For Districts & Schools: Setting Up Accounts

Districts and schools should set up tutors and students with unique accounts. Here are 3 ways to do it.

Option #1: Use Zearn’s self-serve account management tools

- **What’s required:** Send Zearn your Tutoring Program contact’s name and email to get started.
- **Process:** Zearn's Support Team will create access for 1-2 staff and send instructions for using Zearn's self-serve tools to add students/tutors/staff, create classes, and reassign students.
- **Benefits:** Allows for immediate access to Zearn as well as full flexibility to add / change accounts to align to your specific tutoring program.
- **Who is this a good fit for:** School-led tutoring program; Anyone requiring immediate access

Option #2: Set-up accounts using a one-time spreadsheet upload

- **What’s required:** Completion of Zearn’s rostering spreadsheet template including all tutors, students, and supporting staff account information and tutoring section assignment.
- **Process:** Zearn's Support Team will reach out to the Rostering Contact with a spreadsheet template and instructions for completing and uploading the spreadsheet. Rostering Contact is responsible for completing the spreadsheet correctly and uploading to a secure folder.
  
  **NOTE:** This process can take up to 10-14 days to complete.
- **Benefits:** Creates all accounts at once while allowing flexibility to use self-serve tools to adjust accounts throughout the year.
- **Who is this a good fit for:** Tutoring programs that are not urgent to get started and do not have tutors / tutoring sections available in Clever.

Option #3: Set-up accounts using automated Clever integration

- **What’s required:** All tutors (including non-district employees) and tutoring sections (i.e. student / tutor assignments) are available in Clever either through the district’s SIS or Clever Custom Sections.
- **Process:** Zearn's Support Team will work with the district’s Clever Admin to set up Clever sharing rules to ensure all accounts and sections are integrated into Zearn.
  
  **NOTE:** Zearn accounts and classes will mirror the information coming through Clever - there is no way to manually adjust accounts or class assignments in Zearn.
- **Benefits:** Automatically updates all accounts in a nightly sync (removes need for manual account management) and often can be set up quickly (depending on Clever settings).
- **Who is this a good fit for:** District-wide tutoring programs who already have tutoring information in the district SIS and / or Clever