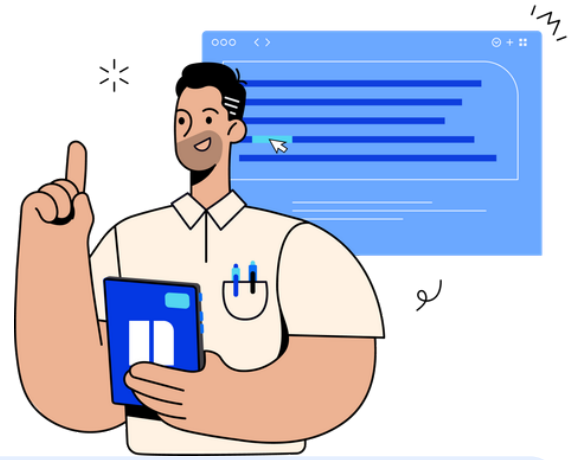


Teacher Guide: Getting Started with Newsela & Clever

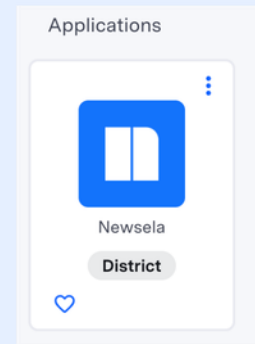


Step 1: Log in

Go to newsela.com and follow this flow:

- Select **Sign in**.
- Choose **Sign in with Clever**.
- Enter your school or district credentials.

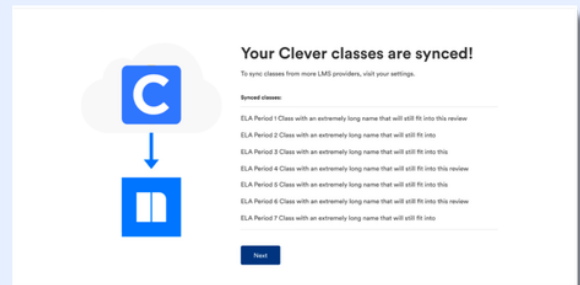
You can also log in by **clicking the Newsela icon** on your Clever home page.



Step 2: Check your classes

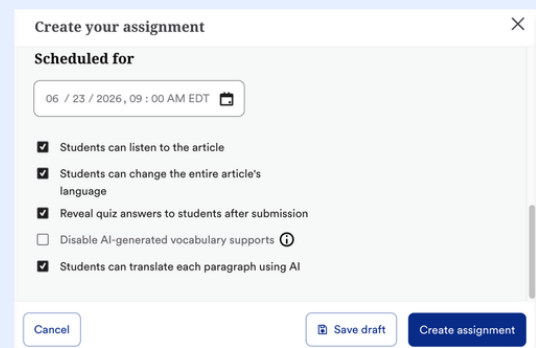
After logging in for the first time, you'll see a message that your Clever classes are synced.

Your Clever classes automatically sync to Newsela nightly.



Step 3: Create assignments

- In Newsela, find an article and click **“Assign.”**
- Select the class (es) or student(s) for the assignment.
- Add any customizations, such as start and due dates, then click **“Create Assignment.”**



Newsela & Clever: What To Look Out For



My account says it's deactivated or I'm receiving an "Uh-Oh" message when logging in

1. **Your email likely isn't being shared with Newsela** through your school or district's Clever import.
2. **Contact your school or district technology administrator** and ask them to share your information in their Clever import with Newsela.
3. After confirming with your technology administrator, **contact Newsela's support team** for assistance.

My classes don't appear in Newsela

1. **Check that the class isn't archived** under Settings > Class Directory. You can restore any courses from there.
2. **It's possible your school or district isn't sharing the correct courses with Newsela** through your Clever import. Contact your school or district's technology administrator to confirm your class list.
3. **A new course may be included in the next overnight Clever sync.** Please allow 24 hours for newly shared classes in Clever to sync with Newsela.
4. **Check with your Clever administrator to make sure your classes have active term dates** for the current semester. If not, they won't show in your classes in Newsela.



Newsela & Clever: What To Look Out For



My assignments are showing up as independent reading

1. **Check that you created an assignment** and that it's assigned correctly to the intended class.

Students are getting a “Sorry, it looks like you don’t have permission to see this” error message

1. **Assign the article to your student in Newsela** rather than only including the link.

I think I have a duplicate Newsela account

1. **Contact support** to ask them to merge your accounts

