System Startup Guide
ClassView Platform

Supporting the Inspire Literacy (iLit) and *my*Perspectives *ELD Companion* Products

Version 2.0

Contact Tech Support at 1-800-234-5832 for any product or setup issues.

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Introduction

Welcome to the ClassView platform. The ClassView platform provides student management, class management, reporting and operational management of the products that are supported by the platform. The ClassView platform supports the following products:

1. Inspire Literacy 90 (iLit 90)

2. Inspire Literacy 45 (iLit 45)

3. Inspire Literacy ELL (iLit ELL)

4. Inspire Literacy 20 (iLit 20)

5. myPerspectives ELD Companion (myELD)

This document will help customer admin and IT personnel prepare and set up the product(s). Each product consists of several components that are required for use in the classroom. The components include:

- Teacher App

- Student App

- Projector App

- ClassView Management App

- Mobile Devices or Laptop/Desktop Computers

- Internet Connectivity and Content/URL Filtering

Terminology

ClassView: The name of the learning system platform and also the name of the tool used for managing the system. Managing the system primarily includes rostering and reporting.

EasyBridge (EB): An application that supports roster management directly from the customer's Student Information System (SIS). Also supports Single Sign On (SSO) into web apps

Mobile App: Sometimes referred to as a "native app", this is an app that is used on a mobile device like an iPad or Chromebook and is downloaded from the device's app store (Apple App Store or Chrome Web Store)

Web App: An app that runs on a web browser and is sometimes referred to as web client. Web browsers include Chrome, Safari, Firefox and Internet Explorer. For example, an iLit web app is launched by opening a web browser and using one of the following URLs: teachilit.com, learnilit.com or projectilit.com.

Point of Use (POU): The preferred physical location that provides the most accurate readings when testing available bandwidth. Bandwidth measurements should be taken where the user is using the products and on the same network access point or WiFi connection.

Mobile Device Management (MDM): An industry term for the administration of mobile devices, such as tablet computers. MDM is usually implemented with the use of a third-party product that has management features for particular vendors of mobile devices.

Single Sign On (SSO): A session and user authentication service that permits a user to use one set of login credentials (e.g., district name and password) to access multiple applications

Organization: The purchaser of the product. The organization is often a school district, but can also be a single school.

Building: Also referred to as a "school", the building is subordinate (child) to a district.

Master Class: A single class created by the combination of two (2) or more standard classes. The master class is oftentimes correlated to a physical class at the district where the physical class is rostered by the district in the SIS as 2 or more unique rosters.

Manual: When a district's classes are not rostered (created) through EasyBridge then classes, teachers and students are created manually using the ClassView Management tool. Organizations/districts are referred to as either Manual or EasyBridge.

Student Information System (SIS): Software designed to help create a structure around coordination of classes, students, teachers, administration, and sometimes parents within a school district. For the purposes of this document, the SIS is the district's or school's software that feeds into EasyBridge and helps with rostering.

Secondary Credentials: The credentials that users use to access their products directly through EasyBridge
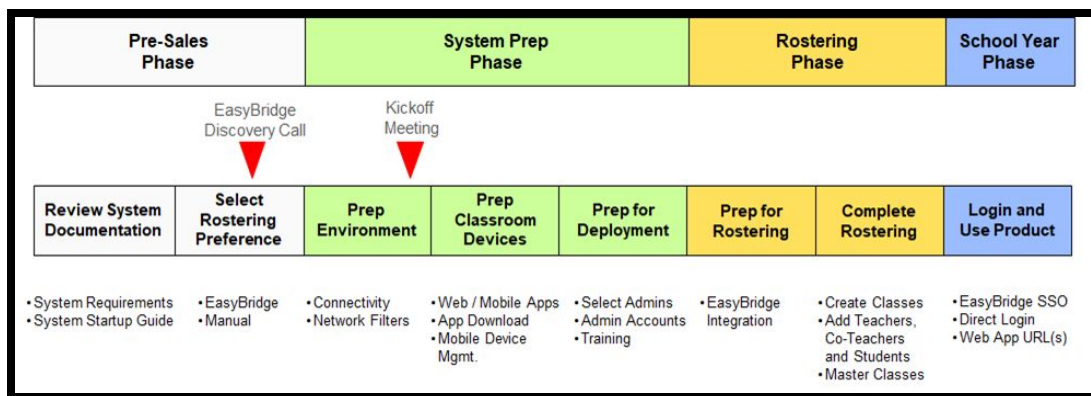
High-Level System Startup Process

There are a series of steps that are recommended when preparing for the start of the school year and the use of one of the products on the ClassView platform. The following provides a high-level list of steps that may help with setting up the product(s). The steps will be further elaborated upon in subsequent sections of this document.

1. **Review System Documentation** - the System Specifications document is available on pearsonappstore.com/#docs. This document should be reviewed during the pre-Sales phase to ensure that the classrooms, networks, general infrastructurer and devices support the products.
2. **Select Rostering Preference** - it's important to make a decision about whether a district will be integrating with EasyBridge to export class rosters directly from the district/school SIS or will be setting up the classes and users through manual rostering tools provided in the ClassView Management app.
3. **Prep Environment -** includes the prep of the district, schools and classrooms for product use. This step includes, but is not limited to, verifying Point of Use (POU) device connectivity, configuring the firewall for whitelisted URLs and confirming whether or not any content filters restrict product content.
4. **Prep Classroom Devices** - this step includes, but is not limited to, identifying the classroom device (Browser Web App or Mobile Apps [iPad, Chromebook]) to be used. If a Mobile App is selected then the app deployment method needs to be identified. App deployment can be facilitated through Mobile Device Management (MDM) software or the apps can be loaded manually on each device.
5. **Prep for Deployment** - if EasyBridge integration has been selected, customers should designate whether teachers or admins will be completing the association of product/grade to each class in EasyBridge. The customer needs to provide guidance to whoever is going to complete the product/grade to class association and about the overall process to include preventing common mistakes. If not already completed, this might be the time where additional accounts for School or District Admin are requested.
6. **Prep for Rostering** - this step is very important especially if a customer has selected to integrate with EasyBridge
   a. The EasyBridge integration may take several weeks for both the customer and Support Services to complete.
   b. For customers that select manual rostering, it's important to provide the time and resources necessary to understand how to prepare for and complete rostering.
7. **Complete Rostering**
   a. If EasyBridge rostering has been selected, then the admin and/or teachers that have been trained need to complete the product/grade association to classes in EasyBridge.
   b. If Manual rostering has been selected, then the admin needs to create rosters for bulk upload and then create classes.
8. **Login and Use Product** - the process for logging into the web apps and mobile apps is essentially the same except when you have selected EasyBridge Plus, which will then allow user to SSO into the web apps. Users cannot SSO into the mobile apps.

In addition to the eight (8) steps outlined above, there are two other key tasks that need to be coordinated between the customer and Support Services. These are extremely important for efficient deployment and optimal success in the classroom.

- **Coordinate Professional Development** - it's important to ensure that Professional Development training has been set up. Reach out to the Sales professional or Intervention Lead for help with coordinating training.

- **Coordinate Kickoff Meeting** - once the Purchase Order (PO) is received it will flow through the fulfillment process. The customer will receive a Welcome Letter which primarily focuses on scheduling a Kickoff Meeting. At the Kickoff Meeting, the customer should, at a minimum, have district points of contact for product administration and IT.

The following figure provides a high-level view of the phases within the implementation life cycle and information regarding the estimated timelines. Timelines vary greatly depending on many factors to include the rostering approach that is selected, the size of the implementation, familiarity with deploying/using mobile apps, etc.

Pre-Sales Phase		System Prep Phase			Rostering Phase		School Year Phase
	EasyBridge Discovery Call	Kickoff Meeting					
Review System Documentation	Select Rostering Preference	Prep Environment	Prep Classroom Devices	Prep for Deployment	Prep for Rostering	Complete Rostering	Login and Use Product
• System Requirements • System Startup Guide	• EasyBridge • Manual	• Connectivity • Network Filters	• Web / Mobile Apps • App Download • Mobile Device Mgmt.	• Select Admins • Admin Accounts • Training	• EasyBridge Integration	• Create Classes • Add Teachers, Co-Teachers and Students • Master Classes	• EasyBridge SSO • Direct Login • Web App URL(s)

The overall process starts during the Sales Phase where the customer should become familiar with the System Specification and the rostering option using EasyBridge. The details of these steps will be provided in subsequent sections.

Product Documentation

Several sites are provided where you can obtain additional information about the products on the ClassView platform. Sites include:

My Pearson Training (*mypearsontraining.com*) - A one-stop training site that includes video tutorials, webinars, user guides, training materials, implementation ideas, and more

Pearson App Store (*pearsonappstore.com*) - Provides access to the ClassView Web Apps, documentation, videos and links to other sites. Apple iOS enterprise apps are limited to 1 year and then must be reloaded. Therefore, we recommend downloading apps from the Apple App Store or Chrome Web Store.

Pearson Learning Community (PLC) (*ilitplc.com*) - A collaborative site for teachers

Redefining Literacy (*redefiningliteracy.com*) - Includes a variety of information about the products such as the "How *iLit* Works" section in addition to information regarding assessment, reporting, help with funding, evidence-based results and the opportunity to request a preview account for 30 days

Customer Support

For issues and questions, contact Tech Support. There are currently two options for contacting Tech Support:

- Call (800) 234-5832, Monday – Friday, 8:00 a.m. - 8:00 p.m. Eastern

- Submit an online support form at
  https://pearsonnacommunity.force.com/support/s/k12-curriculum-support-form

ClassView Platform

Understanding the difference between the platform and the products is very important. Essentially, platforms are an ecosystem of supporting components or systems. The platform is required to enable the products to work. On the other hand, the products are the software applications used by the customer. In the case of the ClassView platform, it supports the communication and data access/storage for the products to allow the teacher app, student app and projector app to work together. Also, the ClassView platform provides the tools to create classes and view reports for students, classes, schools and districts.

As indicated earlier, there are 5 products on the ClassView platform:

1. Inspire Literacy 90 (iLit 90)
2. Inspire Literacy 45 (iLit 45)
3. Inspire Literacy ELL (iLit ELL)
4. Inspire Literacy 20 (iLit 20)
5. myPerspectives ELD Companion (myELD)

Each of these products has several grade levels. The levels are as follows:

- **iLit 90** - Levels A - H, where A is correlated to grade 4, B to grade 5 and so on
- **iLit 45** - Levels A - G, where A is correlated to grade 4, B to grade 5 and so on
- **iLit ELL** - Levels A - G, where A is correlated to grade 4, B to grade 5 and so on
- **iLit 20** - Grade 3 and Levels A - I, where A is correlated to grade 4, B to grade 5 and so on
- **myPerspectives ELD Companion** - Levels C - I, where C is correlated to grade 6, D to grade 7 and so on

The following table shows the products and their corresponding grade level identification systems.

Products	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
iLit 90		Level A	Level B	Level C	Level D	Level E	Level F	Level G	Level H	
iLit 45		Level A	Level B	Level C	Level D	Level E	Level F	Level G		
iLit ELL		Level A	Level B	Level C	Level D	Level E	Level F	Level G		
iLit 20	Band P			Band M			Band H			
myPerspectives ELD Companion				Level C	Level D	Level E	Level F	Level G	Level H	Level I

System Specification

A System Specification document has been published to help with understanding what's required to prepare your environment for a successful deployment.

The following are a few of the more critical System Specification that are foundational to a successful experience. The System Specification document can be found at pearsonappstore.com/#docs.

- Each user should nominally have 750Kbps network bandwidth

- Google Chromebooks
    o Chrome OS 60.x or later (Official Build - 64bit)
    o 1.40Ghz Processor
    o 2GB RAM /16GB Storage
    o Screen Size: 10.1"
    o Recommended resolution: 1366 x 768
    o User Interface: trackpad or mouse are recommended

- iPad Minimum Requirements
    o iOS 10.x or above
    o iPad 4 / iPad Mini 2 or newer
    o 16GB Storage

- Browsers:
    o Google Chrome™ version 67 or later (32/64-bit Windows®; 64-bit Mac OS® X)
    o Mozilla Firefox® 60 or later (32/64-bit Windows; 64-bit Mac OS X)
    o Safari® 9.x, 10.x, 11.x (64-bit)
    o Edge (32/64-bit)
        ▪ Internet Explorer 10/11 and Safari browsers do not work with assignments that require microphone access.

- Whitelisting and filter configuration - allow for both HTTP & HTTPS
    ○ Please refer to the System Specification for details
- Text Help
    ○ speechstream.net/*
    ○ speechstreamservices.speechstream.net/*
    ○ speechstreamservicesbackup.speechstream.net/*
    ○ speechstreamcache.speechstream.net/*
- EasyBridge
    ○ http://wayf.rumba.pearsoncmg.com/*
- EasyBridge: Where Are You From (WAYF)
    ○ https://wayf.rumba.pearsoncmg.com/*
- Google Analytics
    ○ https://www.googleapis.com/*

These specs are recommended and not required since app performance depends on many environmental factors such as bandwidth, density of users, clearing of cache, etc.

Classroom Applications

There are three (3) apps that support instruction in the classroom. The three (3) apps are:

1. **Teacher App** - In the classroom there is one (1) lead teacher. The lead teacher may also be referenced as the primary teacher or the teacher of record. In addition to the lead teacher there may be co-teachers or assistants that are able to support instruction to student groups that have been defined by the lead teacher. The lead teacher and co-teachers both use the teacher app. When logging in, the app recognizes whether the user has been defined as the lead teacher or co-teacher.

2. **Student App** - All students use the same student app.

3. **Projector App** - There is only one projector app used per class.

The teacher and student apps are available as web apps accessed through a browser or mobile (native) apps available on either the iPad or Chromebook. The Projector App is only available as a web app. These apps will be described in more detail in a subsequent chapter.

ClassView Management App Overview

In addition to the three (3) primary apps that support instruction in the classroom, the ClassView Management app provides support for class management, student rostering and reporting. The ClassView Management app provides support for:

- Creation of classes, teachers, co-teachers and students using manual rostering features

- Management of teachers, co-teachers and students using EasyBridge rostering features

- Management of manual classes by adding, dropping and moving students

- Management of semesters, quarters, trimesters, etc. using a Merge Data feature

- Access to a wide range of reports for students, classes, schools and/or districts

- Monitoring classes to evaluate progress and performance

Users that have access to the ClassView Management app include Teachers, Co-teachers, District Admin and School Admin. Admin accounts can be requested for any number of users and can be requested through Tech Support or the assigned Intervention Lead. Admins that login SSO through EasyBridge are automatically created in ClassView when customers SSO into ClassView the first time.

Classroom Devices

The teacher, student and projector apps are separate and unique. They work together to provide a cohesive interactive program. The teacher and student apps can run on several different devices which will be further explained in the following paragraphs. However, the projector app only runs as a web app in a browser. The projector app is usually run on a laptop or desktop that is connected to the classroom projector or smartboard.

In the case of the teacher and student apps, the preferred option is to use mobile apps on either iPads or ChromeBooks though other devices like laptops may run the app in a browser. On iPads and Chromebooks, native apps perform better and offer a more stable user experience. It's important to know that the browsers on mobile devices are not actively supported and therefore may cause issues in the classroom. See System Specification for additional information.

In addition to the mobile apps on iPads and Chromebooks, student and teacher apps run on popular browsers like Chrome, Firefox, Internet Explorer and Safari as web apps. These are good options when used with a laptop or desktop. It's important to note that a teacher or student can use the app in the classroom on one device and then use the app at home with a different device. For instance, a teacher can use an iPad in the classroom and then go home and use the teacher app on his/her home laptop.

Besides some performance, usability and cost considerations, there is one additional thing to consider when selecting the device or platform used to run the app. Only mobile/native device apps support offline mode. Therefore, iPads or Chromebooks are required if there is a need to support students working offline at home without an internet connection. The same mobile device used in the classroom must be subsequently used at home in order to work offline.

Another thing to consider is that Internet Explorer and Safari browsers don't support audio recording which is required for some completing some student assignments.

Regardless of the platform you choose, additional detailed System Specifications should be reviewed prior to implementation. As indicated previously, customers can go to PearsonAppStore.com and select DOCS to review the System Specification.

Mobile Device Management (MDM) Considerations

When deploying iPad and Chromebook policies and profiles, consider the following:
- Content filter lists and protocols should be the same across all device platforms
- In extreme cases, ClassView teachers and students require device permissions to delete and reinstall apps on their devices. At a minimum, permissions should allow the user to close and reopen the apps
- Although ClassView products are WCAG 2.0 AA compliant, care should be taken to ensure that the device specific accessibility settings are set correctly
- ClassView apps are well-tested prior to deployment to production customers; thus, it is highly recommended that device settings allow for automatic app store updates

Rostering Options

Rostering is a critical part of the system setup process. Making the decision about the method of rostering is straightforward and should be made as early as possible in the purchasing and deployment process. There are two options for rostering:

- **Manual Rostering** - manual rostering is a process of creating and maintaining users and classes using the ClassView Management app. ClassView provides a full complement of tools to build rosters, create classes, create users (teachers, co-teachers, students) and maintain rosters throughout the school year. Other than quickly learning the basics of creating and updating class data, manual rostering does not require any preparatory steps. It is recommended that a dedicated admin is identified and trained to support manual rostering.

- **EasyBridge Rostering** - EasyBridge refers to a process of uploading, rostering, creating and maintaining classes based on information from the customer's Student Information System (SIS). This approach requires preparatory work by both the customer and Support Services to "integrate" the customer's SIS data into the EasyBridge process. Essentially, the customer's data is uploaded to a Secure FTP site (SFTP) on an ongoing basis and is then processed through EasyBridge and then into ClassView in order to support the class management process. ClassView supports EasyBridge Auto and Plus, but doesn't support Basic.

As indicated above, "Manual" and "EasyBridge" rostering are the two options provided for use with products on the ClassView platform. The choice of which option to use is the customer's, but there are some helpful hints that should simplify the decision.

Before reviewing some key decision factors, it's best to highlight some pros and cons of each approach.

- Manual Rostering
  - Pros
    - A simple process with no extended prep required
    - Isolated management of class rosters without impact from the SIS
  - Cons
    - Maintenance of classes is not automated and therefore may require ongoing maintenance
- EasyBridge Rostering
  - Pros
    - Once integrated, a hands-off approach to creating and managing classes
    - A tightly coupled reflection of what's being managed in the customer's SIS
    - Extremely efficient and effective at creating and especially maintaining classes within ClassView
    - Provide secure data transfer
  - Cons
    - Requires a one-time integration that can take as much as 4 to 6 weeks to complete and requires technology work by both the customer and Support Services
    - With the need to support so many SIS systems and unique implementations by customers, the tight coupling with the SIS can present some challenges to individual customers.

These pros and cons are probably not sufficient to make a final rostering decision. When making the rostering decision it should be noted that the selected rostering approach can change from school year to school year. However, a thoughtful decision should be made in the initial school year. There are a few key factors that should be initially considered when making the decision.

- **Is the district already EasyBridge integrated?**

  Even though other platforms/products may already be supported by EasyBridge, that doesn't mean that ClassView is supported or that ClassView must be part of the integration. ClassView can make use of an integration that is already in place for other products or a decision can be made to use manual rostering for the ClassView products such as iLit.

- **Is the implementation of the iLit or myELD products large or small in scope?**

  The products on the ClassView platform are considered Intervention or Supplemental. Since they aren't core products then the size of the implementation may be smaller. Support Services will assist in assessing the size of the implementation which is framed in terms of number of students and number of classes. Smaller implementations may not provide sufficient value to the customer for an EasyBridge integration. There is an upfront effort to complete the integration, but then maintenance of rosters is more efficient since changes are driven directly by changes in the SIS. There are several factors to consider when making a rostering decision and Support Services will actively support that decision process.

- **Will the classes use semester, quarter or trimester scheduling?**

  If students "move" from one class to another in the SIS then the expectation is that the data will also migrate forward throughout the school year. However, depending on how this is handled through the SIS it can be somewhat automated or can depend on manual intervention. For example, if students are being moved from a semester 1 class to a semester 2 class then dropping the students (with their data) from the semester 1 class prior to creating the semester 2 class will allow the students and their data to be picked up automatically into the semester 2 class. Managing this process through the SIS can be tricky. If the transition from semester 1 to semester 2 doesn't happen in this way then the data has to be "moved" manually. The data is copied (merged) from the semester 1 class into the semester 2 class. For customers that select manual rostering, the timing of the class transitions can be more controlled. However, the size of the implementation is a more important factor in selecting the rostering option.

One of the most important factors in determining the rostering option is the size of the implementation. The size refers to the number of students to be rostered and/or the number of classes being created. When rostering manually, each class is created one at a time. The class creation requires basic information about the district and school as well as selecting the product and grade level and entering the class period. The teacher either needs to be created or selected from the existing pool of teachers. Lastly, students need to be rostered which is usually done as a bulk upload when creating a class.

A standard class with about 25 students may take up to 5 minutes to create the bulk upload student file and then another 2 to 3 minutes to create the class. Including prep and verification afterwards, a class can take anywhere from about 3 to 8 minutes depending on user's familiarity and comfort working in ClassView.

In order to help with deciding on a rostering approach based on implementation size, the following guideline has been prepared. This guideline is not absolute and doesn't take into account all factors. An example from the guideline is that if the implementation includes over 400 students or may include over 30 classes then we might make a strong recommendation to use EasyBridge for rostering. This takes into account both the initial creation of the classes and the subsequent maintenance of those same classes.

District EB Integrated	Minimum Students	Minimum Classes	ClassView Rostering Solution
Yes			Strong Recommendation for EasyBridge Rostering
No	>400		Strong Recommendation for EasyBridge Rostering
No		>30	Strong Recommendation for EasyBridge Rostering
No	>200		Moderate Recommendation for EasyBridge Rostering
No		>15	Moderate Recommendation for EasyBridge Rostering
No	<100		Strong Recommendation for Manual Rostering
No		<15	Strong Recommendation for Manual Rostering
No	<200		Moderate Recommendation for Manual Rostering
No		<10	Moderate Recommendation for Manual Rostering

As part of the decision process, the customer may want more information about the effort involved with the EasyBridge integration. The "integration" consists primarily of the uploading of SIS data for a Secure FTP (SFTP) site. Once the data is uploaded by the customer then the subsequent process of setting up classes requires an admin or teachers to log into EasyBridge and associate a product to each class. The products available to a customer depend on what is licensed to the customer. In the case of the ClassView products, the association to a class requires both the selection of a product, but also the selection of a grade level. The product/grade level combination will look similar to "iLit 90 Level A" where the product level is correlated to a student grade level. For more detailed information about the EasyBridge integration and implementation process, a customer may request an EasyBridge Discovery Call using the following link.

https://RequestEasyBridgeServices.as.me/

It's in the customer's best interest to make a decision as early in the purchase or implementation process as possible. It should be part of the sales process, but may be delayed for a variety of reasons and therefore should then be handled as part of the Kickoff Meeting. Shortly after a PO is received, a customer will receive a Welcome Letter that focuses on scheduling a Kickoff Meeting. The Kickoff Meeting will cover many topics, but an important topic is driving toward a rostering decision if it hasn't already been determined. Waiting too long to make a rostering decision can force a decision to use manually rostering simply because there isn't enough time to complete the integration prior to classes starting.

Prep for Deployment

Environment Prep

Environment prep consists of ensuring that the district, school, classroom and/or devices are ready to support the deployment of the selected product(s). This step is characterized by reviewing the System

Specification, updating the environment to best meet those requirements and then performing testing, if necessary. Environment elements that need to be reviewed and verified include:

- **App Connectivity** - one of the most important environmental requirements for system functionality is internet connectivity. The teacher, students and projector apps are communicating every 5 to 10 seconds in order to support the high degree of interactivity. Additionally, there is content that includes library books, assignments, scoring feedback, etc. that requires a nominal level of download speed. Download speeds are more important because sizable content is downloaded whereas small packets of data like scores or text are uploaded. For this reason, the System Specification states that a nominal download speed of 750 kbps is required per student. It is recommended to use testmy.net from a device in the classroom to test speeds at the point of use.

  If there are low internet speeds at the school/district, or if a customer wants to limit the amount of outgoing traffic, a content server can be added to reduce the amount of calls out to the internet. Content servers only work with mobile device apps.

  It's important to understand that the initial login of the school year can be a little more demanding in terms of content that is being downloaded. Initially, a portion of the library is downloaded causing the initial login to take anywhere from 30 to 45 seconds to complete. After the initial download, all content is downloaded on demand. Logins after the first day are much more efficient and should only take a few seconds to complete the login process. All time estimates are highly dependent upon download speeds at point of use.

- **Content Filtering** - Since content filtering is a system requirement, we have provided all required top level domain Universal Resource Links, (URL's) and protocols in the ClassView System Specification document which is available at pearsonappstore.com/#docs. We do not recommend implementing IP address rating filters since IPs are frequently re-distributed and can generate false positives. Optionally, we suggest filtering by host header especially for content as shown in the System Specification. Unlike IPs, Host headers are owned by the trusted host provided under Amazon Web Services CloudFront.

ClassView Management Accounts

The ClassView Management app is an integral part of both EasyBridge and Manual rostering.

In the case of EasyBridge class management, the ClassView Management app is predominantly used for viewing and editing classes that were set up automatically through EasyBridge. If there were any issues with the classes that were uploaded then there will be a notification in the EasyBridge Alerts tab. Also, for classes, the app can be used to modify the class period, add co-teachers, create Master classes and merge data across semesters or quarters. Besides having access to users and classes, the app provides access to Reporting.

In the case of Manual class management, the ClassView Management app is used to create and edit classes as well as everything described above for EasyBridge class management. Manual rostering can't be performed without access to the ClassView Management app.

There are three (3) customer account types that can access the ClassView Management app. The account types are District Admin, School Admin and Teacher. Much of the functionality that's available to customer accounts is essentially the same for all 3 account types. The basic difference is the level of reporting. A District Admin can access all user, class and reporting data within the district, a School Admin can access all user, class and reporting data within a specified school and the Teacher can access all user, class and reporting data within the teacher's classes.

The chart below describes the three ClassView Management account types available to customers and a high-level view of the available functionality.

Customer Roles	ClassView Functionality							
	Users	Classes	Quick Class	Reporting	Monitor Teacher	Interest Inventory	Book Review	EasyBridge Classes
District Admin	Yes	Yes	Yes	Yes	Yes			Yes
School Admin	Yes	Yes	Yes	Yes	Yes			Yes
Teacher	Yes	Yes	Yes	Yes		Yes	Yes	Yes

EasyBridge Rostering Process Flow

ClassView is integrated with EasyBridge Auto or Plus for rostering, but EasyBridge Basic is not supported at this time. The following figure shows the overall EasyBridge rostering process followed by a description of the overall process. In the subsequent EasyBridge Rostering section, the EasyBridge process will be further defined.

The EasyBridge rostering process flow includes the following steps:

- Student Information System (SIS) exports formatted Comma Separated Value (CSV) rosters. The format and integration of the customer SIS and EasyBridge is initially reviewed during the EasyBridge Discovery Call.
- Rosters are uploaded to EasyBridge via Secure File Transfer Protocol (SFTP)
- Using PearsonEasyBridge.com, customer admins or teachers login and select one product to be associated with each class (section).
  - The products are listed by grade level and the appropriate grade level must be selected.
  - Only one (1) product/grade level combination can be associated to each class.
  - Classes without a designated lead teacher cannot be processed and will be collected within ClassView in the EasyBridge Alerts tab.
- Once the product association to a class has been saved, EasyBridge will notify the ClassView Management app and then an active class will automatically be created (within approximately 15 minutes)
  - After the classes show up in the Classes tab in ClassView Management then the class period can be modified to assist with identifying the class. The class period can be up to 12 alphanumeric characters and special characters.
- Teachers and students can log into classes and begin using the products.

Manual Rostering Process Flow

Manual rostering is performed using the ClassView Management app found at classview.net. The following is a high-level description of the overall process for manual rostering of classes. In chapter 8, the manual process will be further defined.

The Manual rostering process flow includes the following key elements:

- Classes can be created in ClassView using **+ Add Class** in the Classes tab or within **Quick Class**.
- Teachers, co-teachers and students are created within the class creation process.
- Students can be created in 4 different ways: One Student, Bulk Upload, Existing Students or Dropped Students. One Student and Bulk Upload create new students whereas Existing Students were previously created and Dropped Students were previously in another class.
  - Creating student(s) using One Student, Bulk Upload and Existing Students will add students to the class without any pre-existing data.
  - Dropped Students can be added to a class and they will bring with them whatever data was created in their prior class. Data may come from assignments, library books and the student notebook.
- Once the class creation form in + Add Class or Quick Class is filled out then the class will be created once saved. The class is now active and ready for teachers, co-teachers and/or students to log in.
- Classes can be created for demo purposes which means that the results won't show up in any reports. The class can be created as demo by checking the "Demo" box at the bottom of the class creation screen.

Mobile Device Management (MDM)

Mobile device management (MDM) is an industry term for the administration of mobile devices, such as tablet computers. MDM is usually a third-party product that has management features for particular vendors of mobile devices.

The apps for use with the MDM tool are found within the app stores of the device manufacturer.

EasyBridge Rostering

EasyBridge is a service that is provided to customers to provide automated roster synchronization with the customer's Student Information System (SIS). With this service, administrators and teachers no longer manage users or class rosters. Rosters are managed through the district's SIS systems.

This document will provide a general overview of EasyBridge rostering and will drill into some topics for clarification, but it's not intended to be a step-by-step guide. At the end of this section, reference to a more detailed document will be provided.

Before starting the rostering process, make sure that the following are completed.

- Roster files are available in the SIS

- Roster files are being uploaded to the SFTP on a nightly basis.

- Customer organization is set up in ClassView

The first step in the EasyBridge rostering process is to log into EasyBridge (pearsoneasybridge.com). Teachers or Admin can log in to complete the process of associating classes to the correct product. The following figure shows the main screen after logging into EasyBridge as a teacher.
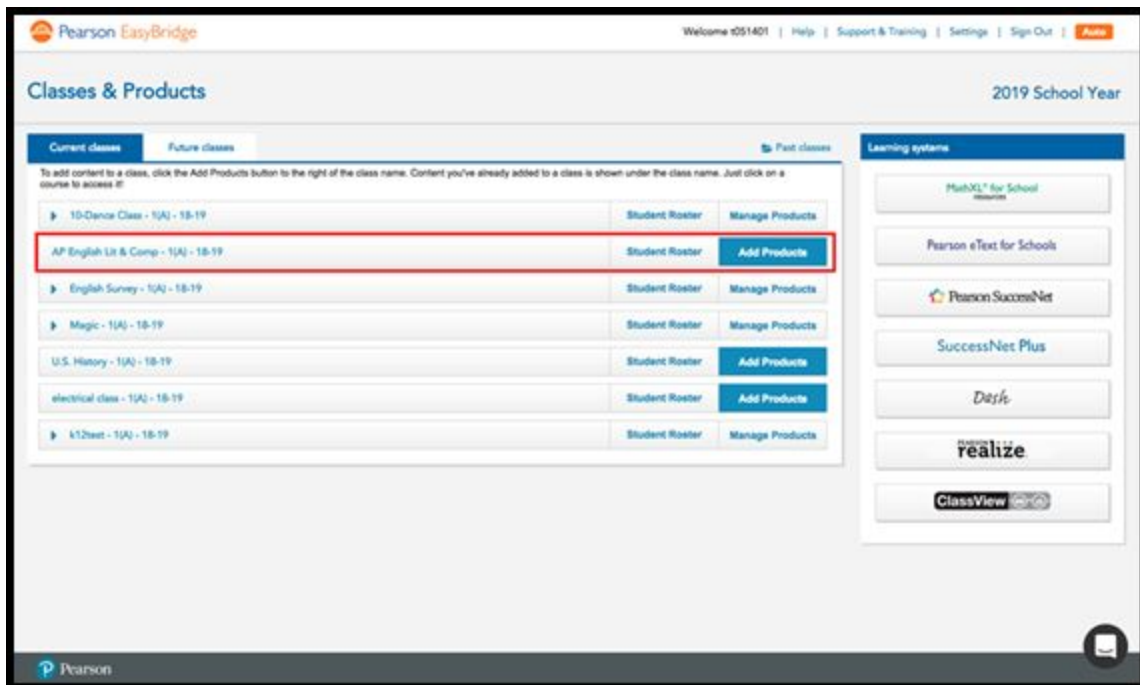
Highlighted within the red outline is a class that has been uploaded from the customer's SIS. The next step is to click on the "Add Products" button which will allow the user to associate a product to the class.
In the following screenshot the ClassView platform is available to be selected from a list of supported platforms in order to filter the list of products that can be associated to the class.
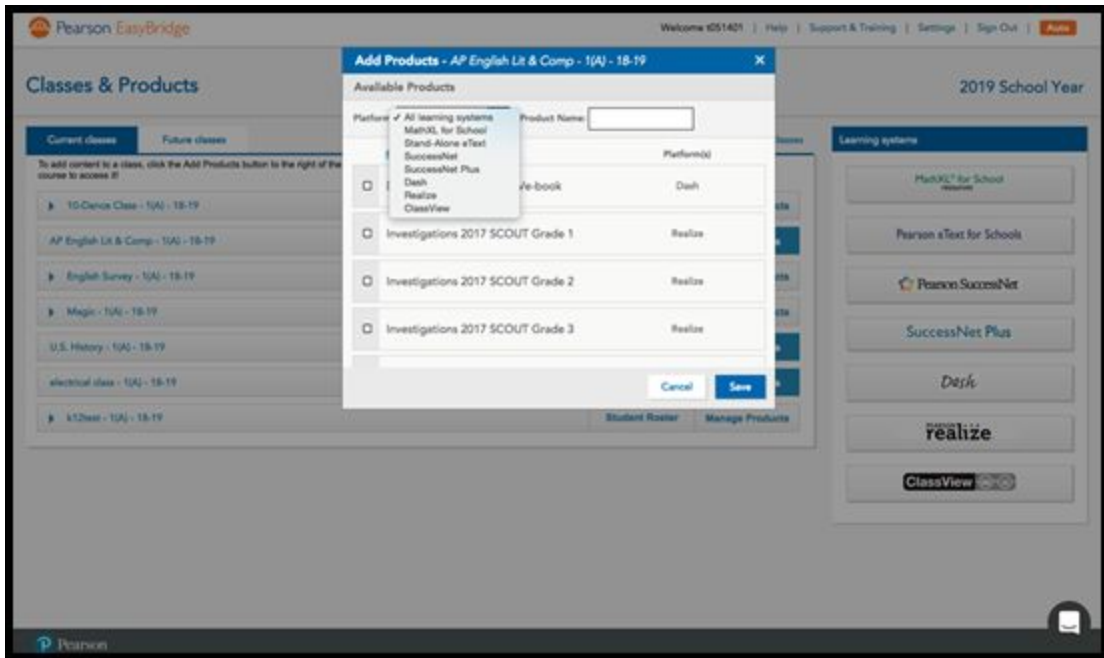
After selecting ClassView, the products within the ClassView platform that are licensed to the user's organization (district) will be available to be selected. In the screenshot below, the example shows the iLit 90 product with grade levels including levels A through F. Additional grade levels can be selected by scrolling the list.
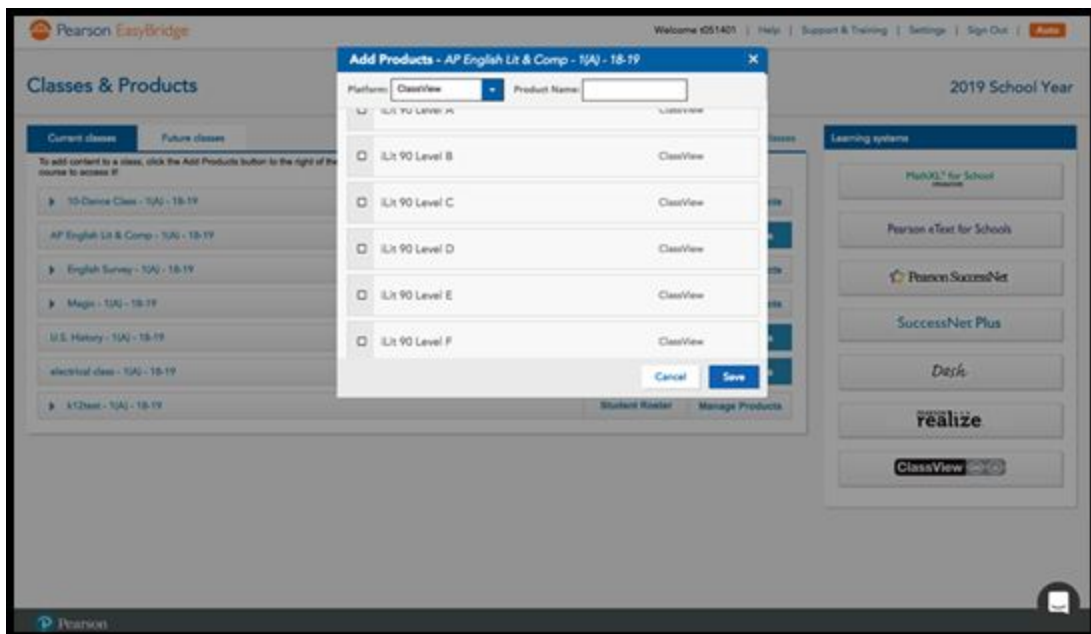
The next step is to select a product and then click "Save". In the example shown in the figure below, iLit 90 Level D has been selected. Once selected and saved, assuming there are no issues with the upload file, the class will show up in the Classes tab of ClassView within 15 minutes.
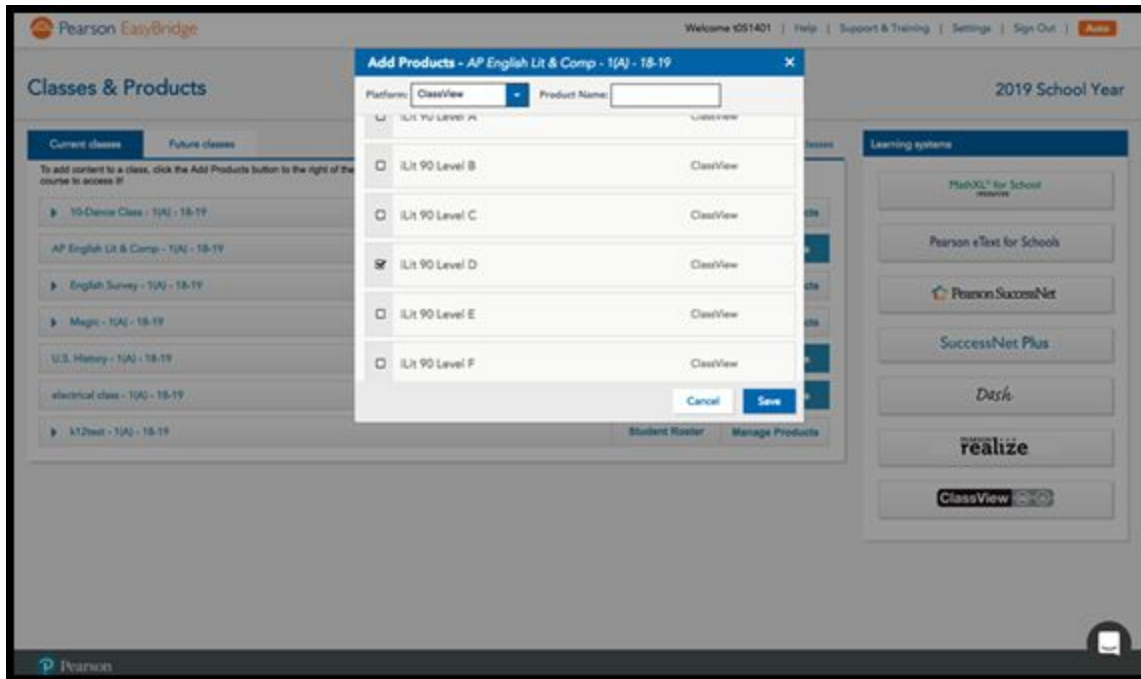
If there are any issues with the class file that has been uploaded to EasyBridge then an entry will show up in the EasyBridge Alerts tab of ClassView. Common issues will include the following:

- **No TOR** - this means that no Teacher of Record (TOR) has been identified in the upload file from the Student Information System (SIS).

- **No Product** - this would be the case where a class was initially set up correctly and then someone followed up and removed in EasyBridge the product association to the class.

- **Multiple Products** - this means that during the product to class association in EasyBridge there has been more than one (1) product selected. For the products in ClassView, only 1 product can be selected per class.

As indicated earlier, classes will be auto-created in ClassView within 15 minutes after saving the product association to a class. The class that shows up in ClassView will have a class name similar to "first-last-ClassPeriod-Level B" where first-last is the first and last name of the teacher. The "ClassPeriod" is a placeholder for the class period. Since teachers often times have several classes, it's important to clearly identify each class and the class period is the best way to accomplish that. All classes have a unique class ID, but the class name is usually referenced most often, especially when the teacher is logging in and selecting the appropriate class. The class period can be up to five (5) alpha, numeric and/or special characters.

In addition to changing the class period, users can change the grade level directly in ClassView. If the class has already started then any data will be lost if the grade level is changed.

Once a class has been created, the class will show up in the listing within the Classes tab. The screenshot below is an example and highlights the Source column which in this case specifies "EasyBridge." The

Source may either be EasyBridge or Manual. An important feature is that the list can be sorted based on any column. Click on a column's header to sort the rows.
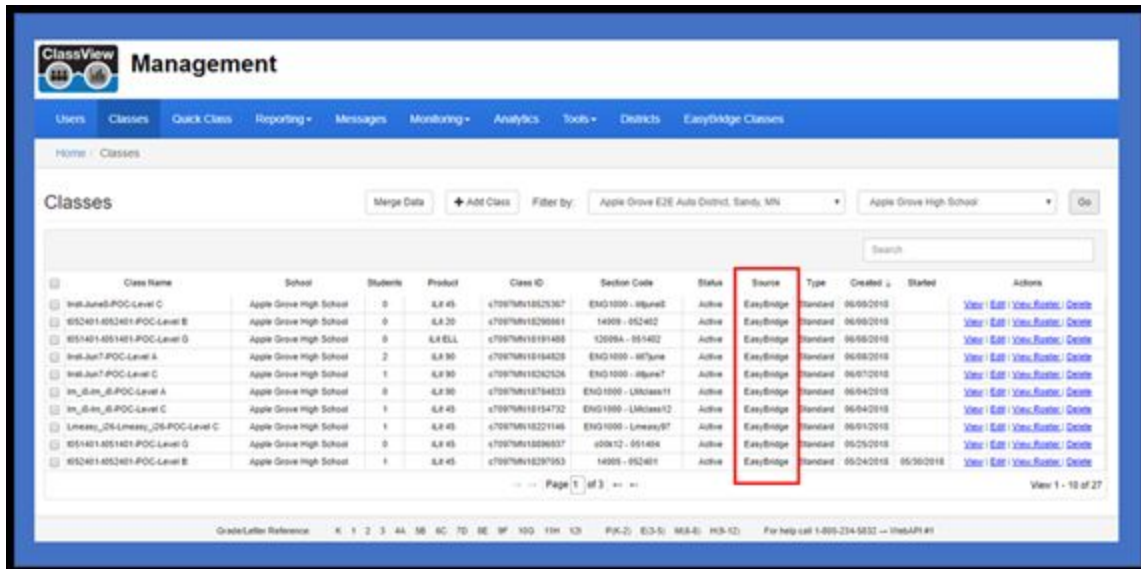

Referencing back to EasyBridge, once the class is associated and saved then the product selected will show up just below the class as seen in the screenshot below. The iLit 90 Level D product was previously associated with the class and now a link with "iLit 90 Level D" is below the class.
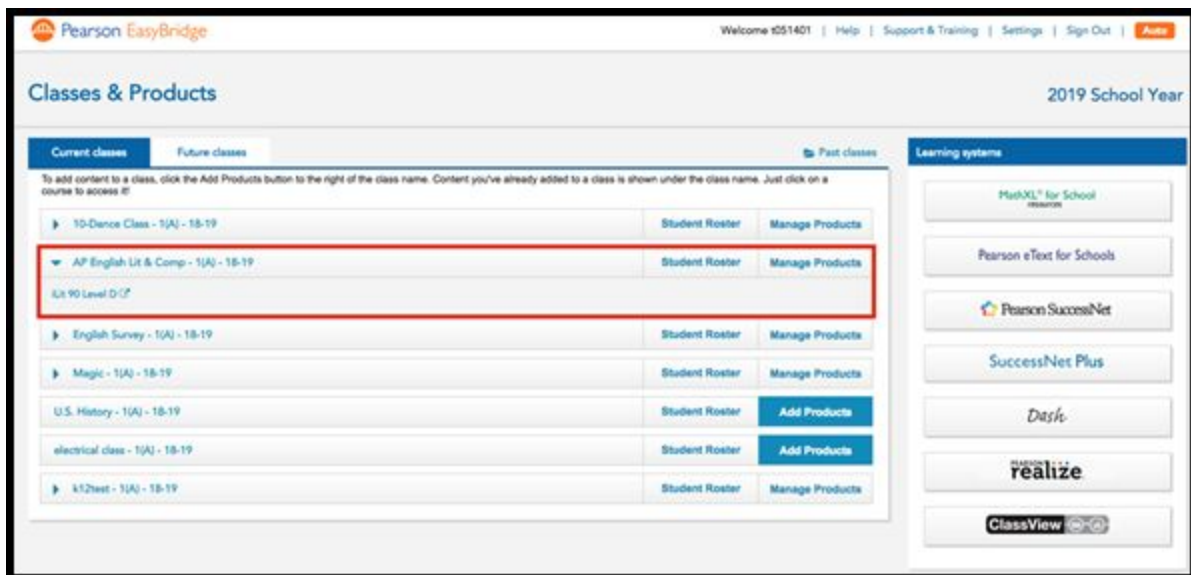
The product that is shown below the class identifies what product has been associated, but also serves as a link to the ClassView Landing Page. The ClassView Landing Page provides Single Sign On (SSO) to web apps including the teacher app, student app, projector app or ClassView. SSO access to mobile apps on iPads and Chromebooks is not possible. The following figure shows the ClassView Landing Page after selecting the product link.

In addition to the product link, there is a ClassView, button on the lower right side of the screen. Pressing this button will also take the user to the ClassView Landing Page. The only difference is that in the prior case the products are filtered on the landing page, but when selecting the ClassView, button all products are available on the landing page. The following shows the ClassView Landing Page when selecting the ClassView, button.
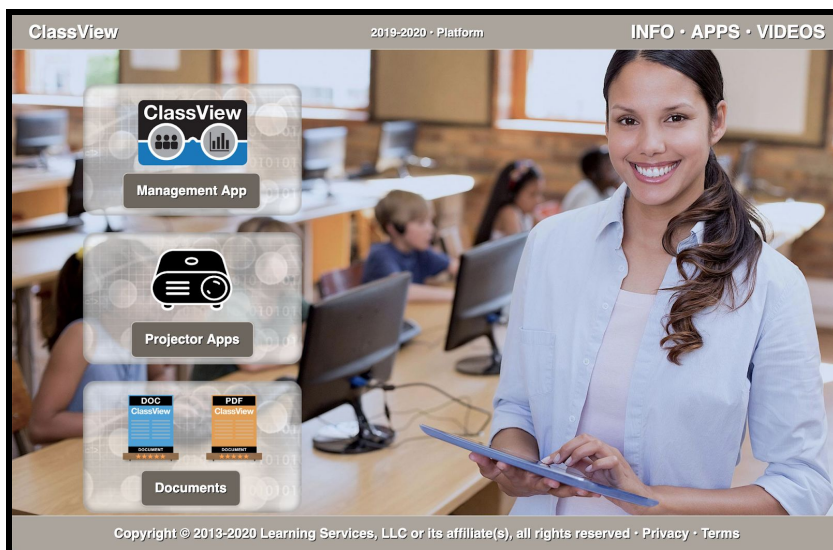
The detailed EasyBridge rostering steps can be found in another document called "ClassView Setup for EasyBridge Plus and EasyBridge Auto" that can be found on www.mypearsontraining.com.

Manual Rostering

Manual rostering is a simple process, especially once you've created a few classes. The ClassView Management app is used to facilitate the rostering. Rostering is usually performed by a District or School Admin. It's recommended to have a single point of contact that manages the rostering so that there is consistency and less chance for error. There can be any number of District or School Admin accounts created for a customer, but they aren't required to support rostering. Contact Tech Support or an assigned Intervention Lead to request an admin account.

This document will provide a general overview of manual rostering and will drill into some topics for clarification, but it's not intended to be a step by step guide. At the end of this section, reference to a more detailed document will be provided.

In the next few pages there will be examples presented to provide visual context and improve the level of understanding. The District Admin role is used as an example, but the School Admin and Teacher have access to the same features.

The focus for manual rostering is on the Users, Classes and Quick Class tabs. The following figure is an example of the ClassView page that comes up when a District Admin logs into the ClassView Management app (classview.net).

The Users tab will become populated with a list of all teachers, co-teachers and students within the district, though these users are typically created as part of class creation in either the Classes tab or the Quick Class tab. The + Add Class on the Classes tab provides the same functionality as the Quick Class tab so it's just personal preference regarding where to create your classes. Once users are created then they will show up in the Users listing. The listings can be filtered by school. They can be sorted by tapping on the column headers, and user names or other keywords can be used to search and filter the list.

We will come back to the overall description of the Classes tab once we've highlighted how to create classes. As indicated earlier, users can create classes selecting the + Add Class button on the Classes tab or selecting the Quick Class tab. For the purposes of providing an overview of creating classes, we'll use the Quick Class tab.

The following figure is a snapshot of the Quick Class screen. This screen is the same as the "+ Add Class" which is located on the Classes tab.

Filling out the form to create a class is straightforward. The following are some key elements that may need additional explanation.

- **Product** - The products that can be selected are iLit 90, iLit 45, iLit ELL, iLit 20 or myPerspectives ELD Companion. Only the products purchases by the customer will be licensed and available for selection.

- **Grade Level** - The product level as opposed to the class grade level. Reference the chart in the ClassView Platform section for more information on product grade levels.

- **Class Period** - The class period is included as part of the auto-created class name and can be used to help with identifying each class. The class period is limited to twelve alphanumeric and/or special characters.

- **Class Name** - The class name is auto-created and includes the teacher's first name, last name, class period and product grade level. An example is John-Smith-P1-Level A. For a teacher that has more than one (1) class and the classes may be of the same grade level then it's very important to use the class period as a differentiator.

- **Class Status** - There are three (3) status to include Planned, Active and Inactive. The default is Active and most classes stay in Active throughout the year.

- **Teacher and Add Teacher** - The user has an option to select a teacher that was previously created or to create/add a new teacher.

- **Add Students** - There are four (4) options to add students including One Student, Bulk Upload, Existing Student and Dropped Student. Each option includes either a form or drop down to simplify the process. One Student, Bulk Upload and Existing Students will add a student(s) to a class without any data. The Dropped Student option add a student with data from a prior class if that class was the same product and grade as the class to which they are being added.

- **Master Class** - An "umbrella" class that is created to merge 2 or more standard classes to allow the teacher to interact with multiple classes within a single class. Master classes normally are associated in situations where a physical class is represented in the user's SIS as multiple classes for a variety of reasons.

- **Demo Class** - Similar to a standard class except that any data generated in a demo class will not show up or impact reports.

Part of the process of creating the class is adding students. There are several ways to add students so it's important that we spend a little time discussing these options. There are four (4) options for adding students to a class and they include:

- **One Student** - Using a form, add one student at a time. This is predominantly used to maintain the roster. This option will create new student(s) without the inclusion of any prior data.

- **Bulk Upload** - Using a formatted .CSV (spreadsheet format) file, an entire class of students can be uploaded. If Bulk Upload is chosen, there is a roster template available for download in the Bulk Upload screen. This option will create new student(s) without the inclusion of any prior data.

- **Existing Students** - Students that have been previously added to ClassView can be added to additional classes. Students may be enrolled in multiple classes. For example, a student may use iLit 45 as their primary intervention class with iLit 20 being supplemented several times per week. This option will create new student(s) without the inclusion of data across classes.

- **Dropped Students** - Students that were previously enrolled in another class and dropped from that class can be added to another class. When the student is dropped, the data for that student is retained and therefore follows the student when they are added to a new class. It's important to understand that the product and grade level of the class where the student is being added (destination class) needs to be the same product and grade level of the class from which they were dropped (source class). The product and grade level of the source and destination classes need to be the same if data is to be transferred along with the student.

The following is a screenshot of the + Add Class from the Classes tab. We will focus on the + Add Student in order to show the 4 options for adding students.

After selecting + Add Student(s), the following screen will show up. As you can see, there are 3, buttons with the header "Without Existing Data" and 1, button with the header "With Existing Data." The 3 options under "Without Existing Data" will add student(s) to a class as new instances without any prior data. The 1 option "With Existing Data" will add student(s) to a class with their data that they created in their prior class.

The One Student, Existing Students and Dropped Students are straightforward because they use forms and lists to guide and limit choices. However, Bulk Upload needs additional explanation to highlight the upload process. The Bulk Upload option will usually be used to create the initial class. The following is the Bulk Upload form. The "Choose File" and "Download Sample CSV file" buttons have been selected.
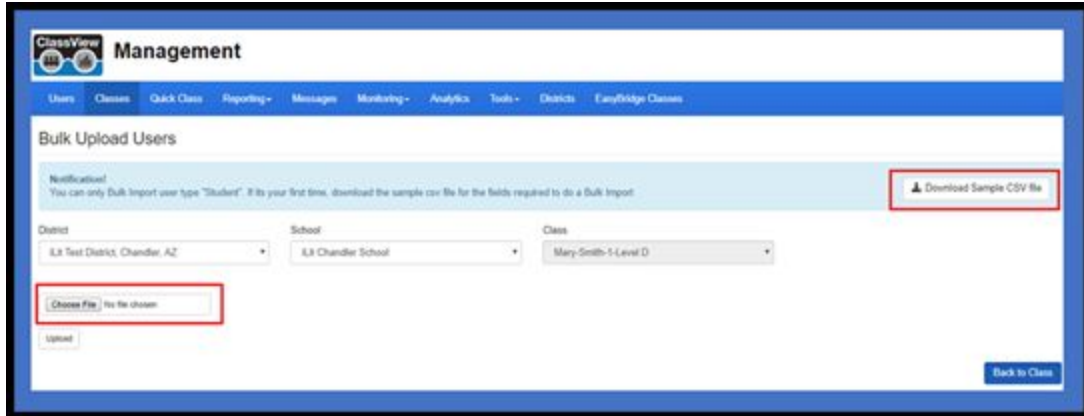
Selecting the Download Sample CSV file, button will download a basic spreadsheet file that has 5 columns with headers. The following is an example of the file with a few example students added to the file. The file below was opened in Excel, but must be "saved as" a .CSV file. The five columns in the file include the following:

- **First Name** - do not use apostrophes or hyphens

- **Last Name** - do not use apostrophes or hyphens

- **Username** - must be unique within the district

- **Password** - any combination of alpha and numeric characters

- **Student ID** - any combination of alpha and numeric characters

Once the file has been selected for upload and then the Upload, button is selected then the ClassView Management app will validate the data in the file and provide an opportunity to make changes.

Once classes have been created, the Classes tab provides a list of all classes created within the organization/district. The following is an example of a listing of classes for a fictional district called Whispering Canyon. The list of classes will be a maximum of 10 per page. The listings can be filtered by school. They can be sorted by tapping on the column headers, and user names or other keywords can be used to search and filter the list.

The listing on the Classes tab provides very useful information. The following are some key elements that may need additional explanation:

- **Class ID** - A unique identifier that is assigned to each class by the ClassView Management tool

- **Section Code** - Reference information when EasyBridge rostering is used so that customers can cross-reference the classes in ClassView to the classes that were uploaded from the customer's SIS.

- **Source** - Either Manual or EasyBridge

- **Type** - There are four (4) types of classes to include Standard, Demo, Master and Import. Import classes originate as Standard classes, but change when they are included as part of a Master class.

- **Edit** - Allows the user to edit the class which usually includes changing the class period, adding students, moving students, dropping students and adding co-teachers. Other edits might include changing the product or changing the grade level, but all data is lost in these situations.

- **Manage Roster** - Allows the user to view the roster or export the roster as a spreadsheet.

- **Delete** - Provides the ability to delete a class especially if it was created incorrectly or inadvertently.

- **Merge Data** - Primarily used to support classes that support semesters, trimesters and quarters where there are separate classes created for each segment of the year. If there's a case where the prior and current classes both exist, but the data from the prior class isn't showing up in the current class, then Merge Data will transfer data from the old class to the new one. Dropping students with

their data prior to creating the new class will allow the student and data to be picked up automatically by the new class when it is created.

The detailed manual rostering steps can be found in another document called "ClassView - Account Set-up and Manual Rostering" that can be found on myPearson Training at https://mypearsontraining.com/products/ilit/tutorials.

Other Key Features for System Setup

Master Classes

- Master classes provide the district with a way to combine two or more class rosters into a single class. This can be applied to both EasyBridge and manual rostering districts

- The rosters that are combined are referred to as "import" classes.

- These classes are typically kept as two or more distinct roster files due to logistical requirements at the school or district level. For example, rosters may be kept separate to indicate funding sources, student types, etc.

- Import classes must have the same product, grade level and teacher.

- To create a master class, click the Quick Class tab or + Add Class, then select the district, school, product, grade level, class period, and teacher from the dropdown menus. Select the "Master Class" check box at the bottom of the screen to display the Select New Import Class(s) dropdown menu. Select the classes to be included in the master class. If selected classes were part of the upload from the SIS through EasyBridge, then the "Integrated" check box must also be checked in order for import classes to show up. Click Save and Add More or Save and Exit.

- Reference the iLit ClassView: Managing Rosters document located in [myPearson Training](#).

Handling Semesters, Quarters and Trimesters

- Some customers set up separate classes for semesters, quarters or trimesters.

- When using EasyBridge, it's important to try to end classes in one grading period before creating the classes for the following grading period. If done in this order, the dropped students are picked up from the student pool and then added to the classes for the next grading period.

- The alternative is to just use the Merge Data feature to merge student data from a source class to a destination class between grading periods.

- Although not required, it is recommended to Merge Data from the source class to the destination class prior to starting work in the destination class if prior class data is not automatically appearing.

Demo Classes

- Demo classes have the same functionality as non-demo classes except that data in demo classes is not collected in the reporting database.

- Selecting the "Demo" checkbox when creating or editing a class will create a demo class and "Demo" will show up in the Classes listing with a Type of Demo.

- Classes can be edited after creation to turn demo On or Off.

- On a related note, there is a Preview that Environment allows customers to access a demo account for 30 days. To request a preview account, go to [Redefining Literacy](#).

Using the Product

The final step in the system setup process is logging into the product and starting to use it in the classroom. As we have previously indicated, there are web apps and mobile apps. We highly recommend using the mobile apps, especially if you are using iPads or Chromebooks.

The <u>web apps</u> can be launched using the following URLs:

For iLit apps:

- teachilit.com for the iLit teacher app

- learnilit.com for the iLit student app

- projectilit.com for the iLit projector app

For myPerspectives ELD Companion (myELD) apps:

- teachmyeld.com for the myELD teacher app

- learnmyeld.com for the myELD student app

- projectmyeld.com for the myELD projector app

The <u>mobile apps</u> can be downloaded from the following app stores. Each school year the old apps should be deleted and the new apps downloaded. Remember, the projector app is only available as a web app.

For iLit or myPerspectives ELD Companion apps on an iPad:

- iLit teacher app can be downloaded using the App Store icon on the iPad, search for the word "iLit"

- iLit student app can be downloaded using the App Store icon on the iPad, search for the word "iLit"

- myPerspectives ELD Companion teacher app can be downloaded using the App Store icon on the iPad, search for the word "myELD"

- myPerspectives ELD Companion teacher app can be downloaded using the App Store icon on the iPad, search for the word "myELD"

For iLit or myPerspectives ELD Companion apps on a Chromebook:

- iLit teacher app can be downloaded using the Chrome Web Store icon on the Chromebook, search for the word "iLit"

- iLit student app can be downloaded using the Chrome Web Store icon on the Chromebook, search for the word "iLit"

- myPerspectives ELD Companion teacher app can be downloaded using the Chrome Web Store icon on the Chromebook, search for the word "myELD"

- myPerspectives ELD Companion teacher app can be downloaded using the Chrome Web Store icon on the Chromebook, search for the word "myELD"

Logging into the apps is straightforward, especially after logging in for the first time. The key is understanding a few simple things.

- Logging into the apps is the same for the teacher, student and projector apps.
- Teacher credentials are used to log into both the teacher and projector apps. The same class that is selected when logging into the teacher app needs to be selected when logging into the projector app in order to establish connectivity.
- Logging into the apps is the same regardless of whether a customer is using a web app or mobile app.
- Logging into manually rostered classes and EasyBridge rostered classes are slightly different.
  - For manually rostered organizations (districts), log in by selecting the organization and then entering your username and password.
  - For EasyBridge rostered organizations (districts), log in by first clicking on the "EasyBridge Customer?" link, select the organization and then enter the credentials. Selecting the organization and entering the credentials will show up on two subsequent screens.
- For organizations (districts) that choose EasyBridge rostering, they have the opportunity to SSO into the web apps from EasyBridge and through the ClassView Landing Page.
  - Users cannot SSO into mobile apps, but district credentials are still used so that there isn't another set of credentials to remember.
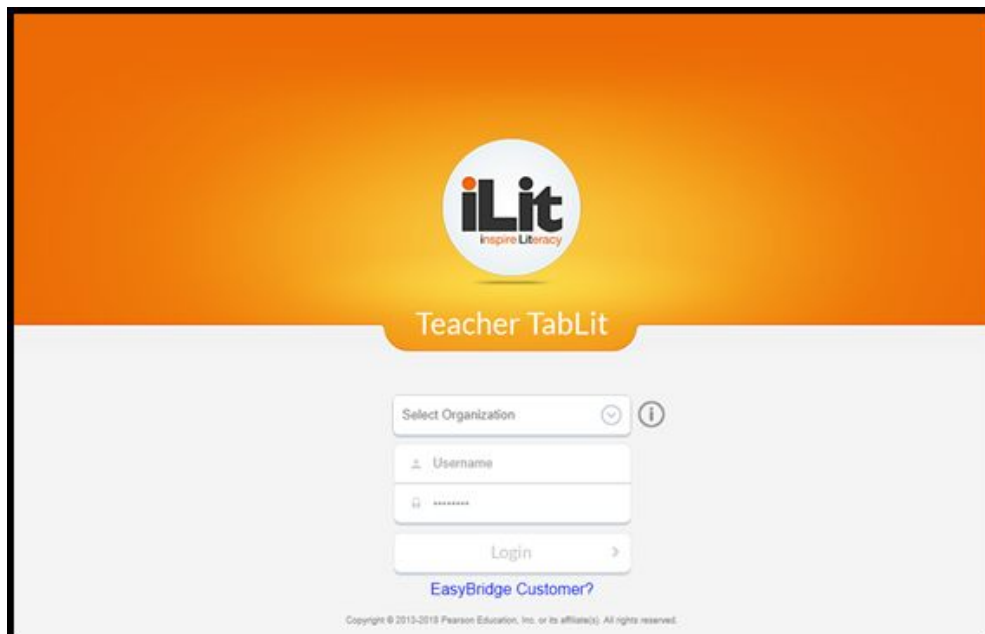
After logging in, both the teacher and student may see a list of classes. Both teachers and students can be associated with multiple classes. Click on the row for the class that you want to log into and then tap on the

"Select" button. See the screenshot below for the class selection screen. The order of the classes can be changed to help with finding classes and classes can be hidden or unhidden as necessary.
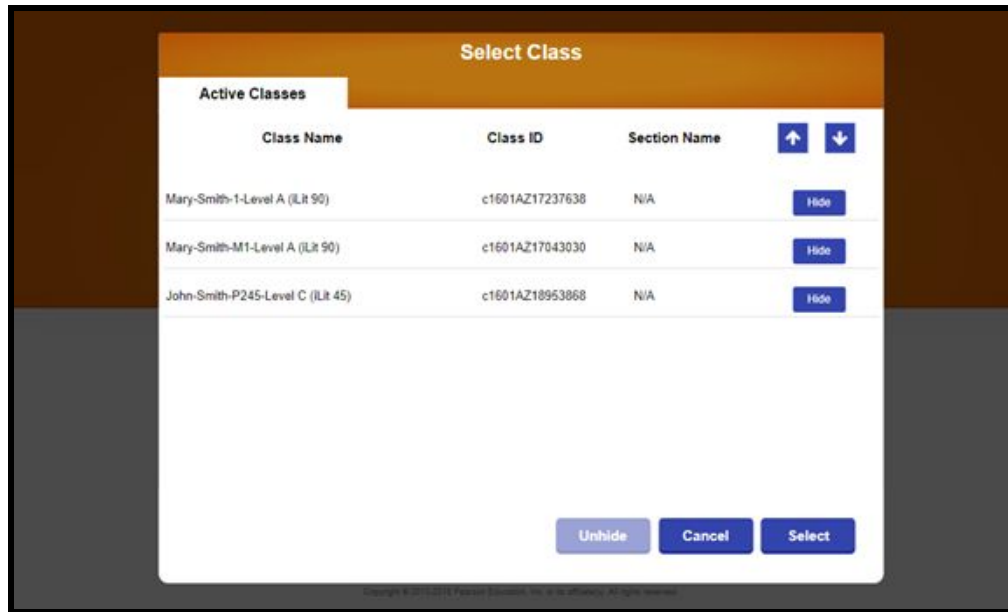
After logging in, if the user has multiple classes then the user can "Switch" from one class to another without fully logging out.

Reference Sites

Product documentation can be found in two (2) primary locations.

My Pearson Training (*mypearsontraining.com*) - a one-stop training site including video tutorials, webinars, user guides, training materials, implementation ideas, and more.

Pearson App Store (*pearsonappstore.com*) - provides access to the ClassView Web Apps, documentations videos and links to other sites. Apple iOS enterprise apps are limited to 1 year and then must be reloaded. Therefore, it is recommended to download the apps from the Apple App Store or Chrome Web Store.

Additional product materials can be found at the following two (2) sites.

Pearson Learning Community (PLC) (*inspireliteracy.ning.com*) - a collaborative site for teachers.

Redefining Literacy (*redefiningliteracy.com*) - includes a variety of information about the products including How it Works, assessment, reporting, help with funding, evidence-based results and the opportunity to request a preview account for 30 days.

If you are unable to find answers in the documentation then please contact Tech Support. There are two options for contacting Tech Support:

- Call (800) 234-5832, Monday – Friday, 8:00 a.m. - 8:00 p.m. Eastern

- Submit an online support form at
  https://pearsonnacommunity.force.com/support/s/k12-curriculum-support-form