newsela

GETTING SETUP WITH NEWSELA

Teacher Guide: Microsoft

1 ## Login

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

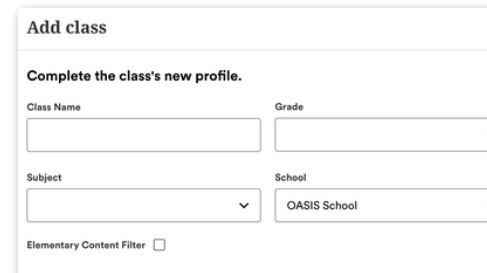**2** ## Set up your classes

- Click your initials in the top right
- Select Settings > Class Directory > New Class
- Enter the Class Name, Grade, and Subject
- Then 'Create & add Class'*

*You can invite your students to join the class through a link or code.

Microsoft

1 Find an article in Newsela you wish to assign and click Assign

Edit article

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

MAX ⌄   Assign ⌄   Print ⌄
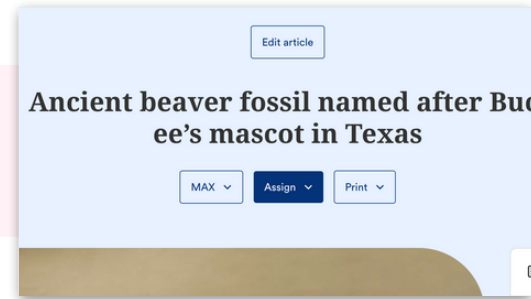
2 Select the class(es) or student(s) for the assignment

Add assignees

Assign to a class 🗓   OR   Assign to students 👤
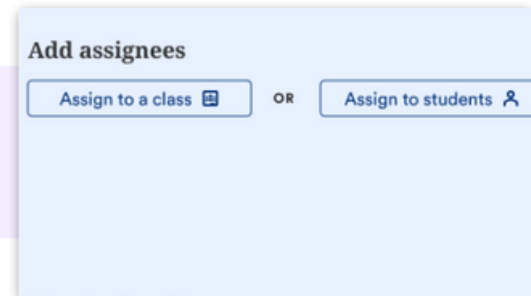
3 Add any customization and click 'Create Assignment'.

Add dates

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

Start date   Due date (optional)

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

Create assignment   Save as draft   ⧉ Create duplicate
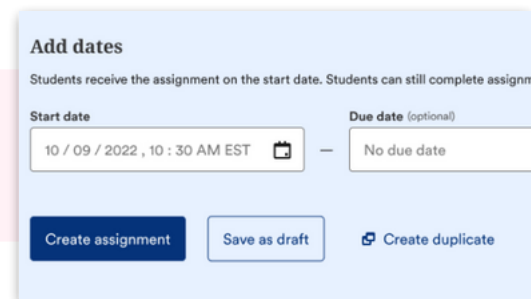
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What to look out for

My student is missing from my class on Newsela

- Make sure your student accessed Newsela through the link or code that you provided to them from Settings > Class Directory.
- Is the student listed as a teacher?
  If yes, contact Newsela's support team [here](#) for assistance.

How can students join my class?

- Click your initials > Settings > Class Directory
- Click on the class > Invite Students
- Share class link or share class code
- Copy and paste the link or code to share with your students

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.

My assignments are showing up as independent reading

- Assign an article before clicking the share button.

I think I have a duplicate account in Newsela

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