

Using the 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 Monitor Logins

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