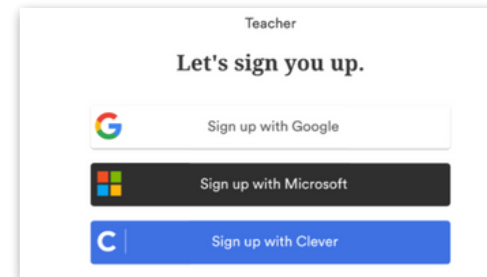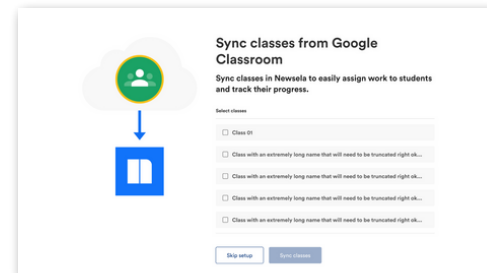# newsela

Teacher Guide: Google Classroom

1 Login

- Go to newsela.com > Select Sign in > Google > Enter your school/district credentials
- (You will be taken through a series of steps that will confirm your school and your subscription)

2 Set up your classes

- After confirming your school, you will be prompted to sync your Google Classroom classes*
- Select grade level and subject for all classes
- Select 'all done' after you've synced your classes
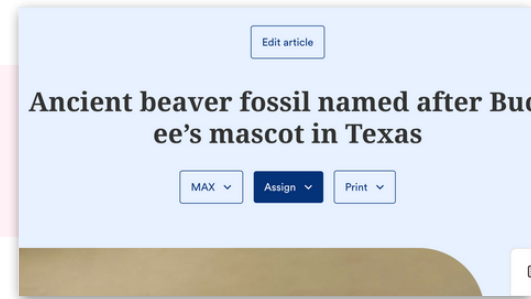
*If you don't see the onboarding screen, click your initials in the top right > Select Settings > Class Directory > Sync from Google
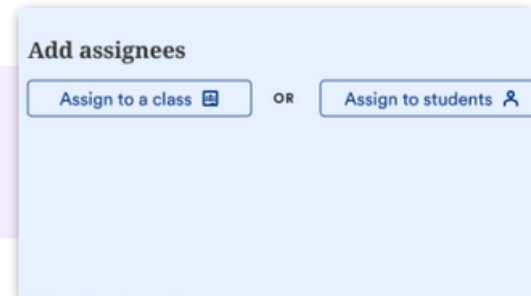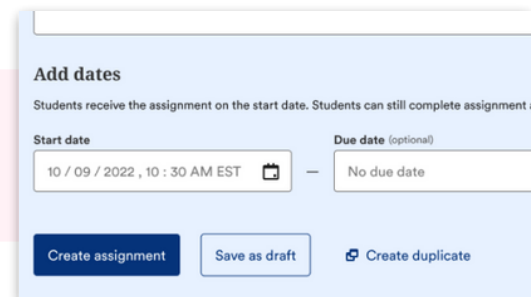
When you are ready to create an assignment for your students, follow the steps on page 2.

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ASSIGNING NEWSELA CONTENT

Google Classroom

1 In Newsela, find an article you wish to assign and click 'Assign'

Edit article

Ancient beaver fossil named after Buc‑ee's mascot in Texas

MAX ⌄ | Assign ⌄ | Print ⌄

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

Add assignees

Assign to a class ▦ | OR | Assign to students 👤

3 Add any customization and click 'Create Assignment'.

Add dates

Students receive the assignment on the start date. Students can still complete assignment

Start date | Due date (optional)

10 / 09 / 2022 , 10 : 30 AM EST 📅 — | No due date

Create assignment | Save as draft | ⧉ Create duplicate

4 Click 'See all assignments' in the pop-up notification at the top of your screen.

ated an assignment. <u>See all assignments</u> ✕

nstead 👤 | Select Newsela recommen
each student's individual

🗑 | Newsela recommen
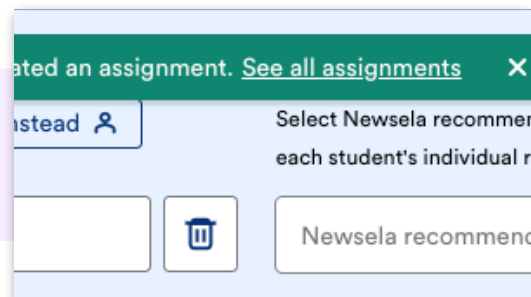
5 Click the share icon and select 'Google Classroom'.

: 07/27/2023

may need a remake: Drone imag

glish 8: Section 1
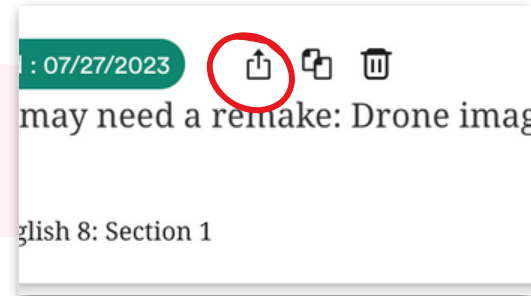
6 Choose your Google Class, select 'Create Assignment' and click 'Go'.
Note: Make sure you have assigned the content to the same classrooms in Newsela and Google

E English 8
Section 1

Create assignment

Go
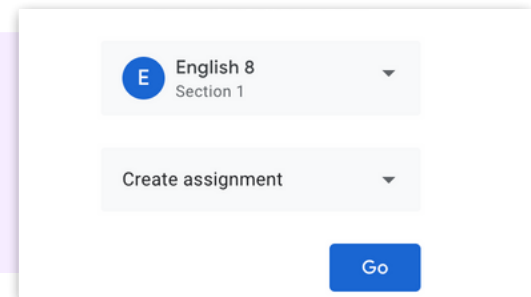
What to look out for

My Classes aren't syncing

- First, check that you are always logging in through Google (with the Google button). 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.
- There may be a student with a teacher role in your classroom. Contact your Google administrator to check that the student is not a verified teacher.
- After you've contacted your administrator, 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 Google (with the Google button). Your class will not sync if you login with a different method.
- Check that the class is not archived under Settings > Class Directory. You can restore any courses from there.
- 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

My student is missing from my class in Newsela

- Check that the student is included in your Google roster
- Is the student logged in or listed as a teacher?
- If yes, contact support here to have the student changed from a teacher to student

Students are getting an error message: "Uh-oh, our fault" when trying to login

- The student is most likely listed as a teacher. Contact support here.

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.

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What does it mean to sync my Google classes?

- If you choose to sync from Google, this means your rosters are coming from Google Classroom. Every time you log in through Google, your rosters will be updated.

My assignments are showing up as independent reading

- Assign an article in Newsela before clicking the share button.

I think I have a duplicate account in Newsela

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

What does it mean to archive a class?

- Archiving a class removes it from students' class lists and removes all assignments and associated quiz data from the Assignments section of your Binder. Quiz results will still appear in the student's Binder, the school administrator's Binder, and the Reading Summary section under independent reading for each student formerly enrolled in that class.

- [Click here](#) for more information about archiving or restoring a class.

How do I see my synced classes

- Click your initials in the top right > Select Settings > Class Directory

How do I see the students in my class

- Click your initials in the top right > Select Settings > Student Directory