

## School Fusion Teacher Instructions

**Login** and go to your classroom page.

### **Student Membership**

Go to top of page and click on Fusion Page Members and then click on Membership. Click on Students and you should see your classroom list. New or missing students can be added here.

**Homework Assignments** – This feature is only on classroom pages.

Go to Add Fusion Tool and pick Homework

Add Assignment Name

Add Description

Option to let students submit homework online

Select appropriate Fusion Pages (normally already picked)

Add due date(s) – will also show up on calendar

Save

Past assignments can be reused (change date on old assignment)

### **Class Quizzes**

Go to Add Fusion Tool and pick Quizzes

You can start with New Quiz, but you may want to create categories first to create a question pool.

Edit Questions

Create a new category (Ch. 1, Obj. No., etc.)

Return to Quiz Question Pool and pick New Question

Pick Category and enter questions

Go back to Fusion Page and pick New Quiz – Name and put Description

Need categories to separate questions – select the questions you want on your test

Activate Test and members of your webpage can take the test

Students can only take the test one time, administrator of page can take it unlimited

You are able to set the number of seconds a student has to answer a question, number of questions per quiz, as well as the points each question is worth. Additional information to appear after they answer may be entered, so if the student gets a wrong answer, they understand a little more about the topic.

The software will keep track of all students' scores and compile the information.

After a student takes the test you can click on Scores to get results.

## **Slideshow**

Go to Add Fusion Tool and pick Slideshows

Click on Add Photo Slideshow

Add Title

Browse for images to upload

Add a Slide Caption to be displayed at the top of the photo (or leave blank)

Check Color Enhance to allow pictures to be vibrant (normally already checked)

Upload the number of pictures you want in the slideshow one at a time (up to 100)

**Be sure to click More Options and uncheck Private if you want all viewers to see it!**

Choose your page and Save

## **Blogs**

A traditional blog is a page with regular series of entries, describing events or posing questions in many forms: written, auditory and visual.

Go to Add Fusion Tool and pick Discussion Topics

Click on Add Topic and choose a publishing date

Add Content – Title and Body

Click on More Options – Private will only allow members of you webpage to respond

The blog can be saved as a draft until you want to start the blog.

## **Video/Podcast**

Video file types allowed:

Preferred – MPG, MOV, FLV

Alternate – MP4 also is accepted, but the user will see a blank black background instead of the image.  
WMV, AVI

Podcast file types allowed – Preferred and will play directly within the page – MP3

Any other file type can be uploaded, but will require to user to download the file and play using their own player.

File Size Limitations – Less than 300MB

**For more School Fusion information and tutorials go to Ashe County Schools – Click Teacher/Staff Info, then Classroom Fusion Page Tutorials.**