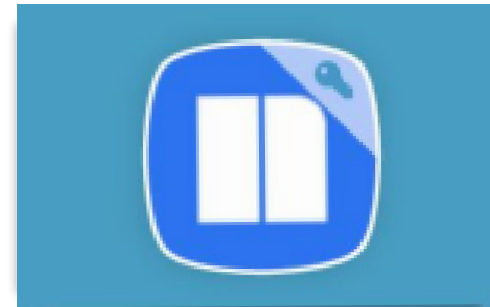


Teacher Guide: Classlink



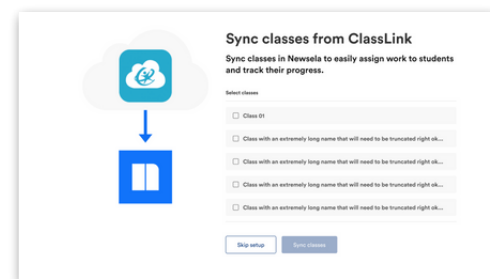
1 Login

- Login to Classlink
- Click on the Newsela icon



2 Set up your classes

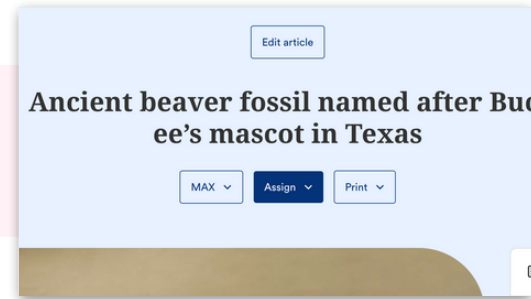
- After confirming your school, you will be prompted to sync your Classlink classes
- Select grade level and subject for all classes
- Select 'all done' after you've synced your classes
-
- If you don't see the onboarding screen, click your initials in the top right > Select Settings > Class Directory > Sync from Classlink
- Select grade level and subject for all classes



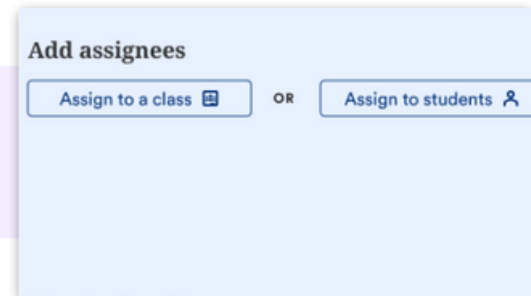
Classlink



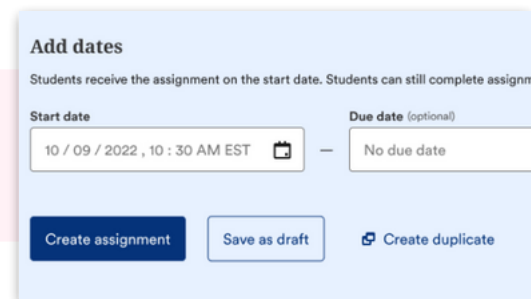
1 Find an article in Newsela you wish to assign and click Assign



2 Select the class(es) or student(s) for the assignment



3 Add any customization and click 'Create Assignment'.



What to look out for

I cannot login to Newsela through Classlink

- Reach out to your school/district technology administrator and ask them to confirm that you are shared with us in Classlink.
- If your administrator confirms you are shared with us, [contact support here](#) for assistance.

New term, semester, or year courses not appearing in Newsela

- Former Classlink courses do not archive automatically in Newsela.
- Follow these steps to sync your courses: Login to Classlink > Click the Newsela icon > Click your initials in the top right > Settings > Class Directory > Sync from Classlink

My Classes are not appearing for syncing in Newsela

- Check that the class is not archived under Settings > Class Directory. You can restore any courses from there.
- There may be a student with a teacher role in your classroom. [Contact support here](#) to get this changed
- Check with your administrator that your class(es) is for the current grade marking period and that your administrator is sharing the correct courses.

Students are getting an error message: “Sorry, it looks like you don’t have permission to see this”

- Assign the article in Newsela, rather than only linking the article.

My assignments are showing up as independent reading

- Check that you have created an assignment.

I think I have a duplicate account in Newsela

- [Contact support here](#) and ask them to merge your accounts.