DESSA System

SIS INTEGRATION TECH CONTACT QUICK-START GUIDE

Getting started with your SIS Integration

LEARN HOW TO:

SET UP ROSTER FILES

REVIEWING YOUR DATA IN THE DESSA SYSTEM

WHITELISTING

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SETTING UP ROSTERS

1 IDENTIFY WHAT DATA TO SEND

The DESSA System provides evidence-based, strength-based assessments, data reports, and strategies for supporting SEL. Teachers rate students in the Educator Portal, and in addition, students in grades 6-8 and 9-12 can rate themselves using the SSR assessment. Before your district can start using the system, you must provide information about your schools, students, teachers, and classes. This required data is used to load everyone into the system and set up rules for who will rate the students based on class name, class code, or class period. Your district may be using the DESSA System for a portion of your student population. If your district is new or returning to the system, check the email you received for details on what data to include or ask your district's Program Administrator for guidance. (read more)

2 SEND YOUR DISTRICT'S DATA

The DESSA System uses SFTP (Secure File Transfer Protocol) to safely send Personally Identifiable Information (PII). To send your district's roster to the DESSA System, you will need credentials to access your private directory on DESSA's SFTP server.

How will I receive my credentials?
- District technical contacts will get their SFTP credentials via email from the DESSA Data Team once the Integration setup process begins.
- These credentials come through a 1Password link, verified by email, and are valid for 30 days.

Use your SFTP login details to upload your data file to the Root folder of your private directory on the DESSA's SFTP server. The DESSA Data Team will review your data and communicate with you through a Zendesk ticket to inform you when the setup is complete or if they need additional information.

> SFTP Credentials will be sent via email 3 weeks prior to your rating date.

> Build the roster files with the requsted populations and send them via SFTP.

> Automate your files and schedule them to be sent to the DESSA System daily.

3 ROSTER YOUR STUDENTS AND EDUCATORS

Most Student Information Systems can manage recurring roster exports. You will want to set up your recurring roster export to deliver data files daily or on business days. This will ensure that the DESSA System remains in sync with your student information system. Files are imported every day at 2:00 AM EST.
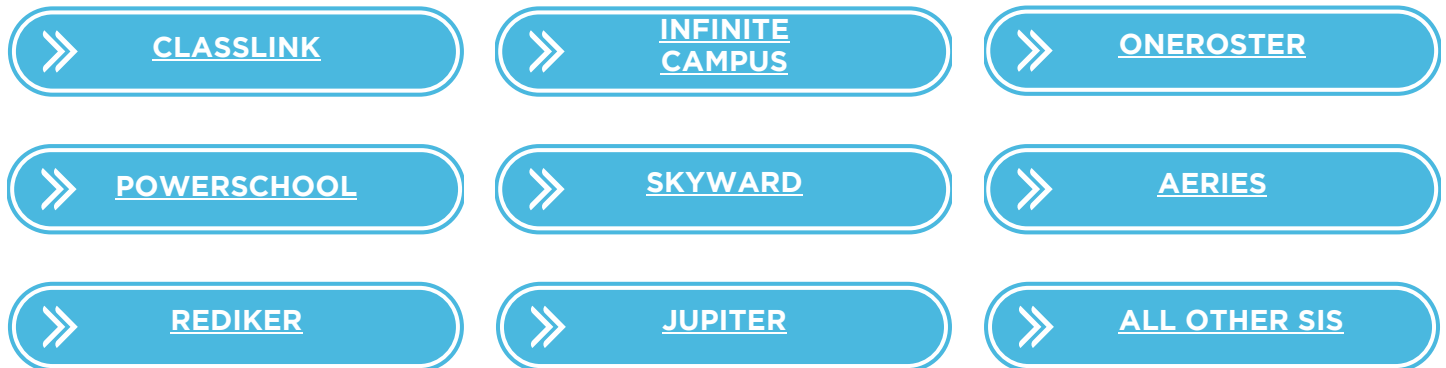
Keep in mind:

▶ Changes to your roster export could cause sync delays.

▶ If changes need to be made to rostered educators or students (additions, deletions, or edits) they must be made within the roster files.

STUDENT INFORMATION SYSTEMS (SIS)

If you use one of the products listed below, follow the link for guidance specific to your system. If your SIS is not listed, click on the *All Other SIS* button. Please note, that this is not an exhaustive list of all the systems the DESSA System can integrate with, and we are continually working to add additional documentation to better serve you.

» CLASSLINK	» INFINITE CAMPUS	» ONEROSTER
» POWERSCHOOL	» SKYWARD	» AERIES
» REDIKER	» JUPITER	» ALL OTHER SIS

ADD ADDITIONAL STAFF

Site Leaders are often principals, counselors, psychologists, or other administrators who have user access to the entire school in the DESSA System. There are two options for adding Site Leaders.

1. To add Site Leaders, follow these instructions.

Unrostered educators are often educators who need access to the DESSA System but are not in the roster files. This may include long-term substitute teachers, Resource teachers, or Interventionists.

- To add unrostered educators, follow these instructions.

REVIEWING YOUR DATA

Admin
‹ collapse

Imports
Sites
Students
Staff
Yearly Setup
Assignment Setup
Assignment Review
Student Self-Report
Rating Window Reminders
Parent/Guardian Rating

Once rostering is complete, review the DESSA System to ensure the correct students, educators, and sites are rostered. Please refer to the email you received for details on what data should be included or ask your district's Program Administrator for guidance. Ensure any students who have opted out are not in the DESSA System. Use this DESSA System link to log into your Educator Portal. Click the gear icon at the top right of your DESSA System dashboard and select Admin. You can click on Sites, Students, and Staff on the left-hand menu to review the loaded data. If your data is incorrect or adjustments need to be made, please contact the data team via your open ticket.

WHITELISTING

The DESSA System is hosted at https://app.apertureed.com and the Student Portal is hosted at https://student.apertureed.com. To ensure access to all administrators, educators, and students, we recommend whitelisting the apertureed.com domain for both web traffic and email firewalls. All product transactional emails will come from an address ending in @apertureed.com or @app.apertureed.com. Read more about the technical requirements here.

Ensure that the following are whitelisted on your network so you can access our systems:

*.apertureed.com

*.pendo.io

*.ascendgoals.com

*.hubspot.com

*.googleapis.com

*.raygun.io

*.box.com

Ensure that the following domains are whitelisted so that your email servers deliver notifications sent by our systems:

apertureed.com

app.apertureed.com

hubspot.com

thinkific.com

mandrillapp.com

box.com

NEED ADDITIONAL SUPPORT?
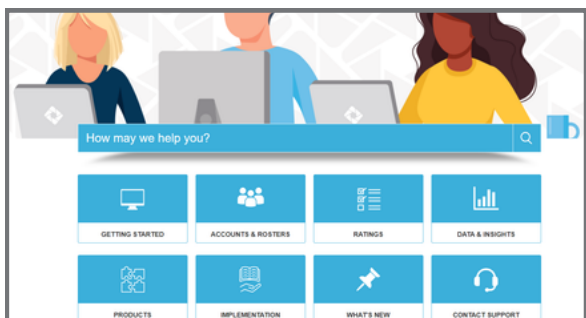
For more detailed information, frequently asked questions, and additional resources, visit our Support Portal, or access short self-service videos in our On-Demand Video Library. Our 24/7 Support Portal is located under the question mark icon in the upper right-hand corner of your dashboard, where you can use the search bar or scroll through suggested resources.

For assistance with your SIS integration or for questions relating to the student and staff member accounts in the DESSA System, please email datateam@apertureed.com.

For general inquiries or questions relating to DESSA System usage, please email support@apertureed.com or click on the Help & Support icon in the upper right-hand corner of the DESSA System.