

ClearSight's OneRoster Solution → Using ClassLink

Getting Started

This document assumes the district is using [Class Link](#).

Once you've decided to use the OneRoster certified exchange, through ClassLink, to populate your students and rosters there are two options to choose from to get started. Please note that ClassLink SSO is not supported.

Option 1. At the district level, you can reach out to ClassLink to authorize CAI TIDE as a RosterServer application and grant permissions for ClassLink to share data with *ClearSight*.

The district has control over what roster data is to be shared with *ClearSight* and the district can specify this by managing the permissions in the ClassLink RosterServer. Once the district sets up CAI TIDE with ClassLink the automated data transfer to *ClearSight* will begin. This file will run nightly, based on your timing indication to ClassLink. Contact ClassLink directly to begin.

ClassLink Helpdesk: helpdesk@classlink.com or telephone 1-888- 963-7550 ext. 101.

An example of a communication you may choose to send is shown below:

District ABCD (ID=1196) would like ClassLink to send student data OneRoster files. Files should be posted at 5:00 AM Eastern time daily. File destination location is as follows: Host name=[SFTP host name], folder=[folder], username=[username], password=[password].

Option 2. *ClearSight* can reach out to ClassLink for access to your district data. ClassLink will confirm details with your designated district ClassLink contact, and secure approval to begin the data transfer. The district has control over what roster data is to be shared with *ClearSight* and the district can specify this by managing the permissions in the ClassLink RosterServer. Once the district confirms everything is correct, ClassLink will start the automated data transfer to *ClearSight*. This file will run nightly, based on your timing indication to ClassLink. For this option, you may contact the *ClearSight* Helpdesk:

Tel 1.877.426.6941

Email clearsighthelpdesk@cambiumassessment.com

Chat <https://clearsight.portal.cambiumast.com/chat.shtml>

Once data transfer is set-up

ClearSight will inspect the first data files, upon receipt, and provide feedback via email to the district DDSO to share how many valid and invalid records were included in the file and the nature of any validation errors contained in the files. More detailed reports may be requested from the *ClearSight* Help Desk. The DDSO at your district will continue to receive regular update emails from ClassLink if/as it is already setup per your agreement. The district should contact ClassLink directly if notification changes are required.

ClearSight Valid Values

In order for student data to be imported successfully into ClearSight TIDE, certain data validity conditions must be met. All data must fall within the range of acceptable values. Those values are provided below.

ClearSight data requirements may be stricter in some places than ClassLink or school district requirements. Please be mindful of the data validation rules given below when choosing data for sharing with ClearSight.

Orgs

Field	Required?	Data Element Description	Valid Values
District ID	Y	District identifier	Up to 20 alphanumeric characters
District Name	Y	District Name	Up to 50 alphanumeric characters
School ID	Y	School identifier	Up to 20 alphanumeric characters
School Name	Y	School name	Up to 100 alphanumeric characters

Users

Field	Required?	Data Element Description	Valid Values
First Name	Y	User's first name	Up to 35 alphanumeric characters
Last Name	Y	User's last name	Up to 35 alphanumeric characters
Email Address	Y	User's email address	Standard email address containing up to 100 characters

Class Rosters

Field	Required?	Data Element Description	Valid Values
Class Name	Yes	Class/roster name	Up to 75 characters

Students

Field	Required?	Data Element Description	Valid Values
District ID	Yes	The district responsible for specific educational services and/or instruction of the student.	Up to 20 characters
School ID	Yes	The school responsible for specific education services and/or instruction of the student.	Up to 20 characters
Student ID	Yes	State-assigned student identifier which is unique within that district.	Up to 55 alphanumeric characters
Student Last Name	Yes	Student's last name	Up to 35 alphanumeric characters, including special characters*
Student First Name	Yes	Student's first name	Up to 35 alphanumeric characters, including special characters*
Student Middle Name	No	Student middle name	Up to 35 alphanumeric characters, including special characters*
Student's Gender	Yes	Student's Gender	M or F
Grade	Yes	Student's Enrolled Grade	KG,01,02,03,04,05,06,07,08,09,10,11,12
Birthdate	Yes	Student's Date of Birth	YYYY-MM-DD

* Allowable special characters are as follows: !"#\$%&'()*+,-./:;=?\s@\^_`{|}~-

Please note that a student cannot be included in the ClearSight data transfer until that student is assigned to a school. Students may be present in ClassLink without a school assignment, but can only be sent to ClearSight if they have been assigned to a school.