

MVHS STUDENT GUIDE to SCHOOL FUSION

Your school's SchoolFusion site is www.mountainviewhs.net.


The school has assigned you a user name: the format for the username is LASTNAMEFIRSTNAME MIDDLEINITIAL. The log in is case sensitive and must be all caps. If the user ID is longer than 15 characters, then the 8-6-1 rule applies (meaning 8 characters of the last name, 6 characters of the first name, and the middle initial). Make sure you use the same exact name that you registered at MVHS. Your password has been preset to your birthday (mmdyy). *If you changed your password last year, it is still the password you created.*

UPDATE YOUR PERSONAL INFORMATION:

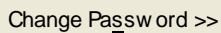
Please go to the site listed above and log in using your assigned username and password. On the left hand side under the mini-calendar, there will be a welcome message.

[Welcome, \(Your name\)](#)

Click on "My Personal Settings" under your name.

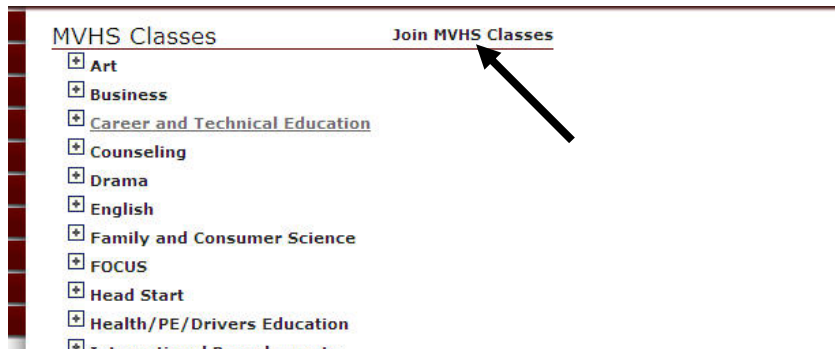
Under **Personal Information**, add your email address (this is important if you want to receive email updates and information from your teacher or coach), then hit the  button.

Under **Change Password**, type in a password that you will remember. Please check your Caps Lock key, as this password will be case-sensitive. Be sure to type the password again under **Confirm Password**: Then hit the

 button to save your changes.

MAKE SURE YOU ARE JOINED TO ALL APPROPRIATE CLASSES, TEAMS AND CLUBS

Click on the link MVHS Classes on the upper left side of the MVHS page. You will see the MVHS Classes Listing on this page. To join your classes, clubs, and teams, click on the "Join MVHS Classes" link in the upper right corner of the page.



You will see a listing of all available classes.. Put a check in the box for all classes that you would like to join. Repeat this on the Athletics Listing page and the Activities Listing page to join teams and clubs.

Classrooms

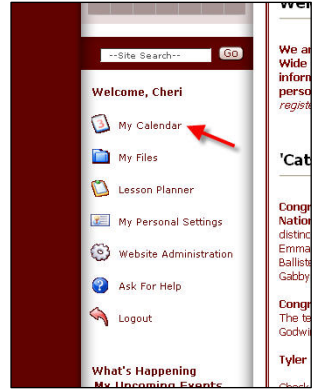
Click all checkboxes that are next to a class you are a member of. Click the "Join Selected Groups" button at the bottom of the page when finished.

<input type="checkbox"/> AP Studio Art Ms. Sigler	<input type="checkbox"/> Art 1 - 1-2nd sem. Ms. Sigler	<input type="checkbox"/> Art 2 - Art 2 2nd Semester Ms. Sigler
<input type="checkbox"/> Art 3 Mr. Hughes	<input type="checkbox"/> Art 4 Ms. Sigler	<input type="checkbox"/> Art I - Block 3 - 2nd Semester Mr. Jones
View Description		
<input type="checkbox"/> Art I - Block 4 - 2nd Semester Mr. Jones	<input type="checkbox"/> Art II - 2nd Semester Mr. Jones	<input type="checkbox"/> IB Art (SL) Mr. Hughes
View Description		View Description
<input type="checkbox"/> Photojournalism Mr. Hughes		
View Description		
Business		
<input type="checkbox"/> Accounting Mrs. Johnson	<input type="checkbox"/> Advanced Design, Multimedia, Web Tech Ms. Perkins	<input type="checkbox"/> Advanced Fashion Marketing K. Lenart
View Description	View Description	View Description
<input type="checkbox"/> Advanced Programming Mrs. K. Sullivan	<input type="checkbox"/> Business Law Mrs. Johnson	<input type="checkbox"/> Business Management Mrs. Thibodeaux
View Description	View Description	View Description
<input type="checkbox"/> Computer Information Systems (CIS) Mr. Mike Cullen	<input type="checkbox"/> Design, Multimedia, Web Tech Ms. Perkins	<input type="checkbox"/> Digital Input Technologies Ms. Perkins
View Description	View Description	View Description

An email will be sent to the class instructor or team coach with your request to join the group. Once the administrator of that class, club or team approves you, you will be a member, and all the events will automatically appear on your personal calendar.

YOUR PERSONAL CALENDAR

You can access your personal calendar on the left side under the Welcome Box.



Once you are logged in, there should be a **My Calendar** link under the mini-calendar. You can add personal events (such as friends birthdays) to your personal calendar by clicking on the Add Event link at the top.

A screenshot of the "My Calendar" interface. At the top, it says "My Calendar" and "My calendar contains events and assignments from your clubs, teams and study groups." Below this are buttons for "Calendar", "Add Event", "Delete Events", and "Synchronize Calendar". The main part of the interface is a calendar grid for August 2007. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The dates are listed in the first row: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. Events are listed in the cells of the calendar grid. For example, on August 13, there is an event "pers - Marzano with G". On August 14, there is an event "pers - School Fusion Administrator Training". On August 15, there is an event "pers - Leadership summer meeting". On August 16, there is an event "pers - School Fusion Administrator Training". On August 20, there is an event "pers - Differentiation Training". On August 21, there is an event "pers - Differentiation Training". On August 22, there is an event "pers - First Day of School pers - Briana Morgan". On August 27, there is an event "pers - Opening Session Caletera pers - School Fusion for New Teachers pers - School Fusion Rubric rewrite". On August 28, there is an event "pers - Motivation Meetings pers - School Fusion Refresher pers - Open House". On August 29, there is an event "pers - SHS Fusion pers - School Improvement Team Meeting". On August 30, there is an event "pers - Staff Picture pers - Internet Safety pers - IGPro New Teachers". On August 31, there is an event "pers - School Fusion Refresher". Below the calendar grid, there is a "Select Groups to View" section with a list of groups and checkboxes: "Personal Events", "Biology", "example", "Instructional Technology", "Instructional Technology New", "Integrating Technology with Classroom Instruction that Works". To the right of this section is a "Select a Month" section with a "Skip to the following month" button and a dropdown menu showing "August", "2007", and "Go".

You can also sort your events by class using the checkboxes at the bottom.

CREATING CUSTOMIZED PERSONAL REMINDERS

If you have placed an email address in the system (see above), you can setup an email reminder for all your homework, tests and events. To do this, click on **My Personal Settings** on the left side under the Welcome Box. On the right side, under **the Notifications tab**, click on **Setup Daily Digests**. Follow the directions and click on your preferences.

Even if you set up automatic reminders, be sure to log on to all your classes periodically to check for announcements, discussions, links, web pages and quizzes.

UPLOADING PERSONAL FILES

On the left hand side in the Welcome box, is an area called "My Files." This allows you to upload homework and other school-related files that you might need to move between computers. Please note that this area is designed for school-related projects only. There is a maximum on this file space, and students are not granted additional file space.