Student Guide

Buzz and Genius

Table of Contents

## GENIUS HOW TO'S

BUZZ HOW TO'S

How to Communicate with Your Teacher:

Text or Call

1. Teachers will respond to voicemails and emails within one business day.
2. You may reach your teacher by text message, keep message brief (yes/no general questions). If a student expects a response longer than a sentence, they should send an email.
3. When texting or calling, include your name and course.

Email - Your susdgapps email is automatically added in Genius.
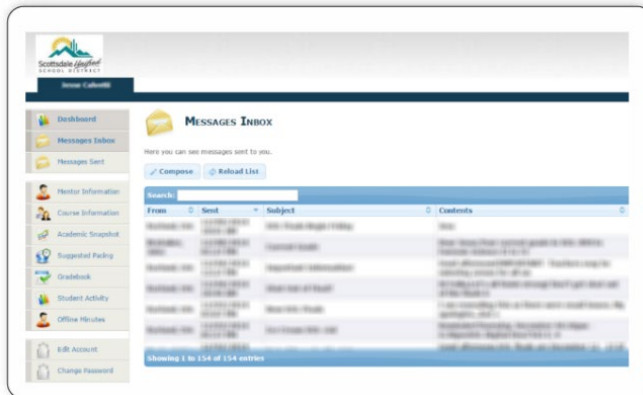
1. Students can add another email and/or cell phone in Genius. (It will not replace your susdgapps email.)
   - Log in to Genius
   - Click > Edit account
   - Add secondary email/cellphone
   - Click > Save
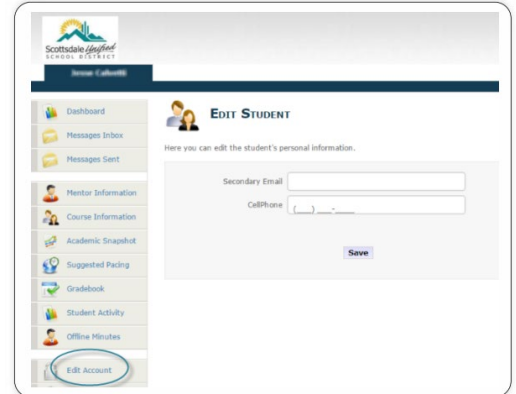
Check Messages in Genius
It is your responsibility to check for messages in Genius every time you login.
   - Log in to Genius
   - Click > Message Inbox
   - Click > Message to read
   - Click > Compose to send

How to Create a Parent/Guardian Account:

Login as your student:

For grades in current classes please login to Genius. Parents can create their own login:

1. Open a web browser

2. Login to Genius > https://susd.geniussis.com
   Username = Student ID
   Password = use your ACTIVE DIRECTORY/Single Sign On password

3. Click > Add Guardian

4. Fill in all information and click > Save and Logout

Login as your Parent/Guardian account:

1. Open a web browser

2. Type > https://susd.geniussis.com

3. Click Gradebook

4. Select Course to view gradebook below for individual courses.

5. Please allow 24 hours for Genius to sync with Buzz.

How to Use Home Page:

The **Home** page includes three screens:

- **Courses**
- **To-do List**
- **Activity Stream**
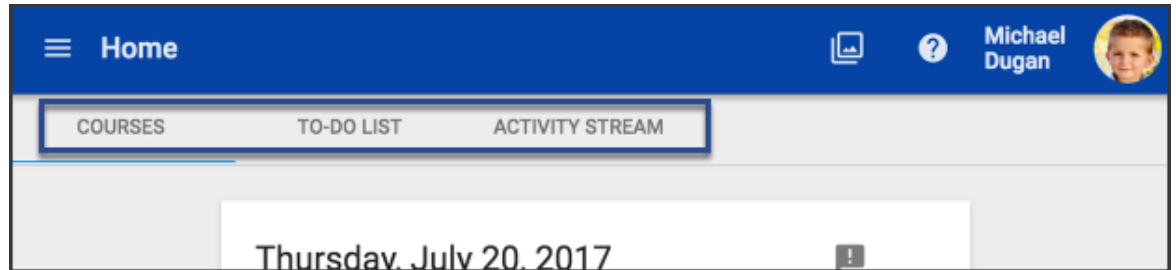
On the **Courses** screen, you can:

1. Re-Order courses**.**
2. Access **Help**.
3. Open the **User Menu** to customize your settings and themes.
4. Review **Announcements**.
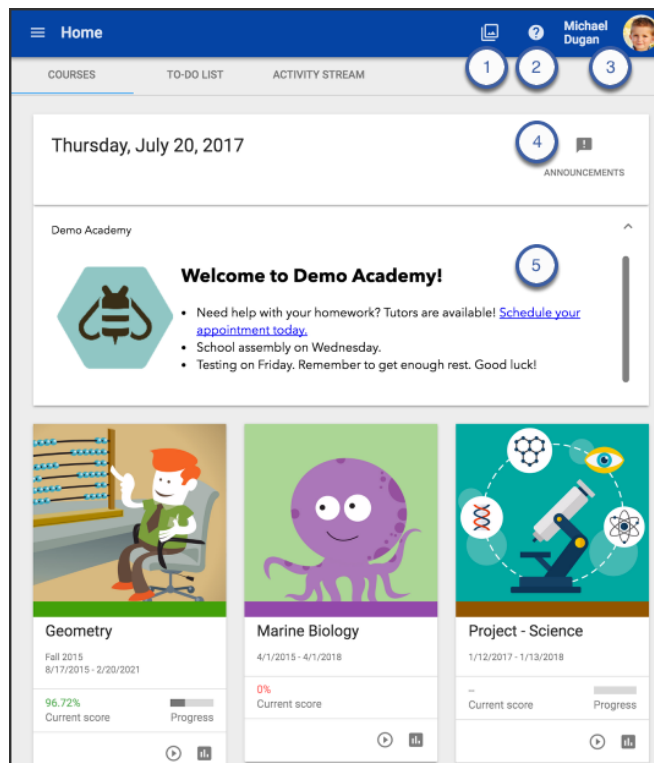5. Review content from SUSD.

6. Use **Course Cards** to:

- Review scores and course progress (indicates how many of the gradable activities you have completed).
- Access the course Activities and Grades tools.
- Track how much time is left in the course; they will show an alarm clock icon when they are about to expire.
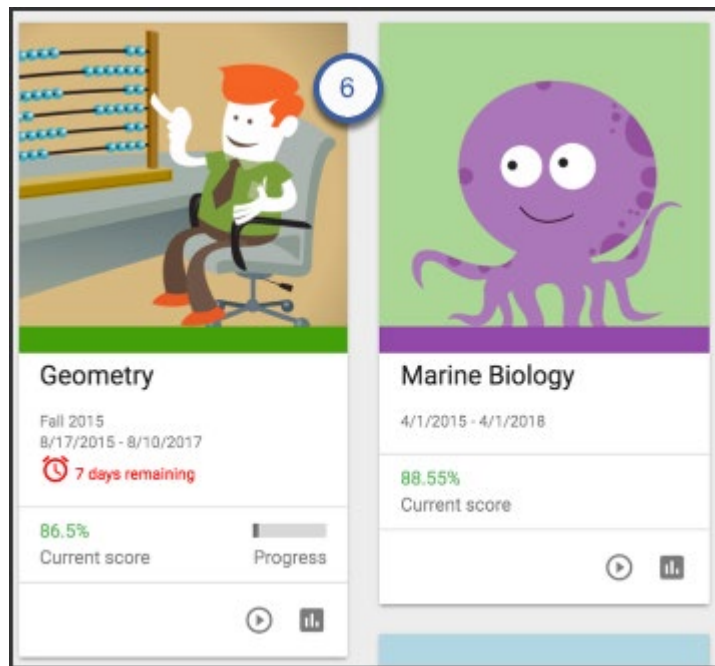
The **To-do List** includes:

1. Upcoming and past-due activities. By default, the **To-do List** displays activities with due dates coming up within seven days.

2. Click activities to open them.
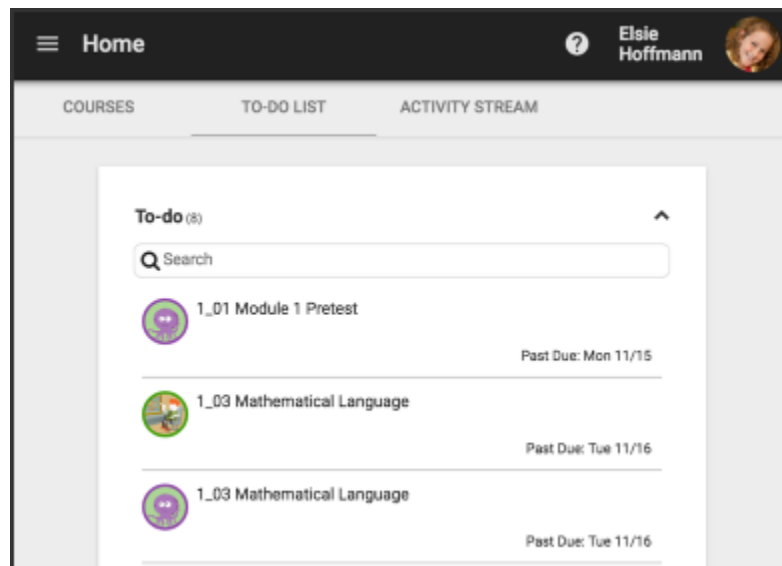
Activity Stream screen

1. Review your recent activity, starting from the most recent, using the **Activity Stream**; click the posts to open the activity or announcement listed.
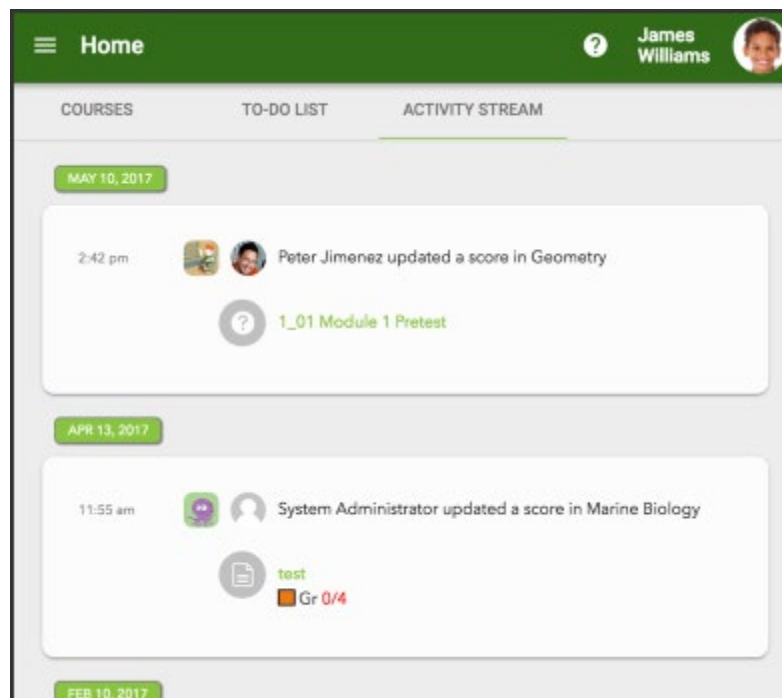
Your **Home** page gives you immediate access to the tools you need and to task reminders to help you stay on top of everything.

How to Change Your Profile Colors:

To change your profile picture:

1. Open your User Menu by clicking your name or picture in the top, right corner.
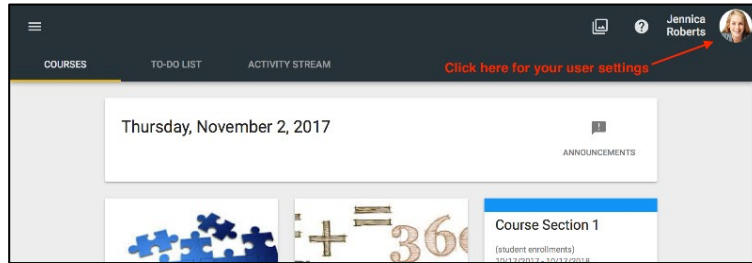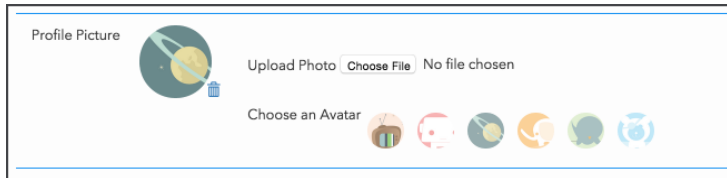

2. Select Settings
3. Click Choose file to browse and choose a profile picture from your device.
4. Choose a profile picture from a library of pre-approved avatars.
5. Recommended file type: PNG or JPG (Buzz converts all files into PNGs)
6. Ideal size: 300px x 300px (Buzz automatically resizes images, so uploading images smaller than 300px x 300px may reduce quality).

To access your interface color controls:

1. Open the **User Menu** in the top, right corner.
2. Select **Choose theme**.
3. Select the color you want.
4. **Save**.
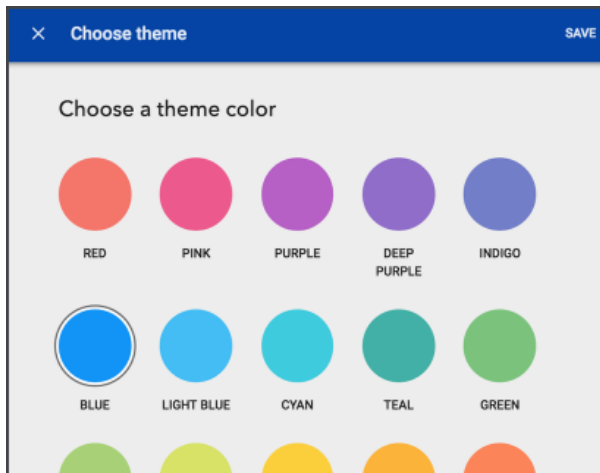
How to Rearrange Course Cards:
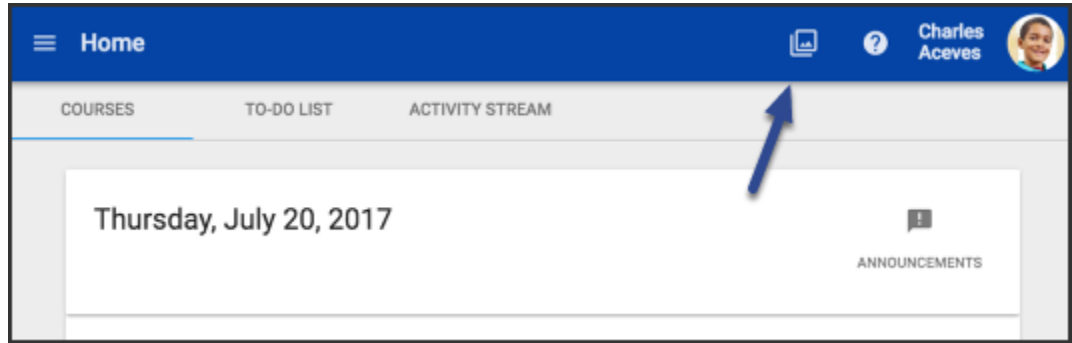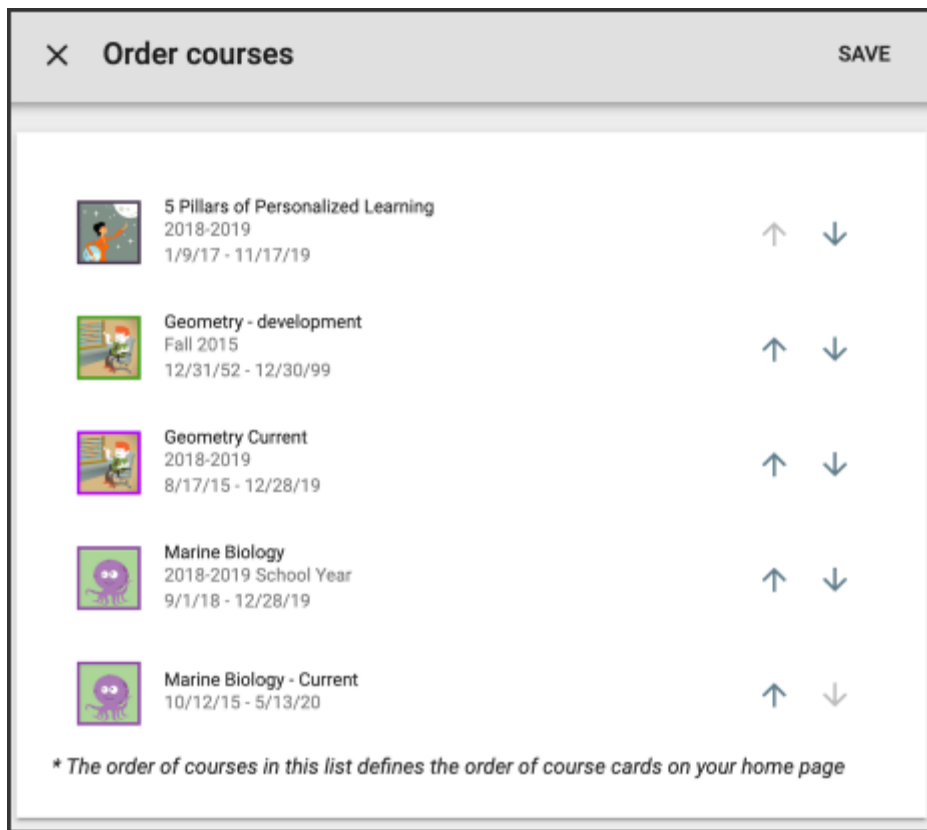
You can reorder course cards so that they make more sense for you. For example, the courses you access the most you can put at the top of the screen. View video in YouTube: https://youtu.be/px2CRdDANGE

1. Click **Order Courses** to manage the cards' order on the **Home** page.

2. Click the up and down arrows to reorder and click **Save**.

How to Use My Buzz Calendar:

Use Buzz's Calendar to stay on top of your activities and due dates. View video in YouTube:

https://youtu.be/Lp2MxhWzLJU

Once you open your **Calendar** from the **Main Menu**, you can:

1. Filter the activities listed by:

   - **Day**, showing all activities due on the selected day.
   - **Week**, showing all activities due within the selected week.
   - **Month**, showing all activities due within the selected month.
   - **All**, showing all activities due starting on the selected day and after.

2. Easily review events across weeks and months using next and back buttons.
3. Automatically jump to the current day.
4. **Continuous enrollment** course only
5. Click **Sync** in the toolbar to sync with an external calendar.
6. Hide (unchecked box) and show (checked box) deadlines from multiple courses at once.
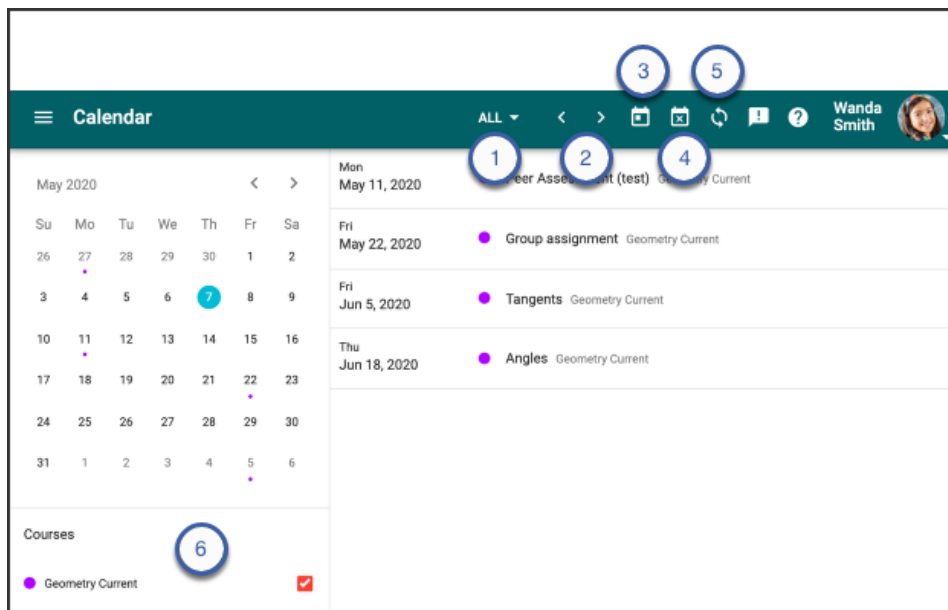
Where enabled by your teacher, you will see a plus sign in the toolbar you can use to create a new task for yourself.
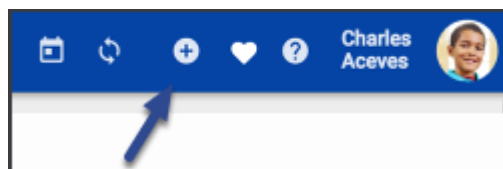
Calendar information

Your **Calendar** displays the following types of information:

- Activity due dates and course-specific blackout dates are represented by dots that are color-coordinated by course. When selected, details appear in the list view; click to open the activity or blackout date.
- If your teacher has created an agenda, *Agenda* appears under that date in the list view. Click it to review the agenda.
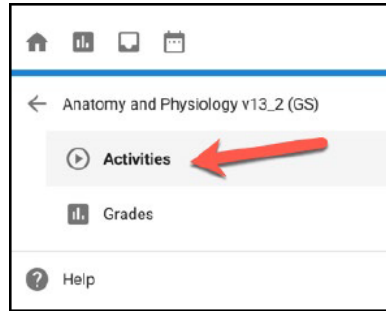
How to View Lessons:

1. Select course to open and then select the Activities icon on the left side of the screen.

2. Choose the module to open.
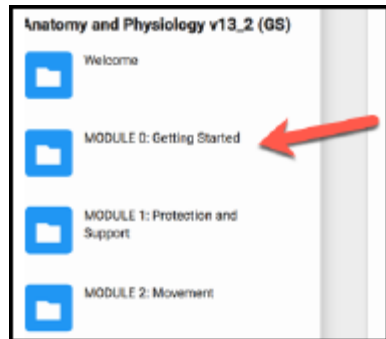
3. Choose the lesson to open.
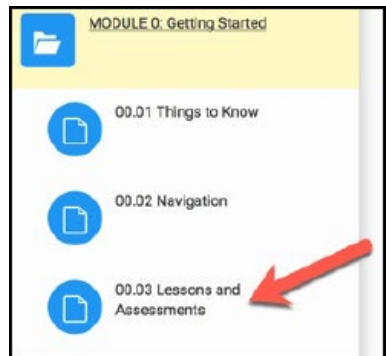
4. Verify that the correct lesson appears.

How to Check Teacher Feedback:

Once on your home page, you will see an activity feed.

1. An icon next your score will indicate feedback from your teacher.
2. Click on the link to view the feedback.
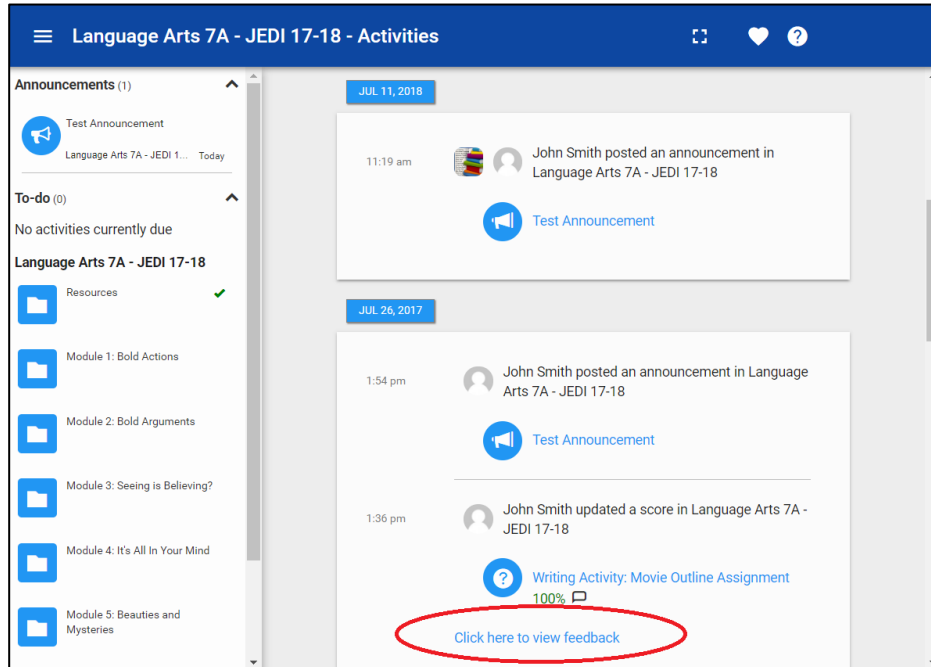
3. The example below is what you will see after you click on the view.
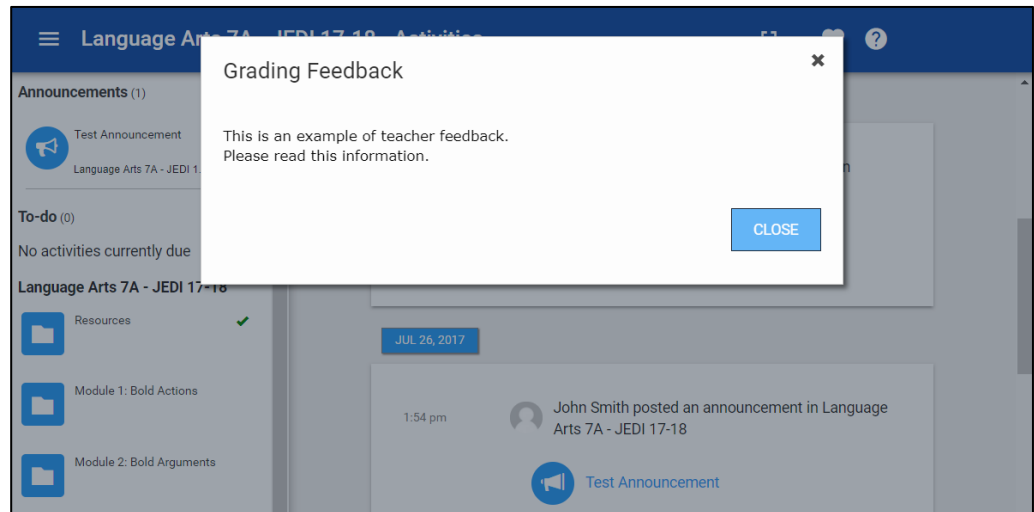
How to Mark an Activity Complete (non-graded):

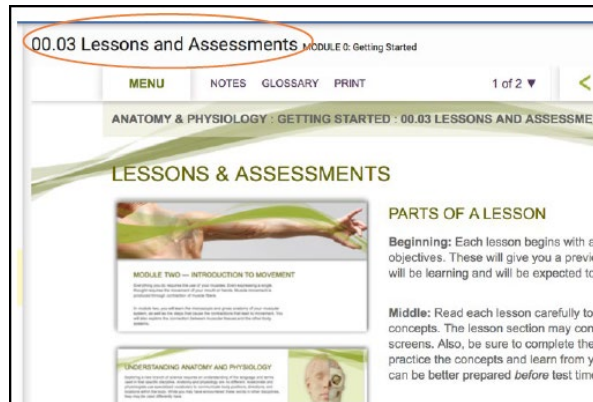"Mark Complete" submissions frequently ask you to read, view, or listen to material you are expected to be familiar with. These activities are NOT graded. View video in YouTube: https://youtu.be/LonqDOkb7qk

To complete a self-reported submission, simply click Mark this Activity Complete when you have finished.

How to Post to a Discussion:

Course Discussions are a place for communicating with other students and the teacher. Each post conversation is called a thread. All course members can add to the thread. View video in YouTube: https://youtu.be/QsHo9GyiDA0
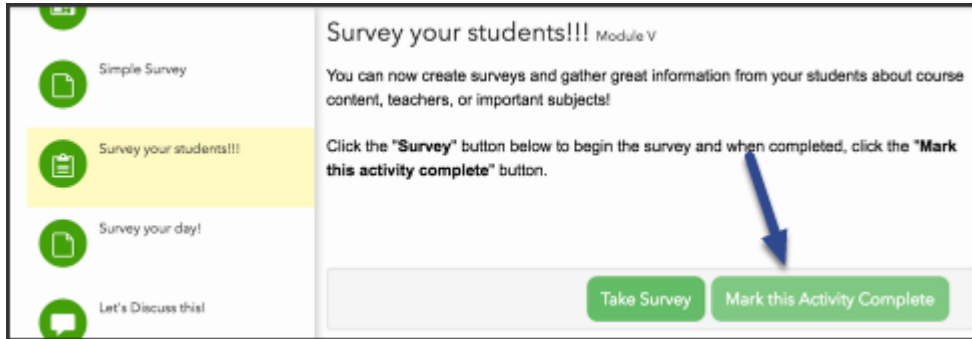
To start a new thread:

1. Open the discussion in the Activities tool and choose how you want the posts grouped (by **Thread**, **Author**, or **Postdate**).
2. Review any directions from your teacher.
3. Click **New Thread**.
4. Enter your post in the text editor and add any relevant attachments.
5. Click **Post**.
6. To respond to another's post, click the reply arrow to the right of their post.

TIP: You can respond to existing threads or begin your own.

How to Submit Assignments:

1. Choose the assessment you would like to submit. If the assessment icon is a question mark, that means the assessment is a quiz or an exam. If the assessment icon is a piece of paper with lines, that means the assessment is a project or a written assessment. *Note: The icons with the blank piece of paper are the lessons.*

2. If you choose a quiz or exam, click Start.

3. If you choose a project or a written assessment select Show Dropbox.

4. Select Choose Google Document or Choose File.

5. Verify that the correct assessment is attached to the assessment.
6. Click Submit to send the assessment to be graded.
7. You have successfully submitted an assignment.

How to Create Notes:

1. Open the Course Home and select the folder or activity you want to attach the note to. If you want to create a course note, do not select a folder or activity.
2. Click the **Notes** icon next to **Help**.
3. Click the plus (+) sign, enter the note as plain text in the window that appears, and **Save**. Use hashtags with terms that you want to be easily searched. For example, you could use *#MarineLife* to be able to quickly find all notes related to that folder.
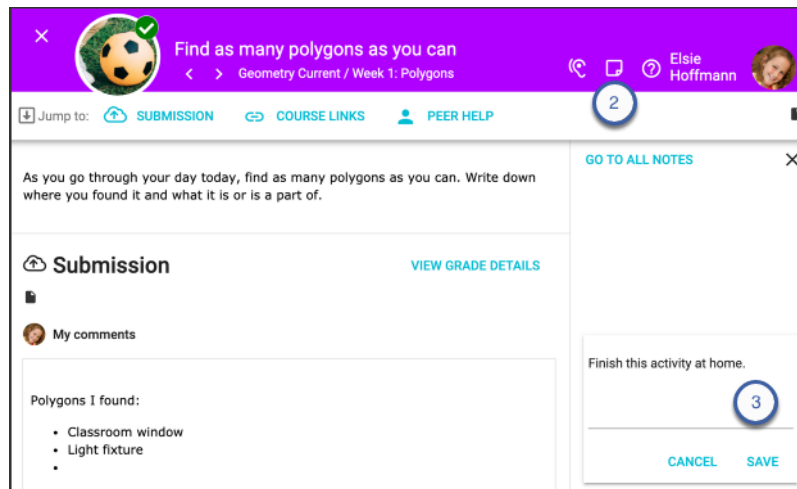
The note is saved and attached to the specific activity, folder, or course where you created it. *In this example, it's attached to an activity called Find as many polygons as you can*.

To access the note later, you can reopen this activity or click **See all notes** and find it.
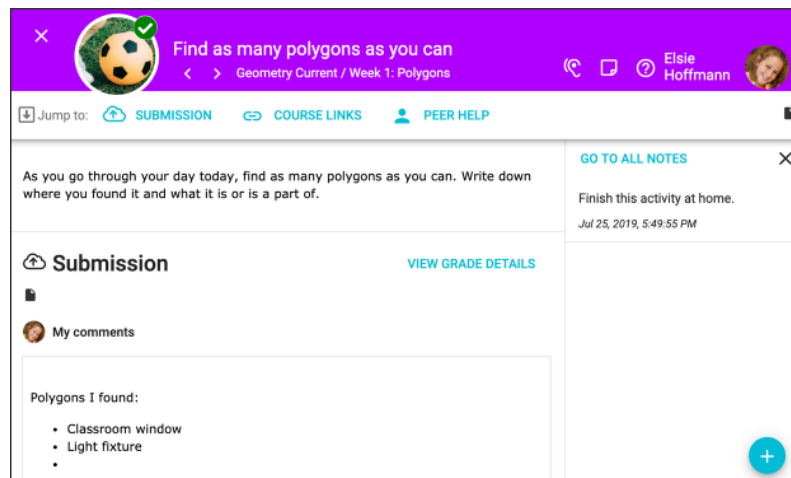
*NOTE: On the **All notes** screen, notes are listed in chronological order. By default, only notes from active courses are listed.*

How to Create Tasks:

Manage your time and direct your own learning path with self-assigned tasks can be a difficult task, but with the ability to organize and create tasks for yourself, this can be much easier to manage. View video in YouTube: https://youtu.be/kqstYRPBJvw
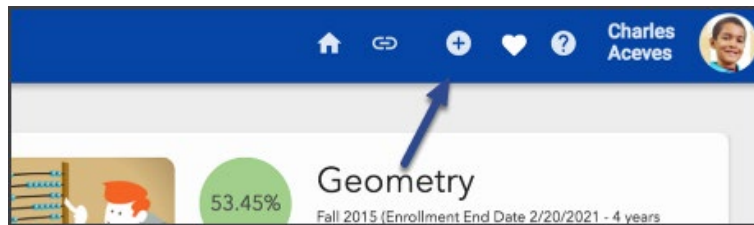
To create a task for yourself:

1. Select the Activities tool for the desired course.
2. Click the plus sign in the toolbar; if you don't see this plus sign, your teacher may not have self-assigned tasks enabled for the course.

3. Choose one of the following options:
   - Create a task to build a task from scratch using the rich text editor.
   - Give the task a title, description, and due date.
   - Decide whether you want the completed task sent to your teacher (your teacher can disable this option).
   - Click Save and the task automatically appears in the To-do list, and you can always access it from the "For me" screen.

TIP: Creating and completing self-assigned tasks helps you take control of your own education, expand your understanding of course content, pursue your own interests, and show your teacher that you care about your performance.

How to Use the Dropbox:

Dropbox submissions allow you to attach files and enter text into an editor. View video in YouTube: https://youtu.be/eOkUBGRcFto

1. Single Document
2. Multiple Documents
3. Website Link
4. Notes to Teacher

To complete a dropbox submission:

1. Click Show Dropbox with the activity open.
2. Attach a document from your computer or use the Choose Google Document feature.
3. Add comments or an audio/video file using the text editor.
4. Save if you want to edit and submit later or click Submit.

How to Use the What If Screen:

The **What If** screen allows you to enter the scores you might receive (or hope to receive) for individual assignments and see how those **Projected scores** impact your overall grade.

To access this screen, open the Grades tool from the **Main Menu** and select the **What If** tab:

1. In the **Projected Score** fields, you can enter the scores you think you might receive.
2. Click **No Credit** to enter zeros into the fields of all ungraded activities.
3. Click **Full Credit** to enter 100% into the fields of all ungraded activities.
4. Click **Recalculate** after editing the **Projected Score** fields to see how the changes would impact your final score. The score is displayed in the **Projected score** line in the top left under your **Actual score**.
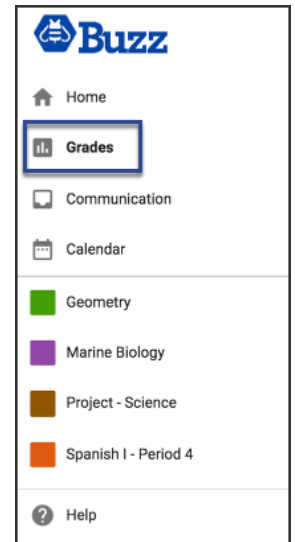5. Click **Reset** to return all fields to their current state.

How to View Your Performance Tool:

Your Performance tool has many tools that you will soon become your best friend for navigating. View video in YouTube: https://youtu.be/QsHo9GyiDA0

View progress overviews for all courses on one screen:

1. To view your progress, open the Grades tool from the top section of the Main Menu.
2. If you are enrolled in multiple courses, Buzz shows you an overview of your progress in all of your courses and past courses, including:

   - Your Self-Assessment heart indicator for each course; click them to make changes.
   - Your overall score.
   - Your overall progress on completing gradable activities.
   - Your overall progress on completing all activities.
   - The toolbar on this screen allows you:
     - Print this summary.
     - Modify what is displayed in the table; click the column headers to sort the data by that category.
   - The column options include:
     - The course Picture
     - Enrollment Start Date
     - Enrollment End Date
     - Days Left in the course
     - Self-Assessment
     - Score
     - Teacher(s)
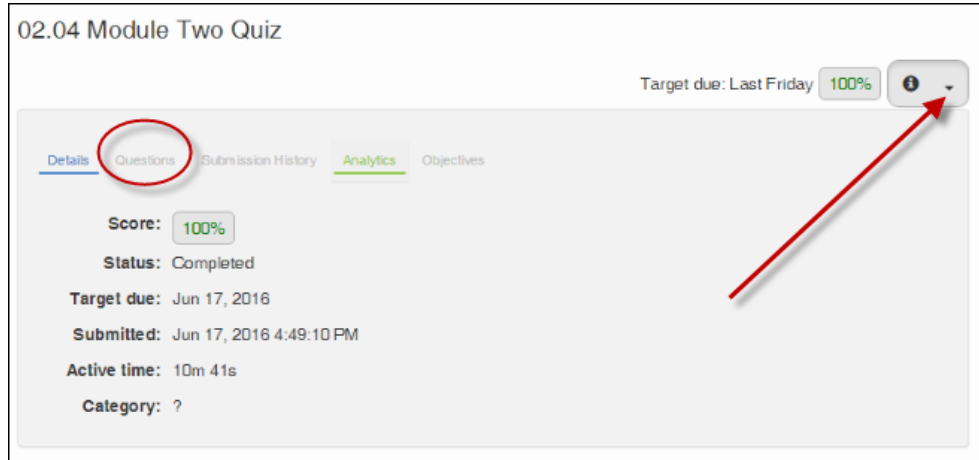   - Progress on gradable activities

How to Review Your Answers to Quizzes/Tests:

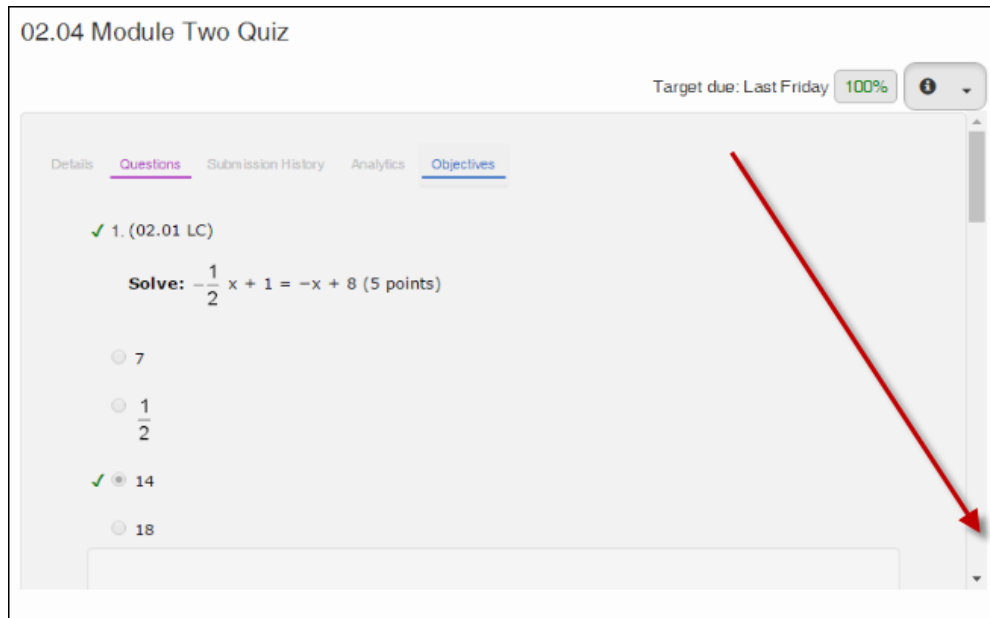1. From student home page, Click> Quiz you would like to review.

2. Page is blank, Click > the down arrow for more details.

3. Click > Questions to view answers and scrolls to view all answers.

How to Scan Your Document with an Android or Apple Phone:

ANDROID PHONES: To scan with Android, you will need Google Drive installed. If you don't already have Google Drive, it's a free download in the Google Play Store.

To scan a document:

1. Open the Google Drive app
2. In the bottom right, tap Add
3. Tap Scan
4. Take a photo of the document you'd like to scan.
   - Adjust scan area: Tap Crop
   - Take photo again: Tap Re-scan current page
   - Scan another page: Tap Add +
5. To save the finished document, tap Done ✓

Add a scanning shortcut to your Home screen. To set up a shortcut to scan documents:

1. Open your Android phone or tablet's widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder.
6. Tap Select. You'll see the folder name in the widget.

APPLE PHONES: With iOS 11 and later, you can scan documents in Notes.

To scan a document:

1. Open a note or create a new note.
2. Tap ⊕ then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap ⚫ or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

You can also edit your documents after you've scanned them. Tap on your scanned docs to bring up the editing toolbar to add more pages, change the filter, rotate, and crop. Tapping the share button from within the scanned docs will allow you to markup, markup as PDF, print, copy, and share.