



Getting Started as an Administrator

Welcome to Skybrary! As the Skybrary Administrator for your school, district or organization, you are responsible for setting up teachers accounts and assigning classroom subscriptions.

For Clever District Administrators, you are responsible for setting up teachers and students on Skybrary via Clever.

FOR CLEVER USERS

CONNECTING WITH SKYBRARY

To connect Skybrary to your school district, follow the two steps below:

- A. Visit schools.clever.com/applications/add/skybrary
- B. Set up user access

Your school district will be creating accounts for the following:

- Description of schools
- Grades
- Subjects

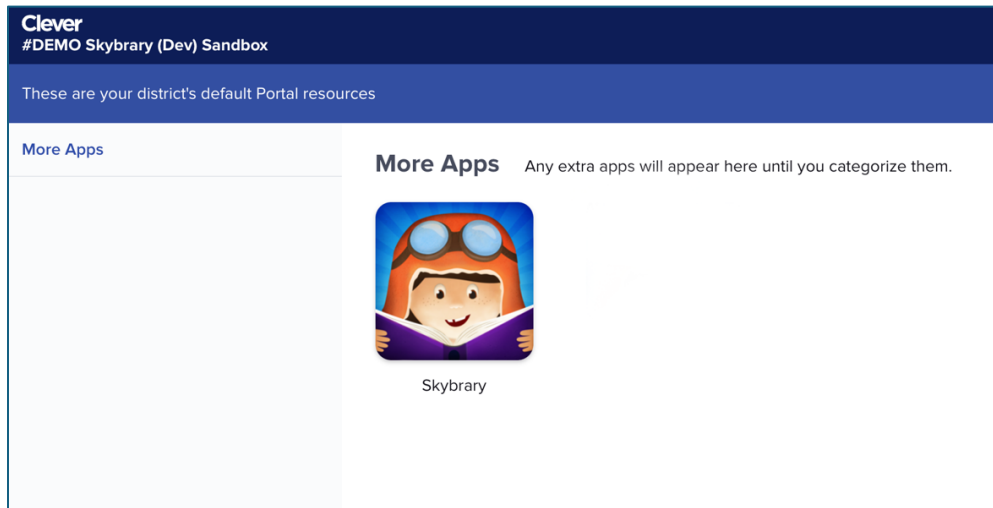
The screenshot shows the Clever dashboard interface. At the top, there's a blue header with the 'Clever' logo and a 'Dashboard' link. Below the header, there's a green square icon with a white circle inside, followed by the text 'Set up SKYBRARY for Springfield District'. Underneath, there's a section titled 'Create accounts for my students where:'. This section contains two rows of dropdown menus. The first row is 'Students in: Grade' (with a dropdown arrow) followed by 'greater than: 3' (with a dropdown arrow). The second row is 'Enrolled in: Subjects' (with a dropdown arrow) followed by 'that equal: Math' (with a dropdown arrow) and 'or: Science' (with a dropdown arrow). At the bottom right of the form, there is a blue button labeled 'Roster'.



Once this has been done, you will now be able to access Skybrary through Clever.

ACCESSING SKYBRARY THROUGH CLEVER

To access Skybrary, go to your Clever portal and select the Skybrary app icon.



Once you select Skybrary, you will be immediately redirected to your Administrator Dashboard on Skybrary.

FOR NON-CLEVER USERS

REGISTER FOR AN ACCOUNT

To get started, you must have an account in Skybrary. To register for an account, you will need to purchase a plan or try Skybrary for free. You may select a plan here:

<https://www.skybrary.org/school/pricing>

Once you've selected a plan, refer to the specific instructions emailed to you or follow the registration flow.



LOGGING IN

Once you set up your account, you can now sign in to Skybrary. Go to <https://school.skybrary.org/user>, and enter your username and password.

You will now have access to your Administrator Dashboard. You can start redeeming gift codes, adding teachers, and assigning classroom subscriptions by following the detailed steps below.

SKYBRARY ADMIN DASHBOARD

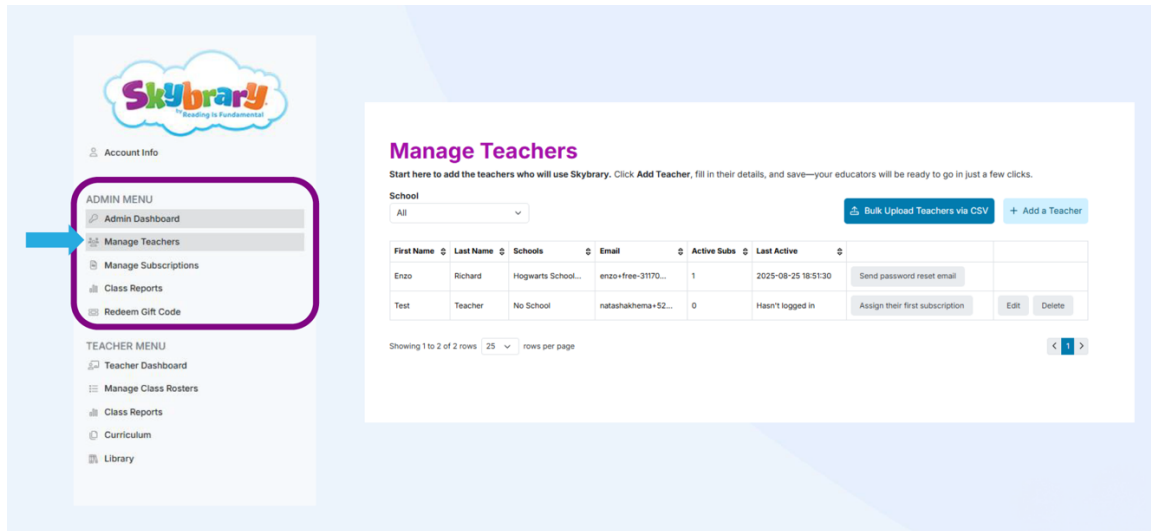
REDEEMING YOUR GIFT CODE

If you have a school gift code, you may redeem it on your dashboard here.



STEP 1

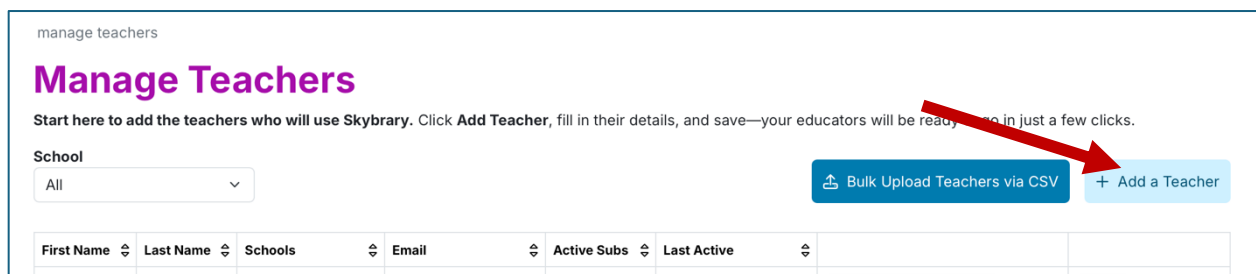
Click on the **MANAGE TEACHERS** tab to add your teachers into your Admin account.



Note: You may be the teacher and the Admin for your Skybrary subscription. In that case, your email may already be entered on this page. If not, you will need to add yourself as a teacher if you will be using one of the classroom subscriptions.

STEP 2

Click **ADD TEACHER** to enter the name and e-mail address of each teacher that will be assigned a classroom subscription.



If you have a large number of teachers to add, click the **BULK UPLOAD TEACHERS** button and follow the steps provided. Download the .CSV or .XLSX template and fill it out with your teachers' information. Once you save your file, upload it to the dashboard.



manage teachers

Manage Teachers

Start here to add the teachers who will use Skybrary. Click **Add Teacher**, fill in their details, and save—your educators will be ready to go in just a few clicks.

School
All

[Bulk Upload Teachers via CSV](#) [+ Add a Teacher](#)

First Name	Last Name	Schools	Email	Active Subs	Last Active		

New teachers can be added, and current teachers can be removed or edited at any time.

Note: If a teacher has used his or her email address for a Skybrary subscription in the past, you will not be able to add their email. Please contact support@skybrary.org for assistance.

STEP 3

Once you are done adding teachers, click **MANAGE SUBSCRIPTIONS** to assign each teacher a classroom subscription.

Manage Subscriptions

Assign subscriptions to educators and track coverage across your school(s) and staff—everything in one simple view.

Need more subscriptions, or to renew existing subscriptions? [+ Purchase or renew subscriptions](#)

School: All Grade Level: All Status: All Teacher: All

School	Grade Level	Teachers	Class Name	Expiration	Status	
Hogwarts School of Justice	Kindergarten	Enzo Richard	Enzo Ric's Class	8/12/2026	Active	Edit
N/A	No Grade		UNNAMED	8/12/2026	Active	Edit
N/A	No Grade		UNNAMED	8/12/2026	Active	Edit
N/A	No Grade		UNNAMED	8/12/2026	Active	Edit
N/A	No Grade		UNNAMED	8/12/2026	Active	Edit




Showing 1 to 5 of 5 rows 25 rows per page



STEP 4

Locate an **UNNAMED** and **UNASSIGNED (N/A)** subscription from the list.

Click the **EDIT** button and select a teacher from the dropdown list to assign them to the specific classroom subscription. Teachers can be added to or removed from a classroom subscription at any time.

N/A	No Grade		UNNAMED	10/31/2025	Active	
N/A	No Grade		UNNAMED	10/31/2025	Active	
N/A	No Grade		UNNAMED	10/31/2025	Active	

Edit Subscription

School

Use an existing school Add a new school

Select your school

Grade Level

Select Grade

Teacher

Search Teachers

Class Nickname (optional)

Add your Class Name

Cancel

Save

No Grade UNNAMED

Each classroom subscription only allows for one teacher to be assigned to it at a time, but a teacher can be assigned to multiple classrooms at the same time. Each individual classroom subscription allows for up to 35 children to be rostered.

Note: If you purchased a subscription for your school, district, or organization, the number of subscriptions you purchased will be reflected in the number of unnamed and unassigned subscriptions listed. If you have been awarded a grant, the number of unnamed and unassigned subscriptions listed will reflect the number of subscriptions provided by that grant.

STEP 5

Once the teachers have been assigned to a classroom subscription, an email will be automatically sent to notify these teachers of their activated subscription. As the Administrator, you can resend this email if needed in the **MANAGE TEACHERS** page.



Nat	M	Hogwarts	dhattaway+1@rif...	1	Hasn't logged in	Resend activation email	Edit
John	McClane	No School	newteacher443@e...	0	Hasn't logged in	Assign their first subscription	Edit Delete
Minnie	McGonagall	New School on t...	mmcg@test.com	2	Hasn't logged in	Resend activation email	Edit
Johnny	Rice	No School	firstemail1@ema...	0	Hasn't logged in	Assign their first subscription	Edit Delete
Nelly	Simpson	New RIF	newteacher@ema...	1	Hasn't logged in	Resend activation email	Edit

This also works as a way to reset their password.

Once you've added teachers and assigned them classroom subscriptions, you and your teachers can now start using Skybrary!

RENEWING AND PURCHASING SUBSCRIPTIONS

As the Skybrary Administrator, you can renew expired subscriptions or add additional subscriptions to your account at any time.

To renew an expired subscription, click on the **RENEW** button and follow the purchase process.

To purchase more subscriptions, click the **+ Purchase or Renew Subscriptions** link at the top of the **Manage My Subscriptions** page or contact us.

RIF Schools	Pre-K	Newton Isaac	Smart Kids	10/31/2025	Active	Edit	Renew
RIF Schools	Kindergarten	Dannah Hattaway	New Class	10/31/2025	Active	Edit	Renew

manage subscriptions

Manage Subscriptions

Assign subscriptions to educators and track coverage across your school(s) and staff—everything in one simple view.

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+ Purchase or renew subscriptions

School

Grade Level

Status

Teacher

All

All

All

All



CONTACT US

For more information, please contact the Skybrary team on (202) 536 3400 or support@skybrary.org.

FOR CLEVER USERS

IMPORTANT CONSIDERATIONS AND EXCEPTIONS

1. Please ensure that teachers in your school district have chosen the “Teacher” user role on Clever in order to be able to access the Teacher Dashboard on Skybrary.
2. Users other than teachers, including staff and librarians, need to be assigned as a “co-teacher” for an existing Clever section to access rostering information.
3. Skybrary supports teachers in multiple classrooms, through Clever.
4. Skybrary supports students in multiple classrooms, through Clever.

TROUBLESHOOTING

1. **If the data is incorrect in Clever**, the most common solutions are:
 - a. Fix data in the SIS
 - b. Review the [Clever troubleshooting documentation](#)
 - c. Contact Clever for support
2. **If the data is incorrect in Skybrary**, the most common solutions are:
 - a. Confirm the data is correct in your SIS
 - b. Confirm the data is correct in Clever
 - c. Confirm your information has been shared with Skybrary
 - d. Wait for 48 hours – data should be synced with Skybrary
 - e. Contact Skybrary Support on support@skybrary.org



3. **If a user does not have access to Skybrary**, the most common solutions are:
 - a. Adjust sharing permissions
 - b. Fix enrollments in the SIS

4. **If a user is unable to log in to Skybrary**, the most common solutions are:
 - a. Allow 24 hours for the account to be created
 - b. Contact Skybrary Support on support@skybrary.org

TIPS & TRICKS

Here are some other resources to managing data in Clever:

- [Add co-teachers in Clever](#)
- Create custom [sections](#)
- Create custom [teachers](#) or [staff](#)
- [Syncing custom fields](#)
- [Sharing demographic fields with apps](#)