

Teacher Guide: Clever Bulk Rostering



1 Login

- Go to Newsela.com > Select Sign In > Clever > Enter your school/district credentials



- You can also login to Newsela by clicking the Newsela icon on your Clever homepage!
- If you have not used Newsela before, you will see an onboarding screen with several getting started steps.

2 Classes

Your Classes will be automatically synced to Newsela overnight from Clever. To review these synced classes, click your initials in the top right > Select Settings > Classes

- To review the list of students in your classes, go to your [Students](#) tab.
- Course rosters are automatically updated each night through the Clever import.

3 Create

Find an article in Newsela you wish 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 note that your rosters will always come from Clever. This means that you are unable to sync rosters from any other system! You will notice that the other sync buttons are grey.
- ★ If you have any missing students or classes, please contact your district Clever admin. More details on the following pages.

What to look out for

- **My Account says it is Deactivated, or I received an “Uh-Oh” message when trying to login**

- Your email is most likely not shared with Newsela in your school's Clever account.
- Reach out to your school/district technology administrator and ask them to share your account in Clever with Newsela!

- **My Classes aren't in Newsela**

- Check that the class is not archived in Newsela under [Archived classes](#)
- It is possible the district isn't sharing the correct courses with Newsela in Clever. Contact your district tech administrator to confirm.
- The course may also be included in the next overnight Clever sync. Please allow 24 hours from a class being added in Clever to be then synced to Newsela.
- There may be a student with a teacher role in your classroom.
[Contact support here](#) to get this changed.

- **My student is missing from my class in Newsela**

- It is possible the district isn't sharing the correct students with Newsela in Clever. Contact your Clever administrator to confirm.
- Is the student listed as a teacher?
 - If yes, [contact support here](#) to have the student changed from a teacher to student
- The student may also be included in the next overnight Clever sync. Please allow 24 hours from a student being added in Clever to be then synced to Newsela.

- **I cannot sync classes/rosters, or the sync button is grey**

- All of your rosters are kept up-to-date and managed by your District administrator from Clever
- You will not be able to sync courses from any other software or system
- If changes to your rosters need to be made, please contact your District Clever administrator

- **Students are getting an error message:**

“Sorry, it looks like you don’t have permission to see this”

- Make sure to Assign the article in Newsela, rather than only linking the article
- Also ensure all students are in both your class in Newsela and your class in Google Classroom
- If a student is missing from your roster in Newsela, please contact your District Clever administrator

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

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