The following instructions will guide you through setting up ClassLink SSO and OneRoster for Learning Without Tears digital products. OneRoster must be enabled before sharing data with us. Once Learning Without Tears has verified your order, you can adjust your data Permissions. The program will be available to users after customer completes the initial setup and the integration sync is performed by Learning Without Tears.

Set-Up steps:

1. Sign in to ClassLink launchpad
2. Select Classlink Management Console
3. Select Roster Server, then Manage
4. Select Applications
5. Select Add Applications
6. Search for your product. Options include: Keyboarding Without Tears, Handwriting Interactive Digital Teaching Tool, HWT Digital Student App, Pre-K Interactive Teaching Tool, GSS Student Learning Apps, A-Z for Mat Man and Me Interactive Teaching Tool, A-Z for Mat Man and Me Student App, and Wet-Dry-Try.

   If you have licenses for multiple products, repeat this step for each. **Important**: Review the Permissions Best Practices below for program specific data sharing requirements. Failure to follow the Permissions Best Practices may cause delays in program availability as missing data and/or incorrect data sharing must be corrected before the integration can be synced by your Learning Without Tears Onboarding Specialist.

7. Select +Add
8. Return to Applications, then under Actions select Edit Permissions
9. Select Custom Permissions, then share your OneRoster data
10. Return to Applications, then activate the Enabled toggle for the app
11. Open an onboarding case here: https://www.lwtears.com/contact-us/rostering (if one isn't already open) to request Learning Without Tears confirm and complete your ClassLink integration sync. Note: If you previously used our products with any type of integration, an archive of your classes will be performed prior to the integration sync for the current year.

OneRoster Data Sharing and Permissions Best Practices:

- Limit the number of records by filtering by grade level of the product purchased.
- The org.csv must include a District when sharing multiple schools.
- If sharing a district and multiple schools in the org.csv, the District's **Sourced ID** must be referenced by each school in the **Parent Sourced ID** column (the District Parent Sourced ID field should be blank).
- Limit the number of enrollments for users in the enrollments.csv file, ideally, sharing only one class for each student (usually English Arts, Homeroom or Attendance).
- Limit courses and classes in courses.csv and classes.csv to those using the digital product (usually by filtering for only English Arts, Homeroom or Attendance).
- When sharing for Interactive Digital Teaching Tool, Pre-K Interactive Teaching Tool, and A-Z for Mat Man and Me Interactive Teaching Tool, the classes.csv must have **Grade** assigned to each class. If this field is not populated, educators will not be assigned licenses. Customers needing assistance with populating the Grade field can contact helpdesk@classlink.com

- For all student applications: Ensure that users are listed as Student, they have a grade, they have a class with the grade column populated, and correct enrollment.

- Changed your email domain from last year or current year? Open a support case at https://www.lwtears.com/contact-us/rostering

- **All roster changes should be made in your SIS or directly in ClassLink, and these changes will update nightly and be reflected in +Live Insights the next day:**

- Add a class, student or teacher by adding all additional data via ClassLink.

- Removing students or teachers will remove their license and suspend their account in +Live Insights. Removing student licenses will also delete student progress.

- Removing a course or class will remove all teacher and student enrollments and remove any licenses.

- SourcedId's should not be changed. If this happens, contact us as soon as possible.

Understanding Licensing:

- Instructor Apps (IDTT: Interactive Digital Teaching Tool): The total number of Teachers shared as well as the total number of sections shared should be less than or equal to the total number of licenses purchased.
  If the total is higher than the number of licenses purchased, review your sharing rules and ensure you are following the Data Permissions Best Practices.

  o   This product is licensed by Grade, by Educator. For example:

      1 educator + 1 GradeK section = 1 license

      2 educators + 1 GradeK section = 2 licenses

      1 educator + 1 GradeK section + 1 Grade2 section = 2 licenses

      1 educator + 3 GradeK sections = 1 license

- Student Apps (Keyboarding Without Tears, GSS Student Learning Apps, Wet-Dry-Try): The total number of Students shared should be less than or equal to the total number of licenses purchased.

  o   This product is licensed by Student.

- For A-Z for Mat Man and Me Student App, students will automatically be given a group based on grade:

  o   PreK = PreK

  o   Kindergarten = Emerging

  o   1st grade = Developing

For help with assigning applications to users, go to help.classlink.com/s/article/Customizing-Applications. And, for additional information can be found at support.classlink.com.