

## NSHS STUDENT GUIDE to SCHOOL FUSION

Your school's SchoolFusion site is <http://nshs.staffordschools.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 NSHS. Your password has been preset to your birthday (mmddyy).

### **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 Change Information 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 Change Password button to save your changes.

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

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

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 friend's birthdays) to your personal calendar by clicking on the Add Event link at the top.

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

### **CREATING CUSTOMIZED PERSONAL REMINDERS**

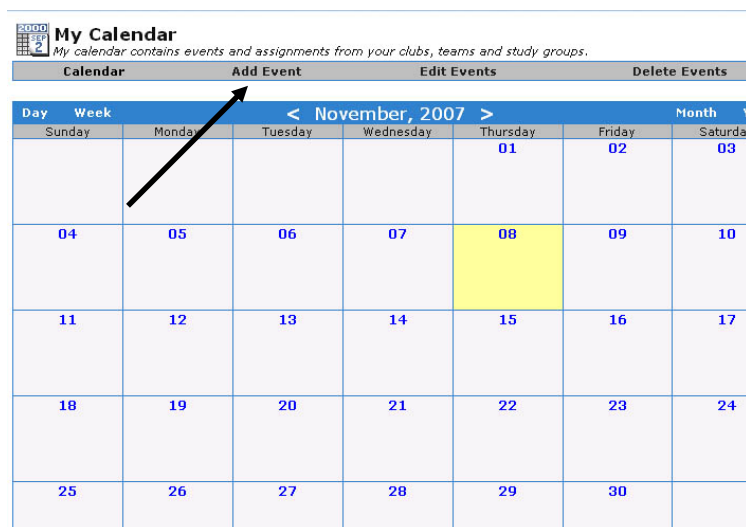
If you have placed an email address in the system (see above), you can setup an email reminder for all your homework, tests and events. To do this, click on **My Personal Settings** on the left side under the Welcome Box. On the right side, under **Digests and Notifications**, click on **Setup Daily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

Classrooms	Join Classrooms
<input type="checkbox"/> Admin	
<input type="checkbox"/> Art	
<input type="checkbox"/> Business	
<input type="checkbox"/> Career and Technical Education	
<input type="checkbox"/> Counseling	
<input type="checkbox"/> Drama	
<input type="checkbox"/> English	
<input type="checkbox"/> Family and Consumer Science	
<input type="checkbox"/> FOCUS	
<input type="checkbox"/> Governor's School	



**My Calendar**  
My calendar contains events and assignments from your clubs, teams and study groups.

Calendar	Add Event	Edit Events	Delete Events			
Day	Week	< November, 2007 >	Month			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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	