

Getting Started with your School Website - Families

To log in:





1. You must register with The Source to log onto your school website. If you have not registered with The Source, please go to: <http://source.seattleschools.org> to register. The day after you have registered with The Source, you may log on to your school's website.
2. If you have registered with The Source, go directly to your school's website at: <http://wedgwoodes.seattleschools.org>
3. In the log in fields at the top, above the photo, enter your Source username in the first box, and your Source password in the second box. Click **Login**.



After logging in, you will see a set of tools. These are called your personal dashboard.






About your personal dashboard:

Your personal dashboard is a set of tools on the left side of the screen that will allow you to access everything on the secure side of the website. You must login to see your dashboard.

 My Account »	My Account: Links to The Source, allows you to view your Calendar, Files, Message Center and Personal Settings. Set your Notifications.
 FusionPages »	Fusion Pages: A list of all of the webpages that provide information specific to you and your students. Also displays assignments and events the teacher has posted.
 My Family	My Family: Displays your student's current schedule, calendar, teachers, and links to classroom pages.
 Logout	Logout: Click this to exit.
Recent Activity View Recent Activity	View Recent Activity: Shows recent account activity.

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Personal dashboard details:

My Account  Calendar  Files  Message Center  Personal Settings  The SOURCE	Calendar: Takes you to your Personal Calendar. Files: A space to add documents, images or other items. Message Center: Resource that allows you to send and receive messages with staff at your school. Personal Settings: Enter your contact information, set up your notifications, view your Fusion Page membership and permissions. The Source: Link to The Source, the parent, student, teacher communication tool. Click here to register.
FusionPages	FusionPages are membership webpages you may access by logging in. Teachers at your school have classroom Fusion Pages. Other clubs and activities may create fusion pages too. This link displays all FusionPages where you are a member or administrator.
My Family	Displays your student's assignments, calendars, activity and links to their teachers.
Recent Activity View Recent Activity	Shows recent activity pertaining to your account. Could include home work, announcements, responses, etc.

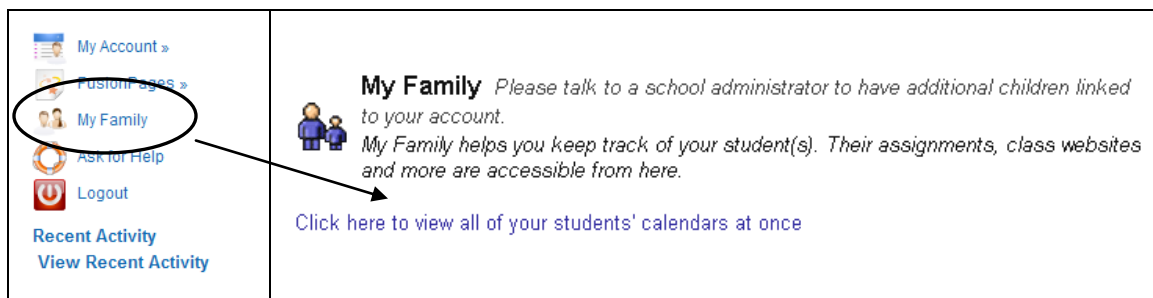
About calendars:

Your school's website provides several calendar options; a personal calendar, student calendar and school calendar.

To view all student calendars:

If you have more than one student, you can view all of their classroom and activity calendars in one location, regardless of the school they attend.

1. Click **My Family** on your personal dashboard on the left.
2. Select, **Click here to view all of your students' calendars at once.**



To view your school's calendar:

The calendar on your school's website displays events at your school that have been added by the website administrator.

1. Click **School Calendar** from the menu below your personal dashboard on the left.

To add an iCal Feed via the school calendar:

You can create a URL that will allow you to see your calendar from any program that supports iCal feeds. For the Outlook add-in, please visit:

http://www.kennerprice.com/icalendar/#_blank

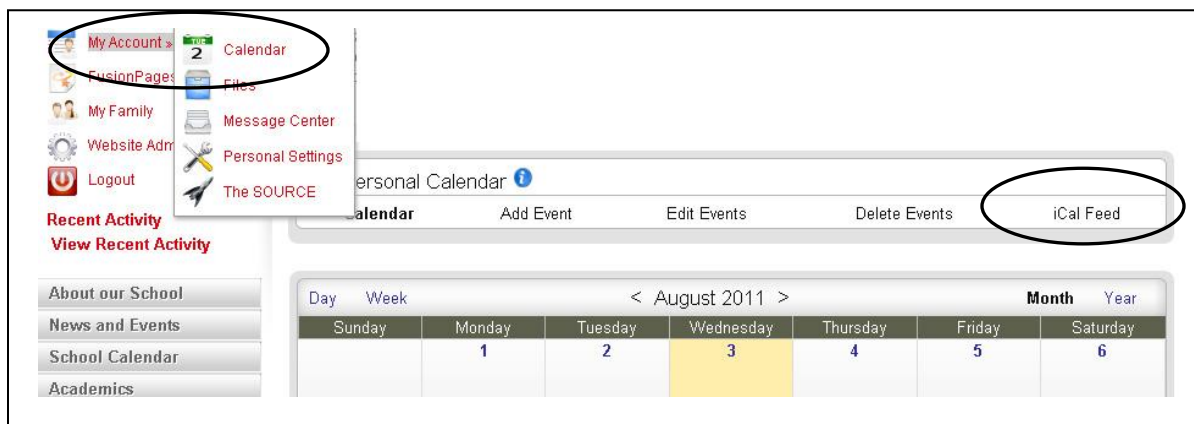
1. From the menu above your calendar, click **iCal Feed**.
2. Click **Synchronize Calendar**.
3. Available only in Internet Explorer, you can sync your My Calendar with your Outlook Calendar. A Wyncs plugin will be installed the first time a calendar is synchronized.
4. Click **Synchronize Now**, then click **Check Events**. Click **Synchronize Now**.

To overlay your personal calendar on the school calendar:

1. Go to your school's calendar.
2. Above the calendar on the upper left, click + Choose calendars to view.
3. Scroll to the calendar you wish to overlay and click the +.
4. Click the box next to the school calendar you would like to overlay.

To view personal calendar events:

1. From your personal dashboard, select **My Account**, then select **Calendar** to view events at your student's school as well as district events.
2. Hover your mouse over an event for details, click the event to RSVP.
3. If you wish, use the menu above your calendar to add personal events.



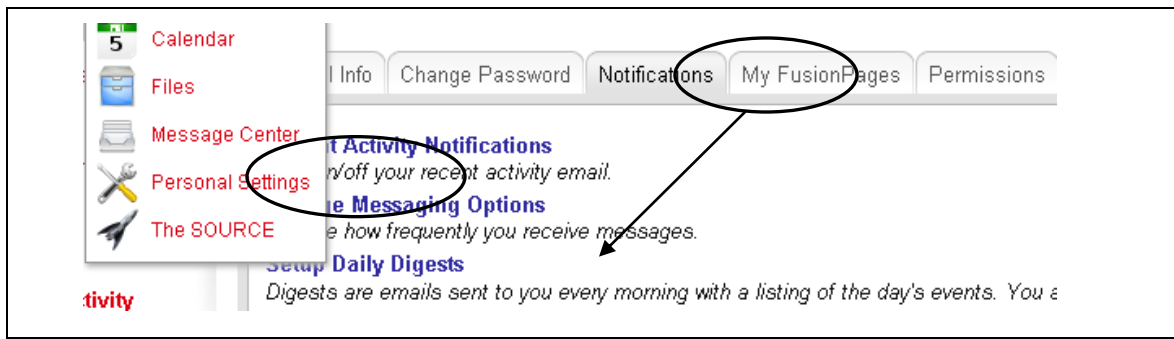
To receive Daily Digests:

Daily Digests are emails sent to you each day with a list of the day's events. You must subscribe to receive these emails.

NOTE: At this time, if you have students at more than one school, you may only receive Daily Digests from your primary school. This problem has been reported to the vendor and we hope they will resolve this in the near future. We appreciate your patience.

1. Click **My Account** on your dashboard on the left, then click **Personal Settings**.
2. Click the **Notifications** tab and select Setup Daily Digests.
3. Select one of the 3 options by clicking and select **Close Window**.

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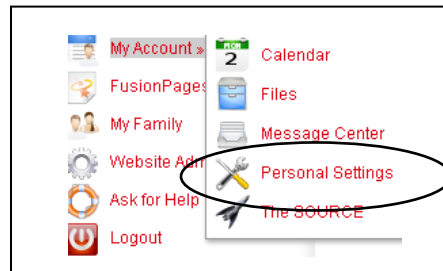


Notifications:

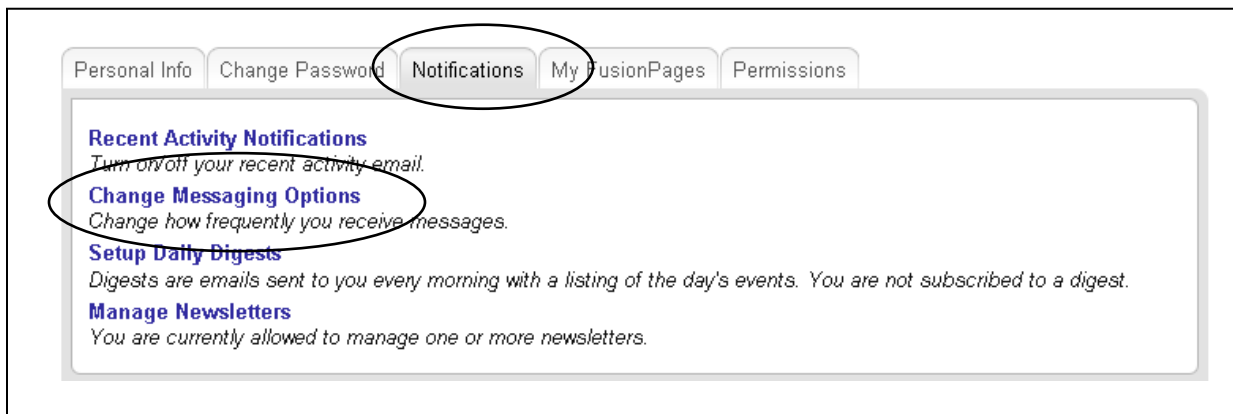
Once your student's school website goes live, you will start receiving notifications. **If you wish to continue receiving notifications, you do not need to do anything.** If you would prefer to not receive these notifications, this document explains how to turn them off or change them.

To turn off notifications:

4. Go directly to your school's website and log in as usual.
5. After logging in, you will see a set of tools on the left. Click **My Account**, then click **Personal Settings**.



6. Your **Personal Settings** screen will appear. Click the **Notifications** tab.
7. Click **Change Messaging Options**.



8. To stop receiving notifications, click the **Do not receive an email** radio button and then click **Submit**.

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Your Messaging Notifications [Inbox](#) | [Compose](#) | [Sent](#) | [Trash](#)

Receive an email for each message
An email will be sent immediately when someone sends a message.

Do not receive an email
Instead, you may be notified of a new message when you log in, as well as your nightly Recent Activity email.

To change messaging options:

1. From the **Personal Settings** screen, click the Notifications tab.
2. Click **Recent Activity Notifications**.

Would you like to receive a daily email containing all of your activity and events?

Yes No

My Personal Settings
Change and personalize your account information.

Personal Info | Change Password | **Notifications** | My FusionPages | Permissions

Recent Activity Notifications
Turn on/off your recent activity email.

Change Messaging Options
Change how frequently you receive messages.

Setup Daily Digests
Digests are emails sent to you every morning with a listing of the day's events. You are not subscribed to a digest.

Manage Newsletters
You are currently allowed to manage one or more newsletters.

3. A message will appear above the table. If you do not wish to receive an email listing your activities and events, click the **No** radio button and **Submit**.

For more help, please contact your school's web administrator.