

Clever FAQ

1. What is Clever?

- Clever is a portal that will allow District 7 students and staff to access one location, enter their unique username and password, and have access to all of their digital content in one location.

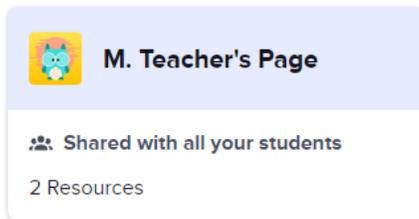
2. How do I access Clever?

- Edwardsville Community Unit School District 7 has its own Clever Portal, and the unique Clever account must be used in order to access the digital content associated with it.
- Using your Chrome Browser, go to the District 7 Clever Portal: <https://clever.com/in/ecusd7>
- From here, you will login using your unique District 7 username and password (the same one used to login to a District 7 computer), but you must use the words **district** (not Edwardsville) in front of your username. For example:
Username: **district**username
Password: District 7 network password

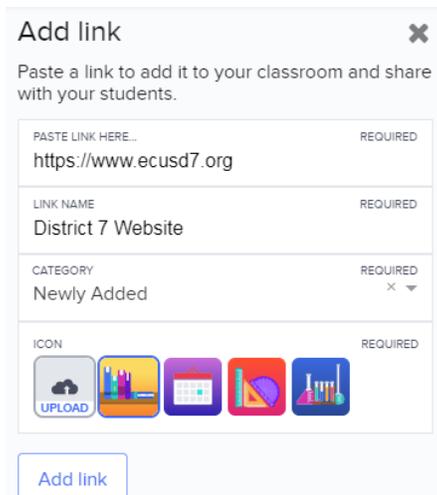
3. How do I add a link in Clever so that my students can access the information?

- From your Clever main page (**Homeroom**), you will need to access your teacher page. For example, Mrs. Teacher will click on her “M. Teacher’s Page” (see image).

Pages



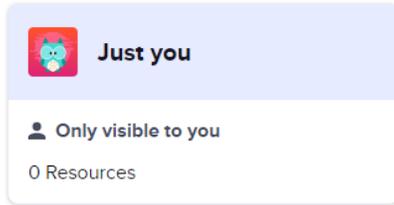
- You will see “Shared with all your students” below your teacher name with the number of resources you have shared below that. The example above shows 2 resources.
- Click on the appropriate page you want to add your link to.
- From there, go the **+ Add** button in the lower right hand corner of the screen and choose **Link**.
- A pop up window will appear, and you will need to add the required information and then click “Add Link.”

A screenshot of the "Add link" form in Clever. The form has a title "Add link" and a close button (X). Below the title, it says "Paste a link to add it to your classroom and share with your students." The form has four sections: "PASTE LINK HERE..." with the value "https://www.ecusd7.org" and a "REQUIRED" label; "LINK NAME" with the value "District 7 Website" and a "REQUIRED" label; "CATEGORY" with the value "Newly Added" and a "REQUIRED" label with a dropdown arrow; and "ICON" with five icons and a "REQUIRED" label. At the bottom, there is an "Add link" button.

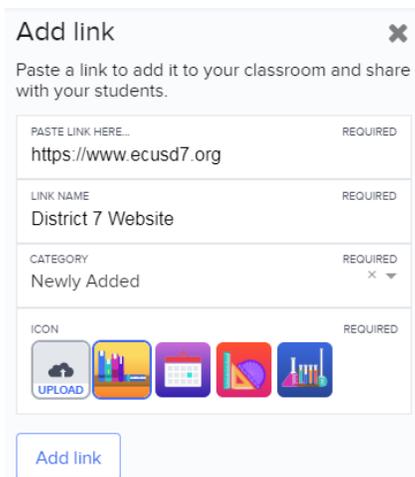
For a video demonstration of this, please visit the Clever tab on the Teacher Tech Tips page and watch the video “Adding a Link in Clever” www.ecusd7.org/tech

4. How do I add a link in Clever that is only for me to see?

- Similar to the “Add a Link” for students to access, from your Clever main page (**Homeroom**), you will need to access your “Just you” page (see image).



- You will see “Only visible to you” below “Just you” and the number of resources you have stored on that page. For example, the above shows 0 resources.
- From there, go the **+ Add** button in the lower right hand corner of the screen and choose **Link**.
- A pop up window will appear, and you will need to add the required information and then click “Add Link.”



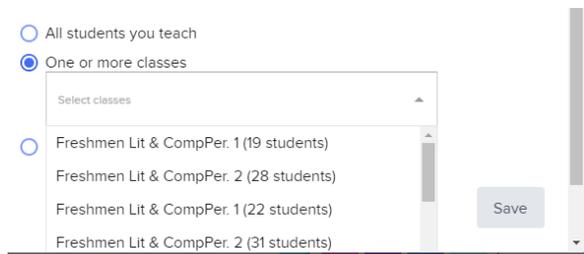
5. How do I add a page in Clever?

NOTE: This could be helpful to apply specific resources for each of your classes or groups of students. For example, if you teach more than one subject, you will only want your math class to see your math resources.

- From your Clever main page (**Homeroom**), you will see the “Add” **+ Add** button in the lower right hand corner of your screen.
- Click the **+ Add** button, and choose “Add Page.”
- You will be brought to the newly created page, where you will have a number of options:
 - Page Title: by hovering over the title of the page, you can click and change the title of your page.
 - Page Description: by hovering over the description of the page, you can click and change the description of your page.
 - Personalize: by hovering over the icon next to the title, you can personalize the icon by uploading your own photo.
 - Edit Student Sharing: On the left hand side of the screen, you have the option to “Edit student sharing.” When you click on the “Edit student sharing” button, a pop up window will appear and will ask you to choose who will have access to the newly added page. Options include “all students you teach”, “one or more classes” (see question #5), or “only you”.

6. How do I change the sharing rules in Clever? For example, I only want certain classes to see certain pages.

- From your Clever main page (**Homeroom**), click on the page that you want to change the sharing rules.
- Once on the page, go to “Edit sharing rules” on the left hand side of the screen. The following options will appear in a pop up window: “all students you teach”, “One or more classes,”, or “only you”. Choose the option you would like.
- If you choose “One or more classes” a new pop window will open and you will have a drop down menu to choose the class that you want to share with (see image below). Choose the class you want to share your page with, and click “Save.”



7. Is there a way for me to see if my students are accessing the items in Clever?

- Clever has just released a new “Analytics” feature (during the week of April 6th).
- Once you are signed into Clever, you will now see an **Analytics NEW** button at the top of your page. When you click on the “Analytics” button, you will be able to see your student activity over a period of time. You are able to see “Students in all classes” or you can choose a specific class to view.
- The Analytics feature will allow you to see the following information:
 - Total students
 - The last time each student logged in
 - You can also view by: “Active in the last 2 days,” “Active in the last 7 days,” and “No activity in the last 7 days.”
- This feature is still new and Clever plans to see updates to this in the future (which applications students are accessing).

8. Who do I contact if I am having login trouble?

- If you are having trouble logging into Clever, please make sure you have viewed the “Troubleshooting Tips for Accessing Digital Content” found on the Clever tab of the Teacher Tech Tips webpage: www.ecusd7.org/tech
- If you have completed the steps on this document and are still having trouble logging in, submit the following information to Beth Jacobs and Jennifer Milburn:
 - Your name
 - State the problem you are experiencing
 - Attach a screenshot of the issue if applicable

9. Who should my students contact if they do not know their Clever login information and I do not have that information?

- Have the parents contact the building principal or secretary and provide the following information:
 - Parent Name
 - Student Name

10. Who do my students contact if they are having login trouble?

- If your students are having trouble logging into Clever, please direct them to the documents on the Digital Resources section of the website: <http://ecusd7.org/parents/digital-resources-asp/>
- Here they will find a document titled “Accessing Digital Resources Manual for Parents and Students” as well as a video titled “Parents How to Access Clever.”
- If parents have completed these steps and are still experiencing login issues, they should submit the following information to Beth Jacobs and Jennifer Milburn:
 - Parent’s Name
 - Student’s Name
 - Student’s Grade
 - Confirm they have answered “yes” to all the Troubleshooting Tips
 - State the problem they are experiencing
 - Attach a screenshot of the issue if applicable

11. Who do I contact for troubleshooting issues?

- Beth Jacobs and Jennifer Milburn
- Please be specific with the issue you are having and attach a screenshot if applicable.

12. Can I organize my Clever main page (**Homeroom**)?

- The only organization you can do to your Clever main page (**Homeroom**) is to make certain resources a “Favorite.”
- To do this, hover over the resource you want to make a “favorite” and click the heart icon. This will move the resource to your “Favorites” section at the top of your Clever main page.

13. Can I change the name of classes in the class tab?

NOTE: Assigning classes a “nickname” can be useful to help you determine semester courses for the high school when assigning resources to pages.

- The **Classes** tab can be found at the top of your screen. If you wish to rename this course, you will need to click on the **Classes** tab and click on the class you wish to rename.
- From this new screen, you will hover your mouse over the title of the course and will be given the option to provide a “Class nickname” to this course. Type in your new “Class nickname” and you are done; there is no need to save, just click out of the typing box.