

# Wixie® Implementation Guide

Tech4Learning, Inc

This guide is designed to help you get Wixie up and running in preparation for teachers and students using it in classrooms or trainings. This guide focuses on getting user information into Wixie and preparing devices for student use.

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## Wixie Specialist

As part of your annual subscription, a Wixie Specialist can assist you with information to help you provision your teacher and students accounts, provide training for how to maintain student data, and support you with resources to introduce Wixie to your staff.

Please review your welcome email for the name and email address of your Wixie Specialist.

## Wixie Account Checklist

All Wixie users need a unique id, username, and password for their account. For the teacher tools to function correctly, student and teacher accounts also need to be connected to classes. You will also need to select an option for authenticating user log ins.

Task	Target for Completion	Completion Date
Determine how we will create and maintain accounts. Provision users via: _____ Authenticate users via: _____ Update user data via: _____		
Determine how we will provision para-professionals and other staff who may not be in our data system.		
Determine how we will provision district coaches connected to multiple schools.		
Determine how we will update account data. <input type="checkbox"/> district personnel <input type="checkbox"/> site-based <input type="checkbox"/> SFTP/LDAP <input type="checkbox"/> automatic (Clever provisioning) If site-based, choose school level administrators. Schedule training for Wixie administrators.		
Adjust Wixie master settings so: Teachers <input type="checkbox"/> can <input type="checkbox"/> cannot change student passwords. Students <input type="checkbox"/> can <input type="checkbox"/> cannot share work via email or social network sites. Teachers <input type="checkbox"/> can <input type="checkbox"/> cannot share work via email or social network sites.		
User accounts have been created or connected in Wixie.		
User accounts and class connections have been tested.		

## Provisioning Users in Wixie

Wixie accounts give students access to the authoring tool, and connect student work to their teacher, or teachers. Teachers can view the work of each student in a class, create and assign activities, evaluate student work, and more. **All Wixie users need a unique id, username, and password for their account.** You also need to provide class information to associate students with teachers.

Common ways sites provision Wixie are with Clever, a CSV upload, or by entering data manually. Wixie also supports provisioning via Canvas, Engrade, Gaggle, and LDAP. You can also find a summary of this information in video form at: <http://bit.ly/wixie-provision>


You also need to choose how Wixie will authenticate your users. Most sites choose to authenticate using Clever, Google, or passwords that are stored in Wixie. Wixie also supports the following authentication methods: LDAP, LTI, SAML, Gaggle, and Engrade. Continue to page 7 for a description of each authentication method.

### CSV

You can upload a comma-separated value (CSV) file to create and update students, teachers, classes, and schools. Most student information systems can export the information you need to create this file, but you may need to make adjustments to accommodate fields required by Wixie.

CSV files can be uploaded to your admin account through a web browser, or by using a secure FTP (SFTP) utility. You can automate this process to ensure Wixie accounts are up to date when new students are added to a class or change teachers. Files uploaded via SFTP are processed nightly.

For more detailed information about creating a CSV file for Wixie, log into your Wixie administrator account, click the Accounts tab, choose CSV Upload and then click the Help icon. You can also download sample templates for your CSV file from this location.

CSV Upload
  No file chosen
 
  
[Download a Sample Template](#)
[Download a Blank Template with a Header Row](#)


### LDAP

You can manage teachers, students, and classes using an LDAP server. Once you connect Wixie to your LDAP server in the Wixie admin console, account information will be pulled from the LDAP server and updated nightly. To provision using LDAP, log into your Wixie administrator account, click the Accounts tab, choose LDAP and complete the necessary fields.

LDAP
 

<i>LDAP Server</i>	<i>Username</i>	<i>Password</i>
<i>Suffix</i>	<i>School Selector</i>	<i>Teacher Selector</i>
<i>Student Selector</i>	<i>Course Selector</i>	<i>Grade Level Selector</i>
<i>School Field Name</i>	<i>Teacher Field Name</i>	<i>Student Field Name</i>
<i>Course Field Name</i>	<input type="checkbox"/> Use Active Directory <input type="checkbox"/> Use SSL	

## Using Gaggle, Engrade, or Canvas

If you already use Gaggle, Engrade, or Canvas you can connect Wixie to these third-party services in order to create accounts for your Wixie users.

To provision using Gaggle, Engrade, or Canvas, log into your Wixie administrator account, click the Accounts tab, choose your provider (top radio button) and complete the necessary fields for the system you want to use.

**Gaggle** - You need to know your District ID and Domain.

**Canvas** - You need to know your unique URL and Authorization Key.

**Engrade** - You need to know your organization Username and Password. You also need to contact Engrade and request that they turn on Wixie for your account. The Account fields look like this:

Engrade
Username
Password
Connect

## Clever

You can also provision with Clever. You start by requesting a connection to Wixie via the Clever admin dashboard. Tech4Learning reviews and approves the request or contacts you if we anticipate any potential issues with syncing data. You can then choose Clever as your provisioning option and click the Connect button to provision the data.

NOTE: If you are renewing, and have not used Clever in the past, we highly recommend discussing this option with your Wixie Specialist to ensure a smooth transition to Clever for provisioning.

## Manually

If you cannot use one of the other methods, you can manage accounts manually. Managing accounts manually is the easiest solution for teachers who are managing a Wixie subscription for a single classroom.

To provision user accounts manually, log into your Wixie administrator account, click the Accounts tab, and choose Manually. You will be able to add and edit users and classes.

Start	Classes	Teachers	Students				Add	Actions
	5	14	57/5,000					
<input type="text" value="Student ID"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	Username	Password	Select	None		
							Cancel	Search
<input type="checkbox"/>	1385	Elsie	Burlaza	e123	chocolate	3	Third Grade	
<input type="checkbox"/>	1384	Daniel	Chen	d123	strawberry	3	Third Grade	

## Authenticating Users in Wixie

Wixie verifies user account credentials when they log in to the site. User credentials can be authenticated directly on the Wixie site, through another service using a single sign-on (SSO), or in conjunction with another directory service.

You can select an authentication method on the Accounts tab for your Wixie administrator account.

### Authenticate Users at Wixie.com

When you create user accounts with usernames and passwords in Wixie, users can log in and enter their credentials at the Wixie web site.

### Using Wixie with an LTI Service

If you have a Learning Management System (LMS) that uses Learning Tools Interoperability (LTI) as a way to link external tools, you can use this protocol to create a single sign-on to authentic Wixie users from that service.

You can find instructions on the Tech4Learning web site for using LTI to create a single sign-on (SSO) connection from within common LMS tools, including: Blackboard, Canvas, Desire2Learn, Haiku, Moodle, and Schoology.

<http://www.tech4learning.com/wixie/lti>

If your service is not listed on this page, try Googling “setting up an external LTI tool in <your service>”.

### LDAP

You can configure Wixie to authenticate users against an existing directory service that supports LDAP. When using LDAP, user's passwords do not need to be stored in the Wixie database and can be changed without the need to mirror the changes in Wixie.

### SAML

You can configure Wixie to authenticate users against an existing directory service that supports SAML. When using SAML, user's passwords do not need to be stored in the Wixie database and can be changed without the need to mirror the changes in Wixie.

### Google

You can choose to authenticate users with their Google ID. When using Google ID to authenticate, the first time that users log into Wixie they will be directed to a Google log in form which will redirect them back to Wixie when completed. User passwords do not need to be stored in the Wixie database.

### Clever

You can choose to authenticate users with Clever Instant Login and the Clever app portal.

### Gaggle

You can choose to authenticate users using their Gaggle credentials. When using Gaggle to authenticate, the first time users log in they will have to give permission for Wixie to access their Gaggle account. User passwords do not need to be stored in the Wixie database.

### Engrade

If your organization uses Engrade, you can contact your Engrade representative and have them turn on a connection to Wixie within the service.

## Adjusting Wixie Settings for All Users

You can adjust some Wixie settings as a Wixie administrator that will be applied to every user in the organization. Here are a few important options to consider setting before students and teachers begin using Wixie. Organization settings are found on the Settings tab in the Wixie administrator account.

### Storing User Credentials on Tablets

If you are using Wixie on iPad and Android tablets, you can store user credentials on the device so users do not have to log in to their accounts each time they use the Wixie app. This is helpful in a 1:1 environment where users have their own devices.

Click the Storing Credentials check boxes to store teacher and/or student credentials on the tablets.

- Storing Credentials**
- Store teacher credentials in Wixie
  - Store student credentials in Wixie

Users will automatically log in to their accounts when launching the Wixie app on iPads or Android tablets.

### Project Sharing

By default, your Wixie account is set to Public for Teachers, Private for Students, which means anyone not logged in to a Wixie account and viewing a URL for student work will be required to enter an Access key to view the page.

Change the Project Access setting to Public if you would like all student and teacher work to be available without an access key. Change the setting to Private if you would like all projects to require an access key.

- Project Access**
- Public (No Authentication)
  - Private (Public Key Required)
  - Public for Teachers, Private for Students

By default, social media sharing is active, making it easy for students and teachers to share the URL to projects via email or other social media outlets. Uncheck these Link Sharing settings to turn off access to email and social media sharing.

- Link Sharing**
- Teachers may share links to social media.
  - Teachers may share links via email.
  - Students may share links to social media.
  - Students may share links via email.

### Choosing Standards

Student work in Wixie can be connected to standards including Common Core, Virginia SOLs, Texas TEKS, Maryland CCR, Next Generation Science Standards, and ISTE Standards for Students. When students complete activities that have been correlated, or teachers connect their original work to standards, the result is displayed to teachers in the Standards view.

By default, Wixie is connected to Common Core standards. If you want to add ISTE or Next Generation Science Standards, or if you live in Texas, Virginia, or Maryland, log in to your administrator account, click the Settings tab, and choose your standards.

## Device Requirements and Tasks

Wixie works in the cloud, but depending on the devices you are using at your school or district, the student authoring tool may require the installation of an app or resource.

### Device Preparation Tasks

	Target for Completion	Completion Date
Flash installed on desktop computers.		
App installed on tablets or Chromebooks.		
Required URLs are on content filter whitelist.*		

### Device and Operating Systems Requirements

**Windows:** Requires Windows 7 or newer and [Flash 11.7](#) or newer.  
Works on: Internet Explorer 10 or newer, Firefox 23 or newer, Chrome 29 or newer

**Mac OS X:** Requires OS 10.6 or newer and [Flash 11.7](#) or newer  
Works on: Safari, Firefox 23 or newer, Chrome 29 or newer

**Chromebook:** A [Wixie app](#) is available from Chrome store, but is not required.

**Tablet:** Requires installation of app from the device app store.  
[Wixie for iPad](#): Requires iOS version 6 or newer  
[Wixie for Android](#): Requires Android 4.1 or newer and a resolution of 960 x 720 or larger

## Content Filters

The following domains should be whitelisted in your content filters.

<a href="https://*.wixie.com">https://*.wixie.com</a>	<a href="https://tech4learning.s3.amazonaws.com">https://tech4learning.s3.amazonaws.com</a>
<a href="http://*.wixie.com">http://*.wixie.com</a>	<a href="http://tech4learning.s3.amazonaws.com">http://tech4learning.s3.amazonaws.com</a>
<a href="https://*.tech4learning.com">https://*.tech4learning.com</a>	<a href="https://d31ih0h3o71o8j.cloudfront.net">https://d31ih0h3o71o8j.cloudfront.net</a>
<a href="http://*.tech4learning.com">http://*.tech4learning.com</a>	<a href="http://d31ih0h3o71o8j.cloudfront.net">http://d31ih0h3o71o8j.cloudfront.net</a>
<a href="https://*.pics4learning.com">https://*.pics4learning.com</a>	<a href="https://fpdownload.adobe.com">https://fpdownload.adobe.com</a>
<a href="http://*.pics4learning.com">http://*.pics4learning.com</a>	<a href="http://fpdownload.adobe.com">http://fpdownload.adobe.com</a>



## Wixie Welcome Letter

*You may already have a solution or process for sharing login information for new tools with teachers and students. To support the introduction of Wixie, we have put together this sample welcome letter for you to copy, edit, and send.*

You and your students now have access to Wixie, a cloud-based tool students can use to share their knowledge and ideas through text, images, and voice narration.

Wixie also includes teacher tools you can use to assign activities and view and evaluate student projects.

To use Wixie, go to: [http://\[enteryourdomain\].wixie.com](http://[enteryourdomain].wixie.com)

Enter your username and password.

Your username is: [merge username]

Your password is: [merge username]

### Getting Started with Wixie

Here are a few resources to help you learn what you can do with Wixie and how it works:

- watch the [Wixie intro video](#)
- sign-up for [Wixie Tips emails](#)
- download [Common Core Guides for Wixie \(K-6\)](#)
- explore [tweets from Wixie-using classrooms](#)

We can't wait to see what you and your students create with Wixie!

You can find an online copy of this letter at: <http://bit.ly/1jfuaNZ>

## Additional Support Resources for Implementation

If you are responsible for getting Wixie up and running, you can find information and support in these places.



### Wixie News

Read about new features, updates, and changes to the apps in the Wixie News blog.

<http://web.tech4learning.com/wixie-news>



### Wixie Community Support

You can find the answers and post questions in the Tech4Learning use support community.

<http://answers.tech4learning.com>



### Technical Support

If you can't find the answer to your question in the Connect Forums, submit a support ticket.

<http://support.tech4learning.com/open.php>



### Wixie Playlist on YouTube

Learn Wixie features and curriculum integration ideas on the Tech4Learning YouTube channel. <http://www.youtube.com/tech4learning>

## How-to Support for Users

Product tutorials can be found in the Wixie app, as well as teacher and admin accounts.



### Wixie Help

When using the Wixie authoring tool, users can access help by clicking the Wixie button and choosing Help. You can also find these at: <http://www.wixie.com/training>



### Wixie Training Tab

Teachers and administrators can access tutorials for the student and the teacher tools from the Training tab at their home screen.



### Wixie Tips Emails

Teachers can subscribe to the Wixie Tips email to get tutorials, videos, and project ideas delivered to your inbox. <http://web.tech4learning.com/wixie-getting-started>

## Generating Reports in Wixie

Administrators and teachers can pull reports from Wixie that provide an overview of the use of Wixie as well as specific student performance.

### Wixie Usage Report

To pull a report for the overall usage of Wixie, log in to your administrator account. On the Dashboard, click the Export usage statistics link.

Your browser will download a file called usageStatistics.csv that will provide student and teacher use data.

### Student Projects List

To pull a list of all student projects and their grades (if you have included assessments and scored student work), log in to your teacher account.

Click the Student tab. Below the list of students, click the Student Projects List link.

This will export a spreadsheet with a list of all student projects, their URL, and project score for every student in your classes. Each student will have its own sheet and there will be a summary sheet that includes data for every student.

	A	B	C
1	Project Name	Project URL	Points Earned
2	Book Cover Design	<a href="https://t4l.wixie.com/s522364">https://t4l.wixie.com/s522364</a>	55
3	Character Scrapbook	<a href="https://t4l.wixie.com/s741798">https://t4l.wixie.com/s741798</a>	60

### Student Logins

To pull a list of all student log ins, log in to your teacher account.

Click the Student tab. Below the list of students, click the Student Log Ins link.

This will export a spreadsheet with separate sheets containing usernames and passwords for each class you have.

## Implementation Tasks and Tech4Learning Support

As part of your Wixie implementation, you will want to clearly designate roles for getting Wixie up and running, as well as maintenance, and integration. You can find additional help for integration in the Wixie Integration Guide.

Process for Year One	District/School Responsibility	Tech4Learning
Create Organization-specific Wixie Domain		Create site-specific Wixie URL and send administrator account credentials to customer.
Account Preparation	Determine how accounts will be provisioned and authenticated.	Orientation for data administrators.
Account Provisioning	Pull data and upload, connect to third-party provider, or enter manually.	Verify format of CSV file prior to upload.
Account Authentication	If not authenticating with username and password, set up or connect to LDAP, SSO, or third-party solution.	Provide information and technical advice.
Account testing	Test student, teacher, and other accounts (non-core, coaches).	Provide information and technical advice.
Share Wixie domain and login information with teachers, students, and staff	Send email or document. Sample available at: <a href="http://bit.ly/1jfuaNZ">http://bit.ly/1jfuaNZ</a>	
Updating Account Data	Set up SFTP/LDAP, or choose and train district/site-based personnel.	Provide information and technical advice.
Portal Training	Choose leaders to attend.	Lead webinar.
Parent Communication	Print and distribute parent letters (training tab) and lead parent night.	

During year two, Tech4Learning will provide technical advice if the provisioning process has changed, assist with new data (checking CSV, etc.), and provide a webinar on new features and changes to Wixie.