



# FUSION

Virtual Learning Environment

Powered by My Learning

## Getting Started Guide

2019

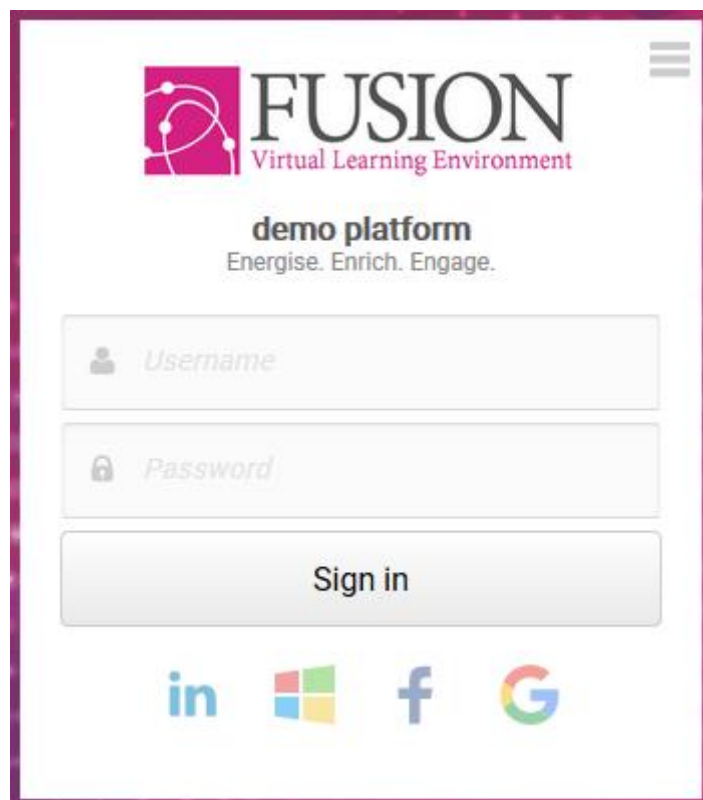
## Table of Contents

<b>Intro &amp; Logging In</b> .....	2
<b>Personalising</b> .....	3
<b>File Manager – Where files are stored and shared</b> .....	5
Adding files to File Manager .....	6
Moving Files around.....	7
<b>Learning Spaces</b> .....	8
<b>The ‘File Locker’</b> .....	9
<b>The ‘Workbook’</b> .....	9
<b>The Content Library</b> .....	10
<b>Communication</b> .....	11
<b>Setting Tasks, Assignments and Homework</b> .....	14
<b>The Form builder</b> .....	18
<b>The Website builder</b> .....	19
<b>Training</b> .....	20

## Intro & Logging In

You can use Fusion with any device with a browser – computer, tablet, mobile phone, even gaming console. Use the App on your phone or tablet to keep you logged in and enable notifications to your device

If your school is using single-sign-on you won't see this screen



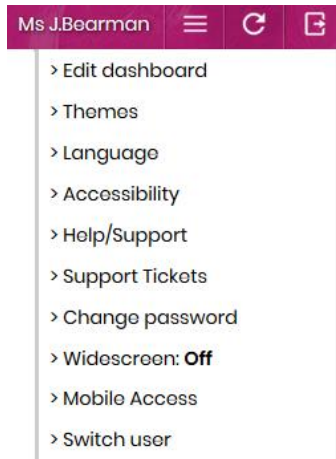
The image shows a login interface for the Fusion Virtual Learning Environment. At the top left is the Fusion logo, which consists of a pink square with a white atom-like symbol and the word "FUSION" in large, bold, black letters, with "Virtual Learning Environment" in smaller pink text below it. To the right of the logo is a hamburger menu icon. Below the logo, the text "demo platform" is displayed in bold black, followed by the tagline "Energise. Enrich. Engage." in a smaller font. The login form consists of three stacked input fields: the first is labeled "Username" with a person icon, the second is labeled "Password" with a lock icon, and the third is a "Sign in" button. At the bottom of the form are four social media icons: LinkedIn, Microsoft, Facebook, and Google.

To save a bookmark/favourites link to Fusion on a PC or Laptop press Ctrl-D, on a Mac, CMD-D.

# Personalising

## Options

Use the 'Options' menu to edit your settings.

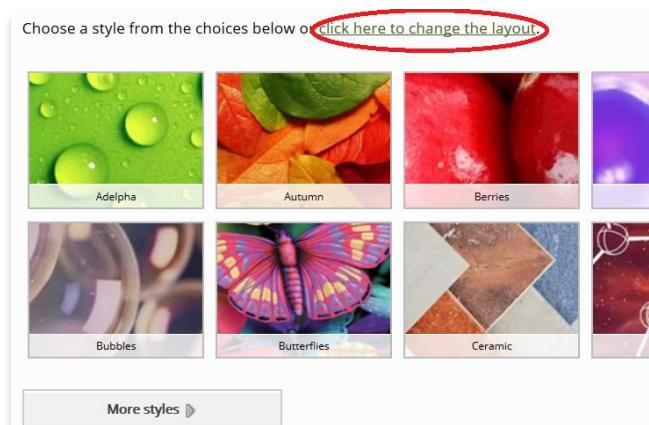
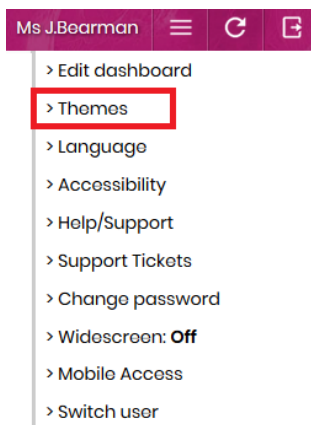


## Theme

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=change-your-theme](http://wiki.mylearningltd.com/?ht_kb=change-your-theme)

Every user can choose a theme to suit their age and personal style although some platforms use one style only. Choose from a range of themes or click to switch your theme between primary and secondary.

Choose:



## Dashboard

**Videos** - [http://wiki.mylearningltd.com/?ht\\_kb\\_category=dashboard](http://wiki.mylearningltd.com/?ht_kb_category=dashboard)

You can move your dashboard panels around, delete and add new panels.

From the Options menu choose 'Edit Dashboard' or click on one of the 4-way arrows at the top of all dashboard panels.

Use the arrows to move panels around and add new panels from the 'Add panel' button above.

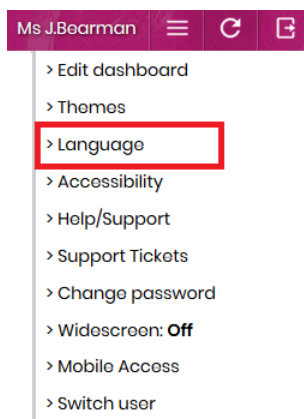
(if you cannot see the option to edit your dashboard, it has been fixed by your System Admin)

## Profile

To add a picture to your profile:

1. Upload a picture to My Files.
2. Click on your profile picture.
3. Under your photo click 'Change photo'. You will be taken to the My Files area of Fusion to find your new profile picture.

## Language Options



Under 'Options' > 'Languages' you can select from over 90 languages to guide you round your Learning Platform.

# File Manager – Where files are stored and shared

Videos - [http://wiki.mylearningltd.com/?ht\\_kb\\_category=file-manager](http://wiki.mylearningltd.com/?ht_kb_category=file-manager)



There are four distinct file areas:

**My Files** – a private area to keep files that are only for you.

**School** – File areas that are visible to EVERYONE who logs in.

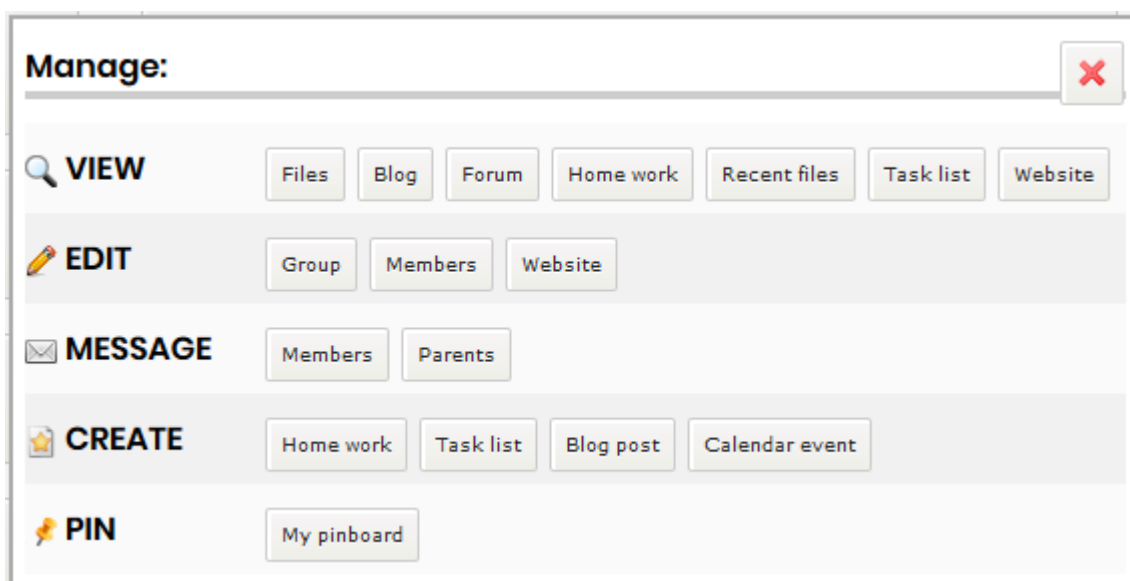
**Classes** – These are set by the school data and will change when students and classes move round. Use them for delivering learning files to students that are relevant NOW and to set homework and task lists.

**Learning Spaces** – A learning space can be created by any teacher. Members are added and **only the members of the learning space can see it**. This is useful for files that are shared between classes, for any non-class groups such as sets of students or clubs and even for private file areas for teachers, governors etc. These file areas and their members will not change unless you change them.

Explore your options for classes and learning spaces by clicking the ‘More options’ menu on the right of a class, or, when in a class click ‘Options’.



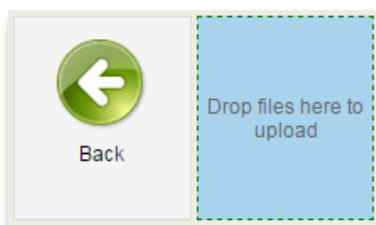
or



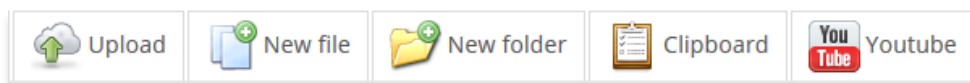
## Adding files to File Manager

If you see the blue 'Drag and Drop' box, you can simply drag files from your computer into Fusion. This box will only appear if your browser/device supports drag and drop.

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-to-use-drag-and-drop-to-upload-files](http://wiki.mylearningltd.com/?ht_kb=how-to-use-drag-and-drop-to-upload-files)



If you have rights to manage a file area, you will have tabs to allow you to add files.



**Upload** – select files from your computer, tablet or phone and upload directly into the file area.

**New File** – here you can create a new document within the Learning Platform.

You can choose:

New 'Document' to create an MLD. You can add images, hyperlinks, videos and files to these documents.

New 'Docx file' to create an MS Word docx file.

New 'Website Link' to create a web link.

New 'Form' to build a form/quiz.

New 'Audio' to create an audio recording.

**New Folder** – Click to create a folder – simply name and save.

**Clipboard** – Use this tab to move files around (see below).

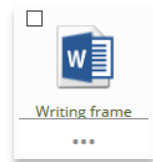
## Moving Files around

### Clipboard

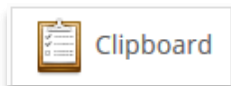
**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-to-use-the-clipboard-to-copy-files-to-new-folders](http://wiki.mylearningltd.com/?ht_kb=how-to-use-the-clipboard-to-copy-files-to-new-folders)

1. If you hover your mouse over any file, you will see a 'more options' icon. Simply click (or right click) on this and choose 'Clipboard' and a copy of the file will be added to the clipboard.

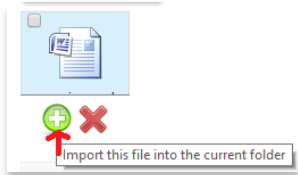
**(Note, if you do not see this icon when you hover over the file you are either using a tablet or a low resolution device or projector. In this case, simply click the file for options).**



2. Go to the file area/folder where you want to place the file and click on the clipboard tab.



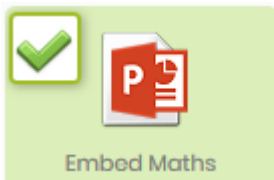
3. Click the green cross (plus) to add the file.



### Move Files

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-move-files](http://wiki.mylearningltd.com/?ht_kb=how-do-i-move-files)

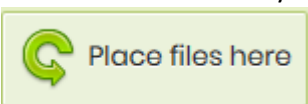
1. Tick the files you want to move



2. then click



3. Go to the folder where you want to put the files and click





# Learning Spaces

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-add-a-new-learning-space](http://wiki.mylearningltd.com/?ht_kb=how-do-i-add-a-new-learning-space)

**Add Learning Space** – Go to Learning spaces and click on ‘Advanced options’ (top right). Choose ‘New learning space’. Give your Learning space a name and enter any other details and click Continue.

## Then add members:

1. You will be taken to your ‘Add members’ page
2. Use the toolbar to help you to find the people you want to add to your learning space.

**Group name:** Beginners Choir

class ISAMS-SET-10

Select all

Quick search

Everyone

Students

Teachers

Other Staff

Guests

Inactive users

Class groups

Learning spaces

My classes and learning spaces

Year groups

<input type="checkbox"/>	Mrs S.Greensit	Staff - sc2397000
<input checked="" type="checkbox"/>	Jake Rounder	Student - sc2397aad
<input checked="" type="checkbox"/>	William Brookes	Student - w_brookes_1976
<input type="checkbox"/>	Kevin Collingwood	Student - sc2397abg
<input type="checkbox"/>	Oliver Yap	Student - sc2397abi
<input type="checkbox"/>	Donna Wescott	Student - sc2397abn
<input checked="" type="checkbox"/>	Whodek Sokolof	Student - sc2397abs
<input type="checkbox"/>	Ganeshha Bhattacharya	Student - sc2397abv
<input type="checkbox"/>	Mark Yap	Student - sc2397aaa
<input type="checkbox"/>	Charissa Rickard	Student - sc2397aaj
<input checked="" type="checkbox"/>	Joan Patterson	Student - sc2397abf
<input checked="" type="checkbox"/>	Leanne Beverley	Student - sc2397abh
<input checked="" type="checkbox"/>	Devyn Cummins	Student - sc2397abj
<input type="checkbox"/>	Harvey Pearce	Student - sc2397abq
<input type="checkbox"/>	Eva Sokol	Student - sc2397abu
<input checked="" type="checkbox"/>	Jim Tittensor	Student - sc2397abx

3. Select people by ticking them, then add them to the group members by choosing the level of access you want them to have.

View only

Contribute

Manager

4. The members of your learning space will then appear on the right of the screen.

Michelle Nuemann (Group owner)

L.Bartholomew (Teacher)

L.Battersbee (Teacher)

J.Bloggerton (Teacher)

5. Your Learning Space is now ready to use.

## The 'File Locker'

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-to-use-file-lockers](http://wiki.mylearningltd.com/?ht_kb=how-to-use-file-lockers)

Use the File locker to give files to individual students.

Each student will find their file locker in their 'My Files' area.



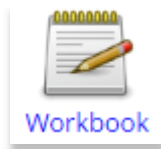
1. Click on lockers.
2. Select the student.
3. Add the files.

Students can also save files to their locker.

## The 'Workbook'

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=using-workbooks-in-my-learning](http://wiki.mylearningltd.com/?ht_kb=using-workbooks-in-my-learning)

The Workbook is a place for students to place files, saved by subject, in chronological order, for all teachers to access and mark. It is a permanent repository of files for each student that provides evidence of progression and teacher interventions.



1. Click on 'Workbook'
2. Select a group
3. Select a subject

You will see the last 5 files saved by the students in your class.

Click on any student to see ALL their Workbook files by subject.

Workbook		
Select a group	Select a subject	Select a student
7/EN2	ICT	Choose a student
Student	ICT	
Bourke Cherice	No files found for this subject	
Brookes William		
	22/02/2017 14:00:34	22/02/2017 14:01:22
		22/02/2017 14:41:48

# The Content Library



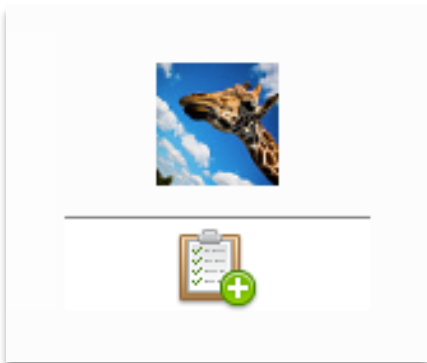
## What is it?

Your school may have subscriptions to a range of online content. The content library provides one-click access to your online content – no need to keep using a username and password.

## Moving Resources from the Content Library

Many resources within the Content Library, e.g. Flickr, TES iboard, ClickView and YouTube, allow you to easily move resources to your classes, learning spaces or 'My Files'.

1. Click on the clipboard to copy a resource.
2. Go to your file area to add from the clipboard (see above).



# Communication

## Messages

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-send-and-manage-messages](http://wiki.mylearningltd.com/?ht_kb=how-do-i-send-and-manage-messages)

There is a fully functioning email style, internal messaging system built into Fusion. You can send messages to groups or individuals within your Learning Platform only, including all the members of a class or learning space.

## School Blog


**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-add-a-post-to-the-school-blog](http://wiki.mylearningltd.com/?ht_kb=how-do-i-add-a-post-to-the-school-blog)

There is a School News Blog that can be set up by the Admin Login. Admin can assign any other user as an editor.

To add a news item:

1. Click anywhere on the school blog.



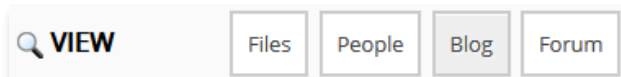
2. If you have editor rights, On the right you will see  Click on New Post.
3. Add your news and save. You can add pictures, videos and hyperlinks and attach files to the blog posts.

## Group Blog

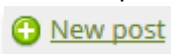
**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-create-and-view-group-blogs](http://wiki.mylearningltd.com/?ht_kb=how-do-i-create-and-view-group-blogs)

There is a Group Blog that can be used by the owner of any class or learning space. Anyone can be added as an editor of a group blog.

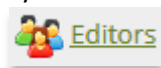
1. Locate your Class or Learning Space but **do not click to enter**.
2. Pull down the menu using the options button on the right, then select 'View' > 'Blog'



3. Click 'new post' to create a new blog post.



4. If you to add other users as editors of this blog, click 'Editors'.



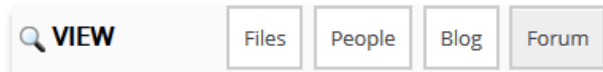
Blog posts will appear on the dashboard of the members of this group.

## Forum

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-set-up-and-use-a-forum](http://wiki.mylearningltd.com/?ht_kb=how-do-i-set-up-and-use-a-forum)

Every class and learning space has a forum.

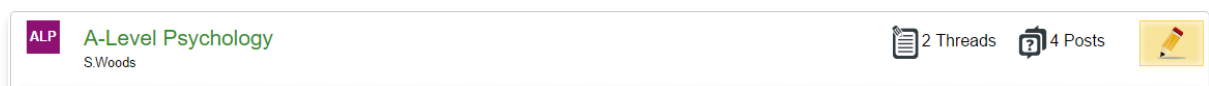
1. Locate your Class or Learning Space but **do not click to enter**.
2. Pull down the 'Options' menu using the options button on the right
3. Select 'View > 'Forum'.



4. Click 'Create new thread' to start a new discussion thread or topic.

You can manage the activity on the forum.

1. Click the top 'Connect' Menu then 'Forums' to go to the main Forum Manager page.
2. Click on the pencil icon next to any forum to manage activity.



Ask your students to ensure they have the Forum dashboard panel added to their dashboard or add the forums dashboard panel to your group dashboard.

## Parent Communications

Video - [http://wiki.mylearningltd.com/?ht\\_kb=the-communication-centre](http://wiki.mylearningltd.com/?ht_kb=the-communication-centre)



The Fusion Parent Communication Centre is a single place to send instant notifications to your whole parent community.

### Feeds

As a teacher you can send a newscast to the subscribers of a feed at any time.

1. Click the 'Comms icon in your Quick Links dashboard panel.
2. Choose 'Feeds' from the tabs at the top

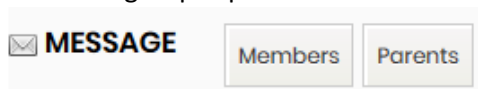


3. Choose the feed that you would like to send a newscast to
4. Click on the small green 'plus' sign to create your newscast
5. Give your newscast a title and description
6. When you have finished writing the newscast click 'Create newscast'
7. When you are ready to send the newscast click 'Publish'

### Parents of a group

As a teacher you can send a newscast to the parents of students in your groups.

1. Go to the group 'Options' menu and select 'Message' > 'Parents'

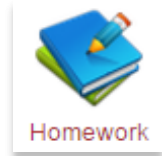


# Setting Tasks, Assignments and Homework

## Add Homework

Video - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-set-homework-or-an-assignment](http://wiki.mylearningltd.com/?ht_kb=how-do-i-set-homework-or-an-assignment)

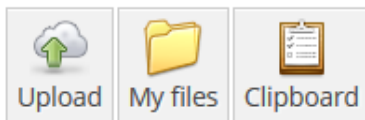
1. From the 'Quick Links' panel click 'Homework'.
2. Click 'Create' to create new homework.
3. Choose the group (class or learning space) that the homework is for.
4. If you choose to select students, tick the members of the group you want to set homework for.
5. Fill in the details of the homework including title, clear instructions for students, subject, type of submission and dates.



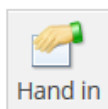
## Student View

Your students will have buttons to click to complete their homework. The buttons will reflect your choice of the type of submission.

### Submit home work



### I will give this to my teacher

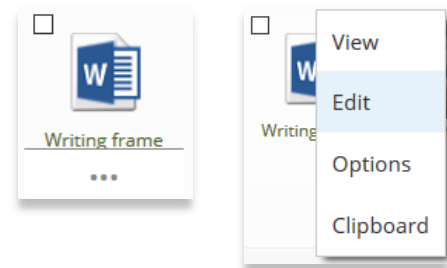


### Let the teacher know you have done the work



## Docx (Word) documents in Homework

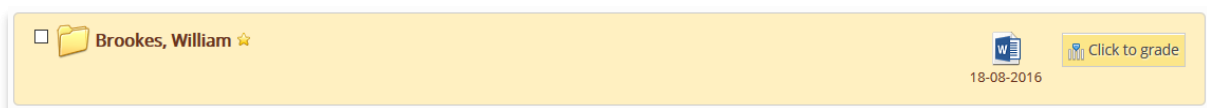
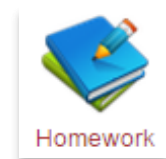
If you provide a .docx document for students to edit, they simply click on the 'more options' icon to edit and with one click submit the file as homework.



## Viewing Homework

When a homework assignment appears as a yellow colour, this indicates that something is new.

When a teacher enters the homework, all the students are listed with any files submitted by students alongside each name. An icon next to their name will change to show that homework is submitted or will be handed in. Files can be viewed, edited, marked and graded from this screen.



Homework not completed



File uploaded by student



Student has chosen to hand the work in manually



Student has clicked to say they have completed the homework



Teacher has indicated that the work is complete

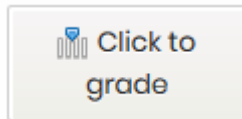


Something is new (with yellow colour)



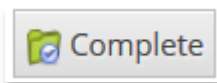
## Grading Homework

'Click to Grade' and apply a grade and feedback to the student's work.



## Completing Homework

When the students have completed their homework and the work is graded it is important to mark the homework as 'completed'. Go to the homework, scroll down to the list of students. Tick to select all students and click 'Complete'



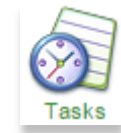
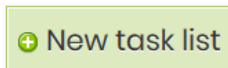
Click on 'Reports' > 'Home work by group' to see the record or completed homework for all the students in your group.

Students	Mitosis homework	Plant cells	Experiment write-up	Export marks test	Incomplete	Complete	%
Leanne Beverley	✓	✗	✓	✗	2	2	50%
Jenny Brown	✓	✗	✓	✗	2	2	50%

## Setting a Task List

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-do-i-set-a-task-list](http://wiki.mylearningltd.com/?ht_kb=how-do-i-set-a-task-list)

1. Click on 'Tasks' in the 'Quick Links' Panel.
2. Click to create a new task list.

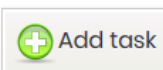


3. Add a name for the task list.
4. Assign to a group of students.

**Assign to**  **All students**  **Everyone**  **Specific members in:**

Science\_2b

5. Choose whether to assign to the whole group or select individual students from the group.
6. Check the start date and due date.
7. Click 'Create Task List'.
8. Click 'Add task' to add each task



9. Add a resource to each task if required.

## Tracking student progress

1. When students have worked on the tasks check their progress by clicking on the task list and clicking 'Results'.



2. When a student has completed a task list it will read 100% and the validate column will be ticked. Simply click 'Update user task lists' to formally record that you are satisfied that a student has finished the task list. This will remove the task list from validated students. If you want the students to continue to have the task list, don't validate.

## Simple and quick task list items to add

- Create a blog post for your students to respond to.
- Create a forum for students to share their work.
- Create a form/ quiz for your students to complete.
- Create a document with instructions and/or supporting materials
- Grab a YouTube video in your file manager

# The Form builder

Videos - [http://wiki.mylearningltd.com/?ht\\_kb\\_category=form-builder](http://wiki.mylearningltd.com/?ht_kb_category=form-builder)

Forms can be used as either forms to gather information or in quiz mode to act as self-marking quizzes with feedback

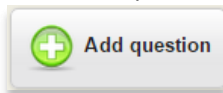




## Create a form

1. In your class or Learning Space, click 'New File' > 'Form'.
2. Type the file name and the full title of the form.
3. Add an optional introduction to the form.
4. Select your options for your form **(there are important differences when setting the form up as a quiz and as a simple form. See the video tutorials above for full details)**

## Add questions to your form

5. Click 'Add question' to add your first question



6. Enter the question.
7. Add any supporting material for this question (this can be pictures, links, videos etc.)
8. If single choice, multiple choice or matching question, add the available choices - each choice on a new line.
9. If it is a quiz provide a score for any correct answer.
10. Tick if you want the question to be mandatory.
11. Continue adding questions.
12. Use the arrows to reorder questions.  

Choose from:

**Single choice**

(choose between radio buttons or drop-down)

**Multiple Choice**

(don't forget to add how many choices they have)

**Text Question**

(choose a short or long answer)

**Simple Text**

(self-marking. Option to add units)

**Match**

## View the results of a form

To view the results, click 'Results'.



To export the results as a spreadsheet, click 'Export'.



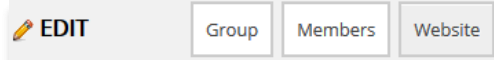
# The Website builder

**Videos** - [http://wiki.mylearningltd.com/?ht\\_kb\\_category=website-builder](http://wiki.mylearningltd.com/?ht_kb_category=website-builder)

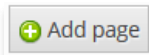
Any learning space (or class) can be turned into a website. This means that rather than simply holding files, the website format provides an alternative way to present the learning space.

**Video** - [http://wiki.mylearningltd.com/?ht\\_kb=how-to-turn-a-learning-space-into-a-website](http://wiki.mylearningltd.com/?ht_kb=how-to-turn-a-learning-space-into-a-website)

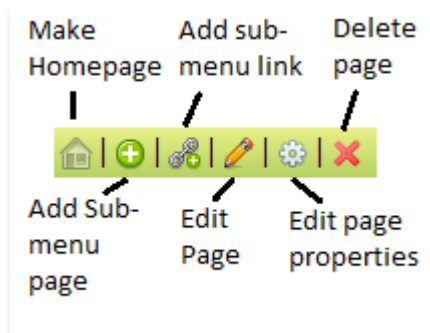
1. Create a learning space and add members (see above).
2. In the learning space group options ('Edit' > 'Group'), For 'Group Portal' choose 'Group website'
3. Pull down the group options menu and select 'Edit' > 'Website'.



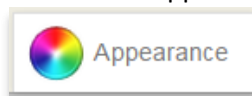
4. To add a page to the website click



5. Name the new page and click 'Continue'.
6. Hover over the page in the list. Here are details of what the icons do:



7. Click the pencil icon to edit the page
8. Add content to the page and click 'Update File'.
9. Click on the 'Appearance' tab. To change the colours



10. View your website by clicking on 'View' (top right).



11. Enable (activate) your website by clicking on



# Training

**Do you have new staff? Need a refresher session?**

**Would you like to find out about the latest changes and tools on Fusion?**

Visit the Knowledge Base <http://wiki.mylearningltd.com>

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

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

Contact the training team to arrange onsite training

Tel: +44 (0) 8451 543211

Email: [training@mylearningltd.com](mailto:training@mylearningltd.com)