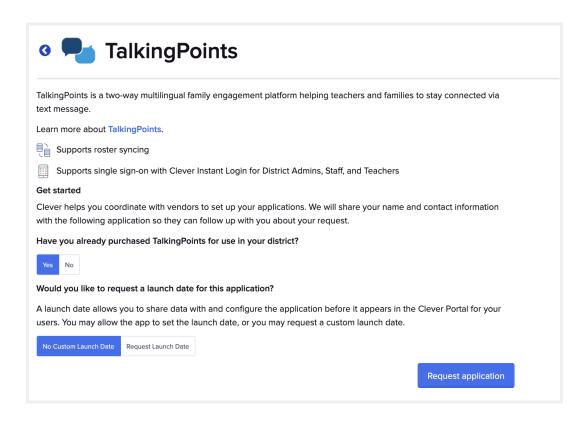# TalkingPoints

Clever Rostering Guide

We're excited that you've chosen to partner with TalkingPoints via Clever! Clever will pull information directly from your Student Information System (SIS) to populate and update your TalkingPoints accounts. Follow the steps below to get started.

Sharing Data with Clever

Step 1: Connect with TalkingPoints on Clever.

- The TalkingPoints team will send an invitation to connect with your district to your Clever account. District administrators can accept the connection request by following Clever's instructions here: **For District Admins: Apps - App invites**.
- If your district has not yet been set up with Clever, you can get started by going to this link: **https://clever.com/signup**.
- You can also connect by requesting TalkingPoints via our Clever Dashboard. Log in and select Applications > Request Applications from the left navigation. Search 'TalkingPoints' and click 'Request application'!

Step 2: Add the required data to Clever. **Click here** to see required data.

Important: TalkingPoints requires *home_lanugage* and *student contact* fields in order to

successfully set up accounts.

- **District-managed SFTP sync:** Per **Clever's SFTP instructions**, you can adjust your SFTP sync to include home language and contact data at any time.
- **SIS-managed SFTP sync:** Reach out to your SIS partner directly to add home language data and student contact data to your Clever sync.
- **Clever-managed Auto Sync:** Contact Clever support to discuss modifying your sync. You can **submit a support ticket** or reach them at 1-800-521-6516.
- **If you are not able to send home_language to Clever via your sync**, you may also use Custom Data to upload these fields directly in your dashboard. To learn more, see instructions for **Custom Data: Students**.
- **Unsure how you sync data to Clever? Contact Clever Support** and copy partnersupport@talkingpts.org.

Step 3: Share data with TalkingPoints.

- TalkingPoints recommends sharing all records within the district. More information regarding sharing data can be found **here**.

Step 4: TalkingPoints reviews your data for all required information.

- If there is any missing information, TalkingPoints will contact your school district and Clever to make the necessary changes.

Step 5: TalkingPoints begins setting up your district's TalkingPoints account.

Required Data

Students	Parent/Guardian*	Teachers + School Admins	Sections
First name Last name Home language ELL status (optional)* *In order to share ELL status, you must enable sharing of sensitive fields utilizing Field Access sharing. Please see **this document** for more information.	First name Last name *Mobile* phone number Relationship *primary contacts recommended	First name Last name Work email address Title* *Staff brought over on the staff/school admin file with titles of Dean, director, administrator or principal will be given Schools admin access. Other staff on this file will be given non-rostered staff access in TalkingPoints. Please see **this article** for an overview of TalkingPoints roles and permissions.	Student rosters Teacher rosters

Additional Information:

- TalkingPoints syncs with Clever every night and will update new data to your TalkingPoints account as part of this process.
- You can manually add staff who are not in your SIS to TalkingPoints directly (ex: after school coordinators) by following **this guide**.
- Home languages can be edited directly in TalkingPoints. The Clever sync will not override manual edits that have been made to home language.

Support Contacts:

- If the issue is related to data within Clever or coming from Clever, contact **Clever Support** and copy partnersupport@talkingpts.org.
- If the issue is related to functionality within TalkingPoints, please contact your TalkingPoints Partner Success Manager.