

Genius How-To Information

Admin Role <https://adulthoodva.geniussis.com/>

TL;DR: Create Instructor accounts → Courses → Sections → Learner accounts → Enrollments

Begin by creating accounts for all teachers. Once established, set up courses in Genius, using them as containers for related content or Instructor sections. Within these courses, create sections assigning each teacher to their respective teaching segments. At this point, the teachers gain access to the Canvas Learning Management System (LMS) to import content into their assigned courses. They must log in to Genius and then navigate to Canvas to import the content from Commons Consortium.

Following this, generate student profiles within Genius and enroll them in the appropriate sections. Upon enrollment, students can easily access their courses via the Canvas Dashboard by logging in and navigating to the LMS.

User Creation

Manual process	CSV Bulk import includes template file
Add an Instructor - Click Instructor - Click Add Instructor - Enter First, Last, Email, Cap, Username, and Password Important: Be sure to select your center from the Member of Affiliation dropdown - Click Save	CSV - **Affiliation ID is needed and can be found in Genius under your Affiliation page.
Add a Learner - Click Learners - Click Add Learners - Enter First, Last, Email, Username, and Password	CSV - **Affiliation ID is needed and can be found in Genius under your Affiliation page.

• Important: Be sure to select your center from the Member of Affiliation dropdown • Click Save	
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Course, Section, Enrollment Creation

Manual process	CSV Bulk import includes template file
Add a Course • Click Courses • Click Add Course • Enter Name • Important: Be sure to select your Affiliation from dropdown • Select "No" for the other options • Click Save	• CSV - ** Affiliation ID is needed and can be found in Genius under your Affiliation page. The Category is always Adult Education.
Add a Section After adding the section in Genius, the teacher can access the course in the Canvas LMS and import the content. • Click Sections • Click Add Section • Select the Course from the dropdown ○ It will automatically name the section but you can edit it • Select the Instructor from the dropdown list • Important: Be sure to select your Affiliation from the dropdown list • Enter the Credits (0 is acceptable) • Important: Be sure to select your LMS from the dropdown menu • Select "No" for the other 2 options (they do not affect the way we are using Genius) • Click Save	• CSV - ** Affiliation ID and LMS ID is needed and is found in Genius under your Affiliation page and LMS page

Enroll a Learner • Click Learners • Search for the user you want to enroll and click their name • Click “Enroll in Section” in the left-hand menu • Enter the options including start/end date • Click Save	• CSV - **Section ID is needed and is found in Genius under the Section page or the above sections CSV file you cre

Import CSV Files in Genius

Create the CSV file

- Use the links in the table above to get a CSV template file for each of the objects
- Use the [Genius CSV import documentation](#) to find the required fields in those files
- You can include data for any of the optional fields you would like to collect data but they are not necessary

Import CSV file

- Go to the tab in Genius for the item you are importing (ex. Learners, Instructors, etc.)
- Click Import CSV
- Browse for the file stored on your local computer
- You can preview the data, and if you do you will need to select the file again before uploading
- Upload the file
- You will get a confirmation or error message
- Please review the notes for each CSV as they are important to avoid getting errors importing the file

Admin Training Videos

Genius

- [Genius Admin Session recording](#)
 - Creating User accounts
 - Creating Courses and Sections
 - Accessing LMS

Canvas

- [Canvas Session recording](#)
 - Accessing the LMS
 - Importing content (Commons)
 - Basic Course settings