



For Administrators:

A Decision-Making Guide for Implementing FOSSweb in your School or District

Introduction

The purpose of this document is to help your district leadership team find the best FOSSweb implementation match for your district. There are three different ways to create accounts and interact with FOSSweb:

Option 1: Teacher-registered accounts

A: with common class credentials

B: with individual credentials (student accounts)

Option 2: District-created accounts for teachers, classes, and students via

A: Student Information System (SIS) CSV data upload

B: Clever data sharing & SSO

This option has limited availability for the 2019-2020 school year

This document will explain these options, the advantages to each, and some tips and tricks to interact with the resources on FOSSweb. The goal of this document is to help your district make the best decision on how they would like their users to interact with FOSSweb.

See the *Protecting Student Data* section of this document for more information on how FOSSweb can help you protect student data in accordance with federal and state regulations.

| FOSSweb Features | OPTION 1A Teacher-Registered Common Classes (Recommended for K-2) | OPTION 1B Teacher-Registered Student Accounts | OPTION 2A OneRoster 1.0 & 1.1 District-Registered Student Accounts | OPTION 2B Clever-Rostered Student Accounts <i>Limited in SY19-20</i> |
|---|---|--|--|--|
| Full Teacher Access | ✓ | ✓ | ✓ | ✓ |
| Basic eBook* (Library Book) | ✓ | ✓ | ✓ | ✓ |
| Enhanced eBook* (Private Book) | | ✓ | ✓ | ✓ |
| Teachers Manage Access & Licenses | ✓ | ✓ | | |
| Districts Manage Access & Licenses | | | ✓ | ✓ |
| Online Assessment (Grades 3-8 only) | | ✓ | ✓ | ✓ |
| Assign content to individual students | | ✓ | ✓ | ✓ |
| Requires a District Administrator | | | ✓ | ✓ |
| District Access to Assessment Reports | | | ✓ | ✓ |
| Single Sign-on | | | | ✓ |

* Requires Premium eBook Access

If your school or district is interested in pursuing limited integration with selected LTI 1.1-compatible Learning Management Systems (LMS), please email fosswebdistrict@schoolspecialty.com with the following information.

- LMS (Technical/IT) Administrator Name, Phone, and Email
- Name of your LMS (Blackboard, Schoology, Canvas, etc.)

Option 1: Teacher-Registered Accounts for FOSSweb

With this option, teachers are responsible for self-registering on FOSSweb, entering their own access codes, creating their own classes, and registering students (optional). During the registration process, teachers can register affiliated with a school or as an individual; both options provide the same level of access to resources. Once registered, the teacher activates the access code in the front of their Investigations Guide(s) or in their FOSS Online Premium Access letters.

A Science Specialist teaching multiple class sessions per day may decide to setup one Class Page for all sessions or one Class Page per session. Teachers should consider how they plan to pace the class through the module or course when deciding how to set up their classes. (For instance, an early release due to weather might put sessions later in the day off-pace with sessions held earlier in the day.)

Option 1A: Common Class Credentials

Recommended for: Grades K-2

Teachers may be interested in managing FOSSweb access with a common class username and password. This might be because the teacher is an existing user and wants to continue to use FOSSweb as he/she always has used it. This might be because the teacher is working with younger students (grades K-2) and would rather not manage individual student accounts.

After activating the module(s) or course(s), the teacher creates a Class Page, selects the “Common Class Login” class type, and completes the remaining fields including class login name and password.

Advantages to this Approach:

1. For younger students (grades K-2), a common class username and password is easier to implement and manage.
2. The teacher activates the access for just the modules or courses they are using—less clutter on their Teacher Page

Important Considerations for this Approach:

1. With common class usernames and passwords, students have a basic eBook (without highlighting and note-taking capabilities) and cannot take FOSSmap online assessments (for grades 3-8 only).
2. The teacher will be able to control the visibility of certain online assets to the entire class, but will not be able to control visibility to individual students.

Option 1B: Individual Credentials (Student Accounts)

Recommended for: Smaller schools and districts without a SIS

Teachers may be interested in managing classes where students have individual student accounts. If students have their own username and password, they are able to view an individualized interactive eBook with highlighting and notetaking features and can take FOSSmap online assessments (grades 3-8 only).

After activating the module(s) or course(s), the teacher creates a Class Page, selects the “Individual Student Logins” class type, and completes the remaining fields. After completing the Class Page set up, teachers add individual students through the “Manage Students” option.

The student entry process requires four fields: First Name, Last Name, Email Address, and Password. If the district does not use student email addresses, School Specialty recommends that a unique username be created for them in email form, ending with @[domain of school district] (this "email" does not need to be valid).

The teacher has two options to set up their own individual student accounts:

- **Option 1 Manual Entry:** Teachers with small classes can enter each student into their Manage Student Page
- **Option 2 Simple CSV:** Teachers can upload one basic CSV format excel document per class (template available on FOSSweb) with all their students listed. Uploads process within a few minutes.

Advantages to this Approach:

1. Teachers can assign FOSS content to individual students or groups of students.
2. Students have individual credentials to experience individualized learning including FOSSmap online assessments (grades 3-8 only) and interactive eBooks with notetaking features.
3. Teachers can receive class- and student-level reporting on FOSSmap assessments.

Important Considerations for this Approach:

1. Some teachers may struggle with the implementation of individual student credentials for younger students (grades K-2). While FOSSweb does support individual accounts for all students, each district is encouraged to make the best decision for their needs. There is no online assessment for grades K-2.
2. Should the district decide to convert to rostering in the future, any assessment data created prior to conversion will become inaccessible. Teachers may export reports prior to conversion.
3. Keep passwords simple for the easiest implementation by students. See the *Protecting Student Data* section of this document for tips on password creation.

Option 2: District-Registered Accounts for FOSSweb

Large districts may be interested in supplying data from the district's Student Information System (SIS) to create the teacher accounts, the classes for each teacher, and the student credentials for the students within each class on FOSSweb. Our existing student accounts system can accept OneRoster 1.0 or OneRoster 1.1 format CSV files via SFTP file transfer. Rostering files are processed daily.

Option 2A: Teachers, Classes, and Students Created via Student Information System (SIS) Data Upload

The onboarding process includes:

- A rostering request via a contact form on FOSSweb: <https://www.fossweb.com/contact-us>
Select "Rostering Issue or Request" then choose "Request district SIS rostering."
- A 30-minute onboarding kick off to ensure the district understands the process and implications.
- A 30-minute administrator training call to review license management, basic troubleshooting, and data updates once rostered.
- A district administrator exports and transmits via SFTP a series of six OneRoster v1.0 or v1.1 CSV files from the SIS, capturing the organizations, users (teachers and students), sessions, classes, courses, enrollment, and the relationships among them and one licensing CSV provided by School Specialty.
- The files are loaded to FOSSweb, with user licenses provisioned according to the district-validated licensing file.

Option 2B: Teachers, Classes, and Students Created via Clever

School Specialty has a contract with Clever to provide rostering and single sign-on to a limited number of schools for the 2019-2020 school year. **Not all districts who wish to roster with Clever will be able to in SY19-20.** Any districts beyond our contract capacity will be added to our waitlist for SY20-21.

The onboarding process includes:

- A rostering request via a contact form on FOSSweb: <https://www.fossweb.com/contact-us>
Select "Rostering Issue or Request" then choose "Request district SIS rostering."
- A 30-minute onboarding kick off to ensure the district understands the process and implications.
- A 30-minute administrator training call to review license management, basic troubleshooting, and data updates once rostered.
- School Specialty will initiate a data sharing connection, filtered to only the schools and grades that are actively using FOSS.
- Once connected, Clever will push a new set of SFTP files any time there is a change to district data.
- The files are loaded to FOSSweb, with user licenses provisioned according to the district-validated licensing file.

The district can name one or more district administrators to manage certain changes in FOSSweb after the initial data load and account creations. Any refreshed CSV files transmitted to update users or enrollment data will be processed at 5pm CT each evening.

Advantages to this Approach:

1. Teacher accounts are all created at once, within the district hierarchy.
2. The district identifies which modules are being used at each grade level so that licensing is automatically applied, reducing administrator work.
3. Teachers can assign FOSS content to individual students or groups of students.
4. Students have individual credentials to experience individualized learning including FOSSmap online assessments (grades 3-8 only) and interactive eBooks with notetaking features.
5. Districts can receive district-level drill-down reporting on FOSSmap online assessments.
6. Districts can easily access FOSSweb using single sign-on from within their Clever Portal.

Important Considerations for this Approach:

1. Requires the identification of at least one District Administrator for FOSSweb.
2. During the summer, the load of new SIS data removes the previous school year's classes and student/teacher relationships and replaces it with the new relationships according to the new SIS files.
3. Some districts may struggle with the implementation of individual student credentials for younger students (grades K-2). While FOSSweb does support individual accounts for all students, each district is encouraged to make the best decision for their needs. For example, FOSSweb will accept SIS data for some grades and allow teacher-registered accounts for other grades.
4. The district needs to develop a process for use of the SIS data including how they wish to handle mid-year changes to students and teachers.

Protecting Student Data

Student data privacy is important to FOSS and School Specialty. With federal regulations such as **FERPA** (Family Educational Rights and Privacy Act) or **COPPA** (Child Online Privacy and Protection Act) and state regulations like California's **SOPIPA** (Student Online Privacy and Information Protection Act), it's even more important for districts and online content providers to be aware of data security.

In addition to proper encryption and security protocols, FOSSweb offers several opportunities for a district to control student data, including the storage of student identity and its traceability to student work and assessment results.

Opportunity 1: Use Common Class Credentials

With common class credentials, no student data is accepted, stored, or accessible in FOSSweb. Each student in a class logs in to FOSSweb with the same username and password, and accesses common class resources. No individualized student work is completed or saved in the system.

Opportunity 2: Use Generic Student Names

If the teacher elects to set up a class page with individual student credentials, the teacher can implement a student naming convention that avoids traceability back to the student by anyone except the teacher. The First Name and Last Name fields will accept any data, including first name of "Student" and Last Name of "A" or "1" to allow teachers to create "anonymous students." The email field to be used as the student's username can also be generic, using a teacher-created username with @[domain of school district].

Opportunity 3: Set Smart Passwords

The password for individual student accounts is set by the teacher or admin and should be simple enough for easy recall by the student and difficult enough to prevent other users from accessing the student's account. The decision of password convention and security is left up to the district. Some districts may feel a randomized password such as "Science32", "Science68", etc. is secure enough. Other districts may want a password that matches the student's password in another online system. Typically, very strong passwords average 10–14 characters, include upper- and lowercase letters, special characters, and numbers.

Opportunity 4: Provide Limited SIS Data

Districts that provide Student Information System (SIS) data have likely made student identity data-related decisions to populate the SIS. FOSSweb uses the data provided in exported SIS files to generate the user accounts, therefore the district can control the existence and traceability of student identity (and by extension to their individual student work) by implementing desired data rules in SIS before exporting the data to be loaded into FOSSweb.