

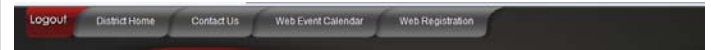
Cozad City Schools SchoolFusion Website Parent Guide

What is SchoolFusion? SchoolFusion is where you can view all your children's classroom information in one web location. You can check grades (by linking to powerschool), view important deadlines on FusionPage calendars, check assignment and test dates, and much more!

Cozad City School's SchoolFusion website is located at: <http://www.cozadschools.org/>

Create a User Account on Your School Site

Please go to the site listed above; click on **Web Registration** which is located at the very top of every page.

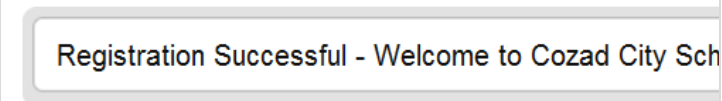


1. When you click this link, you will then need to type in your student(s) ID number.
2. You can always go back later and register additional children.

Only parents/guardians of students enrolled in Cozad City Schools are allowed to register. Please enter your student's ID 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 (pwolfe@esu10.org).

3. Enter your email address (if you do not have an email address, simply enter a user name instead)
 4. Enter your first and last name, and
 5. A password you will remember
 6. Your phone number is optional
- Click > **Click here to register**>> button, you will now see your child's school web page.

You will receive a message when your registration is successful.



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."** (Please note that SchoolFusion will automatically log out



a user when the site has been idle for 20 minutes; therefore if you can't see your "dashboard", you will need to log in again.

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.

Welcome, Ellen



My Message Center



My Family



My Calendar



My Files



My Personal Settings



Ask For Help



Logout

Recent Activity

[BILLY] 4th Grade Rm 206:
Read Chapters 1-4

[BILLY] 4th Grade Rm 206:
Read Chapters 1-4

More...

My Message Center

The **My 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. To message a certain teacher, please be at the site where that teacher is listed. For example, if you want to message your child's 4th grade teacher, go to the Elementary site ("Schools" link on the top navigation bar—Choose "Cozad Elementary School" and then in your message center it will show all elementary teachers).



My Message Center

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.



My Family

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**.

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**

My Calendar

The **My 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.

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

- o Mr. PETERS
- o 4th Grade Rm 206
- o 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

- Yes, send me the email
- No, do not send me the email

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

09 My Calendar

- 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

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

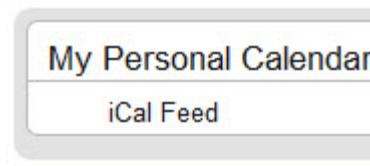
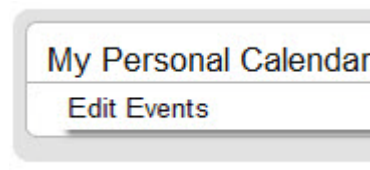
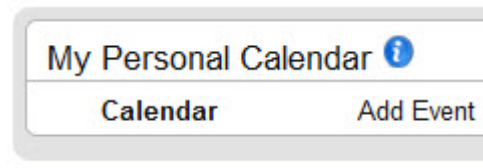
Available only in Internet Explorer, you can sync your My Calendar with your Outlook Calendar. A Wyncs plugin will be installed the first time a calendar is synchronized. **Click > Synchronize Now > Check Events > Click > Synchronize Now**

My 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 Settings

My 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 | Change Password | Notifications | My FusionPages

Username:

First Name:

Last Name:

Phone #:

Email Address:

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.

Personal Info | Change Password | Notifications | My FusionPages

New Password:

Confirm Password:

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, please email the Website Administrator, Patty Wolfe at pwolfe@esu10.org

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

Personal Info | Change Password | Notifications | My FusionPages

Daily Activity Notifications
Turn on/off your daily activity email.

Change Messaging Options
Change how frequently you receive messages.

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.

child(ren) are members of. It will be sent every Sunday through Thursday. The Sunday edition contains information regarding information added to the system 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

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.

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.



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

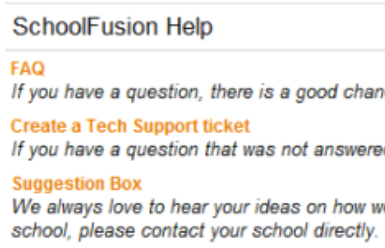
Submit a **Support Ticket** when you need assistance with an issue that was not addressed in the FAQs.

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.

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.

Recent Activity

[BILLY] 4th Grade Rm 206:
Read Chapters 1-4

[BILLY] 4th Grade Rm 206:
Read Chapters 1-4

[More...](#)