

# Teacher Guide: 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



- This will open a new tab, so make sure your pop-ups aren't blocked
- Select K-12 Teacher if prompted
- Verify your email address if prompted
- Select your school (In order to avoid duplicate schools, please make sure you have exhausted all search options before creating a new school)

## 2 Sync

- Click your initials in the top right > Select Settings > Classes > Sync Now



- To review the list of students in your classes, go to your [Students](#) tab.
- Course rosters are automatically updated each time you login through Canvas.

- ★ Please follow these steps each school year and/or new semester. If you have a new class, archive your old class, and sync any new classes.
- ★ Remember to always login from Canvas. This is how the system syncs your classes correctly!
- ★ For more detailed instructions and video tutorials, visit our support site here!

*When you are ready to create an assignment for your students, follow the steps on page 2!*

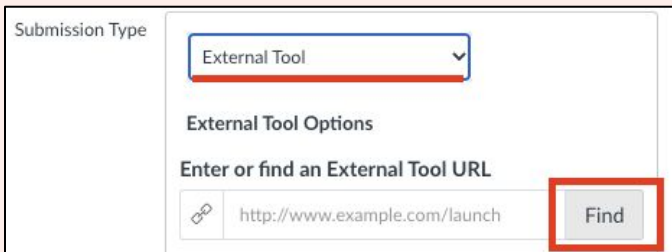
# Canvas



**1** Click into your Course in Canvas

**2** Under Assignments, create a new Assignment

**3** Under Submission Type, choose External Tool and click Find



Submission Type

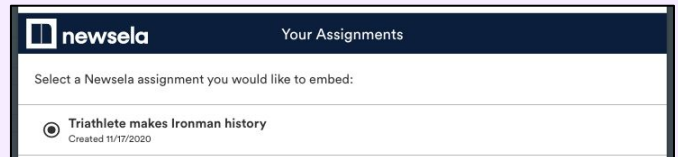
External Tool


External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch> Find

**4** Select Newsela and choose a created assignment



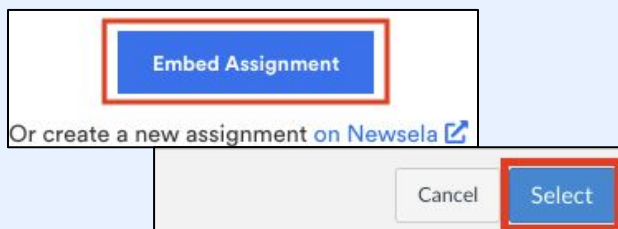
 newsela Your Assignments

Select a Newsela assignment you would like to embed:

Triathlete makes Ironman history  
Created 11/17/2020

*Note: You will need to create and assign a Newsela assignment before embedding it into Canvas*

**5** Click Embed Assignment, then Click Select



Embed Assignment

Or create a new assignment [on Newsela](#)

Cancel Select

**6** Add any customizations to the assignment, then Save & Publish. You can then use the Canvas Speedgrader to view results.

# What to look out for

## • My classes aren't syncing or my sync button is grey

- First, check that you are always logging in through Canvas! Your classes will not sync if you login with a different method, and the sync button will be grey.
- 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 support here to get this changed.

## • I am missing classes

- First, make sure you are logging in from Canvas - in order for Canvas classes to sync, you need to login directly from Canvas.
- Then, make sure the course is not archived. Under settings in Newsela, check your Archived courses tab. You can restore any courses from here!
- Finally, make sure the course is published in Canvas and has active term dates (you can check with your Canvas admin on these items if needed).

## • I am missing students

- Check the course in Canvas to make sure the student is present. If a student is not present, work with your admin to get the student added in Canvas. Then, resync the class in Newsela.

## • Students cannot see my class or assignments in Newsela

- First, make sure the student is always logging into and accessing Newsela through Canvas. Teachers and students need to use the same login method to correctly roster students and assign content.
- Check/Verify the student's information in Canvas.

- **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 support here](#) to get their roles changed back to students.

- **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 (this is the trigger) - the assignment has to have a quiz in order for the data to be pulled into the Speedgrader.