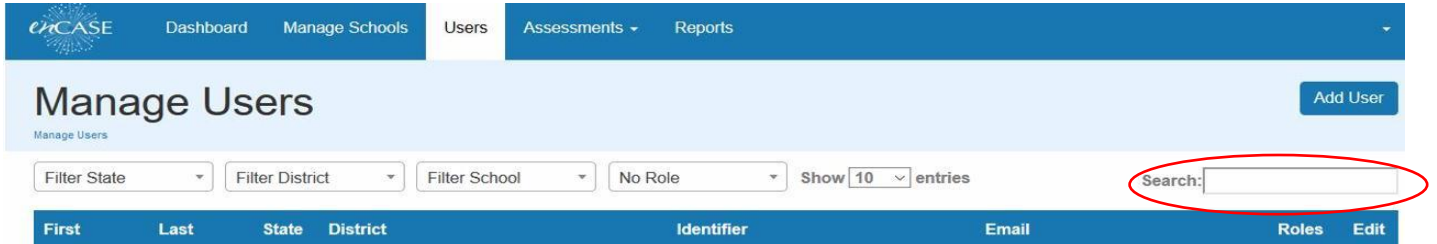


Enabling Your School Level Administrators

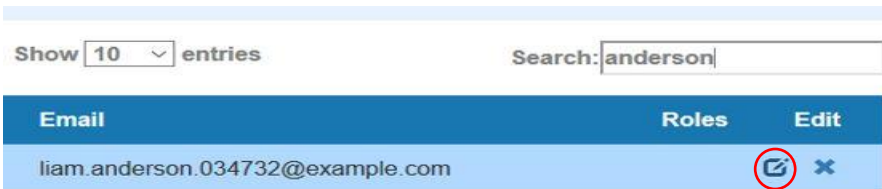
Please note: Administrative staff members must first be shared with the platform from Clever. For instructions on that process click here[embed <https://support.clever.com/hc/en-us/articles/229253547-How-do-I-add-staff-and-administrators-in-Clever->]

As a district level administrator select the Users menu.



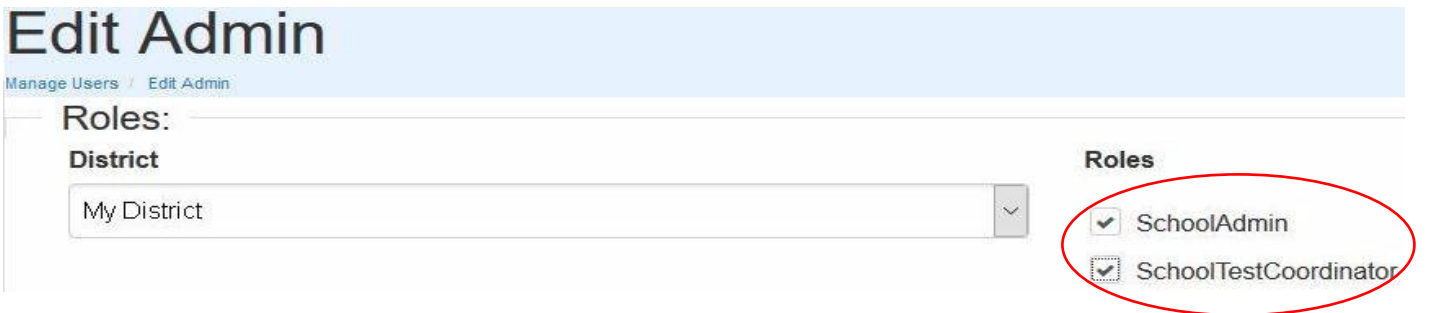
The screenshot shows the 'Manage Users' page in the Clever platform. The navigation bar includes 'Dashboard', 'Manage Schools', 'Users', 'Assessments', and 'Reports'. The 'Manage Users' section has a search bar and several filter dropdowns: 'Filter State', 'Filter District', 'Filter School', and 'No Role'. The search bar is circled in red. Below the filters is a table with columns: 'First', 'Last', 'State', 'District', 'Identifier', 'Email', 'Roles', and 'Edit'.

The search box will accept first name or last name as well as e-mail. It is not necessary to fill in any of the filters.



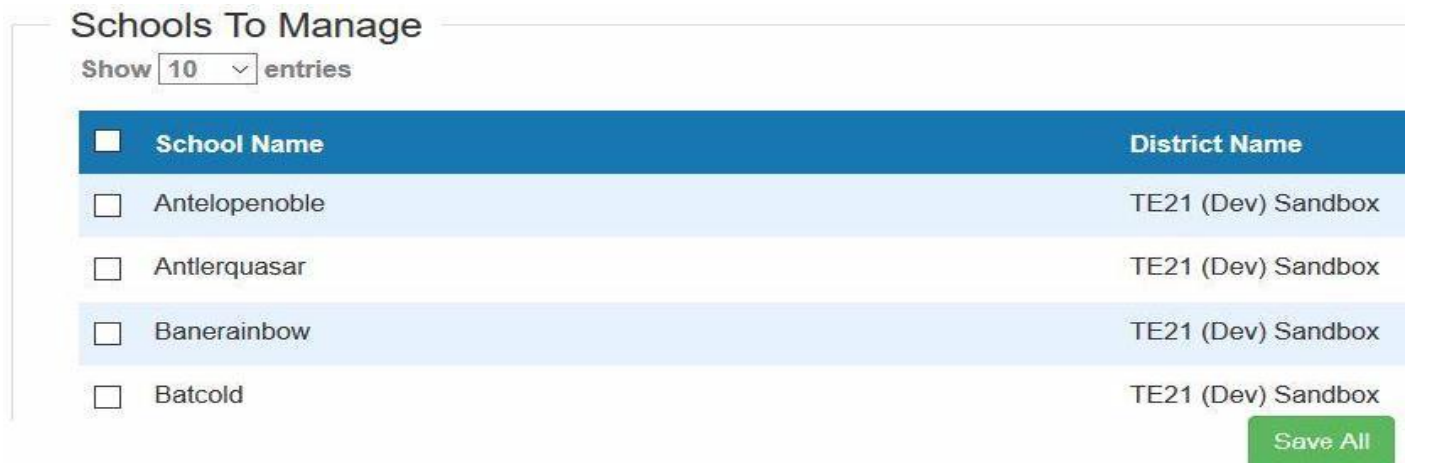
This screenshot shows a portion of the user list table. The search bar contains the text 'anderson'. The table has columns for 'Email', 'Roles', and 'Edit'. The first row shows the email 'liam.anderson.034732@example.com' and the 'Edit' button is circled in red.

Click the Edit User button beside the administrator's name.



The screenshot shows the 'Edit Admin' page. Under the 'Roles' section, there is a 'District' dropdown menu set to 'My District'. To the right, there is a list of roles with checkboxes: 'SchoolAdmin' and 'SchoolTestCoordinator'. Both checkboxes are checked and the entire role selection area is circled in red.

Select **both** roles.



This screenshot shows the 'Schools To Manage' section. It features a search bar and a table with columns for 'School Name' and 'District Name'. The table lists four schools: 'Antelopenoble', 'Antlerquasar', 'Banerainbow', and 'Batcold', all associated with 'TE21 (Dev) Sandbox'. Each row has a checkbox in the 'School Name' column. A green 'Save All' button is located at the bottom right.

Select the school(s) your administrator will need full program and data access to, and then click Save.