



Getting Started Guide

For Students

This guide is designed to assist students who are new to the Fusion Platform. It is suggested that you have access to a laptop or desktop device in order to complete some of the hands-on exercises.

And a quick-start video for you [here](#).

A homework, tasks and workbook walkthrough [here](#).

Additional help and videos can be found at <https://help.fusionvle.com>

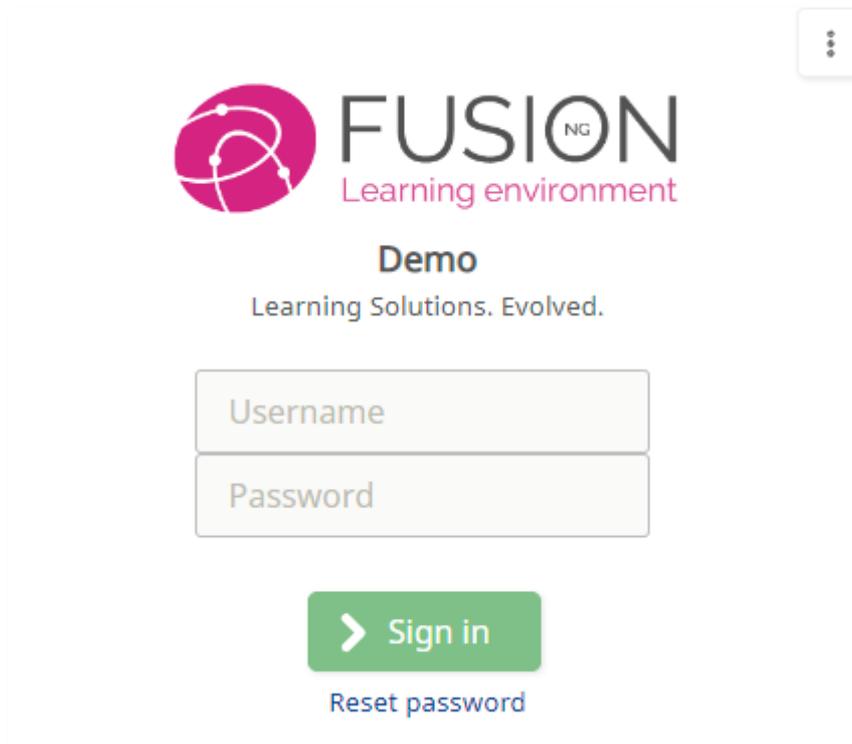
Contents / Reference

- 2** **Logging in**
- 3** **Your profile menu**
- 4** **“My profile”**
- 5** **Layout and theme**
- 6** **Your homepage / dashboard**
- 7** **Profile picture**
- 8** **Language**
- 9** **File management**
- 10** **Browsing Classes and Learning Spaces**
- 12** **File locker**
- 13** **Workbook (e-Portfolio)**
- 14** **Content Library**
- 15** **Blogs**
- 17** **Forums**
- 19** **Messaging**
- 20** **Completing work**
- 23** **Commenting work**
- 24** **Viewing grades**
- 25** **Completing tasks**

Logging In

You can use Fusion on any device with a browser – computer, tablet, mobile phone. You can choose to use the App on your phone or tablet to keep you logged in and enable notifications to your device. Use a browser if you need full functionality.

This is an example login page for Fusion.



FUSION^{NG}
Learning environment

Demo
Learning Solutions. Evolved.

Username

Password

> Sign in

[Reset password](#)

Try it!

You can use an email address, numbers or just a simple username to login. Ensure you have your password and know the correct location for your platform.

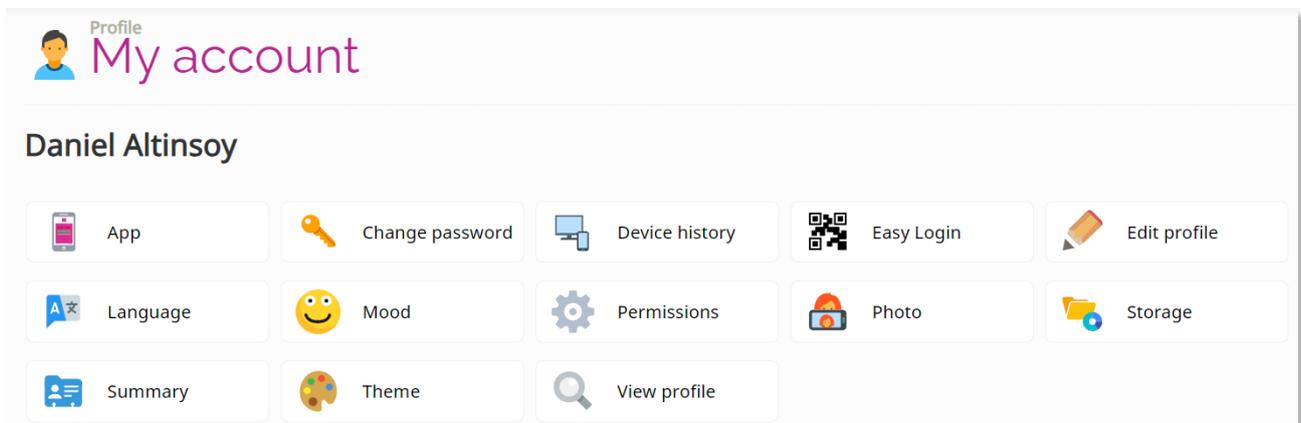
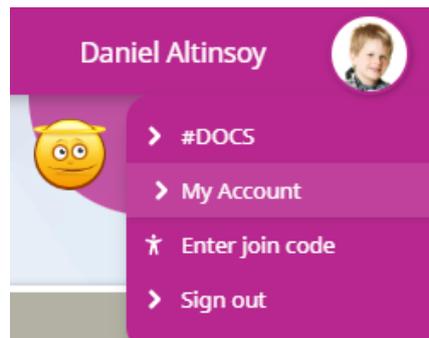
Most platforms will contain “fusionvle.com” or “fusion-tutor.com” as part of their website address.

Note: Some clients use Single Sign On, which will automatically log you into Fusion. In these situations, your website address will begin with <https://sso.fusion.education>

Profile Menu

All of your settings, profile and account information is available at the top right of any page. Just click this area to reveal the menu available for your account.

This is an example of the top right profile menu. Access it by clicking the round picture placeholder. Select **“My Account”** to access your profile/settings page.



Your administrator may have limited which options are available, but here is a summary below:

- “My profile” allows you to specify your optional personal information, and change your photo.
- “Language” will allow you to select an interface language, or a second-language option.
- “Layout” will control the overall design and theme of the product.
- “Change password” will allow you to change your password. Your current password will be required.
- “Download app” provides a shortcut on where to obtain the Android and Apple apps.
- “Auto-login” will provide you with details of how you can login more easily.
- “Sign out” will end your current session and log you out.

Edit Profile



Your profile page allows you to write about yourself, edit your mood icons, update your favourite things and update your profile photo amongst other things. You can choose to share your profile and view account information.

An example profile page. Top right “**My account**”, then click “**Edit Profile**”

Profile **Edit my profile**

About me Interests Ambitions Favourites

Band	<input type="text"/>		Book	<input type="text"/>		Word	<input type="text"/>	
Game	<input type="text"/>		TV show	<input type="text"/>		Food	<input type="text"/>	
Place	<input type="text"/>		Website	<input type="text"/>		Animal	<input type="text"/>	
Movie	<input type="text"/>		Artist	<input type="text"/>		Sport	<input type="text"/>	

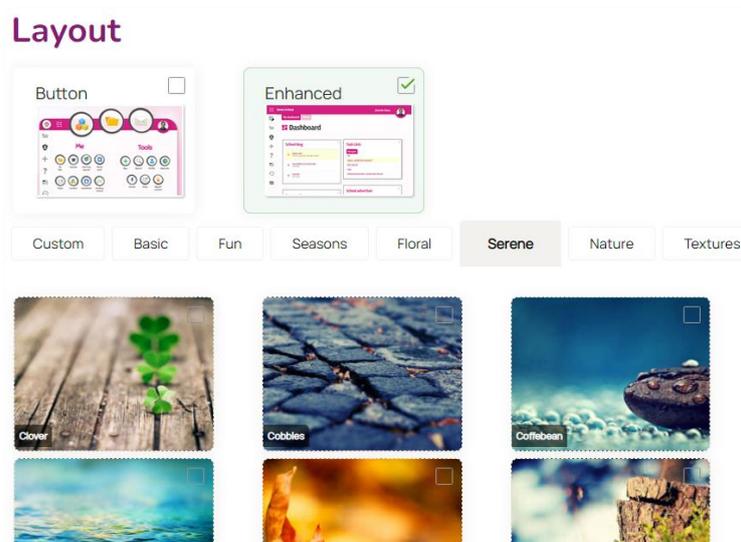
You can use this page to fill-out your favourite things and write about yourself. All of this information stays private, but can be shared if your school/teacher allows this.

Theme



The platform is provided with two layout's, one is 'button' based and designed for younger users, or users with specific requirements. The second layout is called 'enhanced', and contains much more information and is equipped with a dashboard-style interface. Users may be allowed to select which layout they wish to use.

An example layout page. Top right “My Account”, click “Theme”



If your administrator has allowed, you may change your layout and/or your theme.

- The layout will change the entire interface of the product between a button-based design and more detailed enhanced interface.
- You can also select the graphical theme which you prefer (if allowed).

Dashboard



The dashboard is your **homepage**, it collects all of the key information into one screen and summarises the data. You can move your dashboard panels around, delete and add new panels if required. There are support for a range of built-in, and 3rd party panels such as Microsoft and Google apps.

An example dashboard page. Top left dashboard edit icon.



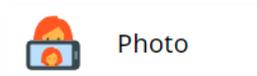
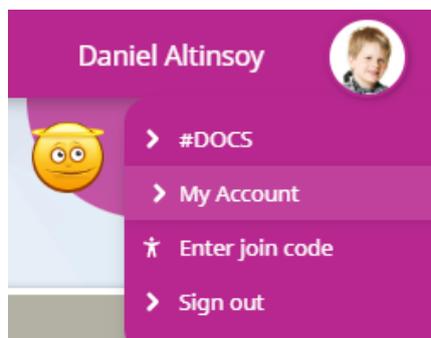
Try it!

1. On any dashboard panel click on the cog wheel icon at the top right of each panel.
2. You can remove a panel or change the settings, such as colour, size and amount of items.
3.  From the menu on the top left choose the **Edit Dashboard** icon and from here choose to move or add dashboard panels.
4. To move panels, click on a panel and use the arrows to move panels around.
(if you cannot see the option to edit your dashboard, it may have been disabled by the System Admin)

Profile picture



Your profile picture may already have been set by your school or owner, but you can change your profile picture if allowed. From the “**My Account**” menu at the top right, press “**Photo**” to change your photo.



Try it!

To add a picture to your profile, or to select a new image:

1. On the homepage click “**My Files**”.
2. Upload a picture to My Files, or drag-and-drop an image file to the green upload pad.
3. Click “**My Account**” at the top right of the screen, and choose “**Photo**”.
4. Then browse and select the image you recently uploaded.
5. Optional: You may need to refresh your browser

Set language



The system supports over 100 interface languages, and can operate in dual-language mode if required. This can be especially useful for students where their birth language is different from their taught language. Or in situations where they may be learning a new academic language.

An example of the language choice screen. Top right “**My Account**” / “**Language**”.

Language settings

Choose the main language you would like to use across all devices.

Main language

English

Second language (Optional)

Select optional language for translations

None selected

Reset to English

- English
- 英语
- الإنجليزية
- अंग्रेजी
- Inglés
- Bahasa Inggeris
- Английски
- ইংলিশ

You can select an optional second language for your product. When this is enabled, you’ll see a translation bar at the bottom of your screen which will translate any hovered text into your second language.

On the right of the screen, there is always the option to reset your language to “English”, written in 8 most spoken languages, should you accidentally select a language you cannot read.

Managing files



There are four main places to store files within the platform, each have their own unique purposes. Below, we will discuss each method with examples of when and why they are used. This is an important part of your understanding.

Important!



My Files

A **private** area to keep files that are only for you. This is a personal area which nobody else has access to. Files and folders you create here are not available to other users.



Classes

These are your **classes**, and you will only see the classes you belong to. Your teacher may put files and work into these areas for you to complete or access.



Learning Spaces

A learning space allows your teacher to create an area where you can access additional resources. It could be that this is a topic, subject or school club. They are similar to classes, but much more flexible.

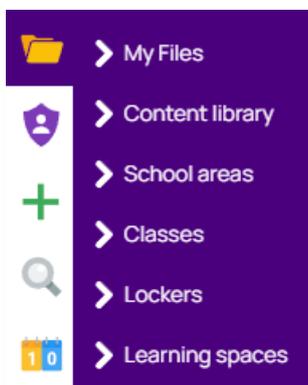


School areas

File areas that are visible to **everyone** who logs in. Other people can manage these areas, but all users will be able to access the files which are placed here.

Try it!

You can explore all of the file areas from your left navigation menu as below. Why not have a look now?



Browsing



Your system may already have Classes and Learning Spaces, or may be completely empty. Either way, we'll show you how you can browse these important areas and control aspects of any groups.

An example of the list of classes, accessed by clicking “Classes” on the homepage **Quick Links** panel.”.

Shared files

Classes

3 4 5 Find

Groups I belong to

- 201/Working in Engineering
Working in Engineering
- Cell Biology
Our term cell biology lessons
- Demo Class
Training area
- Geography
Term 3 tectonics
- Maths Challenges
Random maths games!
- Psychology

All of your Classes and Learning Spaces have additional options, which will let you access all of the features they have.

Cell Biology
Our term cell biology lessons

The “Group Options” will show you all the things you can access in this class.

The image on the right shows that we can access the files, a blog, a forum, some homework, tasks and a website.

Your teacher will control which options appear for you.

Group options

Cell Biology

View Files Blog Forum Home work Task list Website

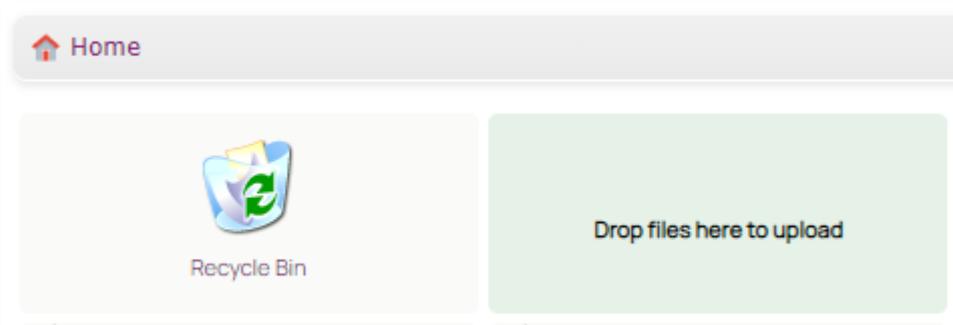
Pin My pinboard

Adding files

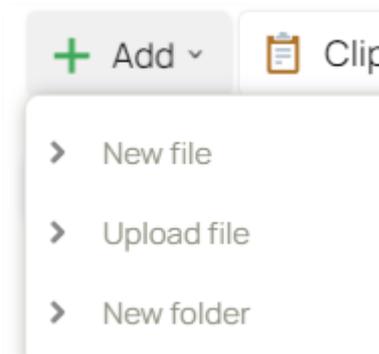


There are three ways to upload files in the platform. You can browse up-to four individual resources and upload, or, you can drag-and-drop multiple files from your device. The 3rd option is to upload and unpack a zip file. You can upload to your personal file area, classes, learning spaces and school areas if allowed.

An example of the drag-and-drop upload pad found in all file areas.



Depending upon where you are, and what rights you have – there will always be an “Add” menu to allow you to upload and create resources:



New File

Create a new document within the file area. Always check to ensure you’re creating a file in the correct place.

Upload file

Select up-to 4 files from your computer, tablet or phone and upload directly into the file area.

New Folder – Click to create a folder – simply name and save. You can then go into the folder and upload resources as required.

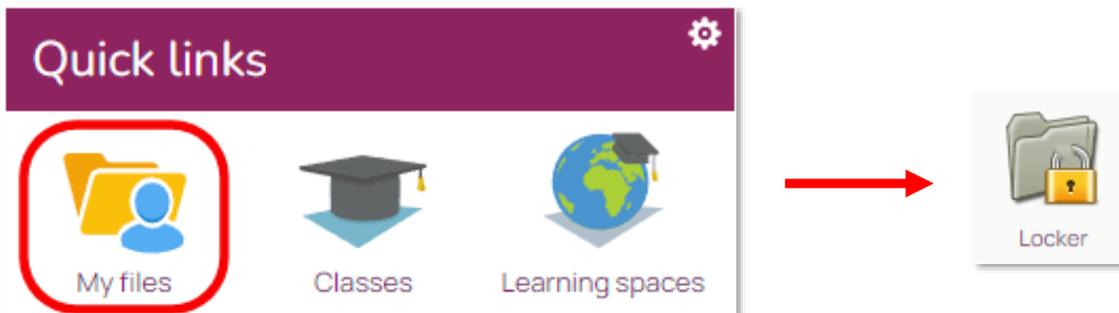
File Locker



The File Locker allows teachers to place files directly into an area which you and your parents can access. Sometimes it may be used to share reports, specific work or feedback from your teachers. Your locker is always available in the “My Files” area for you.

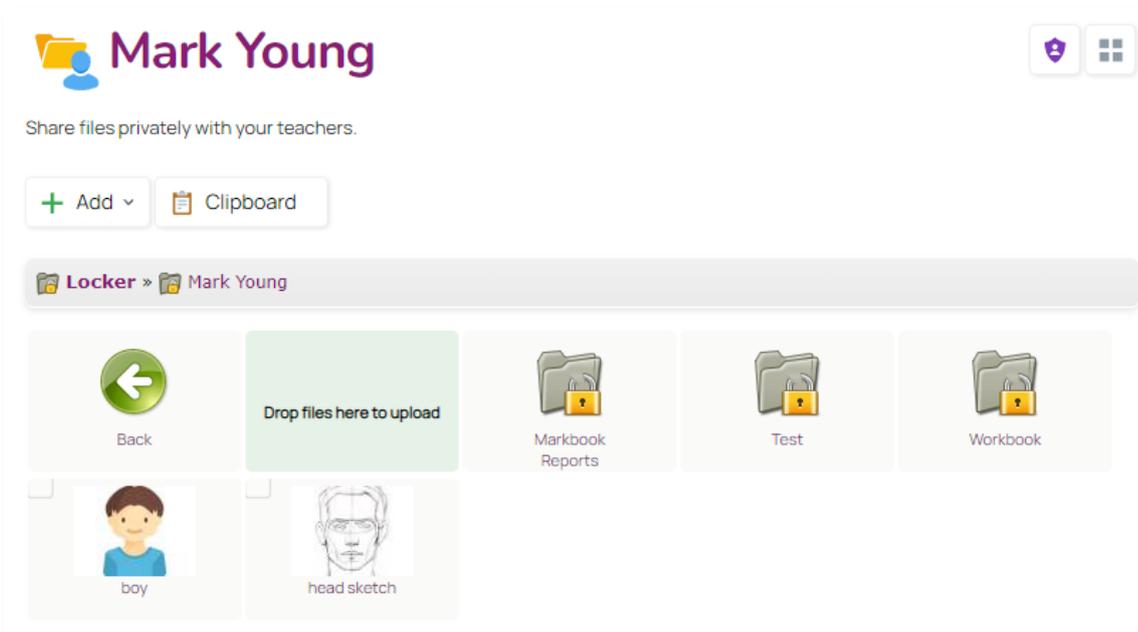
Try it!

Remember that your locker may not have anything inside just yet! On your homepage/dashboard, click “My Files” in your Quick Links panel, then “Locker”



Your personal locker will be displayed. You will always see the “Markbook Reports” folder, which is where your school reports may be kept. Also, there is the “Workbook”, which will show you any work, for all your subjects.

You may also see some extra folders that your teacher may have created, and any files they’ve sent you too.



The Workbook



All of the files and work which you do, or submit to your teachers is available in “The Workbook”. This is a type of e-Portfolio, which splits all of your work into subjects. It allows you, and your parent, to see all of the submissions, grades and comments for all of your work.

Try it!

Note: The steps below will only work on a system which has had feedback, grading and comments from your teacher. Sometimes, your administrator may also have switched this feature off. But it's good to know where it is.

Click ‘**Workbook**’ from the homepage “**Quick Links**” panel.

An example page from **The Workbook**

The screenshot shows the 'Workbook' page for 'Mark Young'. It features a navigation menu with 'Home' and 'Workbook' (selected). Below the menu is a grid of subject categories: Accounting, Art and design, Biology, Business studies, Chemistry, Classical Studies, Computing, Design and technology, English, Environmental, French, Geography, History, ICT, Maths, Maths (Using), and Physical education. The main content area displays a table of work items:

Subject	File / Grade	Description	Dates	Options
Art and design		Portrait	Tue 9th 09/06/2020	
Comments ▾				
	B1	Still life Still life to include reflection	Fri 7th 07/04/2017	
Comments ▾ (2)				
	G	Head sketch A head sketch to show proportion <i>Ms S Greensit ... "Well observed William"</i>	Fri 7th 07/04/2017	

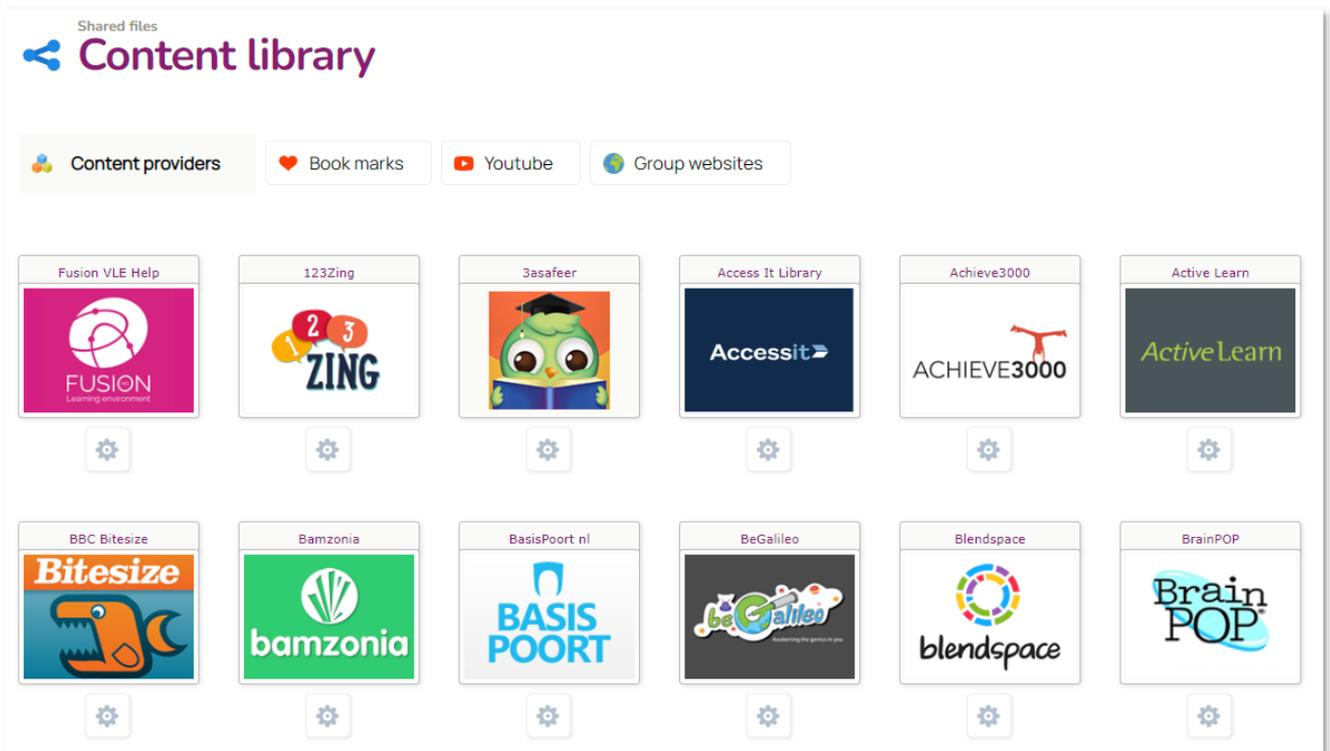
You can now see and browse all of your work by each subject, with all of your comments and grades.

Content Library



The Content Library is a gateway to 3rd party applications, content and services. It is controlled by the Administrator but is designed to act as a launch point to a range of common and popular educational services which exist outside of the platform.

An example page from the **Content Library**



Your school may have subscriptions to a range of online content. The content library provides one-click access to your online content (where the 3rd party supports this service).

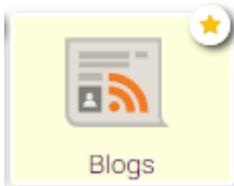
Some content is freely available, such as Flickr, Youtube and Wikipedia – but other providers may have paywalls and subscription requirements. The platform supports over 100 providers.

Using Blogs

Your teacher may add a blog to your Class or Learning Space. A blog is a simple place where you can ask questions, give feedback and generally discuss items which your teacher has set. Blogs operate by asking you to leave a comment on something, in plain text.

Try it!

1. On your homepage, look at the Quick Links panel. You may see the “Blog” icon, and it may indicate that there is a new comment.



2. When you click on “Blogs”, you’ll see ALL the blogs you belong to, so you then need to select the class or learning space which is of interest.

Blog title	Group type	# Posts
201/Working in Engineering	Class	4
Cell Biology	Class	1
Learning English	Learning space	1
Natural Hazards	Learning space	1

3. In the example, we looked at the “Cell Biology” blog, and can see the post below. Anything in yellow simply means that it’s new, and you have not seen it just yet.

Year 10 Entry for the Science Fair

Ms S Greenish - 11:28 - 19th Feb 2019

The Science Fair is in 4 weeks. We need to plan for our Year 10 entry from 10/SC1. Please reply with your suggestions for fun and interesting experiments we can demonstrate on the day.

4. You can click on the blog and it will show all of content and comments so far.
(Next page)

An example of a blog page/post. Your teacher can insert videos, hyperlinks and all types of content into their pages. At the bottom of the screen there's always a button to leave a comment.

Blogs

Cell Biology > Year 10 Entry for the Science Fair

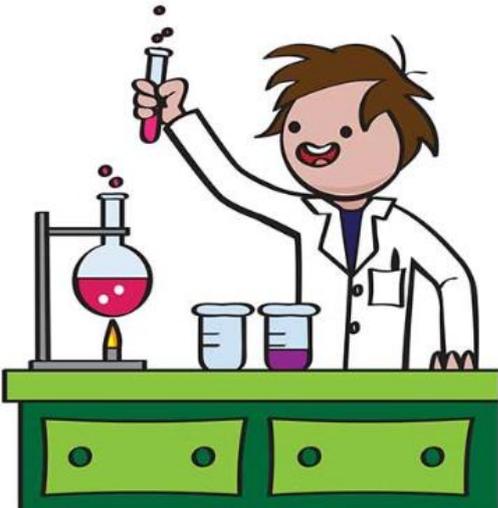
Group blogs School news

View posts

Created by: Ms S Greensit @ 11:28 - 19th Feb 2019 Print

The Science Fair is in 4 weeks. We need to plan for our Year 10 entry from 10/SC1.

Please reply with your suggestions for fun and interesting experiments we can demonstrate on the day.



Simply click the button to leave your comment. Or press the “Refresh” icon to update your screen.

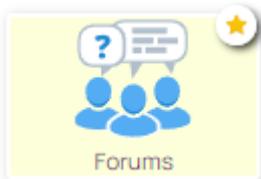


Using Forums

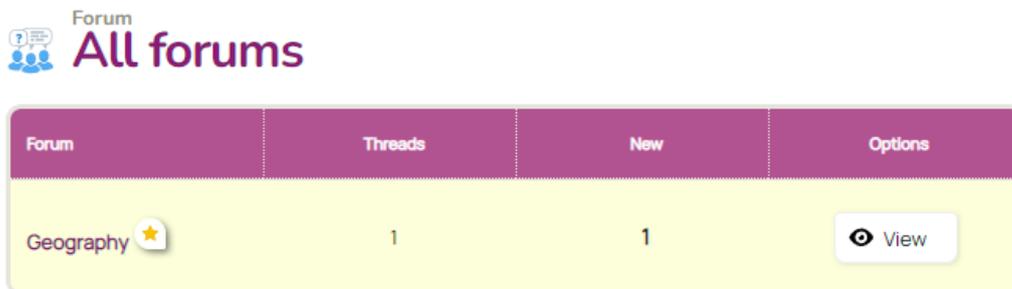
If you have already used Blogs, then Forums are very similar. The main difference between a blog and a forum is that blogs are linear, so there's just one discussion. Also, your replies are only in text. With forums, you can reply using pictures, sound, video and weblinks. Also, forums can have multiple threads.

Try it!

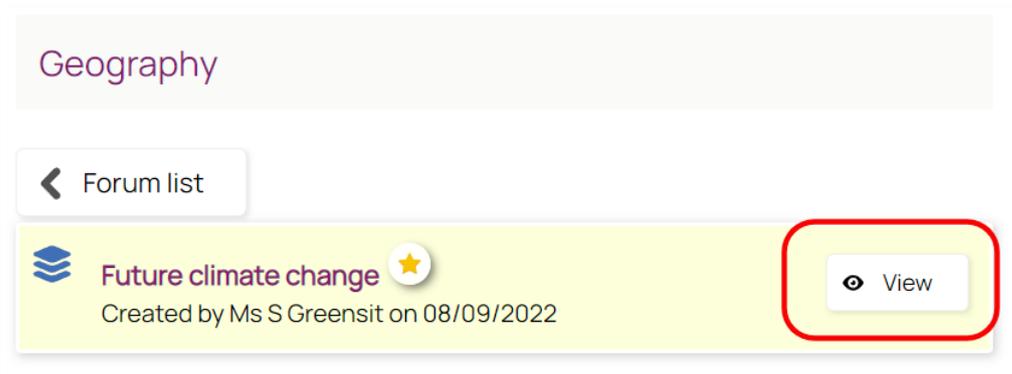
1. Again, on your Quick Links panel, click on "Forums" (If it's yellow, there's something new!)



2. You will see all of your forums on the page. Click the forum name to have a look inside.



3. You will see all the threads available for your Class or Learning Space group.



4. Below, you will see the current forum (next page)

The image below shows an example forum about climate change.

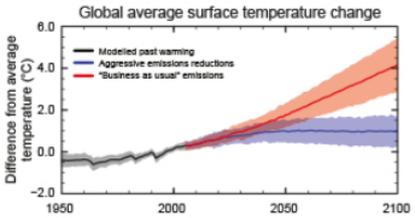
Forum
View posts

Geography / Future climate change

Introduction

How will climate change in the future?

Taken together, all model projections indicate that Earth will continue to warm considerably more over the next few decades to centuries. If there were no technological or policy changes to reduce emission trends from their current trajectory, then further globally-averaged warming of **2.6 to 4.8 °C** (4.7 to 8.6 °F) in addition to that which has already occurred would be expected during the 21st century. Projecting what those ranges will mean for the climate experienced at any particular location is a challenging scientific problem, but estimates are continuing to improve as regional and local-scale models advance.

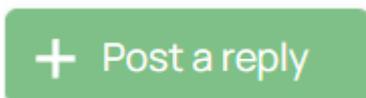


Global average surface temperature change

What do you think will happen during the next 15 years (and why)?

Forum list Threads + Post a reply

5. You can leave a reply in the forum by pressing the “Post a reply” button.



Remember that when you post a reply, you can use the full editor. This gives you access to upload files, attach picture, embed contents/weblinks and all types of replies.

When you leave a reply your teacher will be notified (and may need to approve your post). Once it's been approved it will appear within the forum discussion for everyone to see and reply to.

Writing messages



You can send and receive internal messaging within your platform. You can write to individuals, or entire groups if allowed by your administrator. When writing messages you can use rich media and attach files if required. A copy of your messages is retained in your sent items.

An example page from the **Messaging** page

Inbox (1 new)

Home Sent Archive

+ New message ▾

<input type="checkbox"/>	From	Subject	Date	Options
<input type="checkbox"/>	Ms S Greensit	Home work set You have new home work set, please go to the home work manager	16/02/2022 14:49	
<input type="checkbox"/>	Ms S Greensit	Art Exhibition This year's art exhibition will be a virtual, online exhibition. Click below to view...	09/07/2020 14:40	
<input type="checkbox"/>	Ms S Greensit	Spring term clubs Spring term clubs Please choose your Clubs for the spring term View invitation	10/03/2019 10:20	
<input type="checkbox"/>	Ms S Greensit	Spring clubs Spring clubs Select your spring group View invitation	12/03/2019 06:37	

Page: (4 total) Show:

Try it!

1. Let's write a message to yourself 😊
2. From the homepage, click the **"Messages"** icon on your **Quick Links** panel
3. Press **"New message"** and select *Teacher*.
4. Since you're a teacher, find yourself on the list (Alphabetical by surname)
5. Type a subject for your message
6. Add your own message, you can paste from the internet too, attach files, images or videos.
7. If you wish to alert the recipient with a popup, remember to tick **"Send this message as a popup"**
8. Click **"Send"**

Completing work



Your teacher can set you two types of work to complete. In this example, we'll refer to "Homework" – but it may be known as something else in your school. The process is where your teacher asks you to complete some work online or upload a file.

An example page from the **Homework** page

	Due by	Homework	Group Subject	Start date Creator
<input type="checkbox"/>	Wednesday 5th Oct (11:59pm) 27 days	Cell Mitosis (Upload file) 2/6 In cell biology, mitosis is a part of the cell cycle in which replicated chromosomes are separated into two new nuclei. Cell division gives rise to...	Cell Biology Chemistry	15/07/2022 01:01 Ms S Greensit

Try it!

1. You will be notified on your dashboard if you have new homework. You may say something like the image below:

2. You can always access your homework by clicking "Homework" from your Quick Links panel.

- Your homework page will show all of your work which is due soon.

Active: Due soon

The following homework is active.

Due by	Homework	Group Subject	Start date Creator	Feedback	Grade
Wednesday 5th Oct (11:59pm) 23 days	 Cell Mitosis (Upload file) In cell biology, mitosis is a part of the cell cycle in which replicated chromosomes are separated into two new nuclei. Cell division gives rise to...	Cell Biology Chemistry	15/07/2022 01:01 Ms S Greensit	No feedback	None

- The screen above will show you when your homework is due by, it's title and description. You will see which class and subject the work is for, and when it was set and by which teacher. To complete the work, just click the title of the homework.
- You will see the homework which has been set.



Cell Biology

Our term cell biology lessons

Classes > Cell Biology > Wk36-1567337318

Cell Mitosis

In cell biology, mitosis is a part of the cell cycle in which replicated chromosomes are separated into two new nuclei. Cell division gives rise to genetically identical cells in which the total number of chromosomes is maintained. Therefore, mitosis is also known as equational division.



Due date: 22 days, by Wednesday 5th of October 2022 **Archive date:** Sunday 20th of August 2023

- Your teacher may have also added some files/resources to help you out.

// Resources

The resources below have been provided to assist with this homework task.



Cell Division



Mitosis Template



The inner life of a cell

- There are four ways to submit work. You can upload a file, select something from your platform already, paste from the clipboard – or create your homework right now, on the platform.

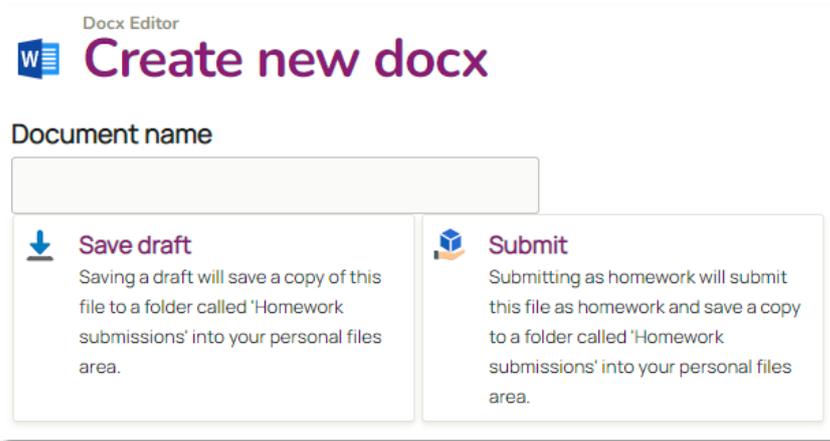
 Upload

 My files

 Clipboard

 Create

8. In our example, we click “Create” and choose “DOCX”, so that we can create a Microsoft Word document online. But, you could just upload any file if you wished.
9. On the next screen, we need to provide a short name for our homework. We can also press “Save draft” at any point, which will ensure there’s always a copy of our work. This may be useful if you need to keep coming back to complete your homework.



10. If you scroll down, you’ll see the editor. You can use this to complete your work. You can also copy and paste from the internet or other documents.
11. Once you’re finished, just press the big “Submit” panel at the top of your screen. Your work will be sent to the teacher and they will be notified on their dashboard.

Icons used:

Here’s a quick summary of how homework is displayed for ease of use.



Homework is incomplete



Resources have been uploaded



You will hand work in manually



Teacher advised your work is complete



You advised the work is complete



Something new (star or yellow shading)

Homework comments



Once you have submitted work, your teacher will be aware. They may leave comments on your work. If this happens, you'll be notified on your dashboard. Whilst your homework is active, you can continue to modify it and submit additional work if you need to.

In the example below, we've pretended that the teacher has left a comment for you. Anytime that you have new comments, you will always see them at the bottom of the screen.



Ms S Greensit : I have just read your essay Mark, it's extremely well written and very accurate. I'll have a chance to grade it shortly, but well done on this.
Less than a minute ago.



Mark Young : I have just imported 1 file from my personal files area
17 minutes ago.

You can also leave comments too. Just press the "Add comment" button, and the teacher will be notified of your reply.



Mark Young : Thank you Ms Greensit. I really enjoy Biology and learned lots from the website link you shared. It had some great videos which explained some things I didn't quite get.
Less than a minute ago.

Delete

Comments can be a great way of exchanging information with your teacher, especially with regards to a specific piece of work.

Homework grades

Your teacher may also leave grades for your homework. The grading systems are controlled by your administrator but may include grade options such as “Thumbs”, “Traffic lights”, 1-9, A-F etc. When you have received a grade you will see it on your work, or on your entire submission.

Let’s look at an example of some work you have completed, where the teacher has graded your work.

Homework

All homework

★ Active 📁 Archived Show/update filter

Active: Due soon

The following homework is active.

Due by	Homework	Group Subject	Start date Creator	Feedback	Grade
Wednesday 5th Oct (11:59pm) 23 days	Cell Mitosis (Upload file) In cell biology, mitosis is a part of the cell cycle in which replicated chromosomes are separated into two new nuclei. Cell division gives rise to...	Cell Biology Chemistry	15/07/2022 01:01 Ms S Greensit	"Hi Mark, this work is fantastic. You have shown a deep knowledge of Cell Mitosis, and a greater depth of understanding. Some of the best work I've seen in the class." (Ms S Greensit)	A

You can see that your work has been graded, on the right of your homework screen. In this example, the teacher has awarded a grade “A” and left you a comment on the screen too. If you click to view your actual homework submission, we also show the grade button too (which is clickable).

Cell Biology

Our term cell biology lessons

Classes » Cell Biology » Wk36-1567337318

Cell Mitosis

In cell biology, mitosis is a part of the cell cycle in which replicated chromosomes are separated into two new nuclei. Cell division gives rise to genetically identical cells in which the total number of chromosomes is maintained. Therefore, mitosis is also known as equational division.

A

You can click the grade icon to see any comments which have been left too.

Grade feedback

Ms S Greensit said:

"Hi Mark, this work is fantastic. You have shown a deep knowledge of Cell Mitosis, and a greater depth of understanding. Some of the best work I've seen in the class."

Close window

Completing tasks



Your teacher may sometimes set you tasks to complete. Tasks are different from homework, as they don't require you to actually upload or submit anything. They are just like a "to do list", where you may need to watch a video, or visit a website. It's a way of letting your teacher know you have done something specific.

An example of the Task-Lists screen showing all your currently assigned tasks.

Task list	From	Due	Progress
★ Cell Biology Cell Biology	Ms S Greensit	13/09/2023	71%
★ Exam Revision Psychology Psychology	S Administrator	Various	25%
★ Geography Tasks Geography	Ms S Greensit	Various	100%

In the example above, you can see that there are three tasks to complete. We will focus on the "Cell Biology" task which is currently 71% complete.

On the next page, we will see what the current task has asked us to do.

(Next page)

On the screen below, we can see that the teacher has asked us to complete 5 task items.

Watch a video, read a document online, read a page in a physical book, do an activity and then a small quiz.

We've done the first 3 tasks, but still need to do the activity and pass the quiz.

#	Your tasks	Resource	Complete?
1	Watch this video	 Float or Sink - Cool Science Experiment	<input checked="" type="checkbox"/>
2	Read this introduction	 Experimental Methodology	<input checked="" type="checkbox"/>
3	Read pages 14 Find your Chemistry book and read page 14 please!	There are no files associated with this task	<input checked="" type="checkbox"/>
4	Do the activity	 Oakbridge content	<input type="checkbox"/>
5	Complete and pass quiz	 Experimental methodology Score: 40%	<input type="checkbox"/>

 You must achieve 60% or higher in the above quiz to progress to the next task.

Try it!

It's really easy to update your tasks! Just click the task item, which is a hyperlink – and we will mark your task as complete.

Important!

Make sure you actually read, watch or engage in the tasks – because if you look at the screen above, the teacher has given you a quiz at the end.... And you need to reach 60% in the quiz in order to finish the task!

So, just because clicking your task items marks them as “complete”, it doesn't mean that you have learned anything. Always remember that you may be tested on the tasks you have been given!