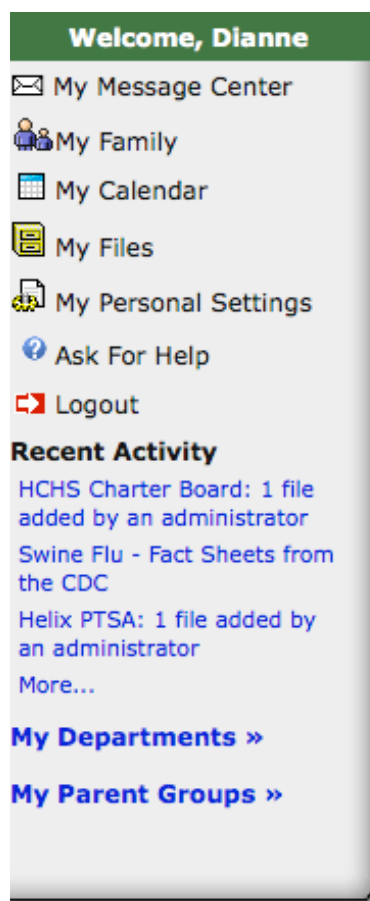




This is a guide to help our Helix Parents effectively utilize the parent portal of our Helix Website. If you have not yet registered for an account, please located the Registration page to sign-up.

Quick Overview:

Once you are logged in, you should see this “Welcome” Navigation area



My Message Center – Email your students teachers

My Family – Access your students assignments, class calendars, class websites and much more

My Calendar – Access your calendar events from “joined” groups

My Files – Parents can save important documents here

My Personal Settings – Change username, password as well as edit your email reminders

Ask for Help – Help section for SchoolFusion

Recent Activity – Any activity/changes added to your students classrooms, Helix announcements, or “groups” you have joined

My Departments- Quick links to “department” websites you have joined (Charter Board, Grade Level teams, etc)

My Parent Groups – Quick links to “parent groups” website you have joined (PTSA, etc)

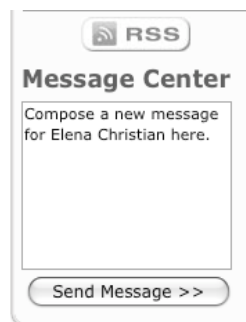
The following pages contain a detailed description of each section.



MY MESSAGE CENTER

Send an email

1. Click Compose
2. Locate the teacher/staff member you wish to email
3. Click their name
4. Type in your message in the Message Center window
5. Click Send Message when complete



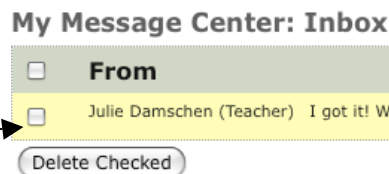
To read/respond an email

1. Click **Inbox**
2. Click the message you wish to read
3. Reply to the email in the text box directly below the email OR click on the blue Reply link from the Message Center menu
4. To return to inbox, click the Return To Inbox link

My Message Center [Reply](#) | [Return to Inbox](#)

To delete an email

1. Click **Inbox**
2. Select the message you wish to delete by clicking in the checkbox to the left of message
3. Click the **Delete Checked** button



If you prefer to use your own email application you do not need to use the Message Center (or even be logged in for that matter).

1. Simply click the “Faculty & Staff” link on the left.
2. Locate the staff member you wish to contact
3. Click on their email address.
4. If your email application is set up, it should automatically open up an new email addressed to that staff member.



MY FAMILY

This section is where you can view your students calendars, classes, their teacher profiles and recent activity.

Linda

- View Linda's assignments and events
- Setup email notifications
- Dianne Damschen
- Ms. Robinson
- Shelly Pool
- CHEMISTRY 2C - 4
- SPANISH 4C - 1
- Tech Discoveries - Period 3

Linda's Recent Activity

- My Upcoming Assignments & Events Today
- Dianne Damschen : Q4 CD Covers Tuesday, May 12 at 12:45 PM
- Class of 2009 Senior Announcements!! Tuesday, May 12 at 10:43 AM
- CHEMISTRY 2C : 4: 2 files added by an administrator Monday, April 27 at 10:47 AM
- 2009 Yearbooks! Thursday, April 23 at 1:56 PM

[More...](#)

- **View assignments and events**

This will display the weekly calendar view of any assignments assigned/posted by teacher

- **Setup email notifications**

Determine whether or not you want to receive a daily email containing all your students assignments

- **Teachers Name**

Clicking on the teachers name will take display their Profile Page. You can also send an email here through the Message Center window

- **Classes**

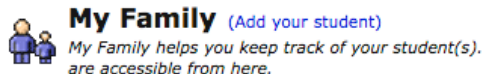
- These are the classes your students are currently enrolled in
- Selecting a class will display the class website.
- If teacher has set it up, you will find class information
- If teacher has not set it up, you will see a “not activated” message

Recent Activity

All new events, announcements, images, files added by their teachers or website administrator.

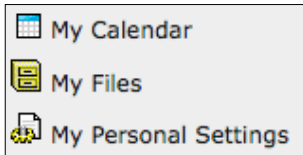
** Add Student

If you were unable to add your student when you registered, you can do so here.



Click **Add your student** link and fill in the appropriate fields. Please make sure you enter in your students birthday in this format mm/dd/yyyy.

PARENT OPTIONS

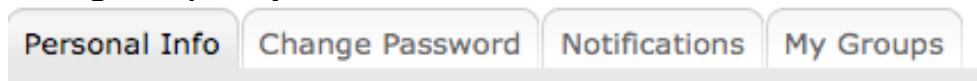


There are three sections within your schoolfusion login that are specific for parent use- My Calendar, My Files and My Personal Settings.

My Calendar – This is a Calendar that you can enter dates/meetings for your personal use. This calendar will also have dates/meetings of any groups that you have “joined” (more on joining websites later).

My Files – This is a section where you can upload files for storage. Any files you download from the Helix website that you want to save, can be stored here.

My Personal Settings – Update your schoolfusion account information



Personal Info- Change Name, username and email.

Change Password – Change your login password

Notifications- Turn on/off your daily activity email, Change the frequency you receive email

My Groups – Lists “Groups” that you have joined and belong to. You can remove “groups” here.

To “Join” other websites (dept., classes, groups)

Schoolfusion users have the ability to join (or Subscribe) to other classrooms/departments/groups within the HelixCharter website. By “joining” you will receive email reminders of posted information, added items, as well as any group emails the administrator of that class/dept./group may send out.

A great group for ALL parents to join is the PTSA website.

1. Locate the PSTA website- From the top menu- Choose **Students/Parents LinkS >Helix PTSA**
2. Click blue link “**Join this Group**” (upper right of site)
3. The administrator of this page just needs to accept you and you will start receiving updates from this site!