

ClearSight

ClearSight's OneRoster Solution → Using ClassLink

Getting Started

This document assumes the district is using [ClassLink](#). If the district is using **a different** single sign-on product/process, please contact the *ClearSight* Helpdesk for information.

Tel 1.877.426.6941

E-mail clearsighthelpdesk@cambiumassessment.com

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

Once you've decided to use the OneRoster-certified exchange through ClassLink to populate your students and rosters, there are two ways to proceed.

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.

This is an example of a communication you may choose to share with ClassLink:

District ABCD (ID=1196) would like ClassLink to send student data OneRoster files. Files should be posted at 5:00 a.m. 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:

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Once data transfer is set up

ClearSight will inspect the first data files upon receipt and provide feedback via e-mail to the District Data Security Officer (DDSO) for *ClearSight*. This feedback will indicate the number of valid and invalid records that were included in the file and the nature of any validation errors contained in the files. Validation errors exceeding a certain threshold (TBD-update pending before August 10, 2020.) will cause the entire data file to be rejected. The designated district ClassLink contact at your district will continue to receive regular update e-mails from ClassLink if/as it is already set up per your agreement. The district should contact ClassLink directly if notification changes are required.

ClearSight Valid Values

To ensure student data is 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 in the four tables below.

Organizations

Field	Required?	Data Element Description	Valid Values
District ID	Y	District identifier	Up to 23 alphanumeric characters
District Name	Y	District name	Up to 50 alphanumeric characters
School ID	Y	School identifier	Up to 44 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
E-mail Address	Y	User's e-mail address	Standard e-mail address containing up to 100 characters

Class Rosters

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

Students

Field	Required?	Data Element Description	Valid Values
District ID	Y	The district responsible for specific educational services and/or instruction of the student	Up to 20 characters
School ID	Y	The school responsible for specific education services and/or instruction of the student	Up to 20 characters
Student ID	Y	State-assigned student identifier, which is unique within that district	Up to 55 alphanumeric characters
Student Last Name	Y	Student's last name	Up to 35 alphanumeric characters, including special characters*
Student First Name	Y	Student's first name	Up to 35 alphanumeric characters, including special characters*
Student Middle Name	N	Student's middle name	Up to 35 alphanumeric characters, including special characters*
Student Gender	Y	Student's gender	M or F
Grade	Y	Student's enrolled grade	KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

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.

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