

# Calendaring for your Staff in School Fusion

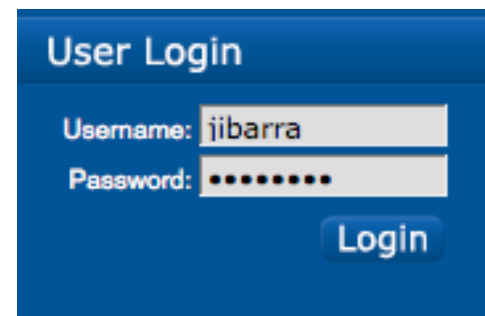
Alliance Public Schools



- Scroll down on the left side of page to the login area



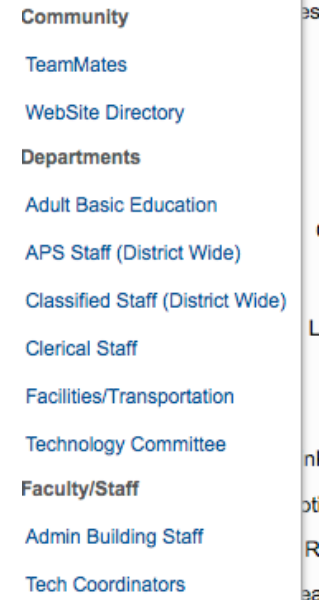
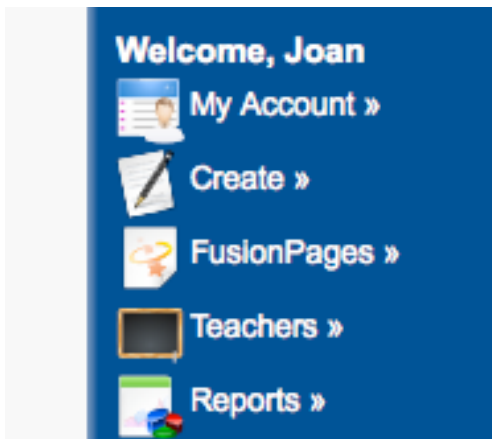
- Log into School Fusion using your username and password. This should match your PowerSchool username and password in most instances



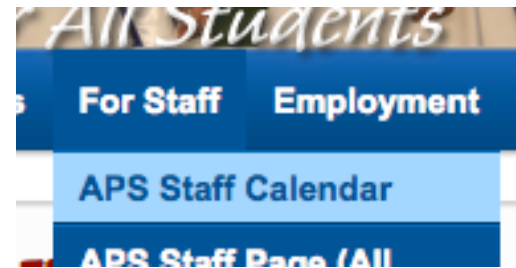
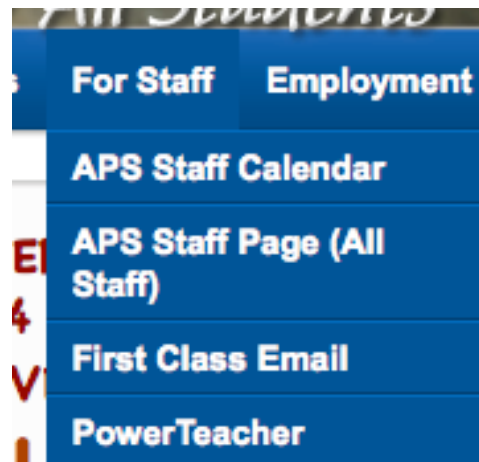
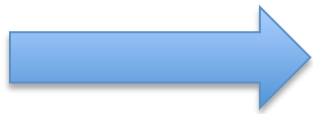
- Click on “For Staff” in the top navigation links:



- Or you can click on “Fusion Pages” beside your login and choose which staff page you want to access:



- For this demonstration, we are going to use the top navigation link, “For Staff” and then choose our staff calendar. This is similar for each school. We are using “APS Staff Calendar”



- The calendar opens and you view the full calendar.

**APS Staff (District Wide)** Recent Activity  
(Back to FusionPage home)

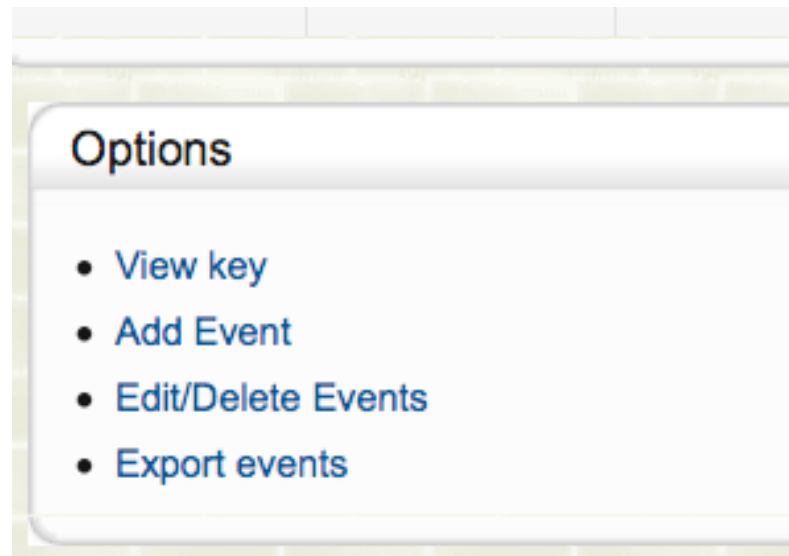
[FusionPage Members](#) | [Edit Configuration](#) | [Help](#)

**APS Staff (District Wide) Calendar**

Only Show Lesson Plans

Day	Week	< November 2010 >					Month	Year
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 School Board Meeting	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15 Board Meeting	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

- Scroll to the bottom of the calendar, and find the “Options” box. To add an event, click on “Add Event”.



- The “Add Event Page” appears. Fill in the blanks. Make sure to change the date, and time.

Advanced FusionPage Event

Event Name:

Date:

Start Time:    Event has a time  
 Event has no time

End Time:    Event lasts all day

Summary:  (Max 55 chars.)

Description:

- Scroll thru page, filling in blanks. We suggest you put your agenda in the description area (or names of staff involved). Fill in the contact person.

Contact:

Location:

Facility:  [View Scheduled Events](#)

[Add Another Facility](#)

Link Name:  URL:

Email Notification:  Immediately (or)  before event

Accept R.S.V.P.s:  Allows you to send out an invitation, accept RSVPs, and place a limit on attendance.

Repeat Event:  Until:

FusionPages:  Academic Decathlon  
Mrs. Jones  Admin Building St

Adult Basic Education  After School Prog  
Bev Twoaood



- Choose your location from the drop down box.

Location: --- None ---

Facility: --- None ---

Link Name:

Notification:

R.S.V.P.s:

Event:

Pages:

*Coach Sautter*

AHS Agriculture

Admin Bu

After Sch  
*Bev Two*

AHS 9th  
*Coaches*

AHS 9th  
*Coach Kr*

AHS Boy  
*Coach Ba*

View Schedules

Set a limit on attendance.

2010

- Choose a facility. This reserves the facility district wide, and no one else can then reserve it.

Facility: --- None --- [View Sche](#)

Link Name: AHS Band Room (district-wide)

Notification: AHS Gym (district-wide)

Repeat R.S.V.P.s: AHS Multipurpose Room (district-wide)

Repeat Event: Big Dog (district-wide)

DivisionPages: Bulldog Stadium (district-wide)

AMS Gym (district-wide)

Board Meeting Room (district-wide)

Burkholder Gym (district-wide)

Bus #00 (district-wide)

Bus #1 (district-wide)

Bus #2 (district-wide)

Bus #4 (district-wide)

Bus #5 (district-wide)

Distance Learning Center (district-wide)

Distance Learning Center (district-wide)

East Practice Field (district-wide)

AHS Agriculture

Adm

After  
Bev

AHS  
Coa

AHS  
Coa

AHS

2010

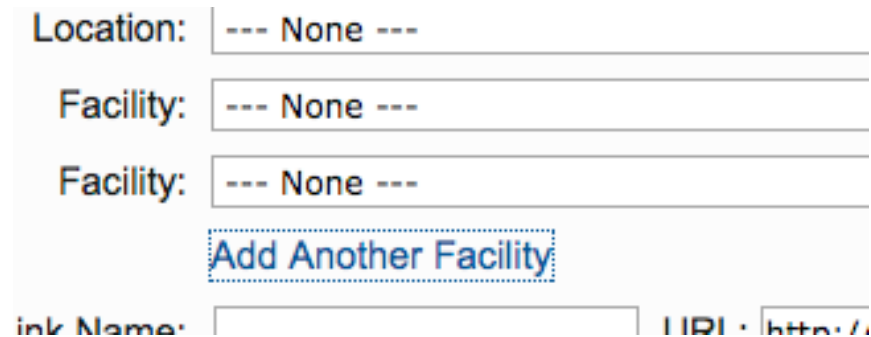
limit on attenda

- Should you need to reserve more than one facility (e.g. both a polycom and a conference room) click on “Add Another Facility”.



Facility: --- None ---  
[Add Another Facility](#)

- This appears, and you may choose an additional facility from the drop down list, reserving it.



Location: --- None ---  
Facility: --- None ---  
Facility: --- None ---  
[Add Another Facility](#)  
Link Name: \_\_\_\_\_ URL: http://

- You can send an email reminder to all members of your staff page. If the event repeats, choose from the drop down menus in the “repeat event” and date.

Email Notification:  Immediately (or)  before event

Accept R.S.V.Ps:  Allows you to send out an invitation, accept RSVPs, and place a limit on attendance.

Repeat Event:  Until:

FusionPages:

<input type="checkbox"/> Academic Decathlon <i>Mrs. Jones</i>	<input type="checkbox"/> Admin Building Staff
<input type="checkbox"/> Adult Basic Education	<input type="checkbox"/> After School Program <i>Bev Twogood</i>
<input type="checkbox"/> AHS 9th Grade Boys BB <i>Coach Trennepohl</i>	<input type="checkbox"/> AHS 9th Grade Football <i>Coaches Baker &amp; Hickn</i>
<input type="checkbox"/> AHS 9th Grade Girls BB <i>Coach Sautter</i>	<input type="checkbox"/> AHS 9th Grade Volleyba <i>Coach Kristina Pinedo</i>
<input type="checkbox"/> AHS Agriculture	<input type="checkbox"/> AHS Boys Basketball <i>Coach Baker</i>
<input type="checkbox"/> AHS Boys Golf	<input type="checkbox"/> AHS Boys Tennis

- Check each page that you want to share this event with.

<input type="checkbox"/> AHS Track <i>Head Coaches Cassidy Kramer &amp; Val Jansante</i>	<input type="checkbox"/> AHS volleyball <i>Coaches Tara Minnick &amp; Laura Schroer</i>
<input type="checkbox"/> AHS Wrestling <i>Coach Travis Peak</i>	<input type="checkbox"/> AMS Boys Basketball <i>Coaches Sughroue, Calder &amp; Koch</i>
<input type="checkbox"/> AMS English Language Arts	<input type="checkbox"/> AMS Football <i>Coaches</i>
<input type="checkbox"/> AMS Foreign Language	<input type="checkbox"/> AMS Foreign Language
<input type="checkbox"/> AMS Girls Basketball <i>Coaches Greg Friesen, Anita James &amp; Vicki Dickenson</i>	<input type="checkbox"/> AMS Mathematics
<input type="checkbox"/> AMS Phys Ed	<input type="checkbox"/> AMS Science
<input type="checkbox"/> AMS Social Studies	<input type="checkbox"/> AMS Student Council <i>Mrs. Hartman &amp; Mrs. Steggall</i>
<input type="checkbox"/> AMS Track <i>Coaches Hawk, Trennepohl, James</i>	<input type="checkbox"/> AMS Volleyball <i>Coaches Anita James, Patty Colwell &amp; JoEllen Underwood</i>
<input type="checkbox"/> AMS Wrestling	<input type="checkbox"/> APS Nurses
<input checked="" type="checkbox"/> APS Staff (District Wide)	<input type="checkbox"/> Art
<input type="checkbox"/> Art Club <i>Mrs. Harris</i>	<input type="checkbox"/> Board of Education
<input type="checkbox"/> Bulldog Junior Tackle Football	<input type="checkbox"/> Certified Staff (District Wide)
<input type="checkbox"/> Cheerleaders <i>Mrs. Swanson</i>	<input type="checkbox"/> Classified Staff (District Wide)
<input type="checkbox"/> Clerical Staff	<input type="checkbox"/> Coaches
<input type="checkbox"/> Community Education <i>YMCA</i>	<input type="checkbox"/> Crisis Team
<input type="checkbox"/> Curriculum/Staff Development	<input type="checkbox"/> Debate Team

- Some calendars have this choice at the bottom. If this event is NOT something you want to share with parents and public and you are given this option on the calendar you are working with, please “UN” check the box for community calendar. However, all “Staff” calendars are visible by only logged in Staff members.

Event Options	
Show this event in the fusionpage calendar:	<input checked="" type="checkbox"/>
Show this event in the the community calendar calendar:	<input checked="" type="checkbox"/>

- This was a quick session on adding items to a staff calendar. This training will be on the Tips, Tricks and Trainings and DLT page as a pdf file on our website.