

Teacher Guide: OneRoster/ Classlink

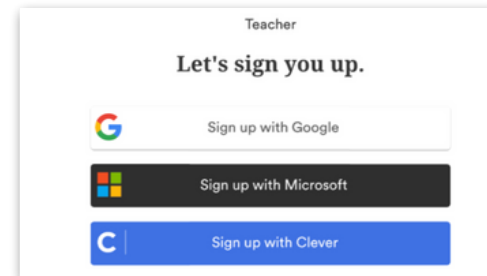


Please note: This teacher guide is intended for users who roster through OneRoster/Classlink.

1 Login

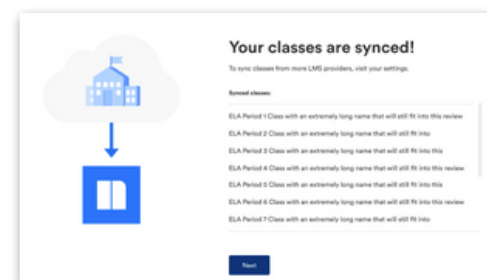
- Go to newsela.com > Select Sign in > You can sign in with Microsoft, Google, Clever, or Classlink > Enter your school/district credentials

Note: Please make sure you are logging in with your school email address.



2 Set up your classes

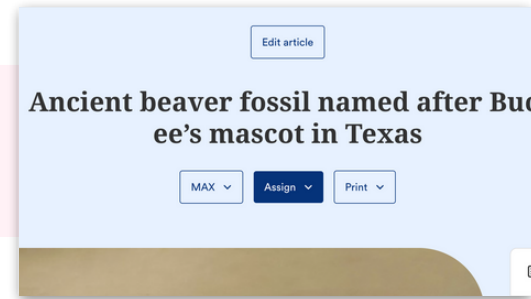
- You will see a message that your district rostered classes are synced
- Your Classes will be automatically synced to Newsela nightly



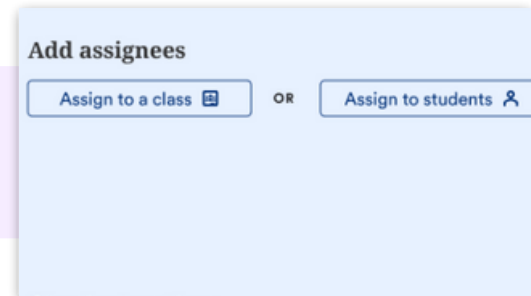
OneRoster/ Classlink



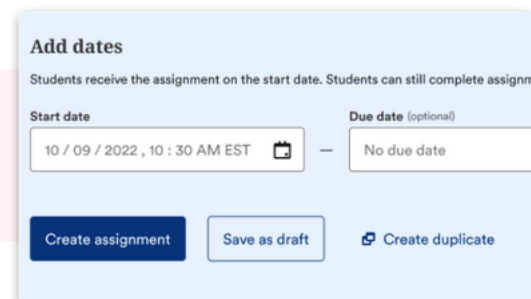
1 Find an article in Newsela you wish to assign and click Assign



2 Select the class(es) or student(s) for the assignment



3 Add any customization and click 'Create Assignment'.



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.
- Reach out to your school/district technology administrator and ask them to share your account with Newsela.
- If your administrator confirms you are shared with us, [contact support 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 with your district rostered classes. 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 then 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.