

The following instructions will guide you through setting up Clever SSO and rostering for Learning Without Tears digital products. Please follow these procedures once your order is processed:

**Send Clever Connection Request: (only performed once per app – renewing customers skip to ‘Open an onboarding case’):**

1. Sign in to Clever
2. Select Applications
3. Select Request Applications and search for your product. Options include: Keyboarding Without Tears, Handwriting Without Tears Digital Tools, HWT Digital Student App, Get Set For School Digital Tools, Building Writers: Cornerstones, Pre-K Interactive Teaching Tool, Phonics, Reading, and Me, Wet-Dry-Try, A-Z for Mat Man and Me Digital Tools and A-Z for Mat Man and Me Student App.

If you have licenses for multiple products, repeat this step for each.

4. Select Request App

**Open an onboarding case**

Once you have sent a Clever Connection Request OR if you were previously sharing for this app with Learning Without Tears, go here: <https://www.lwtears.com/contact-us/rostering> to open an onboarding case.

Inform your Onboarding Specialist once your Clever data sharing is complete so Learning Without Tears can perform your initial integration sync. Failure to follow Data Permissions Best Practices may cause delays in program availability as missing data and/or incorrect data sharing must be corrected before the integration can be synced.

Once we accept your request based on order verification, you can begin Clever sharing:

1. Sign in to Clever
2. Select Applications
3. Select the appropriate digital product
4. Under Overview, select Edit Sharing
5. Under Data Sharing, select Change
6. Select View or Edit Rules

**Data Permissions Best Practices (filtering sharing rules):**

- Use the ‘Sections if they match’ method for creating sharing rules where possible.
- Rules should be developed to filter the following (at a minimum):
  - Schools – only select schools that align with licenses purchased and those that will be using Clever sharing
  - Grade level as it aligns to purchased product
  - Subject – ideally sharing only one subject per student (usually English Language Arts, Homeroom or Attendance); and/or sharing only the subject as it aligns to the section’s educators who will use with the digital product.

- All roster changes should be made in your SIS or directly in Clever, and our educator dashboard, **+Live Insights** ([www.plusliveinsights.com](http://www.plusliveinsights.com)), will update these changes nightly:
  - Removing students or teachers will remove their license and suspend their account in **+Live Insights**. Removing student licenses will remove students from our reporting functionality.
  - Changing IDs in Clever will create data inconsistencies, resulting in possible errors. If you experience this, contact us as soon as possible.
- Share co-teachers as Teacher 2, 3, and 4 (max of four educators per class). Check [www.clever.com](http://www.clever.com) to confirm auto sync permissions for your specific SIS.
- Avoid using multiple roles – users shared as both an admin and an educator will cause abnormalities in the product if their source ID's are different for each role.
- Changed your email domain from last year or current year? Open a support case at <https://www.lwtears.com/contact-us/rostering>
- Staff can be manually uploaded from Clever Dashboard. Uploaded staff via a CSV file is best for adding staff members in bulk if they are not being synced to Clever via your SIS. ([https://support.clever.com/hc/s/articles/229253547?language=en\\_US](https://support.clever.com/hc/s/articles/229253547?language=en_US))

### Understanding Licensing:

- Educator Applications (Interactive Digital Teaching Tool/Pre-K Interactive Teaching Tool/A-Z for Mat Man and Me Interactive Teaching Tool): The total number of Teachers shared should be less than or equal to the total number of licenses purchased. If the total is higher than the number of licenses purchased, review your sharing rules and ensure you are following the Data Permissions Best Practices.
  - This product is licensed by Grade, by Educator. For example:
    - 1 educator + 1 GradeK section = 1 license
    - 2 educators + 1 GradeK section = 2 licenses
    - 1 educator + 1 GradeK section + 1 Grade2 section = 2 licenses
    - 1 educator + 3 GradeK sections = 1 license
- Student Applications (HWT Digital Student App/Keyboarding Without Tears/GSS Student Learning App/Wet-Dry-Try/A-Z for Mat Man and Me Student App): The total number of Students shared should be less than or equal to the total number of licenses purchased.
  - This product is licensed by Student.
- For A-Z for Mat Man and Me Student App, students will automatically be given a group based on grade:
  - PreK = PreK
  - Kindergarten = Emerging
  - 1st grade = Developing

Additional support information can be found at [support.clever.com](http://support.clever.com).