



# Getting Started Guide for Students and Families

## Getting Started: Students and Guardians

1. Head over to [www.pathwaychristian.org](http://www.pathwaychristian.org). Select **Login** on the upper right-hand corner, and click on **School Login (Pathway)**. This will take you to GeniusSIS, our student information system.
2. Type in your login credentials sent to you via the Welcome E-mail (from mailsender), and you will be taken into your Genius dashboard. YOU NEED TO RESET the PASSWORD.

*(Change Password: Use your USERNAME and Click Forgot Password. Use the email associated with the user to reset the password.)*

**Note:** Parent accounts have access to view grades and teachers' contact info. To see learning content and assignment, please use the student login account.

## Launching Courses: Students

1. Log in to GeniusSIS using the steps above, and when you are taken to your dashboard, select a course and click on the **Launch** button. This will take you to Buzz LMS, our learning management system. Think of Buzz as your classroom. This is where you will see your assignments and where you attend class. [How to Navigate Genius: Students](#)
2. Click on the **3 horizontal lines** on the top left corner and from the menu, click on **Calendar**. Under each class, you can which assignments are due each day as well as whether you have a live session that day. In each assignment, the textbook pages are embedded already (there are no physical books).
3. **To email a teacher**, click on your class. On the top right, click on the paper airplane icon. Type a message to your teacher and click send. (This does not apply to Parent-Led Homeschool program students).
4. To check your grades, click on the **3 horizontal lines** and under each class, you'll see **Grades**.



# Troubleshooting

For visual instructions, watch our video [here](#).

## 3-Step Troubleshooting

1. Make sure you're using Google Chrome. *This browser is most compatible with our system.*
2. Clear cache and cookies. At the top right corner, click on the 3 dots. Then click on **History**. On the left side, click on **Clear Browsing Data**. Make sure **Cookies and other site data** and **Cached images and files** both checked. Then click on **Clear Data**.
3. Enable pop-ups. At the top right corner, click on the 3 dots. Go to **Settings**. On the left side, click on **Security and Privacy**. Then click on **Site Settings**. Scroll down and click on **Pop-ups and redirects**. Make sure the following is selected: **Sites can send pop-ups and use redirects**.

Once you've completed all 3 steps, refresh your browser and log in to your account again.

## Troubleshooting for Safari

1. Clear your cache - on the top right, click on **Safari** then **Preferences**. From the top menu bar, click on **Privacy**. Click on **Manage Website Data**, click on **Remove all**, then click **Done**.
2. Enable pop-ups - on the top right, click on **Safari** then **Preferences**. From the top menu bar, click on **Websites**. For pathwayprep.geniussis.com, you allow pop-ups. On the bottom where it says **When visiting other websites**, make sure you select **Allow**.

Once you've both steps, refresh your browser and log in to your account again.

If you are still having issues, please email us [support@pathwaychristian.org](mailto:support@pathwaychristian.org) or call us **915-995-0318 ext.1002**. Our Support Team will gladly assist you!



# Student & Parent/Guardian Success Tips

## Student Tips for Success

1. Review any teacher communication that has been sent to you a few days prior to your first class.
2. Have your learning tools readily available and organized: laptop/computer, pens, notebooks, etc.
3. Set up a quiet work environment that will allow you to be free from distractions during class time.

### **Bonus Tip!**

Print out your Live Session Schedule and have it nearby your workstation so you know exactly when you have class.

## Parent/Guardian Tips for Student Success

1. Be present for your student, especially at the start of the school year. Upon registration at Pathway Christian Prep Academy, all students are emailed multiple resources and tutorial videos for them to watch before classes start, as well as communication from their teachers. Make sure your student reads and understands policies and rules to get them ready for the start of their semester.
2. Help your student manage time to stay on pace and on track for a successful learning experience. PCPA's workload expectation is for students to spend at least 30 minutes per subject for elementary students, and 50 minutes per subject for secondary students.
3. Support your student by helping them create a realistic study schedule, setting up a dedicated study space, and regularly engaging them in conversation about what they are learning and the challenges they encounter.