

SchoolFusion and InTouch Online Tips and Frequently Asked Questions

Q: What is the difference between School Fusion and InTouch Online?

School Fusion and **InTouch Online** are separate but complimentary programs. They will ultimately share the same login information, but serve different purposes. They must be logged in to separately.

***School Fusion** can be logged in to by using the "User Login" fields located on any PWC School webpage.

***InTouch Online** can be logged in to by clicking on the InTouch Online (or Edulink) button located on the vertical menu bar located on the left-hand side of the webpage of the school that you wish to access student information from.

School Fusion is the Learning Management System tied to our main webpage at <http://woodbridge.hs.grouppfusion.net>. After you log in to School Fusion you will have access to your student's class webpages where you can view homework and class assignments, class announcements and calendar information as well as download course handouts that are not visible to users who are not logged in. Other school information, such as the general school calendar, and information on clubs and athletics can also be accessed thru this program.

InTouch Online is often referred to by the name of the company that created it, Edulink Systems. InTouch Online can be used by parents to view a teacher's gradebook for their student(s), monitor attendance, and check food balances, among other things. The username and password you create when you register will work for both School Fusion and Edulink.

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

Go to the main page of our School Fusion website at <http://woodbridge.hs.grouppfusion.net>, and click on "New User Registration". In addition to the passcode, you will need your student's 6-digit PWCS ID #. Complete the online registration form. You will choose your own username and password, which will be used for InTouch Online 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: Are there any restrictions on the Username and Password that I create for my account?

When you create your username and password please keep in mind the following information: School Fusion passwords ARE case sensitive, and you are allowed to use special characters. InTouch Online passwords are NOT case sensitive and special characters such as ' ~ ! , # \$ % ^ & * () - + = < > ; : \ " [space] are NOT supported.

To eliminate potential issues with access issues between these programs using consistent login information, please don't use special characters even though school Fusion supports them. Make your account more secure by using a combination of letters, numbers and cases.

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 / InTouch Online account information with anyone, including your student. Students will be provided with 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: How can I log in to InTouch Online?

Go to <http://woodbridge.hs.groupfusion.net> and click on "EduLink/InTouch Online". You will be directed to the InTouch Online login screen. Complete the User ID and Password fields with the same login information that you created for your School Fusion account. Your student's information is available by clicking the icons you see after logging in.

Q: Do I need to Join the classes that my student belongs to?

No, when you sign up for your School Fusion / InTouch Online 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, Science and Technology Expo, etc). The administrator of that group will need to accept your application to join before you will be able to access that portion of the site.