

SchoolFusion and Edulink Tips and Frequently Asked Questions

Q: I've picked up my passcode letter, but how do I register for my account?

Go to the main page of our School Fusion website at www.pwcs.edu/porter, and click on "Parent Registration". In addition to the passcode, you will need your student's ID #. Complete the online registration form. You will choose your own username and password, which will be used for Edulink and School Fusion. Once you have registered, you will receive a confirmation e-mail. You will then be able to log in to School Fusion. **After 2 school days**, you will be able to use the same username and password to log in to Edulink.

Q: Am I registering myself or my student?

You will use the passcode and student ID # to register for a PARENT account. Please do not share your School Fusion/Edulink account with anyone, including your student. Students have their own login information with access to School Fusion and view-only rights to Edulink.

Q: I have more than one student in PWC schools. Can I enter their passcodes and student ID #s at the same time?

Yes, you can enter the passcodes and student ID #s for all your children at once. However, you will need to go to each individual school to pick up the passcodes for each of your children. A picture ID is required to pick up the passcodes.

Q: How can I add another child to my School Fusion account once I've already registered?

Log in to School Fusion, and scroll down until you see "My Family" on the left hand side (under the calendar). Click on "My Family", then click on "Add your student". Enter the student ID # and passcode for your other child(ren) and click "Submit".

Q: What is the difference between School Fusion and Edulink?

School Fusion is the Learning Management System tied to our main webpage at www.pwcs.edu/porter. After you log in to the webpage, you will have access to your student's class webpages, where you can view homework, assignments, and other class announcements. Other school information, such as the school calendar, and information on clubs and athletics, can also be found here. Edulink is used by parents to check grades and monitor attendance. Parents can also use Edulink to update Emergency and Parent/Guardian contact information online. The username and password you create when you register will work for both School Fusion and Edulink.

Q: How can I log in to Edulink?

Go to www.pwcs.edu/porter and click on Edulink Intouch. Then, click on Edulink Login. You will log in using the same username and password that you created for your School Fusion account. Your student's information is available by clicking the icons you see after logging in. Using Edulink, please make any necessary changes to the contact information under the Emergency and Parent/Guardian icons.

Q: Do I still need to Join classes?

No, when you sign up for your School Fusion/Edulink account, you will automatically be joined to your student and his/her classes. However, you WILL still need to join clubs,

athletics, and other any other pages not listed on your student's schedule (Library, Chess Club, Elementary Robotics, Intramurals, etc).

Q: If I have children at more than one school, will I use the same username and password to log in to each school site?

Yes, you will use the same login information to log in at each School Fusion website. To view your student's class information, click on the "My Family" link on the left hand side (under the calendar). If you have more than one student, all the students' information will be listed here on the same page. For Edulink, you will need to go to the website of the school where each child is enrolled in order to access their Edulink accounts.

Q: Fusion sends me emails the day something is due. How do I get Fusion to email me the day before?

FYI-Fusion is setup to send email notifications the day of an event/due date/deadline/etc. Most prefer to change this to email the day before. To do this, follow these steps:

Click "My Personal Settings"

Click "Notifications"

Click "Setup Daily Digest"

Select "**Send me a daily "Porter Traditional Digest" the day before**"

Due to limitations in the way SchoolFusion processes the automated Recent Activity and Daily Digest email, *teachers must enter information (homework, files, calendar events, etc.) on their class pages by 1 p.m.* in order to be included in the Recent Activity and Event Digest email for the day. Information entered after 1 p.m. will be included in the next days Recent Activity Email. Therefore, if a teacher has told students that they have a homework assignment at the end of class but it isn't posted until 3 p.m., then it will not show up in the email.