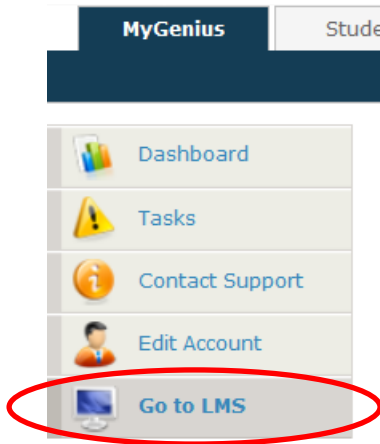


Grade approval process in Edison

Check to see if the grade you want to finalize was already sent for approval to you by the teacher. Follow these steps.

1. Click on your "Go to LMS" button on your "My Genius" tab.

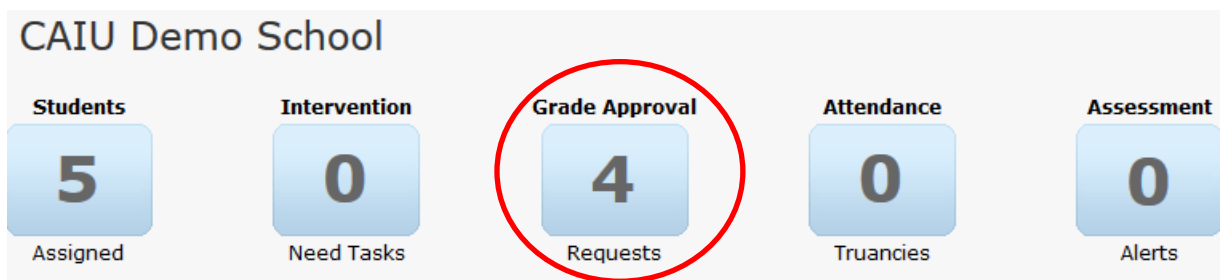


2. Click on the computer next to "Edison"



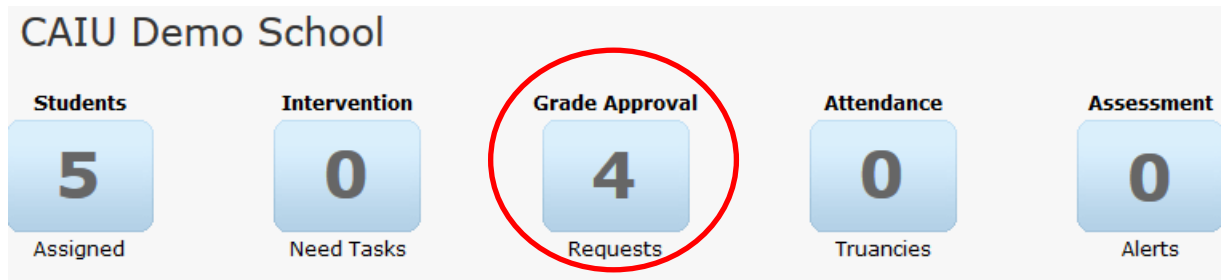
3. It should look like the below screen. If there are grade approvals waiting, follow these steps.

- a. If there are no grade approvals skip to the "[Edison Grade Requests Process in Genius](#)" section below. If you are looking for a specific grade for a specific student and it is not listed skip to the "[Edison Grade Request Process in Genius](#)" section below.



Edison Grade Approval

1. Click the “grade approval requests” button.

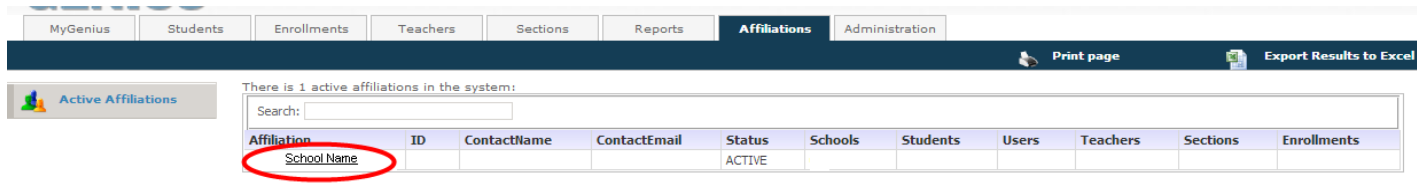


2. If you are happy with the final grade for the student, click the 📌 (approval) button.
 - a. Go to [“Grade Completion in Genius”](#) section of this document.
3. If you are unhappy with the final grade for the student, click the ✖ (reject) button.
 - a. Be sure to give the teacher feedback on what you would like the student to do over.
 - b. Communicate with the student what they are to do in order to do better in the course.

Edison Grade Request process in Genius

After you have checked in Edison already and do not see the grade waiting for your approval, follow the steps below to request for the grade from the teacher.

1. Login into your Genius account and click on 'Affiliation' tab. Then click on your school's name.

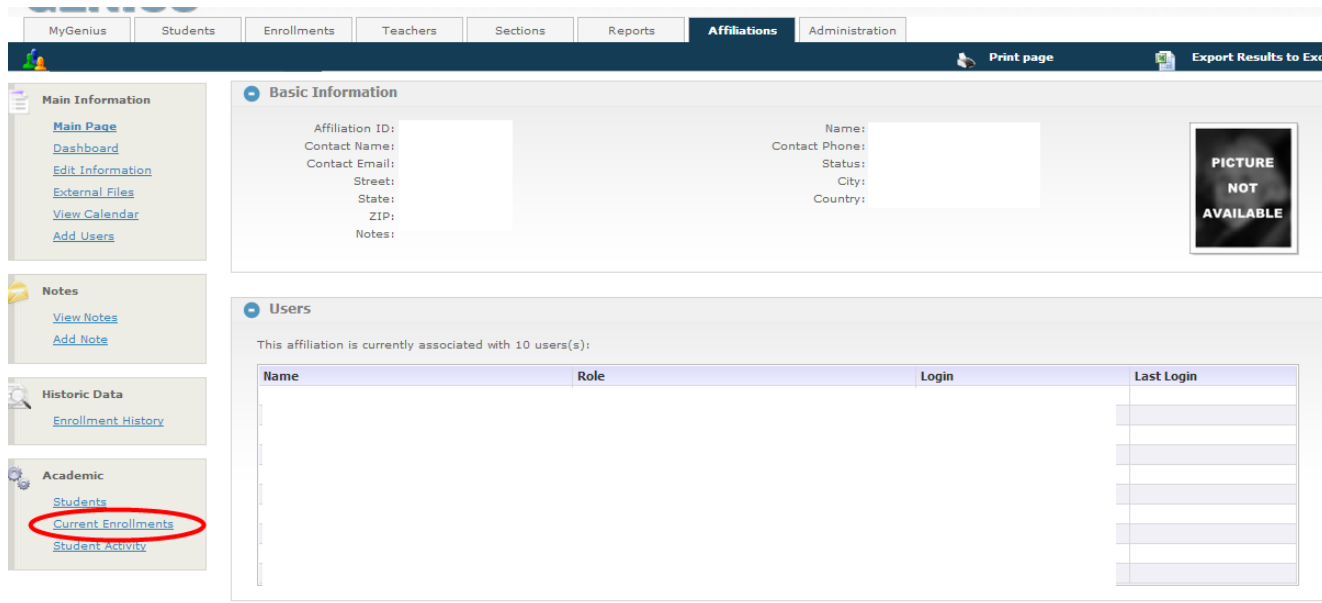


The screenshot shows the 'Affiliations' tab in the Genius interface. The navigation bar includes 'MyGenius', 'Students', 'Enrollments', 'Teachers', 'Sections', 'Reports', 'Affiliations', and 'Administration'. Below the navigation bar, there is a search box and a table of active affiliations. The table has columns for Affiliation, ID, ContactName, ContactEmail, Status, Schools, Students, Users, Teachers, Sections, and Enrollments. The 'Affiliation' column contains the text 'School Name', which is circled in red. The 'Status' column shows 'ACTIVE'.

Affiliation	ID	ContactName	ContactEmail	Status	Schools	Students	Users	Teachers	Sections	Enrollments
School Name				ACTIVE						

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2. Click on 'Current Enrollments'



The screenshot shows the 'Affiliations' page with the 'Basic Information' and 'Users' sections visible. The 'Basic Information' section includes fields for Affiliation ID, Contact Name, Contact Email, Street, State, ZIP, Notes, Name, Contact Phone, Status, City, and Country. A 'PICTURE NOT AVAILABLE' placeholder is shown on the right. The 'Users' section shows a table of users associated with the affiliation. The 'Current Enrollments' link in the sidebar is circled in red.

Name	Role	Login	Last Login

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3. Check the box next the student's name for the course that you wish to request a grade for.
 - a. You will first need to select all the students who you wish running totals for and then proceed to #4.
 - b. Repeat for all students you wish non-running totals for and proceed to #4.

Check All

Select	Edit	Student	Section	Start	End	Grade	CurrentAssignment	TotalAssignments
<input type="checkbox"/>		Test, StudentJA	American Literature Part 1 HSDEMO.LA003.A.1 [41878]	08/01/2012	12/18/2012	75	2	53
<input type="checkbox"/>		Doe, Jane	Algebra 1 Part 1 HSDEMO.MA002.A.1 [18241]	10/01/2012	02/17/2013	0	0	20

4. After you have made your selections scroll to the bottom of the screen and click either 'Request Running Grade' or 'Request Non-Running Grade'. This selection will send an email to the teacher of each course you have selected requesting the running or non-running grade.
 - a. Note – you may add a comment to the teacher for specific direction.
 - b. *Running grade* – grade of the work the student completed only
 - c. *Non-running grade* – grade of the work the student complete with 0's averaged in for work the student did not complete

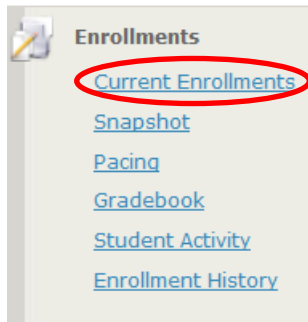
<input type="checkbox"/>		Test, PittStudent.1	Biology Part 1 - Foundation DEMO/NonCP.SC004.A.1 [41905]	08/04/2014	10/06/2014	0	38	20
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Running Grade Request Comments:


5. Teachers have up to 72 hours to send you the final grades. Remember to check in Edison frequently for grades to be sent to you.
6. Refer to "[Edison Grade Approval](#)" section of this document once approvals are waiting for you in Edison.

Grade completion in Genius – for approved grades in Edison ONLY


1. Find the student in Genius from your “students” tab or the “find student” area in the top right hand corner and click on their “current enrollments” button.



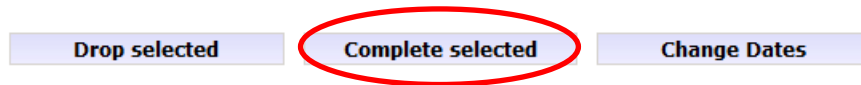
2. Please wait up to 24 hours for the grade to match in both Genius and Edison.
 - a. Once you wait 24 hours, and the grades match, skip to number 3.
 - b. If you do not want to wait for the grades to match via the overnight sync, follow the below steps.

- i. Click the edit button  next to the course name.
 1. In the current grade section, change the grade in Genius to match the grade in Edison and click save.

3. Put a check in the box next to the course that you have approved in Edison.

Select	Edit	Section
<input checked="" type="checkbox"/>		Algebra 1 Part 1 - Competency Based DEMO.CB.MA002.A.1 [240685]

4. Click "Complete Selected" to complete this course.



5. This puts the course on the transcript and the student is ready to be enrolled into the next part.