newsela

GETTING STARTED WITH NEWSELA

Teacher Guide: Google Classroom

1 Login

- Go to Newsela.com > Select Sign In > Google > Enter your school/district credentials

Sign in to Newsela with

[G Google] [Microsoft] [C Clever]

- Select K-12 Teacher and 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 Classes

Click your initials in the top right > Select Settings > Classes > Sync with Google

New Provider   ⟲ Sync with Google

Your Google classes will be automatically synced every time you log in.

- To review the list of students in your classes, go to your Students tab.
- Course rosters are automatically updated each time you login through Google.
- DO NOT sync Professional Development courses or courses with teachers. This will change those teachers into students in Newsela!

★ Always use the Google button to login - this is how your Google classes sync and update!
★ Please follow the steps each school year and/or new semester. If you have a new class, you will need to archive your old class, and sync any new classes.
★ 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!

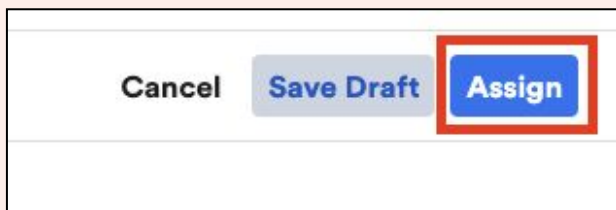![newsela]

ASSIGNING NEWSELA CONTENT
Google Classroom

1 **In Newsela, find an article you wish to assign and click Assign**
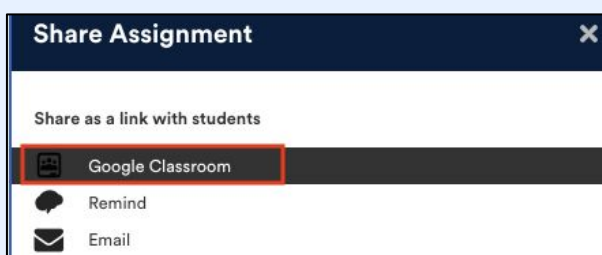
2 **Select the Class or Classes for the assignment**

3 **Add any customization and click Assign**

Cancel | Save Draft | **Assign**

4 **Click the Share icon on the created assignment**

Assigned on 09/13/2021

How has homele**ss ch**

Share

Class: Example Class 2

5 **Select Google Classroom**

Share Assignment ✕

Share as a link with students

Google Classroom

Remind

Email

6 **Select the Google Classroom to assign the content to, Create Assignment, and click Go**

Note: Make sure you have assigned the content to the same classrooms in Newsela and Google

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 Google (with the Google button)! Your class will not sync and the sync will be grey if you login with a different method.
  - 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.

- **My Classes are not appearing for syncing in Newsela**
  - First, check that you are always logging in through Google (with the Google button)! 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 for the current grade-marking period
  - Check that you are listed as the educator/teacher for this class and not a student

- **My student is missing from my class in Newsela**
  - Check that the student is included in your Google roster
  - Is the student logged in or listed as a teacher?
    - If yes, contact support here to have the student changed from a teacher to student

- **Students are getting an error message: "Uh-oh, our fault" when trying to login**
  - The student is most likely listed as a teacher. Contact support here.

- **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

- **Students cannot see my class or assignments in Newsela**
  - First, make sure the student is always logging into and accessing Newsela through Google. Teachers and students need to use the same login method to correctly roster students and assign content.
  - Check/Verify the student's information in Google Classroom.

- **Students cannot see my class or assignments in Newsela**
  - First, make sure the student is always logging into and accessing Newsela through Google. Teachers and students need to use the same login method to correctly roster students and assign content.
  - Check/Verify the student's information in Google Classroom.

- **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!