

Clever - School Administrator Access

Access Clever apps with administrator-level rights

This document provides guidance for school leaders to identify and designate school-level administrator access into supporting Clever applications such as McGraw Hill, Great Mind and i-Ready.

About the Clever Staff Role

- There are two types of [Clever Staff roles](#)
 - Staff - Portal Access:** Access Clever apps as a school administrator
 - Staff - School Tech Lead:** Access Clever apps as a school administrator, customize the Clever portal, log in as teachers for support, print Clever Badges, create custom Clever sections.
- Many Clever apps support the 'Staff' user role. These accounts are treated as administrators and are provided with school-wide access to the supporting apps' data.
- Not every Clever app supports the Staff role.

How school leaders provide administrative access to Clever apps for their staff.

****Principals, Assistant Principals, Educational Associates, and Secretaries can make these changes.****

1. Run a Staff **Search** for the staff member.

2. Click the **Census** link.

3. Click the **Clever Admin Access** link.

4. **Check** the appropriate role.
(**Only Choose 1**).

5. Click **Save**.

***Clever/apps update the next day**



Default Job Titles and Staff Role Type

Staff - School Tech Lead:

Principal, Principal Resident, Assistant Principal, Educational Associate 10mth, Library Media Specialist

Staff - Portal Access:

Academic Content Liaison - Literacy, Academic Content Liaison - Mathematics, Guidance Counselor, IEP Chair, IEP Team Associate, ILED, Literacy Coach, MTSS Liaison - Mathematics, Psychologist, Social Worker, Speech Pathologist, Staff Associate/10mth,

FAQ

My school in Clever is wrong, what do I do?



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Your Clever 'school' is connected to your cost center. For example, if Outlook is showing you are assigned to school 013, Clever will too. If Outlook and your cost center is showing 661 or any district office, Clever will assign you to the 'Default District Office'. If that cannot be changed by Human Capital, submit a HEAT ticket to have a manually created Staff account.