

Using Symphony Math[®] with Clever's Instant Login[™]

Overview

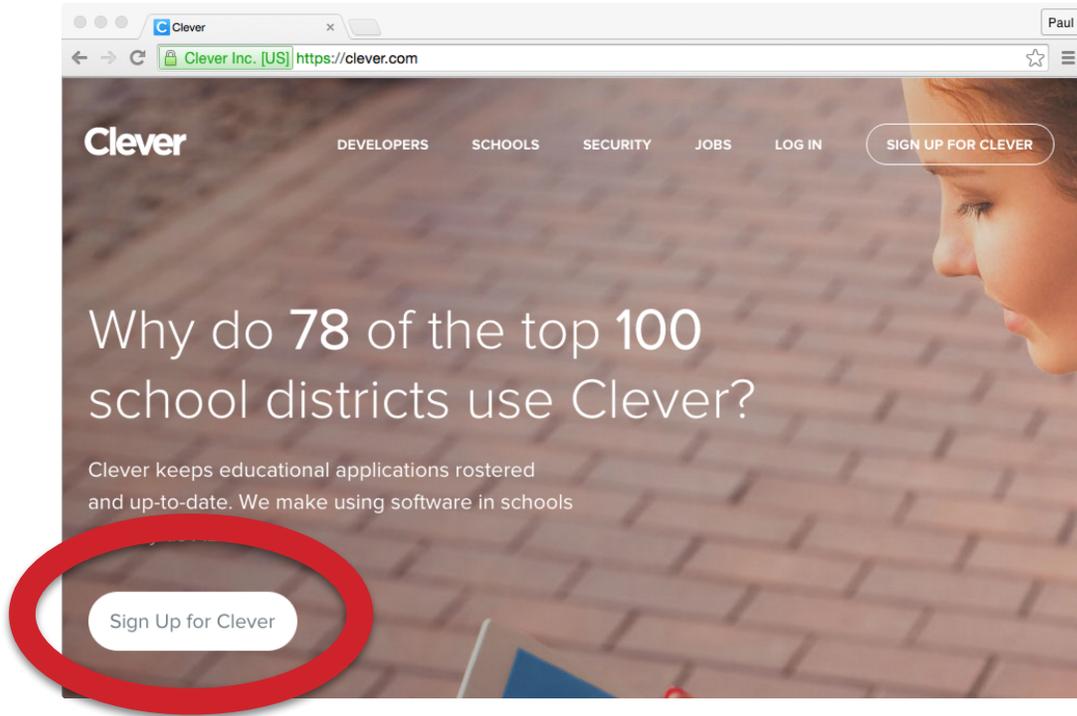
Symphony Math[®] is a three-step program that identifies and supports students who need help with math. The Clever Instant Login[™] portal allows students to use one sign-in to access many different software programs. This document details the process for initiating the integration between these technologies. By following the procedures in this document, your students will be able to use Symphony Math by simply choosing the program from a menu, without needing to remember their specific Symphony Math username or password.

The steps for the entire process are as follows:

1. Sign up for Clever (free).
2. Import student SIS IDs into the Symphony district or school roster.
3. From your Clever login, add Symphony Math as an application.
4. Deploy the Symphony Math application to your students.



Step 1: Sign up for Clever



Your district can sign up for the free Clever service at <https://clever.com> . Please note that this service securely accesses your Student Information System (SIS), and so you will need the assistance and permission of a district administrator in order to complete your sign up.

Step 2: Import student SIS IDs into the Symphony district or school roster.

Symphony Math does not support Clever's Secure Sync service. However, batch imports of student roster information can be performed by using the 'Import Students' tool:

- ◆ Sign in to the Symphony Administration Panel at adminpanel.symphonylearning.com.
- ◆ From the Dashboard, press Students to see the existing student roster.
- ◆ Press Import Students, and prepare your Import file. There are two important considerations for preparing this file:
 - ◆ 1) Preserve your existing usernames of students if you wish to continue to use their records; and
 - ◆ 2) Put students' district SIS number in the ExternalID field.

Field Name	Required?	Type	Max. Length	Notes
ACCOUNT#	YES	Number	6	Same Account# that is used to login to Administration Pane
FIRSTNAME	YES	Letters/Numbers	64	Student's first name. The first name may contain letters, numbers, underscores, periods, apostrophes, dashes, and spaces.
MI	No	Letters/Numbers	1	Middle Initial
LASTNAME	No	Letters/Numbers	64	Student's last name. The first name may contain letters, numbers, underscores, periods, apostrophes, dashes, and spaces.
USERNAME	YES	Letters/Numbers	128	* Must be unique for all students in district * Using StudentID from Student Management System is recommended * May contain underscores, periods, apostrophes, and dashes. The username cannot contain any spaces.
PASSWORD	YES	Letters/Numbers	64	No spaces

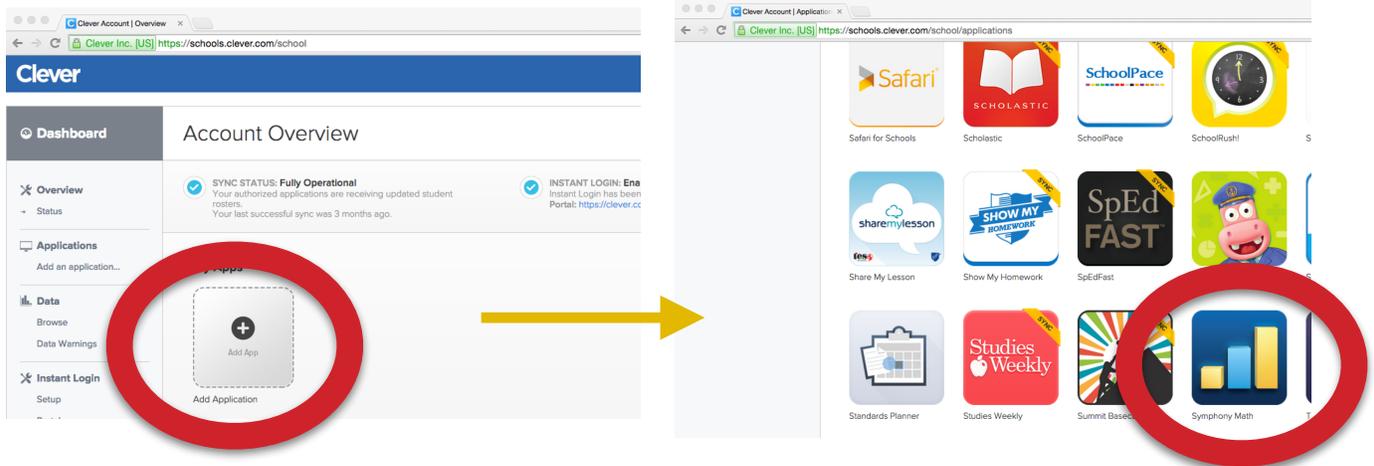
- ◆ Upload your completed Import CSV file and complete the import process.

! * Put the students' SIS ID numbers in the 'ExternalID' field in the import template. This is mandatory, as this information will enable the link between the Clever and Symphony systems.

** If you have existing students in your Symphony roster, use the same usernames in your import file. When the import process begins, these student accounts will be UPDATED, and no student records or progress will be lost.

Step 3: From your Clever login, add Symphony Math as an application.

When you log in to clever.com as an administrator, you can view your district's applications. Press 'Add App' to add an application, then find and press the Symphony Math app.

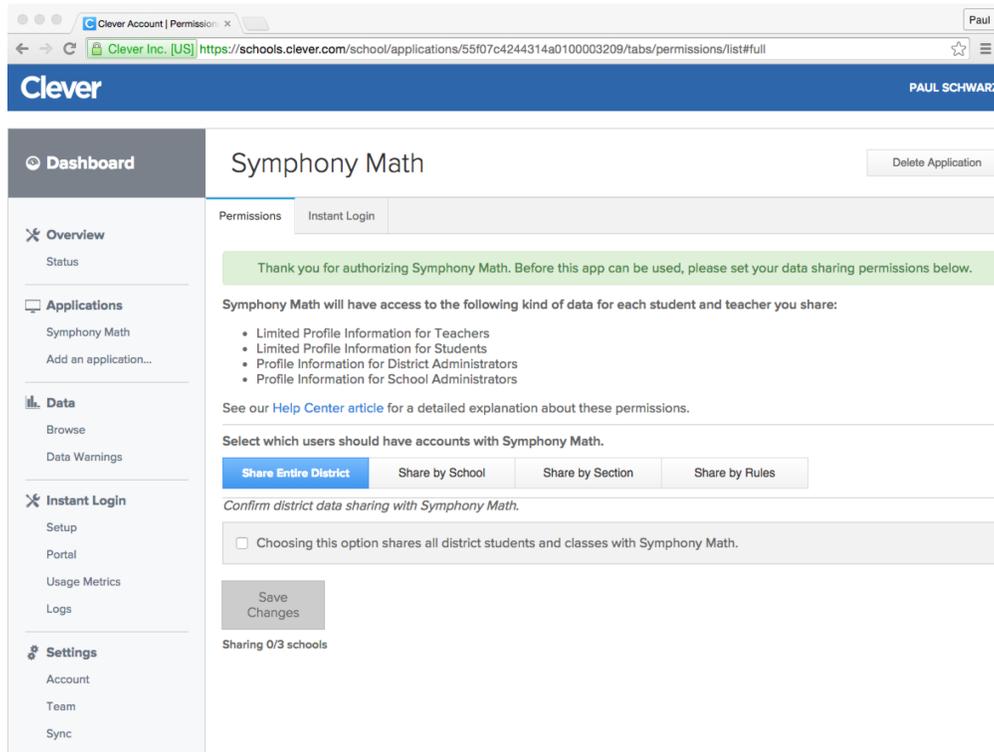


After adding the application, you will need to authorize access from Symphony Learning to your district information. Symphony Learning has a strict privacy policy, and all transactions that occur between Clever and Symphony Math will be fully encrypted and never exposed to the public. For a full description of our privacy policy, go to <http://symphonylearning.com/research/policies/privacy-policy/>.

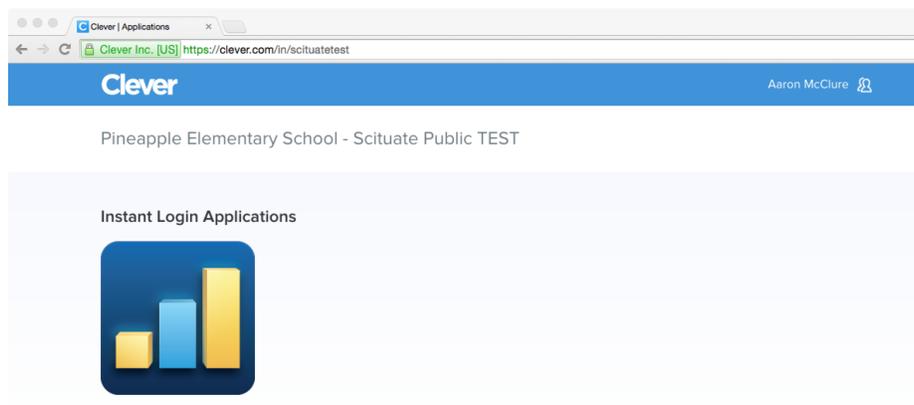
Adding Symphony Math to your district requires acceptance by both Symphony Learning and your district. You will receive email correspondences from Clever that alert you when an action is necessary during the acceptance process. Hang in there: after a few back-and-forth communications you won't need to make any further changes!

Step 4: Deploy the Symphony Math application to your students.

After acceptance by both your district and Symphony Learning, you'll need to set permissions that guide which schools and/or sections are allowed to access the program:



Make your choices on permissions, and then press Save Changes. Now, when a student signs in and has your permission to access Symphony Math, they will see the Symphony Math icon:



Pressing the Symphony Math icon starts the Symphony Math program, and automatically signs the student in and preserves their settings and progress. Enjoy!