

# SFASD SchoolFusion Parent Guide

What is SchoolFusion? SchoolFusion is our new dynamic web solution. As a parent using SchoolFusion, you will enjoy instant access to important information about your child’s classroom and school activities. Using your SchoolFusion usernames and passwords, you (and your child) can quickly access assignments, class announcements, calendar events and more—all in one convenient online location.

Parent Accounts include the following features...

- Access to any Teacher Classroom Page your child belongs to
- Nightly email digests (optional)
- Schoolwide calendar of announcements and events
- Subscriber-based alerts/notifications

Student Accounts include the above features as well as...

- Personal student calendars to encourage organization and time management
- Ability to directly email teachers
- Personal space to store digital files and folders
- Access to handouts posted by teachers
- Submit homework online
- Receive a Daily Digest of homework and announcements

*Please note: Students do **NOT** need to register for accounts!*

**Spring-Ford Area School District’s SchoolFusion Parent Registration: [Begin Registration](#)**

## Create a User Account on Your School Site

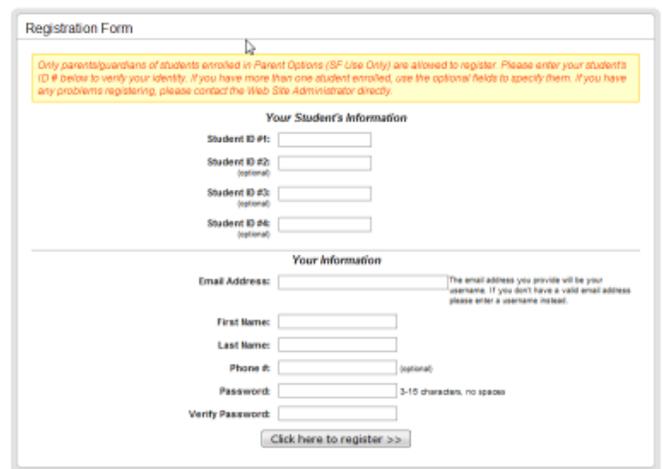
Please go to the ***Begin Registration*** webpage listed above.

### Enter the following information:

1. Student ID #  
You must enter *at least* one Student ID number in order to complete registration. If you have more than one child attending SFASD, enter all their Student ID numbers at this time.
2. An email address or user name
3. First Name
4. Last Name
5. Phone Number
6. Password
7. Verify the password

**Click> Click here to Register**

Once you click the **Click here to register button**, you will receive a message advising you that your registration was successful. In addition, you will be asked to ‘Please click here’ in order to verify and then validate your email address.



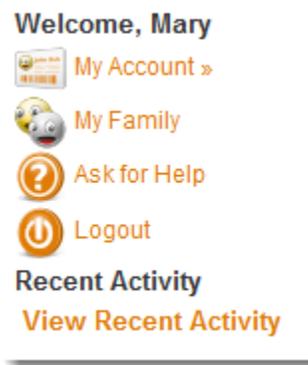
The screenshot shows a web browser window titled "Registration Form". At the top, a yellow warning box contains the text: "Only parents/guardians of students enrolled in Parent Options (SF Use Only) are allowed to register. Please enter your student's ID # below to verify your identity. If you have more than one student enrolled, use the optional fields to specify them. If you have any problems registering, please contact the Web Site Administrator directly." Below this, the form is divided into two sections: "Your Student's Information" and "Your Information". The "Your Student's Information" section has four input fields labeled "Student ID #1:", "Student ID #2:", "Student ID #3:", and "Student ID #4:", each with "(optional)" written below it. The "Your Information" section has an "Email Address:" field with a note: "(The email address you provide will be your username. If you don't have a valid email address please enter a username instead.)", followed by "First Name:", "Last Name:", "Phone #:" (with "(optional)" below it), "Password:" (with "3-15 characters, no spaces" below it), and "Verify Password:". At the bottom right of the form is a button labeled "Click here to register >>".

When you have received the approval email, please login to the site using the user name and password you entered when you created your account. On the left hand side under the mini-calendar, there will be a welcome message, for example "Welcome, Ellen."



## Personal Dashboard

The Personal Dashboard is where you can access everything on your SchoolFusion website that requires a login. For most SchoolFusion sites, depending on the site design, the Personal Dashboard displays on the lower left side of the website after you have logged in to SchoolFusion. Your status and permissions settings, combined with the SchoolFusion options that your District or School has selected, determines what will appear on the Personal Dashboard.



## My Account

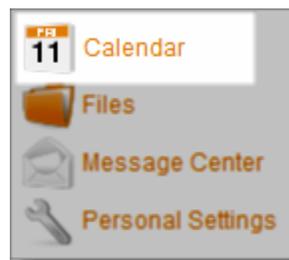
My Account provides links to the following areas:

- Calendar
- Files
- Message Center
- Personal Settings

## Calendar

The **Calendar** link combines all your events, meetings and assignments into your personal calendar based on your FusionPage memberships. You can also include your personal appointments. Your personal calendar is only visible to you.

- Events can be filtered.
- Months can be selected.

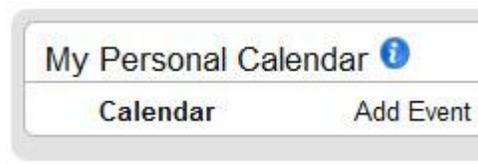


## Add Events

Click > **Add Event**

Enter an **Event Name**

1. Choose a **Start** and **End Time**.
2. Type the **Date of the Event**.
3. Add a **Summary** and a **Description**.
4. If it is a **Repeat Event**, choose the length of time between repeats and an ending date.



## Edit or Delete Events

Click > **Edit Events** on the top tab to open this screen. You can edit any events that you have added to your My

Calendar, but cannot edit any events that have populated your calendar based on your FusionPage membership.

- **Click** on the **Event Name** to open and edit.
- **Click > Edit Event** to exit.
- **Click > Delete** to delete events.

## Add an iCal Feed

To create a URL allowing you to see this calendar from any program that supports iCal feeds, click on the iCal Feed. You can copy and paste this into any calendar product that supports the iCal format, such as Apple iCal, Google Calendar, Windows Vista Calendar, and Outlook with an [add-in](#). SchoolFusion provides you with a URL that you will need to add to your calendar product.

**Click > iCal Feed**

## Click > Synchronize Calendar

Available only in Internet Explorer, you can sync your My Calendar with your Outlook Calendar. A Wyncs plugin will be installed the first time a calendar is synchronized. **Click > Synchronize Now > Check Events > Click > Synchronize Now**

## Files

My Files link allows users to upload documents. This is considered a personal storage area. Most file types are accepted, but there is a 15 MB limit for all files stored.

Within My Files you can upload documents directly, or you may organize your files within folders.

**Add a single file: Click > Add File > Click > Browse > Add a description > Click > Upload File**

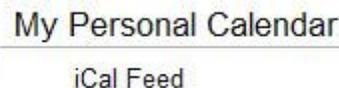
- If files have previously been uploaded, you will see them listed here.
- If folders have been created, you will see them here with a description, if it was added.

If you want to add the new file to a folder, click on the folder before you **Click > Add File**. Once a file has been uploaded, it cannot be moved into a folder.

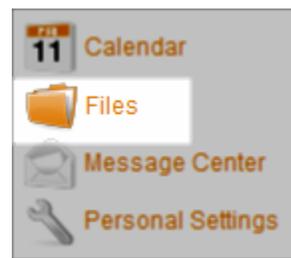
1. Find the file you wish to delete, **Click > Delete**.
2. Find the file you wish to overwrite, **Click > Overwrite**.
3. Next, you will need to browse for a file to replace this one. **Click > Browse**.
4. Select the file and add a description. **Click > Upload File**.



My Personal Calendar  
Edit Events



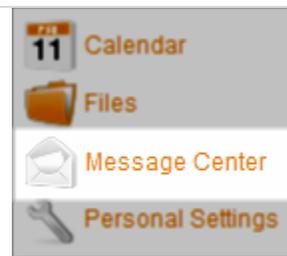
My Personal Calendar  
iCal Feed



My Personal Files				
Add File   Create Folder		0.16 Megs Used of 15 Megs Total		
Name	Size	Creator	Created	Action
Homework		BPETERS	7/20/09	Delete

## Message Center

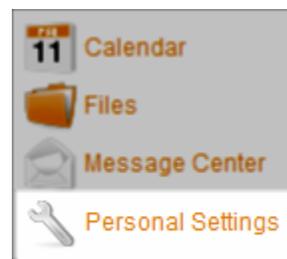
The **Message Center** is where teachers can message teachers, parents and students. Students and parents can message teachers. Students and parents cannot message other students or other parents.



## Personal Settings

**Personal Settings** is where you can change and personalize a user account. The Personal Setting screen will display a set of tabs, which vary depending on the user status and permissions:

- Personal Info
- Change Password
- Notifications
- My FusionPages



## Personal Info Tab

Update your Username, First Name, Last Name, Phone #, Email Address and more. Some of this information may be locked down by your district or school. Please contact the school directly if you cannot change some of your personal information.

 A screenshot of the 'Personal Info' tab. It features a tabbed interface with 'Personal Info', 'Change Password', 'Notifications', and 'My FusionPages'. The 'Personal Info' tab is active, showing input fields for Username (ellenacosta), First Name (Ellen), Last Name (Acosta), Phone #, and Email Address (test@schoolfusion.com). A 'Change Information >>' button is at the bottom.

## Change Password Tab

Based on the settings established by your school, you may change your password. Please contact the school directly if you cannot change your password.

### To update your password, enter the following:

1. New Password.
2. Confirm Password (enter the exact same password as you entered in New Password).

### Click > Change Password

A message will display at the top of the page confirming that your password has been updated.

 A screenshot of the 'Change Password' tab. It features a tabbed interface with 'Personal Info', 'Change Password', 'Notifications', and 'My FusionPages'. The 'Change Password' tab is active, showing input fields for 'New Password' and 'Confirm Password'. A 'Change Password >>' button is at the bottom.

## Notifications Tab

The Notifications tab contains links that allow the user to control all messaging options. SchoolFusion sends out two types of daily emails, the Daily Activity Notification and the Daily Digest.

### Daily Activity Notifications (AKA Recent Activity)

Daily Activity Notification is an email that you are automatically signed up for. This email will contain information regarding all FusionPages that you and your child(ren) are members of. It will be sent every Sunday through Thursday. The Sunday edition contains information regarding information added to the system

 A screenshot of the 'Notifications' tab. It features a tabbed interface with 'Personal Info', 'Change Password', 'Notifications', and 'My FusionPages'. The 'Notifications' tab is active, displaying three links: 'Daily Activity Notifications' (Turn on/off your daily activity email), 'Change Messaging Options' (Change how frequently you receive messages), and 'Setup Daily Digests' (Digests are emails sent to you every morning with a listing of the day's events. You are not subscribed to a digest).

on Friday and Saturday, if information has been entered within the proper time frame. If information has not been entered within the proper time frame, a daily email will not be sent.

**Click > Daily Activity Notifications > Yes/No > Submit**

Any information that is included in the Daily Activity Notification email will also be included in a users "Recent Activity" posting and any RSS feed. If you are connected to multiple children at multiple schools, you will receive one email containing information about all of your children.

### **Change Messaging Options**

This allows you to select how you will be notified when a message is sent through the SchoolFusion Message Center.

#### **The two options are:**

1. Receive an email for each message - An email will be sent immediately when someone sends a message.
2. Do not receive an email - Instead, you may be notified of a new message when you log in, as well as through your nightly Daily Activity Notification Email.

**Click > Change Messaging Options > Submit**

### **Set up Daily Digests**

The Daily Digest email includes information contained within the community calendar that belongs to the site where your user account lives. You will need to sign up for this email. You have three options:

1. **Send me a daily "Your School Digest" the day of.** In this case the email will be sent the day of the event.
2. **Send me a daily "Your School Digest" the day before.** In this case, the email will be sent the day before the event.
3. **Do not send me the daily "Your School Digest."**

If you wish to sign up to receive the Daily Digest from other schools in your district, you will need to have a separate user account at each school site where you want to receive the Daily Digest. Please contact the school's website administrator to request an additional account.

**Click > Set up Daily Digests**

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## My FusionPages Tab

This tab lists all of the FusionPages where you are a member. Click on the name of a FusionPage to be taken directly to that page. This page will not list the FusionPages that your student(s) are members of. This page is based on your membership. Please see the My Family page

You may be able view each FusionPage, but not see the pencil or red x. If you are an administrator of a FusionPage, then you will see these options.

**To visit a FusionPage: Click > FusionPage name.**

My Profile Personal Info Change Password Notifications My FusionPages

**Alumni FusionPages**

- Class of 2000 ✎ ✕

**Athletic Team FusionPages**

- Girls Swimming ✎ ✕

**Classroom FusionPages**

- 4th Grade Rm 206 ✎ ✕
- First Grade: Room 301 ✎ ✕

**Student Activities FusionPages**

- Glee Club ✎ ✕

**Department FusionPages**

- Technology ✎ ✕

**Faculty/Staff FusionPages**

- Math Teachers ✎ ✕

**Community FusionPages**

- PTO ✎ ✕

Click the ✎ icon to administer or delete a group. Click the ✕ icon to quit a group

## My Family

The **My Family** link allows you to view your children's information from one location regardless of the school(s) attended.

**Click > My Family** to view a single page from which to view all your children's homework, test dates and other events.

## View Assignments and Events

This is a calendar view of all your student assignments and events.

**Click> View Student assignments and events**

- **Click > Day, Week, Month, or Year** to change the calendar view.
- If viewing in Internet Explorer, **Click > Synchronize Calendar** to synchronize events on the current calendar view with your Outlook calendar or PDA. Follow the instructions that display in the window.

## Setup Email Notifications

Keep informed by email of your student assignments and other events by setting email notifications.

**Click > Setup email notifications**

- If you **would like** to receive daily emails for your student's assignments, **Click > Yes.**
- If you **do not** want daily emails, **Click > No.**



**My Family** (Add your student)

My Family helps you keep track of your student(s). Their assignments, class websites and more are from here.

**BILLY** ✕

- View BILLY's assignments and events
- Setup email notifications

- Mr. PETERS
- 4th Grade Rm 206
- 8th Grade Language Arts

**BILLY's Recent Activity**

- 4th Grade Rm 206: Read Chapters 1-4 Wednesday, February 24
- 4th Grade Rm 206: Read Chapters 1-4 Wednesday, February 24
- A Daring Escape Tuesday, February 23
- Discuss
- 4th Grade Rm 206 Wiki: Colorado History Monday, February 22
- T1P - private w/ fusionpage Wednesday, February 17 at 3:22 PM
- Discuss

More...

**BILLY** ✕

- View BILLY's assignments and events
- Setup email notifications

## Access Teacher profiles or individual FusionPages

Access a FusionPage where your student is a member, or the profile of one of your students teachers: **Click > Teacher** or **Classroom**

- o Mr. PETERS
- o 4th Grade Rm 206
- o 8th Grade Language Arts

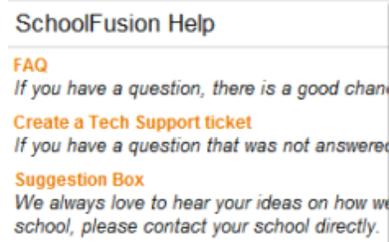
## Ask for Help

The Ask for Help link is any user's first stop for questions or issues that you have and is available to all logged in users. A user can search through Frequently Asked Questions (FAQs), submit a Support Ticket or offer SchoolFusion a suggestion.



## FAQ

The **FAQ** link takes you to the SchoolFusion knowledgebase which can be searched by keyword or browsed by category.



**Click > FAQ**

## Create a Tech Support Ticket

Submit a **Support Ticket** when you need assistance with an issue that was not addressed in the FAQs.

## Click > Create a Support Ticket

The **Subject** line and the **Description** must be filled in. Try to include as much detail as possible.

Use the **Browse** button to attach a file to the ticket. When completed, **Click > Submit New Support Ticket.**

The Support Ticket will be routed to the Website Administrator. The Website Administrator will either respond to the ticket or escalate it to SchoolFusion Support. If an email address has been added to your SchoolFusion Account you will be notified of any responses to the ticket.

## Suggestion Box

The **Suggestion Box** link is where you can give SchoolFusion your ideas on how to make the website better.

**Click > Suggestion Box.**

## Recent Activity

The Recent Activity displays any recent activity pertaining to you or your student's SchoolFusion user account. The information contained within this box is the same information that is contained within the Daily Activity Notification (Recent Activity) email and RSS feed, as well as the Recent Activity Notification that appears on the top of the page upon login.

### Click > Recent Activity

These notifications could potentially include the following information, based on the configuration of each organization and the information entered by the teacher:

- Homework assignments
- FusionPage announcements
- Class/FusionPage Calendar Events
- The addition of new FusionPage files
- Blog entries by teachers of FusionPages where the user is a member
- Responses to any comments that the user has posted
- Grades
- Message Center Notifications

The Recent Activity Notification box containing this information will appear upon login on the top of the page once every four hours. At this time, this feature cannot be permanently turned off.

