes.

“Add to Existing List” control

“Create New List” control

OK button for both “Add” and “Create” operations

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status	PL
<input type="checkbox"/>	100611	ABDUL-HAKEEM	SAKINAH	2002	GYM-A	12	F	ACTIVE
<input type="checkbox"/>	1005633	ABDUL-RAHEEM	AEISHAH	2002	D262	11	F	ACTIVE
<input type="checkbox"/>	1008655	ABLAZA, JR		F114				
<input type="checkbox"/>	403821	ABRAHAM		D232				
<input type="checkbox"/>	509779	ABREU		D202				
<input type="checkbox"/>	105107	ACOSTA		GYM-A				
<input type="checkbox"/>	1011165	ACOSTA	2002	D250	11		ACTIVE	
<input type="checkbox"/>	105265	ADAM	2002	D239	1		ACTIVE	
<input type="checkbox"/>	1010890	ADAMS	ANDRICO	2002	GYM-A			
<input type="checkbox"/>	402807	ADAMS	CARL	2002	208	M		
<input type="checkbox"/>	1008579	ADESHINA	SAMUEL	2002	C149	M		
<input type="checkbox"/>	402967	ADEVA	RICHELLE	2002	GYM-A	09	F	
<input type="checkbox"/>	403530	ADEVA	ROXANNE	2002		12	F	
<input type="checkbox"/>	1011803	ADL	AMIT	2002		11	M	
<input type="checkbox"/>	1008800	ARWAL	SUNIL	2002	109	09	M	
<input type="checkbox"/>	1011203	AGHA	SIMAB	2002	218	11	F	ACTIVE

Add checked students to this list: A-Z  Add checked students to a new list:

Figure 1 - The Student Data→Student List screen illustrating “Add to existing list” and “Create new list” controls

### Create a Student List

Creating a new Student List is very, very easy. At the bottom of the Student Data→Student List screen there are two “Student List” controls:

- The radio button on the left selects the “Add students to an existing list” control
- The radio button on the right selects the “Create a new list” control.

To create a new student list, do the following:

1. Search for the students you wish to begin the list with
2. Check the checkboxes to left of the students you want on the list
3. Click the “Create new list” radio button
4. Enter the name for the new list into the “new list” text box
5. Click the “OK” button to create the new list and put the checked students on it.

Once you have created a list, the name of the new list will automatically appear in every Student List drop down box while you are logged in to Genesis (it will not automatically appear for any other user unless you share the new list with specific other users).

## Creating a List of Your Students

### An Easy Way to Manage Your Students is to Create a Student List

Genesis School District  
School Year: 2004-05  
GENESIS High School

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar

Student List | Edit Lists | Labels | Set Next School & Grade | Reports | NJ Testing | Data

Student Search Form

Last Name: \_\_\_\_\_ Schools: 2002  
First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Grades: \_\_\_\_\_ Status: Active  
Counselor: \_\_\_\_\_ Special Ed Flag: \_\_\_\_\_  
Vice Principal: \_\_\_\_\_

Search Reset

ID	First Name	School	HR	GR	Gender	Enrollment Status	PL
1000611	SAKINAH	2002	GYM-A	12	F	ACTIVE	
1005633	AEISHAH	2002	D262	11	F	ACTIVE	
1008655	LAZIR	2002	F114	11	M	ACTIVE	
403821	ALEX	2002	D232	10	M	ACTIVE	
504779	ROBERT	2002	D202	11	M	ACTIVE	
105107	ALICIA	2002	GYM-A	12	M	ACTIVE	RPR
1011165	GAB				M	ACTIVE	
105265	REB				F	ACTIVE	
1010890	AND				F	ACTIVE	RPR
403807	CAR				M	ACTIVE	
1008579	SAN				M	ACTIVE	
403962	RICH				F	ACTIVE	
403530	ROXANNE	2002	F140	12	F	ACTIVE	
1011803	AMIT	2002		11	M	ACTIVE	
1008800	SUNIL	2002	109	09	M	ACTIVE	
1001203	SIMAB	2002	210	11	M	ACTIVE	

Add checked students to this list: A-Z  
Add checked students to a new list: \_\_\_\_\_ Ok

2,267 Students  
2267 students

©Copyright Genesis Educational Services, Inc.  
Internet

**Figure 2 - Student Data→Student List:** Select your name from the counselor drop down list to select all your students

### Creating a List of your Students – an Example for Guidance Counselors

You can use the student list facility to easily locate the students who are assigned to you. Once you have created a student list, that list appears everywhere there is a “Student Lists” drop down box.

Controls to create a new list or add students to existing lists appear at the bottom of the [Student Data→Student List](#) screen.

You can only add students to lists on this screen. If you must remove students from a list, it has to be done via the [Student Data→Edit Lists](#) screen.

There are two controls at the bottom on this Student Data→Student List screen:

- The control on the left is used to *add students* to an existing list.
- The control on the right is used to *create an entirely new list* and place students on it.

## Step 2: Put All Located Students on a 'Current Year' Student List

1. Click on header checkbox to select all students returned by the search

2. Click on the 'New List' radio button

3. Give your list a descriptive name

4. Then click 'Ok' to create the new list.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status	PL
105265	ADAM	REBECCA	2002	D239	11	F	ACTIVE	
1008800	AGARWAL	SUNIL	2002	109	09	M	ACTIVE	
103555	ALI	NAHID	2002	C152	11	F	ACTIVE	
1002852	ALLEN	KEVIN	2002	B140	12	M	ACTIVE	
1002733	ALMAZAN	CHRISTOPHER	2002	B132	12	M	ACTIVE	
1009416	ALTAJ	SAMREEN	2002	203	12	F	ACTIVE	
1005331	ALATOMONTE	ALYSA	2002	F128	11	F	ACTIVE	
1005222	ALATOMONTE	SALVATORE	2002				ACTIVE	
105567	AMIN						DIVE	
104229	ANDEMICAEL						DIVE	
101384	APTALIDES						DIVE	
105711	ARYAMA						DIVE	
105710	ARYAMA						DIVE	
103851	AVALLON			176	10	F	DIVE	
105318	BACALLA	CHARL	2002	A00	10	M	DIVE	
1004429	BAKER	CHARL	2002	D23	12	M	DIVE	

Add checked students to this list: A-Z

Add checked students to a new list: MyKids04-05

Ok

**Figure 3 - Student Data→Student List:** If you are a counselor and you search on your own name, the search returns all of your students. Select them all and create a new Student List for them.

### Creating a List of your Students

1. Go to the **Student Data→Student List** screen
2. Click the **'Reset'** button to clear any left over search criteria.
3. Use the **'Counselor'** drop down – select your name or of the name of the desired counselor
4. Click the **'Search'** button
5. When the search returns, click on the **“new list”** radio button at the bottom of the screen.
6. Click on the **“select all”** check box at the top of the left most column.
7. Make up a name for you list and enter it in the **list name** field.
8. Click **ok** to create the list.

This adds a new list to the “student lists” in the student list drop down box that appears on various screens – including this one.

### III. Using Student Lists

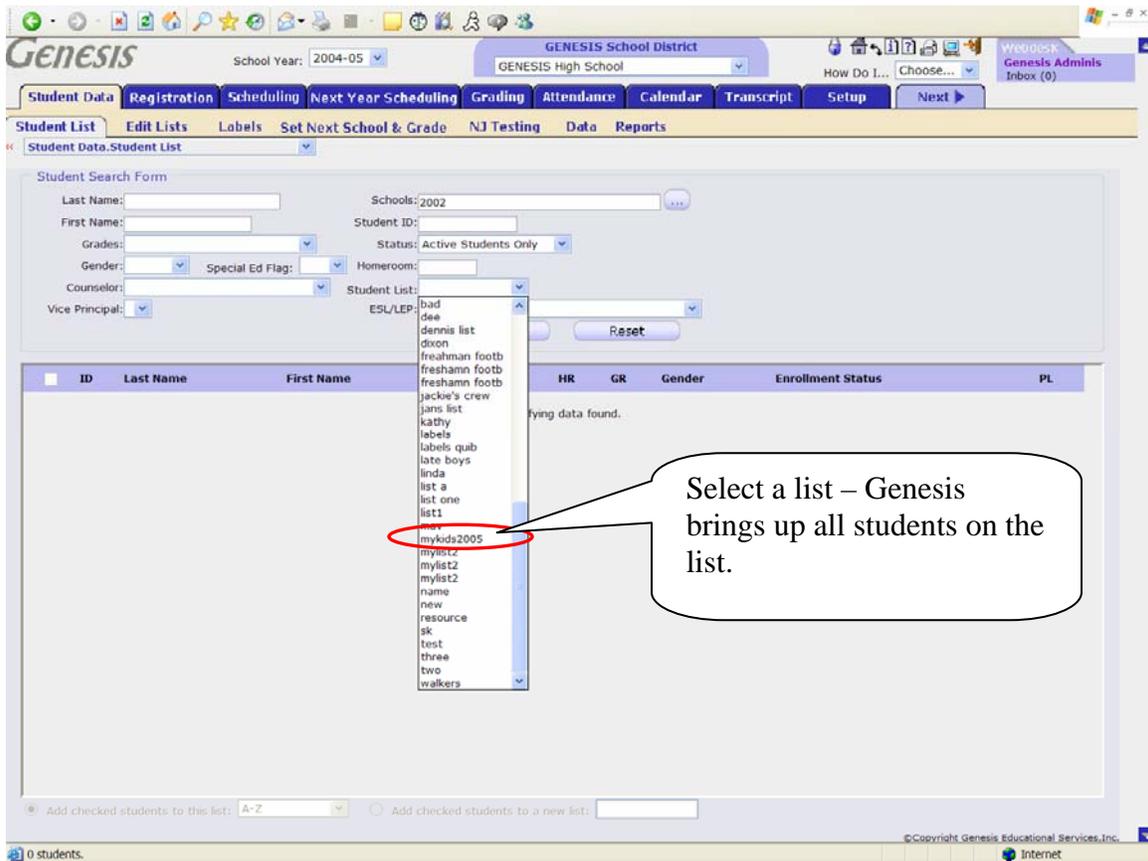


Figure 4 - [Student Data](#)→[Student List](#): Student lists can be used to simplify search and select operations

#### Using your List(s)

Once you have created a list, you may use it anywhere you see a “Student List” drop down. The most frequent use will likely be on the [Student Data](#)→[Student List](#) screen to quickly bring up your own students

If you want to either *remove students from a list* or *delete an entire list*, go to the [Student Data](#)→[Edit Lists](#) screen. The “remove students” and “delete entire list” functions are available on that screen.

## IV. Adding Students to a List

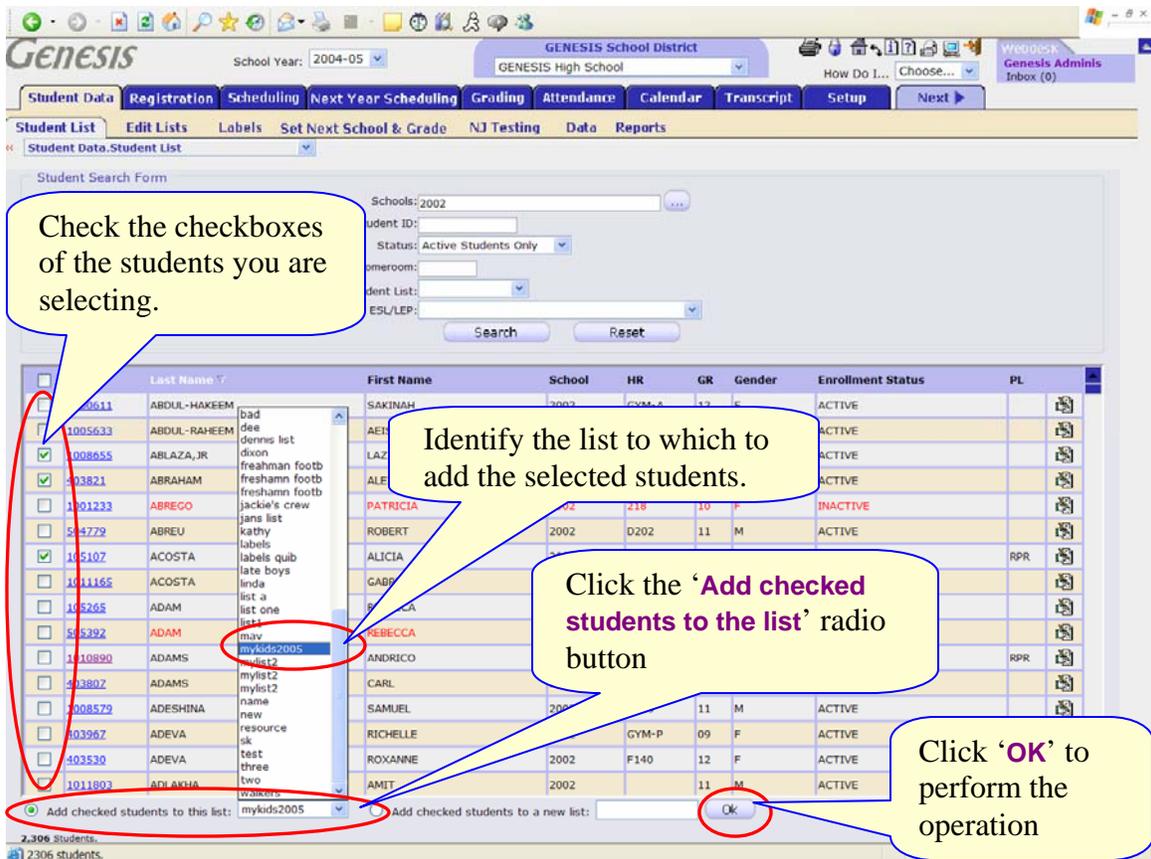


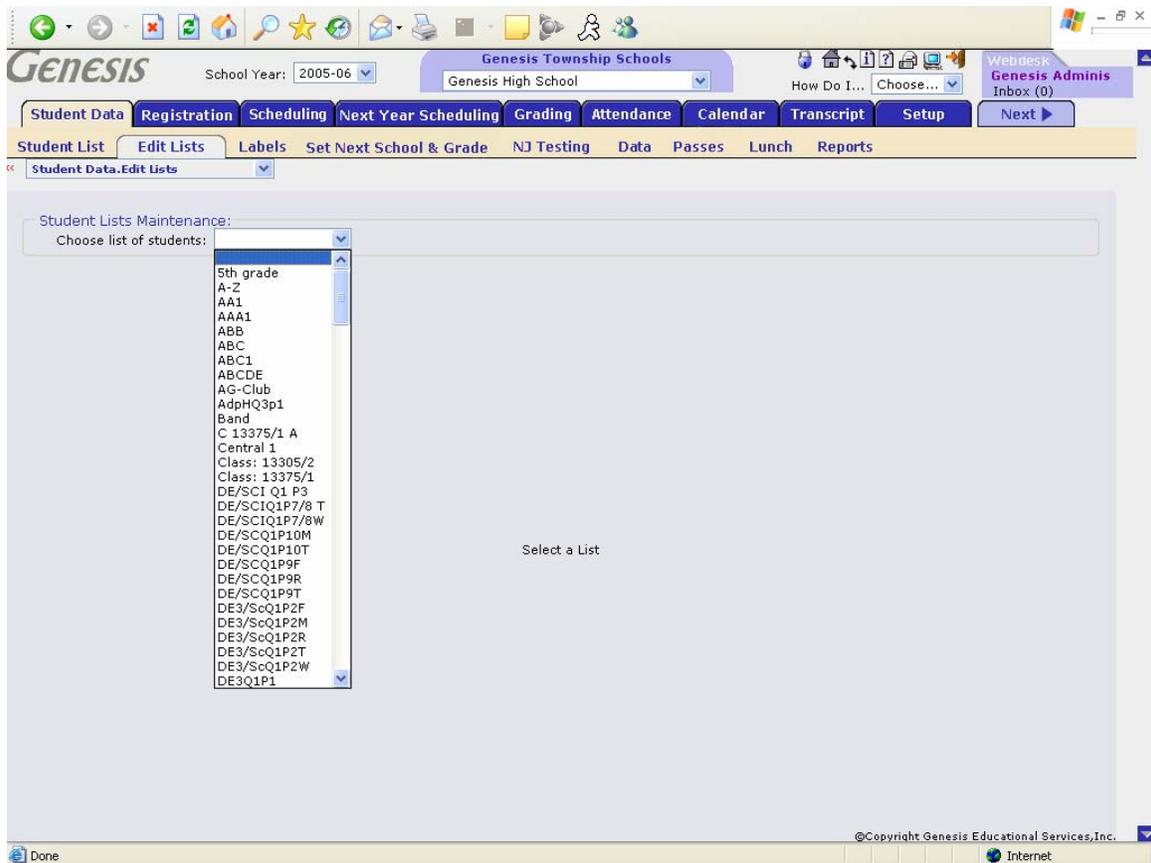
Figure 5 - Student Data→Student List: You can repeatedly and easily add students to any existing list.

### Adding Students to an Existing List Students

1. Go to the **Student Data→Student List** screen
2. Click the **'Reset'** button to clear any left over search criteria.
3. Use the **'Counselor'** drop down – select your name or of the name of the desired counselor – or use any other criteria you wish.
4. Click the **'Search'** button
5. When the search returns, click on the **"Add to list"** radio button at the bottom of the screen (actually, this should be the default – but check).
6. Click the checkboxes next to those students you wish to add to the list.
7. Locate the name of the list you are adding to in the **"List Names"** drop down.
8. Click **OK** to add the checked students the list.

This adds students to an existing list. Now, every time you use the updated list, the students you just added will be included in the operation.

## V. The Edit List Screen



**Figure 6 – Student Data→Edit Lists:** To get to the actual Edit List screen, you must first select the list you wish to edit (or remove)

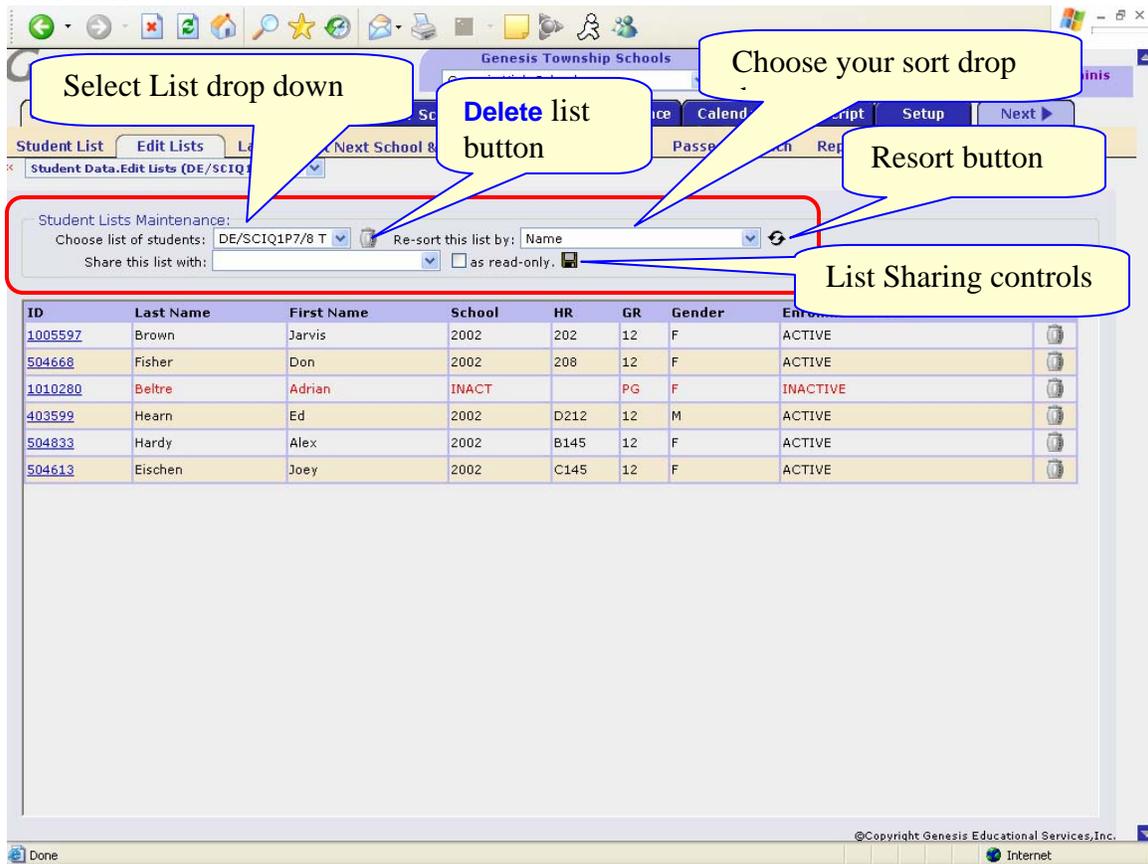
### Choose the List you wish to Edit

Before you can edit a list, you must select the list you want to edit:

1. Click the “**Select List**” drop down list
2. Find the list you want to either edit or remove
3. Select that list

Once you have selected a list, you are taken to the full **Student Data→Edit Lists** screen. See next page below.

## The Edit List Screen



**Figure 7 - Student Data→Edit Lists:** Once the list is selected you can resort it, share it, remove students from it or remove the list itself, all from this one screen

### The Edit List Screen

This screen allows you to do four functions:

1. Change the way the list is sorted
2. Share the list with other users
3. Remove the list itself
4. Remove students from the list

You can also change the selected list by clicking on the “Select List” drop down and choosing a new list.

## VI. Changing a List's Sort

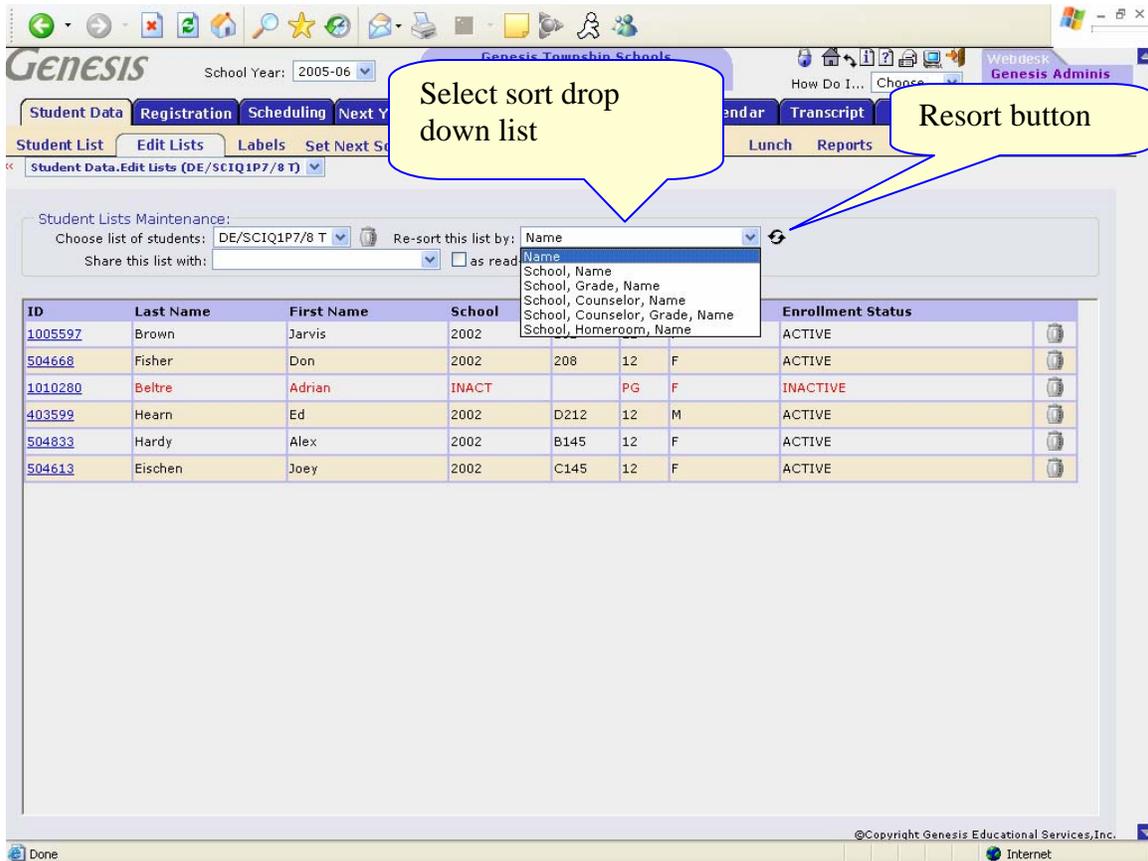


Figure 8 - Student Data→Edit Lists: Selecting the sort for a List

### Sorting a Student List

Student Lists are automatically sorted alphabetically. That is, if you don't change the list's sort, the students will be listed alphabetically by their last and first names.

However, Genesis currently provides you with *six* different possible ways to sort a list. These six are:

1. Name – sort the list alphabetically by the students' last and first names. This is the default.
2. School, Name – Sort the list first by the school the students attend and then by their names. This is useful if you are sorting students across multiple schools in your district.
3. School, Grade, Name – Sort the list first by the school the students attend, then by their grade and then by their names.
4. School, Counselor, Name – Sort the list first by the school the students attend, then by their guidance counselors' names and then by their own names.
5. School, Counselor, Grade, Name – Sort the list first by the school the students attend, then by their guidance counselors' names, then by their grade levels and finally by their own names. This is a list designed for guidance counselors.

6. School, Homeroom, Name – Sort the list first by the school the students attend, then by their homerooms and then by their own names.

When you select an alternate sort for a list, that sort is used whenever the list is used. The sort is permanently associated with the list unless and until you select a different sort for it.

### **Resorting the List**

To resort the list:

1. Click the “Select Sort” drop down and choose one of the six possible sorts.
2. Click the “**Re-sort**” icon button

## VII. Sharing a List

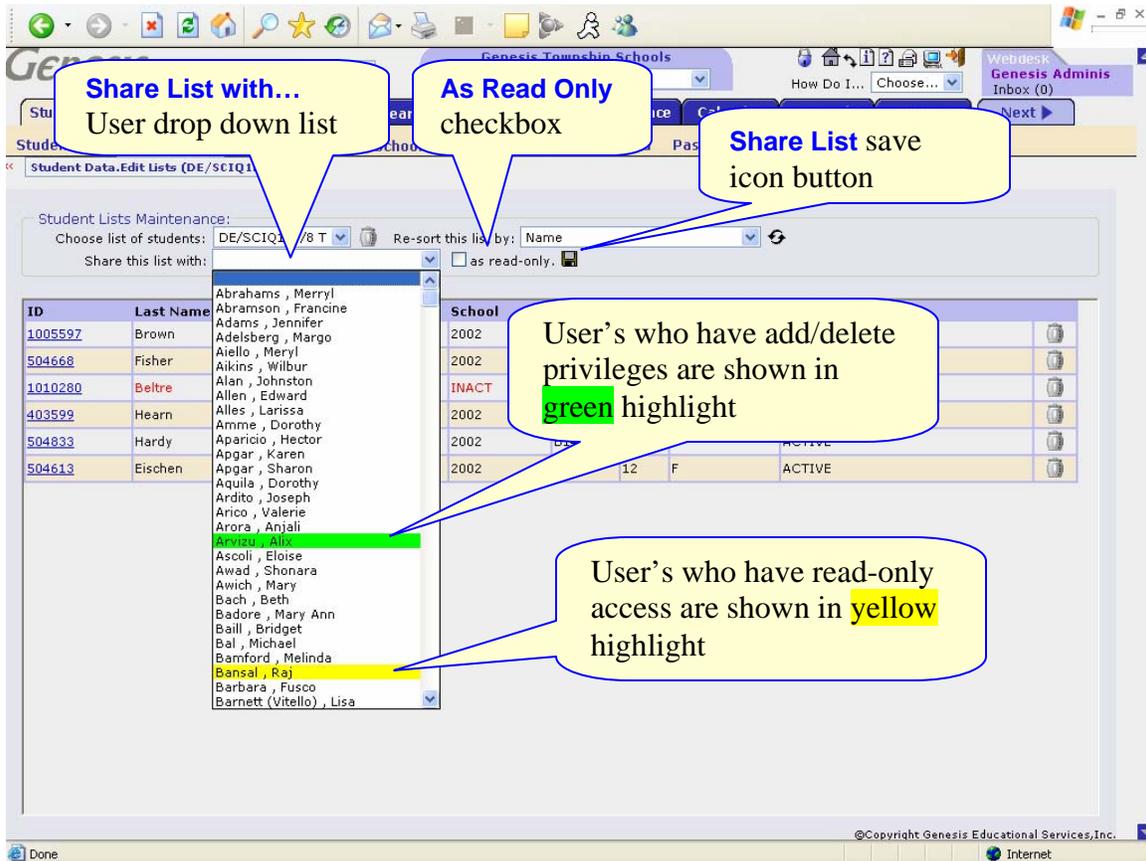


Figure 9 - Student Data>Edit Lists: Sharing a List controls

### Sharing a Student List

Lists can be shared with an unlimited number of other Genesis users. Lists can be shared in two ways: with full “add/delete/share” permission or only “read-only” permission.

### Who Can Share a List?

Any user who has “add/delete/share” permission for a list – whether you are the actual creator of the list or have yourself been given full add/delete/share access – can share the list with other users. Users who have “read-only” access to a list cannot share the list with other users.

### Unsharing a Student List

Lists cannot be ‘unshared’. Every user can delete their own access to a list – by doing a normal “delete list” operation. But no user can remove *another user’s* access to a list. You cannot take sharing back: once you share the list, only the “receiving” user can remove their own access to it.

### **Deleting a Shared List**

Users can only delete their *own* access to a list: the list itself is not irretrievably deleted until the final user who has access to it deletes it. Users who have “read-only” access to a list can still *delete their own access to the list itself*; however they cannot remove students *from* the list nor can they share the list with other users.

### **Determining who has access to a List**

To determine if a list is shared and to find out who has access to the list – and what kind of access – you must click the “users” drop down list and see if any user is highlighted:

- Users who are highlighted in **green** have full add/delete/share access to the list.
- Users who are highlighted in **yellow** have read-only access to the list
- Users who are not highlighted *do not* have access to the list

### **How do I know when someone shares a list with me?**

You are not informed by Genesis when a list is shared with you. The list will “silently” appear in your list of shared lists. The other users who have access to it, including the person who created it, will be indicated by their highlighted names in the Users drop down list (as described above).

### **Procedure to Share a List with another User**

1. Click on the “**Share List With**” drop down.
2. Select a user with whom to share the list
3. If you want to restrict the user to ‘read-only’ access, check the “**read-only**” checkbox
4. Click the “**Share**” save icon button to share the list.
5. Click the “**Share List With**” drop down list a second time to verify that the user has been granted appropriate access to the list. If the user is now highlighted in **green**, they have full add/delete/share access to the list. If the user is now highlighted in **yellow**, they have read-only access to the list

## Removing Students from a List

### Step 1: Select the List from which to Remove Students

#### Student Data→Edit Lists

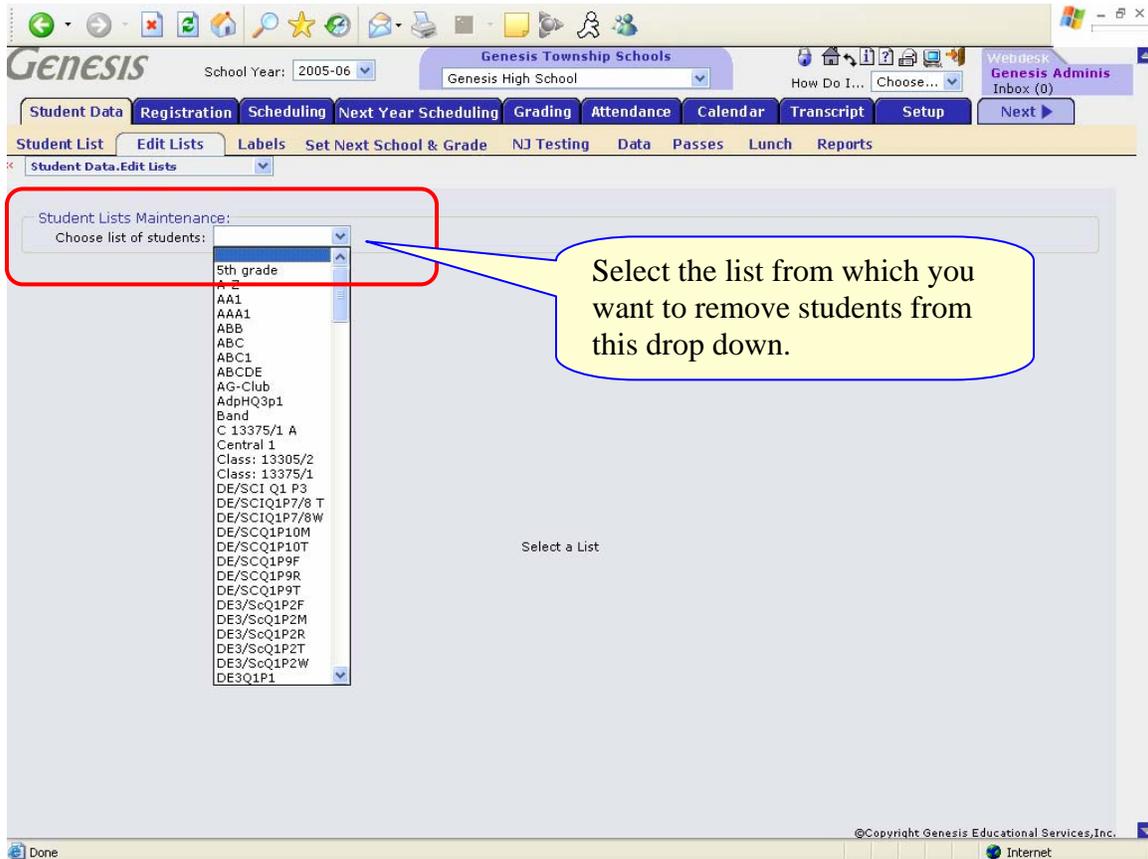


Figure 31 – Student Data→Edit Lists – Find a list to either remove students from it – or delete the list itself

### Removing Students from a List

1. Go to the [Student Data→Edit Lists](#) screen
2. Select the list from which you wish to remove students from the drop down list.
3. Identify the students you wish to remove from the selected list.

This procedure remove students is simple: select the list, delete the students individually.

**Step 2: Remove Students the List****Student Data→Edit Lists**

Student Lists Maintenance:

Choose list of students: DE/SCIQ1P7/8 T Re-sort this list by: Name

Share this list with:  as read-only.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status
1005597	Brown	Jarvis	2002	202	12	F	ACTIVE
504668	Fisher	Don	2002	208	12	F	ACTIVE
1010280	Beltre	Adrian	INACT		PG	F	INACTIVE
403599	Hearn	Ed	2002	D212	12	M	ACTIVE
504833	Hardy	Alex	2002	B145	12	F	ACTIVE
504613	Eischen	Joey	2002	C145	12	F	ACTIVE

©Copyright Genesis Educational Services, Inc.

**Figure 31 – Student Data→Edit Lists – Find a list to either remove students from it – or delete the list itself**

**Removing Students from the Selected List**

1. Identify a student you wish to remove from the selected list.
2. Click on the trashcan **Delete** icon button for that student

## VIII. Remove a Student List

### Step 1: Select the List from which to Remove Students

#### Student Data→Edit Lists

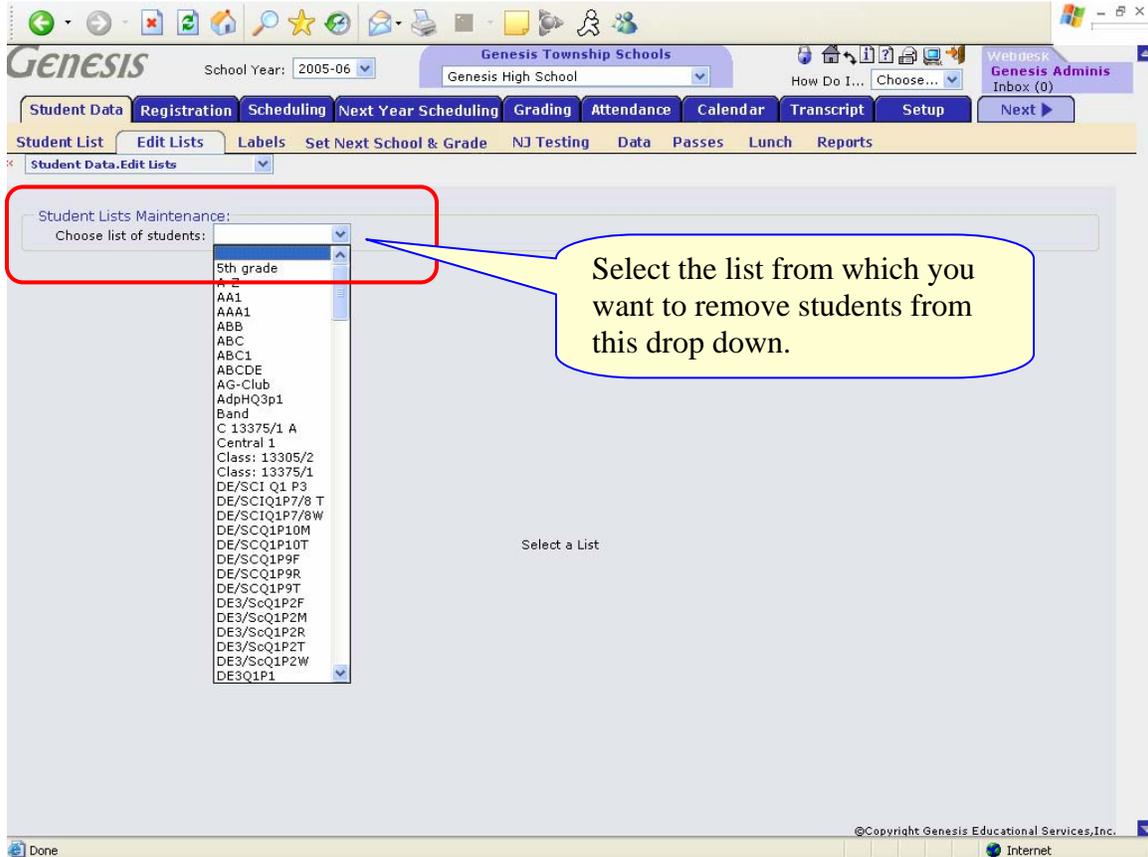


Figure 31 – Student Data→Edit Lists – Find a list to delete

### Removing a Student List

1. Go to the [Student Data→Edit Lists](#) screen
2. Select the list which you wish to remove from the drop down list
3. Click the “[Delete this list](#)” trashcan button

**Step 2: Delete the Selected List****Student Data→Edit Lists**

To remove the list itself, click the trashcan **Delete-this-list** icon button.

Student Lists Maintenance:  
 Choose list of students: DE/SCIQ1P7/8 T  
 Share this list with: [dropdown]  as read-only.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status
1005597	Brown	Jarvis	2002	202	12	F	ACTIVE
504668	Fisher	Don	2002	208	12	F	ACTIVE
1010280	Beltre	Adrian	INACT		PG	F	INACTIVE
403599	Hearn	Ed	2002	D212	12	M	ACTIVE
504833	Hardy	Alex	2002	B145	12	F	ACTIVE
504613	Eischen	Joey	2002	C145	12	F	ACTIVE

**Figure 31 – Student Data→Edit Lists – Delete the list itself by clicking the trashcan icon button next to the lists name**

**Remove the List itself**

1. Click on the trashcan **Delete** icon button for *the list itself*. This is a trashcan icon that appears next to the name of the list.

Removing a list is a “one click” operation.

## IX. “Copying” a Student List

There is no one-click “Copy List” operation. To copy a list, do the following:

Go to the [Student Data](#)→[Student Search](#) screen and do the following:

1. Click the “Reset” button to clear any existing search criteria
2. Select the list you want to copy from the Student Lists drop down
3. Click the “Search” button to load the students on the list
4. Click the “Select all students” checkbox in the list’s header bar
5. Click the “Create new list” radio button
6. Enter the name for the copy in the “New List Name” field
7. Click the “OK” button to create a new list (that is, the copy)

### Student Data→Student Search

The screenshot shows the 'Student Search' interface in the Genesis Student Information System. The interface includes a navigation bar with tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next'. Below this is a sub-menu for 'Student List' with options like 'Edit Lists', 'Labels', 'Set Next School & Grade', 'NJ Testing', 'Data', 'Passes', 'Lunch', and 'Reports'. The main search area contains various filters and buttons. A table of student records is displayed below the search area. At the bottom, there are radio buttons for 'Add checked students to this list' and 'Add checked students to a new list', along with an 'Ok' button.

Callouts on the screenshot indicate the following steps:

1. Click **Reset** to clear the old search
2. Select the list to copy
3. Click **Search** to load the old list
4. Click the “**Select all students**” checkbox
5. Click “**Create new list**” radio button
6. Enter name of the new copy of the list
7. Click “**OK**” to create the copy

ID	Last Name	First Name	School	HR	GR	Gender	
<input type="checkbox"/> 000047	Daal	Omar	2002	C105	11	F	ACTIVE
<input type="checkbox"/> 95	Daily	Ed	2002		11	M	ACTIVE RPI
<input type="checkbox"/>	Daley	Pete	2002	GYM-P	09	M	ACTIVE
<input type="checkbox"/>	Danning	Ike	2002	C104	09	M	ACTIVE

Figure 10 - Student Data→Student List: Procedure to Copy a Student List