



Utah State Roster Syncing Options

Scribe integrates with Canvas, Clever, and ClassLink to automate roster syncing, reducing manual setup for teachers and IT staff. Below is a breakdown of each option.

Canvas

Scribe's Canvas integration runs on LTI 1.3, enabling single sign-on and (as of February 2025) assignment- and section-level syncing.

Setup steps:

1. Run the [Canvas LTI 1.3 Admin Wizard](#) to install the Scribe integration in Canvas.
2. Choose an install method after baseline setup:
 - Global install (*recommended*)
 - Install within specific sub-accounts (*recommended*)
 - Teachers manually install and add their classes using the [Canvas LTI 1.3 Educator Wizard](#) (*not recommended as it's extra steps for teachers*)

Already installed before Feb 2025? [Follow these instructions](#) to enable the new assignment and section integrations.

For Educators: Accessing Scribe in Canvas

Once the integration is set up, Scribe is available directly within a Canvas course.

1. Open the desired Canvas course.
2. Click **Open Scribe** in the left panel. (*Not there? Use [this wizard](#) to add Scribe to the course.*)
3. New to Scribe? Follow the account setup prompts — this is a one-time step.
4. You can also create a Scribe assignment directly within Canvas! Follow [these steps](#).

Clever

With Clever roster sync, student accounts and class rosters are generated and kept in sync automatically — no manual student invites needed.

For a smoother sync, ensure Clever includes the following for each student:

- First name
- Last name
- Email address*
- LEA Student ID
- Grade
- School

**If a student already has a Google or Microsoft 365 account with an email that doesn't match their Clever email, it can create duplicate accounts or sync issues. [Contact Scrible](#) in advance so accounts can be matched up.*

For Edu Pro school or district subscriptions:

1. Install the [Scrible Edu Pro app](#) from the Clever App Gallery (*enables SSO + roster sync*).
2. SSO is also available by clicking the Scrible link in Clever, or via the Clever icon on the [Scrible sign-in page](#).

ClassLink

The ClassLink Roster Server can synchronize a school's teachers, students, and classes — simplifying account setup for both students and teachers.

Setup steps:

1. Add Scrible in the ClassLink Roster Server.
2. Configure the classes to roster in Scrible.
3. Email support@scrible.com to ask us to check that we are receiving your data correctly.

For a smoother sync, ensure Classlink includes the following for each student:

- First name
- Last name
- Email address*
- LEA Student ID
- Grade
- School

**If a student already has a Google or Microsoft 365 account with an email that doesn't match their Classlink email, it can create duplicate accounts or sync issues. [Contact Scrible](#) in advance so accounts can be matched up.*

Questions? [Contact Scrible](#)