

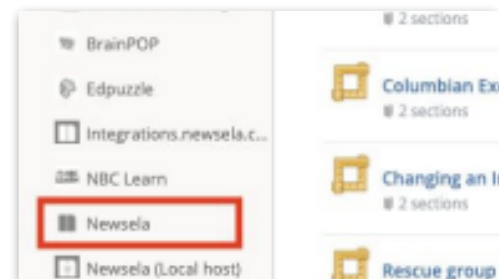
Teacher Guide: Schology



Please note: This teacher guide is intended for users who roster with Clever, OneRoster/Classlink, or OneRoster and SSO with Schoology.

1 Login

- Login to Schoology
- Open a published course in Schoology
- Click the Newsela link in the course navigation menu on the left side of the screen



2 Set up your classes

- Your classes will be automatically synced to Newsela nightly.
- To review your synced classes, click your initials > Settings > Class Directory

Schoology



- 1** Click into your course in Schoology
- 2** Under 'Materials', click the Add Materials dropdown
- 3** Select Newsela in the pop-out menu
- 4** Use the Search bar or the provided filters to find content
- 5** Once you found content you wish to share, click 'Add Link'
- 6** The new link will appear at the top of your materials.

Note: This will share the Newsela link with students in Schoology, but it will not create an assignment in Newsela. You can also assign the content to students in Newsela by following the instructions [here](#).

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 with Newsela in your school’s account.
- Reach out to your school/district technology administrator and ask them to share your account with Newsela.
- After confirming with your administrator, reach out to Newsela's support team [here](#) for assistance.

My Classes are not appearing for syncing in Newsela

- Check that the class is not archived under Settings > Class Directory. You can restore any courses from there.
- It is possible the district isn’t sharing the correct courses with Newsela. 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 synced to Newsela.
- There may be a student with a teacher role in your classroom. [Contact support here](#) to get this changed.
- Check with your administrator that your class has an active term date.

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.