

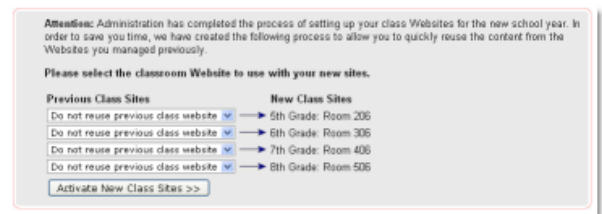
# Transitioning to a New School Year

Audience: Website Administrators, Faculty/Staff (Teachers)

At the start of a new school year or semester, new classrooms will be created for you by your school district or website administrator, and any existing classrooms will be archived.

The new classrooms will contain the new student membership for the current semester. We have created a simple system to help you transfer content from your old archived classrooms into your fresh new classrooms.

The first time you login to your site after your school administrator has completed the transition process, or anytime that a new classroom has been created for you, you will see a gray box indicating that new classrooms have been created. A dropdown system that will allow you to transfer content from previous class content into your new class sites.



## Select appropriate class from the dropdown for each new class > Activate New Class Sites

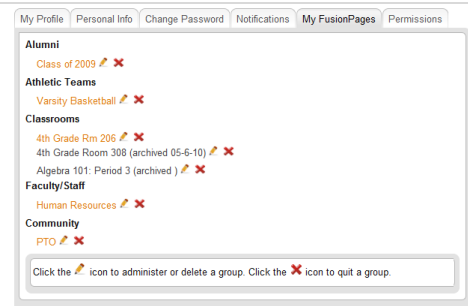
**Note:** All FusionPages, including archived classes, can be accessed from the "My FusionPages" tab of the Personal Settings link. Select a FusionPage name to access the page. Here you can modify the FusionPage, including adding or deleting content, reviewing membership, edit configuration, update archived status and deleting the page.

**Note:** The following content is not included when content is transferred:

- Calendar Events
- Classroom Tasks
- Classroom Homework Assignments\*
- HomePage Files (files uploaded via Announcements, Descriptions, or Class Web Pages)
- Membership
- Multimedia Blog content (Blogs, Slideshows, Podcasts, Videos and Wikis)\*\*
- Quiz question banks\*\*\*

\* **Homework Assignments** can be repurposed using the Reuse Feature. Please continue reading for further details.

\*\***Blogs Slideshows, Podcasts and Videos** can be repurposed using the Reuse Feature. Please continue reading for further details. Wikis are



associated with a single FusionPage, and therefore cannot be reused.

**\*\*\* Quiz Question Banks** are automatically shared between all Classroom FusionPages that you administer.

## Deleting Archived Classes

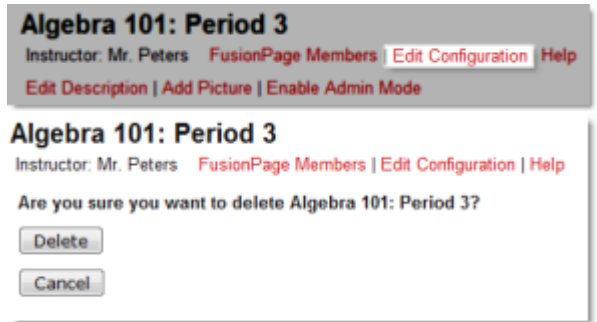
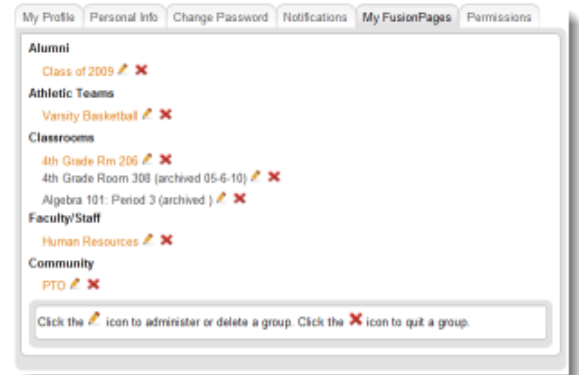
SchoolFusion recommends that archived classrooms be deleted, after content has been transferred from into new classrooms. Please note that FusionPage deletion is permanent, and deleted pages cannot be retrieved.

## Login > My Personal Settings > My FusionPages > Name of the appropriate FusionPage

Classrooms that have been archived will be in black, followed by the word (archived mm/dd/yy). Classrooms archived prior to May 2010, will be followed by the word (archived)

## > Edit Configuration > In the Misc box > Delete this FusionPage > Confirm Deletion > Delete

**NOTE:** Deleting a FusionPage is permanent, and it cannot be retrieved. All content within the FusionPage, including Announcements, Assignments, and Calendar events will be deleted.



## Reuse Homework Assignments

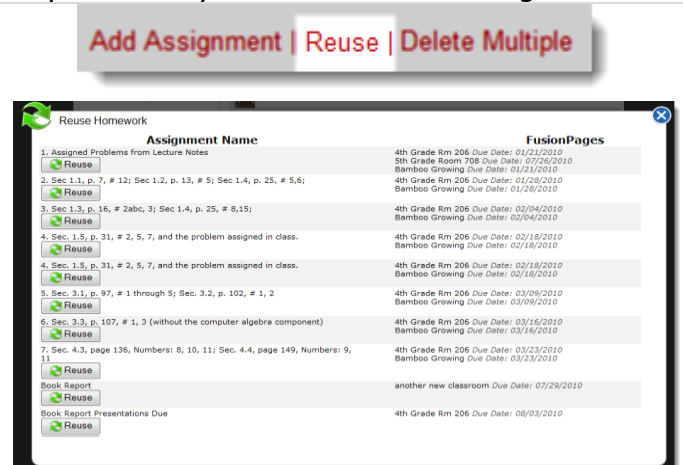
The Reuse Assignment functionality allows Classroom Administrators to reuse past assignments. This will be particularly helpful at the beginning of a school year or semester. The Reuse link allows you to select any assignment, make adjustments, and repost to any Classroom FusionPage.

## From any Classroom FusionPage in the assignment feature > Reuse

The Reuse list is populated with all of your Assignments, as well as the assignments of any Teachers that you share Administrative Rights of a FusionPage with. This list includes:

- Assignment Name
- FusionPages, and Due Date for Each FusionPage.

Reuse an Assignment: > **Reuse under the appropriate Assignment Name**



Make any necessary changes, including:

- Assignment Name
- Description
- Check "Allow students to submit homework online" if desired
- Select appropriate FusionPages
- Add due date(s)

When all changes are made to the assignment > **Save**

## Reusing Discussion Topics

This feature allows Multimedia Blog owners to repost any Blogs, Slideshows, Videos or Podcasts to any FusionPage. The reposted Discussion Topics will not have any of the original comments attached, and will default to the original settings under More Options, and will need to be associated with the appropriate FusionPages. Wikis cannot be reused.

**Reuse a Discussion Topic** from the Multimedia Blog Page: > **Reuse**

This will open on the Idea Exchange Tab:

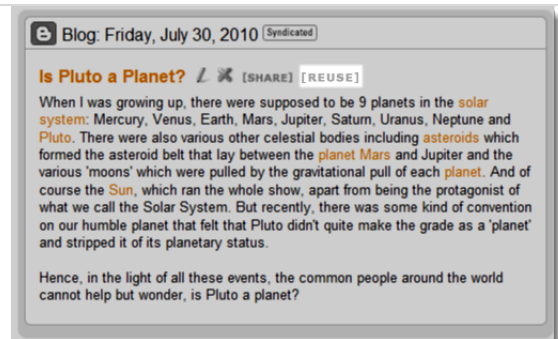
- 1. Select a new posting date**
- 2. Update Content** - A reused Discussion Topic opens on the Idea Exchange Tab. You will see the title box and All Grades drop down box. Any changes to the title will not be reflected in the reposting, and you do not need to select anything from the All Grades dropdown

> **More Options to update the options for the Discussion Topic.**

When a Discussion Topic is reused, the More Options is reset to the default settings of:

- Enable Commenting
- Schoolwide Participation

> **Select the appropriate FusionPages**



When the appropriate changes have been made to the Discussion Topic: > **Save, and Schedule Next Week's Content** or **Save and Return Home**

Update a reused Discussion Topic Blog: From the **Multimedia Blog > Pencil icon.**

The content of Videos/Podcasts and Slideshows cannot be edited. However, you can edit the More Options by: > **Enter Discussion > Admin.**

**Step 1: Choose a Publishing Date**

Week of August 2nd 2010-08-02 *There are no topics for this week yet. Your students will thank you for creating one now!*

**Step 2: Add Your Content!**

Blog Video/Audio Slideshow Wiki Idea Exchange

Is Pluto a Planet? All grades Search

**Reusing Multimedia Blog Content:** Do not select a grade level from the dropdown menu, but do select the new Date, More Options, and FusionPage(s). Click > Save. Reused Blogs can be edited upon Save from the Multimedia Blog. Reused Podcasts and Slideshows cannot be edited.

**Is Pluto a Planet?**

When I was growing up, there were supposed to be 9 planets in the solar system: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune and Pluto. There were also various other celestial bodies including asteroids which formed the asteroid belt that lay between the planet Mars and Jupiter and the various 'moons' which were pulled by the gravitational pull of each planet. And of course the Sun, which ran the whole show, apart from being the protagonist of what we call the Solar System. But recently, there was some kind of convention on our humble planet that felt that Pluto didn't quite make the grade as a 'planet' and stripped it of its planetary status.

Hence, in the light of all these events, the common people around the world cannot help but wonder, is Pluto a planet?

[More Options](#)

**Step 3: Choose Your FusionPage(s)**

Select: All | None

4th Grade Rm 206  5th Grade Room 708  another new classroom  Bamboo Growing

Class of 2009  Drama Club  Human Resources  PTO  Science Department

Varsity Basketball

**More Options**

Enable Commenting

Anonymous Participation [i](#)  Private Moderation [i](#)

Schoolwide Participation [i](#)

## Additional Options

The Edit Configuration link available within all FusionPages offers many tools that are useful in your Classroom Page. Continue reading for information on some tools that you may find useful during the transition process.

Access these tools by: Login > **Go to the appropriate FusionPage > Edit Configuration.**

## Exporting/ Importing FusionPage Content

These tools are located in the "Misc." section of Edit Configuration.

The Transition Wizard allows you to quickly copy content from archived classrooms into new classrooms, but you may wish to save a copy of the Classroom Content as a backup. Content will be exported as a zip file, and you will be able to designate where to save the file, such as your desktop or portable flash drive. Once content has been exported it can be imported into any FusionPage, as long as it is the same FusionPage type. Content exported from a team page cannot be imported into a classroom page. An export file can be uploaded into as many FusionPages as needed.

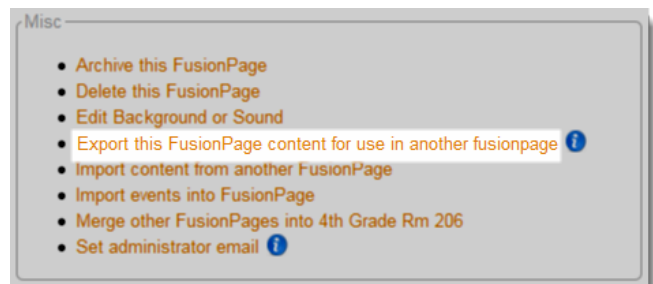
## Export this class content for use in another FusionPage

Export content: > **Export this FusionPage content for use in another FusionPage**> **Select the appropriate class features**> **Export to Zip File** > **Download File** > **Save File**

Save the zip file on your desktop or personal file storage space.

Please note that not all information contained within a FusionPage is included in the export. The following information is not included in the exported file:

- FusionPage Calendar
- FusionPage Tasks
- Homepage Files (files that have been uploaded to the server via Announcements, Description or Web Pages)
- Quizzes and Quiz Question Banks(available only in Classrooms)
- Athletic Team Schedule
- Athletic Team Members
- Athletic Team Results



### Export SchoolFusion Classroom Content

Content from 4th Grade Rm 206 can be exported into a ZIP file using the form below. Once exported, the ZIP file may be imported into a different SchoolFusion classroom.

Please check off the areas of the classroom you would like to export, and click "Export to Zip file >>".

Select All

- FusionPage Settings
- FusionPage Description
- FusionPage Picture
- Files
- Contacts
- FusionPage Web Pages
- FusionPage Links
- Schedule
- Homework
- Announcements

Export to Zip file

Cancel

Export successfully completed.

Please use the link below to download a zip file containing the fusionpage content you selected. This content can then be added to any SchoolFusion classroom by visiting the classroom's "Update Class Configuration" page, and clicking on the Import link.

[Download the 4th Grade Rm 206 zip file](#)

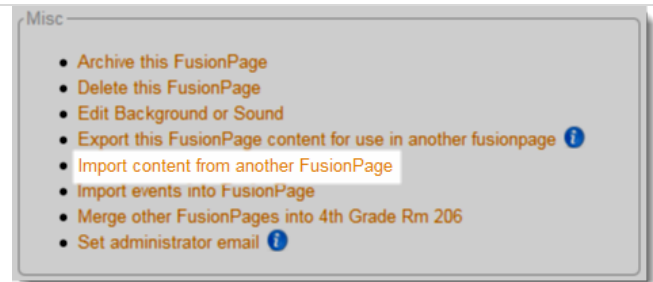
Please save this file to your hard drive instead of opening it directly. If you are having trouble saving the file, right click on the link, then select "Save Target As...".

## Import Content from another FusionPage

The import option allows you to reuse content created in other FusionPages within their own pages, if that content has been properly exported and saved in a .zip file.

Import content: > **Import content from another FusionPage** > **Browse for the content** > **Add**

Please have patience; larger files can take several minutes to upload. Do not close your browser, or navigate away from this page until a successful upload confirmation is displayed.



### Import SchoolFusion Classroom Content

Import content from another SchoolFusion classroom into 4th Grade Rm 206 by finding the zip file on your computer, and clicking "Import Class Content >>".

Select File:  Browse...

Add

Large files may take a long time to upload, depending on your internet connection. Your class can take up to 30 minutes to load. Please be patient and do not leave this page.

Cancel

## Merging FusionPages

The Merge Tool allows you to combine the content and associated membership of multiple FusionPages into one page. This is useful if you do not want to maintain separate FusionPages for all of your classes.

The merge tool can be used for each of the seven FusionPage types, but pages can only be merged with like page types. For example, classrooms can only be merged with other classrooms; they

cannot be merged with athletic team pages.

## Merge other FusionPages into this page

> Merge other FusionPages into "*your FusionPage title*" > Check the applicable FusionPages > Save

This tool will pull the content and memberships of all selected FusionPages into the FusionPage where the merge tool was activated. Please ensure the merge tool is used in the proper FusionPage page.

The merge tool will add the Unique Class IDs into the original class and remove the merge classrooms from the system.

**Please note:** Once FusionPages have been merged into one FusionPage, they cannot be separated. Please use this option with caution.

**Please note:** Not all information contained within a FusionPage is included when FusionPage pages are merged together. The following information is not included:

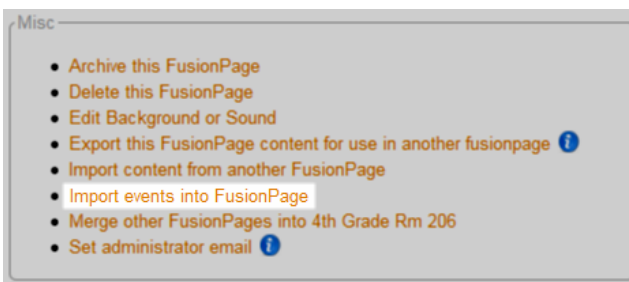
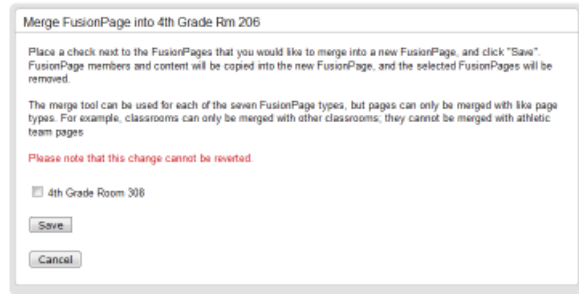
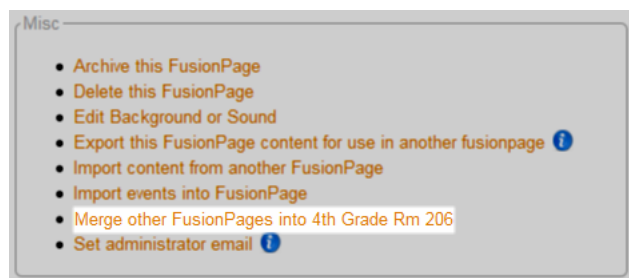
- FusionPage Contacts
- FusionPage Tasks
- Wikis

## Import events into a FusionPage

This allows FusionPage administrators to import events directly into the FusionPage Calendar, and therefore into the Personal Calendars of FusionPage Members.

Please note:

- The FusionPage Event Import will only import events into the FusionPage where you have selected "Import Events into FusionPage".
- If an event exists on the FusionPage calendar, and in the FusionPage Event Import, duplicate events will be created.
- The FusionPage import cannot be undone. Individual events will need to be manually deleted to remove them from the calendar.
- The FusionPage Event Import cannot be used to add RSVP's to an event. Once the event has been created, it can be edited to reflect the RSVP information.



- The FusionPage Event Import cannot be used to designate events imported into Athletic Team FusionPages as Home or Away. Once the event has been created, it can be edited to reflect the Home or Away status.
- If this FusionPage has been associated with a category on a Community Calendar, then events will appear on both Calendars. Once created, the event can be edited to remove the association with the Community Calendar.

**> Please click here to download the FusionPage Event Import Template**

**> Please click here to download the FusionPage Event Import Template Example**

Populate the following information for the Events Import Template; required columns are designated with an asterisk. Please do not delete or rearrange the columns. If you do not have information or do not need a column, please leave it blank.

- Event Name\* - Use this column to name your event. For example: "Parent Teacher Conferences."
- Year\* - This is a dropdown menu; please select the correct year.
- Month\* - This is a dropdown menu; please select the correct month.
- Day\* - This is a dropdown menu; please select the correct date.
- Time Setting- This is a dropdown menu; please select the correct time setting. Your choices are:
  - Event has a time.
  - Event has no time.
  - Event lasts all day.
- Start Hour - Use this to designate the hour when the event will begin. This is a dropdown menu; please select the correct start hour.
- Start Minute - Use this to designate the minute when the event will begin. This is a dropdown menu; please select the correct start minute, available in five minute increments.
- End Hour- Use this to designate the hour of when the event will finish. This is a dropdown menu; please select the correct end hour.
- End Minute- Use this to designate the minute

Please click [here](#) to download the FusionPage Event Import Template  
 Please click [here](#) to download the FusionPage Event Import Template Example

when the event will end. This is a dropdown menu; please select the correct end minute, available in five minute increments.

- Description- Use this field to populate your event description. There is no character limit to your event description. For example: "Parent Teacher Conferences will be held in the Gym."
- Summary Use this field to populate your event description. There is a 55 character limit for the summary. For example: "Fall 2011 Conferences."
- Contact - Use this column to provide contact information. For example "Miss Waters, 303-555-0911, info@schoolfusion.com."
- Link Name - Use this column if you want to include a link to a particular website. This column will display the name of the site, for example "SchoolFusion."
- Link URL- Use this column if you want to include a link to a particular website. This column will populate the URL of the name of the site, for example: www.schoolfusion.com.

### Import Data: Browse for File > Add

Review the Data. When the information has been loaded, the screen will display your import, and any system errors will be highlighted in yellow.

### If Data is correct: > Yes, the data looks valid, proceed with import

In the pop up window "Are you sure you would like to proceed? Please be patient, as the import process may take a long time"

### > OK to proceed

**Are you sure you would like to proceed?  
Please be patient, as the import process may take a long time**

When the import is complete you will receive an Import Complete message

**Return to Edit Configuration: > Return to imports page**

Select File:

Event Verification

Event Name	Year	Month	Day	Time Setting	Start Hour	Start Minute	End Hour	End Minute	Description	Summary	Contact	Link Name
Field Trip	2011	August	6	Event lasts all day	8 AM	:00			Field Trip to the Zoo...bring bread to feed the Ducks	Lions, Tigers and Bears, Oh My!	Mr. Peters	Denver Zoo
Project Presentation	2011	October	18	Event has a time	1 PM	:00			Project Presentations are Due			

Yes, the data looks valid, proceed with the import | No, I'd like to try the upload again

**Import complete. [Return to Import Page](#)**



## **If Data is incorrect: > No, I'd like to try the upload again**

**Please note:** If importing large files, please be patient, they may take several minutes to load. Do not close the import page. You will be notified when the import is complete

## **Imports Tips and Tricks**

### **Acceptable File formats**

- .txt files
- Tab delimited
- .csv files (not notepad.csv files)
- .xls file (Single pages; Workbooks, with multiple tabs are not accepted)
- all fields set to "text"

### **Apple/ MAC System**

When working on data import files on an Apple/Mac system, please complete your file within an Excel document. Copy the entire page, including the header line, and paste it into a Text Edit document.

Save the document as a Text file (.txt) and import as usual. The .txt file format is not the default format, so be sure to change the file type setting to .txt before saving the file.

This will ensure that all of the data is imported into SchoolFusion in the proper formatting.