



Scottsdale *Unified*
SCHOOL DISTRICT 

Student Guide

Buzz and Genius





Table of Contents

GENIUS HOW TO'S

How to Communicate with Your Teacher in Genius:.....	3
How to Create a Parent/Guardian Account in Genius:.....	4

BUZZ HOW TO'S

How to Use Home Page:.....	5
How to Change Your Profile Colors:	8
How to Rearrange Course Cards:	9
How to Use My Buzz Calendar:.....	10
How to View Lessons:.....	12
How to Check Teacher Feedback:	13
How to Mark an Activity Complete (non-graded):	14
How to Post to a Discussion:	15
How to Submit Assignments:	16
How to Create Notes:.....	17
How to Create Tasks:.....	18
How to Use the Dropbox:.....	19
How to Use the What If Screen	20
How to View Your Performance Tool:	21
How to Review Your Answers to Quizzes/Tests:	22
How to Scan Your Document with an Android or Apple Phone:.....	23



Getting Started in Genius: Students

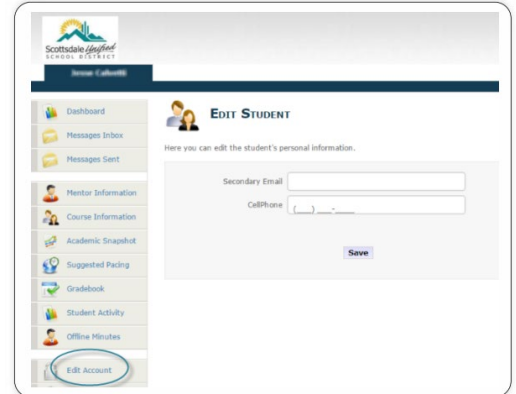
How to Communicate with Your Teacher:

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 susdapps email is automatically added in Genius.

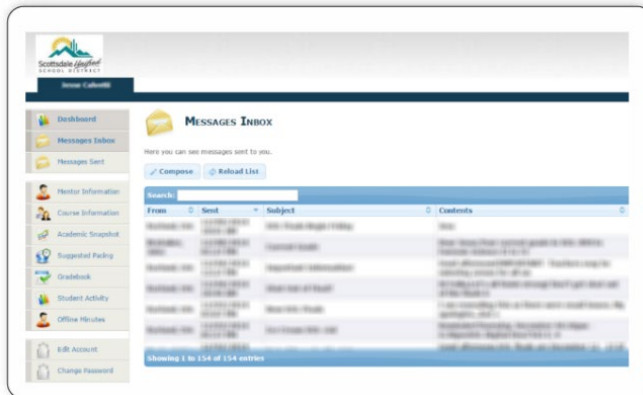
1. Students can add another email and/or cell phone in Genius. (It will not replace your susdapps email.)
 - Log in to Genius
 - Click > Edit account
 - Add secondary email/cellphone
 - Click > Save



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

ADD GUARDIAN ACCOUNT

Here you can add your guardian to your account.

Last Name*

First Name*

Email Address*

Phone

Login*

New Password*

Confirm Password*

Your answer to the secret question will be used to verify your identity in case you forget your password or need to speak to us.

Secret Question*

Secret Answer*

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.

GRADEBOOK

Here you can see information about your grades and assignments.

Select	ID	Course	Start	End	Grade	Assignments	Weeks	Teacher
<input type="radio"/>	2414	2510eL Economics	01/05/2015	05/22/2015	<input type="text" value="93.31"/>	30 of 50	20	Antrim, Jennifer
<input type="radio"/>	2484	4571eL Integrated Math	03/16/2015	05/22/2015	<input type="text" value="0 of 70"/>	0 of 70	20	Willis, Kayrene
<input checked="" type="radio"/>	2381	5341eL Earth & Space Science	01/05/2015	05/22/2015	<input type="text" value="89.71"/>	26 of 44	20	Muellner, Don

Select a course to view unit grades

5341eL Earth & Space Science

Teacher Information

Name: Muellner, Don
Email: dmuellner@susd.org
Phone: (602) 818-4694
Hours:
Notes: 198

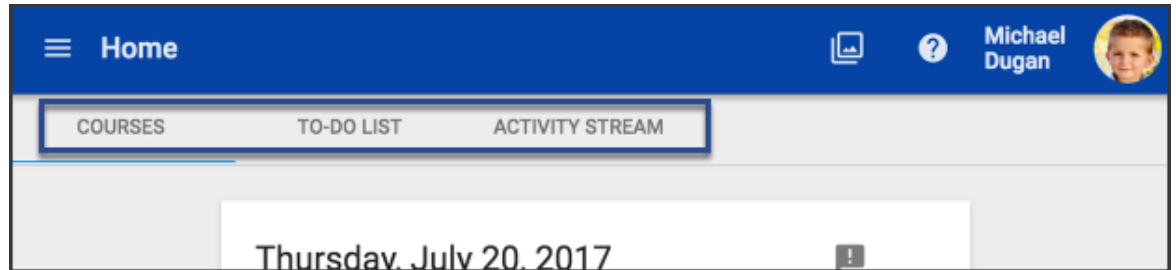
Assignment	Possible Points	Earned Points	Grade	Completed
Quiz Student Acknowledgement	100	100	100	Jan 07, 2015
05.00B Materials List for Laboratory Activities	100	100	100	Jan 11, 2015
05.02LABa Rock Correlation	100	96.67	96.67	Jan 14, 2015
05.02LAB A Simulation of Radioactive Decay	100	100	100	Jan 14, 2015
05.03LAB Evolutionary History of the Primates	100	100	100	Feb 08, 2015
06.01LAB Mapping the Seafloor	100	100	100	Feb 08, 2015
06.02LAB World Ocean Currents	100	100	100	Feb 18, 2015
07.01LAB Star Spectra	100			Feb 26, 2015
07.03LAB Properties of Stars	100			



How to Use Home Page:

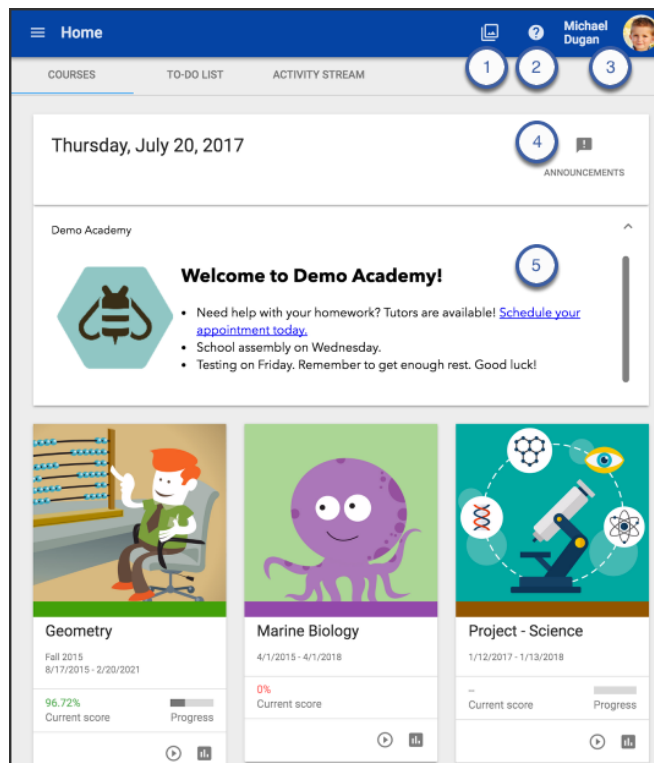
The **Home** page includes three screens:

- **Courses**
- **To-do List**
- **Activity Stream**



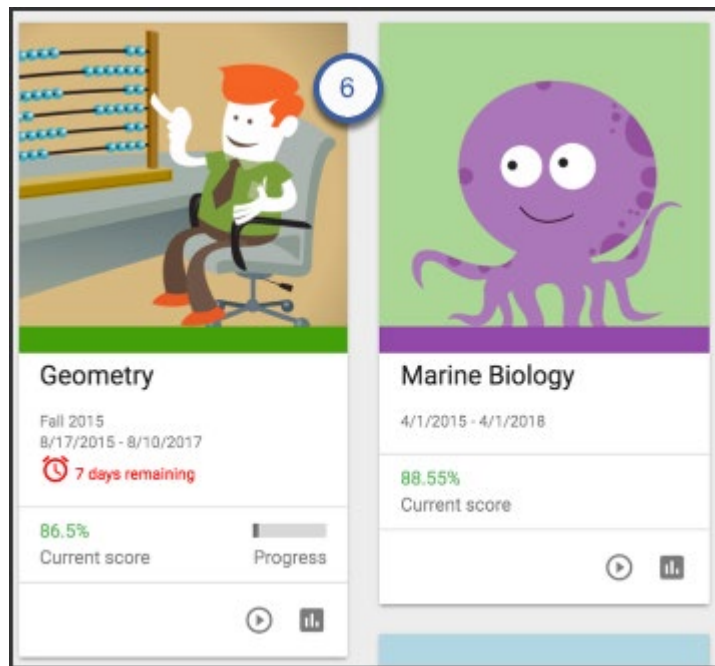
On the **Courses** screen, you can:

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.



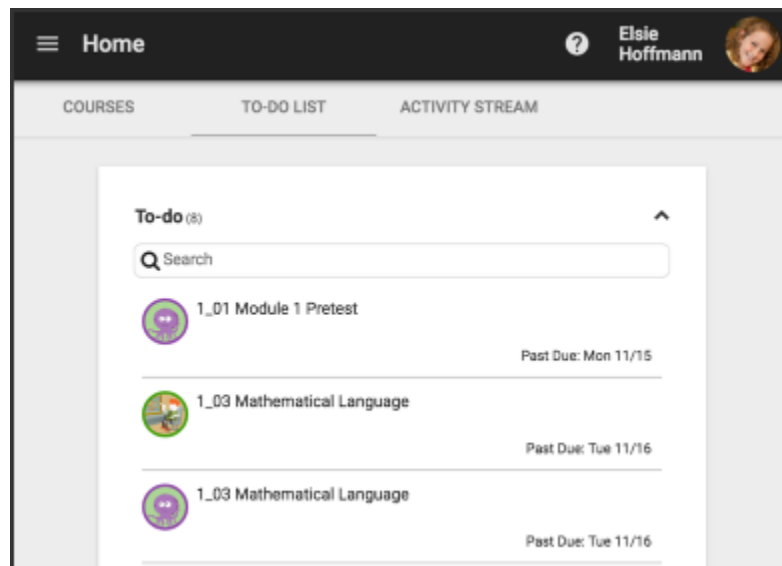
6. Use **Course Cards** to:

- 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.



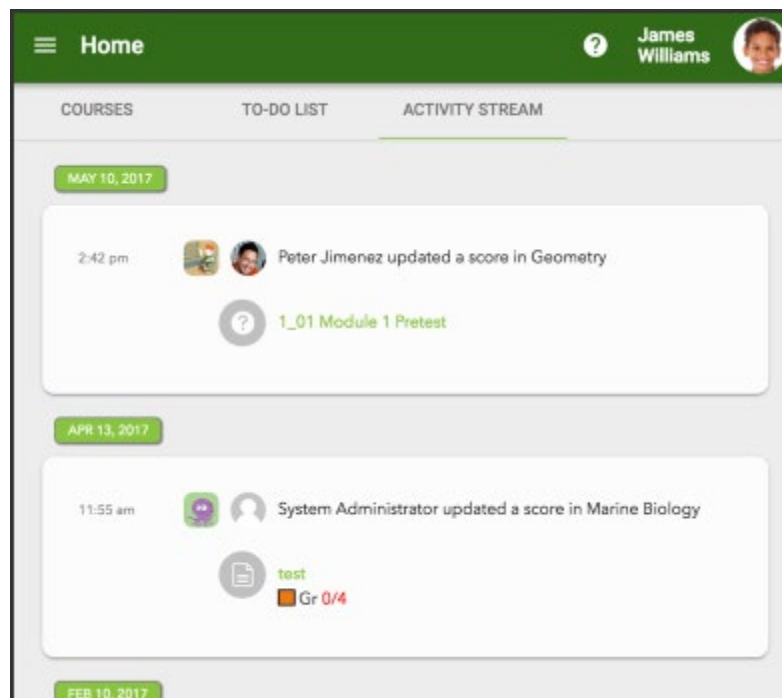
The **To-do List** includes:

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.



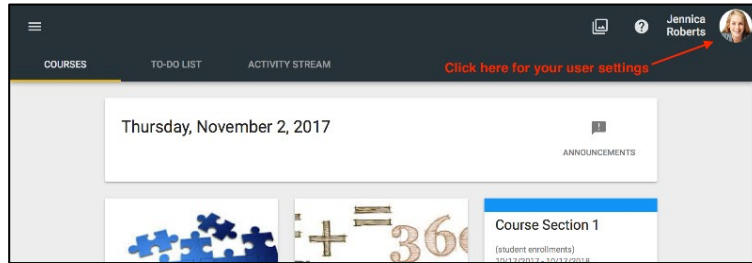
Your **Home** page gives you immediate access to the tools you need and to task reminders to help you stay on top of everything.



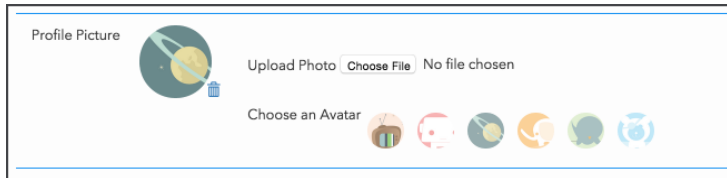
How to Change Your Profile Colors:

To change your profile picture:

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

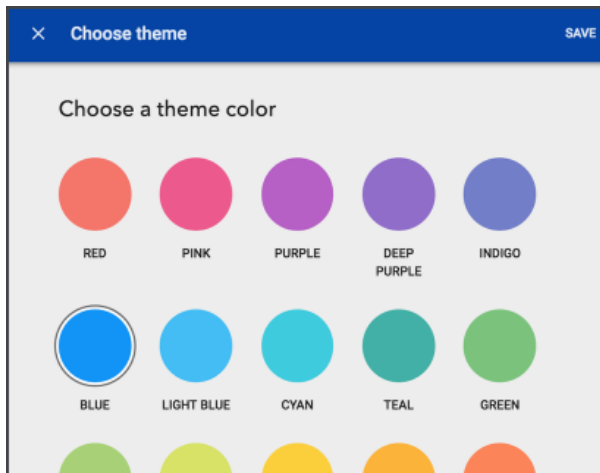


2. Select Settings
3. Click Choose file to browse and choose a profile picture from your device.
4. Choose a profile picture from a library of pre-approved avatars.
5. Recommended file type: PNG or JPG (Buzz converts all files into PNGs)
6. Ideal size: 300px x 300px (Buzz automatically resizes images,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

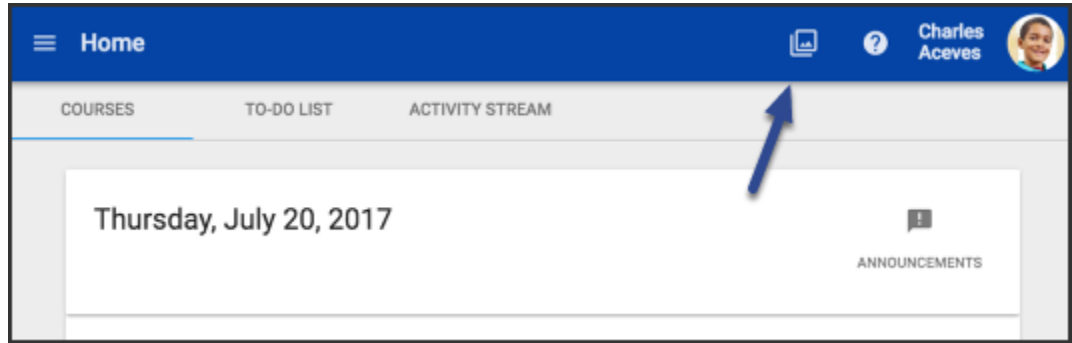




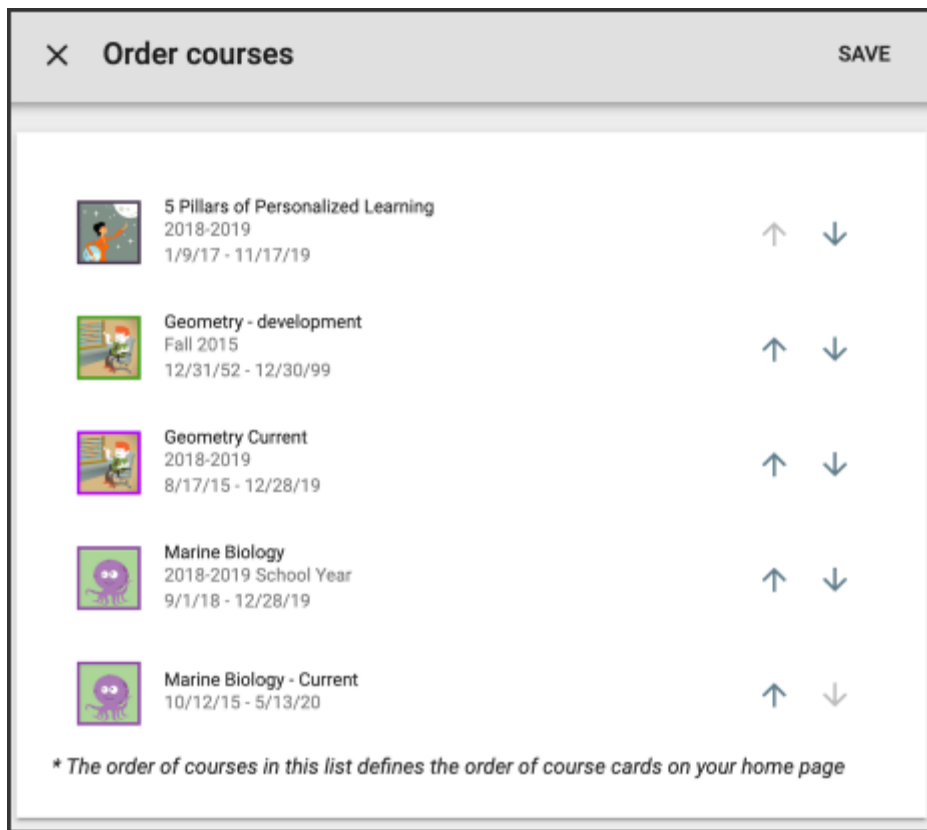
How to Rearrange Course Cards:

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**.



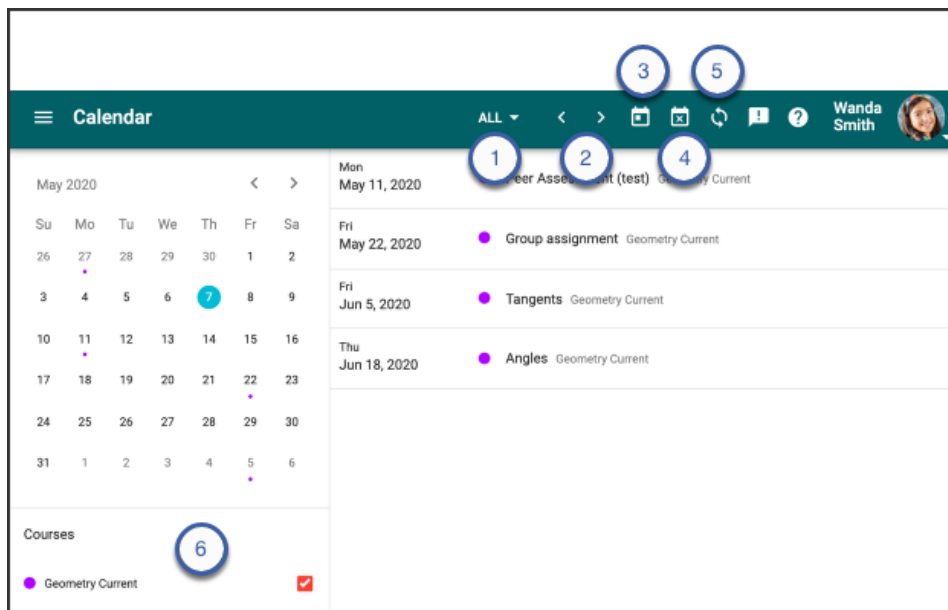


How to Use My Buzz Calendar:

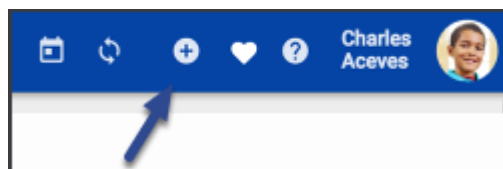
Use Buzz's Calendar to stay on top of your activities and due dates. View video in YouTube: <https://youtu.be/Lp2MxhWzLJU>

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.



When 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.

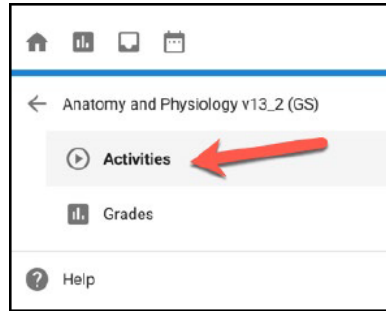
The screenshot displays a calendar interface for David Johnson. The top navigation bar includes a menu icon, the title 'Calendar', a filter dropdown set to 'ALL', navigation arrows, a calendar icon, a refresh icon, a help icon, and the user's name 'David Johnson' with a profile picture. The main content area is split into two sections. On the left is a monthly calendar for February 2016, with the 22nd highlighted in blue. On the right is a list view of events. The events listed are: Presidents' Day (Monday, Feb 22, 2016); an Agenda for Geometry (Tuesday, Feb 23, 2016); an Agenda for Marine Biology (Tuesday, Feb 23, 2016); an Agenda for Marine Biology (Tuesday, Mar 22, 2016); an Agenda for Marine Biology (Sunday, Jun 5, 2016); an Agenda for Marine Biology (Thursday, Jun 9, 2016); Human Impact Discussion (Tuesday, Jun 14, 2016); Homework for Marine Biology (Thursday, Jun 23, 2016); and a test for Marine Biology (Thursday, Jun 30, 2016). At the bottom left, there is a 'Courses' section with three items: '5 Pillars of Personalized Learning' (unchecked), 'Geometry' (checked), and 'Marine Biology' (checked).



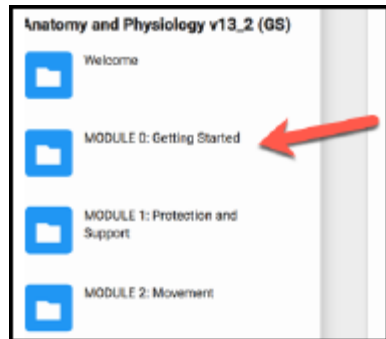
Getting Started in Buzz: Students

How to View Lessons:

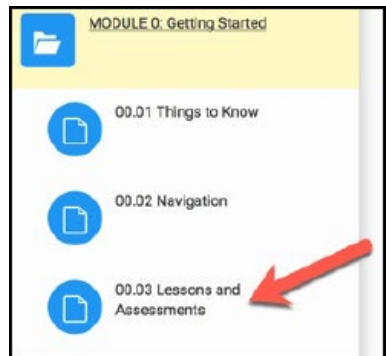
1. Select course to open and then select the Activities icon on the left side of the screen.



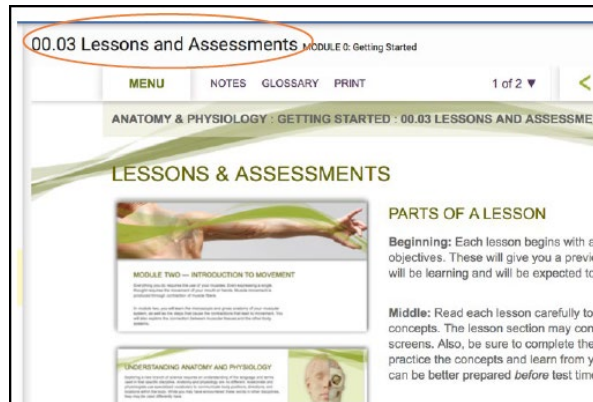
2. Choose the module to open.



3. Choose the lesson to open.



4. Verify that the correct lesson appears.

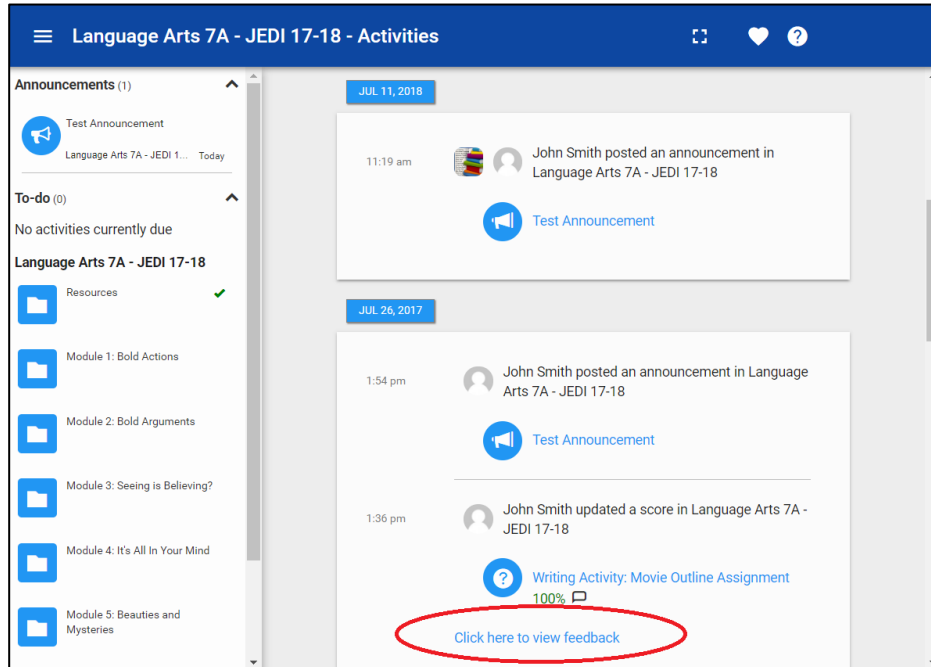




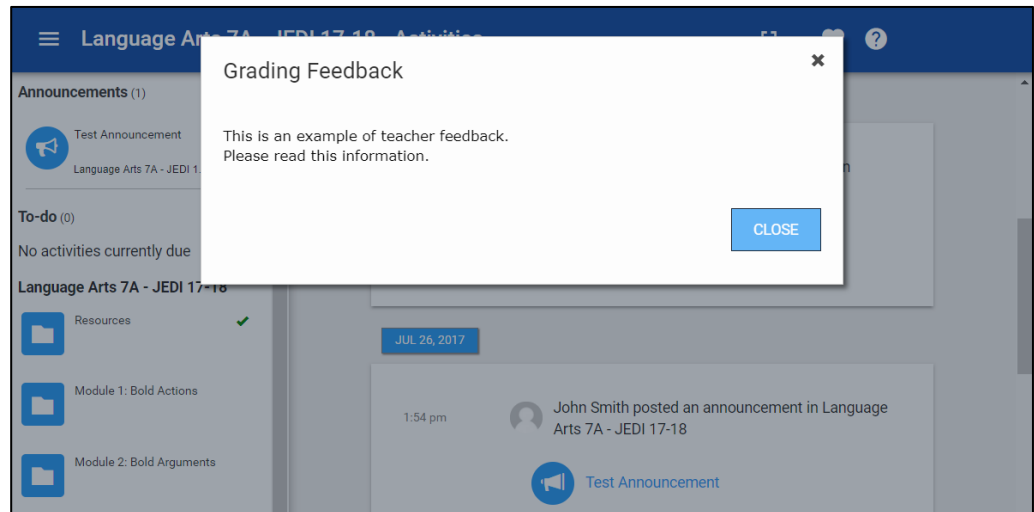
How to Check Teacher Feedback:

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.

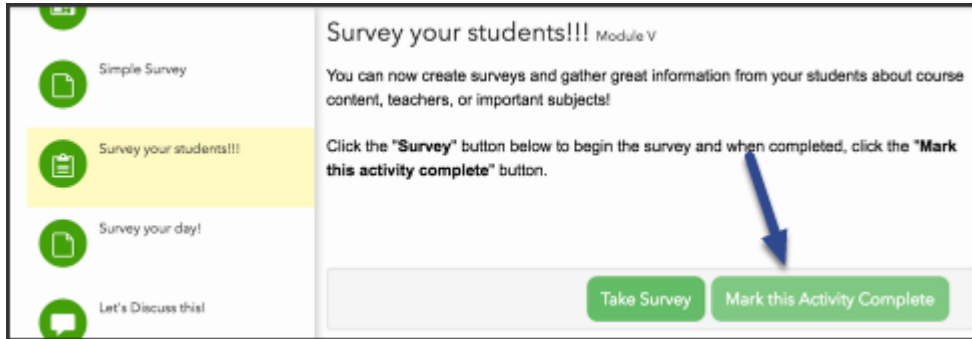




How to Mark an Activity Complete (non-graded):

"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.

The screenshot shows a discussion activity interface. At the top, there is a purple header with a close button (X), a speech bubble icon, and the text "Discussion Activity". Below the header, there is a navigation bar with a back arrow, a forward arrow, and the text "Geometry Current / Week 2: Parallelog...". To the right of the navigation bar, there is a user profile for "Charles Aceves" with a question mark icon and a profile picture. Below the navigation bar, there is a "Jump to:" section with a link icon and the text "COURSE LINKS". Below the "Jump to:" section, there is a "Group by" dropdown menu set to "Thread" (callout 1). Below the "Group by" dropdown menu, there is a "+ NEW THREAD" button (callout 3) and a "Show new posts" toggle switch. Below the "+ NEW THREAD" button, there is a text input field with the text "Discuss how well your group worked together." (callout 2) and a user profile for "Charles Aceves". Below the text input field, there is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), font color (Verdana), font size (T), text color, background color, bulleted list, numbered list, link, and unlink. Below the rich text editor, there is a text input field with the text "I think we worked well together." (callout 4). Below the text input field, there is an "Add attachment:" section with a "Choose File" button and the text "No file chosen". Below the "Add attachment:" section, there are "DISCARD" and "POST" buttons (callout 5).

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.

03.04 Sympathetic and Parasympathetic Nervous Systems MODULE 3: Communication and Coordination > Assessments

Attachments:
None

Add Attachment:

CHOOSE GOOGLE DOCUMENT Choose File no file selected

Comments:

CANCEL SAVE SUBMIT

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.

03.04 Sympathetic and Parasympathetic Nervous Systems MODULE 3: Communication and Coordination > Assessments

Attachments:
3.04_Sympathetic and Parasympathetic .docx

Add Attachment:

CHOOSE GOOGLE DOCUMENT Choose File no file selected

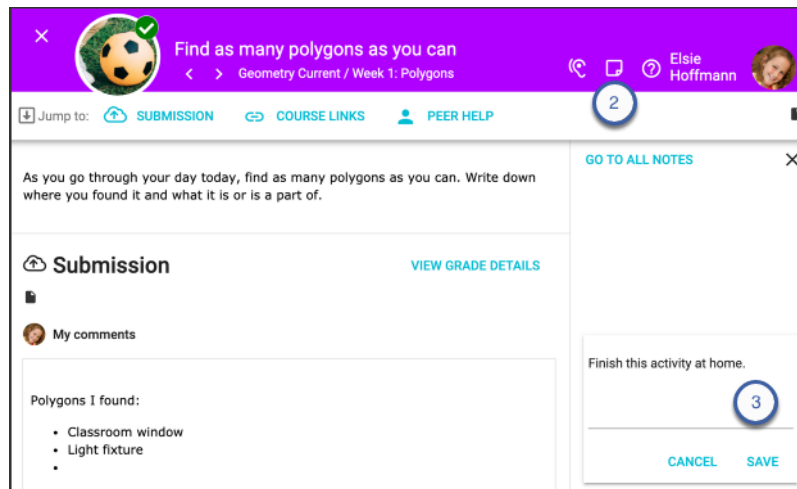
Comments:

CANCEL SAVE SUBMIT



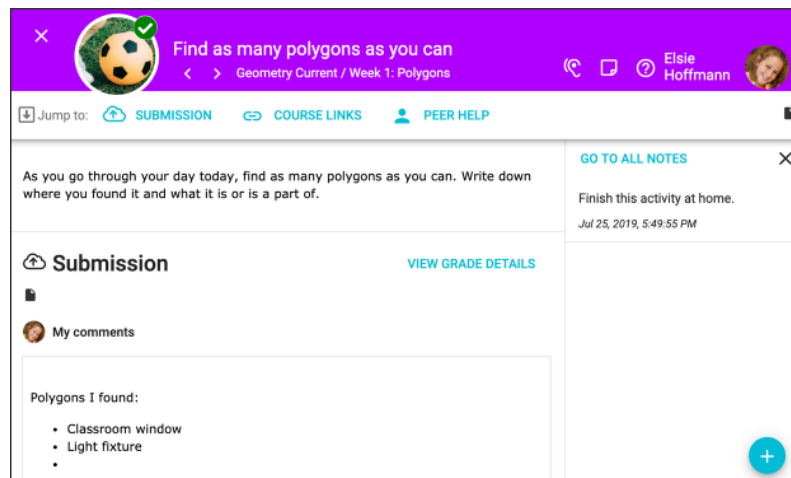
How to Create Notes:

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.

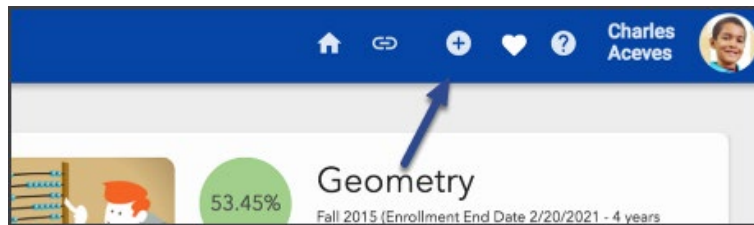


How to Create Tasks:

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.

The screenshot displays a learning management system interface. On the left is a navigation sidebar with a list of activities: 'History of Marine Biology', 'Visit the Library', 'Introduction Activities', 'Introduction Discussion', 'Introduction Assignment' (highlighted in yellow with a 60% progress indicator), 'Introduction Quiz', 'Can You Hear a Whale?', and 'Module I'. The main content area is titled 'Introduction Assignment' and shows a 'Target due: 2/8/16' with a '60%' progress indicator. Below the title is a text prompt: 'Write a paper on any specific topic on marine biology that deals with a current problem we are facing today and potential solutions that have been proposed or that are now in use. Use multiple references as sources for your material. Clearly cite those sources. Paper needs to be 2 full type written pages at a minimum.' To the right of the text is a large image of a sea turtle swimming in blue water with yellow fish. At the bottom right of the main content area is a blue button labeled 'Show Dropbox'.



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.

Geometry Current - What If Charles Aceves

GRADES DASHBOARD FOR ME **WHAT IF** ACTIVITY

5 3 2 4

Reset Full Credit No Credit Recalculate

Actual score: 85.4%
Projected score: not calculated

You can predict your final score by entering projected scores for any activity and pressing the "Recalculate" button.

Quizzes 582.5/720 80.9%

Activity	Location	Actual score	Projected score
Group Project	Course Information		100 %
Section 1: Test Review		100/100 100%	100 %
1_04 Segments	Module I > Assignments and Assessments	10/10 100%	100 %

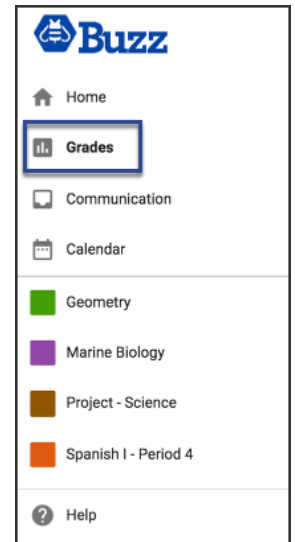


How to View Your Performance Tool:

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



Activity Title	Score	Status	Submitted	Due
Welcome to 6th Grade Social Studies		✓		
Padilha Class syllabus		📄	Jan 15, 2018	
Unit 1 What is Social Studies and The 5 Themes of Geography				
The 5 Fields of Social Studies				
📄 The 5 Fields Quiz	80%	✓	Jan 15, 2018	Jan 14, 2019

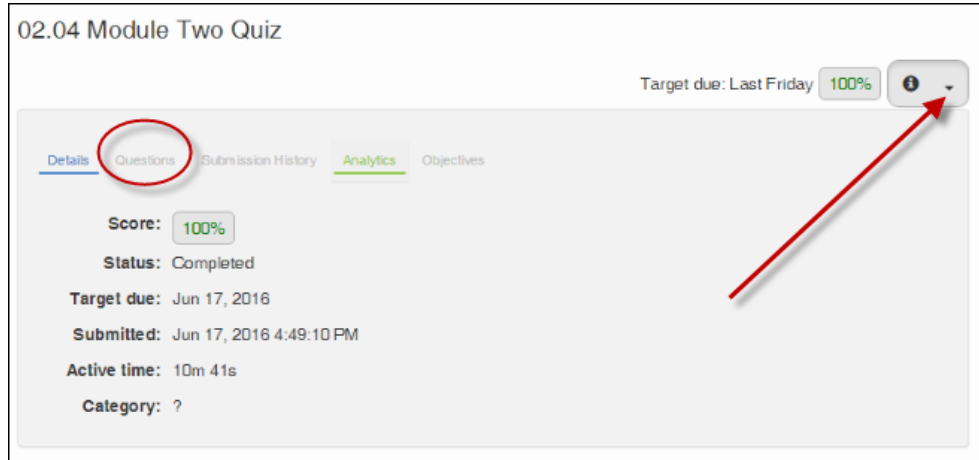


How to Review Your Answers to Quizzes/Tests:

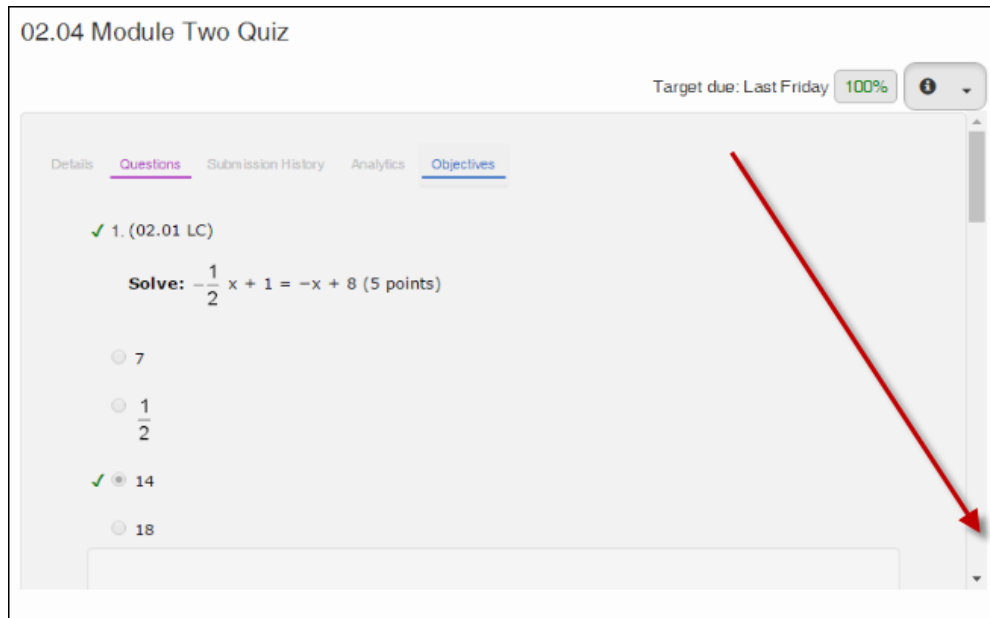
1. From student home page, Click > Quiz you would like to review.



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.