



District Onboarding & Setup Guide

Everything your district needs to complete onboarding, configure Classwork.com, and prepare for launch.

This Guide Was Made for:
Districts and Schools Using [Classwork.com](https://classwork.com)

Use this guide from first contact through launch, then return to the final section for ongoing administration.

For Technical Support:

support@classwork.com

HOW TO USE THIS GUIDE

Start Here: One Path from Setup to Launch

Setting up a new platform for an entire district is a big job, and it is normal for it to feel like a lot at first. The good news is that the work happens in stages. Your Classwork.com Onboarding Team handles the Classwork.com side of setup and guides the district through its responsibilities.

GETTING STARTED

The steps below identify what is needed to make Classwork.com operational for your district.

The User Administrator is the critical role and assigning it makes onboarding and setup possible. Why? Because the User Admin keeps the Classwork Onboarding Team and District IT contacts connected. This person(s) coordinates the right people and keeps work moving, but is not expected to complete every technical task.

STEP

1	Identify the User Administrator Name the person who will lead district setup.
2	Submit the District Onboarding Form Provide the contacts and system information needed to begin.
3	Complete integrations and district approvals Connect rostering, sign-on, LMS, network, privacy, and security work.
4	Verify users and district data Confirm schools, staff, classes, and enrollments.
5	Assign roles and configure settings (on-going) Set roles that determine access, teams, calendar, score bands, and activity types.
6	Publish district resources (on-going) Make approved instructional materials available to teachers.
7	Prepare for launch Complete readiness checks and share training and support resources.

STEP 1: Identify the User Administrator

Choose the district-level liaison who will coordinate onboarding and maintain access after launch.

Who should have this role?

The User Administrator is usually a district-level leader in instructional technology, digital learning, curriculum, assessment, or educational technology. The person does not need to be highly technical. The role is to coordinate the right people and keep setup moving forward.

DURING ONBOARDING

Coordinates with the Onboarding Team, identifies district contacts, moves approvals forward, and follows up on district actions and progress.

AFTER ONBOARDING

Manages users, roles, permissions, teams, and district user access throughout the year.

User Administrator Responsibilities During Onboarding

- ☐ **Coordinate with the Classwork.com Onboarding Team**
- ☐ **Identify the correct district IT contacts**
- ☐ **Help move requests through internal district processes**
- ☐ **Coordinate privacy, security, and integration approvals**
- ☐ **Follow up when district action is required**



BEST PRACTICE

Identify at least two User Administrators. A 2nd administrator keeps setup and day-to-day management moving when one person is unavailable.

District User Administrators for [Classwork.com](#) (for your records)

Primary User Administrator:

Secondary User Administrator:

STEP 2: Submit District Onboarding Form

Once your User Admin has been assigned, they can get started!

The short form linked below officially kicks off onboarding and gives the Classwork Team the contacts and system details needed to begin.

USER ADMIN - ACTION REQUIRED!

Complete the District Onboarding Form here:

[DISTRICT ONBOARDING FORM](#)

Information to gather

- ☐ **District name and basic information**
- ☐ **Primary User Administrator name and email**
- ☐ **Secondary User Administrator name and email**
- ☐ **SIS name and district contact**
- ☐ **SSO provider and district contact**
- ☐ **LMS name and district contact**
- ☐ **Network or security contact**
- ☐ **Privacy or data-governance contact, if applicable**
- ☐ **Curriculum or instructional contact**
- ☐ **Participating schools and grade levels**
- ☐ **Desired launch date**

!! PLEASE DON'T WAIT FOR PERFECTION

If every contact is not yet known, please submit what is available. You can always update the form as more information becomes available.

WHAT HAPPENS AFTER FORM SUBMISSION?

Classwork.com's Onboarding Team Will Follow-Up

After the form is submitted, the Classwork.com Onboarding Team will confirm next steps and begin coordinating with the contacts provided. **Email will be used for communication so it is imperative that your IT Department allow-lists our emails. (see next page)**

STEP 3: Complete Integrations & Approvals

Bring district IT, privacy, security, and system owners into the process to complete district-controlled work.

WHY EACH CONNECTION MATTERS

SIS Rostering

Keeps schools, teachers, students, classes, and enrollments current without maintaining separate lists by hand.

Single Sign-On

Lets authorized users open Classwork.com with existing district credentials, reducing separate passwords and launch-day login issues.

LMS Integration

Lets teachers use Classwork.com from inside the system where they already manage coursework and assignments.

Network and Security

Helps Classwork.com load properly on district devices and networks without filtering or permission issues.

CRITICAL NETWORK PREPARATION

Have your district network administrator allow-list the required Classwork.com URLs ASAP. The current allow-list is located here:

CLASSWORK.COM ALLOW-LIST

PLEASE NOTE: All URLs on the list must be allowed access or Classwork.com will not work properly.

WHO DOES WHAT DURING ONBOARDING?

Role	Primary responsibility	Key access or action
User Administrator	District liaison	Coordinates internal approvals, connects the right people, & tracks district responsibilities.
District IT and other contacts	District system owners	Configure district-controlled systems, review privacy & security, approve integrations, provide system information, & test access.
Classwork.com Onboarding Team	Classwork.com setup partner	Provides instructions, configures the Classwork.com side, tests connections and data, & confirms technical onboarding completion.

INTEGRATIONS CHECKLIST

Work through this checklist with the district team as each connection is established. Do not move into district configuration until errors and missing information have been resolved.

- ☐ **SIS connection completed**
- ☐ **Schools and users appear correctly**
- ☐ **Classes and enrollments are syncing**
- ☐ **SSO access tested**
- ☐ **LMS connection tested**
- ☐ **Network access tested**
- ☐ **Privacy and security requirements completed**
- ☐ **Errors or missing information resolved**

STEP 4: Verify Users and District Data

Confirm that the expected district, school, user, class, and enrollment information came through correctly.

Catching a data problem here is much easier than fixing it after launch. The User Administrator should complete this review before roles and settings are configured.

Verify Users and District Data Checklist

- ☐ Confirm district and school information
- ☐ Confirm the expected teachers and administrators are present
- ☐ Check that classes and enrollments look correct
- ☐ Report missing or incorrect information to the Onboarding Team



AVOID DUPLICATE RECORDS

If the district rosters through an SIS provider such as Clever or ClassLink, do not manually recreate users or records managed by the SIS. Those records refresh through regular syncs. Correct the information at the source in the SIS, or notify us.

Verification sign-off (for your records)

Review area	Verified by	Date
Schools and users		
Classes and enrollments		
SSO/LMS access		



ONBOARDING MILESTONE

Once integrations are verified, the User Administrator can begin configuring district calendar, roles, etc. Pause here and confirm that every item above is genuinely complete before continuing.

STEP 5: Assign Roles and Configure Settings

Give each leader the access needed to manage users, curriculum, review workflows, settings, and reporting.

ADMINISTRATIVE ROLES

Role	Primary responsibility	Key access or action
User Administrator	Manages users, roles, teams, and district access.	Can access setup tabs including SIS Setup and Ed-Fi Setup. At least two are recommended.
Curriculum Manager	Configures organization settings and has full Curriculum Authoring rights.	School-Year Calendar, Score Bands, and Activity Types.
Curriculum Author	Creates and publishes district instructional materials.	District resource creation and publishing.
Curriculum Reviewer	Reviews submitted materials before publication.	Sees submissions only after being added to a Review Team.
School Administrator	Views reporting data for assigned schools.	School-level reporting access.
District Administrator	Views reporting data across the district.	Districtwide reporting access.

!! VIP: One person may be assigned multiple roles.
Roles can be updated as staffing changes.

REVIEW TEAMS

If the district uses a curriculum review-and-approval process, the User Administrator creates Review Teams and adds the appropriate Curriculum Reviewers. A reviewer will not see a submission until the reviewer has been added to a Review Team.

- ☐ Create required Review Teams
- ☐ Add the correct Curriculum Reviewers
- ☐ Confirm teachers know which team should receive each submission

STEP 5 CONTINUED

Curriculum Manager - Organization Info Settings

A user with the Curriculum Manager role configures these settings on the Administration page under Organization Info. The User Administrator may assign the role to another person or to themselves.

SETTING 1

School-Year Calendar

Set school-year start and end dates; create grading and progress-reporting periods; add holidays and non-instructional days; and align reporting with district pacing.



PUBLISH TO ACTIVATE REPORTING

Only a *published* calendar is used in reporting. Publish the calendar after it is complete.

SETTING 2

Score Bands

Create district performance levels, set each score range, align reports with district expectations, and apply consistent settings across schools.

SETTING 3

Activity Types

Create categories and types, such as Assessments with Unit Tests or Exit Tickets; choose which types count in District Performance Reports by default; and keep reporting data consistent.

Configuration checklist

- ☐ Curriculum Manager assigned
- ☐ School-Year Calendar configured and published
- ☐ Score Bands configured
- ☐ Activity Types configured

STEP 6: Publish District Resources

Make approved, high-quality instructional materials available to teachers in District Resources.

The User Administrator ensures that the correct people hold the appropriate roles. Curriculum Authors and Curriculum Reviewers manage the content itself.

1	Create or import materials
2	Organize materials into district folders
3	Publish approved materials
4	Confirm teachers can find and assign them

!! READ-ONLY TEACHER ACCESS TO DISTRICT RESOURCES

Once resources are approved and published, teachers may not make changes. They add the files to their own accounts and assign them directly to students without first making a copy.

Publishing quality checklist

- ☐ Approved materials are in the correct district folders
- ☐ Publication status is confirmed
- ☐ A test teacher can locate the resources
- ☐ The test teacher can assign a resource

OPTIONAL: Texas OER RLA & Math Setup

Use this section only if the district participates in a program that requires additional setup, such as the Texas OER Math or RLA Companion (Bluebonnet Learning™). The core seven-step process remains the same.

Roles required

Curriculum Manager: configures and publishes the School-Year Calendar, Score Bands, and Activity Types.

Curriculum Author or Curriculum Manager: publishes Companion assessments and Readiness Checks™.

Publish Companion resources

Classwork.com has built the Companion embedded assessments, including Mid-Module, End-of-Module, Topic, and Unit assessments, as well as Readiness Checks™. For a subscribing district:

- 1** Review and, if desired, edit the assessments and Readiness Checks™. Optional.
- 2** Publish them to District Resources.
- 3** Set open and close dates using the Available to Teachers window so resources follow the district schedule.

Choose the Teacher Lesson Log

OPTION A

Full version

Takes about 60 seconds and captures more detail. May be important for fidelity of implementation evidence at LIFT Grant sites. Feeds Pacing Report and Coaching dashboards.

OPTION B

Short version

Takes about 5 seconds for a quick daily check-in. Feeds Pacing Report.

!! BEST PRACTICE

Choose the Lesson Log version teachers can realistically complete every day. Consistency matters more than length. You must choose one for Pacing Reports to work.

Optional: TEXAS OER AND LIFT

PROGRAM-SPECIFIC READINESS

Publish the School-Year Calendar

A published School-Year Calendar is required for pacing. Reports compare where students should be, based on the published calendar and program pacing guide, with where students actually are. Without a published calendar, pacing cannot be calculated.



CALENDAR REQUIRED FOR PACING

Confirm that the School-Year Calendar is complete and published before launch. It is essential to the Pacing Report working properly.

LIFT Grant Districts

Instructional coaches and observers are not part of the district SIS or SSO roster, so they cannot be added through normal rostering. Classwork.com adds these users as part of setup. Coordinate with the LIFT provider and the Onboarding Team to provide the correct people. A LIFT provider can be granted Coaching, Curriculum, and Reporting access.

For observation data to reach the Texas Education Agency's Instructional Insights App (IIA), the district's Ed-Fi setup must also be complete. If IIA reporting is part of LIFT participation, confirm that the Ed-Fi connection is completed and verified.

Program-specific completion check

- ☐ Companion assessments and Readiness Checks™ reviewed, if desired
- ☐ Resources published to District Resources
- ☐ Available to Teachers dates set
- ☐ Teacher Lesson Log version selected
- ☐ School-Year Calendar published
- ☐ LIFT coaches and observers coordinated, if applicable
- ☐ Ed-Fi connection completed and verified for IIA reporting, if applicable

!! WHAT TEACHERS RECEIVE

Published Companion assessments and Readiness Checks™ on schedule in District Resources, the daily Teacher Lesson Log, and progress reflected in Texas OER Performance and Pacing reports.

STEP 7 Prepare for Launch

Complete the final readiness check, run a successful test assignment, and share training and support information with staff.

Technical Readiness Final Checklist

- ☐ SIS verified
- ☐ SSO verified
- ☐ LMS verified
- ☐ Network access verified

Administrative Readiness Final Checklist

- ☐ User Administrators assigned
- ☐ Curriculum Manager assigned
- ☐ Reporting roles assigned
- ☐ Curriculum roles assigned
- ☐ Review Teams created, if used
- ☐ School-Year Calendar configured and published
- ☐ Score Bands configured
- ☐ Activity Types configured

Instructional Readiness Final Checklist

- ☐ District resources published
- ☐ A test teacher can locate the resources
- ☐ A test assignment has been completed successfully
- ☐ Training and support information has been shared with staff

LAUNCH MILESTONE

When every readiness item is checked, the district is ready to launch Classwork.com!

Launch sign-off (for your records)

District lead: _____ **Date:** _____

Classwork.com Onboarding Team: _____ **Date:** _____

Ongoing: Keep The District Running Smoothly

AFTER LAUNCH: ONGOING ADMINISTRATION

Launch is a milestone, not the finish line. A few minutes of upkeep throughout the year prevents many day-to-day access issues before they start.

- ☐ Maintain administrative access
- ☐ Update roles after staffing changes
- ☐ Review settings during the school year
- ☐ Confirm integrations continue working
- ☐ Coordinate new schools or programs
- ☐ Contact Classwork.com when district systems change

SUPPORT AND NEXT STEPS

Resource	Contact or link
Onboarding Team and Support	support@classwork.com
Help Center and Training Videos	https://classwork.com/knowledgebase/
Live Training Opportunities	Check Weekly Emails for Schedules

Thank you for choosing Classwork.com. By adopting a districtwide platform for creating, delivering, sharing, and analyzing classwork, your district has empowered educators and leaders with greater visibility into teaching and learning. Teachers can act on student needs more quickly, while school and district leaders gain the information needed to support classrooms effectively. We are honored to partner with your team and look forward to contributing to a successful school year.

-- Your [Classwork.com](https://classwork.com) Onboarding Team