Google Integration Guide

Google Tenant Configuration

Please follow these steps to allow the **Bromcom MIS** to use your **Google Tenant**:

1) Go to https://admin.google.com and log in with a **Super Administrator** account
2) Click Left Top **Menu**
3) Select **Security > API Controls**
4) Click **Manage Domain Wide Delegation**
5) Click **Add New**
6) In the box for the **Client ID**, enter the following:

> 107411689760921818957

7) In the box for **OAuth Scopes**, enter the following:

```
https://www.googleapis.com/auth/admin.directory.user,https://www.go
ogleapis.com/auth/admin.directory.user.readonly,https://www.googlea
pis.com/auth/admin.directory.userschema,https://www.googleapis.com/
auth/admin.directory.userschema.readonly,https://www.googleapis.com
/auth/cloud-
platform,https://www.googleapis.com/auth/admin.directory.orgunit,ht
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/www.googleapis.com/auth/admin.directory.group,https://www.googleap
is.com/auth/admin.directory.group.readonly,https://www.googleapis.c
om/auth/apps.groups.settings,https://www.googleapis.com/auth/admin.
directory.resource.calendar,https://www.googleapis.com/auth/admin.d
irectory.resource.calendar.readonly,https://www.googleapis.com/auth
/classroom.courses,https://www.googleapis.com/auth/classroom.course
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//www.googleapis.com/auth/classroom.profile.emails,https://www.goog
leapis.com/auth/classroom.profile.photos,https://www.googleapis.com
/auth/classroom.rosters.readonly,https://www.googleapis.com/auth/ca
lendar,https://www.googleapis.com/auth/calendar.readonly,https://ww
w.googleapis.com/auth/calendar.events,https://www.googleapis.com/au
th/calendar.events.readonly,https://www.googleapis.com/auth/calenda
r.settings.readonly
```
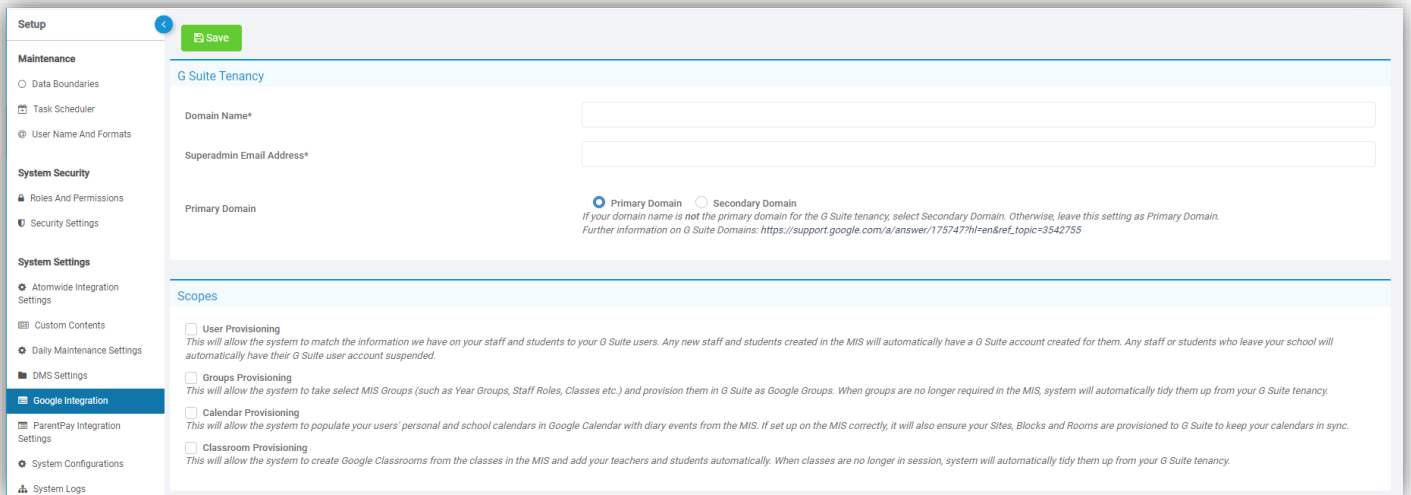
8) Click **Authorise**

Bromcom MIS Configuration

There is a dedicated page within the **Bromcom MIS**, which provides all the **Configurations Settings** to **Setup Provisioning** between the **Bromcom MIS** and your **Google Tenant**.

Login to the **Bromcom MIS** and go to **Config** > **Setup** > **Google Integration**
If you are successfully licensed, you will be presented a with the **G Suite Tenancy** page.

- **Domain -** enter the school's Domain Name that you want the Bromcom MIS to manage the User Provisioning for you.
  Example - bromcomtechnologyschool.com

- **Superadmin Email Address -** enter a valid **Superadmin** email address that this Domain has full access to carry out all provisioning actions. Any operations will be carried out by using this account, to make auditing easier, you can create a specific **Superadmin** account for Bromcom and use it in here
  Example - mis-admin@bromcomtechnologyschool.com

> *Note: If your Google Tenant holds multiple Domain Names for the Trust, please make sure the dedicated super account created is specifically locked to this school's Domain. Also, please check if the school's Domain is configured as Primary or Secondary Domain and set relevant radio button at the bottom of the panel.*

Once you are happy with **the Configuration**, click the **Save** button. If everything is correct the **Settings** will be **Confirmed** and **Saved** and you will see a **Remove Configuration** button is displayed. This means all the **Settings** are **Configured** and the two systems are connected successfully. If you get an **Error Message**, this could be the **API Access** which can sometimes take up to **30 minutes** to propagate. If the **Error** continues after 30 minutes, please re-check the **API Access** has been created with the correct **Values Set** and no spaces have been left at the beginning or at the end when copied from this document.
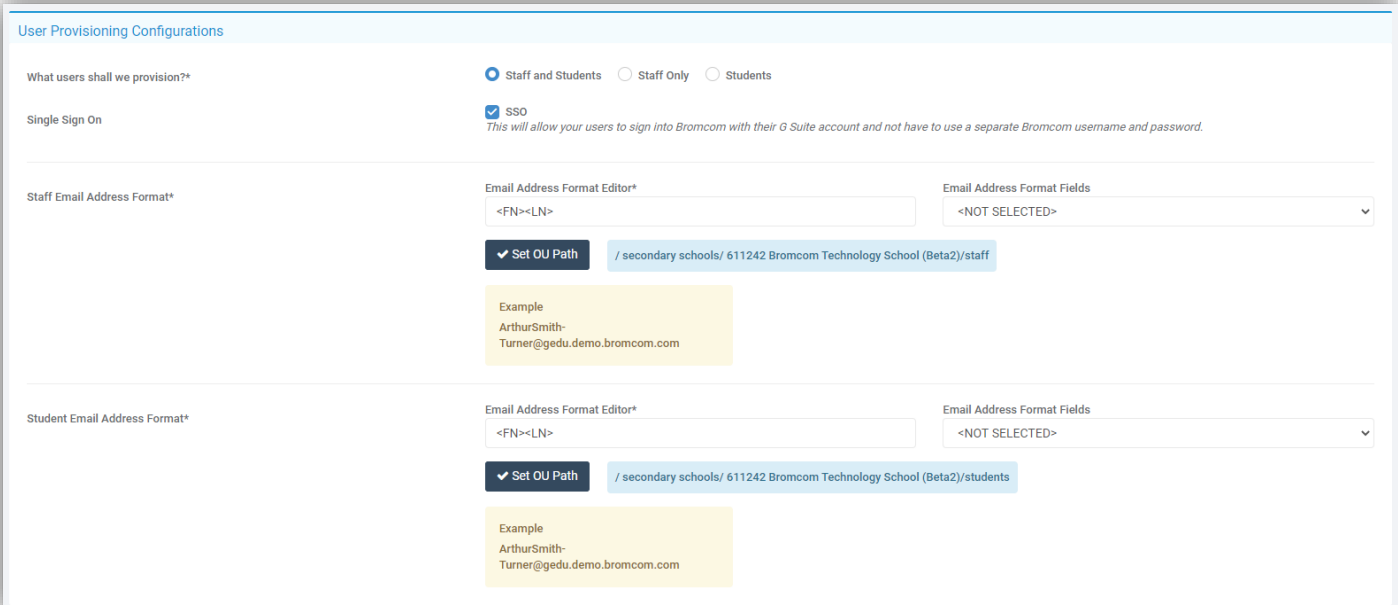
Scope Configuration

User Provisioning

This will allow the system to match the information we have on your **Staff** and **Students** to **your G Suite Users**. Any new **Staff** and **Students** created in the MIS will automatically have a **G Suite Account** created for them. Any **Staff** or **Students** who leave your school will automatically have their **G Suite User Account** suspended.

Once this option is ticked the **User Provisioning Configurations** panel will display where you can **Configure** the **User Sync**, what email address format you want to create for **Students** and **Staff** and **Set OU Path** (**Organisational Unit**) for **Students** and **Staff**. If you do not set this option the system will generate its own **OU Structure**.

You can also **Configure** the system to set **Single Sign**-**On**. If this option is ticked the system will associated the **Google Account** to the **Staff's Bromcom Account** (if there is one created for the **User**).

User Sync page has following options:

- **Sync User -** when selected the system will match the **Users** based on their work email address in **Student** and **Staff Details**, if there is no match a **Google Account** will be created for each **Member of Staff** and **Student**. This option can take sometimes more than 20 minutes to run and in rare occasions the **Google API** may reject due to high volume, if this happens you will need to run the **Sync User** again manually the system will continue from where it left off.
- **Simulate Sync User -** this option simulates the **Sync User** option. This option **DOES NOT** create or update any **Accounts**, it will just give a summary of what will happen. You can check the summary before you execute the actual **Sync User** option. This option is very useful when running the provisioning for the first time, so you can make sure the system will not do anything unexpected.

- **Manual Match -** if the system cannot match **Users** automatically, to avoid duplicate **Account** creations, you can use this option to manually match **Student** or **Staff** records with a **Google Account**. This option is very useful, if the person, who manages the **Google Integration**, does not have **Student** details records or does not have permission to update email records.
- **Create User -** this option allows you to create **Google Accounts** based on selected Student or Staff.
- **Sync Exclusion -** this option can be used to exclude any **Student** or **Member of Staff** from the **User Sync** operations, so the system does not automatically **Create** or **Deallocate Accounts** for these **Users**. This option is mainly useful for **Trusts**, who have **Central Management Records** where their email address sits on a different **Domain** and should not be managed by this system.
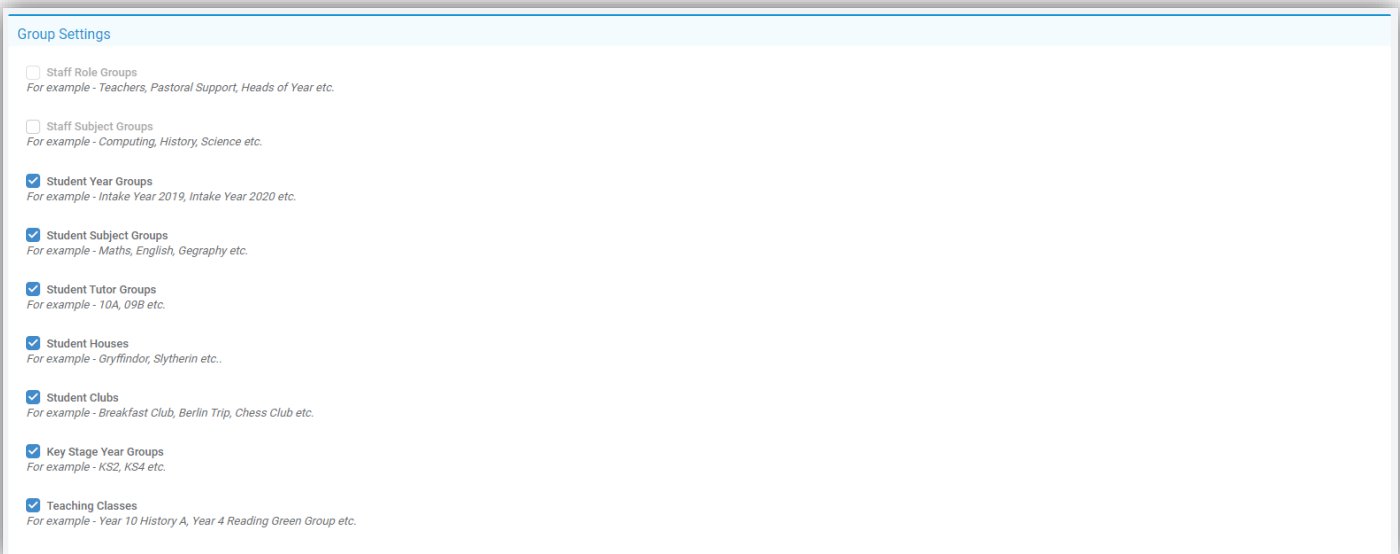
IMPORTANT NOTE: Before Google Accounts are created for any Staff or Students the system will check EMAIL records associated for each Member of Staff and Student and see if there is already a Google Account generated in Google Tenant, if any WORK email record is found, the system will match the Student or Member of Staff with that Google Account automatically without checking the Google Account's email address.

Groups Provisioning

This will allow the system to select **MIS Groups** (such as **Year Groups**, **Staff Roles**, **Classes** etc.) and provision them in **G Suite** as **Google Groups**. When **Groups** are no longer required in the MIS, the system will automatically tidy them up from your **G Suite Tenancy**.

Configuring this is simple, you need to select the **Group Types/Options** available and the system will generate these **Google Groups** (not classrooms – that's a separate option) automatically and attach the members based on **User Sync Mappings** created in the first place.

The **Group Sync** page allows you to **Include** or **Exclude Users** (**Students** or **Staff**) manually if needed. **Staff** are automatically added as **Managers** and **Students** are automatically added as **Members**.
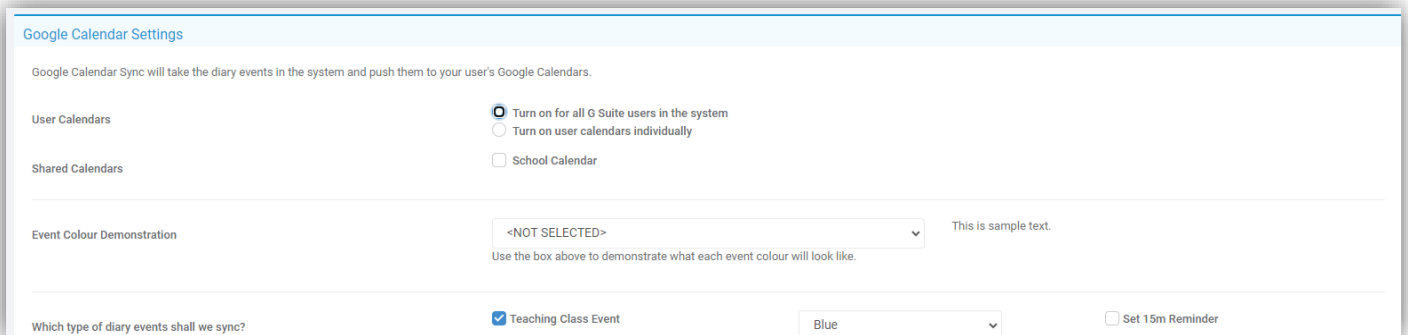
Group Settings

Staff Role Groups
For example - Teachers, Pastoral Support, Heads of Year etc.

Staff Subject Groups
For example - Computing, History, Science etc.

☑ Student Year Groups
For example - Intake Year 2019, Intake Year 2020 etc.

☑ Student Subject Groups
For example - Maths, English, Gegraphy etc.

☑ Student Tutor Groups
For example - 10A, 09B etc.

☑ Student Houses
For example - Gryffindor, Slytherin etc..

☑ Student Clubs
For example - Breakfast Club, Berlin Trip, Chess Club etc.

☑ Key Stage Year Groups
For example - KS2, KS4 etc.

☑ Teaching Classes
For example - Year 10 History A, Year 4 Reading Green Group etc.

Calendar Provisioning

This will allow the system to populate your **Users'** personal and school calendars in **Google Calendar** with **Diary Events** from the MIS. If setup on the MIS correctly, it will also ensure your **Sites**, **Blocks** and **Rooms** are provisioned to **G Suite** to keep your **Calendars** in sync.

There are two options to work with; either you can choose **System** to push all **Calendar Events** from the **Bromcom MIS** to **Google Tenant** or you can manually add **Users**. Depending on what option selected, the **Calendar Sync** page allows you to manage those **Users** manually.

Calendars are sync'ed based on the **Complete Diary** view under **Diary** module. Whatever you can see on the **Diary** module, you can configure to be selected to be sync'ed, each **Event** type can be configured in different colours and you can decide if you want to set a reminder or not.

Classroom Provisioning

This will allow the system to create **Google Classrooms** from the **Classes** in the MIS and add your **Teachers** and **Students** automatically. When classes are no longer in session the system will automatically tidy them up from your **G Suite Tenancy**.

Classroom Provisioning does not have any finer **Configuration** options. It is either **ON** or **OFF**. This **Provisioning** tool finds all **Classes** and **Tutor Groups** and creates **Classroom** records under **Google Tenant** and allocates the **Staff** or **Students** accordingly.

- **Sync All Courses -** when this option is used, it finds all **Classes** and **Tutor Groups** active today and if they are not **Classroom** (course) record created within **Google Tenant**, the system creates again. Unfortunately, there is not a way to match **Classrooms** automatically. If you require your existing **Classroom** records mapped to **Classes/Tutor Groups**, please use the **Match from CSV** option
- **Simulate Sync Courses -** this option simulates the **Sync All Courses** option. This operation does not create, update or delete any **Classrooms**. This may take up to 5 minutes to run and at the end of the operation the system will return a summary pop-up which details what will happen as result of this **Sync**. We advise you to run this simulation before you run actual **Sync**.
- **Manual Match -** this option can be used to import **Classroom** and **MIS Class/Tutor Group Mappings** in bulk. This will require 2 columns in **CSV**, one is for the **Google ID** and other one for the **Group ID** within the **MIS** (which can be obtained via **AdHoc Reporting**)

- **Match from CSV -** this option can be used to match existing **Classroom** and **MIS Class/Tutor Groups** via a **CSV** file.
- **Create Course -** you can use this option to create any **Classroom** record manually.

Note: If you are in the process of End of Year/Beginning of Year, we advise you to wait until first Academic Day starts before you run the Sync.

IMPORTANT NOTE: Schedule of Google Integration is managed by Bromcom Centrally. Once you setup your provisioning options and run the full sync once yourself and are happy with your result. Please inform app.developer@bromcom.com and request your schedule to be turn on. **Auto sync will run sometime between 6pm and 6am** – as this is managed centrally by Bromcom, there no guaranteed time slot that you can configure.