

# SchoolFusion Student Guide

## FusionTools 2.0 (Overview)

With Personal Dashboard 2.0

Audience: Students

Welcome to the Glen Rock SchoolFusion website! This site was designed to help you get the most out of your education. SchoolFusion offers a variety of tools, which may or may not be utilized by your school. These tools include interactive classrooms, recent activity emails, a messaging center and Web 2.0 tools such as Blogs, Podcasts, Vodcasts and Wikis.

Please use this guide as a reference to navigate the SchoolFusion website.

### User Login:

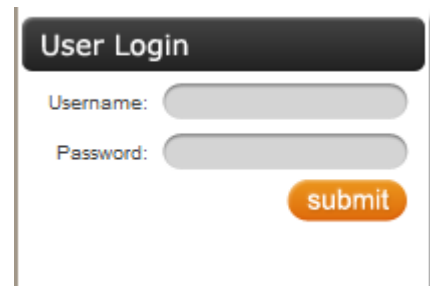
**Type > Username**

**Type > Password**

**Click> Submit**

Usernames and passwords are case sensitive.

Login information, including username and passwords are the same as your computer login. If you have questions regarding this information, please contact; helpdesk@glenrocknj.org or speak with your teacher.

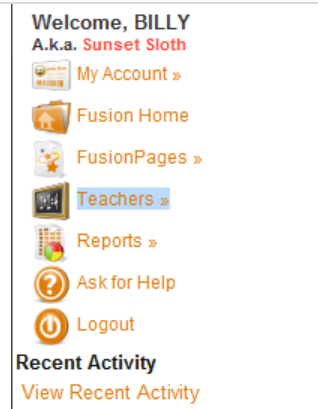


### Personal Dashboard

The Personal Dashboard is your personal space within the SchoolFusion System. From here you will have access to: personal settings, personal calendar, a file storage space, and more. This view may be different based on the modules that your organization has chosen to implement.

At the top you will see "Welcome, *Your Name*" and "A.k.a. *Code Name*".

This code name is generated by the system, and is based on a color and an animal.



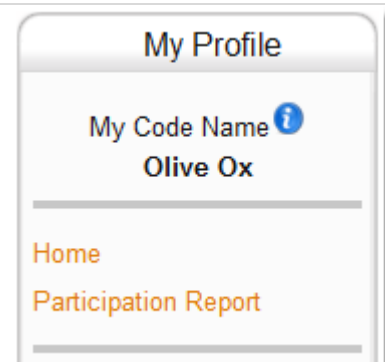
### Fusion Home

This link provides direct access to your Fusion Home Page, which contains access to: your profile, discussion topics posted by your teachers, message center, direct links to your classrooms and your teacher's profiles, and your participation report. **Click > Fusion Home**

### My Profile

Your code name is composed of a color and an animal. This code name is used instead of your real name to protect your actual identity from other students and the general public. Your parents, teachers and administrators will be able to see your actual name.

This code name is randomly generated when your accounts is created, and will be unique to your school. Once you comment on a blog, you will not be able to change your code name.



**Change your code name prior to your first post: [Click>](#)  
[Click here to pick a different code name>](#)  
[Click > Color](#)  
[Click > Animal](#)**

Animal and Color combinations that are no longer available will be grayed out.

**Click > Close Window** to save your choices

Please note: *Once you have added a comment to a Discussion topic, you cannot change your code name.*



## Home

The Home link will take you back to your FusionHome page when you are viewing your Participation Report and Message Center

**Click > Home**

## Participation Report

Students are encouraged to participate online with SchoolFusion. Whenever a teacher (also known as Faculty/Staff) posts a Discussion Topic, such as a Blog, Slideshow, Podcast, or Video or Wiki, you are able to enter into discussions about that post in a safe and productive manner. The more you participate, especially in a positive manner, the more freedom you are given to post and remark on the comments of your teachers and other students. This is called clout and confidence.

Comments will not appear within a comment thread until they have been approved. This right is earned by multiple postings, and applying awards to the comments of others, and by receiving these awards for their own comments.

**Click > Participation Report**

### View your:

- **Participation Level:** Participation level is a measure of your activity over the past sixty days.
- **Badges Earned:** Badges are earned as your comments are given awards.
- **Comment Awards Received:** This displays a detailed list of the awards that have been given your comments. Both positive and negative awards will be displayed.
- **Participating in:** This displays a list of all of the Discussion topics that you are participating in.

Participation level is a measure of your activity over the past sixty days. In order to earn the highest level of participation stars, you must actively participate in all five levels of criteria.

### This rating is increased based on five criteria:

- Writing a lot of useful comments
- Rating the comments of others accurately
- Replying to the comments of others
- Receiving replies to your comments
- Keeping it clean, by being a good netizen.

## FusionPages and Teachers

These two sections provide direct links to all of the FusionPages where you are a member, such as classrooms and athletic teams, and to the profile pages of each of your teachers.

Classrooms, Athletic Teams, and Student Activities pages are just a few examples of the FusionPages available within the SchoolFusion website. Each FusionPage can be fully customized by the teacher, to best meet their teaching needs, including turning features on and off, rearranging tools and adding a background

or sound clip. Teachers can post homework assignments, and even upload reference files. Through the Recent Activity Email, and RSS listings, reminders are sent to students and their parents concerning all events occurring within any FusionPages where the student or user is a member.

## **FusionPages contain FusionTools for**

There are a number of FusionTools that may be used within any of the FusionPages where you are a member. Because each teacher can fully customize each of their FusionPages all, some or none of the tools may be used in a FusionPage.

### **FusionTools available on a FusionPage are:**

- **Announcements:** where the teacher can post announcements and messages for FusionPage members.
- **Homework:** The Class Homework section allows the teacher to post homework assignments with due dates, as well as provide the additional option of allowing you to submit homework online. When assignments are added using this feature, they automatically appear on the class calendar.
- **Class Quiz:** The Class Quizzes section allows teachers to create interactive timed quizzes for you to complete online.
- **Contacts:** The FusionPage Contacts feature allows the teacher to provide contact information for you.
- **Description:** The FusionPage Description is a place for the teacher to insert some information about that FusionPage.
- **Calendar:** The FusionPage Calendar allows the FusionPage administrator to post dates on your FusionPage calendar, which automatically filters to the personal calendars of all the page members.
- **Files:** The FusionPage Files section allows the FusionPage administrator to post handouts and other documents. These may be documents created in Word, Excel, PowerPoint or PDF documents
- **Links:** The FusionPage Links section allows the teacher to post links to websites that might be helpful for additional information.
- **Schedule:** The Schedule feature allows the FusionPage administrator to post an agenda for the Classroom.
- **Team Results:** *(This feature is only available in athletic team pages)* Team Results provide a place for the FusionPage administrator to post team scores and results. Information entered into the feature will appear on the team listing page, in a scrolling list of all recent results from the past 7 days.
- **Team Schedule:** *(This feature only available in team pages, and only when the Schedule feature is activated)* The Team Schedule provides a place for FusionPage Administrator to post the team game schedule.
- **Wiki:** The SchoolFusion wiki is similar to Wikipedia. You will be posting using your real name, not your code name. Please note that all additional and page changes are tracked within a wiki, and will be attached to your name. Please use caution when participating within a wiki, and follow the Safe Blogging Guidelines.
- **Discussion Topics:** The Discussion Topics feature displays FusionTool postings from all administrators of the classroom page. These postings appear in chronological order. This displays all of the public discussion topics, such as blogs, podcasts, slideshows, videos and wikis that have been created by your teachers and have been associated with the FusionPages where you are a member.

## **My Message Center**

The message center allows you to send and receive messages with your teachers. You do not need to have an email address associated with a SchoolFusion Account to use the message center. If you do have an email address associated, you will be notified by email when you have received a message, if not you will be notified of any new messages anytime that you login to the SchoolFusion site.

The Message Center filters messages by user type, both student and parent. Message Center will also track sent and received messages, in a manner very similar to a traditional email client. Within the Message Center, each message is grouped into a conversation view.

**Within Message Center you can:**

- View Inbox
- Compose a message
- View Sent messages
- View messages sent to the trash

**My Discussion Topics**

This displays all of the public discussion topics, such as blogs, podcasts, slideshows, videos and wikis that have been created by your teachers and have been associated with the FusionPages that you are a member of. You may participate in any of the Discussion Topics listed on this page.

**Participating in a Discussion Topic**

Within Blogs, Slideshows and Podcasts/ Vodcasts, you can add comments and rate the comments of other users. These comments are moderated and will not appear until they have been approved.

You are encouraged to add new comments pertaining to the observations of other users. This creates a real life dialog, allowing users to include their own thoughts, and have open discussion with other users. Since each user name is coded, there is a freedom to comment without fear of retribution

In addition to replying to existing comments, users can also rate those comments. Users are first asked to designate a comment as good, bad or problematic, and are then asked to further rate a comment based on their first comment designation.

**Rating Comments**

Any award given will affect the clout of the user who submitted the commented, in either a positive or negative manner. The clout of the award giver can also be affected, if they designate a comment as bad or inappropriate, and that comment is later found to be positive by an administrator, the awards givers clout will decline.

**Safe and Responsible Blogging**

The Discussion Topics are considered an extension of the classroom and therefore are subject to these guidelines as well as the rules and regulations established at your school. The blog is an extension of the classroom, you should not write anything on a blog that you would not say or write in your classroom. If you are ever in doubt about the appropriateness of an item, please ask a parent or teacher.

**Here are some specific items to consider:**

1. The use of blogs is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate on a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
2. Blogs are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, be sure to follow all rules and suggestions that are offered by your teachers regarding appropriate posting in your class.
3. Blogs are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position. Read others' posts carefully – often in the heat of the moment you may think that a person is saying one thing, when really they are not.
4. Try not to generalize. Sentences that start with words like "All" (e.g., "All teachers," "All administrators," "All liberals," "All conservatives") are typically going to be too general.
5. Blogs are public. Whatever you post on a blog can be read by anyone and everyone on the Internet. Do not post anything that you wouldn't want your parents, your best friend, your worst enemy, or a future employer to read.

6. Blog safely. NEVER post personal information on the web (including, but not limited to, first names, last names, personal details including address or phone numbers, usernames to other sites/social networks, or online games, or your initials). (Note: The advice to not use your first and/or last name is for your protection. Teachers may choose to use their last names for their posts/comments.) Do not, under any circumstances, agree to meet someone you have met over the Internet.
7. Linking to web sites from your blog or blog comments in support of your argument is an excellent idea. But never link to something without reading the entire article to make sure it is appropriate for a school setting.
8. Use of quotations in a blog is acceptable. Make sure that you follow the proper formatting and cite the source of the quote.

## Calendar

This link combines all your events, meetings and assignments into your personal calendar based on your group memberships. You can also include your personal appointments. Your personal calendar is only visible to you. However, if your parents have been connected to your account, this information will appear on their calendar as well.

**Log in > My Account > Calendar**

Calendar automatically contains events and assignments from your classes, athletic teams, parent organizations, and student activities, as well as any personal appointments you have added.

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

## Files

The My Files link allows you to upload documents to access later. They can be accessed from any computer with an internet connection.

**File Details** - File types not accepted: .exe Total File storage limit: 15 MB

## My Personal Settings

The My Personal Settings link allows you to update your personal information, notification settings and links to all of your FusionPages.

1. **Personal Tab:** Depending on site settings, you may be able to change the following information:
  - a. User Name
  - b. First Name
  - c. Last Name
  - d. Birthday / Phone Number/ Passcode
  - e. Email Address

2. **Change Password Tab:** If you are able to update your password, you will be asked to add a new password, and then confirm that password.
3. **Notifications Tab:**
  - a. **Daily Activity Notifications:** Daily Activity Notification is an email that all users, including faculty/staff and parents, are automatically signed up for. This information is also included in the Recent Activity links.
  - b. **Change Messaging Options:** This allows you to select how you will be notified when a message is sent through the SchoolFusion Message Center.
  - c. **Set up Daily Digests:** This email includes information contained within the community calendar that belongs to the site where your user account is.
4. **My FusionPages Tab:** This contains a listing of all the FusionPages, where you are a member or administrator.
5. **Permissions Tab:** If you have been given permissions to edit any Content Management Page or Form within the site, the names will be listed here.

## Ask for Help

The Ask for Help link is any users' 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.

1. **FAQ:** The **FAQ** link takes you to the SchoolFusion knowledgebase which can be searched by keyword or browsed by category.
2. **Create a Tech Support Ticket:** Submit a **Support Ticket** when you need assistance with an issue that was not addressed in the FAQ's.
3. **Suggestion Box:** Use the Suggestion box to provide suggestions or feedback about the SchoolFusion site.

## Recent Activity

Recent Activity displays links to current activity accouring on your user account. This is the same information that is sent in the Recent Activity email, and may include:

- Homework assignments
- Class announcements
- Class/Group calendar events
- The addition of new Class/Group files
- Blog entries by teachers of FusionPages that the user is a member of
- Responses to any comments that the user has posted
- Grades