

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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Customer Success

As part of your annual subscription, your Wixie Success Manager 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 contact.

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

To begin, log in to your Wixie administrator account and click the **Accounts** button.

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 also supports the OneRoster v1.1 specification. The OneRoster ZIP file can be uploaded in place of a Wixie format CSV file in the Wixie administrator account or by using a secure FTP (SFTP) utility to upload the file to the Wixie servers. Instructions for managing users with OneRoster can be found at <https://www.wixie.com/help?id=5632>

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.

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 button, choose LDAP and complete the necessary fields.

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 button, 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>

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 LTI 1.1 and 1.3, LDAP, and SAML.

Select your authentication method in the area on the right at the Accounts page 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 Wixie. 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>

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. Organization settings are found on the Settings page of your Wixie administrator account.

Organization Information

Assignments Time Zone

Wixie sets the timezone for assignments based on the client's IP address. If your users use a VPN service or are separated across multiple time zones, you can manually set the desired time zone so that assigned work is presented in the time zone you are located. You can set this for the entire organization or on a school-by-school basis.

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 want students to be able to use QR code badges to log in to Wixie, be sure Yes is selected under Allow QR Codes.

Allow QR Codes

☐ Default (Yes) ☒ Yes ☐ No

If you are using Wixie 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 Wixie.

Set the Remember Users check boxes to remember teachers and students on their devices.

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.

Private requires users to also share a Public Key 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, 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.

Public for Teachers, Private for Students 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 checkboxes to choose which template libraries students and teachers can use.

Templates

Wixie Libraries

☒ Teachers
 ☒ Students

Organization Templates

☒ Teachers
 ☒ Students

Organization Folder Name

Korovec School for Creative and Performin

Show for Grades

☐ PK
 ☒ K
 ☒ 1
 ☒ 2
 ☒ 3
 ☒ 4
 ☒ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 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 that are not using Wixie so that students and teachers only see templates relative to their level.

Preferences



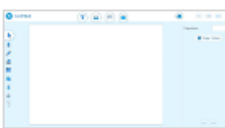
You can adjust the settings for your entire organization as well as each individual grade level.

Use the **My Organization** drop-down to select a specific 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.

New Project Prompts: Choose whether students and teachers see a list of project prompts at the top of their project list when they log in.

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.

Pixabay: Wixie can access over a million images from the Pixabay image library. Use the radio buttons to turn access to this library on or off.

Integrations

By default, Wixie is set to include Google Classroom integrations. When the box is selected, users can share their projects with 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 that adding co-teachers or custom classes 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

- ☒ Language Arts - Common Core
- ☒ Math - Common Core
- ☐ Technology - NETS
- ☒ Technology - ISTE
- ☒ Science - Next Generation
- ☐ Language Arts - Maryland CCR
- ☐ Math - Maryland CCR
- ☐ Computer Technology - Virginia SOLs
- ☐ History and Social Science - Virginia SOLs
- ☐ English - Virginia SOLs

- ☐ Math - Virginia SOLs
- ☐ Social Studies - Virginia SOLs
- ☐ Science - Virginia SOLs
- ☐ AASL Standards Framework for Learners
- ☐ Language Arts - Texas TEKS
- ☐ Mathematics - Texas TEKS
- ☐ Science - Texas TEKS
- ☐ Social Studies - Texas TEKS
- ☐ Technology - Texas TEKS

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 and Network Tasks

Wixie works in a browser and has an app for iOS and Android devices.

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

Apps

You can download the Wixie app from the Apple App Store for iOS devices and from the Google Play Store for Android devices.

Apple App Store - <https://apps.apple.com/us/app/wixie/id539027708>

Google Play Store - <https://play.google.com/store/apps/details?id=air.com.t4l.wixie.WixieMobile>

Content Filters

The following domains should be whitelisted in your network 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.



Technical Support

If you are having technical problems with Wixie, log in to your Administrator account. There is an option to contact your Success Manager on the Administrator dashboard.



Wixie Playlists on YouTube

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

<https://www.youtube.com/tech4learning>



Wixie Help

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

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

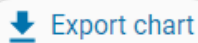
Generating Reports in Wixie

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.



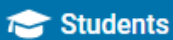
Select the Export usage button to download top user information.



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 and 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 scores 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.

No Additional Charges

The following are provided at no additional charge to the Wixie subscription:

- Unlimited rich media import and export.
- Single sign-on through supported methods.
- Security audit and incident reports.