

# Manual for how to use basic SchoolFusion functions

- Set up profile
  - Log in
  - Scroll to “Activate my Profile” on lower left-hand side
  - Click “Activate my Profile”
  - Add information
  - Click “Save”
- Add/remove fusion tools
  - Log in
  - TO ADD A FUSIONTOOL
    - Go to FusionPage you wish to edit
    - Click “Add FusionTool” menu on right hand side
    - Select the FusionTool you wish to add
  - TO REMOVE A FUSIONTOOL
    - Hover over the FusionTool you wish to remove
    - Click arrow in upper-right hand corner
    - Click “OK”
- Edit configuration
  - Log in
  - Go to fusion page you wish to edit
  - Click “Edit Configuration” on the top
  - Under “FusionPage Settings” you can edit:
    - Page name
    - Web address
    - Page color
    - Instructor Name
  - Under “Misc” you can edit:
    - Background image or sound
    - Delete the page
- Membership to pages
  - Log in
  - Go to fusion page you wish to edit
  - Click “Edit Configuration”
  - Click the tab on the top titled “Membership”
  - Under “Filter” click faculty/staff
  - To add a member
    - Click “Add New Users”
    - Follow instructions in pop-up window
  - To make member an administrator (can edit the page)
    - Click checkbox next to desired person
    - Click “Make Admin”
  - To remove a member as an administrator
    - Click checkbox next to desired person’s name
    - Click “Remove Admin Status”
  - To remove a member
    - Click checkbox next to desired person’s name
    - Click “Drop”
- Edit description
  - Log in
  - Go to fusion page you wish to edit
  - Click “Edit Description”
  - Use the text editor to add a description to your page
  - Click “Save”
- Post announcement

- Log in
- Go to fusion page you wish to add announcement
- In the “Announcements” box, click “Add Announcement”
- Add a title for the announcement
- Type the announcement
- Edit the date the announcement will display from below
- Click “Save”
- Post blog (Allowing students to participate)
  - Log in and go to fusion page you wish to edit
  - In the “Discussion Topics” box, (add to page if it’s not there), click “Add Topic”
  - Edit week of display if needed
  - Use text editor below to add blog post
  - Click “More Options” below editor box
  - Click these boxes
    - Enable Commenting
    - Anonymous Participation
  - Click “Save and Schedule for Next Week”
  - For students to participate
    - Once on the fusion page, they click the topic
    - Then click “Add Comment”
    - Then type in their name and the comment and click post
- Add file/folder
  - Log in and go to fusion page you wish to add file to
  - Scroll down to “Files”
  - Click “Add File(s)” or “Add Folder”
  - Adding Files
    - Click “Choose File”
    - Select the file you wish to upload. One at a time
    - Add a description if you wish
    - Click “Add File”
  - Adding Folders
    - Click “Add Folder”
    - Add a folder name
    - Add a description if you want
    - Click “Add Folder”
    - To add files to the new folder
      - Click folder you wish to add files to from fusion page home
      - Click “Add File”
      - Follow steps under “Adding Files” above
- Use calendar
  - Log in an go to fusion page you wish to edit the calendar of
  - Locate the calendar on the right-hand side and click “Add Event”
  - Add event name, date, time, and description.
  - Go to bottom and click “Add Event (then view event listing)”
  - To view full calendar, return home and click “View Full Calendar” under the calendar
- Add homework
  - Log in an go to fusion page you wish to add homework to
  - Locate “Homework” section on right-hand side
  - Click “Add Assignment”
  - Add assignment name and description
  - Set date
  - Click “Save”
- Add link
  - Log in an go to fusion page you wish to add link to
  - Locate “Links” section on the right-hand side

- Click “Create Link”
- Add URL (link to page) make sure it is WHOLE, ex: do not put “google.com”, put “http://www.google.com/”
- Title the link and add description if you wish
- Click “Create Link >>”

- Translate

- Locate the “Translate” link at the very top of every page, click it
- Select a translation language
- The page will be translated into target language
- Tell these instructions to parents/student as well who need them

- YouTube download

- Go to YouTube video you wish to insert
- Under the video, click the “Share” link
- Under the “Share” tab, click the “Embed” tab
- Copy the code given to you in the box
- Log in to school website and go to page you wish to edit
- Follow instructions for adding an announcement
- Once you are at the announcement editor, click the “Source” button
- Paste the code from YouTube where you want it to display within the announcement
- Click the “Source” button again to see if the video appears
- If not, follow the steps above again to ensure the video works

- Image

- Log in and go to fusion page you wish to add link to image
- Adding an image into an announcement
  - Click “Add Announcement”
  - Locate the image icon (Small mountains)
  - Click it
  - Add URL of image
    - If you wish to upload a new image:
      - Click “Browse Server”
      - Click “Choose File”
      - Click “Upload”
      - Click the image you wish to insert
  - Set a width and height for the image
  - Click OK

- Email Link

- Log in and go to fusion page you wish to add email to
- Click “Add FusionTool” on the right
- Click “Contacts”
- Click “Add Contact”
- Fill out information
- Click “Click here to add contact”
- From the fusion page, click the name of the contact you just created
- Information should display below, parents and students can now contact you with the information you provided
- To edit content for the contact
  - Click the yellow pencil next to the name you wish to edit
  - Edit content
  - Also, click the red X to delete a contact