



# Single Sign On Set-up: ClassLink

One way to enroll or update a group of students in Read Live is to export student data from ClassLink and import the students into Read Live using the resulting file. These steps must be conducted by a staff member with the Account Administrator role.

## Enable ClassLink SSO

1. Log in to the Staff Member Module as an Account Administrator.
2. From the Home page, choose **Student Administration**.
3. Choose the **Single Sign-On Setup** tile.
4. From the Single Sign-On Provider dropdown list, choose **ClassLink**.
5. Open the info icon to the right of the dropdown. Information about the necessary setup for each provider is provided here.
6. Enter ClassLink **Tenant ID** and **Description**.
7. Leave **Enrollment is OneRoster compliant** checked.
8. Click **Save** to enable ClassLink SSO.

## Import student records into Read Live

1. Export a OneRoster.zip file from ClassLink. Please see ClassLink and OneRoster Import Details section of this document.
2. From the navigation menu in Read Live, select **Student Administration**.
3. Click **Student Import**.
  - a. Account Administrators can also click the **Student Import** button on the Single Sign-On Setup page.
4. Select the OneRoster.zip file that you created with ClassLink.
5. Click **Next**.
6. The application will check your file for errors.
  - a. If errors are detected, you must fix them before you can import the file. Hover over a highlighted cell to see the error or click Print Error Log to see a complete list of errors in the file. Then cancel the import, fix the errors, and try again.
  - b. If no errors are detected, verify that the data you are about to import is accurate. Then, click **Next**.
7. Read Live will match the imported students to any existing students based on first name, last name, and user ID. If any of the students in your file already exist in the account, you will be asked how to handle the duplicate students:



- a. Choose **Update Existing Students** to change the existing students' SSO IDs, schools, student IDs, grades, passwords, and contact information to match the import file.
- b. Choose **Do Not Import** to leave the existing students unchanged.

Note: Cells are highlighted if the value in the import file does not match the existing value in the database. Hover over a highlighted cell to see the corresponding value from the database.

8. Click **Next** and then confirm that you want to import the file. The application will confirm that your import has been scheduled to run overnight.
9. Click **OK**.
10. The next day when the import is complete, you will receive an email describing the results.
11. If the import was successful, the students are ready to be Licensed from the **Student Setup** page.

### **Read Live application for ClassLink LaunchPad**

Add the Read Live application to students' launching pads. See ClassLink's support for information on how to provide students with this access.

Note: The SSO application is called **Read Live**. Do not select Read Live apps that include *student* or *teacher* in the name. These were created by other districts and will not work with ClassLink SSO.

### **ClassLink Export and OneRoster Import Details**

Before importing ClassLink data into Read Live, schools must be manually created in Read Live from the **Account & School Administration** page. The school names in Read Live must exactly match the school names in your ClassLink OneRoster.zip file.

To avoid errors in the import process, do not edit the columns in your OneRoster export.

