

CLASSLINK + W. W. NORTON ADMIN SETUP GUIDE

This guide contains instructions to:

- Connect to the W. W. Norton Roster Server application
- Connect to the W. W. Norton SSO application
- Assign the W. W. Norton application

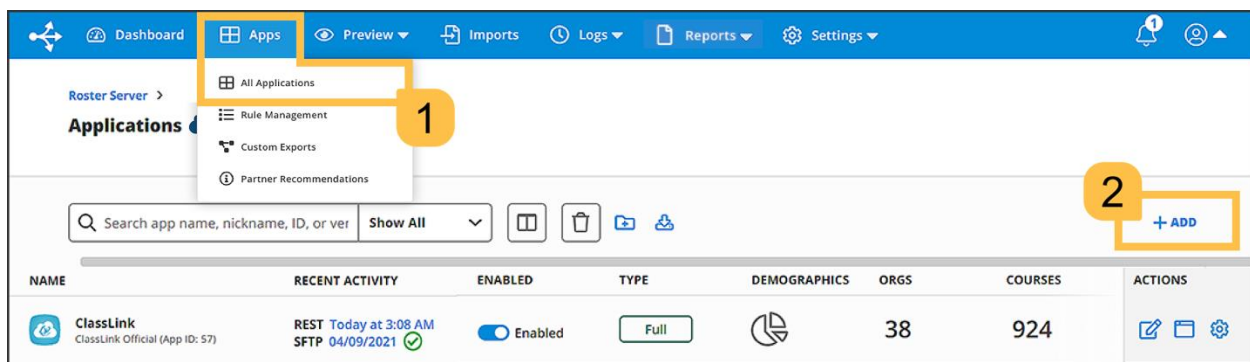
Prerequisites:

- District is setup with ClassLink
 - Contact ClassLink Support: helpdesk@classlink.com
- The following information has been shared:
 - District to send class sourcedIds to W. W. Norton
 - W. W. Norton to share two CSV files: resources.csv and classResources.csv with the district

Connect to the W. W. Norton Roster Server Application

Add Application

1. Open Roster Server and hover over the Apps tab.
2. Select All Applications then click + ADD.



3. Search for W. W. Norton in the NAME field.
4. Select the application then click + ADD.

Roster Server > Applications > Add New App

Show Development Apps

1

NAME

COMPANY NAME

bulb

bulb (App ID: 831)

ClassLink

2

+ Add

5. Reach out to your W. W. Norton rep or ClassLink rep directly if the app does not appear when searching by NAME or COMPANY NAME.

Set Up Permissions

ClassLink recommends selecting [Rule-Based permissions](#). Reach out to ClassLink Support for assistance with creating permissions.

1. Select a permission type.
2. Follow the instructions onscreen to create data sharing rules.
 - o W. W. Norton recommends using rules that allow resources, classes, and class resources to be shared.
3. Save changes.

Enable API & Resources

1. After setting permissions, toggle API and Exports to Enabled in App Overview

Applications > DLT - DEV > App Overview

App Overview

DLT - DEV

No description entered

1

Enabled: API and File Exports are enabled

Allowed: LaunchPad apps will see users permissioned to this app

Courses

23

0 inactive

Classes

106

0 inactive

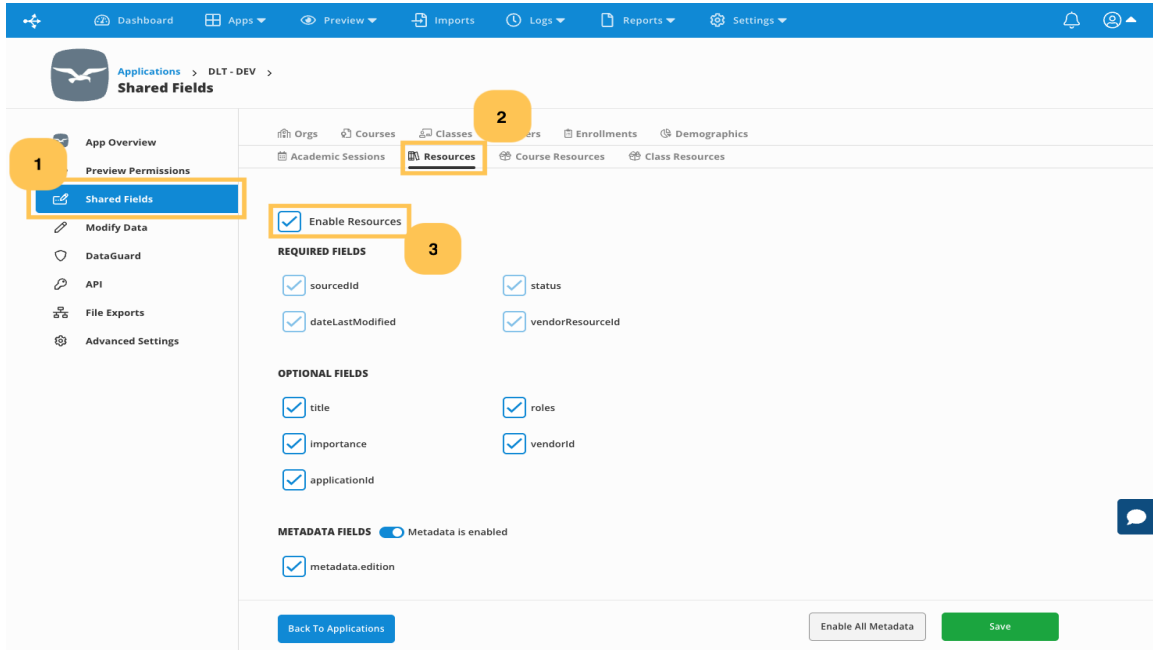
Enrollments

1964

1 inactive

2. Navigate to Shared Fields and click Resources

3. Check box to Enable Resources



Add Resources to Roster Server

Your W. W. Norton rep will provide two CSV files that will need to be uploaded to Roster Server using Manual Records: resources.csv and classResources.csv

1. Navigate to Imports and click More menu.
2. Select Manual Records.

Dashboard Apps Preview **Imports** Logs Reports Settings

Roster Server > Imports

IMPORT STATUS

None / Other Norton **SCHEDULED** Most recent import: 06/09/2025 @ 08:36AM **COMPLETE**

IMPORT CONFIGURATION DETAILS

Retrieve Data (SIS Import)

SIS Name: None / Other Nickname: Norton

Data Retrieval Method: Norton

Manage Files

19 Files uploaded to DailyImport

Manual Records

2 Active Manual Records in system

- Run complete import
- SIS Details
- Files
- Preprocessor
- Manual Records**
- Advanced Settings

- From the sidebar, expand Manual records.
- Select resources.csv.

Dashboard Apps Preview Imports Logs Reports Settings

Roster Server > Imports > Import Config

SIS Details

Files

Preprocessor

Manual Records

academicSessions.csv

orgs.csv

courses.csv

classes.csv

users.csv

enrollments.csv

demographics.csv

resources.csv

courseResources.csv

classResources.csv

Validation Settings

Add, edit, and delete supplemental collection data, which are integrated into your existing roster data.

Search resources Show Active Metadata Columns (1)

SOURCEDID	VENDOR ID	VENDOR RESOURCE ID	APP ID	TITLE
testResource123	wwnorton	978-1-324-05845-Test		Test Resources 123
testResourceABC	wwnorton	ABC-123		Test Resource ABC

Items: 25 1 - 2 of 2

- Click Add and select Import from CSV

Roster Server > Imports > Import Config

Add, edit, and delete supplemental collection data, which are integrated into your existing roster data.

Search resources Show Active Metadata Columns (1)

SOURCEDID	VENDOR ID	VENDOR RESOURCE ID	APP ID	TITLE
testResource123	wwnorton	978-1-324-05845-Test		Test Resources 123
testResourceABC	wwnorton	ABC-123		Test Resource ABC

Items: 25 1 - 2 of 2

6. Upload the resources.csv provided by a W. W. Norton rep.
7. Verify that the added records do not already exist in Roster Server.
 - The upload steps will catch any duplicate or pre-existing sourcedIds and provide a warning before overwriting data.

CSV UPLOAD: RESOURCES

1 Upload 2 Processing 3 Verify 4 Adding

Warnings: 2

REVIEW ENTRIES

SOURCEDID	VENDOR ID	VENDOR RESOURCE ID	APP ID	TITLE
testResource123	wwnorton	978-1-324-05845-Test		
testResourceABC	wwnorton	978-1-324-05845-8		Biology Now with Physiology

Items: 25 1 - 2 of 2

Start Over Confirm

8. Confirm changes and finish uploading.
9. After uploading, repeat the process for classResources.

Import Data

1. After uploading both csvs, navigate to Imports.

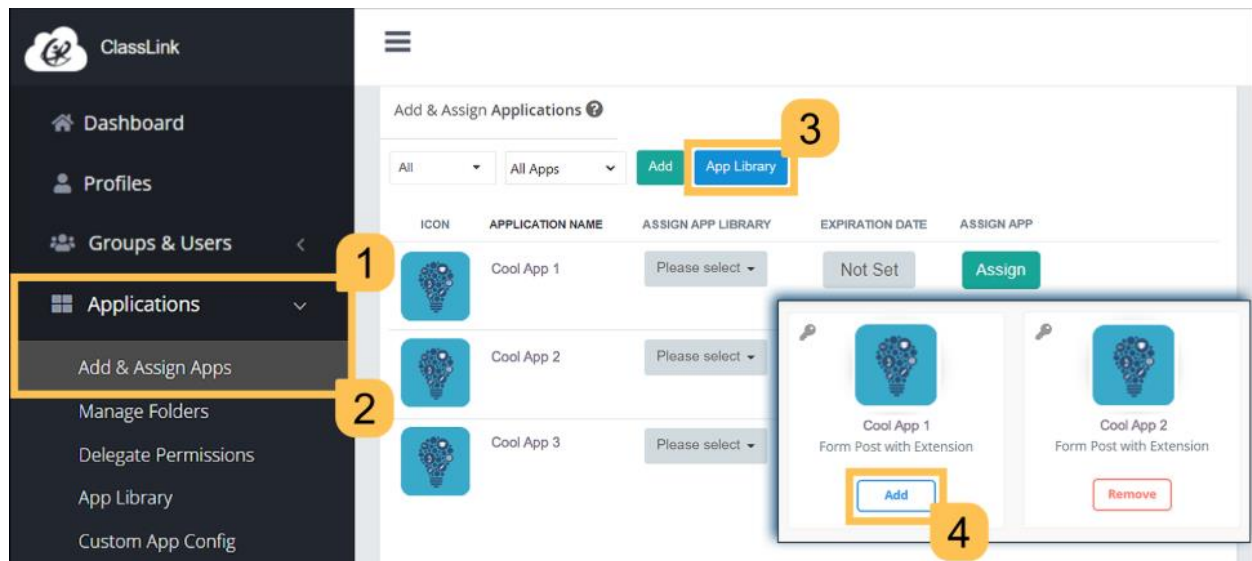
2. Select the Play icon to run an import.

The screenshot displays the 'Imports' interface in the Roster Server application. The top navigation bar includes 'Dashboard', 'Apps', 'Preview', 'Imports' (highlighted), 'Logs', 'Reports', and 'Settings'. Below the navigation bar, the 'Imports' section is active. The 'IMPORT STATUS' section shows a table with one entry: 'None / Other Norton' with a 'SCHEDULED' status and a warning icon. A 'Run Complete Import' button is highlighted with a tooltip. The 'IMPORT CONFIGURATION DETAILS' section shows the 'Retrieve Data (SIS Import)' configuration. It includes fields for 'SIS Name' (None / Other), 'Nickname' (Norton), and 'Data Retrieval Method' (Norton). An 'Edit SIS Details' button is also present.

Connect to the W. W. Norton SSO Application

Add Application

1. Open the CMC and click Applications.
2. Select Add & Assign Apps.
3. Click the App Library button. A slide-out will open.
4. Search for W. W. Norton and click Add.

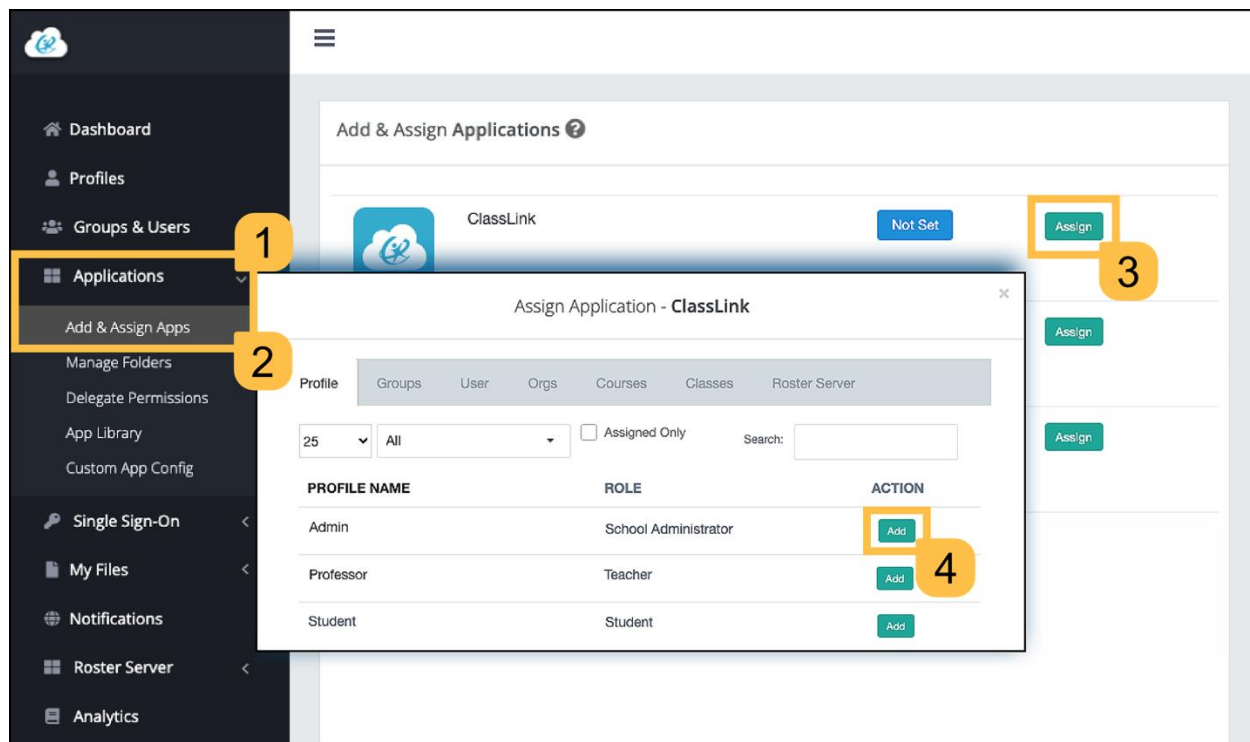


Assign the W. W. Norton Application

With the application created and configured, you can begin assigning it based on your desired Roster Server role(s), profile(s), group(s), course(s), etc.

Assign App

1. Open the CMC and click Applications.
2. Select Add & Assign Apps.
3. Click App Library and search for the W. W. Norton app.
4. When the app appears, click Add.
5. Close out of the App Library and scroll to the W. W. Norton application.
6. Click Assign.
7. Use the Tabs in the pop-up to filter by Profile, Course, Roster Server role, etc.
 - Click the Add button to assign the app to the desired users.



Conclusion

With these steps your district will have integrated with W. W. Norton's ClassLink application. Please reach out to your W. W. Norton rep if you have any questions.