

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.

Table of Contents

| | |
|---|----|
| Wixie Specialist | 2 |
| How do you want to manage user accounts in Wixie? | 3 |
| Authenticating Users in Wixie | 6 |
| Adjusting Wixie Settings for All Users | 7 |
| Device Requirements and Tasks | 11 |
| Content Filters | 11 |
| Additional Support Resources for Implementation | 12 |
| Generating Reports in Wixie | 13 |
| Wixie Account Checklist | 15 |
| Implementation Tasks and Tech4Learning Support | 16 |

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.

How do you want to provision user accounts 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.

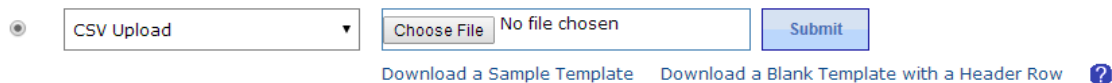
Common ways sites provision Wixie are with a CSV upload, Clever, Classlink, or by entering data manually. Wixie also supports provisioning via LDAP. You can find a summary of this information in video format at: https://youtu.be/LjnxC41q0_0

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 the 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.



Additional CSV instructions, blank file templates, video tutorials, and steps to fill out the file, can be found at: <https://static.wixie.com/docs/csv>

OneRoster v1.1 CSV

Wixie account administrators can create and update students, teachers, classes, and schools by uploading a ZIP file that contains comma-separated value (CSV) files that meet the OneRoster v1.1 specification. This ZIP file can be uploaded on wixie.com through a web browser, or by using a secure FTP (SFTP) utility to upload the file to the Wixie servers.

Clever and Classlink

Many districts use Clever or Classlink to provision and authenticate users. If you have a district level Wixie account, request a connection to Wixie via your Clever or Classlink Administrator dashboard. Tech4Learning reviews and approves the request or contacts you if we anticipate any potential issues with syncing data. Establish the appropriate sharing rules and select your method from the Wixie Administrator Dashboard and the data will sync with Wixie accordingly. Syncs occur at 2 am PT nightly.

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

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

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

[Test Connection](#)

Manually

You can also 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. Watch a video summary of this process at: <https://youtu.be/D7zVj20gy1w>

| Student ID | First Name | Last Name | Username | Password | Select | None |
|-------------------------------|------------|-----------|----------|------------|--------|-------------|
| <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

You also need to choose how Wixie will authenticate your users. Most sites choose to authenticate using passwords that are stored in Wixie, Clever, Classlink, or Google. Wixie also supports the following authentication methods: LTI 1.1 and 1.3, LDAP, and SAML.

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.

Select your authentication method in the area on the right at the Accounts tab of your Wixie administrator account.

Username and Passwords

When you create user accounts with usernames and passwords in Wixie, users can log in and enter their credentials from your unique Wixie domain: [https://\[YOUR-DOMAIN\].wixie.com](https://[YOUR-DOMAIN].wixie.com).

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. Visit this short video for more information: <https://www.youtube.com/watch?v=m1DkomThsGg>

Classlink

You can choose to authenticate users via the Classlink launchpad. Students and teachers can sign in to Classlink with Google as well. Please see the Classlink video tutorial on how to sign in with Google.

Clever

You can choose to authenticate users with Clever Instant Login and the Clever app portal. If your organization has authorized the use of Clever badges, here are video instructions on how to log in to Wixie with a Clever badge: <https://www.youtube.com/watch?v=wziVr6WrnUQ>

Using Wixie with an LTI Service (1.1 and 1.3)

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 authenticate Wixie users from that service.

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

<https://static.wixie.com/docs/lti.php>

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.

Adjusting Wixie Settings for All Users

As a Wixie administrator, you can adjust Wixie settings that are 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 in the Settings tab of your Wixie administrator account.

Organization Information

Assignments Time Zone

Adjust the time zone so that assigned projects are due in the time zone you are located.

Data Contact

Add the name of the person in your organization who will receive an email when there is an error importing user data.

User Authentication

If you are using Wixie on iPad and Android devices in a 1:1 environment, 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. Be sure Yes is selected under Allow QR Codes.

Allow QR Codes

Default (Yes) Yes No

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

Wixie App

Store teacher credentials in Wixie apps (iOS and Android).

Store student credentials in Wixie apps (iOS and Android).

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

Sharing Projects

Project Access

There are three security levels to choose from for sharing projects.

Project Access

Public (No Authentication)

Private (Public Key Required)

Do not include the public key in a project URL copied from the Share dialog.

Students will not be able to paste links to their projects into other products they have accounts for, such as portfolio tools, or LMS systems.

Public for Teachers, Private for Students

Do not include the public key in a project URL copied from the Share dialog.

Students will not be able to paste links to their projects into other products they have accounts for, such as portfolio tools, or LMS systems.

Public means anyone will be able to view projects shared by your teachers and students.

If you select Private, a Public Key will be required for anyone to view a teacher or student project if they are not logged into an account that is part of your organization.

By default, the Public Key is included in project URLs in the Share dialog. This makes it easier for students to share their work in other products they have accounts for, such as Google Classroom. Select the check box to turn this off if you want to increase the amount of privacy on projects created by your users.

The last option is to make projects Public for Teachers and Private for Students. This option requires a Public Key for student projects, but not for teacher created projects.

Link Sharing

In the Link Sharing section, customize your settings based on the acceptable use policy at your site.

Link Sharing

Teachers may share links to social media.

Teachers may share links via email.

Students may share links via email.

The first two options allow teachers to share student- or teacher-created projects directly through social media or email. The last option allows students to email links to their projects if they know the recipient's email address. Uncheck these Link Sharing settings to turn off access to email and social media sharing.

Templates

Students can open templates from Wixie’s curriculum library, as well as the templates created by their school or district. Adjust the check boxes to choose which template libraries students and teachers can use.

Templates

Wixie Libraries Teachers Students

Organization Templates Teachers Students

Organization Folder Name

Show for Grades

| | | | | | | |
|-----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> PK | <input checked="" type="checkbox"/> K | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3 | <input checked="" type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 |
| <input type="checkbox"/> 6 | <input type="checkbox"/> 7 | <input type="checkbox"/> 8 | <input type="checkbox"/> 9 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 |

Use the Show for Grade check boxes to set which grade-level templates you’d like to display for your organization. Uncheck boxes for the grades who are not using Wixie so that students and teachers only see templates relative to their level.

Preferences

You can adjust the settings for your entire organization as well as each individual grade level.

Use the **My Organization** drop down to select a grade and modify the settings below for that grade.

My Organization ▼

Theme: Wixie has both a standard and primary user interface. Choose the interface you want students to use. Teachers are able to override this setting to personalize Wixie for individual students.

Theme
[Learn more](#)



Default (Standard) Standard Primary

Language: By default, Wixie is set to display text in English. Use the pull down menu to change the language to French or Spanish.

Open to: When students log in they arrive at their student home page where they can see new assignments, start a blank project, open a project they have already created, and more. If you prefer students open to a new blank project, use the pull-down menu to choose “Blank Project.”

Project List: By default, projects will appear in Grid View. Use the pull-down menu to change the setting to List View to view projects as a list.

Objects: Choose the size you want stickers to appear on the page when adding images to a project.

Video: By default, the video option is enabled so that users can create and add videos to their projects. At the pull down, you have the option to disable video or block YouTube.

Collaboration: Wixie allows teachers and students to collaborate on projects in teams. By default, collaboration is turned on. Uncheck the box to disable real-time collaboration if you do not want your students to be able to work with another student, or team of students, on a project.

If you prefer to only have teachers initiate team projects, select the box to ONLY allow teachers to create team projects.

Text: Customize the default font, size, and alignment of text.

Speech: You can adjust the voice and the speed in which voice is spoken under each drop-down.

Spell Check: You can choose to have Wixie check spelling as students type. Wixie uses the spell check tools offered by the browser or device being used.

Dictation: By default, dictation is turned on. Select No if you do not want dictation turned on.

LMS Submit: Change this setting to No if you do not want users to be able to mark projects complete in your LMS.

Done Button: By default, students can select Done when their projects are complete. Select No to remove the Done Button on their toolbar.

Erase Page Button: By default, the Erase Page Button is not shown on the Eraser Panel. You can change it to yes if you want users to be able to erase the entire page.

Zoom: You can turn off the Zoom button for users.

Google Drive: Users can add images to Wixie from their Google Drive by default. Select No if you do not want users to be able to add images to Wixie from Google Drive.

Integrations

By default, Wixie is set to include Google Classroom integrations. When the box is selected, users can share their projects to Google Classroom. For video instructions on using Wixie with Google Classroom, visit:

<https://www.youtube.com/watch?v=kWmj0GuT9Tk>

Uncheck the box if you do not want users to use this feature.

Course Sharing

Wixie allows teachers to add co-teachers to their classes and teachers can create their own custom classes for any students who are on the organization’s roster. This is helpful when specialty teachers need to work with a specific set of students. You can uncheck either box if you do not want teachers to add co-teachers or create a custom class of students.

Course Sharing

Custom Co-Teachers Teachers can assign co-teachers to their classes.

Custom Classes Teachers can create custom classes of students.

*Please note. This does not affect the data on your roster. Only the teacher can see custom classes or co-teachers.

Academic 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.

You can uncheck the *Enable Standards* checkbox or you can choose the Standards you want Wixie to display for your users below.

Enable Standards

Level for Proficiency (%)

Standards to Display

| | |
|---|--|
| <input checked="" type="checkbox"/> Language Arts - Common Core | <input type="checkbox"/> Math - Virginia SOLs |
| <input checked="" type="checkbox"/> Math - Common Core | <input type="checkbox"/> Social Studies - Virginia SOLs |
| <input type="checkbox"/> Technology - NETS | <input type="checkbox"/> Science - Virginia SOLs |
| <input checked="" type="checkbox"/> Technology - ISTE | <input type="checkbox"/> AASL Standards Framework for Learners |
| <input checked="" type="checkbox"/> Science - Next Generation | <input type="checkbox"/> Language Arts - Texas TEKS |
| <input type="checkbox"/> Language Arts - Maryland CCR | <input type="checkbox"/> Mathematics - Texas TEKS |
| <input type="checkbox"/> Math - Maryland CCR | <input type="checkbox"/> Science - Texas TEKS |
| <input type="checkbox"/> Computer Technology - Virginia SOLs | <input type="checkbox"/> Social Studies - Texas TEKS |
| <input type="checkbox"/> History and Social Science - Virginia SOLs | <input type="checkbox"/> Technology - Texas TEKS |
| <input type="checkbox"/> English - Virginia SOLs | |

No need to save changes

Changes to the administrator Settings are updated automatically and immediately. Once you have customized your settings, you simply need to log out.

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 and Operating Systems Requirements

For a complete list of supported browsers and devices, please visit <https://static.wixie.com/system-requirements>

Content Filters

The following domains should be whitelisted in your content filters.

http://*.wixie.com

https://*.wixie.com

https://*.tech4learning.com

https://*.pics4learning.com

You can check the connection to all of the Wixie servers, browser compatibility, and internet speed at <https://wixie.com/serverstatus>

Device Preparation Tasks

| | Target for Completion | Completion Date |
|---|-----------------------|-----------------|
| App installed on tablets or Chromebooks | | |
| Required URLs are on the content filter whitelist.* | | |

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.

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



Wixie Community Support

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

<https://answers.tech4learning.com>



Technical Support

If you are having technical problems with Wixie, please submit a support ticket.

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



Wixie Playlists on YouTube

Explore Wixie how-to videos on the Tech4Learning YouTube channel.

<https://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 Blog

Explore integration ideas, step-by-step lessons, and more at:

<https://web.tech4learning.com/>



Wixie Help

Users can access help by clicking their profile icon and choosing Help or heading to:

<https://www.wixie.com/trainingcontent>



Wixie Tips Emails

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

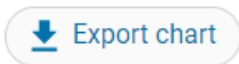
Generating Reports in Wixie

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

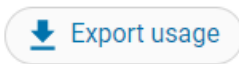
Administrator Wixie Usage Report

To pull a report for the overall usage of Wixie, log in to your administrator account.

On the Dashboard, click the Export chart button below the usage graph to download usage for a specific timeframe.



Select the Export usage button to download top user information.



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

Teacher Reports

Teachers can download student log ins, student usage statistics, and student project url lists from their teacher dashboard. These options are located at the Students button.



Student Usage Statistics

To view student usage, teachers can select the **Student Usage** button.



Teachers will select a class, date range, and can download usage statistics, such as the number of visits, projects, and duration of time spent on Wixie.

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.

Below the list of students, click the **Project List** button.



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 | https://t4l.wixie.com/s522364 | 55 |
| 3 | Character Scrapbook | https://t4l.wixie.com/s741798 | 60 |

Wixie Account Checklist

You need to select options for provisioning user accounts and for authenticating user logins. All Wixie users need a unique id, username, and password for their account. Student and teacher accounts also need to be connected to each other via classes.

| Task | Target for Completion | Completion Date |
|---|-----------------------|-----------------|
| Determine how we will create and maintain accounts. Provision users via: Authenticate users via: _____ _____ | | |
| Determine how we will provision paraprofessionals 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 staff <input type="checkbox"/> site-based <input type="checkbox"/> SFTP/LDAP <input type="checkbox"/> Third-party _____ | | |
| Choose school-level account admins (if site-based). | | |
| Schedule training for Wixie administrators. | | |
| Adjust Wixie master settings for: Project and link sharing for <input type="checkbox"/> students <input type="checkbox"/> teachers Real-time collaboration for <input type="checkbox"/> students <input type="checkbox"/> teachers Template access for <input type="checkbox"/> students <input type="checkbox"/> teachers Connected standards <input type="checkbox"/> Common Core <input type="checkbox"/> ISTE Standards for Students <input type="checkbox"/> NextGen Science <input type="checkbox"/> Virginia SOLs <input type="checkbox"/> Maryland CCR <input type="checkbox"/> Texas TEKS | | |
| User accounts have been created or connected in Wixie. | | |
| User accounts and class connections have been tested. | | |

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 Wixie log in information to your teachers. | |
| 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.