

# Teacher Guide: OneRoster/Classlink + Canvas



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

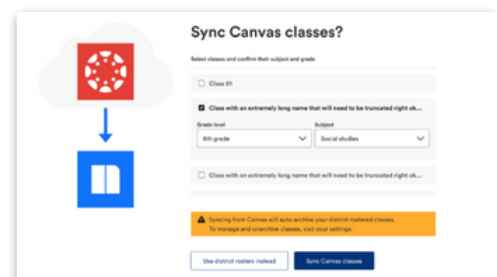
## 1 Login

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



## 2 Set up your classes

- If you want to use classes from Canvas and not your district rostered classes, click 'Use Canvas instead'
  - Syncing from Canvas will auto-archive your district rostered classes
- Select the classes you would like to sync
- Select grade level and subject for all classes
- Click “Sync Canvas classes”



\*If you don't see 'Use Canvas instead', click your initials in the top right > Select Settings > Class Directory > Sync from Canvas

# Canvas



- 1 Click into your course in Canvas**
- 2 Under 'Assignments', create a new assignment**
- 3 Under 'Submission Type', choose 'External Tool' and click 'Find'**
- 4 Select Newsela and choose a created assignment**  
*Note: You will need to create and assign a Newsela assignment before embedding it into Canvas*
- 5 Click 'Embed Assignment', then click 'Select'**
- 6 Add any customizations, then click 'Save & Publish'. You can then use the Speedgrader to view results.**

# What to look out for

## My Classes aren't syncing

- Check that the class is published in Canvas and has active term dates. Please check with your Canvas administrator if you have questions about term dates.
- There cannot be a teacher listed as a student in your classroom. If there is, remove the teacher from the classroom and resync in Newsela. You can then add the teacher as a co-teacher if needed under Settings > Classes.
- There may be a student with a teacher role in your classroom. Contact your Canvas administrator.

## My Classes are not appearing for syncing in Newsela

- First, check that you are always logging in through Canvas. Your class will not sync if you login with a different method.
- Check that the class is not archived under Settings > Archived courses
- Check that the class is published in Canvas and has active term dates. Please check with your Canvas administrator.

## My student is missing from my class in Newsela

- Check that the student is included in your Canvas roster.
- Is the student listed as a teacher? Check with your Canvas administrator.
- If you still have questions, [contact support here](#).

## I am missing classes

- Make sure the course is not archived.
- Under settings in Newsela, check your Class Directory page. You can restore any courses from there.

## My Speedgrader/Assignment Creation is not working

- You and your students need to login through Canvas and sync with Newsela at least one time through Canvas before this process will work.
- The Speedgrader will only pull information from Newsela once the student completes the quiz in the article. The assignment has to have a quiz in order for the data to be pulled into the Speedgrader.

## Students are unable to login, or are coming through as teachers in Newsela

- If students are listed in a 'club role' or if they have any teacher-like permissions in Canvas, they may come over to Newsela as a teacher.
- Contact your Canvas administrator for assistance.