

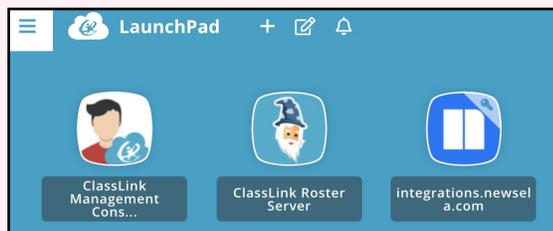
GETTING STARTED WITH NEWSELA

# Teacher Guide: Classlink



## 1 Login

- Log into Classlink > Click on the Newsela icon



- Select K-12 Teacher if prompted
- Verify your email address if prompted
- Select your school (In order to avoid duplicate schools, please make sure you have exhausted all search options before creating a new school)

## 2 Sync

In Newsela, click your initials in the top right > Select Settings > Classes > Sync with Classlink



- Select the classes you want to import, choose a grade level and subject for each, then click Import Selected Classes.
- To review the list of students in your classes, go to your [Students](#) tab.
- Course rosters are automatically updated each time you login through Classlink.

## 3 Create

Find an article you want to assign and click Assign.

- This will take you to the assignment page, where you select the class (or classes) for the assignment. You'll also see two optional steps: Adding instructions and adjusting the reading level your students will see.

- ★ Please follow the steps each school year and/or new semester.
- ★ Remember to always login to Newsela from Classlink. This is how the system syncs your classes correctly!
- ★ For more detailed instructions and video tutorials, visit our support site [here!](#)

# What to look out for

## • I cannot login to Newsela from Classlink

- If you are not able to login, you most likely are not shared with Newsela in Classlink. Please reach out to your Classlink district administrator and make sure you are connected to Classlink and shared with Newsela.

## • My Classes aren't syncing

- First, check that you are always logging in through Classlink! Your class will not sync if you login with a different method.
- 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. You can then add the teacher as a co-teacher if needed under Settings > Classes.
- There may be a student with a teacher role in your classroom. [Contact support here](#) to get this changed.

## • My Classes are not appearing for syncing in Newsela

- First, check that you are always logging in through Classlink! Your class will not sync if you login with a different method.
- Check that the class is not archived under Settings > Archived courses
- Check that the class is for the current grade-marking period
- Check that you are listed as the educator/teacher for this class and not a student
- It is possible the district isn't sharing the correct courses with Newsela in Classlink. Contact your Clever administrator to confirm.
- Note: If it is a new term, semester or year, please see next item below!



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

- Old Classlink courses do not archive automatically in Newsela. Follow these steps to sync your new term, semester, or year courses:
  - Login to Classlink
  - Click the Newsela icon
  - Click your initials in the top right > Settings
  - Select Classes
  - Click the Sync Now button for Classlink

- **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

- **I think I have a duplicate account in Newsela**

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