

Updated Using Clever or ClassLink with Pro-Core: Set-up and Validation

Pro-Core now includes Clever and ClassLink Application Programming Interface (API) integration for class Rostering, Single Sign-On (SSO), and Syncing with direct Pro-Core system support from our Pro-Core technical consultant [contact person](#). **This section of the Manual is for schools using either app.**

Whether you are new to Clever or ClassLink or have been using either with other apps, there are special **Subject Validation-Matching** steps you must follow before you can enroll students, teachers, and subject classes into Pro-Core to avoid school enrollment rostering and syncing problems.

To Begin Using Clever with Pro-Core

Set up **Clever** to **SYNC** with your Student Information System (SIS).

1. Set up a **log-in** method. Clever Single Sign-On (SSO) is recommended.
2. Add Pro-Core as an **app** and determine what data you need to **share** with Pro-Core.
3. There are two methods to begin roster enrollment:
 - a. **Accept** an **Invitation** from Pro-Core on your Clever Dashboard.
 - b. **Request** the Pro-Core app from your Clever District Dashboard.

WARNING: Pro-Core will NOT send an Invitation nor accept a Request until your district or school has submitted their online **Pro-Core Enrollment Order Form** with their subjects and tech person listed. [see *Pro-Core User Manual, Section B*]

4. Set up your **Sharing Rules** with Pro-Core. (see **required** Validation information *below*)

If you are new to sharing Clever data with an app, please log in to your Clever Academy account or contact your Clever help team for more information. Here is a short YouTube video about *Sharing Data with Applications*: <https://www.youtube.com/watch?v=2hglur8pcso&t=374s>

To Begin Using ClassLink with Pro-Core

1. Log in to the **ClassLink** portal for your district.
2. Navigate to the Global App Library within ClassLink.
<https://www.classlink.com/resources/icons>
3. In the search bar, enter "**ProCore**" to locate our app.
4. Select the Pro-Core app and initiate the connection process to share SIS data seamlessly.

WARNING: Pro-Core will NOT accept your Registration until your district or school has returned their **Pro-Core Enrollment Order Form** with their subjects and tech person listed. [see *Pro-Core User Manual, Section B*]

5. Set up your **Sharing Rules** with Pro-Core. (see **required** Validation information *below*)

New Subject Validation and Name Matching (Four Steps)

To prevent Clever or ClassLink Rostering and syncing problems, the District Manager or your school's SIS Tech Person MUST **log-into your Pro-Core District Dashboard** to **validate** that your district or school course names **match** Pro-Core subject names. [For District log-in information, see **Section E**]

This must be done **before** students or teachers can begin using Clever or ClassLink . There are 5 steps:

1. Click the “**Validate Clever/ClassLink Subjects**” *button* to export your subject course names that do NOT match Pro-Core subject course names.

District Dashboard

Dashboard | District Users | Assessments | Teachers | Students | Schools | Principal | Assessment Result | Enroll-Update | Subject Matching

Statistics

Number of Report Users: **290**
Maximum Number of Users for Report: **1000**

Clever Subject Validation

For the accuracy of students, teachers, and classes enrolled, you must validate that Clever Subject Names match with Pro-Core Subjects. Please click the "Validate Clever Subjects" button to validate Clever Subjects.

Validate Clever Subjects → **1. Export Non-Matching Course Names**

2. An export spreadsheet file named **Export_UnmatchSubject Names.xlsx** will be downloaded to your computer. Open it.

Sample Export_UnmatchSubject Names file

	A	B	C
1	Subject Name		
2	Honors Geology		
3	Honors Chemistry B		
4	CCP Anatomy/Physiology B		
5	CCP Environmental Science B		
6	21st Century B		
7	Environmental Science B		
8	STEM B		
9	Earth Space Science B		
10			

2. Note Course Names offered by Pro-Core

In the sample above, *only* **Honors Chemistry B** course needs to be matched to the Pro-Core **Chemistry** subject. The other courses will be ignored by Pro-Core. (*more examples below*)

3. Click the “**Subject Matching**” *tab* on your district dashboard to view courses that have been accurately matched to Pro-Core subjects.

Subject Matching Report

Dashboard | District Users | Assessments | Teachers | Students | Schools | Principal | Assessment Result | Enroll-Update | **Subject Matching**

School Subject Matching with PC Subject Add New +

Select School 4. Add a New Course Subject Match

District Name	School Name	School Test Subject	PC Subject	Second Term	Action
Riverside District	RIV: Riverside HS	Honors American Studies 10 A	American History (H1)	No	→ Edit or Delete
Riverside District	RIV: Riverside HS	Biology I A	Biology (B1)	No	
Riverside District	RIV: Riverside HS	Physical/Earth Science A	Physical Science (P1)	No	
Riverside District	RIV: Riverside HS	Honors Biology I A	Biology (B1)	No	
Riverside District	RIV: Riverside HS	Honors World Studies 9 A	World History (W1)	No	

4. Click the “**Add New+**” *button* to add a new subject name to match a Pro-Core subject.

The screenshot shows a form titled "Add New" with the following fields: "School" (dropdown menu showing "RIV: Riverside HS"), "School Test Subject" (text input field with "Honors Chemistry B"), "Procore Subject" (dropdown menu showing "Chemistry (E1)"), and a checked checkbox for "Second Term/Semester". At the bottom are "Cancel" and "Save" buttons. A red callout box on the right contains the following instructions: (a) Select the School, (b) Type the School Course Name, (c) Select the Pro-Core Subject, and (d) Click "SAVE". A red arrow points from the callout box to the "Save" button.

In the sample above, “Honors Chemistry B” is a second semester continuation of a full-year Chemistry course. Therefore, the **Second Term/Semester** box is *checked*, so that the teacher and students remain together; otherwise, a new course will be created in Pro-Core.

WARNING: Courses *not* matched to Pro-Core subjects will *not* be enrolled.

5. When you are done matching courses, select the “**Click here**” button on your dashboard.

Clever Subject Validation

For the accuracy of students, teachers, and classes enrolled, you must validate that Clever Subject Names match with Pro-Core Subjects. Please click the "Validate Clever Subjects" button to validate Clever Subjects.

[Validate Clever Subjects](#) **5. Click here when done**

Please [Click here](#) when you complete the Subject Validation and all courses have been accurately **matched** with Pro-Core subjects

If your courses match, a **check mark** with a success message will appear.

Clever Subject Validation

✔ All Subjects are successfully validated. **Success!**

Please [Click here](#) if you want to validate subject again.

- You may now click the “**Sync with Clever/ClassLink**” *button* to enroll your rosters into Pro-Core.

Synchronize Clever rosters

If students, teachers, or classes are added or moved within a school or district, please click the "**Sync with Clever**" button to update your roster changes immediately; otherwise, your updates will occur during our regular nightly syncs.

[Sync with Clever](#) **Sync new records in Clever with Pro-Core**

NOTE: If students, teachers, or classes are added or moved within a school or district, you may need to update your validations and shared permissions in Clever or ClassLink with Pro-Core, and click the "Sync with Clever/Classlink" button to update your roster changes immediately; otherwise, your updates will occur during our regular nightly syncs.

Additional Examples and Subject Matching Information

- From Clever or ClassLink, Pro-Core gets a course Name, Grade, and Subject for each section.
- The basic Subjects are math, English/language arts, science, and social studies.
- If the section is Math 2-8, ELA 2-12, Sci 2-8, or Soc 2-8, then Subject Matching is not needed because the Subject and Grade will *automatically* be matched with a valid Pro-Core subject and grade.

In order to prevent Clever or ClassLink rostering and Pro-Core enrollment problems, it is important that your school course/section **names and durations** shared with Pro-Core *substantially match* Pro-Core subjects. Problems mainly occur at the high school level where course names may change in your Student Information System (SIS) between semesters.

A “substantial match” is defined as one which your School Course/Section name contains the Pro-Core Subject name within it, AND the same course names are used with the same teachers and students who are together for the full year or for only a semester. If a full year course name changes at the end of semester, adjustments may need to be made in Clever/ClassLink rostering and syncing. For example: Biology-S1 and Biology-S2 should simply be “Biology” IF it is a full year course with the same teachers and students.

Another example: A course named “Honors Biology” would substantially be matched with Pro-Core’s “Biology” course because the word “Biology” is in the course title. But a course named Advanced Placement Algebra” would not be able to be matched with any of the 3 Pro-Core Algebra courses...neither would a course named “Career Mathematics” which doesn’t include a grade level number.

When you *Request, Approve*, or indicate your teachers, class sections, and students are **Ready** to be shared through **Clever** with Pro-Core, you will be required to **Validate** course section subject name matches.

Use the **table below** to compare *your* school course/section names and durations with **Pro-Core** subject names.

Courses not named in the table should not be shared in a school’s **Clever Request, Approval**, or as *Ready* for rostering. For example, English Composition, Biology Lab, Environmental Science, Physics, Calculus, Art, etc. should *not* be shared.

Pro-Core Subject Course Names

Pro-Core Subject	Pro-Core Subject	Pro-Core Subject	Pro-Core Subject
Mathematics 2-8	Science 2-8	Social Studies 2-8	ELA/Reading/ELA 2-8
Algebra I	Physical Science	American History*	ELA/Reading 9
Algebra II	Biology	American Government*	ELA/Reading 10
Algebra II/Integ Math III	Chemistry	World History*	ELA/Reading 11
Geometry			ELA/Reading 12
Integrated Mathematics I			
Integrated Mathematics II			
Integrated Mathematics III			

*Teachers and students are enrolled in Pro-Core subjects for a full year EXCEPT those with a *. Pro-Core will carry full-year course student records over to the second semester.

WARNING: If a subject name changes during the year--for example, "Biology A" the first semester becomes "Biology B" the second semester--you **MUST** perform a **Subject Validation** again or the subject and students will not be enrolled.

NOTE: Pro-Core subject names in grades 2-8 include a grade level number. If your school subject course section names in those grades do *not* carry a grade number, the students will be enrolled in the subject based on the most common grade of the enrolled students.

In addition to using Clever or ClassLink SSO to access Pro-Core, school administrators and teachers also have the option to log-in and manage Pro-Core features using their Pro-Core *default* username and password as instructed in the District Administrator, School Administrator, and Teacher sections of the online *Pro-Core User Manual*. <https://pro-core.us/manuals.html>

- If you need help with Clever, contact your Clever Support Team at https://support.clever.com/hc/s/contactsupport?language=en_US
- If you need help with ClassLink, contact your ClassLink Support Team at <https://help.classlink.com/s/technical-support>
- If you need help with Pro-Core, contact a Pro-Core support person at <https://pro-core.us/contact.html>

The following pages contain instructions based on information from Clever Academy. For details, please log in to your Clever Academy account or contact your Clever Help Team.

Sharing Demographic/Subgroup Data through Clever

Update Clever Apl v3.1 has *new* demographic fields available for sharing with Pro-Core:

- Gifted Status (roles.student.gifted_status) Y/N
- 504 status (roles.student.section_504_status) Y/N
- IEP Disability Status (roles.student.disability.disability_status) Y/N

Not used in Pro-Core:

- Disability Type (roles.student.disability.disability_type)
- Primary Disability (roles.student.disability.disability_code)

Shared with Pro-Core as "English Learner"

- Home Language code (roles.student.home_language_code values)

Pro-Core can show student test results in up to 6 demographic areas for state subgroup reports.

See pages D-5 and 6 for available Pro-Core subgroup fields and information about obtaining test correlation information.

Below are the instructions from **Clever.com** to Clever school administrators for sharing demographic fields with Pro-Core.

1. The first step is to ensure that sensitive fields are synced to Clever. Navigate to your Clever Dashboard > Data Browser > Students tab to verify if these data points are available. Use the filter option to select students by their sensitive field data. Then, select the value drop-down menu. If this search is not available, it likely means the data is not in Clever and, therefore, you cannot search using these fields.

If all the demographic data you want to appear in the Pro-Core reports exists in your SIS-Clever system, you may then need to "give permission" in Clever to allow the additional subgroup fields to automatically sync the data into Pro-Core.

2. If the SIS fields you wish to export are not available in the drop down, you must submit a request to Clever's support team.

The Clever Tech team will help create additional extension fields in your Clever rosters to handle up to the 6 demographic fields available in the Pro-Core reports. Once that is done, you can give permission to sync the data automatically.

3. There is a non-Clever "work-around" possible. The district administrators can send Pro-Core the subgroup data you want added using a Pro-Core Enrollment spreadsheet, and we can directly upload the demographic records into Pro-Core ourselves.
- If you do not want to have additional subgroup information in your Pro-Core Subgroup Report, no action is necessary on your part; otherwise, *see the 5 Steps below*.

Work Around to add Demographic or Subgroup data to Pro-Core

1. Log-into Pro-Core as a **District Administrator**. (*see* page D-1)
2. In your Menu bar Export tab, select **Export Enrollment Data** to export your Pro-Core Enrollment spreadsheet file.
3. In the file, note the 6 subgroup fields in columns P-U. If only the Ethnicity field contains data, you will need to add **Y** (for Yes) to the empty subgroup student record cells you want counted in the Pro-Core Subgroup report.
4. Save the file with your district-school name.
5. Attach the file in an email to sherazf@gmail.com and we will upload the data.

Sharing Non-Teaching Staff Data

A district's non-teaching staff (e.g., principals, counselors, curriculum administrators, etc.), including any support staff who do not have a designated roster in a district's student information system (SIS), are referred to as **staff** in Clever.

Only Clever Administrators and School Tech Leads have permissions to create custom staff in Clever. Individual staff users can be added directly to Clever, bypassing a district's SIS sync. Once added to Clever, they can log in using the district's existing login methods and leverage Clever single sign-on (SSO).

NOTE: Custom staff cannot be assigned to sections. However, if a staff member needs **co-teacher** access to sections from a teacher's perspective, Clever Admins can create a custom teacher record for them to associate them with sections. Co-teacher Custom staff can be created individually directly within Clever, or uploaded as a csv in bulk.

For details, please log in to your Clever Academy account or contact your Clever help team regarding *Clever Roles*.

Sensitive data for students

Data such as iep_status and ell_status are opt-in values for both the district and the application. By default, you will not receive these fields, unless you indicate they are necessary for your application from within your Clever dashboard's Data Access tab within Settings.

District admins and staff

Clever supports two administrator level user types. Consider these distinctions while developing features:

- **District Administrators** are users permitted to access all data and features across a district's schools, sections, and students.
- **Staff** are users permitted to access a more narrow set of data associated with specific schools and sections. These users may be school principals, school tech leads, or anyone else.

Neither user type is provisioned by SIS data. To see how these accounts are created, check out [our guidance for district administrators](#).

Staff

Unlike teachers, staff are not directly associated with any sections, but rather are associated at the school level.

- If you have [questions about Clever](#), contact your Clever Support Team at...
https://support.clever.com/hc/s/contactsupport?language=en_US
- If you have [questions about ClassLink](#), contact your ClassLink Support Team at
<https://help.classlink.com/s/technical-support>

NOTE: District Administrators may add other district or school administrators (principals) and special staff *directly* into Pro-Core by following the instructions in the *Pro-Core User Manual* on **pages E-1 and E-2**. Also, ALL users may *directly* log-into Pro-Core with their *default* username and password without using Clever SSO

Using the Pro-Core Learning System

The remaining sections of the online *Pro-Core User Manual* contain instruction for administrators, teachers, and students using the Pro-Core system, administering Pro-Core assessments, and generating Pro-Core reports.

Please be aware: In addition to Clever or ClassLink SSO, district and school administrators, teachers, and students may *directly* log-into Pro-Core using their Pro-Core non-Clever/ClassLink (default) username and password as described on the following sections.

See the Table of Contents and Procedures Checklist **pages ii to vii** to direct you to detailed information.

<https://pro-core.us/manuals.html>

- If you have [questions about Pro-Core](#), contact a Pro-Core support person at...
<https://pro-core.us/contact.html>