



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'!

A screenshot of the TalkingPoints application request form within the Clever dashboard. The form has a light gray border and a white background. At the top left is the TalkingPoints logo. Below it, a paragraph describes TalkingPoints as a two-way multilingual family engagement platform. A link 'Learn more about TalkingPoints.' follows. Two feature icons with descriptions are shown: 'Supports roster syncing' and 'Supports single sign-on with Clever Instant Login for District Admins, Staff, and Teachers'. A 'Get started' section explains how Clever helps coordinate with vendors. A question 'Have you already purchased TalkingPoints for use in your district?' is followed by 'Yes' and 'No' radio buttons. Another question 'Would you like to request a launch date for this application?' is followed by a paragraph explaining launch dates and two radio buttons: 'No Custom Launch Date' and 'Request Launch Date'. A large blue 'Request application' button is at the bottom right.

TalkingPoints

TalkingPoints is a two-way multilingual family engagement platform helping teachers and families to stay connected via text message.

Learn more about [TalkingPoints](#).

Supports roster syncing

Supports single sign-on with Clever Instant Login for District Admins, Staff, and Teachers

Get started

Clever helps you coordinate with vendors to set up your applications. We will share your name and contact information with the following application so they can follow up with you about your request.

Have you already purchased TalkingPoints for use in your district?

☒ Yes ☐ No

Would you like to request a launch date for this application?

A launch date allows you to share data with and configure the application before it appears in the Clever Portal for your users. You may allow the app to set the launch date, or you may request a custom launch date.

☒ No Custom Launch Date ☐ Request Launch Date

[Request application](#)

Step 2: Add the required data to Clever. [Click here](#) to see required data.

Important: TalkingPoints requires *home_language* 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 <i>Mobile</i> 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.