

WAYNE COUNTY SCHOOLS

CLEVER BADGES PRE-K THROUGH 1ST GRADE

February 12, 2019

These instructions will explain how to print student badges from Clever for student login to resources using single sign on (SSO).

1. Sign into Clever

Teachers can access Clever from Wayne County Weblinks by clicking on SSO Links, then clicking on Clever.

Teachers can also access Clever by going to <https://clever.com/in/wayneschoolswv>, then entering their SSO credentials.

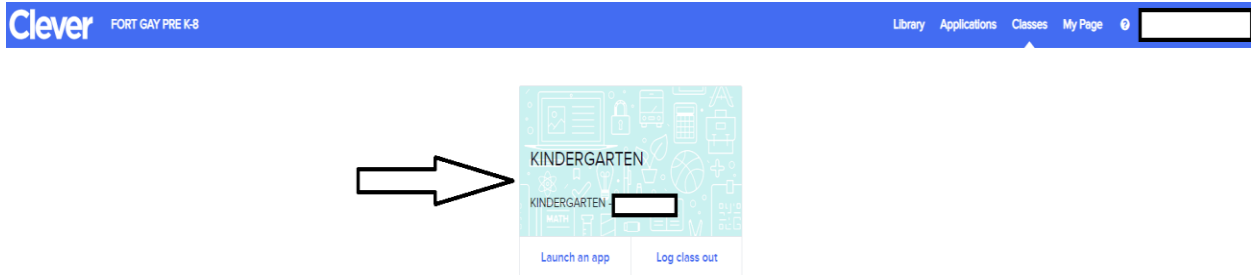
2. Select Classes.

Once you sign into Clever, click on **Classes** in the tool bar on the upper right side of the screen.

The screenshot displays the Clever user interface for Fort Gay Pre-K-8. At the top, a blue navigation bar contains the Clever logo, the user's name 'FORT GAY PRE-K-8', and a menu with 'Library', 'Applications', 'Classes', and 'My Page'. A large white arrow points to the 'Classes' tab. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Schoolology' section with a logo and a 'More apps' section featuring 'Reading' and 'ReasoningMind'. The central area contains a 'Clever Academy' section with four lesson cards: 'Lesson 1 My Page' (2 minutes), 'Lesson 2 Classes' (2 minutes), 'Lesson 3 Help students log in' (3 minutes), and 'Lesson 4 Library' (2 minutes). Below these lessons is a 'Clever extension' banner. On the right side, there are two panels: 'Help a student' and 'Get Clever class resources'.

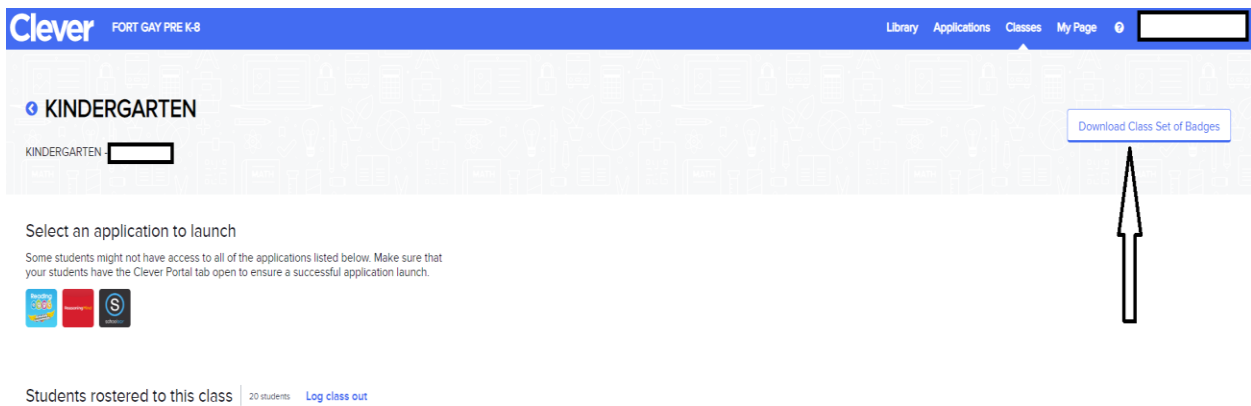
3. Select your class.

Click on your class. You should be able to click anywhere in the shaded area.



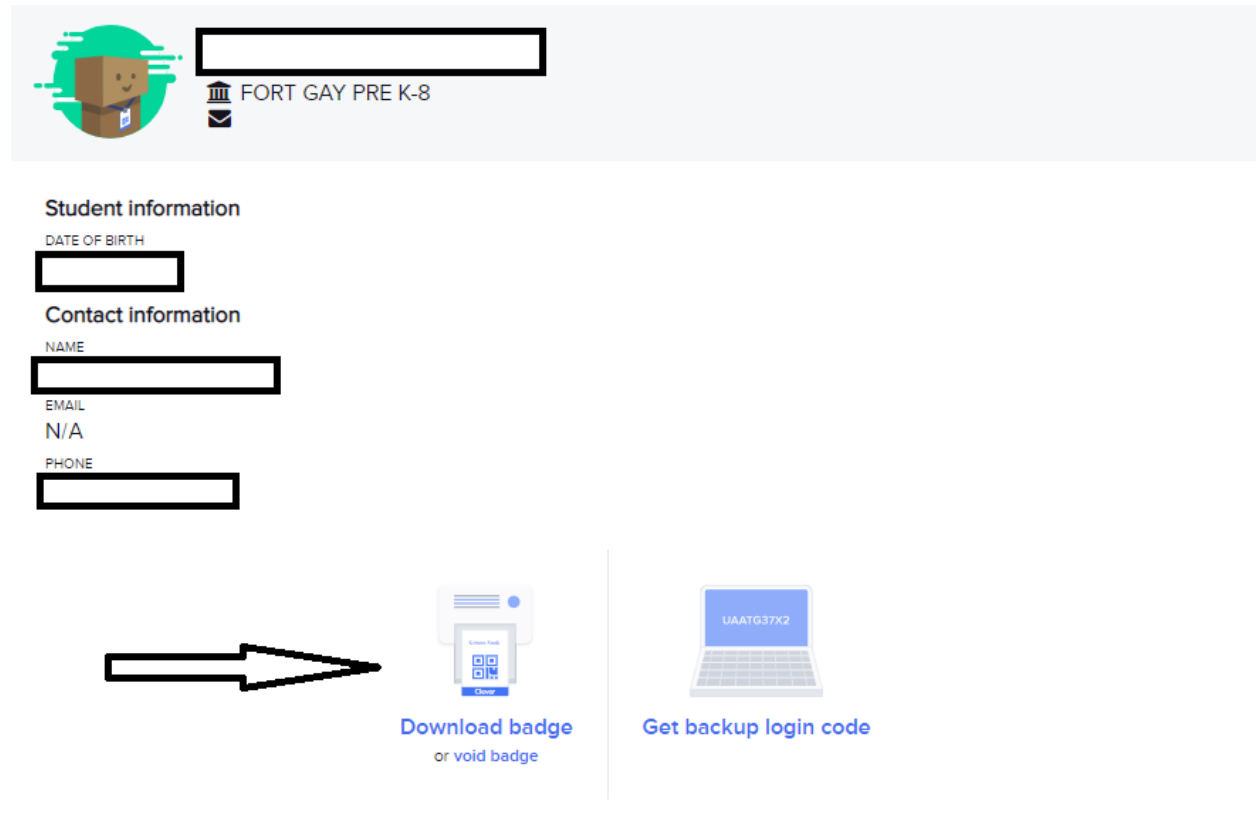
4. Download badges for class.

To download badges for your class, click on **Download Class Set of Badges**. This will download as a PDF you can print.



5. Download badge for individual student.

To download a badge for an individual student, click on the student in your class list that can be found under ***Students rostered to this class***. On the right side of the screen, you will see the information for that student. Below the student information, click on ***Download Badge***. This will download as a PDF that you can print.



The screenshot shows a user interface for a school system. At the top left is a profile icon of a brown cardboard box with a face, next to a redacted name box. Below the name is a school logo and the text "FORT GAY PRE K-8".

The "Student information" section contains a redacted "DATE OF BIRTH" field. The "Contact information" section includes a redacted "NAME" field, "EMAIL N/A", and a redacted "PHONE" field.

At the bottom, there are two action buttons. A large black arrow points to the "Download badge or void badge" button, which features a printer icon. To its right is the "Get backup login code" button, which features a laptop icon displaying the code "UAATG37X2".