

Using the Google Rollout Kit



1 Email Announcement

Have district/school tech admin or principal customize and send an email announcement to teachers. Use the email template provided in the kit.

2 Step-by-Step Guides

Make sure the Getting Started/Step guides are linked in the email. You can also share these individually and/or print them out as needed.

3 Verify Teacher Roles

As a Google administrator, you will need to verify teachers' roles to make sure they can access the Google Classroom and Newsela features they need. This will confirm that:

- No students can create classes of their own
- Only verified teachers can manage guardians and co-teachers
- Teachers have the correct roles in Newsela

Follow the [instructions here](#) to complete this.

4 Monitor Logins

Follow up with teachers to ensure they are successfully logging in to Newsela and syncing their classes/rosters.