Emergent Tree ClassLink Integration Setup

Emergent Tree provides a suite of tools enabling school districts to implement, strengthen, and measure Multi-Tiered Systems of Support for Behavior (MTSS-B) practices. These tools are intended for use primarily by district- & campus-level staff who participate in the implementation of MTSS-B practices in their schools. None of these tools are to be used by students, parent/guardians, or non-district staff.

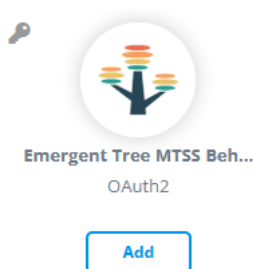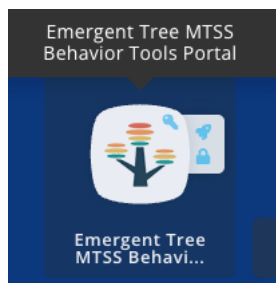In terms of ClassLink integration, there are three components to consider:

1. **SSO Login** to the MTSS-Behavior Tools Portal, which links staff users to the online resources and software applications available to them and their school.
2. **Roster Connection** for the Behavior Progress Monitor, which is used by staff to monitor specific students receiving Tier 2 or Tier 3 behavior supports.
3. **Roster Connection** for the Universal Behavior Screener, which is used 1-2x/year to provision a list of students for each teacher to proactively screen campus-wide for behavior risks.

Specifics of these components are described in the following sections.

SSO Login Connection

Access to Emergent Tree's protected online resources and software applications requires staff to sign into their unified Emergent Tree account, which may be accomplished in the following ways:

- Using a district-provided email address & password (reset via email each school year)
- Via ClassLink SSO using either:
  - The "**Sign in with ClassLink**" button on the Emergent Tree login page (requires no advance district setup), or
  - The "**Emergent Tree MTSS-Behavior Tools Portal**" LaunchPad app on their ClassLink dashboard (may require district assignment to staff roles):

Action

For ease of access, Emergent Tree recommends that the "**Emergent Tree MTSS-Behavior Tools Portal**" LaunchPad application is assigned/available to all staff (see ClassLink instructions), who will self-select to use as appropriate.

Without this in place, staff will need to login at emergenttree.com and choose to "Sign in with ClassLink", or otherwise set up an account using their district-provided email address.

Access to individual Emergent Tree tools

Staff who sign in to Emergent Tree can access the plethora of tools provisioned for their account, depending on the district's contracted services and the staff's district email address.

Following is a brief overview of current tools and how access is provided for each:

Emergent Tree Tool	Content / Purpose	User Access Management
Client resource subscription: - Tier 1: Ground Work - Tier 2: Bridges - Tier 3: Solid Roots	Each resource tier includes: downloadable templates and lesson plans, video modeling library, recorded webinars, as well as selected online courses for staff training.	District-wide subscriptions are open to any user who signs in with a district-provided email address. Campus subscriptions are provided to campus leaders, who are then able to share access with other members of their campus MTSS-Behavior team.
Behavior Progress Monitor*	Used by district- & campus-level behavior staff to track intervention and progress of students receiving Tier 2/3 behavior supports.	Emergent Tree provisions access to one or more district user managers, who are then responsible for granting access to (or removing from) other staff members, identified by their district-provided email address, as needed.
Classroom Coaching Tool	Used by district & campus leaders, instructional coaches & Tier 1 behavior teams to collect, analyze and reflect on classroom behavior practices.	

Universal Behavior Screener*	Used seasonally (1-2x per year) to proactively screen behavior risk for all students on campus, providing campus leaders/MTSS-B teams with individual & campus trends.	Emergent Tree provisions access to district and campus leaders, who are responsible for triggering screener/survey emails to campus staff.
Program Reviews Dashboard	Accessed seasonally (typically mid/late spring) by campus leaders to upload documents and send out/complete surveys	Teachers and other staff access the system via unique link sent in email to complete their assigned task, rather than logging in.
Virtual Learning Academy: - Certificate Courses - Recorded Webinars	Hosts online courses for staff training on effective MTSS-B implementation practices & classroom management, along with recorded webinars on selected topics.	District-wide subscriptions are provided the same as with client resources (see top row above). Courses purchased in specified quantities are accessed by staff using a registration code provided upon purchase. Recorded webinars are generally open to anyone who sign-ins to an Emergent Tree account.

* ClassLink roster connections for these applications are described in the following sections.

Roster Connection for Behavior Progress Monitor

Emergent Tree's Behavior Progress Monitor is used by district & campus-level behavior staff to track intervention and progress of students receiving Tier 2/3 behavior supports. This application is used exclusively by school staff, whose access is managed as described in the table above.

No roster integration is necessary to begin using this application, as staff can easily add students by entering their district-assigned student ID number, along with the student's first & last name and then application-specific configuration for the student's Daily Behavior Report Card (DBRC) to begin tracking behavior progress.

The advantage of setting up a ClassLink roster connection is that the application will automatically transfer/deactivate student records as students move within/out of the school district. This connection is most useful at the beginning of each school year, when campus enrollment changes for large numbers of students, but the roster connection should remain active throughout the year to handle student changes that occur mid-year.

Without a roster connection in place, staff users must manually deactivate students who leave their campus, and they must initiate a transfer request whenever a student receiving Tier 2/3 behavior supports transfers to their campus, which must then be approved by the district/campus user manager at the prior campus. This process is manageable for small districts or single campuses, but it unnecessarily consumes staff time otherwise.

Action

Where available, Emergent Tree recommends districts add a Roster Server connection to the "**Emergent Tree MTSS Behavior Tools (including Progress Monitor)**" (see ClassLink instructions):

The Behavior Progress Monitor application requires access to:

- All *school* orgs (using the application)
- All *student* users within the above schools
    - o Also note that DataGuard must be disabled for student identifier (ID number) and name fields.

This application accesses the list of all students at each campus via the ClassLink/OneRoster API, but it retains only the information of specific students that staff users have entered for tracking Tier 2/3 behavior supports.

This application does *not* currently require access to other roster types, but districts may need to enable those types those for use by the Universal Behavior Screener, described in the following section.

Roster Connection for Universal Behavior Screener

Emergent Tree's Universal Behavior Screener is used seasonally (1-2x per year, typically in early fall and mid/late spring) to proactively screen behavior risk for all students on campus, in order to provide campus leaders and/or MTSS-B teams with individual risk assessments (for Tier 2/3 placement considerations and classroom teacher load) & campus-wide trends (to evaluate Tier 1 system fidelity/adjustments).

The Universal Behavior Screener application requires a snapshot of current student enrollment with assigned teacher(s) to set up each seasonal screening process. To permit disaggregation of campus-wide results, the snapshot should include demographic indicators (sex, ethnicity, and special populations/programs) as available.

Without a roster connection in place, the district technical staff will need to prepare a spreadsheet of the above information and provide it to Emergent Tree via secure upload immediately prior to the district-selected screening window.

Action

To eliminate the need for manual upload, Emergent Tree recommends districts to add/update a Roster Server connection to the "**Emergent Tree MTSS Behavior Tools (including Progress Monitor)**" (see ClassLink instructions):

Emergent Tree MTSS Behavior Tools (including Progress Monitor)

The Universal Behavior Screener set up process requires access to:

- All school orgs (participating in the screener)
- All student & teacher users within the above schools
    - Also note that DataGuard must be disabled for student identifier (ID number), student/teacher names, and teacher email fields.

- All current academic sessions
- All courses, classes, and enrollment records within the above sessions & schools

To permit disaggregation of screener results by campus/district leaders, Emergent Tree *recommends* providing access to:

- All demographic records, including:
    - Standard sex/race/ethnicity fields
    - Metadata fields (as available, whether standardized or custom)
        - economicDisadvantageStatus or eligibilityStatusForSchoolFoodServicePrograms
        - englishLearnerStatus and/or (ESL/Bilingual) ProgramType
        - ideaIndicator, section504Status, and GiftedAndTalentedIndicator
        - Student At-Risk Indicator

Each demographic indicator supports a graphic breakdown of behavior risk in the campus-level & overall district screening results. If an indicator is not available/provided, then the corresponding breakdown will be omitted from the results.

All identifying student & demographic information are encrypted within the screener database, which is itself persisted on encrypted storage, and this information is available only to authenticated district & campus leaders transmitted over a secure connection. Additional details can be found in the Emergent Tree Software Privacy Policy, and Emergent Tree adopts standard Student Data Privacy Agreements as desired by school districts.

Summary

Emergent Tree recommends that districts:

- Assign the "**Emergent Tree MTSS-Behavior Tools Portal**" LaunchPad application to all staff.
- Add a Roster Server connection to the "**Emergent Tree MTSS Behavior Tools (including Progress Monitor)**" with the following roster types:
    - For Progress Monitor only: All school orgs & student users
    - For Universal Screener: All roster types, including available demographics

For any questions or confirmation of setup from Emergent Tree, please reach out to technology@emergenttree.com.