

SchoolFusion FAQs

September 3, 2009

Q: Do teachers who also have children in PWCS schools have to pick up the parent letter for their children even though they already have SchoolFusion accounts as school staff/faculty?

A: Yes, the teacher will still need to go to the child's school and **pick up the passcode**. Then the teacher/staff will log on to SchoolFusion and click on "My Family" and "Add Student." They will be prompted for their child's permanent ID# and the passcode. However, before the parent can add their student passcodes, the school Web manager must make sure the staff user accounts are check marked as being a "Parent" as well as "Faculty." (Note that a separate document is attached that describes how the Web manager can do this.)

Q: Do parents go to just one of their children's Web sites to register as a new user if they have children at more than one school?

A: Yes, if parents have children at one or more schools they only have to register at one school, clicking on "New User Registration." They can enter the passcodes for all their children on the one Web site.

Q: If parents already entered a passcode for one of their children at one school Web site, can they go back later and enter more children's passcodes, even if they are at other schools?

A: Yes, parents can log on to any of their children's school sites after the initial new user registration and add more children at a later time. They should log on to one of their children's school sites and click "My Family" on the left side of the school home page. On the "My Family" menu click on "Add Your Student" and add the passcodes of other children.

Q: I had created new classes about 1 ½ weeks ago, so should I go ahead and delete them before the 4th.

A: **Don't delete class pages yet**; on Sept. 3 the class pages (old and new) will be archived; then on Sept. 4, new class pages will be imported via SASI. When you log in to work on the previous class page, you will be prompted to import your previous page content into your new (page created 9/4) class page. We will contact you when the SASI import has been completed.

Q: Will teacher/staff passwords change with the SASI class/teacher import.

A: No, **passwords will not change with the SASI import** but remember all passwords were changed a few weeks ago to: **changeme#5**

Staff should have been notified of this; then they can log in and change the password back to what they want. Remember their **“User name” will be their employee number.**

Q: Who do we contact for corrections in the class web pages (class names and categories)? I anticipate many problems with this as I have done this import from SASI data before. Since SASI is an old program that only accepts the ancient 8 digit naming convention the class names don't make sense for the end users.

A: You should not need to contact anyone -- we will be contacting you. For the **categories, leave them alone for the 1st week,** and then we will let you know when you can "clean them up". We will be importing the category for the 1st week, and then turn that function off so that your edits will stay.

Q: Classes such as Technology Education which has three rotations per period have used a single page per period in the past. This would not be a problem to have the individual page per section but I read somewhere that they have removed the "section" groupings that in the past allowed teachers to easily update all their 6th (7th, 8th) grades classes at once.

A: There is now a "merge" function in School Fusion that will allow the teacher to merge the different classes into one.

Q: If for some reason, a teacher chooses to merge a few of her classes, (for instance she teaches 3 English 9 on even period days) it results in all members of all 3 classes being merged to one class. If after this point, a parent creates their logon, will it know to connect them to the merged class or do we need to stay away from the merge option? Better way of stating it--If 5 classes are created for a teacher, do all 5 need to remain in order for parents and students to be automatically joined through out the year?

A: No, if classes are merged, students will remain with those class pages that are merged. After the SASI import is complete on Sept. 8. try merging a few classes and look at the resulting class members.

Q: A teacher that used to be at our school moved to another school, but I still see her user account on our school site. Should I delete her user account?

A: No, don't delete her user account unless she has left PWCS entirely. Also, don't do anything with user accounts until after Sept. 8 when the SASI imports are done. If she/he moved to another school, open her user account and change the school name in the menu that says

“Belongs to”. If it is a duplicate account, contact the teacher and/or Web manager at the school where she moved and coordinate with the Web manager before deleting. User accounts are tied to class pages, and you don’t want to accidentally delete a class page that the user may still need.

Q: After the SASI import, what do I do if a teacher has more than one user account?

A: Teachers should only have SchoolFusion user account. Be careful not to delete a duplicate account before checking if there is a web page/class page associated with the duplicate account. If there is not, you can delete the duplicate account.

Notes:

User Account and Class pages questions: If you have any questions about user accounts please wait until we contact you that the SASI upload has been completed.

Go to these Web sites to find more help documents:

- <http://help.schoolfusion.us>
- <http://pwcs.schoolfusion.us> - click on "Staff Communities" - log in then click on "School Web site administrators." If you are not able to log in, send an email to billinma@pwcs.edu and you will be made a member of the group.
- <https://intranet.pwcs.edu> - go to Communications & Technology; Communications; Web services
- Edulink FAQs - <http://www.pwcs.edu/parentcom/isis-faqs.html>