

impero education pro

Impero Education Pro 2017

SIS Integration

Clever Configuration Guide.

External

impero

Contents

| | |
|--|----|
| Purpose of Document..... | 3 |
| Key Points | 3 |
| District log in page for Clever (schools.clever.com) | 4 |
| Locating the School IDs | 5 |
| Insuring the correct user credentials | 6 |
| Calculating which sections (Impero Groups) to be imported..... | 6 |
| Creating rules to restrict which sections are shared with Impero | 9 |
| Customer Configuration Guide..... | 10 |
| Impero Configuration | 11 |
| SIS Groups in Impero Education Pro | 12 |
| Clever Import Group Properties..... | 13 |
| Data Warnings Overview..... | 14 |
| Data Warning within the Clever Portal | 15 |
| Useful Resources | 16 |

Purpose of Document

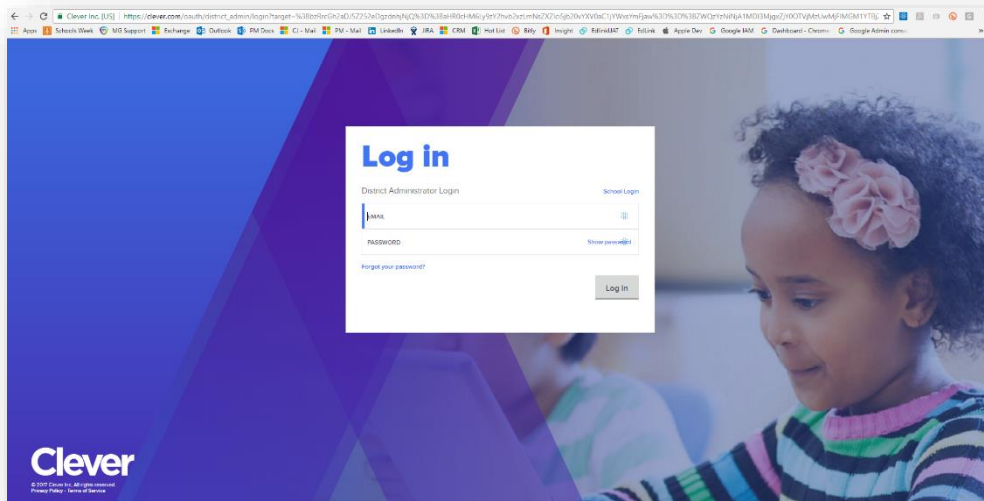
This guide outlines SIS integration within Impero Education Pro.

Key Points

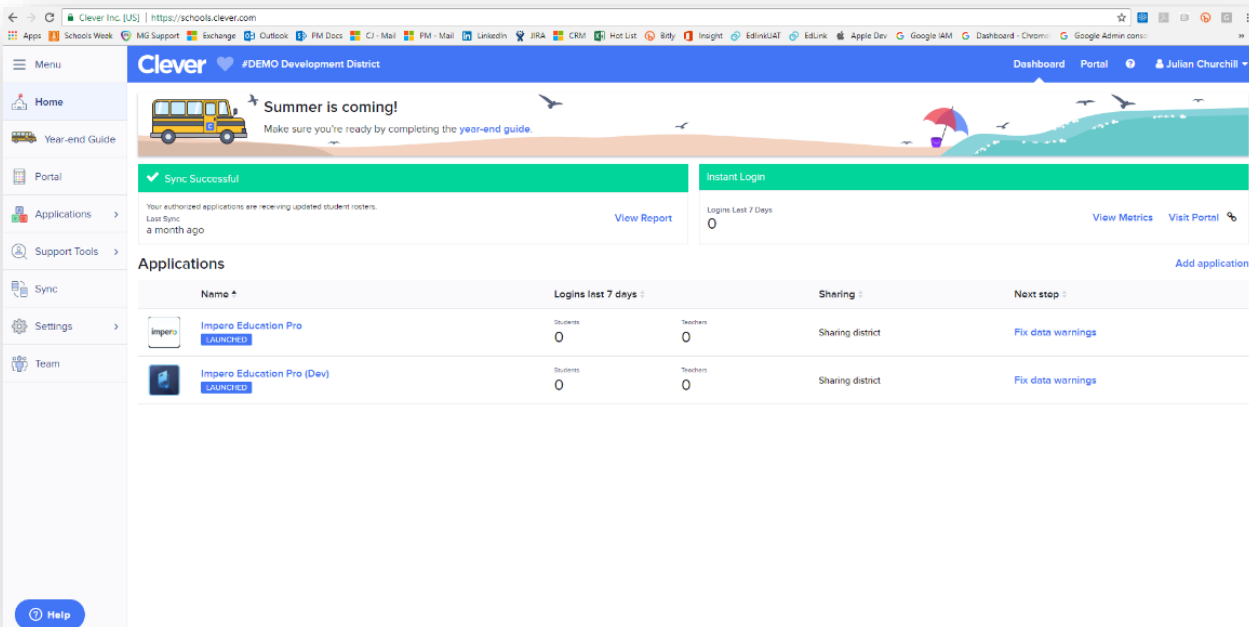
- End users can request to connect with Impero through their Clever Portal alternatively Impero can Invite School Districts to connect their Impero Server to Clever.
- There is no cost associated with using Clever SIS integration for the school district.
- Impero will support the connection of Impero to Clever and Clever will support the School district with the administration of their Clever portal (including sharing rules)
- Clever use the term 'sections' to refer to groups of students or classes and Impero create 'User Groups' within Impero to match each section.
- There is a limit of 1200 Groups to 1500 devices per Impero Server.
- To limit what the School District share with Impero 'Sharing Rules' are applied within the school district portal. (We encourage Districts to only share what they need rather than all sections.)
- Users can schedule the sync of Clever once per day.
- Group settings are maintained on existing clever groups and only user changes are applied.

District log in page for Clever (schools.clever.com)

URL: <https://schools.clever.com>



Example Clever District Portal which may show an invitation from Impero (Unless already accepted via the invitation email) or alternatively Districts can search for the Impero application and submit a request to connect.



Locating the School IDs

Log into the Clever School portal

URL: <https://schools.clever.com>

>Select the Impero Application

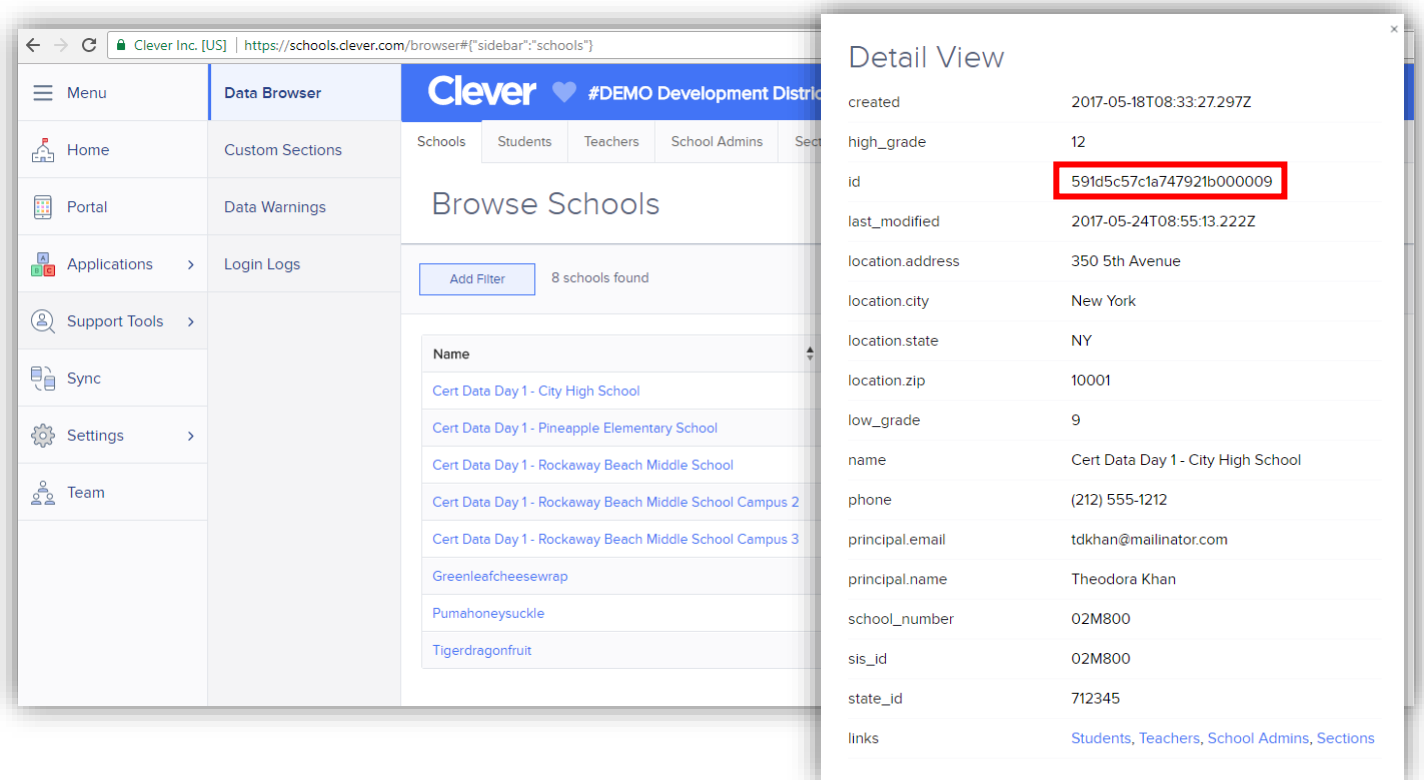
Locating the School Id

>Select Support Tools from the menu on the left

>Select the 'Data Browser' option

>Select the 'Schools' Tab under

>Select the School or schools to be synchronised with each Impero Server.



>id refers to the 'School ID'

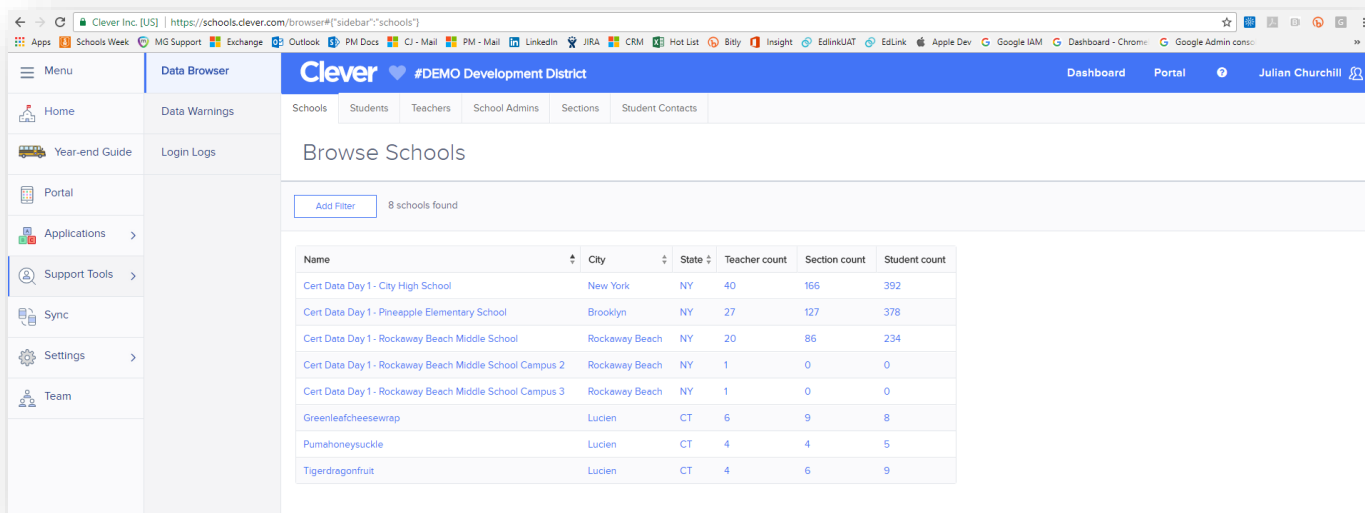
>

Insuring the correct user credentials

Please Note: Impero uses the 'Credentials.district_username' to create the EdPro username or if this particular box is not populated, Impero will parse the 'email' field using everything before the @ symbol to create a username, in both cases this should match a user's Active Directory credentials for log in so that the user shows as logged in within Impero EdPro.

Calculating which sections (Impero Groups) to be imported (to ensure you do not exceed the maximum.)

This page helps to determine which schools they wish to import (*Sections (Impero Groups) must not exceed 1200 in total per Impero EdPro server* including existing groups already in EdPro)

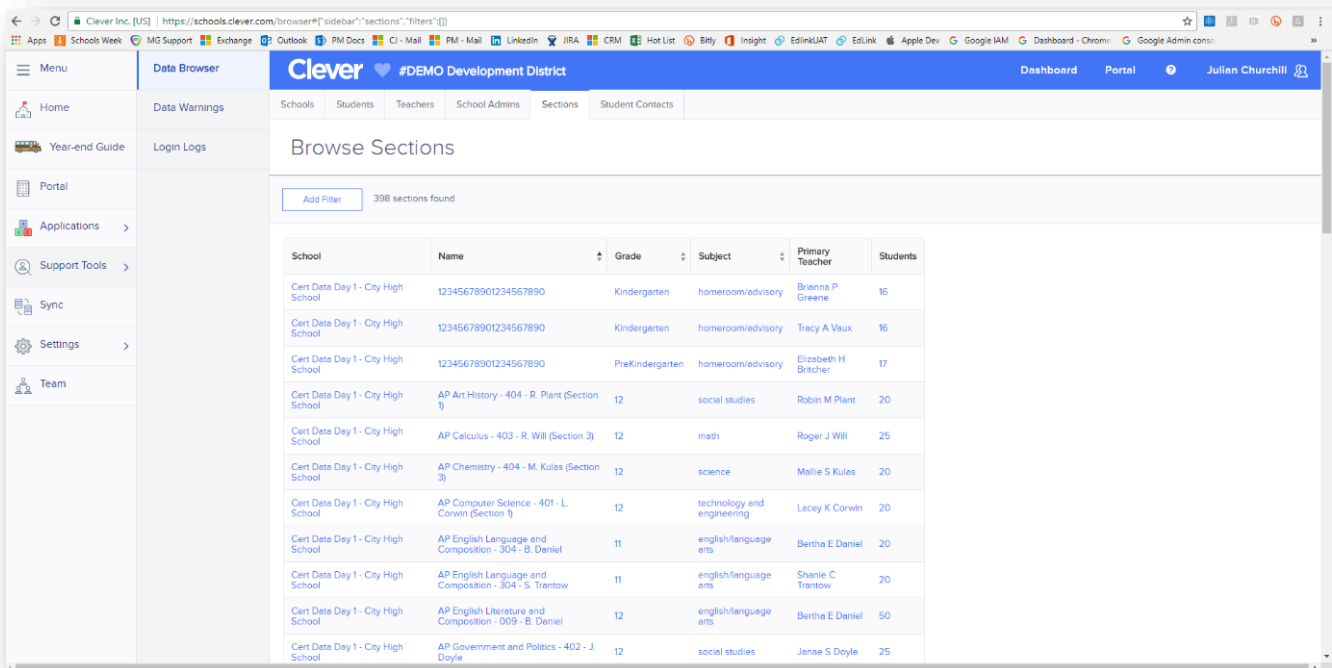


This page helps determine the number of sections (Impero Groups) which will be included for each school import. (1200 maximum Sections (Impero Groups) per Impero EdPro Server)

>Select 'Support Tools' from the menu options on the left

>Select 'Data Browser'

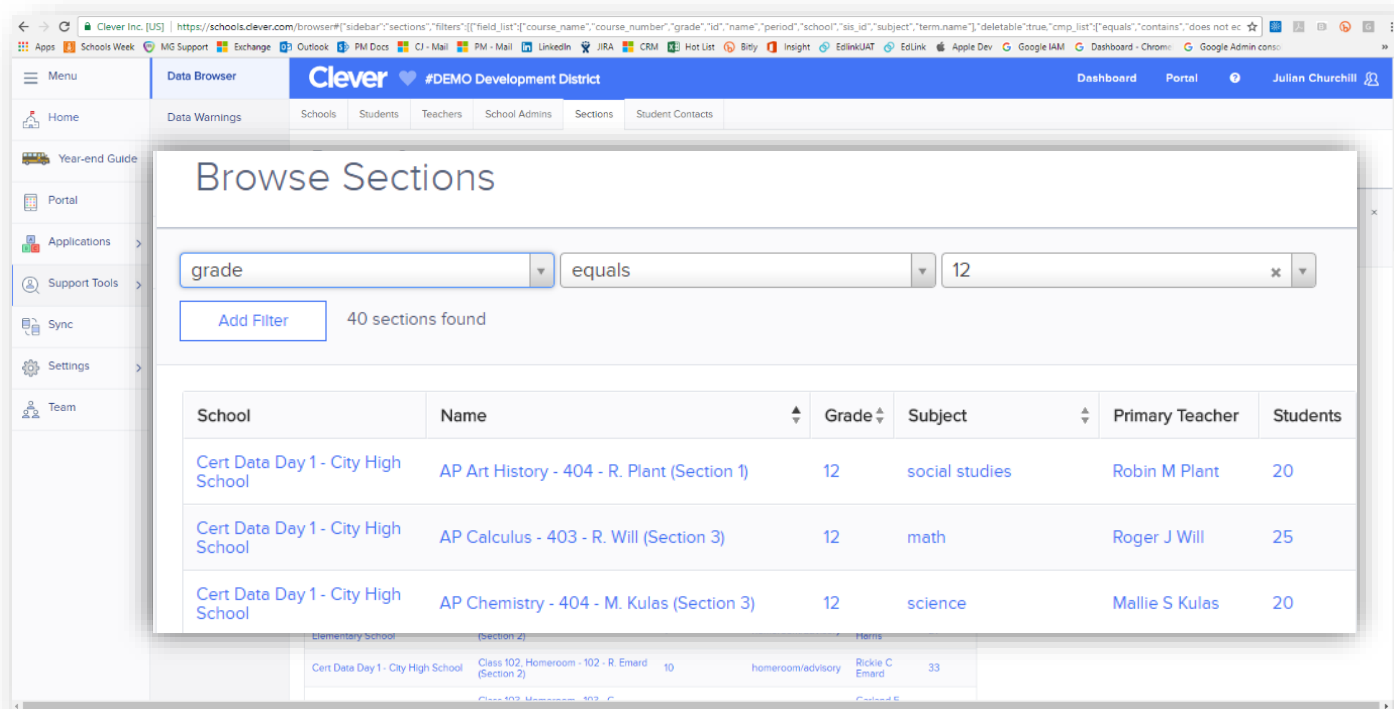
>Select 'Sections' tab from the top of the screen



Using the filter options you can determine the number of sections (Impero Groups) which can be filtered using rules which can be applied to every school (explained later in the doc)

The example below shows using filter options we have identified the number of sections (Impero Groups) we could exclude using rules later i.e. you may not require an Impero Group creating for every homeroom section.

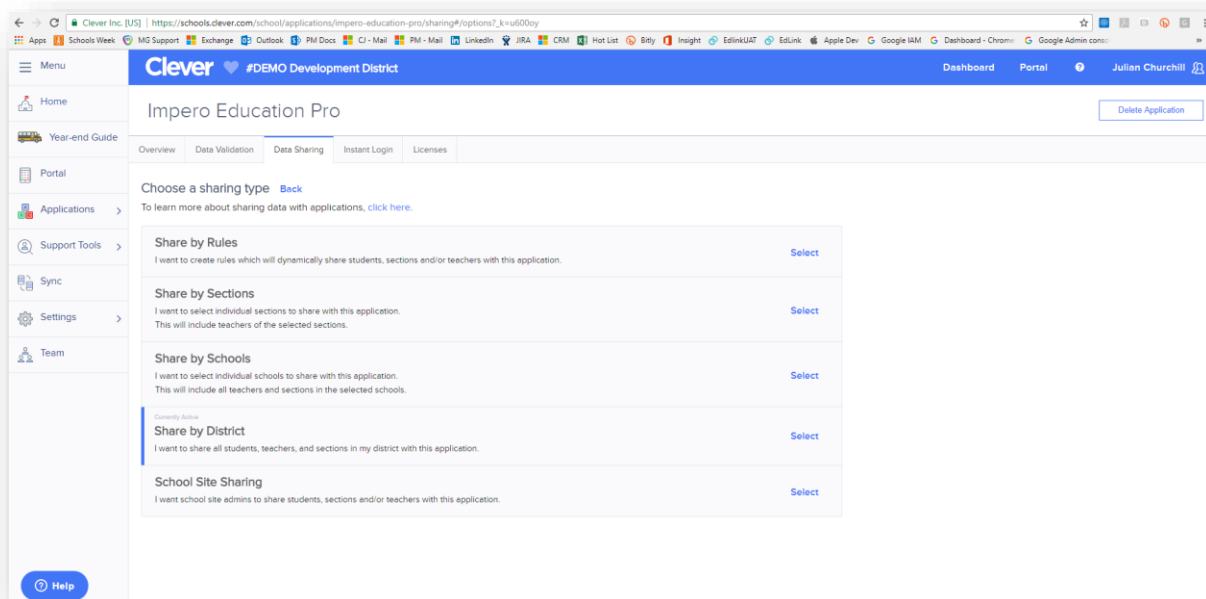
PLEASE NOTE: This is to demonstrate to the end user only and these must not be applied, ALL filters must be applied by the end user in their dashboard.



Creating rules to restrict which sections are shared with Impero

Clever District Sharing rules page please use the links below to learn how to use ‘Sharing Rules’ to restrict the number of Groups created in Impero Education Pro.

To Share all schools and all sections select the ‘Share by District option’



District Sharing Rules (Advanced) - Video

https://www.youtube.com/watch?v=yhho8_YPRRk

District Sharing Rules (Basic) – Video

<https://www.youtube.com/watch?v=QpcKOUmPe94>

Clever Support Portal – Contains a range of advice and resources.

<https://support.clever.com/hc/en-us>

Please note: There is no phone number for Clever support and users must complete an online form in the first instance.

<https://support.clever.com/hc/en-us/requests/new>

Customer Configuration Guide

Please, follow these steps to complete this process.

1. Log in to the Clever portal as a District Admin at <https://schools.clever.com/>
2. Open a new tab within the same browser.
3. Copy and paste the following URL into the new tab:
<https://schools.clever.com/signup/impero-education-pro>
4. Authorize the Impero App:
 - a. Check the, I authorize Clever to share this information with Impero check box.
 - b. Choose Authorize App.
5. Set the appropriate Data Sharing scope for your Clever instance. Available options include Share Entire District, Share by School, Share by Section, and Share by Rules.

Please Note: We recommend using the 'Share Entire District' as the Impero Application supports configuration on a school by school basis.

6. After you have selected the appropriate Data Sharing scope, check the confirmation check box listed below the option selected, and then choose Save Changes.
7. Capture the District and individual school IDs of Clever for use in Impero Setup:

To find the 'District ID', click the menu in the left pane

> 'Support Tools'

> 'Data Warnings', and copy the district id from the URL

e.g. 5435453 from 'https://schools.clever.com/warnings/5435453'

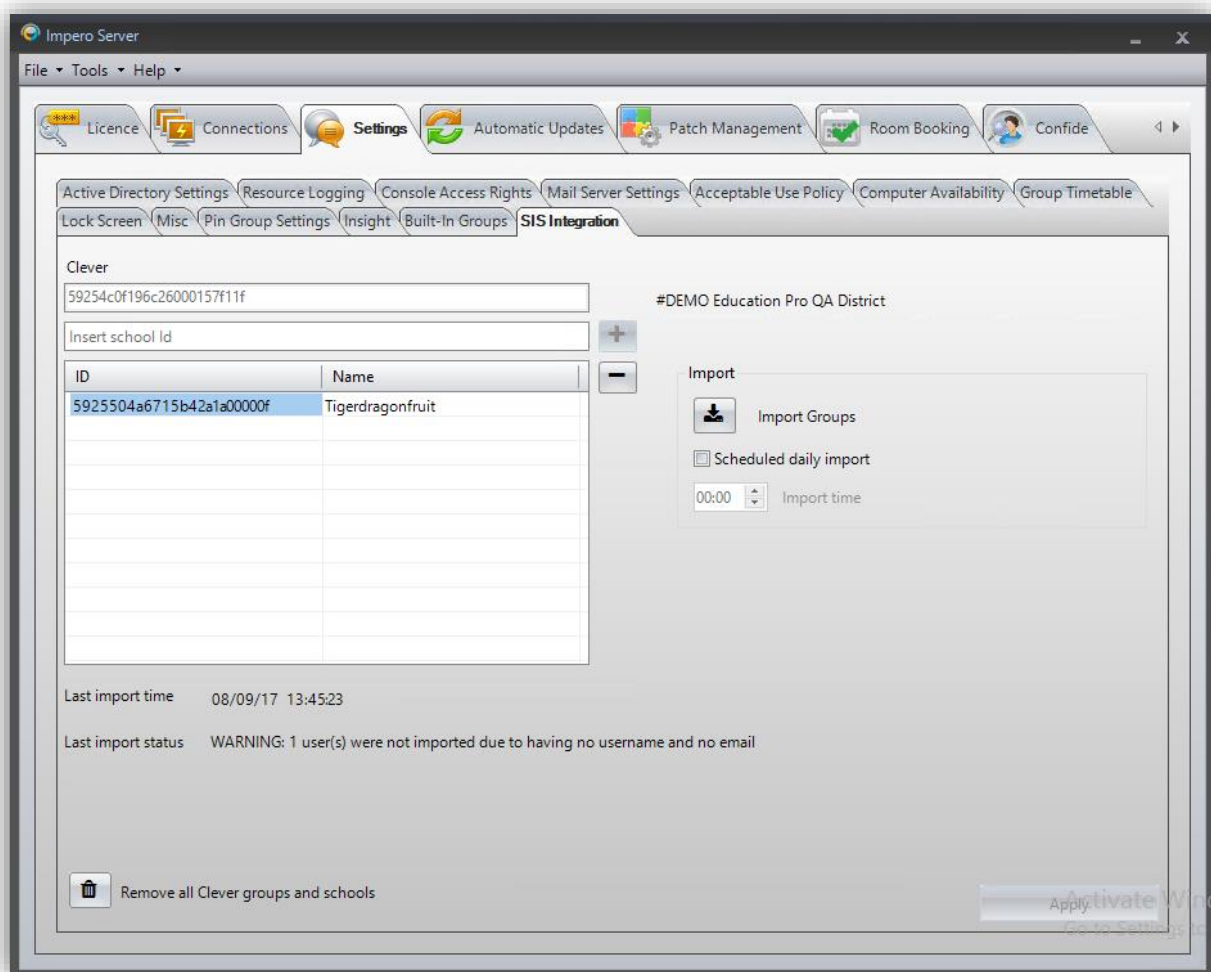
To find the 'School ID', click the menu in the left pane

> 'Support Tools'

> 'Data Browser', click the school to capture and copy the id

Impero Configuration

- >Launch the Impero Education Pro Server Application
- >Select the ‘Settings’ Tab
- >Select the ‘SIS Integration’ Tab
- >Input the Clever ‘District ID’
- >Input the Schools or ‘School ID’

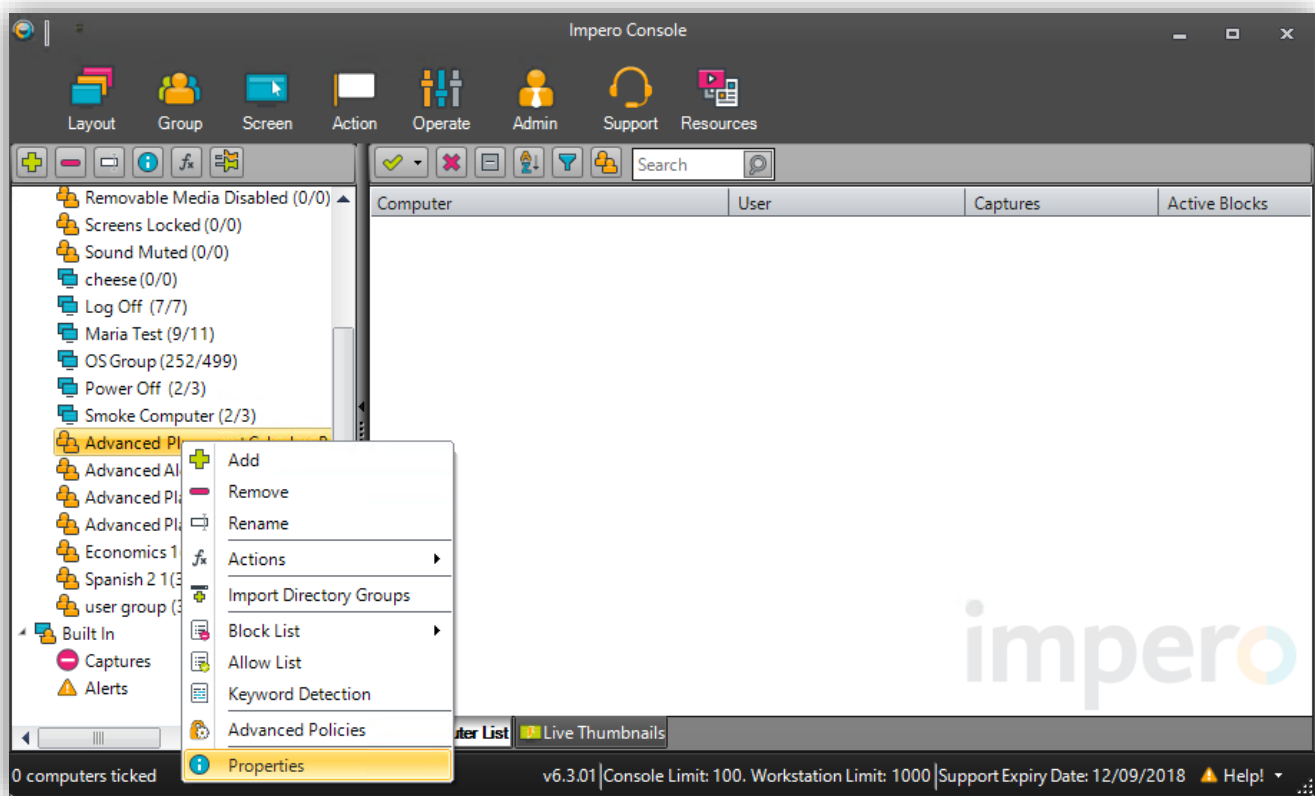


By Selecting the + Button the secure connection between the Impero Server and Clever is established.

By Selecting the ‘Import Groups’ option, a synchronisation of Clever ‘Sections’ to ‘Impero Groups’ is undertaken.

SIS Groups in Impero Education Pro

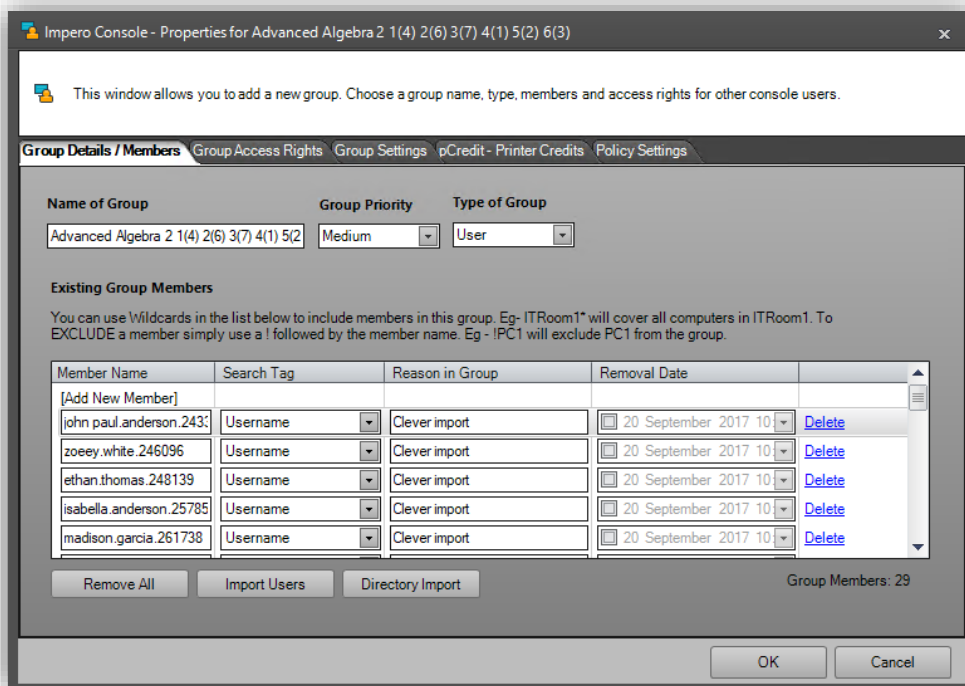
New 'Clever Group' users are not immediately visible within a group in the Impero Console, once a user has logged in for the first time they will then show greyed out until they have logged in.



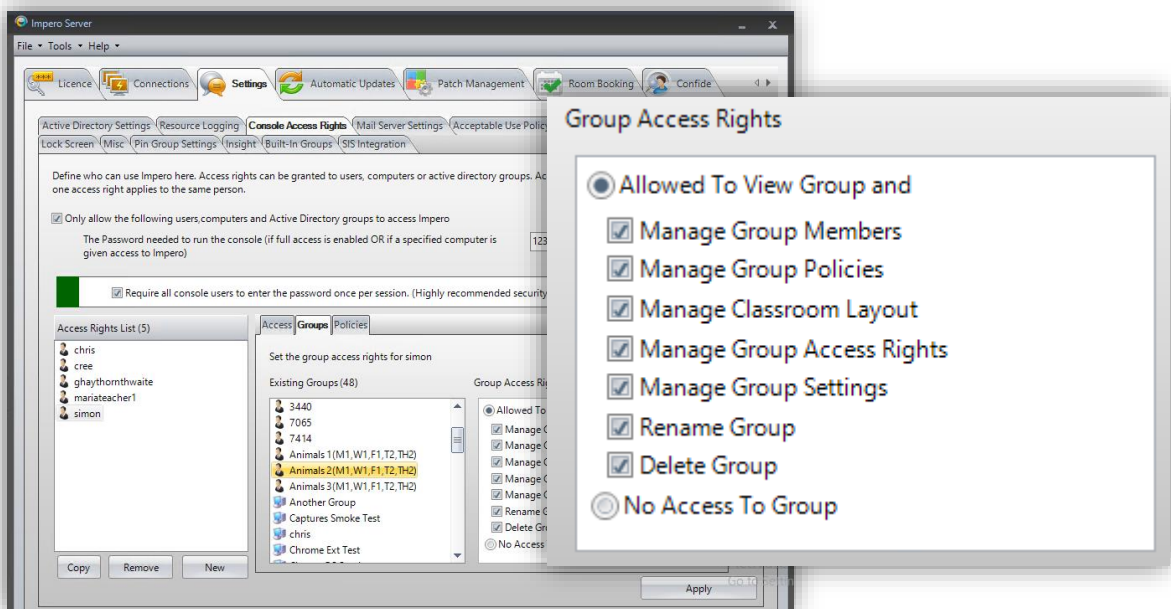
An SIS import will create a group for ALL Clever sections imported and a 'Console Access Rights' user for 'Teachers' and a user for all 'Students' as per the import.

Clever Import Group Properties.

Clever Import groups are a 'Medium' priority by default.



Currently all groups created using an SIS Import have all 'Group Access Rights' as a default.



Currently ALL changes made here will be overwritten during the next Synchronisation. Please Note: This will updated in our next release.

Data Warnings Overview

Impero have in built Data warnings for when specific Data is missing from a synchronisation.

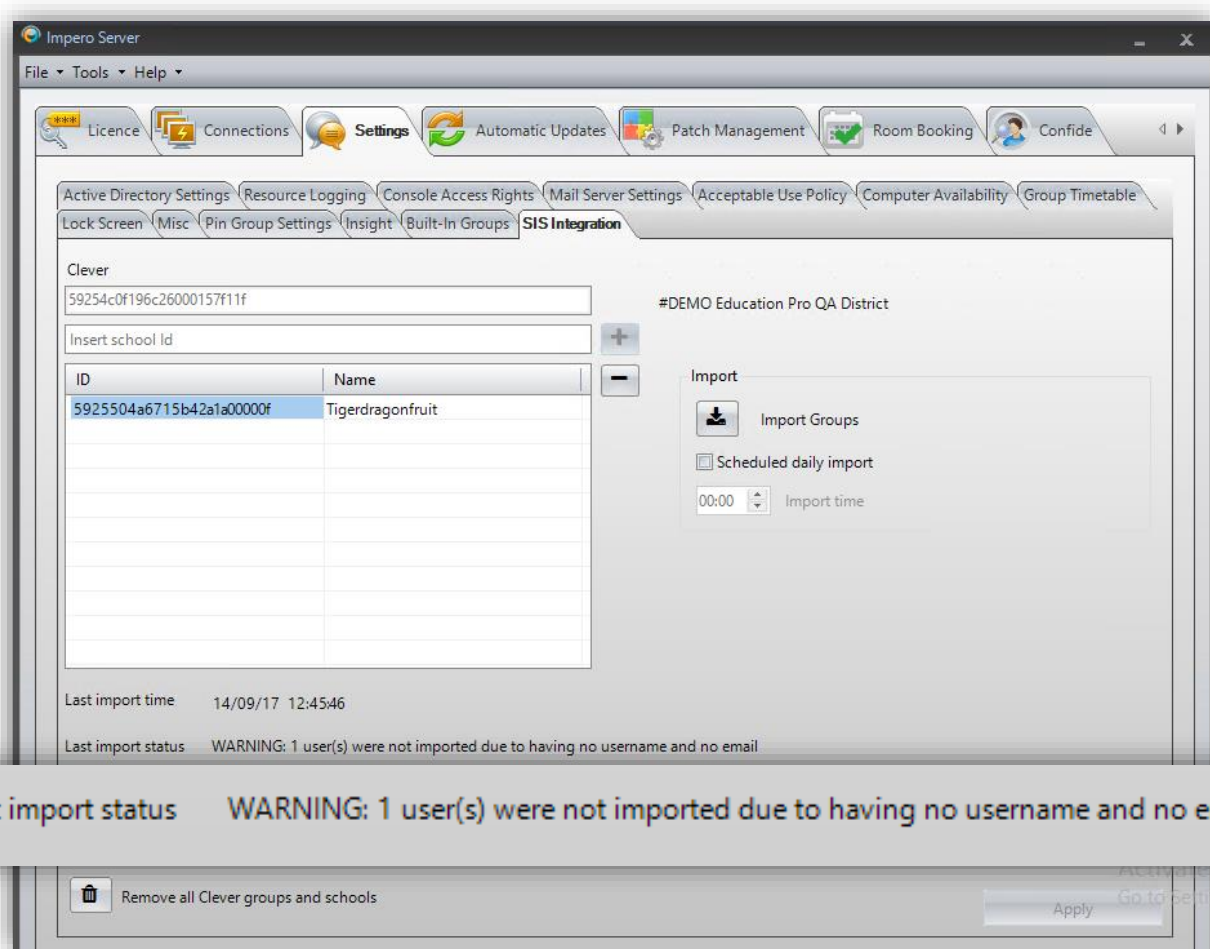
When data is missing from either of these fields

Student email doesn't exist

Student username doesn't exist

Teacher email doesn't exist

A 'warning' will appear in the Impero Server Application.



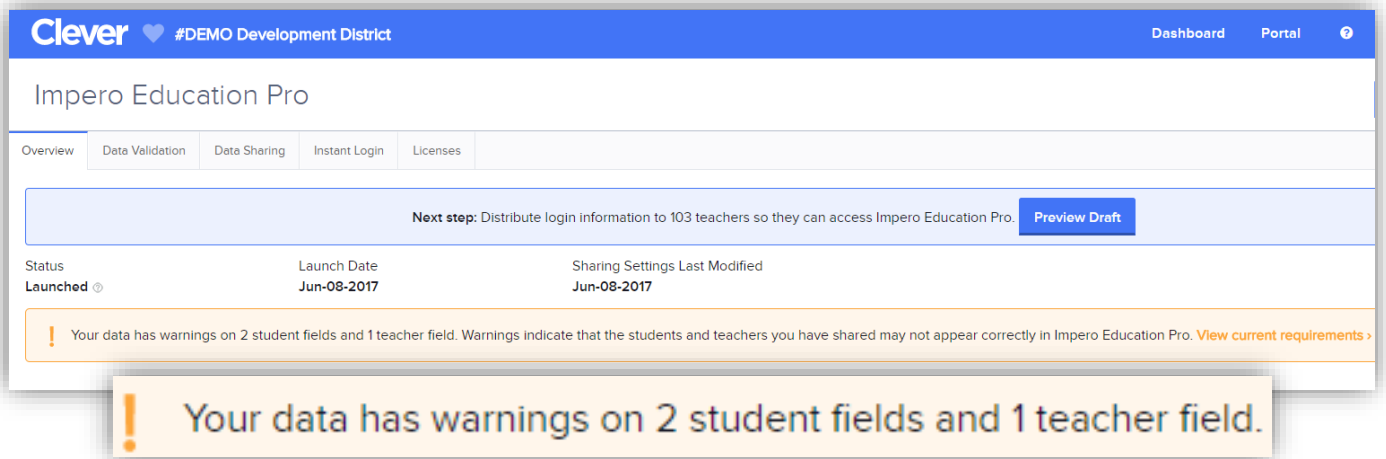
Data Warning within the Clever Portal

To identify the specifics to a data warning the end user can access this information from within their schools portal

<https://schools.clever.com>

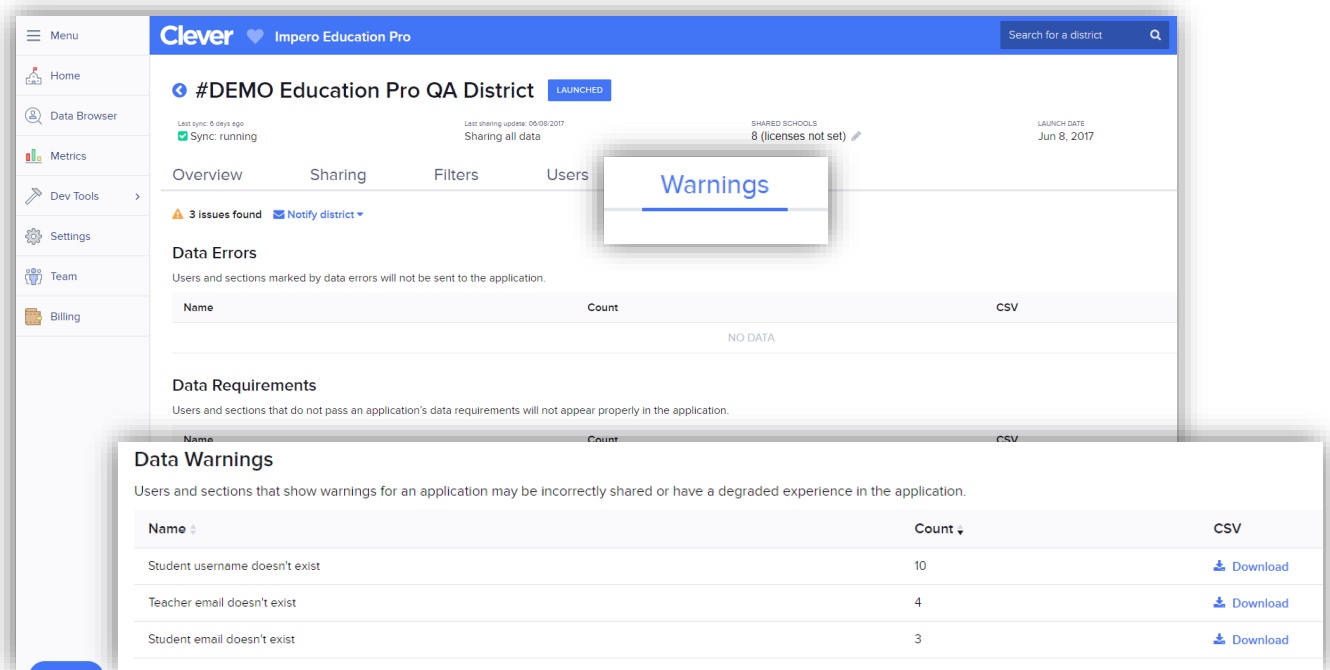
>Select the Impero Application

‘Data Warnings’ are highlighted at the top of the page



Users can download a CSV containing the fields that are affected in order that a correction can be made within the SIS in question.

Alternatively, we can access the same information from within our Clever portal shown below



Useful Resources

District Admin Guides

<https://support.clever.com/hc/en-us/categories/200147297-District-Admin>

List of 'Clever-managed auto-syncs' and 'SIS-managed auto-syncs'

<https://support.clever.com/hc/en-us/articles/202114723-Self-Service-Guide-Secure-Sync-Rostering-#secaresync>

District Sharing Rules (Advanced) - Video

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District Sharing Rules (Basic) – Video

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