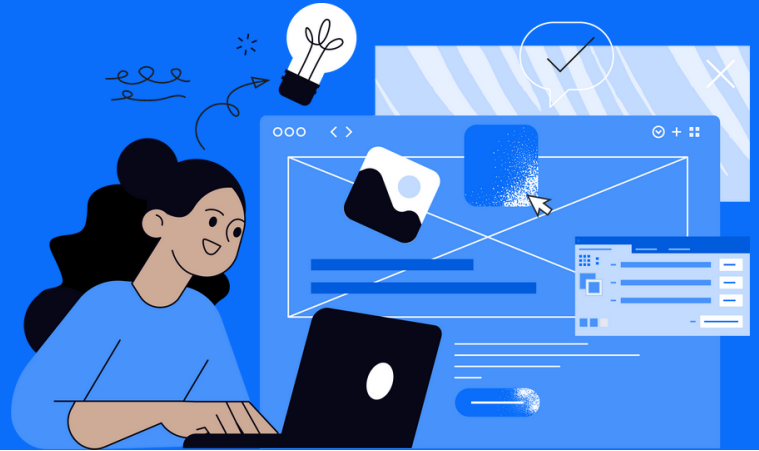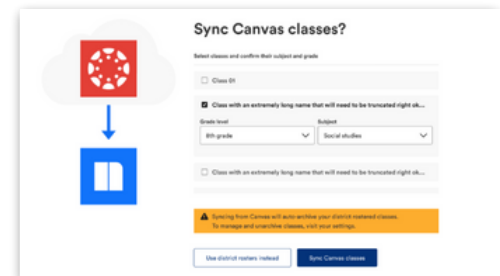# newsela

Teacher Guide: Canvas

1   Login

- Login to Canvas
- Open a published class in Canvas
- Click the Newsela link in the course navigation menu on the left side of the screen
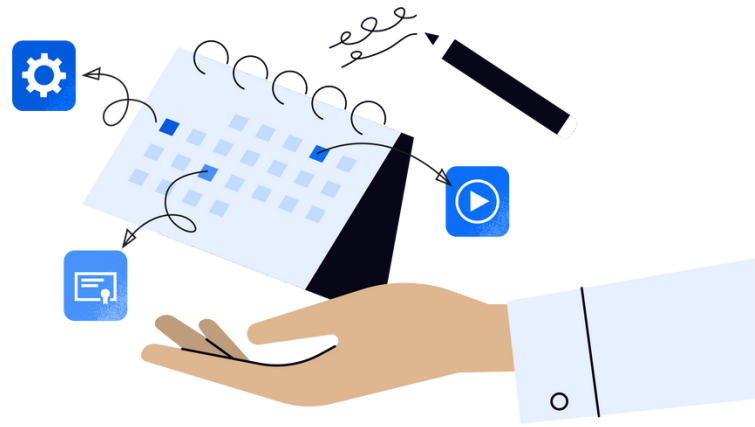

2   Set up your classes

- After confirming your school, you will be prompted to sync your Canvas classes
- Select grade level and subject for all classes
- Select 'all done' after you've synced your classes

*If you don't see the onboarding screen, click your initials in the top right > Select Settings > Class Directory > Sync from Canvas
- Select grade level and subject for all classes

When you are ready to create an assignment for your students, follow the steps on page 2.

newsela

ASSIGNING NEWSELA CONTENT

Canvas

1 **Click into your course in Canvas**

2 **Under 'Assignments', create a new assignment**

3 **Under 'Submission Type', choose 'External Tool' and click 'Find'**

4 **Select Newsela and choose a created assignment**
Note: You will need to create and assign a Newsela assignment before embedding it into Canvas

5 **Click 'Embed Assignment', then click 'Select'**

6 **Add any customizations, then click 'Save & Publish'. You can then use the Speedgrader to view results.**

What to look out for

My Classes aren't syncing

- Check that the class is published in Canvas and has active term dates. Please check with your Canvas administrator if you have questions about term dates.
- There cannot be a teacher listed as a student in your classroom. If there is, remove the teacher from the classroom and resync in Newsela.
- There may be a student with a teacher role in your classroom. Contact your Canvas administrator.

My Classes are not appearing for syncing in Newsela

- First, check that you are always logging in through Canvas. Your class will not sync if you login with a different method.
- Check that the class is not archived under Settings > Class Directory
- Check that the class is published in Canvas and has active term dates. Please check with your Canvas administrator.

My student is missing from my class in Newsela

- Check that the student is included in your Canvas roster.
- Is the student listed as a teacher? Check with your Canvas administrator.
- If you still have questions, contact support here.

I am missing classes

- Make sure the course is not archived.
- Under settings in Newsela, check your Class Directory page. You can restore any courses from there.

My Speedgrader/Assignment Creation is not working

- You and your students need to login through Canvas and sync with Newsela at least one time through Canvas before this process will work.
- The Speedgrader will only pull information from Newsela once the student completes the quiz in the article. The assignment has to have a quiz in order for the data to be pulled into the Speedgrader.

Students are unable to login, or are coming through as teachers in Newsela

- If students are listed in a 'club role' or if they have any teacher-like permissions in Canvas, they may come over to Newsela as a teacher.
- Contact your Canvas administrator for assistance.