

Discovery Education

Google Single Sign On

Last Updated August 4, 2015

Overview:

Google Single Sign-On (SSO) enables teachers and students to log into Discovery Education using district Google/Google Apps accounts. User management (provisioning and updating) can be achieved by mapping your Google Groups/Organization Units (OUs) to corresponding schools and roles within Discovery Education. As an alternative, user management can be handled by posting .csv files with the required data to Discovery Education's FTP server, which is a process that can be automated. If Class data is desired, it must be imported using the .csv import system.

User experience:

Once Google SSO is launched, users will log into Discovery Education by browsing to

<https://google.discoveryeducation.com>

Please note that once Google SSO is launched, users will no longer be able to log into

<https://www.discoveryeducation.com>

Requirements:

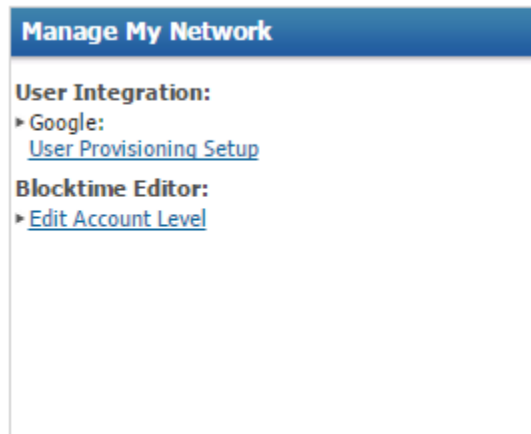
- ☒ All teachers AND students must have Google/Google Apps accounts.
- ☒ All schools that subscribe to Discovery Education services must have Google accounts.
- ☐ Ability to map Google Groups/OUs to corresponding schools and roles in Discovery Education
- OR**
- ☐ Ability to generate and post .csv files with required fields to Discovery Education's secure FTP server.

Steps to implement:

- ☒ Select Google SSO as your technology of choice
 - *NOTE: Other options include LDAP and SAML/ADFS (require nightly .csv imports)
- ☒ Contact your Discovery Education partnerships manager to request Google SSO
 - You will receive paperwork that must be signed and returned
- ☒ Sign and return integration paperwork
- ☒ Map Google Groups/OUs
 - ☐ If unable to map Google Groups/OUs, then you must build a process that populates the import templates (see last pages of this document)
 - ☐ Build a process to post .CSV import files to Discovery Education's FTP server
 - ☐ Provide Discovery Education staff with preference of FTPS or SFTP
 - If SFTP, please provide Discovery Education staff with the public IP that will post the files
(no need to assign a public IP to the computer that executes the nightly process)
- ☒ Determine launch date and communicate it to Discovery Education staff, district teachers and students
- ☒ Bulk-convert usernames that currently exist in Discovery Education
 - Discovery staff will execute this process

Mapping Google Groups/OUs

Once Google SSO is enabled for your account, you can begin the mapping process by logging into <https://google.discoveryeducation.com> as an administrator and navigating to My Admin > Google: User Provisioning Setup. A wizard will walk you through the mapping process. If mapping is unsuccessful for any reason, then generating and posting .csv imports will be required (see below). If Class data is desired, it must be imported using the .csv templates.



Google User Provisioning

User integration made easy. Allows you to import users directly from Google into the Discovery Education site.

Simple setup

Users are pre-created on Discovery Education without you dealing with import tasks.

Continuous synchronization

New users and changes to existing users in Google are updated on Discovery Education as well.

Classroom setup

Students rosters are available on Discovery Education so teachers can create classrooms easily.

Single sign on

Users can simply access Discovery Education by logging into <https://google.discoveryeducation.com> using their Google credentials.

2 Easy Steps

Step One

Connect To Google

Create a service account on your Google admin page

Step Two

Map Your Users

Help us extract users' roles, grades and other details by mapping Organization Units & Google Groups to user fields

Step One – Connect to Google

Follow the instructions and screenshots provided to create the connection within Google's Admin interface. Once the connection is saved successfully, continue to Step Two.

Step Two – Map Your Users

Please review the Mapping Nuances at the bottom of the Mapping Wizard to understand the capabilities and limitations of this process.

Schools - Associate the Group(s) or OU(s) for both teachers and students to each site. Teachers and students must be separated into their appropriate schools.

Teachers - Associate the Group(s) or OU(s) that contain the users that should have a Teacher or Staff role.

Students - Associate the Group(s) or OU(s) that contain the users that should have a Student role.

Grades - Associate the Group(s) or OU(s) that contain the users within specific grade levels.

Mapping Wizard

Next, we will let you pick out how we will select your set of users who are at particular schools, users who are teachers, users who are students, and users by grade. We will use this information to keep your Discovery Education users up to date with your Google users.

What would you like to map first?

Schools * Teachers * Students Grades

* indicates required mappings.
If you map your students, grades are required as well.

Once you have set up mappings for each of the aspects of your users, we can test the mapping by fetching the first 1000 (or all of your users if you have less than 1001) users (alphabetically, by name) from your Google account and show you a sample of how the users were mapped in a test run. This won't take long, and it won't take effect unless you approve it afterward.

Test Mapping

Once all fields are mapped, click Test Mapping to generate a preview for the data that will be pulled. If the data looks correct, click Save Mapping. Navigating away from the page before Saving the Mapping will lose any changes.

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Test Mapping

Populate .csv import templates (Required if Group/OU mapping is not possible):

For Google SSO, teacher and student user accounts are required. We recommend that classes and class rosters are also populated. The import guides and templates can be found within the My Admin > Bulk Import section.

Note:

For each template, all column headers must be present and all required fields must be populated. Any extraneous commas within the data **must be removed**.

Checklist

- ☐ 1. Become familiar with the import process and the .csv template requirements
- ☐ 2. Standardize existing teacher and student usernames within Discovery Education.
- ☐ 3. Create a process that exports teacher and student data into Discovery Education's .csv templates.
- ☐ 4. Manually upload the files to Discovery Education's website to validate data and column headers.
- ☐ 5. Obtain FTPS/SFTP credentials and file name convention details from Discovery Education staff.
- ☐ 6. Create a process that posts the .csv files to Discovery Education's secure FTP site.
- ☐ 7. Confirm via Discovery Education's website that import files are being successfully processed from the FTP.

Become familiar with the import system and the .csv template requirements

Imports can be used to manage teachers, students, classes, and class rosters. User Guides, template definitions, and examples can be found in Discovery Education's administrative site. The last four pages of this document also provide information on the templates, required fields, and accepted values.

Standardize existing teacher and student usernames within Discovery Education

Usernames will be standardized to the Google SSO format:

<Google Email>@google.discoveryeducation.com

Eg. John.Smith@district.org@google.discoveryeducation.com

Create a process that exports data into Discovery Education's .csv templates

This process or script will export data from the District's information system into Discovery Education's .csv templates. Given that information systems vary broadly, Discovery Education cannot assist with this process. For assistance, please contact your information system vendor's support team. The import guides and templates can be found in the My Admin > Bulk Import section of Discovery Education's website.

Manually upload the files to Discovery Education's website to validate data and column headers

By posting the files to Discovery Education's website, a validation process can confirm that there are no data errors and that the files are safe to post to the FTP. If errors are found, adjustments to the District's export process may be required.

Obtaining FTPS/SFTP Credentials:

Once a process that exports teacher and student data into Discovery Education's .csv templates is created, please request FTP credentials from Discovery Education and specify which protocol will be used:

FTPS – Secure and preferred.

SFTP – Secure. Requires Discovery Education firewall changes. Please provide Discovery Education staff with your public IP.

File Name Requirements:

The .csv file names must meet the following requirements to be processed by the FTP process:

(account_guid)_(user_guid)_(template type)_(date)_(time).csv

The **account_guid** and **user_guid** identify the district and user performing the upload, respectively, in the Discovery Education system. These fields will be provided by Discovery Education's support staff along with FTP credentials.

The **template type** determines the type of import:

- teacher
- student_std
- class
- roster

The required **date** format:

- MM_DD_YYYY

The required **time** format:

- HH_MM_SS_SSS (*millisecond*)

Examples:

10000000-0000-XXXX-XXXX-000000000000_90000000-0000-XXXX-XXXX-000000000000_teacher_08_14_2015_22_02_00_000.csv
 10000000-0000-XXXX-XXXX-000000000000_90000000-0000-XXXX-XXXX-000000000000_student_std_08_14_2015_22_02_00_000.csv
 10000000-0000-XXXX-XXXX-000000000000_90000000-0000-XXXX-XXXX-000000000000_class_08_14_2015_22_02_00_000.csv
 10000000-0000-XXXX-XXXX-000000000000_90000000-0000-XXXX-XXXX-000000000000_roster_08_14_2015_22_02_00_000.csv

Create a process that posts the .csv files to Discovery Education's FTP site.

Posting the .csv files to the FTP site can be accomplished by a variety of methods. Discovery Education may not necessarily be able to support all methods of connecting/posting to the FTP site. For example:

- Built-in Student Information System export tools
- SQL export utilities
- Third party FTP clients that support command-line and scheduled tasks (WinSCP, Filezilla, etc)

Ensure that files are being picked up and processed correctly on Discovery Education's website

Once files are picked up and processed from the FTP site, the results are displayed in the import module of Discovery Education's website (My Admin > Bulk Import > Import Status). Please be sure to periodically review results to ensure that data errors are addressed.

Column Headers and Required Fields:

This section gives a high level overview of the Column Headers and the required fields. Ensure that all columns and headers are present, even if optional fields are not used. For a more advanced explanation of how the process works and required fields, please refer to the User Guides in the My Admin section of the website.

Teacher template:

Column	Header	Required	Description	Accepted Entries
A	Site Passcode	Yes	This is the Unique Identifier for each school.	
B	Account Name	No	Friendly name for your district.	
C	Site Name	No	Friendly name for your school.	
D	First Name	Yes	Teacher's first name.	
E	Last Name	Yes	Teacher's last name.	
F	UserName	Yes (Primary Key)	<Google Email>@google.discoveryeducation.com	
G	Password	Yes	Must be at least 5 characters long and alphanumeric only. This password is never known by the end users.	
H	Grade	No	Grade level for teacher.	K, 1-12
I	Teacher ID	No	Unique Identifier for teachers within your district.	
J	Email	Yes	Teacher's email.	
K	Assessment Access Flag	No	For Assessment customers only. Determines if user has access to Assessment.	Y or N
L	Archive Flag	Yes	Determines if user should be created or archived.	Y or N

Student Std template:

Column	Header	Required	Description	Accepted Entries
A	Site Passcode	Yes	This is the Unique Identifier for each school.	
B	Account Name	No	Friendly name for your district.	
C	Site Name	No	Friendly name for your school.	
D	First Name	Yes	Student's first name.	
E	Middle Initial	No	Student's Middle Initial.	A-Z
F	Last Name	Yes	Student's last name.	
G	UserName	Yes (Primary Key)	<Google Email>@google.discoveryeducation.com	
H	Password	Yes	Must be at least 5 characters long and alphanumeric only. This password is never known by the end users.	
I	Student ID	No	Unique Identifier for Students within your district.	
J	Student Grade	Yes	Grade level for Student.	K, 1-12
K	Parent Email	No	Parent's email.	
L	Archive Flag	Yes	Determines if user should be created or archived.	Y or N

Class template:

Column	Header	Required	Description	Accepted Entries
A	Site Passcode	Yes	This is the Unique Identifier for each school.	
B	Account Name	No	Friendly name for your district.	
C	Site Name	No	Friendly name for your school.	
D	Class Name	Yes	Friendly name for the class.	
E	Class ID	Yes (Primary Key)	Unique Identifier for the class within your site.	
F	Class Description	No	Friendly description of the class.	
G	School Year	No	Year that the class will be active for.	1415, 1617, 1718
H	Benchmark Class Flag	No (Assessment Only)	For Assessment customers only. Determines if class will be used for Benchmark Assessments.	Y or N
I	Grade	No (Assessment Only)	For Benchmark Assessment classes only.	K, 1-12, MS, HS
J	Subject	No (Assessment Only)	For Benchmark Assessment classes only.	Reading/Lang Arts = RE, English 1 = E1, English 2 = E2, Mathematics = MA, Algebra 1 = A1, Algebra 2 = A2, Geometry = GE, Science = SC, Earth Science = ES, Life Science = LS, Physical Science = PS, Biology = BI, Social Studies = SS, College Readiness = AC General=GN
K	Semester/Block	No (Assessment Only)	For Benchmark Assessment classes only.	0 for Full Year, 1 for Fall Semester, 2 for Spring Semester
L	Archive Flag	Yes	Determines if user should be created or archived.	Y or N

Roster template:

Column	Header	Required	Description	Accepted Entries
A	Site Passcode	Yes	This is the Unique Identifier for each school.	
B	Account Name	No	Friendly name for your district.	
C	Site Name	No	Friendly name for your school.	
D	Class ID	Yes (Primary Key)	Class ID must already exist.	
E	Username	Yes* (Primary Key)	Username must already exist.	
F	Teacher ID	No	*Can be used as Primary Key instead of Username, if mapped .	
G	Student ID	No	*Can be used as Primary Key instead of Username, if mapped .	
H	Remove Flag	Yes	Determines if user should be enrolled or removed from class.	Y or N

The templates posted to Discovery Education's FTP site by 7 PM EST will be processed that evening. A few minutes after posting, the import status can be viewed in the My Admin interface. The following morning, the import result can also be viewed from the same location.

For questions or to implement FTP imports, please contact the Customer and Technical Support team at 1-800-323-9084 or email education_info@discovery.com.