

# SchoolFusion 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, view important deadlines on FusionPage calendars, and much more!

Your district's website is located at <http://www.pcsd.org>.

## Create a User Account on Your School Site

Please go to the site listed above click on **the Web Registration link**.

### Enter:

1. Ten digit Student ID Numbers AND Birthday (up to four)
2. An email address or user name
3. First Name
4. Last Name
5. Phone Number (optional)
6. Password
7. Verify the password

**Click> Click here to Register**

When you complete the registration, your account will be created, and you will automatically be connected to the children whose ID number and Birthday(s) you entered.

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, Mary."

## 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.

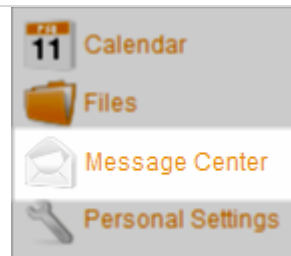
## My Account

My Account provides links to the following areas:

- Calendar
- Files
- Message Center
- Personal Settings

## Message Center

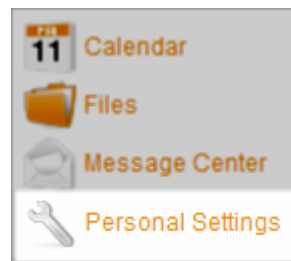
The **Message Center** is where teachers can message teachers, parents and students. Students and parents can message teachers. **Students and parents cannot message other students or other parents.**



## 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



## Notifications Tab

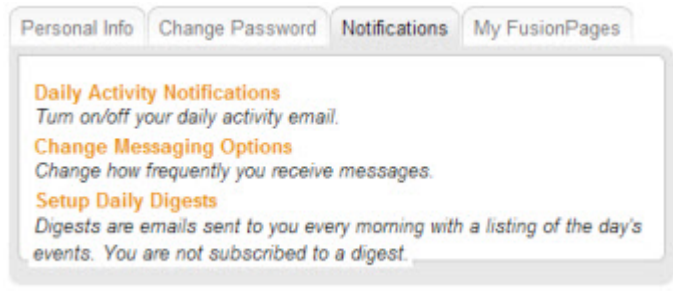
The Notifications tab contains links that allow the user to control all messaging options. SchoolFusion sends out two types of daily emails, the Daily Activity Notification and the Daily Digest.

## 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 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."**

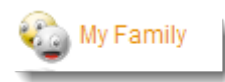
If you wish to sign up to receive the Daily Digest from other schools in your district, you will need to have a separate user account at each school site where you want to receive the Daily Digest. Please contact the school's website administrator to request an additional account.

**Click > Set up Daily Digests**

## My 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**.

## 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 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

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

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