

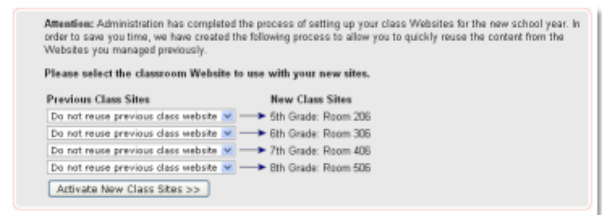
# Transitioning to a New School Year

Audience: Website Administrators, Faculty/Staff (Teachers)

At the start of a new school year or semester, new classrooms will be created for you by your school administration, and any existing classrooms will be archived.

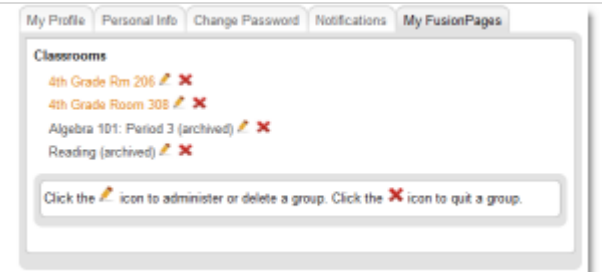
The new classrooms will contain the new student membership for the current semester. We have created a simple system to help you transfer content from your old archived classrooms into your fresh new classrooms.

The first time you login to your site after your school administrator has completed the transition process, or anytime that a new classroom has been created for you, you will see a gray box indicating that new classrooms have been created and a dropdown system that will allow you to transfer content from previous class sites into your new class sites.



**Select appropriate class from the dropdown for each new class > Click > Activate New Class Sites**

**Note:** All FusionPages, including archived classes, can be accessed from the "My FusionPages" tab of the Personal Settings Link. Click on a FusionPage name to access the page. Here you can modify the FusionPage, including adding or deleting content, reviewing membership, edit configuration, update archived status and deleting the page.



**Note:** The following content is not included when content is transferred:

- Calendar Events
- Classroom Tasks
- HomePage Files (files uploaded via Announcements or Class Web Pages)
- Membership
- Multimedia Blog content (Blogs, Slideshows, Podcasts, Videos and Wikis)
- Quiz question banks



## Deleting Archived Classes

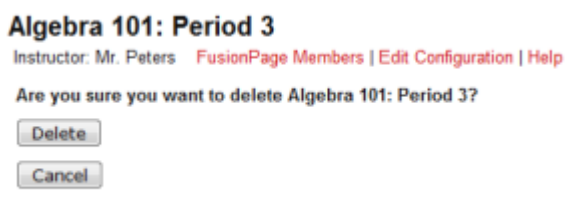
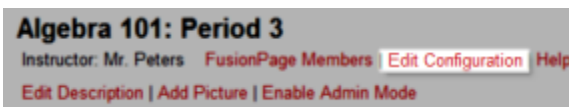
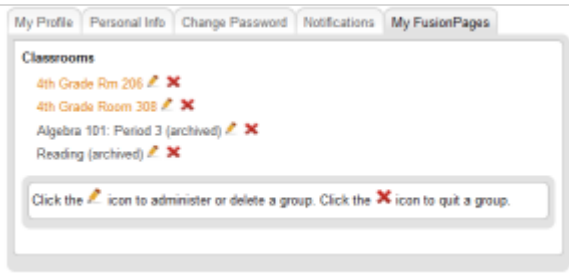
SchoolFusion recommends that archived classrooms be deleted.

**Login > Click > My Personal Settings > Click > My FusionPages > Click > Name of the appropriate FusionPage**

Classrooms that have been archived will be in black, followed by the word (archived mm/dd/yy).

**Click > Edit Configuration > In the Misc box > Click > Delete this FusionPage > Confirm Deletion > Click > Delete**

**NOTE:** Deleting a FusionPage is permanent, and it cannot be retrieved. All content within the FusionPage, including Announcements, Assignments, and Calendar events will be deleted.



## Additional Options

The Edit Configuration link available within all FusionPages offers many tools that are useful in your Classroom Page. Continue reading for information on some tools that you may find useful during the transition process.

Access these tools by: Login > **Go to the appropriate FusionPage > Click > Edit Configuration.**

## Exporting/ Importing FusionPage Content

These tools are located in the "Misc." section of Edit Configuration.

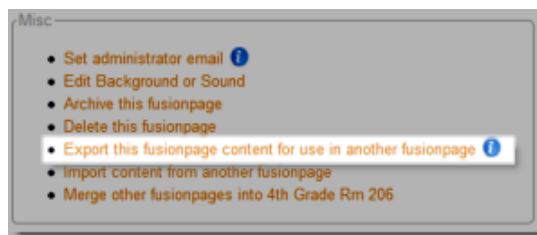
The transition Wizard allows you to quickly copy content from archived classrooms into new classrooms, but you may wish to save a copy of the Classroom Content as a backup. Content will be exported as a zip file, and you will be able to designate where to save the file, such as your desktop or portable flash drive. Once content has been exported it can be imported into any FusionPage, as long as it is the same FusionPage type. Content exported from a team page cannot be imported into a classroom page. An export file can be uploaded into as many FusionPages as needed.

## Export this class content for use in another FusionPage

Export content:

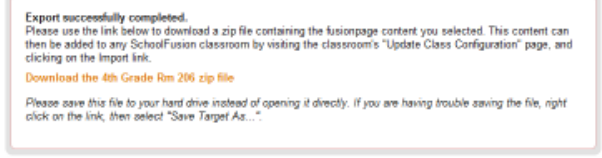
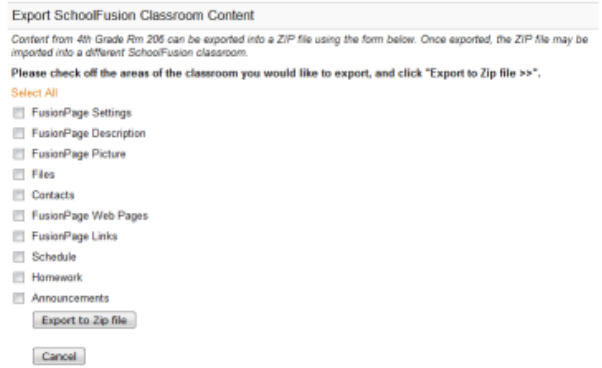
**Click > Export this class content for use in another class > Select the appropriate class features > Click > Export to Zip File > Click > Download File > Click Save File**

Save the zip file on your desktop or personal file storage space.



Please note that not all information contained within a FusionPage is included in the export. The following information is not included in the exported file:

- FusionPage Calendar
- FusionPage Tasks
- Homepage Files (files that have been uploaded to the server via Announcements, Description or Web Pages)
- Online Quizzes (available only in Classrooms)
- Athletic Team Schedule
- Athletic Team Members
- Athletic Team Results



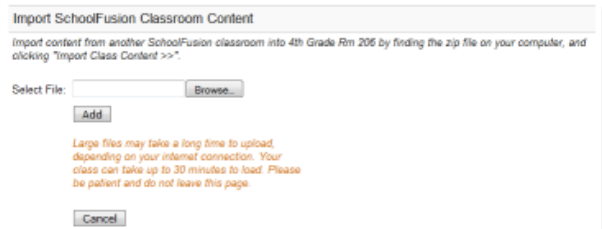
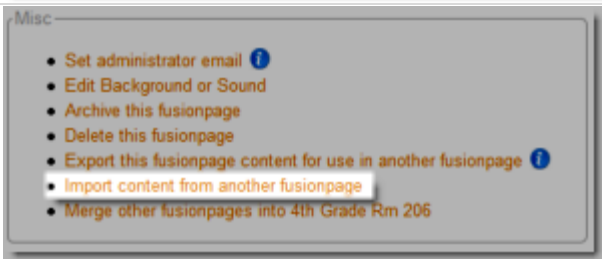
## Import Content from another FusionPage

The import option allows you to reuse content created in other FusionPages within their own pages, if that content has been properly exported and saved in a .zip file.

Import content:

**Click > Import content from another FusionPage > Browse for the content> Click > Add**

Please have patience; larger files can take several minutes to upload. Do not close your browser, or navigate away from this page until a successful upload confirmation is displayed.



## Merging FusionPages

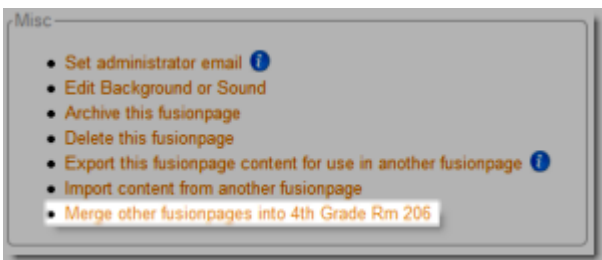
The Merge Tool allows you to combine the content and associated membership of multiple FusionPages into one page. This is useful if you do not want to maintain separate FusionPages for all of your classes.

The merge tool can be used for each of the seven FusionPage types, but pages can only be merged with like page types. For example, classrooms can only be merged with other classrooms; they cannot be merged with athletic team pages.

## Merge other FusionPages into this page

**Click > Merge other classes into "your class title" > Check the applicable FusionPages > Click > Save**

This tool will pull the content and memberships of all selected FusionPages into the FusionPage where the merge tool was activated. Please ensure the



merge tool is used in the proper FusionPage page.

The merge tool will add the Unique Class IDs into the original class and remove the merge classrooms from the system.

**Please note:** *Once FusionPages have been merged into one FusionPage, they cannot be separated. Please use this option with caution.*

**Please note:** *Not all information contained within a FusionPage is included when FusionPage pages are merged together. The following information is not included:*

- *FusionPage Contacts*
- *FusionPage Tasks*
- *Wikis*

