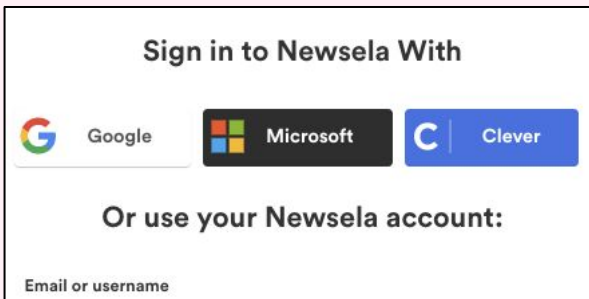


# Teacher Guide: OneRoster Bulk Rostering



## 1 Login

- Go to Newsela.com > Select Sign In > You can choose to access Newsela through Google, Microsoft, Clever, or a simple Username and Password



Sign in to Newsela With

Google Microsoft Clever

Or use your Newsela account:

Email or username

- 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. 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.

## 3 Create

Find an article you want to assign in Newsela 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 OneRoster. 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 tech 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 on your District’s OneRoster files.
- Reach out to your school/district technology admin and ask them to include your account on their OneRoster files!

- **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 your OneRoster files. Contact your district tech administrator to confirm.
- The course may also be included in the next overnight sync. Please allow 24 hours from a class being added 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
- 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 technology administrator

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

- It is possible the district isn’t sharing the correct students with Newsela in their OneRoster files. Contact your District technology 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 sync. Please allow 24 hours from a student being added to be then synced to Newsela.

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

- Check that the student has a Clever account and is included in your Clever roster. If they are not, reach out to your Clever admin to get the student added, then resync your class in Newsela.
- Is the student listed as a teacher?
  - If yes, [contact support here](#) to have the student changed from a teacher to student
- It is possible the district isn't sharing the correct students with Newsela in Clever. Contact your Clever administrator to confirm.
- 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.

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

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

- Make sure you 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!