



# FUSION

Virtual Learning Environment

Powered by My Learning

## Ignition Guide

2019



## Ignition Guide

This guide is intended to support you to roll out Fusion to your institution.

Fusion is an online sharing space to extend learning for students. It uses a wide range of simple tools to organise and enable all aspects of learning.

### What Makes a Successful Implementation?

- First ask: where does Fusion fit in with school priorities for development?
- Involve the whole of Leadership Team at ALL stages.
- Consider syncing with your MIS system to keep data up to date and to allow parental access to reports, attendance etc.
- Consider using single sign-on
- Take a little time to set up Fusion before introducing your teachers (see the set-up section below).
- Use Administration staff for routine tasks as much as possible, e.g. adding calendar and news items.
- Stage the implementation with at least two focused training opportunities for everyone.
- Give teachers ownership at an early stage.
- Encourage staff to work together in teams - Peer mentoring.
- Keep it simple - Set achievable milestones to keep momentum going.
- Populate with engaging and useful resources before launching with students.
- Offer opportunities before, during and after school for students to access the learning platform.
- Use the homework manager to post all homework to make Fusion the 'go to' place for students and parents
- Celebrate and share successes - generate a buzz!

## Making best use of Fusion - A post-implementation checklist

- ✓ Create learning spaces to define non-class groups and provide secure file sharing that reflects the whole school community.
- ✓ Work smarter to extend and support current learning. Upload your existing resources and share with colleagues.
- ✓ Use the homework manager to post all homework to make Fusion the 'go to' place for students and parents
- ✓ Use blogs and forums to stimulate writing, facilitate discussion and peer review, involve students in decision making (student voice), share information.
- ✓ Use forms to gather information, set quizzes, sign-up to activities, student voice and for lesson feedback.
- ✓ Set tasks: Use task lists to build lessons and courses, provide structured revision, track learner progress.
- ✓ Share planning across year groups, subjects, departments and across the whole school in secure, teacher-only file spaces.
- ✓ Add your school events to the calendar, school blog and advertiser.
- ✓ Help parents to sign up for the parent portal and share key information from your MIS, including reports, attendance and timetables

# Set Up Guide

This section of the guide is intended for the Administration user/s of Fusion and provides a summary of tasks that should be completed upon setting up Fusion.

When using this guide, you should be logged in with your Admin Login.

## The Admin Role

The platform administrator has the rights to manage all the tools and settings on Fusion.

To access most of the Admin settings, use the 'Manage' button at the top left of the screen.

Manage



Take some time to explore the options in this Manage screen. If you are unsure, leave the default setting and contact My Learning support to discuss your options.

# The Module Manager

The module manager allows you to switch on and off tools for specific user groups. For example, you might wish to make the blog manager available to teachers and students but not to parents. You can also switch modules off for younger year groups.

1. Go to 'Manage' > 'Configuration' > 'Module Manager'



2. For the given module tick or untick by user type
3. Under year groups. If a year group is unticked, the module will not be activated for that year group. [http://wiki.mylearningltd.com/?ht\\_kb=manage-and-use-year-groups](http://wiki.mylearningltd.com/?ht_kb=manage-and-use-year-groups)

Title						Year groups	Options
<b>API Functionality</b> <i>(API)</i> API (Beta)	<input checked="" type="checkbox"/>						
<b>Accessibility tools</b> <i>(Accessibility)</i> Provide end users with the ability to utilise additional accessibility tools	<input checked="" type="checkbox"/>						
<b>Admin manager delegation</b> <i>(AdminManagers)</i> Allows the administrator to delegate certain powers to other users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Edit your Login Page

Go to 'Manage' > 'Configuration' > 'Edit login page'.



Edit your school title and second level custom text.

Either:

Select a school colour by clicking in the colour box and choosing a colour

Or:

Upload a background image (jpeg 1920 x 1080 pixels)

## Edit Grading Templates

1. Go to 'Manage' > 'Lists and categories' > 'Grading'.



2. Click 'Edit' [pencil icon] to view the detail of each grading template provided.

3. You can change details such as the wording, colour or grade, of any existing template.

If you plan to use the Markbook, it is important to ensure that grades are associated with an equivalent percentage grade. Tick to hide these percentage grades

When you have made changes click 'save and continue'.

4. If you want your school to use an existing template, click 'Activate Template'.

Activate template

### To create your own custom template:

- next to 'Custom Scale' click 'Create'.
- Add a title to the new template.
- Click 'Add Level' to add each new level in your template.
- Complete the details of the level and add a colour.

Symbol *	Colour	Short label *	Extended label	Percent *
A1		A1	A Grade : Effort 1	90

e) Click 'Create Level'.

## Edit your Marking Policy

1. Go to 'Manage' > 'Lists and categories' > 'Marking scheme'.



2. Review the existing marks and edit or delete any that do not follow your school marking policy.
3. Click 'New mark' to add a completely new mark to the list.
4. There is no need to save. The marks are immediately ready to use.

## Edit Terminology

You can change the terminology used throughout the platform

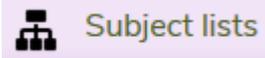
1. Go to 'Manage' > 'Language and terminology' > 'Terminology Editor'.



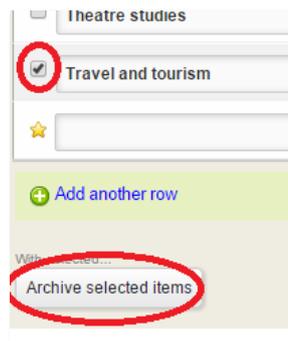
2. Under 'Old term' type in the old or existing terminology (wording)
3. Under New Term write the wording you would like to use instead.
4. Click 'Add term'

## Edit Your Subject List

1. Go to 'Manage' > 'Lists and categories' > 'Subject lists'.



2. Remove subjects that are not taught in your school by ticking the box next to them and click 'Archive Selected Items'.



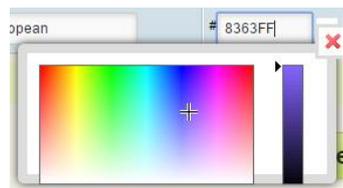
3. To add a subject that is not on the list click 'Add another row'.



4. Enter subject name and short name (no spaces).



5. Choose a colour to represent the subject.



6. Click 'Save changes'.



## Set Up Abuse Reporting

There is a system on Fusion that allows students to report abuse.

You should ensure that a notification is sent to person/s responsible for safeguarding. In most schools this is the 'Designated Safeguarding Lead'.

1. Go to 'Manage' > 'Security management' > 'Delegation'.



2. Enter an email address for email notifications.
3. Under 'Abuse Delegates' select the names of staff who should receive notification of reported abuse messages and infringements of the 'bad word' detection and click 'add delegates to add them to the list of delegates on the right.

## Edit Calendar Categories

1. Go to 'Manage' > 'Lists and categories' > 'Calendar Categories'.



2. There are a number of default calendar categories to help identify different types of calendar events. If there are any you do not want to use, you can either change the 'Category Name' or simply click 'delete' to remove the category completely.

Category name	Sample	Background	Foreground	Delete
External meeting	External meeting	# 7B90C9	# DEE3FC	

3. If you want to change the details of an existing category you can change the 'Category Name' by simply editing the text in the box. You can change background and foreground colours by clicking in the colour code box and either choosing from the colour chooser box or entering a new colour code.

## Set Up Content Library

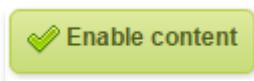
1. Log in as Admin.
2. From your 'Quick Links' dashboard panel, Go to the Content Library.



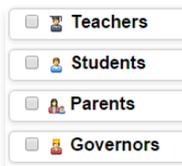
3. Each item in the content library can be enabled for teachers, students, parents and governors.



4. Click on a 'greyed out' item in the content library. You will see a screen telling you more about the resource and what you have to do to enable it.
5. To enable the content simply click 'Enable content'.



6. Choose who you want to share the content with.



7. You may be asked to send any whole school logins to My Learning at [support@mylearningltd.com](mailto:support@mylearningltd.com)

## Set Up Themes

1. Go to 'Manage' > 'Configuration' > 'Theme Manager'.



2. Choose the general theme settings.

A screenshot of a settings form with three rows of radio button options. The first row is "Allow users to choose themes?" with "Yes" selected. The second row is "Only show age appropriate themes?" with "No" selected. The third row is "Can teachers see all theme designs?" with "Yes" selected.

Allow users to choose themes?  Yes  No  
Only show age appropriate themes?  Yes  No  
Can teachers see all theme designs?  Yes  No

In this case 'age appropriate' means primary or secondary themes.

3. Choose the default theme for students and teachers.
4. Tick 'Apply'



5. You can set a theme for an individual class and tick 'Apply'.
6. Click 'Save settings'.

## Set Up your MIS Connection

1. If your platform is connected to your MIS system, click 'Tools' > 'School data'
2. Click on 'Settings' (top right).
3. Enter the date of the start of the new school year.

The remainder of the settings on this page relate to control of data from your MIS system that can be shared with parents and students.

# Set Up the Parent Portal

Invite parents: (if you are in the GEMS Community this section does not apply)

1. Log in as Admin.
2. Click 'Manage' > 'Parents' > 'Parent policy'.



3. Ensure that the parent portal is enabled.
4. Click 'Manage' > 'Parents' > 'Parent portal'.



5. Each student is listed with an individual master login. The master login should be sent home to parents. There are some filtering and export options to help with this task.
6. Parents will register themselves individually on Fusion.
7. From the 'Manage' > 'Parent portal' page you can monitor parent logins and delete/deactivate accounts where required. You can also reset passwords for parents.

Control what parents see

1. Log in as Admin
2. Click 'Manage' > 'Configuration' > 'Module manager'
3. In the parents' column, tick only those system modules that you want to allow parents to see.
4. If your platform is connected to your MIS system, click 'Tools' > 'School data'.
5. Click on 'Settings' (top right).
6. Select the information from your MIS that you want parents and students to see.

For more detailed guidance on the parents' Portal go to:

[http://wiki.mylearningltd.com/?ht\\_kb\\_category=parents-portal](http://wiki.mylearningltd.com/?ht_kb_category=parents-portal)

# Set Up Notifications

'Notifications' are events which are triggered by certain actions within the platform. Some may be triggered by a Teacher, others by a Student. Fusion allows the Administrator to control how these notices are delivered.

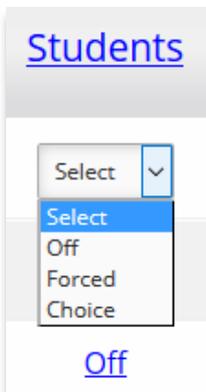
1. Log in as Admin.
2. Click 'Manage' > 'Policies and permissions' > 'Notification policy'.



3. For each type of notification or 'Action':
  - Click on '**Frequency**' to change how often this type of notification will be sent. Choose from 'Daily', 'Weekly' and in some cases 'Instant'. For example, looking at the screen sample below there may be situations where a daily notification is not required, but a weekly summary would be more useful.

Area	Action	Students	Parents	Teachers	Admin	Frequency
C	New quiz	Choice	Off	Off	Off	Daily
HM	New homework assigned	Forced	Choice	Off	Off	Daily
HM	Homework/comment has been submitted	Off	Off	Choice	Off	Daily

- For each user type then choose if they are to receive the notification:



Understanding the three notification options for each user type:

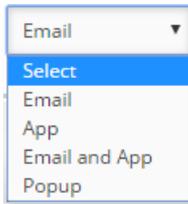
- Off:** A notification will not be sent
- Forced:** They are forced to always receive this notification
- Choice:** The end-user will be able to choose their own options

EXAMPLE: If the Administrator wished parents to know when a website had been updated, in this example 'Choice' has been selected. This would allow a Parent to choose if, and how often they received this type of notification:

Delivery method: Email

Area	Action	Students	Parents	Teachers	Admin	Frequency
WB	Internal website has been updated	Hidden	Choice	Choice	Hidden	Daily

4. For all users, select the delivery method. Note: if frequency is set to daily, users will only receive one communication with all the notifications from that day included



Understanding the three delivery options for each user type:

**Email:** An email notification will be sent

**App:** A 'push notification' will be sent via the App

**Popup:** A popup notification will appear when the user logs in

# Training

## Training 1

2 hour initial introduction for key staff, to include introduction to Admin role and setting up Fusion to suit the school.

Followed by...

2-3 hour workshop for 12 teachers at a time up to an absolute maximum of 24 teachers per session (grouped by ICT ability/use if applicable). This would be an introductory session introducing staff to the file management, sharing and content tools, collaborating with students and setting tasks and homework.

## Training 2

Approximately 3-6 months later (to fit in with your planned CPD) a further 2 hour, more in depth session, exploring the full range of tools, content and personalisation available with Fusion.

## Training 3

12 months later.

2 hour session to bring on board new staff, update all users on changes and improvements to the platform, share practice and remind teachers of the powerful tools they have at their disposal.

This visit will include a check that the admin side of Fusion is set as required and a review of the school website if applicable.

## Training 4+

A further refresher session every 12-18 months.

### To find out about the latest changes and tools on Fusion?

Check out our Knowledge Hub <http://wiki.mylearningltd.com/>

Tune into our Skills Blog <http://skills.mylearningltd.co.uk>

Sign up for e-mail updates <http://eepurl.com/dv06Dn>

Contact the training team to arrange onsite training 0330 22 33 829