IT Implementation and Support

WHAT IS IT?

The BC Digital Classroom, a unique collection of digital resources, refreshes periodically. Information on resource agreements is here. View this page for links to product lists and information.

BEST PRACTICES

What are the best practices for accessing the BC Digital Classroom core collection?

We strongly recommend using the EZProxy access and installing the widget provided by Focused ED. See Option 1 below. We have licensed the administrator dashboard for EZProxy which we will introduce to members in the 2021-22 year. This will allow district contacts to track their local usage of the resources, to determine support and professional learning needs. Focused ED will use the statistics data to inform future procurement activities for digital resources, and to develop our professional learning offerings.

Option 1:

Embed the BC Digital Classroom widget iframe code into the district's website to minimize district maintenance and negate disruption to user access.

- Note: EZProxy has been added to the widget configuration to mitigate against any vendor password policy changes.

Option 2:

Provide BC Digital Classroom access page URL links within the district page or site to minimize district maintenance and negate disruption to access.

- Direct link to access page: https://focusedresources.ca/en/bc-digital-classroom-access

- Other options are less desirable and require ongoing district effort and oversight.

Option 3: *This option is not encouraged.*

District creates customized access that requires maintenance of individual resource URLs.

- Publish individual resource URLs as links in your own web pages.

- Publish access to the BC Digital Classroom resources within your library system.

- Publish access to the BC Digital Classroom resources through a district portal.

ARE THERE OTHER RESOURCES TO SUPPORT THE IMPLEMENTATION?

- Access/Implementation Methods: Appendix 1 below gives an overview of various options.

ARE THERE DIFFERENT IMPLEMENTATION OPTIONS FOR À LA CARTE RESOURCES?

À la carte resource access requires the use of individual URLs. These need to be published internally using one of the available methods for access listed above, and in the chart in Appendix 1.

ADDITIONAL DIGITAL RESOURCES: SPECIAL LOGINS

At times Focused ED is able to offer additional digital resources **beyond** the BC Digital Classroom Collection. These may require special login and authentication processes, which will be shared with district contacts. For ease of access, these icons will be placed at the bottom of the BC Digital Classroom Access page. Twig and TigTag science resources are accessible until June 2023.

WHAT STEPS DO IT TECHNICIANS NEED TO TAKE TO ENSURE SMOOTH ACCESS TO THE RESOURCES?

- Maintain your district's implementation template spreadsheet information using the BC Digital Classroom Implementation Template.

    o Reminder messages are sent to district operational software contacts each August.

    o Review, update, and submit any changes and/or confirm status prior to the school year.

    o Updated district information is shared with vendors for enabling external access from home and off-site.

- Develop your district's access strategy and select the best implementation option (described above).

WHAT ARE THE VARIOUS PATHS FOR ACCESS AND AUTHENTICATION FOR THE RESOURCES?

- IP authentication within district locations enables direct, seamless access from school sites:

    o Each vendor has a registered list of subscriber school and site internet IP addresses.

- User ID and password for external access from home or offsite:

    o Each vendor has a list of registered ID/password combinations per site the district provides.

    o Districts need to provide login/password information to users from within a secure site. Passwords cannot be published publicly.

- Exceptions for login procedures:

    o Several resources are for educator use only. These require passwords internally and externally.

    o Educators need to create accounts and may require the use of a special URL or password. In these instances, your district contacts will have further signup information and usage guidance. This information is for educator purposes only and needs to be shared securely.

ARE THERE RECOMMENDED BEST PRACTICES FOR EXTERNAL ID AND PASSWORDS?

- The same ID/password combination can be used for both teachers and students.
- The same credentials may be used for all locations in a district.
- Include the district number in the ID.
- IDs and passwords should be a minimum of 7 characters in length.
- Do not post credentials publicly. Share internally with secure methods/systems.

HOW CAN I TEST ACCESS FOR MY DISTRICT OR (REMOTE) HOME SITES?

Use the BC Digital Classroom access page: https://focusedresources.ca/en/bcdc-access

- Access works?
  - District Access: Do you see the vendor branded pages?

- Remote Access: Are you prompted for login? Use your ID/password combination.
  - Check the links or shortcuts to ensure they match those on the BC Digital Classroom access page (link above).

- Access doesn't work?
  - District Access:
    - Check if the site has had any network or IP address changes.
      - Update the implementation template spreadsheet if necessary.
      - Attach and email the implementation spreadsheet to info@focusedresources.ca.

- Remote Access: Check the implementation template spreadsheet for the correct ID/password.

If you are still having problems, see *How Can I Access Additional Support* below.

HOW DO I UPDATE MY IP IMPLEMENTATION SPREADSHEET?

- Login to your member dashboard. As the new website is launched there isn't a direct link between the dashboard and the My Account. If you need assistance to access the dashboard – contact info@focusedresources.ca
- Click Your IP Implementation Spreadsheet to review the current information.
- Are changes needed? Click on the BC Digital Classroom Implementation Template and download a new template; transfer data and make changes to this template.
- Email the completed template to info@focusedresources.ca.

HOW CAN I ACCESS ADDITIONAL SUPPORT?

For core collection resources:

- Send an email with a description of the problem and any errors etc. to info@focusedresources.ca.

- For à la carte resources: address access issues directly with vendors.

Appendix 1

BC DIGITAL CLASSROOM CORE COLLECTION ACCESS/IMPLEMENTATION METHODS

Implementation Methods	Embed the BC Digital Classroom ifrarne widget into district web site	Link to the published BC Digital Classroom resource web page	BC Digital Classroom individual resource URIs published in library system	Use links to individual BC Digital Classroom resources on your own pages	Publish access to the BC Digital Classroom resources with district portal
Effort	Low	Low	Low to Moderate	Moderate to high	Moderate to high
Recommendation	Recommended	Recommended	Recommended if library system support staff are available	Not recommended without dedicated technical development/support staff available	Not recommended without dedicated technical development/support staff available
Advantages	BC Digital Classroom resource changes are reflected immediately. Resources links are integrated with district site. Track statistics for usage through EZProxy.	Any BC Digital Classroom resource changes are reflected immediately. Track statistics for usage through EZProxy.	Resources integrated with existing library system resources	Resource links can be integrated with district and school sites	Resource links can be Integrated with district portal.
Disadvantages	None	Link takes user to visually different external site	Library system supports are required to setup and maintain extensive number of	Manual edits of site pages to setup and maintain extensive number of links	Portal system supports required to setup and maintain extensive number of
Technical Requirements	Ability to embed an *erne code within a district or school web page	Ability to add a URL link to a district or school web page	Ability to add and edit resource links in the library system. Check periodically for resource URL changes and apply to library system	Ability to add and edit resource links on district or school web page(s). Check periodically for resource URL changes and apply to all edited pages	Ability to add and edit resource links in portal system Check periodically for resource URL changes and apply to portal content
Recurring Tasks	Annually review your organization's IP Implementation worksheet and submit changes	Annually review your organization's IP Implementation worksheet and submit changes	Annually review your organization's IP Implementation worksheet and submit changes Monitor and update any changes to resource URLs In Library system	Annually review your organization's IP Implementation worksheet and submit changes Monitor and update any changes to resource URLs in all site pages.	Annually review your organization's IP Implementation worksheet and submit changes Monitor and update any changes to resource UR ts in Portal system
Support	Resolving access issues with vendor resources is facilitated provincially	Resolving access Issues with vendor resources Is facilitated provincially	Resolving access issues is district responsibility. Confirm use of correct URLs.(Review BC Digital Classroom Access page)	Resolving access issues is district responsibility. Confirm use of correct URLs. (Review BC Digital Classroom Access page)	Resolving access issues is district responsibility. Confirm use of correct URLs.(Review BC Digital Classroom Access page)