



*We are a collective of school technology leaders
advocating for open standards for digital learning resources
on behalf of over 1,000,000 students.*

Request for Proposal Guidance Single Sign-On and Class Rosters

Background

As schools and districts rapidly shift from print to online learning, two significant technical barriers continue to prevent the pervasive and effective use of these new digital resources. Research¹ again and again confirms the basic tenet that first impressions are lasting ones. These twin barriers are particularly vexing for the industry as they create negative first impressions that obstruct crucial initial adoption of online resources. Further problematic about negative first impressions is the tendency for news to travel fast amongst students and teachers.

The two barriers are issues related to **Sign-On** and issues related to **Class Roster Uploads**. These barriers are somewhat interrelated and fortunately for us, they are now avoidable. The industry, working collaboratively, has developed well-adopted open technology standards to address both these barriers. FACTS (Federated Alliance for Curriculum Technology Standards) supports open technology standards and has created this Request for Proposal Guidance document to assist its members and other industry partners. Our goal is to help the education industry understand and adopt select open technology standards to eliminate the challenges associated to Sign-On and Class Roster Uploads.

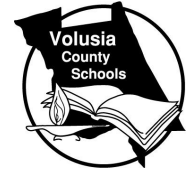
¹ Computers in Human Behaviour, Saade and Otrakji, "[First impressions last a lifetime: effect of interface type on disorientation and cognitive load](#)", 2007

Journal of the Association for Psychological Science, Willis and Todorov, Princeton, "[First Impressions Making Up Your Mind After a 100ms Exposure to a Face](#)", 2006

Taylor & Francis Online, Lindgaard, Fernandes, Dudek and Brown, "[Attention web designers: You have 50 milliseconds to make a good first impression!](#)", 2011

American Psychological Association, Bar, Neta, and Linz, "[Very First Impressions](#)", 2006





Request for Proposal Guidance Single Sign-On and Class Rosters

Sign-On

Teachers and students typically interact with five to fifteen different web based resources in a given school year and we believe this number will only grow. Over the course of a typical student's K-12 career the total web resources can be into the hundreds and it's likely every web application will require a sign-on. The aggregate time lost/wasted by students and teachers attempting and failing to remember their username and password is staggering. With each failed attempt a lasting negative impression grows. Resources that were intended to help improve learning outcomes become frustrating experiences that students and teachers look to avoid. Add to that challenges faced by the school technology team responsible for creating, resetting and managing usernames and passwords for a constantly growing set of online applications and the frustration becomes a school system wide challenge.

Class Roster Uploads

A class roster is a list of students enrolled in a particular class. Many educational websites need class roster information to better assist the teacher in organizing materials for multiple classes and for helping students have an online experience that is more relevant to their classroom experience. Some websites enable teachers to enter students one-by-one or to upload a class list of some kind. More and more websites enable bulk upload of rosters at the district level. It has become standard practice for district technologists to create many customized extracts from their Student Information System (SIS) and upload them into a myriad of educational websites. This custom extract process, although certainly more efficient than manually typing in class schedules manually, has become overly complicated with unique spreadsheets for every website and too tedious for districts with significant enrollment changes.

Eliminating these Barriers

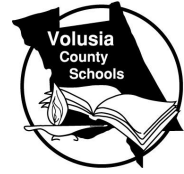
FACTS school technology leaders represent over 1 million students and we are advocating for open technology standards. Educational publishers and platform providers who adopt open technology standards can help eliminate these barriers. Together with best-in-class industry associations, such as IMS Global Learning Consortium, there are solutions to eliminate these barriers for school districts around the world. This document serves to assist educational leaders to both understand, advocate and align purchasing decisions towards open technology



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

standards. What follows is information, draft language and checklists that can be used in RFP's for digital learning resources, instructional platforms and more.

For SY 2016-2017, Volusia County Schools (VCS) is **requiring** all prospective digital content and tool providers¹ to adopt one of two methodologies for enabling secure Single Sign-On (SSO) access to digital resources and requiring the use of IMS Global OneRoster v1.1 REST API for Class Rostering. SSO and Rostering support must be provided at no additional cost to Volusia County Schools.

Single Sign-on Requirements

Auto-provisioning: For all systems that do not require roster data, the district is **requiring** users are automatically provisioned on first launch.

Method 1 - LTI Basic Launch Links version 1.0 or higher.

The principal concept of LTI is to establish a standard way of integrating rich learning applications (often remotely hosted and provided through third-party services) with platforms like learning management systems, portals, or other educational environments. In LTI these learning applications are called Tools (delivered by Tool Providers) and the LMS, or learning platforms, are called Tool Consumers. The basic use case behind the development of the LTI specification is to allow the seamless connection of web-based, externally hosted applications and content, or Tools (from simple communication applications like chat, to domain-specific learning environments for complex subjects like math or science) to platforms that present them to users. In other words, if you have an interactive assessment application or virtual chemistry lab, it can be securely connected to an educational platform in a standard way without having to develop and maintain custom integrations for each platform.

The LTI specification is comprehensive but only requires a few fields for single sign-on. Volusia County, leveraging our portal solution, will provide basic details for the user such as:

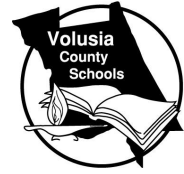
- First name
- Last name



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

- Display name
- Email (optional)
- AD username - this will be the unique identifier for users in our system
- role (instructor or learner)

Volusia County's portal acts as the consumer (of content) and your application will act as the provider (of content). An LTI compliant POST request will be sent to a launch URL on your website. From there, you must ensure the LTI request is valid by validating the OAuth signature and logging in the user. The identity provider for VCS is based on Active Directory and Volusia County Schools expects vendors to accept the AD username and password for the user identifier. Volusia County Schools' portal (Classlink Launchpad) currently supports and is certified as LTI v1.0 compliant. <http://www.imslobal.org/cc/detail.cfm?ID=298>

Please refer to the LTI primer: <http://www.imslobal.org/lti/primeronLTIConformance.html> for a detailed explanation.

Method 2 - ADFS/SAML support

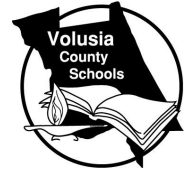
Security Assertion Markup Language (SAML, pronounced *sam-el*^[1]) is an XML-based, open-standard data format for exchanging authentication and authorization data between parties, in particular, between an identity provider and a service provider. SAML is a product of the OASIS Security Services Technical Committee. SAML dates from 2001; the most recent major update of SAML was published in 2005, but protocol enhancements have steadily been added through additional, optional standards.



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

Class Rostering Requirements

The district is **requiring** support for IMS Global OneRoster v1.1 REST API by the 2016-17 school year. As applicable, all contracted digital content and tool providers will be required to roster students into classes. This process must be complete and running by the first day of teacher planning each year. Rostering should be provided at no additional cost.



What is OneRoster?

<http://www.imsglobal.org/IMSOneRoster.pdf>

IMS OneRoster Specification Details

The OneRoster specification has two parts. Part 1 is a set of roster services that allow rosters to be exchanged between an SIS and a Digital Learning Platform or an SIS and a Publisher Platform or Tool. The roster services are defined as a RESTful API.

The initial set of services that have been defined address:

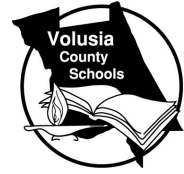
- Organizations
- Courses
- Classes
- Term and Grading period
- User information (Teacher, Student etc.)
- Grade information
- Demographics



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

Part 2 is a set of CSV definitions that can be used to standardize the exchange of roster information for those implementations that do not currently implement a services-model. The initial set of CSV definitions are for:

- ORGS.CSV
- USERS.CSV
- COURSES.CSV
- CLASSES.CSV
- TERMS.CSV
- GRADINGPERIODS.CSV
- DEMOGRAPHICS.CSV (optional)

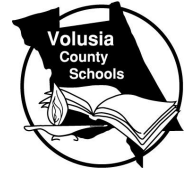
The OneRoster v.1 specification can be found here: <http://www.imslobal.org/lis/>



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

Integration Checklist

Please complete ALL Checklists and Acknowledgment page and return to the following people:

Christine Cyrier clcyrier@volusia.k12.fl.us

Mary Ellis mellis@volusia.k12.fl.us

Mike Cicchetti macicche@volusia.k12.fl.us

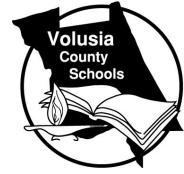
#	Requirement	Yes/No	Comments
1	Does your system require roster data? If not, go to section 2.		
1.a	Do you currently support the OneRoster REST API?		
1.b	If no to 1.a, will you support OneRoster REST API by Fall 2016?		
1.c	If you do not support the OneRoster REST API, will you accept OneRoster csv files to an SFTP site where we can automatically upload these files?		
2	Our district requires single sign-on for all users, do you have any methods for single sign-on?		
2.1	Do you support ADFS or SAML?		
2.2	Do you support LTI v1.0 basic launch links?		
3	Are you familiar with IMS Global?		
3.1	Are you a member of IMS Global?		



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

3.2	Is your solution certified by IMS Global? If so, please include link to certification.		
-----	---	--	--



<http://facts.education/join>

System Requirements

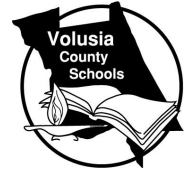
<u>System Requirements</u>	<u>Meets</u>	<u>Does Not Meet</u>	<u>Vendor Response Please describe</u>
Content must be fully accessible through a web browser, and available 24/7 outside of regularly-scheduled maintenance and/or update windows			
Authentication of Users is done through the district LMS or Portal			
Content Provider must conform to and deliver access to content via IMS Global Learning Tools Interoperability v1.1 (or higher) standard.			
Content Provider must provide Common Cartridge v1.3 (or higher) export in the format for provisioning of LTI links to enable searching of learning objects.			



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

Metadata provided in Common Cartridge must map to the following user types: School Admin, Principal, Curriculum Admin, Admin, Teacher, Student, and Parent, with rights customizable by user type.			
Content must be accessible via mobile device browsers including iOS, and Android.			

Technical Requirements

In addition to the functional requirements, the vendor's solution shall provide users with a wide variety of readily available and user-friendly interfaces to access the system, as well as provide an environment that allows for reliable and timely use of the content. In addition, the vendor's solution will integrate with third-party materials and software. Conforming to IMS standards the vendor must maintain the highest levels of security in order to preserve and protect the confidentiality of data. The vendor is expected to employ leading edge and proven security solutions and protocols in order to fulfill this goal.

These are custom parameters with specified names to represent a best practice when launching content using the IMS Global Learning Tools Interoperability standard.

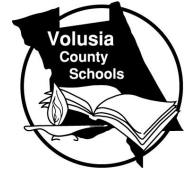
<u>System Requirements</u>	<u>Meets</u>	<u>Does Not Meet</u>	<u>Vendor Response Please describe</u>
Support Windows, Chrome, and Macintosh operating systems. Vendor			



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

will specify which versions of these operating systems the vendor's solution supports.			
Support scalable enterprise configurations such as load balancing and clustering of servers and downloading of data based and content based delivery for school district with one to one or BYOD programs.			
Support popular web browsers (Internet Explorer, Firefox, Safari, and Chrome). Vendor will specify which versions of these browsers the vendor's solution supports.			

Notes: Several references are made to the LOR (Learning Object Repository), LMS (Learning Management System), and Portal. This verbiage may differ from district to district, but they all refer to the district learning platform that is the primary vehicle for aggregating and presenting instructional resources. References are made to LDAP but the intent is to integrate into the district directory services which for Volusia County requires LTI or ADFS. Districts can no longer dedicate resources to customize export files that conform to individual publisher schema. The ability to use directory services prevents student and teachers from having multiple logins for multiple providers, allowing for the seamless access to resources and maximizing instructional time.

AIM & UDL accessibility requirements

Below are several sources regarding AIM and UDL to consider when purchasing digital instructional materials. Compiled and attached is an important background information document. The sources that are referenced include: The PALM Initiative, WCAG 2.0, and the 2016-17 Florida Specifications for Instructional Materials Adoption.

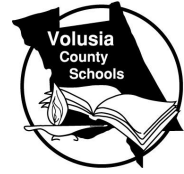
Requirement is for vendors to answer the following questions regarding accessibility which come directly from FDOE:



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

- € Does your product include presentation features including but not limited to:
 - € Fonts can be adjusted in type and size.
 - € Font colors and background colors can be adjusted.
 - € High contrast color settings are available.
 - € Text-to-speech tools are included or text can be selected and used with text-to-speech utilities.
 - € Text-to-speech tools read math formulas correctly.
 - € All images have alt tags.
 - € All videos are captioned.
 - € Text, image tags, and captioning can be sent to refreshable Braille displays
- € Does your product include navigation features including but not limited to:
 - € Non-text navigation elements (buttons, icons, etc.) can be adjusted in size.
 - € All navigation elements and menu items have keyboard shortcut.
 - € All navigation information can be sent to refreshable Braille displays.
- € Does your product include readable features/study tools including but not limited to:
 - € Highlighters are provided in the 4 standard colors (yellow, rose, green, blue).
 - € Highlighted text can be automatically extracted into another document.
 - € Note taking tools are available for students to write ideas online as they are processing curriculum content.
 - € Resizable digital calculators are available in all math materials.

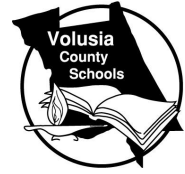
- € Does your product include assistive technology supports (AT software can be run in the background) including but not limited to:
 - € Magnification
 - € Text-to-Speech
 - € Text-to-American Sign Language
 - € On-screen keyboards
 - € Switch scanning controls
 - € Speech-to-text



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

We acknowledge and agree to comply with the established requirements for Single-Sign-On and Class Rostering per Volusia County Schools Single-Sign-On and Class Rostering document dated May 1, 2016. If our digital curriculum products or solutions are selected, we acknowledge that SSO and Class Rostering will be provided starting school year 2016-2017 at no additional cost to Volusia County Schools.



VCS is proud member of FACTS

Adapted from FACTS RFP Guidance Document

<http://facts.education/resources>



Request for Proposal Guidance Single Sign-On and Class Rosters

Name of Company/Vendor

Signature

Printed Name

Title

Date

