



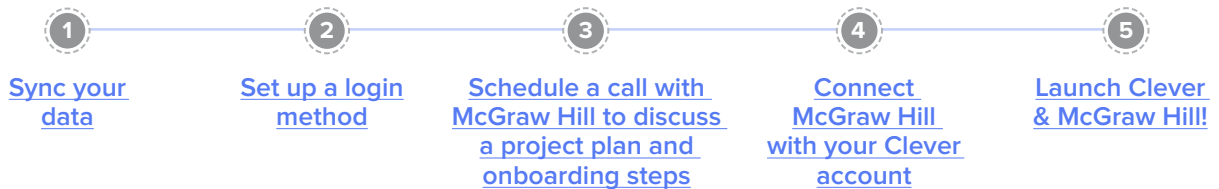
Onboarding Manual

A guide to setting up Clever for the first time with McGraw Hill

Overview

McGraw Hill and Clever's expanded partnership makes it easier than ever before for students to access digital learning tools. Through a new agreement between the two industry leaders, U.S. K-12 school districts using McGraw Hill's programs will be able to access no-cost rostering and single-sign on via Clever's platform. The integration supports account provisioning and access to any programs hosted on the ConnectED or Open Learning Platform.

The key steps to set up Clever with McGraw Hill



IMPORTANT:

Please consider the following McGraw Hill requirements in order to have a smooth onboarding experience! For a complete list and explanation, please navigate to Section 3 in this guide, "Schedule a call with McGraw Hill to discuss the integration process and complete the required onboarding steps."

- Scheduling a project call with McGraw Hill is required.
- For rostering, sending Clever complete term and course data in your sync is key.
- Switching rostering methods may require your district to delete old data.
- For SSO, sending Clever the same user ID used to identify users on other platforms is key.

1 Set up your sync

Navigate to the [Sync page](#) and select your Student Information System (SIS) from the dropdown menu. If you do not see your SIS or do not use an SIS, please select Other.

Once you've selected your SIS or Other, please follow the instructions on the [Sync Settings page](#) to sync or upload your data to Clever. Please see this [Help Center article](#) for more information.



IMPORTANT:

Please be sure to include the following data fields when setting up your SIS sync. These data elements are required for successful integration with McGraw Hill:

- Term name
- Course name
- Term start date
- Teacher email
- Term end date
- Student email (recommended but not required)

If you plan on having users access McGraw Hill from platforms outside of Clever (e.g., Canvas), please include the same unique user ID you use to identify those users on other platforms (e.g., SIS ID) in your Clever SIS sync.

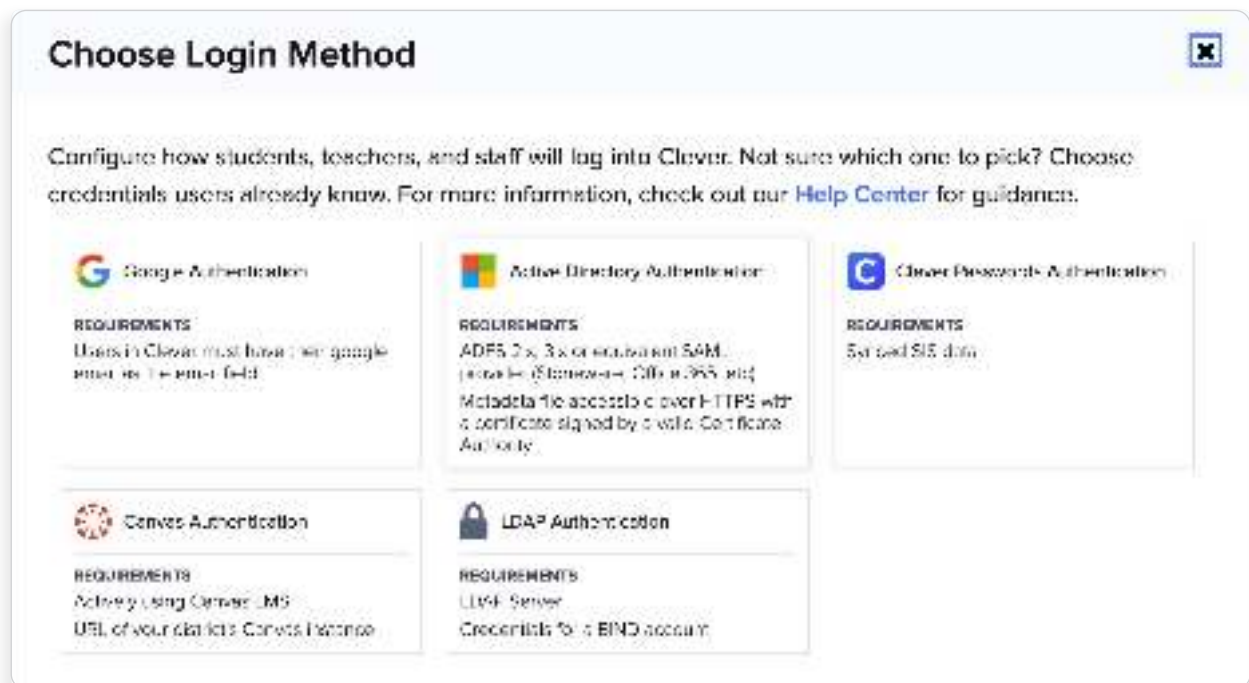


We have many resources available to help you get set up on Clever!

- [Help Center](#) - hundreds of how-to articles and a link to contact our support team with any questions.
- [Clever Academy](#) - our interactive, online training.
- [Welcome to Clever's McGraw Hill Office Hours](#) - held weekly to help complete your onboarding!

2 Set up a login method

Navigate to the [SSO Settings](#) page to set up a login method so that students, teachers, and staff can access their Clever Portals. Click “Add Login Method” to display the options:



Choose Login Method

Configure how students, teachers, and staff will log into Clever. Not sure which one to pick? Choose credentials users already know. For more information, check out our [Help Center](#) for guidance.

 Google Authentication REQUIREMENTS Users in Clever must have their google email as the email field.	 Active Directory Authentication REQUIREMENTS ADFS 2.x, 3.x or equivalent SAML provider (Siteminder, Okta, ADFS, etc) Metadata file accessible over HTTPS with a certificate signed by a valid Certificate Authority.	 Clever Passwords Authentication REQUIREMENTS Synced SIS data
 Canvas Authentication REQUIREMENTS Active using Canvas LMS URL of your district's Canvas instance	 LDAP Authentication REQUIREMENTS LDAP Server Credentials for a BIND account	

If possible, we suggest selecting a login method that users are already familiar with. Please see more information about the available login methods [here](#).



In addition to the required login method, Clever Badges are another great option for students who struggle with typing. The Badges are QR codes that can be used on any device with a camera to log in without any typing required. Set up Clever Badges for your students [here](#).

Schedule a call with McGraw Hill to discuss the integration process and complete the required onboarding steps

Schedule a call with the McGraw Hill team by filling out McGraw Hill's [intake form](#). A McGraw Hill integration analyst will work with your district to complete configuration steps specific to your district's digital ecosystem and purchased content. Requesting the McGraw Hill app in Clever will also notify the McGraw Hill team.

This may include, but is not limited to completing the McGraw Hill intake form, selecting your SSO user IDs, and [assigning content](#) in Access Manager (McGraw Hill's rostering platform).

IMPORTANT:

Please be prepared to fulfill the following McGraw Hill requirements in order to have a smooth onboarding experience!

Communication

Setting up a Clever integration requires a conversation with McGraw Hill Digital Integration Services. Make sure to schedule a project call with McGraw Hill.

Switching Rostering Methods

If you're moving to Clever from self-registered accounts, please be ready to work with McGraw Hill to delete ("purge") old data (students & possibly teachers).

If you're switching from a different method, McGraw Hill may have to re-match your historic customer data with your shared Clever data to retain historical data.

Data Readiness

Your district should be sending Clever term and course data (see "Set up your sync"). McGraw Hill requires term data in order to create courses, classes, users, etc. Not having this will prevent your district from proceeding. Stable course data will allow your district to more easily assign digital content prior to launch (i.e., so classes receive the correct textbooks).

Interoperability

If you plan on having users access McGraw Hill from platforms outside of Clever (e.g., Canvas), please be prepared to send Clever the same unique user ID you use to identify those users on other platforms (e.g., SIS ID) in your Clever SIS sync.

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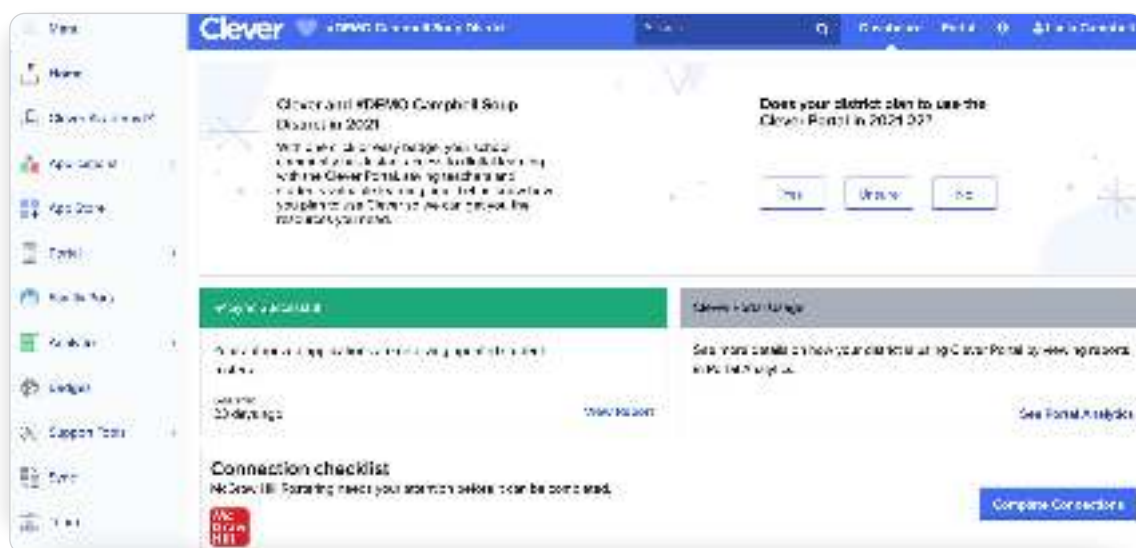
Connect McGraw Hill



1. Accept your invite. If you did not receive an invite, you can place a request in the Clever Dashboard by navigating to [Applications > Request Applications](#).
2. Set data sharing permissions. Share only classes and users at school sites that will be using McGraw Hill content. Please see more information about how to manage data sharing permissions [here](#).
3. Check for any missing data in your Data validation step or by navigating to Support Tools > Data Quality.

Remember: You must be sending Clever term and course data!

5 Launch Clever and McGraw Hill at your district!



Please let us know how you plan to use the Clever Portal! This will take you to the [Portal Plan](#), which provides more instructions on setting up and rolling out the Clever Portal. You will:

- Ensure the McGraw Hill application's [launch date](#) is correct
- [Add other applications](#)
- [Customize your Portal and add links](#)
- Let your teachers know how to log in to Clever (quick tip: share this [10 minute training video](#) that explains how teachers can message their students, view login analytics, post announcements, and share resources)
- And more!

We're so excited to have you connected to Clever and McGraw Hill!